

# Rancho Adobe Fire Protection District

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

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

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING  
SEPTEMBER 20, 2023 — 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, Pennngrove, 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, Pennngrove, 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

**III. APPROVAL OF MINUTES**

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

- A. Regular Meeting of August 16, 2023

**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. Long Range Planning

(Continued on next page)



**NOTICE & AGENDA OF THE REGULAR BOARD MEETING**  
**SEPTEMBER 20, 2023 — 7:00 P.M.**  
**COTATI FIRE STATION - #1 EAST COTATI AVE**  
**COTATI, CALIFORNIA**

Page 2

**VI. UNFINISHED BUSINESS**

A. Discussion on Proposed Sales Tax

*The Board of Directors and Fire Chief will provide an update on a proposed sales tax measure countywide to fund fire services.*

**VII. PUBLIC HEARING**

A. Ordinance 2023-01: Fee Schedule (2<sup>nd</sup> Reading)

*The Board of Directors will consider Ordinance 2023-01 which revises the schedule of fees for the District.*

**VIII. NEW BUSINESS**

A. Resolution R-3: Adopting a Final Budget for FY 2023/2024

*The Board will consider Resolution R-3, adopting a final operating budget for FY 23/24 in the amount of \$7,739,497.30*

B. Adoption of Ordinance 2023-01: Fee Schedule

*The Board will consider adoption of Ordinance 2023-01, revising the schedule of fees charged by the District*

C. Discussion of Lease/Lease-Back Restructuring on 2023 Financing Arrangement with Westamerica Bank

*The Board will consider options to restructure loan for remodel of fire station 2*

D. Discussion on Designation of Fiscal Year 2022/2023 Carry-Over Funds to Reserve Capital Accounts

*The Board will consider how to disperse rollover funds from the close of FY 22/23*


E. Discussion and Approval of Change Orders for Station 2 Remodel

*The Board will review and consider change orders for the remodel of the Penngrove Fire Station*

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

**X. 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 September 15, 2023.

  
\_\_\_\_\_  
Jennifer Bechtold, Clerk of the Board







# Rancho Adobe Fire Protection District

## Board of Directors Meeting

September 20, 2023

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# **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  
AUGUST 16, 2023 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

Vice-President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on August 11, 2023.

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

Directors Absent: Bret Herman, Brian Proteau

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

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

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

There was no public comment.

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

There was no correspondence.

### **III. APPROVAL OF MINUTES**

#### **A. Regular Meeting of July 19, 2023**

Motion moved by Mr. Howell to approve the minutes of July 19, 2023, and seconded by Mr. Gadoua.

Motion Carried: Aye 4 No 0 Abstain 1 (Mr. Peterson) Absent 2

### **IV. CONSENT CALENDAR**

#### **A. Ratification of Checks Issued**

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

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

V. **ADMINISTRATIVE COMMUNICATIONS**

A. Firefighter's Union Report

There was no report.

B. Firefighters' Association Report

Firefighter Matt Achen commented the Association approved funds to assist the District with the station remodel project. The first request has been received for the purchase of kitchen appliances. The Board thanked the Association for their donation.

C. Chief's Report

Chief Veliquette reported on the following items:

- 1.) 3 new part-time firefighters will be starting their employment tomorrow.
- 2.) 1 FF/P resigned to take a job with Sonoma Valley Fire.
- 3.) 1 FF/EMT is going through pre-employment testing.
- 4.) Major focus of District has been on facilities and recruitment.
- 5.) Penngrove remodel – flooring and bathroom plumbing will begin next week.
- 6.) Weed inspections are being completed by light duty personnel.
- 7.) The District participated in National Night Out, which was held at La Plaza Park.
- 8.) Calls – EMS 102, good intent – 64, fire – 16, false alarms – 16, Service – 14, hazardous conditions – 6.

Mr. Moretti asked if there was anything new with SSU. Chief Veliquette replied he met with the police chief as he does each month. Students are moving this week, and the census shows less students than last year will be living on campus. Student enrollment is about the same as last year. The chiefs also discussed some of the outreach requests from last year, which includes talking to students about dorms and better signage. They have made a better engagement with students this year. SSU is currently undergoing a \$34 million dollar infrastructure upgrade.

D. Director Reports

Mr. Peterson noted that Assemblyman Connolly is the chair of a special committee on wildfire prevention and Mr. Peterson has reached out to try and speak with him. Senator Maguire recently revealed that grant money was given to multiple fire districts in Northern California, including Sonoma County Fire District. Mr. Moretti asked how agencies find out about this money and Mr. Peterson replied that he would be looking into this.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger said there is not much to report on the budget as we are only one month into the new fiscal year.

b. Long Range Planning

No report filed.

VI. **UNFINISHED BUSINESS**

A. Discussion on Proposed Sales Tax

Chief Veliquette said we have hit a bit of a lull in the process. Required signatures have been gathered (and 1% over the requirement) and all have been verified by the

contractors assisting. The signature sheets have been delivered to the Registrar of Voters and they have 30 days to validate signatures (September 7). Once this process is completed, the measure takes hold, and the campaign will begin after the first of the year. The FSWG and Fire Chiefs Association will be engaging stakeholders such as City Managers, City Councils, etc. so they can bring all elected officials up to date on the measure.

**The Public Hearing was opened at 7:16 p.m.**

**VII. PUBLIC HEARING**

**A. Presentation and Discussion on Final Budget FY 2023/2024 (1<sup>st</sup> Reading)**

Mr. Hemmendinger commented that since the last review of the budget, there have been some changes to both revenues and expenditures. Our last-minute revenue projections were increased to 3.5%, which is still conservative, based on a public report showing increases in home values from the Assessor's office.

**Closed Public Hearing on the budget at 7:21 p.m.**

Chief Veliquette reviewed a spreadsheet he created to show ending cash balances at 6/30 alongside revenues and expenditures. We had a carryover of \$970K at the end of FY 22/23. In our current fiscal year, expenditures are projected at \$7,739,497 and we need to have half of this set aside for the first six months of the fiscal year. We have all but \$86K so this will be debited from the carryover. We will also need \$136,562 to finish up the station remodel, which leaves the carryover at \$884,450. Chief Veliquette suggested the following distributions of the carryover fund; add \$130K for 9132 chassis, add \$20K for station 2 fencing, \$10K for soft construction costs, pay PERS underfunded minimum payment of \$100K and set aside \$450K for the replacement of 9160 in FY 24/25. One more suggestion for this fiscal year is to pay down the PERS UAL to the amount of \$37,888.16.

Mr. Hemmendinger would like to defer any decisions on the rollover funds distribution until next month. He also mentioned that Board policies and procedures state we cannot have any negative CalPERS unfunded liability and need to set aside at least half of operational reserves at beginning of the fiscal year. Mr. Hemmendinger suggested we might want to consider putting the \$450K into PERS since that interest rate is 7.5%, and then taking a loan for 9160 at a lower interest rate. Mr. Peterson suggested we need to consider being more conservative with our cash until we know more about the tax measure. We would not make a payment to PERS until the end of the fiscal year. Chief Veliquette suggested we identify CalPERS funds in an accrued, restricted account.

**Opened public hearing on Fee Ordinance at 7:40 p.m.**

**B. Ordinance 2023-01: Fee Schedule (1<sup>st</sup> Reading)**

The public hearing is to discuss the revision of our fee schedule, which has not been revised since 2013, and no CPI was ever built in. The new ordinance has been reviewed by the District's legal counsel and only a couple verbiage changes were recommended. The new ordinance also has a CPI built into it which would occur July 1 of each year. The fee schedule is consistent with fees of other fire districts and of our current pay schedule. This allows us to get full cost recovery of the services we offer to our citizens, contractors, etc. Further, the District can charge for emergency services provided. Many of the fire prevention fees are only charged within the City of Cotati as the County of Sonoma provides fire marshal services to the unincorporated areas of the District.

Chief Veliquette noted that BC Taylor ran a cross-reference of fees charged by the City of Petaluma, Santa Rosa and Sonoma County Fire District and compared them to our fees.

**The Public Hearing for Ordinance 2023-01 was closed at 7:56 p.m.**

**VIII. NEW BUSINESS**

**A. Discussion and Approval of Change Orders for Station 2 Remodel**

Chief Veliquette noted this is a request for prime change order #3. This change order is requested in the amount of \$39,326.89 which revises the total contract amount to \$1,150,982.99. Much of this change order is for bringing full walls to a certain height, electrical work, and outlets to meet code, ADA revisions to the front parking lot and entrance and improvement to the kitchen island surface.

Motion moved by Mr. Gadoua to approve the change orders for Station 2's remodel and seconded by Mr. Howell.

Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

- Adoption of Final Budget for FY 23/24 and rollover funds
- Adoption of Ordinance 2023-01: Fee Schedule

**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:10 p.m.

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

Motion Carried: Aye   5   No   0   Abstain   0   Absent   2



# 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 SEPTEMBER 20, 2023

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

Regular Payable Checks:	\$406,536.44
Payroll Checks:	\$ 89,968.61
Total All Disbursements:	\$496,505.05

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 warrants invoices have been reviewed and approved by the appropriate Department Head, Fire Chief and Department Bookkeeper or Accountant before payment.



Clerk of the Board

9-14-23

Date



**Check Detail**  
August 30, 2023

Type	Num	Date	Account	Paid Amount
ACH	ACH	08/30/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-2,209.49
				-2,209.49
ACH	ACH	08/30/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-29,162.74
				-29,162.74
ACH	ACH	08/30/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-50,191.38
				-50,191.38
ACH	ACH	08/30/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-4,880.00
				-4,880.00
Bill Pmt -Check	5810	08/30/2023	1035 · Summit State Bank - Operating	
Bill	August 2023	08/30/2023	5910 · Full-Time Personnel	-3,525.00
				-3,525.00

**TOTAL CHECKS ISSUED: 89,968.61**

Authorized By:

Jack Veronique  
Print Name

Herbert R. Wandel  
Print Name

[Signature]  
Sign

[Signature]  
Sign

FIRE CHIEF  
Title

[Signature]  
Title



Rancho Adobe Fire Protection District  
Check Detail

August 30, 2023

Type	Num	Date	Account	Paid Amount
Bill Pmt -Check	5811	08/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv# 249732	08/30/2023	6022 · Safety Clothing	-203.03
Bill Pmt -Check	5812	08/30/2023	1035 · Summit State Bank - Operating	
Bill	Classes 8/14, 16, 18	08/30/2023	6596 · CQI Expense	-765.00
Bill Pmt -Check	5813	08/30/2023	1035 · Summit State Bank - Operating	
Bill	ID# 05D2287045	08/30/2023	6650 · Health Services	-180.00
Bill Pmt -Check	5814	08/30/2023	1035 · Summit State Bank - Operating	
Bill	SDLAC Conference	08/30/2023	7120 · Training Expense	-1,050.00
Bill Pmt -Check	5815	08/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv# 57747	08/30/2023	6889 · Computer Software and Equipment	-1,035.00
Bill Pmt -Check	5816	08/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv# 0175682	08/30/2023	6020 · Uniforms	-853.10

12:58 PM  
08/30/23

# Rancho Adobe Fire Protection District Check Detail August 30, 2023

Bill Pmt -Check	5817	08/30/2023	IT HUB	1035 · Summit State Bank - Operating	
Bill	Inv# 5483	08/30/2023		6889 · Computer Software and Equipment	-284.20
					<u>-284.20</u>
Bill Pmt -Check	5818	08/30/2023	JEFFS TWIN OAKS GARAGE	1035 · Summit State Bank - Operating	
Bill	Inv# 24076	08/30/2023		6155 · Apparatus Maintenance	-2,853.86
					<u>-2,853.86</u>
Bill Pmt -Check	5819	08/30/2023	KYOCERA DOCUMENT SOLUTIONS NOR	1035 · Summit State Bank - Operating	
Bill	Inv# 5026323102	08/30/2023		6820 · Rent/Lease Equipment	-190.61
					<u>-190.61</u>
Bill Pmt -Check	5820	08/30/2023	LIFE ASSIST	1035 · Summit State Bank - Operating	
Bill	Inv# 1356299	08/30/2023		6260 · Medical Supplies	-353.49
					<u>-353.49</u>
Bill Pmt -Check	5821	08/30/2023	LN CURTIS & SONS	1035 · Summit State Bank - Operating	
Bill	Inv# 717969	08/30/2023		6022 · Safety Clothing	-455.72
					<u>-455.72</u>
Bill Pmt -Check	5822	08/30/2023	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0126301	08/30/2023		7201 · Fuel	-2,234.73
					<u>-2,234.73</u>
Bill Pmt -Check	5823	08/30/2023	PG&E	1035 · Summit State Bank - Operating	
Bill	Mult Accts	08/30/2023		7320 · Utilities	-659.42
					<u>-659.42</u>



**Rancho Adobe Fire Protection District**  
**Check Detail**  
August 30, 2023

Bill Pmt -Check	5824	08/30/2023	R.P. EQUIPMENT	1035 · Summit State Bank - Operating	-473.76
Bill	Inv# 5126	08/30/2023		6155 · Apparatus Maintenance	-473.76
Bill Pmt -Check	5825	08/30/2023	SILVERADO AVIONICS	1035 · Summit State Bank - Operating	-611.60
Bill	Inv# 2615	08/30/2023		6045 · Pagers & Radios	-611.60
Bill Pmt -Check	5826	08/30/2023	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	-812.00
Bill	Sept. 2023	08/30/2023		5931 · Disability Insurance	-812.00
Bill Pmt -Check	5827	08/30/2023	STRATA a/p, INC.	1035 · Summit State Bank - Operating	-5,264.46
Bill	Inv#7158/7157	08/30/2023		9510 · Building Improvements	-5,264.46
Bill Pmt -Check	5828	08/30/2023	UNITED RENTALS	1035 · Summit State Bank - Operating	-1,752.50
Bill	Inv#218096043-006	08/30/2023		6181 · Station Maintenance for Remodel	-1,752.50

12:58 PM  
08/30/23

# Rancho Adobe Fire Protection District Check Detail August 30, 2023

1035 · Summit State Bank - Operating

Bill Pmt -Check 5829

08/30/2023 VISION SERVICE PLAN

5934 · Vision Insurance -382.76  
-382.76

Bill Sept. 2023

08/30/2023

**TOTAL CHECKS ISSUED: 20,415.24**

### Authorized By:

Jan Vanover  
Print Name

[Signature]  
Sign

Harriet R. Leonard  
Print Name

[Signature]  
Sign

Fire Chief  
Title

Business Chief  
Title

# Rancho Adobe Fire Protection District Check Detail

5:04 PM  
09/12/23

September 12, 2023  
Name

Paid Amount

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5830	09/12/2023	AMERICAN RIVER BENEFIT ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	Oct. 2023	09/12/2023		5933 · Life Insurance	-347.10
Bill Pmt -Check	5831	09/12/2023	AT&T	1035 · Summit State Bank - Operating	
Bill	9391035607/5608	09/12/2023		6040 · Communications	-228.68
Bill Pmt -Check	5832	09/12/2023	B.W.S. DISTRIBUTORS, INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 286268	09/12/2023		6140 · Equipment Maintenance	-109.25
Bill Pmt -Check	5833	09/12/2023	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	October 2023	09/12/2023		5932 · Dental Insurance	-2,538.20
Bill Pmt -Check	5834	09/12/2023	EMBROIDERY SCREEN PRINTING	1035 · Summit State Bank - Operating	
Bill	Inv# CAESP5215	09/12/2023		6020 · Uniforms	-7,150.11
Bill Pmt -Check	5835	09/12/2023	EMERGENCY EQUIPMENT MANAGEMENT	1035 · Summit State Bank - Operating	
Bill	Inv#655596/65598	09/12/2023		6022 · Safety Clothing 6020 · Uniforms	-494.94 -2,092.73

Rancho Adobe Fire Protection District  
 Check Detail  
 September 12, 2023

5:04 PM  
 09/12/23

Bill Pmt -Check	5836	09/12/2023	FRC, INC.	1035 · Summit State Bank - Operating	
Bill	Inv#4	09/12/2023		9510 · Building Improvements	<u>-250,779.13</u> -250,779.13
Bill Pmt -Check	5837	09/12/2023	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	
Bill	Inv#1413/1353	09/12/2023		6590 · Contracted FM Services	<u>-3,325.00</u> -3,325.00
Bill Pmt -Check	5838	09/12/2023	IT HUB	1035 · Summit State Bank - Operating	
Bill	Inv# 5495	09/12/2023		6889 · Computer Software and Equipment	<u>-890.00</u> -890.00
Bill Pmt -Check	5839	09/12/2023	MARK CLEMENTI, PhD.	1035 · Summit State Bank - Operating	
Bill	Inv#09-01-23	09/12/2023		6605 · Hiring Expense	<u>-774.00</u> -774.00
Bill Pmt -Check	5840	09/12/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Mult Invs	09/12/2023		6260 · Medical Supplies	<u>-235.83</u> -235.83
Bill Pmt -Check	5841	09/12/2023	NAPA AUTO	1035 · Summit State Bank - Operating	
Bill	Inv# 208170	09/12/2023		6155 · Apparatus Maintenance	<u>-12.22</u> -12.22

5:04 PM  
09/12/23

# Rancho Adobe Fire Protection District Check Detail September 12, 2023

Bill Pmt -Check	5842	09/12/2023	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	-248.28
Bill	Acc#P-549/P-554	09/12/2023		7320 · Utilities	-248.28
Bill Pmt -Check	5843	09/12/2023	PG&E	1035 · Summit State Bank - Operating	-2,665.95
Bill	Mult Accts	09/12/2023		7320 · Utilities	-2,665.95
Bill Pmt -Check	5844	09/12/2023	STRATA a/p, INC.	1035 · Summit State Bank - Operating	-447.20
Bill	Inv#7182/7183	09/12/2023		9510 · Building Improvements	-447.20
Bill Pmt -Check	5845	09/12/2023	UMPQUA BANK	1035 · Summit State Bank - Operating	-19,580.91
Bill	August Visa	09/12/2023		Umpqua Bank Credit Card	-19,580.91

**TOTAL CHECKS ISSUED: 291,919.53**

Authorized By:

Audry Taylor  
Print Name

Jeff Vouquette  
Print Name

[Signature]  
Sign

[Signature]  
Sign

Battalion Chief  
Title

Fire Chief  
Title



# Rancho Adobe Fire Protection District Check Detail

August 15, 2023  
Name

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5784	08/15/2023	AMERICAN RIVER BENEFIT ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	Sept. 2023	08/15/2023		5933 · Life Insurance	-323.96
Bill Pmt -Check	5785	08/15/2023	AT&T	1035 · Summit State Bank - Operating	-323.96
Bill	9391035608/5607	08/15/2023		6040 · Communications	-260.70
Bill Pmt -Check	5786	08/15/2023	Best Best & Krieger LLP	1035 · Summit State Bank - Operating	-260.70
Bill	Inv# 971896	08/15/2023		6610 · Legal Services	-2,953.90
Bill Pmt -Check	5787	08/15/2023	COMMUNITY VOICE	1035 · Summit State Bank - Operating	-2,953.90
Bill	Inv# 20141	08/15/2023		6800 · Public Legal Notices	-361.00
Bill Pmt -Check	5788	08/15/2023	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	-361.00
Bill	Sept. 2023	08/15/2023		5932 · Dental Insurance	-2,538.20
Bill Pmt -Check	5789	08/15/2023	DOMINIC AYERS	1035 · Summit State Bank - Operating	-2,538.20
Bill	Reimburse Classes	08/15/2023		7120 · Training Expense	-150.00
					-150.00

**Rancho Adobe Fire Protection District**  
**Check Detail**  
**August 15, 2023**

Bill	Check #	Inv#	Date	Vendor	Account	Amount
Bill Pmt -Check	5790		08/15/2023	EMERGENCY EQUIPMENT MANAGEMENT	1035 · Summit State Bank - Operating	
Bill		In#65583/65581/65582	08/15/2023		6022 · Safety Clothing	-1,231.88
					6020 · Uniforms	-2,572.48
						<u>-3,804.36</u>
Bill Pmt -Check	5791		08/15/2023	FAILSAFE TESTING	1035 · Summit State Bank - Operating	
Bill		Inv# 13004	08/15/2023		6140 · Equipment Maintenance	-1,913.54
						<u>-1,913.54</u>
Bill Pmt -Check	5792		08/15/2023	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	
Bill		Inv#1400	08/15/2023		6590 · Contracted FM Services	-1,487.50
						<u>-1,487.50</u>
Bill Pmt -Check	5793		08/15/2023	HI-TECH	1035 · Summit State Bank - Operating	
Bill		Inv# 176541	08/15/2023		6155 · Apparatus Maintenance	-1,078.50
						<u>-1,078.50</u>
Bill Pmt -Check	5794		08/15/2023	IT HUB	1035 · Summit State Bank - Operating	
Bill		Inv#5455/5454	08/15/2023		6889 · Computer Software and Equipment	-2,154.00
						<u>-2,154.00</u>
Bill Pmt -Check	5795		08/15/2023	KAISER (OCCUPATIONAL HEALTH)	1035 · Summit State Bank - Operating	
Bill		G#320901054043	08/15/2023		6650 · Health Services	-3,416.00
						<u>-3,416.00</u>



# Rancho Adobe Fire Protection District Check Detail August 15, 2023

Bill Pmt -Check	5796	08/15/2023	KAISER PERMANENTE	1035 · Summit State Bank - Operating	-26,147.00
Bill	Sept. 2023	08/15/2023		5930 · Health Insurance	-26,147.00
Bill Pmt -Check	5797	08/15/2023	LIEBERT CASSIDY WHITMORE	1035 · Summit State Bank - Operating	
Bill	Inv# 248699	08/15/2023		6610 · Legal Services	-987.00
Bill Pmt -Check	5798	08/15/2023	LIFE ASSIST	1035 · Summit State Bank - Operating	
Bill	Mult Invs	08/15/2023		6260 · Medical Supplies	-1,091.98
Bill Pmt -Check	5799	08/15/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Inv#0028165998	08/15/2023		6260 · Medical Supplies	-162.67
Bill Pmt -Check	5800	08/15/2023	MIKE WEIHMANN	1035 · Summit State Bank - Operating	
Bill	August/Sept. 2023	08/15/2023		5936 · Retiree Insurance	-600.00
Bill Pmt -Check	5801	08/15/2023	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0050267	08/15/2023		7201 · Fuel	-1,956.69
Bill Pmt -Check	5802	08/15/2023	PG&E	1035 · Summit State Bank - Operating	
Bill	Mult Accts	08/15/2023		7320 · Utilities	-2,570.11

Rancho Adobe Fire Protection District  
Check Detail  
August 15, 2023

Bill	5803	08/15/2023	PREFERRED ALLIANCE, INC.	1035 · Summit State Bank - Operating	-126.00
Bill	Inv# 0188285	08/15/2023		6605 · Hiring Expense	-126.00
Bill	5804	08/15/2023	REDCOM	1035 · Summit State Bank - Operating	
Bill	Inv#Q1 2023-24	08/15/2023		6526 · Dispatch Service-Redcom	-7,008.66
				6889 · Computer Software and Equipment	-5,583.55
				6889 · Computer Software and Equipment	-1,837.49
					<u>-14,429.70</u>
Bill	5805	08/15/2023	SAFETY-KLEEN SYSTEMS, INC.	1035 · Summit State Bank - Operating	
Bill	Inv# RA27099	08/15/2023		6155 · Apparatus Maintenance	-119.20
					<u>-119.20</u>
Bill	5806	08/15/2023	SONOMA VALLEY FIRE & RESCUE AUTHORIT	1035 · Summit State Bank - Operating	
Bill	Inv# 1109	08/15/2023		6140 · Equipment Maintenance	-630.00
					<u>-630.00</u>
Bill	5807	08/15/2023	THE WEIST LAW FIRM	1035 · Summit State Bank - Operating	
Bill	Inv# 2023-M63	08/15/2023		6461 · Operational Expense	-1,300.00
					<u>-1,300.00</u>
Bill	5808	08/15/2023	TO THE POINT POLYGRAPH	1035 · Summit State Bank - Operating	
Bill	Inv#426/432	08/15/2023		6605 · Hiring Expense	-800.00
					<u>-800.00</u>

# Rancho Adobe Fire Protection District Check Detail August 15, 2023

Bill Pmt -Check

5809

08/15/2023 UMPQUA BANK

1035 · Summit State Bank - Operating

Bill

July Visa

08/15/2023

Umpqua Bank Credit Card

-22,839.66  
-22,839.66

**TOTAL CHECKS ISSUED: 94,201.67**

**Authorized By:**

Jose Vazquez  
Print Name

[Signature]  
Sign

Fire Chief  
Title

Herbert R. Wards  
Print Name

[Signature]  
Sign

Battalion Chief  
Title





UMPQUA BANK

BL ACCT 00002716-10000000
RANCHO ADOBE FIRE DIST
Account Number: #####-####-####-6068
Page 1 of 6



Account Summary

Table with 2 columns: Description and Amount. Rows include Billing Cycle, Days In Billing Cycle, Previous Balance, Purchases, Cash, Balance Transfers, Special, Credits, Payments, Other Charges, Finance Charges.

NEW BALANCE \$19,580.91

Credit Summary

Table with 2 columns: Description and Amount. Rows include Total Credit Line, Available Credit Line, Available Cash, Amount Over Credit Line, Amount Past Due, Disputed Amount.

Account Inquiries

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

Payment Summary

Table with 2 columns: Description and Amount. Rows include NEW BALANCE \$19,580.91, MINIMUM PAYMENT \$19,580.91, PAYMENT DUE DATE 09/25/2023

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

Table with 5 columns: Trans Date, Post Date, Reference Number, Transaction Description, Amount. Row: 08/21 08/21 0000000LBX2308213308003 PAYMENT - THANK YOU \$22,839.66-

Cardholder Account Summary

Table with 5 columns: Account Name, Payments & Other Credits, Purchases & Other Charges, Cash Advances, Total Activity. Row: VIRTUAL ACCT BECHTOLD \$0.00 \$3,434.67 \$0.00 \$3,434.67

Cardholder Account Detail

Table with 6 columns: Trans Date, Post Date, Plan Name, Reference Number, Description, Amount. Rows include transactions for PPLN01 at various dates.

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

Table with 4 columns: Closing Date, New Balance, Total Minimum Payment Due, Payment Due Date. Values: 08/31/23, \$19,580.91, \$19,580.91, 09/25/23

\$ 19,580.91

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

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Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/11	08/13	PPLN01	24906413223180336056032	TMX*Terminix Intl 800-8376464 TN	\$117.00
08/11	08/13	PPLN01	24906413223180335916806	TMX*Terminix Intl 800-8376464 TN	\$105.00
08/15	08/16	PPLN01	24692163227106770649268	VZWLSS*APOCC VISB 800-922-0204 FL	\$184.20
08/15	08/16	PPLN01	24492153228027956335484	MISSION LINEN 805-963-1841 CA	\$103.85
08/20	08/20	PPLN01	24692163232100755763452	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
08/21	08/22	PPLN01	24941663233206014373715	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$113.33
08/21	08/22	PPLN01	24941663233206014391428	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$270.20
08/21	08/22	PPLN01	24941663233206014391436	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$226.72
08/21	08/22	PPLN01	24692163233102142618323	AMZN Mktp US*TQ5O451A1 Amzn.com/bill WA	\$95.54
08/22	08/23	PPLN01	24692163234102388910334	AMZN Mktp US*TQ4K02KO2 Amzn.com/bill WA	\$47.94
08/23	08/24	PPLN01	24055233236812474283343	ATT* BILL PAYMENT 800-331-0500 TX	\$377.17
08/24	08/25	PPLN01	24755423236282361742191	PRIMO WATER FL 800-7285508 FL	\$115.85
08/28	08/28	PPLN01	24692163240107092486481	COMCAST CALIFORNIA 800-COMCAST CA	\$285.58
08/27	08/28	PPLN01	24431063239083706767643	AMZN MKTP US*T37A73MK2 AM AMZN.COM/BILL WA	\$14.16
08/30	08/30	PPLN01	24692163242108662764321	COMCAST CALIFORNIA 800-COMCAST CA	\$291.06
08/30	08/31	PPLN01	24492153243027909148670	MISSION LINEN 805-963-1841 CA	\$207.70

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,696.78	Cash Advances \$0.00	Total Activity \$1,696.78

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/03	08/04	PPLN01	24943013215004000042198	SONOMA CENTRAL TRANSFER PETALUMA CA	\$24.00
08/03	08/06	PPLN01	24427333216710001673478	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$62.88
08/09	08/11	PPLN01	24427333222710001649553	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$56.31
08/14	08/16	PPLN01	24231683227837000547592	SAFeway #0933 SEBASTOPOL CA	\$23.96
08/14	08/16	PPLN01	24427333227710001591933	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$73.37
08/16	08/17	PPLN01	24692163228107656949649	CHEVRON 0098849 SONOMA CA	\$50.04
08/17	08/18	PPLN01	24226383230400001946245	WAL-MART #2069 MEDFORD OR	\$163.94
08/17	08/18	PPLN01	24692163229108739602899	CHEVRON 0090040 YREKA CA	\$141.75
08/16	08/18	PPLN01	24427333229120004878659	MANFREDIS FOOD GAS DEP DUNSMUIR CA	\$81.51
08/18	08/20	PPLN01	24943003231708750495841	HOLIDAY INN EXPRESS MEDFORD OR	\$200.86
08/18	08/20	PPLN01	24003223231754004268742	EXXON YREKA PROPERTIES LL YREKA CA	\$46.46
08/17	08/20	PPLN01	24445003230500511692129	BLACK BEAR DINER YREKA 4 YREKA CA	\$47.21
08/18	08/20	PPLN01	24137463230100482780216	TST* THE POINT PUB AND GR MEDFORD OR	\$43.80
08/19	08/22	PPLN01	24692163233101846996837	SPRINGHILL SUITES MEDF MEDFORD OR	\$110.25
08/21	08/23	PPLN01	24692163234102613081448	ASHLAND HILLS HOTEL ASHLAND OR	\$109.83
08/23	08/24	PPLN01	24003223236754003559021	EXXON YREKA PROPERTIES LL YREKA CA	\$131.12
08/23	08/25	PPLN01	24692163236104047943233	ASHLAND HILLS HOTEL ASHLAND OR	\$109.83
08/25	08/27	PPLN01	24692163238105707301966	ASHLAND HILLS HOTEL ASHLAND OR	\$109.83
08/27	08/29	PPLN01	24692163240107283513622	ASHLAND HILLS HOTEL ASHLAND OR	\$109.83

Cardholder Account Summary					
PETE ALBINI ##### 6134		Payments & Other Credits \$0.00	Purchases & Other Charges \$747.91	Cash Advances \$0.00	Total Activity \$747.91

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/03	08/04	PPLN01	24034543215000315011379	76 - PETALUMA 88 INC PETALUMA CA	\$125.19
08/08	08/10	PPLN01	24316053221548103191127	SHELL OIL 57444218606 ROHNERT PARK CA	\$96.27
08/11	08/13	PPLN01	24034543223001231248285	76 - UNITED PACIFIC 5426 COTATI CA	\$164.71
08/15	08/16	PPLN01	24692163227107217336089	LOWES #01901* COTATI CA	\$60.76
08/22	08/24	PPLN01	24316053235548607408534	SHELL OIL 57444218606 ROHNERT PARK CA	\$149.01
08/28	08/29	PPLN01	24034543240003110391458	76 - PETALUMA 88 INC PETALUMA CA	\$136.64

**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/30	08/31	PPLN01	24692163242109183236674	IN *CROWN TROPHY PETALUMA PETALUMA CA	\$15.33

**Cardholder Account Summary**

TIM CALDWELL #### ## 2629	Payments & Other Credits \$0.60-	Purchases & Other Charges \$637.11	Cash Advances \$0.00	Total Activity \$636.51
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/01	08/02	PPLN01	24330653213900017200057	EMERGENCY EQUIPMENT MANAG 707-7801570 CA	\$300.00
08/01	08/02	PPLN01	24801973213286842600212	LARSENGINES-PETALUMA PETALUMA CA	\$9.63
08/01	08/02		74801973213286842600225	CREDIT VOUCHER	\$0.60-
				LARSENGINES-PETALUMA PETALUMA CA	
08/02	08/03	PPLN01	24034543214000211225314	76 - PETALUMA 88 INC PETALUMA CA	\$28.03
08/09	08/10	PPLN01	24801973221726974658835	COAST COUNTIES PETERBILT 7078372727 CA	\$26.43
08/13	08/14	PPLN01	24692163225105637122586	LOWES #01901* COTATI CA	\$73.82
08/17	08/18	PPLN01	24226383230400000720724	WAL-MART #2069 MEDFORD OR	\$110.12
08/17	08/18	PPLN01	24692163229108739602808	CHEVRON 0090040 YREKA CA	\$27.17
08/16	08/18	PPLN01	24427333229120004877362	MANFREDIS FOOD GAS DEP DUNSMUIR CA	\$61.91

**Cardholder Account Summary**

RYAN RANIA #### ## 0990	Payments & Other Credits \$0.00	Purchases & Other Charges \$224.97	Cash Advances \$0.00	Total Activity \$224.97
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/04	08/06	PPLN01	24055233217400758000154	OIL STOP 2 ROHNERT PARK CA	\$88.71
08/18	08/20	PPLN01	24316053231548412479856	SHELL OIL 57444218606 ROHNERT PARK CA	\$136.26

**Cardholder Account Summary**

ERIC GROMALA #### ## 1484	Payments & Other Credits \$0.00	Purchases & Other Charges \$248.55	Cash Advances \$0.00	Total Activity \$248.55
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/31	08/02	PPLN01	24692163213105252710677	LOWES #01901* COTATI CA	\$196.01
08/12	08/13	PPLN01	24692163224104884786608	CHEVRON 0098548 PETALUMA CA	\$52.54

**Cardholder Account Summary**

HERB WANDEL #### ## 4009	Payments & Other Credits \$77.72-	Purchases & Other Charges \$4,565.01	Cash Advances \$0.00	Total Activity \$4,487.29
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/31	08/02	PPLN01	24137463213100507974399	OFFICE DEPOT #2256 ROHNERT PARK CA	\$33.56
08/05	08/06	PPLN01	24692163217109005198285	CHEVRON 0212047 COTATI CA	\$110.03
08/07	08/08	PPLN01	24801973219726390692719	COAST COUNTIES PETERBILT 7078372727 CA	\$29.37
08/10	08/11	PPLN01	24435653222839196400125	FERGUSON ENT #643 PETALUMA CA	\$3,158.44
08/12	08/13	PPLN01	24692163224104757490478	LOWES #01901* COTATI CA	\$60.28
08/11	08/13	PPLN01	24801973224608750446972	FRIEDMANS HOME IMPROVEME SANTA ROSA CA	\$108.62
08/11	08/13	PPLN01	24801973224608847775805	FRIEDMANS HOME IMPROVEME SANTA ROSA CA	\$70.92
08/12	08/13	PPLN01	24055233225091008765678	WILCO FARM STORE PETALUMA CA	\$96.73
08/11	08/13	PPLN01	24692163223104056286438	CHEVRON 0212047 COTATI CA	\$111.75
08/12	08/13		74055233225091008766937	CREDIT VOUCHER	\$77.72-
				WILCO FARM STORE PETALUMA CA	
08/12	08/14	PPLN01	24692163225105188471697	LOWES #01901* COTATI CA	\$40.21
08/13	08/14	PPLN01	24692163225105637123154	LOWES #01901* COTATI CA	\$55.48
08/13	08/14	PPLN01	24055233226091008771832	WILCO FARM STORE PETALUMA CA	\$13.12



Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/14	08/15	PPLN01	24943013226004000042799	SONOMA CENTRAL LANDFILL PETALUMA CA	\$24.00
08/16	08/17	PPLN01	24692163228107845901766	CHEVRON 0212047 COTATI CA	\$119.92
08/23	08/24	PPLN01	24692163235103477091688	CHEVRON 0212047 COTATI CA	\$108.25
08/24	08/25	PPLN01	24055223236200686000070	OPPERMAN & SON INC HEALDSBURG CA	\$192.75
08/29	08/30	PPLN01	24330653241900010300017	EMERGENCY EQUIPMENT MANAG 707-7801570 CA	\$131.40
08/30	08/31	PPLN01	24692163242109040724300	CHEVRON 0212047 COTATI CA	\$100.18

Cardholder Account Summary					
JEFF VELIQUETTE ##### 8935		Payments & Other Credits \$0.00	Purchases & Other Charges \$839.89	Cash Advances \$0.00	Total Activity \$839.89

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/11	08/13	PPLN01	24435243223027017172870	JAVAMORE CAFE PENNGROVE CA	\$20.83
08/16	08/18	PPLN01	24316053229548585893747	SHELL OIL 57444218606 ROHNERT PARK CA	\$131.78
08/25	08/28	PPLN01	24435243239030083419003	JAVAMORE CAFE PENNGROVE CA	\$20.83
08/28	08/29	PPLN01	24559303240900016317251	CALIFORNIA FIRE CHIEFS AS 916-9239455 CA	\$550.00
08/30	08/31	PPLN01	24692163242109132217742	CHEVRON 0098548 PETALUMA CA	\$116.45

Cardholder Account Summary					
JENNIFER BECHTOLD ##### 5900		Payments & Other Credits \$50.36-	Purchases & Other Charges \$2,642.83	Cash Advances \$0.00	Total Activity \$2,592.47

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/01	08/02	PPLN01	24692163213105750041757	IN *AMERIPRINTS LIVE SCAN 707-5889866 CA	\$80.00
08/01	08/02	PPLN01	24000973213196100970570	THE UPS STORE 2795 707-4802800 CA	\$27.33
08/15	08/16	PPLN01	24769333228122288235413	LIGHTHOUSE UNIFORMS INC 206-2825600 WA	\$220.60
08/16	08/17	PPLN01	24692163228108111405359	B2B Prime*TQ5KO0F12 Amzn.com/bill WA	\$194.22
08/22	08/23	PPLN01	24055233235091008807577	WILCO FARM STORE PETALUMA CA	\$100.72
08/23	08/24	PPLN01	24559303235900016017064	CALIFORNIA FIRE CHIEFS AS 916-9239455 CA	\$960.00
08/25	08/27	PPLN01	24692163237104809864600	COSTCO *BUS DELIV 823 510-259-6600 CA	\$383.25
08/25	08/27	PPLN01	24692163237104809865086	COSTCO *BUS DELIV 823 510-259-6600 CA	\$345.72
08/25	08/27	PPLN01	24692163237104809865094	COSTCO *BUS DELIV 823 510-259-6600 CA	\$298.14
08/26	08/27	PPLN01	24431063238083331841194	AMZN MKTP US*T30K48ZF0 AM AMZN.COM/BILL WA	\$21.79
08/26	08/27		74055233239091008823302	CREDIT VOUCHER WILCO FARM STORE PETALUMA CA	\$50.36-
08/28	08/29	PPLN01	24692163240107604688707	AMZN MktP US*T393H4EF1 Amzn.com/bill WA	\$11.06

Cardholder Account Summary					
RENE TORRES ##### 4930		Payments & Other Credits \$0.00	Purchases & Other Charges \$526.35	Cash Advances \$0.00	Total Activity \$526.35

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/25	08/27	PPLN01	24492153237852026441007	BK TECHNOLO 321-953-7915 FL	\$526.35

Cardholder Account Summary					
ANDY TAYLOR #### #### #### 7877		Payments & Other Credits \$2.86-	Purchases & Other Charges \$4,148.38	Cash Advances \$0.00	Total Activity \$4,145.52
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/31	08/01	PPLN01	24435653212200569400014	FIRESMARTPROMOS.COM 717-532-2131 PA	\$130.20
08/01	08/02	PPLN01	24492153213852053888219	APOLLO SAFETY INC 800-813-5408 MA	\$460.80
08/01	08/02	PPLN01	24692163213105674167555	LOWES #01901* COTATI CA	\$71.15
08/01	08/02	PPLN01	24034543213000080921234	76 - PETALUMA 88 INC PETALUMA CA	\$82.83
08/02	08/03	PPLN01	24692163214106522173208	LOWES #01901* COTATI CA	\$835.70
08/08	08/09	PPLN01	24034543220000870462838	76 - PETALUMA 88 INC PETALUMA CA	\$79.00
08/09	08/11	PPLN01	24071053222939199445234	FINANCE - CITY OF PETA PETALUMA CA	\$1,230.00
08/20	08/21	PPLN01	24034543232002227247330	76 - PETALUMA 88 INC PETALUMA CA	\$71.23
08/21	08/22	PPLN01	24055233234091008803197	WILCO FARM STORE PETALUMA CA	\$79.92
08/24	08/25	PPLN01	24034543236002673182052	76 - PETALUMA 88 INC PETALUMA CA	\$102.24
08/25	08/27	PPLN01	24943013238010182022828	THE HOME DEPOT #0641 ROHNERT PARK CA	\$2.86
08/26	08/27	PPLN01	24801973238608473393927	FRIEDMANS HOME IMPROVEME PETALUMA CA	\$10.13
08/25	08/27	PPLN01	24055233238091008819348	WILCO FARM STORE PETALUMA CA	\$11.80
08/26	08/28	PPLN01	24943013239010183766521	THE HOME DEPOT #0641 ROHNERT PARK CA	\$29.38
08/27	08/28	PPLN01	24034543239003012747693	76 - UNITED PACIFIC 5426 COTATI CA	\$97.63
08/26	08/28		74943013239010183764182	CREDIT VOUCHER THE HOME DEPOT #0641 ROHNERT PARK CA	\$2.86-
08/27	08/29	PPLN01	24943013240010184438143	THE HOME DEPOT #0641 ROHNERT PARK CA	\$149.36
08/28	08/29	PPLN01	24692163240107385578986	WWW COSTCO COM 800-955-2292 WA	\$168.16
08/29	08/30	PPLN01	24692163241108064776205	WWW COSTCO COM 800-955-2292 WA	\$535.99

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	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$19,580.91
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** 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**



RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT  
August 31, 2023

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	AUGUST REVENUES	FY REVENUE TO 8/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,429,147.00	\$ -	\$ -	\$ 4,429,147.00	100.00%
1001	CY Direct Charges	\$ 2,278,360.00	\$ -	\$ -	\$ 2,278,360.00	100.00%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 170,500.00	\$ -	\$ -	\$ 170,500.00	100.00%
1011	Property Tax Administration Fee	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	100.00%
1014	RDA Increment	\$ -	\$ -	\$ -	\$ -	
1015	RDA Pass-Through	\$ -	\$ -	\$ -	\$ -	
1016	RDA Allocation	\$ -	\$ -	\$ -	\$ -	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ -	\$ -	\$ -	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ -	\$ -	
1020	CY Supplemental Tax	\$ 108,150.00	\$ -	\$ -	\$ 108,150.00	100.00%
1040	Unsecured Property Taxes	\$ 133,900.00	\$ -	\$ -	\$ 133,900.00	100.00%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	100.00%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 7,095,057.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,095,057.00</b>	<b>100.00%</b>
1700	Interest on Pooled Cash	\$ 45,000.00	\$ 9,066.18	\$ 19,236.05	\$ 25,763.95	57.25%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	<b>TOTAL USE OF PROPERTY</b>	<b>\$ 45,000.00</b>	<b>\$ 9,066.18</b>	<b>\$ 19,236.05</b>	<b>\$ 25,763.95</b>	<b>57.25%</b>
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ -	\$ -	
2440	HOPTR	\$ 22,660.00	\$ -	\$ -	\$ 22,660.00	100.00%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	
2589	State Refunds - Strike Teams	\$ 350,000.00	\$ 46,811.42	\$ 46,811.42	\$ 303,188.58	86.63%
	<b>TOTAL INTERGOV. REVENUES</b>	<b>\$ 372,660.00</b>	<b>\$ 46,811.42</b>	<b>\$ 46,811.42</b>	<b>\$ 325,848.58</b>	<b>87.44%</b>
3600	Misc. charges for Services - Fire Marshal Services	\$ 30,000.00	\$ 1,050.00	\$ 1,641.50	\$ 28,358.50	94.53%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	100.00%
3641	Fire Services - Casino Contract	\$ 130,048.00	\$ -	\$ -	\$ 130,048.00	100.00%
3661	Fire Control Services - Cost Recovery	\$ 20,000.00	\$ 78.46	\$ 4,702.04	\$ 15,297.96	76.49%
3670	Weed Abatement	\$ 21,200.00	\$ 7,200.00	\$ 7,200.00	\$ 14,000.00	66.04%
3682	City Contracts (RP Auto Aid)	\$ 38,625.00	\$ -	\$ -	\$ 38,625.00	100.00%
3700	Copy file fee	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 244,373.00</b>	<b>\$ 8,328.46</b>	<b>\$ 13,543.54</b>	<b>\$ 230,829.46</b>	<b>94.46%</b>
4000	Unspent Funds from Previous Fiscal Year	\$ -	\$ -	\$ -	\$ -	0.00%
4010	Transfer to/from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
4040	Misc. Revenue	\$ 10,000.00	\$ 2,448.00	\$ 6,754.49	\$ 3,245.51	32.46%
4100	Workers' compensation reimbursement	\$ 42,300.00	\$ -	\$ 2,408.74	\$ 39,891.26	94.31%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 85,000.00				0.00%
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 137,300.00</b>	<b>\$ 2,448.00</b>	<b>\$ 9,163.23</b>	<b>\$ 128,136.77</b>	<b>93.33%</b>
	<b>REVENUE TOTAL:</b>	<b>\$ 7,894,390.00</b>	<b>\$ 66,654.06</b>	<b>\$ 88,754.24</b>	<b>\$ 7,805,635.76</b>	<b>98.88%</b>

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

**EXPENDITURES - OPERATING BUDGET**

SUB-OBJ.		BUDGETED FOR FY '23 - 24'	AUGUST EXPENSE	FY EXPENSE TO 8/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	3,328,828.00	253,049.58	515,345.39	\$ 2,813,482.61	84.52%
5911	Extra help: part time employees, non-benefited. Paid hourly	316,200.00	7,919.42	16,182.30	\$ 300,017.70	94.88%
5912	Overtime	782,422.00	85,425.24	152,754.39	\$ 629,667.61	80.48%
5913	BC Extra Shift Compensation	110,000.00	0.00	0.00		0.00%
5914	FLSA	83,000.00	6,535.23	13,840.46	\$ 69,159.54	83.32%
5922	FICA	8,100.00	0.00	0.00	\$ 8,100.00	100.00%
5923	PERS contributions, Employee + Employer paid contributions	700,000.00	47,875.66	99,482.14	\$ 600,517.86	85.79%
5924	Medicare	60,000.00	5,117.47	10,122.77	\$ 49,877.23	83.13%
5930	Health Insurance	601,198.00	24,963.68	173,173.83	\$ 428,024.17	71.20%
5931	Disability Insurance	11,000.00	812.00	2,494.00	\$ 8,506.00	77.33%
5932	Dental Insurance	35,000.00	2,538.20	7,795.90	\$ 27,204.10	77.73%
5933	Life Insurance	5,000.00	323.96	1,018.16	\$ 3,981.84	79.64%
5934	Vision Insurance	5,000.00	382.76	1,175.62	\$ 3,824.38	76.49%
5935	Unemployment Insurance	5,000.00	0.00	0.00	\$ 5,000.00	100.00%
5936	Retiree Health Insurance	22,500.00	600.00	4,200.00	\$ 18,300.00	81.33%
5940	Workers' Compensation	247,000.00	0.00	242,020.45	\$ 4,979.55	2.02%
	<b>TOTAL WAGES/BENEFITS:</b>	<b>\$ 6,320,248.00</b>	<b>\$ 435,543.20</b>	<b>\$ 1,239,605.41</b>	<b>\$ 5,080,642.59</b>	<b>80.39%</b>
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	32,000.00	3,419.47	3,419.47	\$ 28,580.53	89.31%
6022	Safety Clothing: turnouts, including boots	90,000.00	2,240.97	3,679.21	\$ 86,320.79	95.91%
6040	Communications including telephone, cable, internet, cell phones	25,000.00	2,448.27	2,545.02	\$ 22,454.98	89.82%
6045	Pagers and Radios	6,850.00	611.60	611.60	\$ 6,238.40	91.07%
6060	Food - at extended responses, approved meetings, examinations and trainings.	6,000.00	(920.93)	(920.93)	\$ 6,920.93	115.35%
6080	Household expenses - Fishman Supply; detergent, towels etc.	15,000.00	313.71	1,350.59	\$ 13,649.41	91.00%
6100	Liability Insurance	253,000.00	0.00	253,440.50	\$ (440.50)	-0.17%
6140	Equipment Maintenance: Office equipment and tool repair.	12,000.00	2,617.29	3,825.44	\$ 8,174.56	68.12%
6155	Apparatus Maintenance	60,000.00	13,487.85	13,682.38	\$ 46,317.62	77.20%
6165	SCBA Maintenance	5,000.00	0.00	0.00	\$ 5,000.00	100.00%
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	33,000.00	648.10	2,143.45	\$ 30,856.55	93.50%
6181	Station Maint related to remodel	0.00	1,752.50	3,505.00	\$ (3,505.00)	#DIV/0!
6260	Medical / Lab supply - O2, latex gloves, etc.	20,000.00	1,608.14	1,681.30	\$ 18,318.70	91.59%
6261	ALS Medical Expense	20,000.00	0.00	0.00	\$ 20,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	17,500.00	577.50	577.50	\$ 16,922.50	96.70%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	3,200.00	85.12	85.12	\$ 3,114.88	97.34%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	7,000.00	0.00	0.00	\$ 7,000.00	100.00%
6410	Postage and shipping	2,000.00	165.51	165.51	\$ 1,834.49	91.72%
6430	Printing Services	1,000.00	67.26	67.26	\$ 932.74	93.27%
6461	Operational Expenses	8,000.00	1,866.16	2,680.06	\$ 5,319.94	66.50%
6463	FPO Expenses - public education materials	4,000.00	0.00	0.00	\$ 4,000.00	100.00%
6500	Prof/Special Services - Payroll Fees	5,000.00	340.40	340.40	\$ 4,659.60	93.19%
6526	Dispatch Services - REDCOM	30,000.00	7,008.66	7,008.66	\$ 22,991.34	76.64%
6587	LAFCO	7,000.00	0.00	6,961.00	\$ 39.00	0.56%
6590	Contracted FM Services	\$ 20,000.00	1,487.50	1,487.50	\$ 18,512.50	92.56%
6596	CQI Expense	\$ 10,000.00	785.00	850.00	\$ 9,150.00	91.50%
6605	Hiring Expenses	\$ 14,750.00	1,504.00	3,027.00	\$ 11,723.00	79.48%
6610	Legal Services	\$ 20,000.00	3,940.90	11,509.90	\$ 8,490.10	42.45%
6630	Annual Audit	\$ 9,000.00	0.00	0.00	\$ 9,000.00	100.00%
6635	Bank and Credit Card Fees	\$ 350.00	2.38	119.87	\$ 230.13	65.75%
6650	Health Services	\$ 8,000.00	3,711.00	3,826.00	\$ 4,174.00	52.18%
6654	Wellness Program	\$ 7,000.00	0.00	0.00	\$ 7,000.00	100.00%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 1,200.00	361.00	1,251.00	\$ (51.00)	-4.25%
6820	Rent / Lease Equipment	\$ 7,500.00	415.61	871.83	\$ 6,628.17	88.38%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - '24'	AUGUST EXPENSE	FY EXPENSE TO 8/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 700.00	0.00	0.00	\$ 700.00	100.00%
6880	Small tools: maintenance tools, hardware etc.	\$ 3,000.00	0.00	0.00	\$ 3,000.00	100.00%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 30,000.00	160.21	160.21	\$ 29,839.79	99.47%
6889	Computer Software	\$ 49,215.00	14,482.12	20,121.12	\$ 29,093.88	59.12%
7000	Any Board related expense not otherwise accounted for (i.e., Special District Dinners)	\$ 600.00	0.00	0.00	\$ 600.00	100.00%
7005	Election Expense - as determined by the County Elections Office	\$ -	0.00	0.00	\$ -	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 47,300.00	1,434.00	3,624.00	\$ 43,676.00	92.34%
7201	Gas and Oil	\$ 70,000.00	6,433.35	8,458.42	\$ 61,541.58	87.92%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 6,800.00	(3,960.86)	(3,960.86)	\$ 10,760.86	158.25%
7320	Utilities - PG&E, garbage, water, sewage	\$ 63,000.00	4,496.31	5,358.96	\$ 57,641.04	91.49%
	<b>TOTAL SUPPLIES AND SERVICES:</b>	<b>\$ 1,030,965.00</b>	<b>\$ 73,570.10</b>	<b>\$ 363,553.49</b>	<b>\$ 667,411.51</b>	<b>64.74%</b>
7910	Long Term Loan - Princ.	\$ 57,508.31	14,220.66	14,220.66	\$ 43,287.65	75.27%
7930	Long Term Loan - Interest	\$ 6,208.49	1,708.54	1,708.54	\$ 4,499.95	72.48%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	255,000.00	255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 129,660.50	64,878.72	64,878.72	\$ 64,781.78	49.96%
	<b>TOTAL LONG TERM DEBT:</b>	<b>\$ 448,377.30</b>	<b>\$ 335,807.92</b>	<b>\$ 335,807.92</b>	<b>\$ 112,569.38</b>	<b>25.11%</b>
8510	Buildings Improvements	\$ -	0.00	\$ -	\$ -	#DIV/0!
8511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
8540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	0.00	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Recap Report	BUDGETED FOR FY '23 - '24'	AUGUST TOTAL	FY TO 8/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
<b>OPERATING REVENUES</b>	<b>\$ 7,894,390.00</b>	<b>\$ 66,654.06</b>	<b>\$ 88,754.24</b>	<b>\$ 7,805,635.76</b>	<b>98.88%</b>
<b>OPERATING EXPENDITURES</b>					
Wages/Benefits	\$ 6,320,248.00	\$ 435,543.20	\$ 1,239,605.41	\$ 5,080,642.59	80.39%
Supplies and Services	\$ 1,030,965.00	\$ 73,570.10	\$ 363,553.49	\$ 667,411.51	64.74%
Long Term Debt	\$ 448,377.30	\$ 335,807.92	\$ 335,807.92	\$ 112,569.38	25.11%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Totals</b>	<b>\$ 7,799,590.30</b>	<b>\$ 844,921.22</b>	<b>\$ 1,938,966.82</b>	<b>\$ 5,860,623.48</b>	<b>75.14%</b>
<b>Revenues Less Expenditures</b>			<b>\$ (1,850,212.58)</b>		

RANCHO ADOBE FIRE PROTECTION DISTRICT  
 YEAR TO DATE BUDGET REPORT

**CAPITAL IMPROVEMENTS BUDGET**

SUB-OBJ.		BUDGETED FOR FY '23 - '24'	AUGUST EXPENSE	FY EXPENSE TO 8/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 825,000.00	5,264.46	\$ 283,038.13	\$ 541,961.87	65.69%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ -	0.00	\$ -	\$ -	#DIV/0!
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ 825,000.00</b>	<b>\$ 5,264.46</b>	<b>\$ 283,038.13</b>	<b>\$ 541,961.87</b>	<b>65.69%</b>

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 70,564.67
Summit State Bank ICS Account:	\$ 2,849,786.59
Summit State Bank Payroll Account:	\$ 14,318.97
CDARS:	\$ 1,014,576.58
Petty Cash:	\$ 200.00
<b>Total:</b>	<b>\$ 3,949,446.81</b>
Remaining Capital Reserve Fund:	\$ 563,507.67
Remaining Operating Reserve Fund:	\$ 3,385,939.14



## Rancho Adobe Fire Protection District

## Trial Balance

As of August 31, 2023

	Aug 31, 23	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	70,564.67	
1036 · Summit State Bank - ICS	2,849,786.59	
1037 · Summit State Bank - Payroll	14,318.97	
1038 · CDARS	1,014,576.58	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		100.00
12000 · Undeposited Funds	0.00	
325 · Deferred Outflows	9,200,694.00	
145 · Deferred Inflow		3,987,593.00
170 · Land	74,634.00	
171 · Buildings and Improvements	755,665.64	
172 · Equipment	3,848,634.88	
178 · Accum. Depreciation - Building		576,580.69
179 · Accum. Depreciation - Equipment		1,754,906.53
195 · Due From Operating Fund	1,916,890.00	
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		5,928,260.00
336 · Capital One Loan		0.07
337 · Accrued Interest Payable		2,129.35
338 · Capital Lease - Current		55,806.47
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
300 · Compensated Absences		545,622.48
340 · Bonds Payable - Current		252,891.00
342 · Notes Payable - Long Term		333,267.78
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		6,214,613.00
30000 · Opening Balance Equity	908,986.26	
320 · Unreserved-Undesignated FD Bal	8,296,682.25	
330 · Operational Reserves		2,155,346.00
331 · New Equipment- Other Reserves	0.00	
332 · SCBA Reserves	0.00	
333 · PPE Reserves	0.00	
334 · Capital Reserves		1,916,890.00
17 · Use of Money/Property:1700 · Interest on Cash		19,236.05
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		46,811.42
30 · Charges/Fees for Services:3600 · Fire Marshal Services		1,641.50
30 · Charges/Fees for Services:3661 · Cost Recovery		4,702.04
30 · Charges/Fees for Services:3670 · Weed Abatement		7,200.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		6,754.49
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		2,408.74
50 · Salaries and Benefits:5910 · Full-Time Personnel	515,345.39	
50 · Salaries and Benefits:5911 · Part-Time Staffing	16,182.30	
50 · Salaries and Benefits:5912 · Overtime	152,754.39	
50 · Salaries and Benefits:5914 · FLSA	13,840.46	
50 · Salaries and Benefits:5923 · CalPERS	99,482.14	
50 · Salaries and Benefits:5924 · Medicare	10,122.77	
50 · Salaries and Benefits:5930 · Health Insurance	173,173.83	
50 · Salaries and Benefits:5931 · Disability Insurance	2,494.00	
50 · Salaries and Benefits:5932 · Dental Insurance	7,795.90	
50 · Salaries and Benefits:5933 · Life Insurance	1,018.16	
50 · Salaries and Benefits:5934 · Vision Insurance	1,175.62	
50 · Salaries and Benefits:5936 · Retiree Insurance	4,200.00	
50 · Salaries and Benefits:5940 · Workers Compensation	242,020.45	
60 · Supplies & Services:6020 · Uniforms	3,419.47	
60 · Supplies & Services:6022 · Safety Clothing	3,679.21	
60 · Supplies & Services:6040 · Communications	2,545.02	

4:22 PM

# Rancho Adobe Fire Protection District

## Trial Balance

As of August 31, 2023

09/13/23

Cash Basis

	Aug 31, 23	
	Debit	Credit
60 · Supplies & Services:6045 · Pagers & Radios	611.60	
60 · Supplies & Services:6060 · Food		920.93
60 · Supplies & Services:6080 · Household Expense	1,350.59	
60 · Supplies & Services:6100 · Property & Liability Insurance	253,440.50	
60 · Supplies & Services:6140 · Equipment Maintenance	3,825.44	
60 · Supplies & Services:6155 · Apparatus Maintenance	13,682.38	
60 · Supplies & Services:6180 · Building Maintenance	2,143.45	
60 · Supplies & Services:6181 · Station Maintenance for Remodel	3,505.00	
60 · Supplies & Services:6260 · Medical Supplies	1,681.30	
60 · Supplies & Services:6280 · Memberships	577.50	
60 · Supplies & Services:6400 · Office Supplies	85.12	
60 · Supplies & Services:6410 · Postage and Shipping	165.51	
60 · Supplies & Services:6430 · Printing Services	67.26	
60 · Supplies & Services:6461 · Operational Expense	2,680.06	
60 · Supplies & Services:6500 · Payroll Fees	340.40	
60 · Supplies & Services:6526 · Dispatch Service-Redcom	7,008.66	
60 · Supplies & Services:6587 · LAFCO	6,961.00	
60 · Supplies & Services:6590 · Contracted FM Services	1,487.50	
60 · Supplies & Services:6596 · CQI Expense	850.00	
60 · Supplies & Services:6605 · Hiring Expense	3,027.00	
60 · Supplies & Services:6610 · Legal Services	11,509.90	
60 · Supplies & Services:6635 · Bank Fees	119.87	
60 · Supplies & Services:6650 · Health Services	3,826.00	
60 · Supplies & Services:6800 · Public Legal Notices	1,251.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	871.83	
60 · Supplies & Services:6881 · Safety Equipment	160.21	
60 · Supplies & Services:6889 · Computer Software and Equipment	20,121.12	
60 · Supplies & Services:7120 · Training Expense	3,624.00	
60 · Supplies & Services:7201 · Fuel	8,458.42	
60 · Supplies & Services:7300 · Transportation & Travel		3,960.86
60 · Supplies & Services:7320 · Utilities	5,358.96	
75 · Other Charges:7910 · Long Term Loan-Principal	14,220.66	
75 · Other Charges:7930 · Long Term Loan-Interest	1,708.54	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	255,000.00	
75 · Other Charges:7945 · Pension Obligation Bond - Int.	64,878.72	
95 · Capital Improvements - Assets:9510 · Building Improvements	283,038.13	
<b>TOTAL</b>	<b>31,178,520.58</b>	<b>31,178,520.58</b>

**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
 As of August 31, 2023

	Aug 31, 23	Aug 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1035 · Summit State Bank - Operating	70,564.67	138,295.83	-67,731.16	-49.0%
1036 · Summit State Bank - ICS	2,849,786.59	3,446,352.73	-596,566.14	-17.3%
1037 · Summit State Bank - Payroll	14,318.97	155,802.26	-141,483.29	-90.8%
1038 · CDARS	1,014,576.58	0.00	1,014,576.58	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
<b>Total Checking/Savings</b>	<b>3,949,446.81</b>	<b>3,740,650.82</b>	<b>208,795.99</b>	<b>5.6%</b>
<b>Accounts Receivable</b>				
107 · Accounts Receivable	-100.00	0.00	-100.00	-100.0%
<b>Total Accounts Receivable</b>	<b>-100.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>-100.0%</b>
<b>Other Current Assets</b>				
325 · Deferred Outflows	9,200,694.00	9,200,694.00	0.00	0.0%
<b>Total Other Current Assets</b>	<b>9,200,694.00</b>	<b>9,200,694.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Current Assets</b>	<b>13,150,040.81</b>	<b>12,941,344.82</b>	<b>208,695.99</b>	<b>1.6%</b>
<b>Fixed Assets</b>				
145 · Deferred Inflow	-3,987,593.00	-3,987,593.00	0.00	0.0%
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	755,665.64	755,665.64	0.00	0.0%
172 · Equipment	3,848,634.88	3,848,634.88	0.00	0.0%
178 · Accum. Depreciation - Building	-576,580.69	-576,580.69	0.00	0.0%
179 · Accum. Depreciation - Equipment	-1,754,906.53	-1,754,906.53	0.00	0.0%
<b>Total Fixed Assets</b>	<b>-1,640,145.70</b>	<b>-1,640,145.70</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%
<b>Total Other Assets</b>	<b>1,916,890.00</b>	<b>1,916,890.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b><u>13,426,785.11</u></b>	<b><u>13,218,089.12</u></b>	<b><u>208,695.99</u></b>	<b><u>1.6%</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%
327 · Deferred Outflows-Liability Acc	5,928,260.00	5,928,260.00	0.00	0.0%
336 · Capital One Loan	0.07	0.07	0.00	0.0%
337 · Accrued Interest Payable	2,129.35	2,129.35	0.00	0.0%
338 · Capital Lease - Current	55,806.47	55,806.47	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>6,073,075.07</b>	<b>6,073,075.07</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Current Liabilities</b>	<b>6,073,075.07</b>	<b>6,073,075.07</b>	<b>0.00</b>	<b>0.0%</b>
<b>Long Term Liabilities</b>				
300 · Compensated Absences	545,622.48	545,622.48	0.00	0.0%
340 · Bonds Payable - Current	252,891.00	252,891.00	0.00	0.0%
342 · Notes Payable - Long Term	333,267.78	333,267.78	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	6,214,613.00	6,214,613.00	0.00	0.0%
<b>Total Long Term Liabilities</b>	<b>14,620,393.26</b>	<b>14,620,393.26</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Liabilities</b>	<b>20,693,468.33</b>	<b>20,693,468.33</b>	<b>0.00</b>	<b>0.0%</b>
<b>Equity</b>				
30000 · Opening Balance Equity	-908,986.26	-908,986.26	0.00	0.0%
320 · Unreserved-Undesignated FD Bal	-8,296,682.25	-8,200,779.76	-95,902.49	-1.2%
330 · Operational Reserves	2,155,346.00	2,155,346.00	0.00	0.0%

**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of August 31, 2023**

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	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>	<u>% Change</u>
334 - Capital Reserves	1,916,890.00	1,916,890.00	0.00	0.0%
Net Income	-2,133,250.71	-2,437,849.19	304,598.48	12.5%
Total Equity	-7,266,683.22	-7,475,379.21	208,695.99	2.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,426,785.11</u></b>	<b><u>13,218,089.12</u></b>	<b><u>208,695.99</u></b>	<b><u>1.6%</u></b>

## Rancho Adobe Fire Protection District Profit & Loss by Class August 2023

	Capital Improvements	Operating	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
17 · Use of Money/Property				
1700 · Interest on Cash	0.00	21.77	9,044.41	9,066.18
<b>Total 17 · Use of Money/Property</b>	0.00	21.77	9,044.41	9,066.18
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	0.00	46,811.42	0.00	46,811.42
<b>Total 20 · Intergovernmental Revenues</b>	0.00	46,811.42	0.00	46,811.42
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	0.00	1,050.00	0.00	1,050.00
3661 · Cost Recovery	0.00	78.46	0.00	78.46
3670 · Weed Abatement	0.00	7,200.00	0.00	7,200.00
<b>Total 30 · Charges/Fees for Services</b>	0.00	8,328.46	0.00	8,328.46
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	0.00	2,448.00	0.00	2,448.00
<b>Total 40 · Miscellaneous Revenues</b>	0.00	2,448.00	0.00	2,448.00
<b>Total Income</b>	0.00	57,609.65	9,044.41	66,654.06
<b>Gross Profit</b>	0.00	57,609.65	9,044.41	66,654.06
<b>Expense</b>				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	0.00	253,049.58	0.00	253,049.58
5911 · Part-Time Staffing	0.00	7,919.42	0.00	7,919.42
5912 · Overtime	0.00	85,425.24	0.00	85,425.24
5914 · FLSA	0.00	6,535.23	0.00	6,535.23
5923 · CalPERS	0.00	47,875.66	0.00	47,875.66
5924 · Medicare	0.00	5,117.47	0.00	5,117.47
5930 · Health Insurance	0.00	24,963.68	0.00	24,963.68
5931 · Disability Insurance	0.00	812.00	0.00	812.00
5932 · Dental Insurance	0.00	2,538.20	0.00	2,538.20
5933 · Life Insurance	0.00	323.96	0.00	323.96
5934 · Vision Insurance	0.00	382.76	0.00	382.76
5936 · Retiree Insurance	0.00	600.00	0.00	600.00
<b>Total 50 · Salaries and Benefits</b>	0.00	435,543.20	0.00	435,543.20
60 · Supplies & Services				
6020 · Uniforms	0.00	3,419.47	0.00	3,419.47
6022 · Safety Clothing	0.00	2,240.97	0.00	2,240.97
6040 · Communications	0.00	2,448.27	0.00	2,448.27
6045 · Pagers & Radios	0.00	611.60	0.00	611.60

**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
**August 2023**

4:22 PM  
 09/13/23  
 Cash Basis

	Capital Improvements	Operating	Unclassified	TOTAL
6060 · Food	0.00	-920.93	0.00	-920.93
6080 · Household Expense	0.00	313.71	0.00	313.71
6140 · Equipment Maintenance	0.00	2,617.29	0.00	2,617.29
6155 · Apparatus Maintenance	0.00	13,487.85	0.00	13,487.85
6180 · Building Maintenance	0.00	648.10	0.00	648.10
6181 · Station Maintenance for Remodel	0.00	1,752.50	0.00	1,752.50
6260 · Medical Supplies	0.00	1,608.14	0.00	1,608.14
6280 · Memberships	0.00	577.50	0.00	577.50
6400 · Office Supplies	0.00	85.12	0.00	85.12
6410 · Postage and Shipping	0.00	165.51	0.00	165.51
6430 · Printing Services	0.00	67.26	0.00	67.26
6461 · Operational Expense	0.00	1,866.16	0.00	1,866.16
6500 · Payroll Fees	0.00	340.40	0.00	340.40
6526 · Dispatch Service-Redcom	0.00	7,008.66	0.00	7,008.66
6590 · Contracted FM Services	0.00	1,487.50	0.00	1,487.50
6596 · CQI Expense	0.00	765.00	0.00	765.00
6605 · Hiring Expense	0.00	1,504.00	0.00	1,504.00
6610 · Legal Services	0.00	3,940.90	0.00	3,940.90
6635 · Bank Fees	0.00	2.38	0.00	2.38
6650 · Health Services	0.00	3,711.00	0.00	3,711.00
6800 · Public Legal Notices	0.00	361.00	0.00	361.00
6820 · Rent/Lease Equipment	0.00	415.61	0.00	415.61
6881 · Safety Equipment	0.00	160.21	0.00	160.21
6889 · Computer Software and Equipment	0.00	14,482.12	0.00	14,482.12
7120 · Training Expense	0.00	1,434.00	0.00	1,434.00
7201 · Fuel	0.00	6,433.35	0.00	6,433.35
7300 · Transportation & Travel	0.00	-3,960.86	0.00	-3,960.86
7320 · Utilities	0.00	4,496.31	0.00	4,496.31
<b>Total 60 · Supplies &amp; Services</b>	<b>0.00</b>	<b>73,570.10</b>	<b>0.00</b>	<b>73,570.10</b>
<b>95 · Capital Improvements - Assets</b>				
9510 · Building Improvements	5,264.46	0.00	0.00	5,264.46
<b>Total 95 · Capital Improvements - Assets</b>	<b>5,264.46</b>	<b>0.00</b>	<b>0.00</b>	<b>5,264.46</b>
<b>Total Expense</b>	<b>5,264.46</b>	<b>509,113.30</b>	<b>0.00</b>	<b>514,377.76</b>
<b>Net Ordinary Income</b>	<b>-5,264.46</b>	<b>-451,503.65</b>	<b>9,044.41</b>	<b>-447,723.70</b>
<b>Net Income</b>	<b>-5,264.46</b>	<b>-451,503.65</b>	<b>9,044.41</b>	<b>-447,723.70</b>

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## Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison August 2023

	Aug 23	Aug 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
17 · Use of Money/Property				
1700 · Interest on Cash	9,066.18	1,512.50	7,553.68	499.4%
<b>Total 17 · Use of Money/Property</b>	<b>9,066.18</b>	<b>1,512.50</b>	<b>7,553.68</b>	<b>499.4%</b>
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	46,811.42	8,566.01	38,245.41	446.5%
<b>Total 20 · Intergovernmental Revenues</b>	<b>46,811.42</b>	<b>8,566.01</b>	<b>38,245.41</b>	<b>446.5%</b>
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	1,050.00	0.00	1,050.00	100.0%
3601 · Finance Charge/Late Fee	0.00	802.41	-802.41	-100.0%
3661 · Cost Recovery	78.46	3,456.07	-3,377.61	-97.7%
3670 · Weed Abatement	7,200.00	0.00	7,200.00	100.0%
<b>Total 30 · Charges/Fees for Services</b>	<b>8,328.46</b>	<b>4,258.48</b>	<b>4,069.98</b>	<b>95.6%</b>
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	2,448.00	2,400.00	48.00	2.0%
4100 · Workers Comp. Reimbursement	0.00	1,339.28	-1,339.28	-100.0%
<b>Total 40 · Miscellaneous Revenues</b>	<b>2,448.00</b>	<b>3,739.28</b>	<b>-1,291.28</b>	<b>-34.5%</b>
<b>Total Income</b>	<b>66,654.06</b>	<b>18,076.27</b>	<b>48,577.79</b>	<b>268.7%</b>
<b>Gross Profit</b>	<b>66,654.06</b>	<b>18,076.27</b>	<b>48,577.79</b>	<b>268.7%</b>
<b>Expense</b>				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	253,049.58	226,605.76	26,443.82	11.7%
5911 · Part-Time Staffing	7,919.42	40,886.42	-32,967.00	-80.6%
5912 · Overtime	85,425.24	98,441.39	-13,016.15	-13.2%
5914 · FLSA	6,535.23	8,013.24	-1,478.01	-18.4%
5918 · BLS Staff	0.00	2,180.00	-2,180.00	-100.0%
5922 · Social Security Payroll Taxes	0.00	930.85	-930.85	-100.0%
5923 · CalPERS	47,875.66	40,077.51	7,798.15	19.5%
5924 · Medicare	5,117.47	5,432.14	-314.67	-5.8%
5930 · Health Insurance	24,963.68	27,967.72	-3,004.04	-10.7%
5931 · Disability Insurance	812.00	841.00	-29.00	-3.5%
5932 · Dental Insurance	2,538.20	2,456.88	81.32	3.3%
5933 · Life Insurance	323.96	0.00	323.96	100.0%
5934 · Vision Insurance	382.76	492.12	-109.36	-22.2%
5935 · Unemployment Insurance	0.00	149.14	-149.14	-100.0%
5936 · Retiree Insurance	600.00	0.00	600.00	100.0%
<b>Total 50 · Salaries and Benefits</b>	<b>435,543.20</b>	<b>454,474.17</b>	<b>-18,930.97</b>	<b>-4.2%</b>
60 · Supplies & Services				
6020 · Uniforms	3,419.47	1,612.98	1,806.49	112.0%
6022 · Safety Clothing	2,240.97	211.39	2,029.58	960.1%
6040 · Communications	2,448.27	3,345.55	-897.28	-26.8%
6045 · Pagers & Radios	611.60	1,092.25	-480.65	-44.0%
6060 · Food	-920.93	-166.04	-754.89	-454.6%
6080 · Household Expense	313.71	858.99	-545.28	-63.5%
6140 · Equipment Maintenance	2,617.29	144.42	2,472.87	1,712.3%
6150 · Bad Debt Expense	0.00	2,093.34	-2,093.34	-100.0%
6155 · Apparatus Maintenance	13,487.85	6,944.72	6,543.13	94.2%
6165 · SCBA Maintenance	0.00	72.40	-72.40	-100.0%
6180 · Building Maintenance	648.10	3,954.02	-3,305.92	-83.6%
6181 · Station Maintenance for Remodel	1,752.50	0.00	1,752.50	100.0%
6260 · Medical Supplies	1,608.14	3,792.36	-2,184.22	-57.6%
6280 · Memberships	577.50	77.50	500.00	645.2%
6400 · Office Supplies	85.12	130.31	-45.19	-34.7%
6410 · Postage and Shipping	165.51	93.53	71.98	77.0%
6430 · Printing Services	67.26	0.00	67.26	100.0%
6461 · Operational Expense	1,866.16	-350.00	2,216.16	633.2%

## Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison August 2023

	Aug 23	Aug 22	\$ Change	% Change
6500 · Payroll Fees	340.40	0.00	340.40	100.0%
6526 · Dispatch Service-Redcom	7,008.66	17,329.42	-10,320.76	-59.6%
6590 · Contracted FM Services	1,487.50	787.50	700.00	88.9%
6596 · CQI Expense	765.00	0.00	765.00	100.0%
6605 · Hiring Expense	1,504.00	199.00	1,305.00	655.8%
6610 · Legal Services	3,940.90	664.50	3,276.40	493.1%
6635 · Bank Fees	2.38	25.00	-22.62	-90.5%
6650 · Health Services	3,711.00	0.00	3,711.00	100.0%
6800 · Public Legal Notices	361.00	0.00	361.00	100.0%
6820 · Rent/Lease Equipment	415.61	610.27	-194.66	-31.9%
6880 · Small Tools Expense	0.00	310.96	-310.96	-100.0%
6881 · Safety Equipment	160.21	198.34	-38.13	-19.2%
6889 · Computer Software and Equipment	14,482.12	7,237.78	7,244.34	100.1%
7120 · Training Expense	1,434.00	3,819.21	-2,385.21	-62.5%
7201 · Fuel	6,433.35	11,910.45	-5,477.10	-46.0%
7300 · Transportation & Travel	-3,960.86	1,749.31	-5,710.17	-326.4%
7320 · Utilities	4,496.31	3,552.12	944.19	26.6%
<b>Total 60 · Supplies &amp; Services</b>	<b>73,570.10</b>	<b>72,301.58</b>	<b>1,268.52</b>	<b>1.8%</b>
<b>85 · Capital Assets</b>				
8510 · Building Improvements	0.00	3,021.98	-3,021.98	-100.0%
8560 · New Equipment - Apparatus	0.00	651,546.98	-651,546.98	-100.0%
<b>Total 85 · Capital Assets</b>	<b>0.00</b>	<b>654,568.96</b>	<b>-654,568.96</b>	<b>-100.0%</b>
<b>95 · Capital Improvements - Assets</b>				
9510 · Building Improvements	5,264.46	0.00	5,264.46	100.0%
<b>Total 95 · Capital Improvements - Assets</b>	<b>5,264.46</b>	<b>0.00</b>	<b>5,264.46</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>514,377.76</b>	<b>1,181,344.71</b>	<b>-666,966.95</b>	<b>-56.5%</b>
<b>Net Ordinary Income</b>	<b>-447,723.70</b>	<b>-1,163,268.44</b>	<b>715,544.74</b>	<b>61.5%</b>
<b>Net Income</b>	<b>-447,723.70</b>	<b>-1,163,268.44</b>	<b>715,544.74</b>	<b>61.5%</b>



**PUBLIC HEARING:  
ORDINANCE 23-01:  
FEE SCHEDULE**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 11, 2023

**Topic:** Public Hearing # 2- Ordinance 2023-01: Establishing a Schedule of Fee's

**Recommendation:**

Board is requested to hold Public Hearing # 2 for Ordinance 2023-01 establishing a revised schedule of fees. This ordinance will supersede previous ordinances establishing fee schedules.

**Background:**

The Rancho Adobe Fire District last updated the schedule of fees in 2013 and since that time, costs of doing business have risen significantly. California Health & Safety Code Section 13916, et. seq. and California Government Code Section 53150 authorizes the District to recover costs of providing services and enforcing regulations. These services include fire prevention, cost recovery billing and emergency response.

A series of two Public Hearings is required prior to adoption of Ordinance 2023-01. A second Public Hearing will be held on September 20, 2023, at the regular meeting of the Board of Directors.

Ordinance 2023-01 includes an optional annual adjustment each July 1<sup>st</sup> to account for changes in the Consumer Price Index All Urban Consumers – San Francisco-Oakland-Hayward index or its successor.

A survey was completed of neighboring agencies' fee schedules in comparison with the rates established by Rancho Adobe Fire District in 2013. The new schedule of fees takes into consideration the actual costs of providing services to both citizens and non-citizens who utilize the services of the fire district. Legal counsel has reviewed and commented on the proposed Ordinance and schedule of fees.

**Financial Impact:**

The updated schedule of fees will generate revenue to provide cost recovery commensurate with current costs of doing business.

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: 1) Ordinance 2023-01 Establishing a Schedule of Fees, 2) 2023 Fire District Fee Schedule



# Rancho Adobe Fire Protection District

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

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.rancho-adobe-fire.org

## ORDINANCE NO. 2023-01

### ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT ESTABLISHING A SCHEDULE OF FEES PURSUANT TO HEALTH & SAFETY CODES §§13916, ET SEQ. AND CALIFORNIA GOVERNMENT CODE §53150

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The Board of Directors of the Rancho Adobe Fire Protection District ordains as follows:

**SECTION I. Authorization and Purpose.** This Ordinance and the fees for District Services established herein is adopted pursuant to the provisions of Fire Protection District Law of 1987 (Health and Safety Code Sections 13800 et seq., the “Act”). Specifically, as authorized under Health and Safety Code Section 13916, the District hereby establishes and adopts the schedule of fees, established for the purpose of recovering for the District the cost of providing services and enforcing regulations.

The provisions of this Ordinance and schedule of fees are consistent with, and authorized by, the provisions of Health and Safety Code Section 13916 and other laws pertaining to fee schedules. Except as otherwise indicated, the definitions of the Act are incorporated herein, and this ordinance shall be interpreted in a manner consistent with the Act.

**SECTION II. Applicability.** The schedule of fees set forth in this ordinance includes fees charged pursuant to Section 13917 and 13918 of the Health and Safety Code. Section 13917 provides that the District may charge residents of the District a fee which is less than the fee which it charges to non-residents of the District. Health & Safety Code Section 13918 provides that the District may charge a fee to other public agencies. Additionally, any person(s) who negligently, intentionally or in violation of law within the scope of Government Code Section 53150 et seq. causes an emergency response, including but not limited to, a traffic accident, spill of toxic or flammable or combustible fluids or chemicals, is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150 et seq. as may be amended from time to time. Any expense incurred by the Rancho Adobe Fire Protection District for securing such emergency shall constitute a debt of such person(s) and shall be collectable by the District in the same manner as in the case of an obligation under contract, expressed or implied.

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**SECTION III. Waiver of Fees.** Pursuant to Health and Safety Code section 13919, the Board of Directors has adopted policies and procedures regarding the waiver of payment of any fee when it determines that payment would not be in the public interest.

**SECTION IV. Fee Schedules.**

A.) Fee Schedule attached hereto and incorporated herein by reference will be utilized in billing the listed services to other public agencies and non-taxpayers of the District who reside outside the District.

B.) Fee Schedule attached hereto and incorporated herein by reference will also be utilized in billing the listed services to taxpayers of the District and residents of the District, except that said taxpayers and residents may have their fees reduced or waived pursuant to Section III, above.

C.) Fee Schedule attached hereto and incorporated herein by reference will be utilized to cover the costs of providing services, issuing permits and enforcing regulations.

D) The amounts set forth in the Fee Schedule may be adjusted annually each July 1<sup>st</sup> to account for changes in the Consumer Price Index All Urban Consumers - San Francisco-Oakland-Hayward index or its successor.

**SECTION V. Collection of fees.** The fees provided for in this ordinance may be collected by personnel of the District or by personnel of the Districts contracted collections agency.

**SECTION VI. Penalty for failing to pay fee.** Failure to pay any fee required by this ordinance when due shall result in a penalty of 10% on invoice amount.

**SECTION VII. Repeal of conflicting ordinances and resolutions.** All former ordinances and resolutions of the District or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION VIII. Appeals and Fee Collections.** Any person in disagreement with the type or amount of any fee or penalty assessed by this Ordinance may appeal to the Board of Directors within thirty (30) days of the date of the mailing of the invoice for the fee, or for appeal of a penalty, within forty-five (45) days of the date of mailing of the invoice for the penalty or fine. Such appeal shall be in writing setting forth the grounds for the appeal and shall be directed to the Fire Chief. The Board will review the appeal and render a decision at its next regular meeting unless otherwise agreed by the parties. All delinquencies after ninety (90) days will be referred to the Chief for appropriate collection action.

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**SECTION IX. Severability.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid, except that section VII of this ordinance shall only be effective if the remaining portions of this ordinance are effective.

**SECTION X. Effective Date.** This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty-one (31) days after the date of its passage and shall be published at least once before the expiration of fifteen (15) days after said passage, with the names of the Directors voting for or against the same, in The Community Voice, a newspaper of general circulation in Sonoma County, California.

In regular session of the Board of Directors of the Rancho Adobe Fire Protection District introduced on the 16<sup>th</sup> of August, 2023 and finally passed and adopted on this 20<sup>th</sup> of September, 2023 on regular roll call of the members of said Board by the following vote:

Director Proteau \_\_\_\_\_ Director Hemmendinger \_\_\_\_\_  
Director Peterson \_\_\_\_\_ Director Herman \_\_\_\_\_  
Director Howell \_\_\_\_\_ Director Moretti \_\_\_\_\_  
Director Gadoua \_\_\_\_\_

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**WHEREUPON**, the President declared the above and foregoing ordinance duly adopted and

**SO ORDERED.**

\_\_\_\_\_  
President, Board of Directors  
Rancho Adobe Fire Protection District

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

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## RANCHO ADOBE FIRE PROTECTION DISTRICT 2023 Fire District Fee Schedule

<u>Code</u>	<b>Land Use / Entitlement Application Review</b> (This is for Planning Purposes - Not Construction)	<b>Cost Per Unit</b>	<b>Fee Type</b>
LUA-1	Plan Review - Single Family Dwelling	\$385	Flat Fee
LUA-2	Plan Review - Subdivision 2 to 5 Residences	\$968	Flat Fee
LUA-3	Plan Review - Subdivision 6 to 15 Residences	\$1549	Flat Fee
LUA-4	Plan Review - Subdivision 16 or More Residences	\$1936	Flat Fee
LUA-5	Plan Review - Multi Family	\$210	Hourly
LUA-6	Plan Review - New Commercial	\$210	Hourly
LUA-6	Plan Review - Commercial TI	\$210	Hourly
<u>Code</u>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-1	<b>Construction Permit Plan Review-New Residential</b> The Fire Department shall conduct a fire code and life safety plan review for all new residential structures.	\$315	Each; this will include one plan review and one inspection.
FLS-2	<b>Construction Permit Plan Review-Residential Addition/Remodel</b> The Fire Department shall conduct a plan review and evaluate fire sprinkler requirements for residential addition/remodels greater than 50% Table 903.6 as adopted.	\$315	Each; this will include one plan review and one inspection.
FLS-3	<b>Construction Permit-Fire Plan Review-New Commercial</b> The Fire Department shall conduct a fire code and life safety plan review for all new commercial structures.	\$420	Each; this will include one plan review and one inspection.

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.

FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.

FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

<b>Code</b>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-4	<b>Construction Permit Plan Review- Commercial Tenant Improvement</b> The Fire Department shall conduct a fire code and life safety plan review for all commercial tenant improvement projects. This category also includes commercial and multi-family additions greater than 25% and remodels greater than 50%.	\$420	Each; this will include one plan review and one inspection.
FLS-5	<b>Application for Acceptance of Alternate Materials or Methods</b> An application to request an alternate method or material for use on a new or existing site or project.	\$420	Hourly rate after 2 hrs.
FLS-6	<b>Automatic Fire Sprinkler System</b> ▪Residential NFPA 13D (1 & 2 Family) Fire Sprinkler Systems	\$630	Each Includes Plan Review and routine inspection(s).
FLS-7	<b>Automatic Fire Sprinkler System</b> <u>Less than 100 heads</u> ▪Commercial NFPA 13 ▪Residential NFPA 13R Fire Sprinkler System <i>*Add'l \$4.00 per Sprinkler Heads for all sprinkler heads in the project</i>	\$630	Each Includes Plan Review and routine inspection(s).
FLS-8	<b>Automatic Fire Sprinkler System</b> <u>greater than 100 heads</u> ▪Commercial NFPA 13 ▪Residential NFPA 13R Fire Sprinkler System <i>*Add'l \$4.00 per Sprinkler Head for all sprinkler heads in the project</i>	\$630	Each Includes Plan Review and routine inspection(s).
FLS-9	<b>Fire Sprinkler System Modification/Repair</b> <i>*Add'l \$4.00 per Sprinkler Head for all sprinkler heads modified .</i> No fee for less than three (3) head modification.	\$420	Each Includes Plan Review and routine inspection(s).
FLS-10	<b>Standpipe Systems</b> Installation of a new system or major modification to an existing system when the system is not a combination sprinkler system.	\$630	Hourly rate after 3 hrs. and routine inspection(s).
FLS-11	<b>Fire Pump Plan Review and Installation</b>	\$840	Hourly rate after 4 hrs. Includes routine inspection(s).
FLS-12	<b>Fire Service Underground-Major</b> ▪Private Fire Hydrants ▪Sprinkler System Underground Fire Lines To install any private fire hydrant or fire service underground lines and associated appliances (includes plan review, inspections, and witness of flushing).	\$840	Includes Plan Review and routine inspection(s).

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<b>Code</b>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-13	<b>Fire Service Underground Repair/flush-Minor</b> To repair a component of a fire service underground lines and associated appliances. This shall include replacing single component replacements and flushing the system.	\$630	Includes Plan Review and routine inspection(s).
FLS-14	<b>Fire Service Hydrant Flow Test</b>	\$210	Each
FLS-15	<b>Fire Alarm System Installation - New and Major Modification</b> <i>*Base fee plus \$5.00 per device</i> : i.e. initiating: heat, smoke, duct, water flow, and manual pull stations and each fire notification device: i.e. strobe/horn/bell, Fixed, Rate of Rise and Manual.	\$630	Each Includes Plan Review and routine inspection(s).
FLS-16	<b>Fire Alarm System Installation-Minor Modification/Repair</b> <i>*Base fee plus \$5.00 per device</i> : i.e. initiating: heat, smoke, duct, water flow, and manual pull stations and each fire notification device: i.e. strobe/horn/bell, Fixed, Rate of Rise and Manual.	\$420	Each Includes Plan Review and routine inspection(s).
FLS-17	<b>Fixed Fire Extinguishing Systems-Hood and Duct</b> Installation of fixed fire extinguishing systems.	\$420	Each Includes Plan Review and routine inspection(s).
FLS-18	<b>Spray Booth/Special Hazard Protection Systems/FM 200 type-Installation</b> Installation of a new spray booth, room, or special hazard system or major modification to an existing spray booth or room.	\$1050	Hourly rate after 5 hrs. Includes Plan Review and routine inspection(s).
FLS-19	<b>High Piled Combustible Storage Installation</b> To install high pile racks in a new or existing business for the storage of combustible materials. Requires a plan review and inspection. A "High Piled Combustible Storage Application" shall be completed and submitted at time of plan review. Be advised, due to complexity, we may determine a Fire Protection Engineer (FPE) and additional costs may apply (see "Outside Consultant; Plan Review/Inspection Services).	\$630	Hourly rate after 3 hrs. Includes Plan Review and routine inspection(s)
FLS-20	<b>Industrial Oven Installation</b> To install and the operation of industrial ovens regulated by Chapter 30.	\$420	Hourly rate after 2 hrs. and routine inspection(s).
FLS-21	<b>Outside Consultant; Plan Review/Inspection Services</b> that require outside consulting due to complexity of project or time constraints shall be charged the actual cost of service plus 20% overhead. The Rancho Adobe Fire District shall approve the consultant and request an estimate of actual cost.	Consultant Hourly rate plus 20%	Each

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<u>Code</u>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-22	<b>Consultation-Fire Inspector/Plans Examiner</b> To meet/consult with a Fire Inspector/Plans Examiner to discuss larger fire code issues or projects. This includes consultations to assist with electronic reporting.	\$210	Hourly rate – Min 1 hr.
FLS-23	<b>Consultation-Fire Marshal</b> To meet/consult (including counter consults exceeding ¼ hr) with the Fire Marshal to discuss larger fire code-related issues or projects.	\$210	Hourly rate -- Min 1 hr.
FLS-24	<b>Business Inspections</b> Business inspection rate. Businesses shall be allowed one re-inspection at no charge. If violations are not corrected after the first re-inspection, a violation re-inspection penalty will be charged (see next category).	\$210	Rate Charged for Initial Inspection and one (1) Re-inspection.
FLS-25	<b>Business Inspection Violation Re-Inspection Fee</b> Businesses that have not corrected their violations after the first re-inspection, a violation re-inspection penalty will be charged. If it is necessary to refer violations to the Fire Prevention Bureau, an additional Fire Inspector rate of \$210 (one-hour minimum) will be charged.	\$210	Rate Charged for Each Re-Inspection following the First Re-inspection
FLS-26	<b>Occupancy Inspections</b> Facilities, State Required Pre-Inspection (H&S 13235) Family Dwellings Licensed Care Facilities	State Multi- State	\$210 Hourly rate -- Min 1 hr.
FLS-27	<b>Fire Access and Fire Protection Inspection</b> To have a representative from the Fire Department conduct an assessment inspection of a new project under construction prior to the delivery of combustible materials or approval of the foundation permit inspection.	\$420	Hourly rate after 2 hrs.
FLS-28	<b>Special Event-Minor</b> To review a minor Police Special Event; review only. No inspection required.	Varies	If inspection is necessary; hourly rate of \$210 is applied.
FLS-29	<b>Special Event Review and Inspection-Major Event (Greater than 500 people)</b> To provide fire code requirements/ attend meetings and review Special Event Permit for a large Special Event greater than 500 people and conduct an inspection.	Varies	Hourly rate of \$210 applies for review and routine inspection(s).
FLS-30	<b>Special Event-Occupancy Check-After Hours</b> To perform occupancy safety check either planned or unplanned after hours.	\$420	Base Fee plus Hourly Rate
FLS-31	<b>Special Event/Amusement Within a Building</b> To operate a special amusement operation such as a haunted house and/or other type of holiday amusement operation within a building.	Varies	Hourly Rate of \$210 for Review and routine inspection(s).

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<u>Code</u>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-32	<b>Solar Variance Plan Review</b> To review and evaluate variances for solar fire access on roofs.	\$105	Each
FLS-33	<b>Temporary Certification of Occupancy Inspection</b> To request temporary approval of Occupancy. This is, in addition, to a standard certification of occupancy.	\$420	2 hr. minimum Hourly rate thereafter.
FLS-34	<b>Additional Re-Inspection (Hourly rate - Minimum 1-hour)</b> Any additional inspections beyond the allotted inspections for permits, annual inspections, or other service will be charged a re-inspection fee. New Business License re-inspections also subject to this fee.	\$210	Hourly
FLS-35	<b>Additional Plan Review Re-Check (Hourly rate - Minimum 1-hour)</b> The base permit fees cover the cost of one plan review re-check per permit.	\$210	Hourly
<u>Code</u>	<b>Annual Operational Permits</b>	<b>Base Fee</b>	<b>Duration</b>
FP-1	<b>Additive Manufacturing (3D Printing) - 105.5.1</b> An operational permit is required to conduct additive manufacturing operations regulated by Section 320.3.	\$315	Annual
FP-2	<b>Aerosol Products -105.5.2</b> An operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products, aerosol cooking spray products or plastic aerosol 3 products in excess of 500 pounds (227 kg) net weight.	\$315	Annual
FP-3	<b>Amusement Buildings - 105.5.3</b> An operational permit is required to operate a special amusement building.	\$420	Annual
FP-4	<b>Aircraft Repair Hanger / Aviation Facilities - 105.5.4</b> An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes.	\$420	Annual
FP-5	<b>Apartment, Hotel, Motel without assembly areas</b> To operate an apartment, hotel, or motel.	\$210	Annual
FP-6	<b>Apartment, Hotel, Motel 3-50 Units with assembly areas</b>	\$420	Annual
FP-7	<b>Apartment, Hotel, Motels 51+ Units with assembly areas</b>	\$630	Annual
FP-8	<b>Battery System Stationary Storage / Energy Storage System 105.5.14</b> Capacity more than 50 gallons or for stationary and mobile energy	\$630	Flat rate charge

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-9	<b>Carnivals and Fairs 105.5.5</b> An operational permit is required to conduct a carnival or fair.	\$315	Annual
FP-10	<b>Cellulose Nitrate Film 105.5.6</b> An operational permit is required to store, handle or use cellulose nitrate film in a Group A occupancy.	\$315	Annual
FP-11	<b>Combustible Dust-Producing Operations 105.5.7</b> An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$315	Annual
FP-12	<b>Combustible fiber storage 105.5.8</b> An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m3). Exception: A permit is not required for agricultural storage.	\$315	Annual
FP-13	<b>Combustible storage, Miscellaneous 105.5.31</b> An operational permit is required to store in any building or on any premises in excess of 2,500 cubic feet (71 m3) gross volume of combustible empty packing cases, boxes, barrels or similar containers, combustible pallets, rubber tires, rubber, cork or similar combustible material.	\$315	Annual
FP-14	<b>Compressed Gases 105.5.9</b> An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.5.9.	\$315	Annual
FP-15	<b>Cryogenic Fluids 105.5.11</b> An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.5.11.	\$315	Annual
FP-16	<b>Cutting and Welding</b> An operational permit is required to conduct cutting or welding operations within the jurisdiction.	\$315	Annual
FP-17	<b>Day Care Residential</b> To operate a day care occupancy with an occupant load over 8 to 14 persons.	\$210	Annual
FP-18	<b>Day Care Commercial</b> To operate a Commercial day care for more than 14 persons.	\$420	Annual
FP-19	<b>Dry Cleaning Plants 105.5.13</b> An operational permit is required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in	\$315	Annual

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-20	<b>Exhibits and Trade Shows 105.5.15</b> An operational permit is required to operate exhibits and trade shows.	\$420	Annual
FP-21	<b>Explosives 105.16</b> An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56. See Health and Safety Code Division 11, Part 1, Sections 12000, et seq. for additional requirements. Exception: Storage in Group R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 5606.	\$420	Annual
FP-22	<b>Fire Hydrants and Valves 105.5.17</b> An operational permit is required to use or operate fire hydrants or valves intended for fire suppression purposes that are installed on water systems and provided with ready access from a fire apparatus access road that is open to or generally used by the public.	\$420	Annual
FP-23	<b>Flammable and Combustible Liquids 105.5.18</b> An operational permit may be required, See Section 105.5.18 for further information.	\$420	Annual
FP-24	<b>Floor Finishing/Surfacing Operations 105.5.19</b> For finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids.	\$420	Annual
FP-25	<b>Fruit and Crop Ripening 105.5.20</b> An operational permit is required to operate a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$420	Annual
FP-26	<b>Fumigation and Insecticidal Fogging 105.5.21</b> An operational permit is required to operate a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$420	Annual
FP-27	<b>Hazardous Materials 105.5.22</b> An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.5.22.	\$420	Annual
FP-28	<b>HPM Facilities 105.5.23</b> An operational permit is required to store, handle or use hazardous production materials. (Semiconductor Manufacturing)	\$420	Annual
FP-29	<b>High-Piled Combustible Storage 105.5.24</b> An operational permit is required to use a building or portion thereof with more than 500 square feet (46 m2), including aisles, of highpiled combustible storage.	\$420	Annual

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-30	<b>Hot Work Operations 105.5.25</b> To do hot work see Section 105.5.25	\$420	Annual
FP-31	<b>Industrial Ovens 105.5.26</b> An operational permit is required for operation of industrial ovens regulated by Chapter 30.	\$420	Annual
FP-32	<b>Inspections and Re-inspections (Occupancies not requiring fire permits)</b> All occupancy inspections and re-inspections.	\$210	Hourly Rate Min 1-hr, per Inspection
FP-33	<b>Institutional Occupancy</b> To operate an institutional occupancy, except day care, with an occupant load of 6 or less.	Exempt	Annual
FP-34	<b>Institutional/Residential Care Occupancy</b> To operate an institutional/residential occupancy for more than 6 but less than 50, except day care.	\$420	Annual
FP-35	<b>Institutional/Residential Care Occupancy</b> To operate institutional/residential care occupancy for 50 or more persons, except day care.	\$630	Annual
FP-36	<b>Liquefied petroleum gases (Propane) 105.5.29</b> Storage and use of LP gas. Containers exceeding 500 gallons Section 105.5.29	\$105	Annual
FP-37	<b>Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings 105.5.28</b> An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$105	Annual
FP-38	<b>Lithium Batteries 105.5.53</b> An operational permit is required for an accumulation of more than 15 cubic feet (0.42 m) of lithium-ion and lithium-metal batteries, where required by Section 322.1.	\$105	Annual
FP-39	<b>Lumber Yards and Woodworking Plants 105.5.27</b> For the storage or processing of lumber exceeding 100,000 board feet (8,333 ft <sup>3</sup> ) (236 m <sup>3</sup> )	\$105	Annual
FP-40	<b>Magnesium Working 105.5.30</b> An operational permit is required to melt, cast, heat treat or grind more than 10 pounds (4.54 kg) of magnesium.	\$315	Annual
FP-41	<b>Model Rockets-to operate, handle or store</b> Model rockets as defined in H & S Code Section 12519.	N/C	Each

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-42	<p><b>Mobile Fueling of Hydrogen-Fueled Vehicles 105.5.32</b>  An operational permit is required:</p> <ol style="list-style-type: none"> <li>To engage in the mobile dispensing of gaseous hydrogen as a fuel into the fuel tanks of motor vehicles.</li> <li>Where required by the fire code official, to utilize a site for the dispensing of gaseous hydrogen as a fuel from tank vehicles into the fuel tanks of motor vehicles.</li> </ol>	N/C	Each
FP-43	<p><b>Motor Vehicle Fuel-Dispensing Facilities 105.5.33</b>  An operational permit is required for the operation of automotive, marine and fleet motor fuel-dispensing facilities.</p>	\$315	Annual
FP-44	<p><b>Open Burning 105.5.34</b>  An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be complied with.  Exception: Recreational fires.</p>	\$315	Annual
FP-45	<p><b>Open Flames and Torches 105.5.35</b>  An operational permit is required to remove paint with a torch, or to use a torch or open-flame device in a wildfire risk area.</p>	\$315	Annual
FP-46	<p><b>Open Flames and Candles 105.5.36</b>  An operational permit is required to remove paint with a torch, or to use a torch or open-flame device in a wildfire risk area.</p>	\$315	Annual
FP-47	<p><b>Organic Coatings 105.5.37</b>  An operational permit is required for any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day.</p>	\$420	Annual
FP-48	<p><b>Outdoor Assembly Event 105.5.38</b>  An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.</p>	\$420	Annual
FP-49	<p><b>Places of Assembly - less than 300 people 105.5.39</b>  To operate assembly occupancy for &lt; 300 people.</p>	\$315	Annual
FP-50	<p><b>Places of Assembly - 300 or more people 105.5.39</b>  To operate assembly occupancy for &gt; 300 people.</p>	\$420	Annual
FP-51	<p><b>Plant Extraction Systems 105.5.40</b>  An operational permit is required to use plant extraction systems.  Chapter 39</p>	\$420	Annual
FP-52	<p><b>Private Fire Hydrants 105.5.41</b>  An operational permit is required for the removal from service, use or operation of private fire hydrants.</p>	\$420	Annual

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-53	<b>Pyrotechnic Special Effects Material 105.5.42</b> An operational permit is required for use and handling of pyrotechnic special effects material. See Health and Safety Code Division 11, Part 2, Sections 12500, et seq. for additional requirements.	\$420	Annual
FP-54	<b>Pyroxylin Plastics 105.5.43</b> For the storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$420	Annual
FP-55	<b>Radioactive materials</b> To store handle or generate any amount of radioactive material including electron beam sanitizers.	\$651	Annual
FP-56	<b>Refrigeration Equipment 105.5.44</b> To operate a mechanical refrigeration unit or system regulateAn operational permit is required to operate a mechanical refrigeration unit or system regulated by Chapter 6.	\$630	Annual
FP-57	<b>Repair Garages and Motor Fuel-Dispensing Facilities 105.5.45</b> To use any structure as a place of business for servicing or repairing motor vehicles.	\$315	Annual
FP-58	<b>Rooftop Heliports 105.5.46</b> An operational permit is required for the operation of a rooftop heliport.	\$315	Annual
FP-59	<b>Spraying or Dipping 105.5.47</b> An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$420	Annual
FP-60	<b>Storage of Scrap Tires and Tire Byproducts 105.5.48</b> An operational permit is required to establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71 m3) of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$420	Annual
FP-61	<b>Temporary Membrane Structures and Tents 105.5.49</b> An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet (37 m2).	\$630	Each Event (Hourly, min. 3 hrs.) Includes Plan Review
FP-62	<b>Tire-Rebuilding Plants 105.5.50</b> An operational permit is required for the operation and maintenance of a tire-rebuilding plant.	\$420	Annual
FP-63	<b>Waste Handling 105.5.51</b> An operational permit is required for the operation of wrecking yards, junk yards and waste material-handling facilities.	\$420	Annual

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.

FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.

FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

FP-64	<b>Wood Products 105.5.52</b> An operational permit is required to store chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3).	\$420	Annual
FP-65	<b>Additional Fire Code Permit</b> Where a facility has 2 or more Fire Code permits, an additional fee shall be charged for each additional Fire Code Permit.	\$210	Annual
<b><u>Code</u></b>	<b><u>Administrative Fees</u></b>	<b><u>Base Fee</u></b>	<b><u>Duration</u></b>
AF-1	<b>Late Fee Assessment</b> For failure to pay permit fees within 90 days of due date.	50% of Permit fees	Each
AF-2	<b>Recovery of Costs for Response</b> To recover costs for the suppression and investigation of a fire or hazardous materials incident when the cause is determined to be attributable to negligence, DUI, or violation of the law. This charge may also apply to non-taxpaying non-residents of the District. Costs are based on the fully loaded hourly rate for all personnel, equipment, and materials costs utilized for the suppression/mitigation and investigation of the incident. Overtime rates may apply. Also See CA Govt Code Section 53150 and H&S Code 13916	FBHR Plus Materials	Hourly Rate/Per Incident charged with fully loaded Admin Overhead for All Other Staff/Firefighter/Fire Engine 25% handling fee will be added to the cost of materials.
AF-3	<b>Response to -false fire alarms, Commercial or Residential:</b> 1) First and Second False Alarm in a Calendar Year; no charge. 2) 3 <sup>rd</sup> and subsequent False Alarms in a Calendar Year.	FBHR Plus Materials	False alarms shall be charged for each response to a fire alarm caused by system maintenance or disrepair.
AF-4	<b>Surcharge Fee</b> If the Fire Department is required to file a lawsuit to correct code violations or require a permit, the fee surcharge shall equal the cost of enforcement including the fully loaded hourly costs for staff time, expert fees, attorneys, and court costs.	FBHR Plus Materials	Each
AF-5	<b>Violation Inspection Fee (Occupancies with Fire Permit)</b> Permitted facilities that do not comply with a violation notice after the second inspection are charged for the initial, and subsequent inspections.	\$210	Hourly Rate Min 1-hr per inspection, plus the cost all previous inspections
AF-6	<b>Weed Abatement Administration Fee</b> Administrative fee charged per parcel for the abatement of weeds.	\$210	Plus Contractor's Actual Cost

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<u>Code</u>	<u>Administrative Fees</u>	<u>Base Fee</u>	<u>Duration</u>
AF-7	<b>Work without a permit that requires a Stop Work Order</b> This violation penalty shall be assessed in addition to double permit fees if it is necessary to issue a site or project specific "Stop Work Order".	Varies	Fees Up to Maximum \$1,000 Penalty
AF-8	<b>Work without a valid permit</b> This fee will be assessed if it is determined that a project or business has conducted any work or an operation without a permit required by this fee schedule.	Double Fees 100%	Double Permit Fees
AF-9	<b>Copies</b>	\$ .50 per page	
AF-11	<b>Dispatch Fee (per call)</b>	Actual cost	
AF-12	<b>Fire Investigation Report</b>	\$35.00	
AF-13	<b>Incident Report</b>	\$15.00	
AF-14	<b>Photographs</b>	Actual cost to reproduce	
AF-15	<b>Use of Training Room at any station</b>	\$50.00/hour with a 4-hour minimum	
AF-16	<b>Training provided to other agencies - NFA/SFM/other courses/training</b>	FBHR Plus Materials	
AF-17	<b>Late Fee</b>	10% of the invoice each 30 days past due	

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.

FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.

FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

# **NEW BUSINESS**



**RESOLUTION R-3:  
ADOPTING A FINAL  
BUDGET FOR FY 23/24**







# Rancho Adobe Fire District

## Staff Report

**Date:** September 11, 2023

**Topic:** Resolution R -3; Adoption of the Final Budget for Fiscal Year 2023/2024

**Recommendation:**

Adopt Resolution R-3 approving the Final Budget for Fiscal Year 2023/2024

**Background:**

A summary of the Final Budget for 2023/2024 is as follows:

Salaries & Benefits	6,285,048
Service & Supplies	1,006,072
Debt Service	<u>448,377</u>
Total Expenditures	7,739,497
Revenues	7,971,238
(Increase) to unassigned capital fund	<u>(231,741)</u>
Total Revenues and increase in unassigned capital fund	7,739,497

**Approved by:**

Jeff Veliquette  
Fire Chief

**Attachments:**

1. Final Budget Fiscal Year 2023/2024



RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RANCHO ADOBE FIRE PROTECTION DISTRICT  
OF SONOMA COUNTY, STATE OF CALIFORNIA,  
ADOPTING A FINAL BUDGET FOR THE 2023/2024 FISCAL YEAR

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**WHEREAS**, the FY 2023/2024 Final Budget has been presented to the Board of Directors of the Rancho Adobe Fire Protection District of Sonoma County; and

**WHEREAS**, said Final Budget has been reviewed and established as of this date as being the Final Budget of the District, and

**NOW, THEREFORE, BE IT RESOLVED** that the Final Budget in the amount of \$7,739,497.30, attached hereto, is found and determined to be the 2023/2024 Final Budget of the District, and any interested taxpayer may review the budget at 11000 Main Street, Penngrove, between the hours of 9:00 a.m. and 6:00 p.m. Tuesday through Friday.

The foregoing resolution was introduced this 20th day of September 2023, by Director \_\_\_\_\_ who moved its adoption, and seconded by Director \_\_\_\_\_, and adopted on a roll call vote by the following vote:

Director Herman \_\_\_\_\_ Director Moretti \_\_\_\_\_ Director Peterson \_\_\_\_\_  
Director Howell \_\_\_\_\_ Director Hemmendinger \_\_\_\_\_  
Director Proteau \_\_\_\_\_ Director Gadoua \_\_\_\_\_

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

\_\_\_\_\_  
CHAIR

Attest: \_\_\_\_\_  
Clerk of the Board



**FINAL BUDGET - FY 2023/2024**

CODE	DESCRIPTION	2022/2023		2023/24		2023/24		DIFFERENCE
		REVENUE	Final Budget Totals	PRELIMINARY	Final Projected Revenues			
1000	PROPERTY TAXES		\$ 4,329,488.71	\$ 4,429,147.00	\$ 4,481,020.00	\$ 151,531.29		
1001	CY DIRECT CHARGES		\$ 2,169,096.66	\$ 2,278,360.00	\$ 2,244,710.00	\$ 75,613.34		
1008	RDA INCREMENT		\$ 180,703.93	\$ 170,500.00	\$ 170,500.00	\$ (10,203.93)		
1011	PROPERTY TAXES ADMIN FEE		\$ (39,287.54)	\$ (40,000.00)	\$ (40,000.00)	\$ (712.46)		
1014	PROPERTY TAXES - RDA INCREMENT		\$ -			\$ -		
1015	RDA PASS-THROUGH		\$ -			\$ -		
1016	RDA ALLOCATION		\$ -			\$ -		
1017	RDA ESCROW ACCOUNT		\$ -			\$ -		
1018	RDA ASSET DISTRIBUTION		\$ -			\$ -		
1020	CY SUPPLEMENTAL TAX		\$ 113,506.78	\$ 108,150.00	\$ 111,000.00	\$ (2,506.78)		
1040	UNSECURED PROP TAX		\$ 133,454.83	\$ 133,900.00	\$ 133,900.00	\$ 445.17		
1061	PY DIRECT CHARGES		\$ 23,353.79	\$ 15,000.00	\$ 21,000.00	\$ (2,353.79)		
	<b>TOTAL PROPERTY TAXES</b>		<b>\$ 6,910,317.16</b>	<b>\$ 7,095,057.00</b>	<b>\$ 7,122,130.00</b>	<b>\$ 211,812.84</b>		
1700	INTEREST ON POOLED CASH		\$ 95,257.94	\$ 45,000.00	\$ 85,000.00	\$ (10,257.94)		
	<b>USE OF PROPERTY:</b>		<b>\$ 95,257.94</b>	<b>\$ 45,000.00</b>	<b>\$ 85,000.00</b>	<b>\$ (10,257.94)</b>		
2081	STATE-HIGHWAY REIMBURSEMENTS		\$ -			\$ -		
2404	STATE REIMBURSEMENTS		\$ 83.15			\$ (83.15)		
2440	STATE - HOPTR		\$ 20,762.04	\$ 22,660.00	\$ 22,660.00	\$ 1,897.96		
2500	GRANT REVENUE		\$ -			\$ -		
2589	STATE REF - STRIKE TEAMS		\$ 512,010.08	\$ 350,000.00	\$ 350,000.00	\$ (162,010.08)		
	<b>INTERGOV. REVENUES</b>		<b>\$ 532,855.27</b>	<b>\$ 372,660.00</b>	<b>\$ 372,660.00</b>	<b>\$ (160,195.27)</b>		
3600	OTHER MISC. REVENUES - FIRE MARSHAL SV		\$ 28,357.33	\$ 30,000.00	\$ 32,000.00	\$ 3,642.67		
3601	FINANCE/LATE CHARGE COST RECOVERY		\$ 3,975.52	\$ 4,000.00	\$ 4,000.00	\$ 24.48		
3641	FIRE SERVICES - CASINO CONTRACT		\$ 250,060.00	\$ 130,048.00	\$ 130,048.00	\$ (120,012.00)		
3661	FIRE CONTROL SERVICES - COST RECOVERY		\$ 25,120.66	\$ 20,000.00	\$ 20,000.00	\$ (5,120.66)		
3670	WEED ABATEMENT		\$ 21,836.00	\$ 21,200.00	\$ 60,000.00	\$ 38,164.00		
3682	CITY CONTRACTS (RP AUTO AID)		\$ 41,358.15	\$ 38,625.00	\$ 42,600.00	\$ 1,241.85		
3700	COPY FEES		\$ 330.00	\$ 500.00	\$ 500.00	\$ 170.00		
	<b>CHARGES FOR SERVICE:</b>		<b>\$ 371,037.66</b>	<b>\$ 244,373.00</b>	<b>\$ 289,148.00</b>	<b>\$ (81,889.66)</b>		

CODE	DESCRIPTION REVENUE	2022/2023 Final Budget Totals	2023/24 PRELIMINARY	2023/24 Final Projected Revenues	DIFFERENCE
4040	MISC. REVENUE, OTHER	\$ 34,377.14	\$ 10,000.00	\$ 10,000.00	\$ (24,377.14)
4100	WORKERS' COMP REIMB	\$ 88,931.21	\$ 42,300.00	\$ 42,300.00	\$ (46,631.21)
4102	DONATIONS/REIMB	\$ 338.28			\$ (338.28)
4116	INSURANCE REIMBURSEMENTS	\$ -			\$ -
4600	SALE OF FIXED ASSET	\$ -	\$ 85,000.00	\$ 50,000.00	\$ 50,000.00
	MISC. REVENUES	\$ 123,646.63	\$ 137,300.00	\$ 102,300.00	\$ (21,346.63)
	<b>TOTAL REVENUES:</b>	\$ 8,033,114.66	\$ 7,894,390.00	\$ 7,971,238.00	\$ (61,876.66)

EXPENSES		2022/2023	23/24	23/24	DIFFERENCE
CODE	ACCOUNT	Final Budget Totals	Projected Exp	Projected Exp	
5910	Permanent Positions	\$ 3,102,419.32	\$ 3,328,828.00	\$ 3,328,828.00	\$ 226,408.68
	1 Fire Chief, 3BC's, 9 Captains, 9 Engineers, 5 FF/EMT's, 4 FF/EMT-P, 1 Admin Manager				
5911	Extra Help	\$ 267,415.89	\$ 316,200.00	\$ 306,000.00	\$ 38,584.11
5912	Overtime	\$ 783,199.34	\$ 782,422.00	\$ 757,422.00	\$ (25,777.34)
5913	BC Extra Shift Compensation	\$ -	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
5914*	FLSA	\$ 82,370.07	\$ 83,000.00	\$ 83,000.00	\$ 629.93
5922	Social Security Taxes 6.2% base	\$ (2,756.91)	\$ 5,800.00	\$ 8,100.00	\$ 10,856.91
5923	PEKS Retirement	\$ 594,304.04	\$ 700,000.00	\$ 700,000.00	\$ 105,695.96
5924	Medicare 1.45% base	\$ 59,844.66	\$ 60,000.00	\$ 60,000.00	\$ 155.34
5930	Health Insurance ass. 6% Incr	\$ 521,056.85	\$ 601,198.00	\$ 601,198.00	\$ 80,141.15
5931	Disability Insurance	\$ 10,092.00	\$ 11,000.00	\$ 11,000.00	\$ 908.00
5932	Dental Insurance	\$ 29,468.89	\$ 35,000.00	\$ 35,000.00	\$ 5,531.11
5933	Life Insurance	\$ 4,107.35	\$ 5,000.00	\$ 5,000.00	\$ 892.65
5934	Vision Care Ins.	\$ 4,852.85	\$ 5,000.00	\$ 5,000.00	\$ 147.15
5935	Unemployment Ins.	\$ 4,121.60	\$ 5,000.00	\$ 5,000.00	\$ 878.40
5936	Retiree Insurance	\$ 16,200.00	\$ 22,500.00	\$ 22,500.00	\$ 6,300.00
5940	Worker's Comp Ins.	\$ 209,008.23	\$ 247,000.00	\$ 247,000.00	\$ 37,991.77
	<b>TOTAL SALARY/BENEFIT</b>	<b>\$ 5,685,704.18</b>	<b>\$ 6,317,948.00</b>	<b>\$ 6,285,048.00</b>	<b>\$ 599,343.82</b>
6020	Clothing/Personal Supplies	\$ 24,480.32	\$ 28,500.00	\$ 28,500.00	\$ 4,019.68
6022*	Safety Clothing	\$ 70,478.79	\$ 74,330.00	\$ 70,000.00	\$ (478.79)
6040	Communications	\$ 28,135.66	\$ 26,000.00	\$ 26,000.00	\$ (2,135.66)
6045	Pagers and Radios	\$ 52,895.14	\$ 6,850.00	\$ 6,850.00	\$ (46,045.14)

CODE	EXPENSES ACCOUNT	2022/2023 Final Budget Totals	23/24 Projected Exp	23/24 Projected Exp	DIFFERENCE
6060	Food	\$ 2,020.43	\$ 6,000.00	\$ 6,000.00	\$ 3,979.57
6080	Household Expense	\$ 12,070.56	\$ 15,000.00	\$ 15,000.00	\$ 2,929.44
6100	Property and Liability Insurance	\$ 215,094.91	\$ 253,000.00	\$ 253,441.00	\$ 38,346.09
6140	Maintenance - Other Equipment	\$ 8,193.40	\$ 12,000.00	\$ 12,000.00	\$ 3,806.60
6150	Bad Debt Expense (A/R Write Offs)	\$ 7,082.13	\$ -	\$ -	\$ (7,082.13)
6155	Apparatus Maintenance	\$ 58,229.94	\$ 60,000.00	\$ 60,000.00	\$ 1,770.06
6165	SCBA Maintenance	\$ 4,169.83	\$ 5,000.00	\$ 5,000.00	\$ 830.17
6180	Building Maintenance	\$ 34,380.04	\$ 33,000.00	\$ 33,000.00	\$ (1,380.04)
6181	Station Maint. related to remodel	\$ 15,465.22	\$ -	\$ 6,000.00	\$ (9,465.22)
6260	Medical Supplies	\$ 25,156.89	\$ 20,000.00	\$ 20,000.00	\$ (5,156.89)
6261	ALS Medical Expense	\$ -	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
6280	Memberships CalChief's, FDAC, SCFCA, SCFDA	\$ 13,631.67	\$ 12,000.00	\$ 17,500.00	\$ 3,868.33
6400	Office Supplies	\$ 3,579.79	\$ 3,200.00	\$ 3,200.00	\$ (379.79)
6401	Office Supplies - Equipment	\$ 3,089.88	\$ 7,000.00	\$ 7,000.00	\$ 3,910.12
6410	Postage and Shipping	\$ 1,809.73	\$ 2,000.00	\$ 2,000.00	\$ 190.27
6430	Printing Services	\$ 474.82	\$ 1,000.00	\$ 1,000.00	\$ 525.18
6461	Operational Expense	\$ 11,555.01	\$ 8,000.00	\$ 8,000.00	\$ (3,555.01)



EXPENSES		2022/2023	23/24	23/24	DIFFERENCE
CODE	ACCOUNT	Final Budget Totals	Projected Exp	Projected Exp	
6463	Fire Prevention Expense	\$ 4,604.57	\$ 4,000.00	\$ 4,000.00	\$ (604.57)
6500	Prof/Spcl Svcs - PAYROLL FEES	\$ 6,985.36	\$ 5,000.00	\$ 5,000.00	\$ (1,985.36)
6526	Dispatch Services - REDCOM	\$ 17,329.42	\$ 30,000.00	\$ 30,000.00	\$ 12,670.58
6587	LAFCO	\$ 10,970.00	\$ 12,000.00	\$ 7,000.00	\$ (3,970.00)
6590	Contracted Fire Marshal Services	\$ 21,700.00	\$ 20,000.00	\$ 20,000.00	\$ (1,700.00)
6596	COI Expense	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6605	New Hire Expenses	\$ 7,295.00	\$ 14,750.00	\$ 18,216.00	\$ 10,921.00
6610	Legal Services	\$ 11,029.32	\$ 13,000.00	\$ 20,000.00	\$ 8,970.68
6630	Audit Services	\$ 8,445.00	\$ 9,000.00	\$ 9,000.00	\$ 555.00
6635	Bank Fees (charges for customers using CCs)	\$ 559.18	\$ 350.00	\$ 350.00	\$ (209.18)
6650	Health Services	\$ 2,798.00	\$ 8,000.00	\$ 6,000.00	\$ 3,202.00
6654	Wellness Program	\$ 1,688.62	\$ 7,000.00	\$ 7,000.00	\$ 5,311.38
6800	Public-Legal Notices	\$ 1,555.00	\$ 1,200.00	\$ 1,200.00	\$ (355.00)
6820	Rent/Lease Equipment	\$ 7,568.34	\$ 7,500.00	\$ 7,500.00	\$ (68.34)
6823	Rental-Hydrants/Water	\$ 320.00	\$ 700.00	\$ 700.00	\$ 380.00
6880	Small Tools	\$ 3,659.08	\$ 3,000.00	\$ 3,000.00	\$ (659.08)
6881	Safety Equipment	\$ 36,774.65	\$ 30,000.00	\$ 30,000.00	\$ (6,774.65)

CODE	EXPENSES ACCOUNT	2022/2023		23/24		DIFFERENCE
		Final Budget Totals	Projected Exp	Projected Exp		
6889	Computer Software	\$ 56,540.65	\$ 49,215.00	\$ 49,215.00	\$ (7,325.65)	
7000	Special Dist. Expense	\$ 810.00	\$ 600.00	\$ 600.00	\$ (210.00)	
7005	Election Expense	\$ -	\$ -	\$ -	\$ -	
7120	In-Service Training	\$ 30,778.37	\$ 47,300.00	\$ 42,000.00	\$ 11,221.63	
7201	Gas & Oil	\$ 64,339.34	\$ 70,000.00	\$ 70,000.00	\$ 5,660.66	
7300	Transportation/Travel	\$ 8,361.17	\$ 6,800.00	\$ 6,800.00	\$ (1,561.17)	
7320	Utilities	\$ 61,604.32	\$ 60,000.00	\$ 63,000.00	\$ 1,395.68	
	<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>\$ 957,709.55</b>	<b>\$ 1,002,295.00</b>	<b>\$ 1,006,072.00</b>	<b>\$ 48,362.45</b>	
7910	Long Term Loan Principal (2016 Ferrara)	\$ 55,801.92	\$ 57,508.31	\$ 57,508.31	\$ 1,706.39	
7911	Long Term Loan Principal (2023 Stat. 2)	\$ -	\$ -	\$ -	\$ -	
7930	Long Term Loan Interest (2016 Ferrara)	\$ 7,914.88	\$ 6,208.49	\$ 6,208.49	\$ (1,706.39)	
7931	Long Term Loan Interest (2023 Stat. 2)	\$ -	\$ -	\$ -	\$ -	
7940	Pension Obligation Bond Principal	\$ 252,890.90	\$ 255,000.00	\$ 255,000.00	\$ 2,109.10	
7945	Pension Obligation Bond Interest	\$ 130,611.88	\$ 129,660.50	\$ 129,660.50	\$ (951.38)	
*	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 447,219.58</b>	<b>\$ 448,377.30</b>	<b>\$ 448,377.30</b>	<b>\$ 1,157.72</b>	
8510	Building Improvements	\$ -	\$ -	\$ -	\$ -	
8511	New Capital Equipment	\$ 789.00	\$ -	\$ -	\$ (789.00)	
8540	Durable Medical Equipment	\$ -	\$ -	\$ -	\$ -	
8560	New Equipment - Apparatus	\$ -	\$ -	\$ -	\$ -	
8561	Office Equipment	\$ -	\$ -	\$ -	\$ -	
*	<b>TOTAL FIXED ASSETS</b>	<b>\$ 789.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (789.00)</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,091,422.31</b>	<b>\$ 7,768,620.30</b>	<b>\$ 7,739,497.30</b>	<b>\$ 648,074.99</b>	

\* Denotes reduction from Prop IV Limits

	2022/2023	2023/2024	2023/2024
Revenues Less Expenses	\$ 941,692.35	\$ 125,769.70	\$ 231,740.70
Expenditures less reduction of Prop IV	\$ 7,138,120.00		
Prop IV Limit for 23/24	\$ 7,708,500.00		
<b>Difference</b>	<b>\$ (570,380.00)</b>		
2023/2024 FY Rev's Less Exp's	\$ 231,740.70		



**ADOPTION OF  
ORDINANCE 23-01:  
FEE SCHEDULE**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 11, 2023

**Topic:** Ordinance 2023-01: Establishing a Schedule of Fee's

**Recommendation:**

Board is requested to consider adoption of Ordinance 2023-01 establishing a revised schedule of fees. This ordinance will supersede previous ordinances establishing fee schedules.

**Background:**

The Rancho Adobe Fire District last updated the schedule of fees in 2013 and since that time, costs of doing business have risen significantly. California Health & Safety Code Section 13916, et. seq. and California Government Code Section 53150 authorizes the District to recover costs of providing services and enforcing regulations. These services include fire prevention, cost recovery billing and emergency response.

A series of two Public Hearings is required prior to adoption of Ordinance 2023-01. A second Public Hearing will be held on September 20, 2023, at the regular meeting of the Board of Directors.

Ordinance 2023-01 includes an optional annual adjustment each July 1<sup>st</sup> to account for changes in the Consumer Price Index All Urban Consumers – San Francisco-Oakland-Hayward index or its successor.

A survey was completed of neighboring agencies' fee schedules in comparison with the rates established by Rancho Adobe Fire District in 2013. The new schedule of fees takes into consideration the actual costs of providing services to both citizens and non-citizens who utilize the services of the fire district. Legal counsel has reviewed and commented on the proposed Ordinance and schedule of fees.

**Financial Impact:**

The updated schedule of fees will generate revenue to provide cost recovery commensurate with current costs of doing business.

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: 1) Ordinance 2023-01 Establishing a Schedule of Fees, 2) 2023 Fire District Fee Schedule





# Rancho Adobe Fire Protection District

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

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.rancho-adobe-fire.org

## ORDINANCE NO. 2023-01

### ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT ESTABLISHING A SCHEDULE OF FEES PURSUANT TO HEALTH & SAFETY CODES §§13916, ET SEQ. AND CALIFORNIA GOVERNMENT CODE §53150

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The Board of Directors of the Rancho Adobe Fire Protection District ordains as follows:

**SECTION I. Authorization and Purpose.** This Ordinance and the fees for District Services established herein is adopted pursuant to the provisions of Fire Protection District Law of 1987 (Health and Safety Code Sections 13800 et seq., the “Act”). Specifically, as authorized under Health and Safety Code Section 13916, the District hereby establishes and adopts the schedule of fees, established for the purpose of recovering for the District the cost of providing services and enforcing regulations.

The provisions of this Ordinance and schedule of fees are consistent with, and authorized by, the provisions of Health and Safety Code Section 13916 and other laws pertaining to fee schedules. Except as otherwise indicated, the definitions of the Act are incorporated herein, and this ordinance shall be interpreted in a manner consistent with the Act.

**SECTION II. Applicability.** The schedule of fees set forth in this ordinance includes fees charged pursuant to Section 13917 and 13918 of the Health and Safety Code. Section 13917 provides that the District may charge residents of the District a fee which is less than the fee which it charges to non-residents of the District. Health & Safety Code Section 13918 provides that the District may charge a fee to other public agencies. Additionally, any person(s) who negligently, intentionally or in violation of law within the scope of Government Code Section 53150 et seq. causes an emergency response, including but not limited to, a traffic accident, spill of toxic or flammable or combustible fluids or chemicals, is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150 et seq. as may be amended from time to time. Any expense incurred by the Rancho Adobe Fire Protection District for securing such emergency shall constitute a debt of such person(s) and shall be collectable by the District in the same manner as in the case of an obligation under contract, expressed or implied.

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**SECTION III. Waiver of Fees.** Pursuant to Health and Safety Code section 13919, the Board of Directors has adopted policies and procedures regarding the waiver of payment of any fee when it determines that payment would not be in the public interest.

**SECTION IV. Fee Schedules.**

A.) Fee Schedule attached hereto and incorporated herein by reference will be utilized in billing the listed services to other public agencies and non-taxpayers of the District who reside outside the District.

B.) Fee Schedule attached hereto and incorporated herein by reference will also be utilized in billing the listed services to taxpayers of the District and residents of the District, except that said taxpayers and residents may have their fees reduced or waived pursuant to Section III, above.

C.) Fee Schedule attached hereto and incorporated herein by reference will be utilized to cover the costs of providing services, issuing permits and enforcing regulations.

D) The amounts set forth in the Fee Schedule may be adjusted annually each July 1<sup>st</sup> to account for changes in the Consumer Price Index All Urban Consumers - San Francisco-Oakland-Hayward index or its successor.

**SECTION V. Collection of fees.** The fees provided for in this ordinance may be collected by personnel of the District or by personnel of the Districts contracted collections agency.

**SECTION VI. Penalty for failing to pay fee.** Failure to pay any fee required by this ordinance when due shall result in a penalty of 10% on invoice amount.

**SECTION VII. Repeal of conflicting ordinances and resolutions.** All former ordinances and resolutions of the District or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION VIII. Appeals and Fee Collections.** Any person in disagreement with the type or amount of any fee or penalty assessed by this Ordinance may appeal to the Board of Directors within thirty (30) days of the date of the mailing of the invoice for the fee, or for appeal of a penalty, within forty-five (45) days of the date of mailing of the invoice for the penalty or fine. Such appeal shall be in writing setting forth the grounds for the appeal and shall be directed to the Fire Chief. The Board will review the appeal and render a decision at its next regular meeting unless otherwise agreed by the parties. All delinquencies after ninety (90) days will be referred to the Chief for appropriate collection action.

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**SECTION IX. Severability.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid, except that section VII of this ordinance shall only be effective if the remaining portions of this ordinance are effective.

**SECTION X. Effective Date.** This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty-one (31) days after the date of its passage and shall be published at least once before the expiration of fifteen (15) days after said passage, with the names of the Directors voting for or against the same, in The Community Voice, a newspaper of general circulation in Sonoma County, California.

In regular session of the Board of Directors of the Rancho Adobe Fire Protection District introduced on the 16<sup>th</sup> of August, 2023 and finally passed and adopted on this 20<sup>th</sup> of September, 2023 on regular roll call of the members of said Board by the following vote:

Director Proteau \_\_\_\_\_ Director Hemmendinger \_\_\_\_\_  
Director Peterson \_\_\_\_\_ Director Herman \_\_\_\_\_  
Director Howell \_\_\_\_\_ Director Moretti \_\_\_\_\_  
Director Gadoua \_\_\_\_\_

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**WHEREUPON,** the President declared the above and foregoing ordinance duly adopted and

**SO ORDERED.**

\_\_\_\_\_  
President, Board of Directors  
Rancho Adobe Fire Protection District

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board





## RANCHO ADOBE FIRE PROTECTION DISTRICT 2023 Fire District Fee Schedule

<u>Code</u>	<b>Land Use / Entitlement Application Review</b> <i>(This is for Planning Purposes - Not Construction)</i>	<b>Cost Per Unit</b>	<b>Fee Type</b>
LUA-1	Plan Review - Single Family Dwelling	\$385	Flat Fee
LUA-2	Plan Review - Subdivision 2 to 5 Residences	\$968	Flat Fee
LUA-3	Plan Review - Subdivision 6 to 15 Residences	\$1549	Flat Fee
LUA-4	Plan Review - Subdivision 16 or More Residences	\$1936	Flat Fee
LUA-5	Plan Review - Multi Family	\$210	Hourly
LUA-6	Plan Review - New Commercial	\$210	Hourly
LUA-6	Plan Review - Commercial TI	\$210	Hourly
<u>Code</u>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-1	<b>Construction Permit Plan Review-New Residential</b> The Fire Department shall conduct a fire code and life safety plan review for all new residential structures.	\$315	Each; this will include one plan review and one inspection.
FLS-2	<b>Construction Permit Plan Review-Residential Addition/Remodel</b> The Fire Department shall conduct a plan review and evaluate fire sprinkler requirements for residential addition/remodels greater than 50% Table 903.6 as adopted.	\$315	Each; this will include one plan review and one inspection.
FLS-3	<b>Construction Permit-Fire Plan Review-New Commercial</b> The Fire Department shall conduct a fire code and life safety plan review for all new commercial structures.	\$420	Each; this will include one plan review and one inspection.

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.  
 FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.  
 FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

<b>Code</b>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-4	<b>Construction Permit Plan Review- Commercial Tenant Improvement</b> The Fire Department shall conduct a fire code and life safety plan review for all commercial tenant improvement projects. This category also includes commercial and multi-family additions greater than 25% and remodels greater than 50%.	\$420	Each; this will include one plan review and one inspection.
FLS-5	<b>Application for Acceptance of Alternate Materials or Methods</b> An application to request an alternate method or material for use on a new or existing site or project.	\$420	Hourly rate after 2 hrs.
FLS-6	<b>Automatic Fire Sprinkler System</b> ▪Residential NFPA 13D (1 & 2 Family) Fire Sprinkler Systems	\$630	Each Includes Plan Review and routine inspection(s).
FLS-7	<b>Automatic Fire Sprinkler System</b> <u>Less than 100 heads</u> ▪Commercial NFPA 13 ▪Residential NFPA 13R Fire Sprinkler System *Add'l \$4.00 per Sprinkler Heads for all sprinkler heads in the project	\$630	Each Includes Plan Review and routine inspection(s).
FLS-8	<b>Automatic Fire Sprinkler System</b> <u>greater than 100 heads</u> ▪Commercial NFPA 13 ▪Residential NFPA 13R Fire Sprinkler System *Add'l \$4.00 per Sprinkler Head for all sprinkler heads in the project	\$630	Each Includes Plan Review and routine inspection(s).
FLS-9	<b>Fire Sprinkler System Modification/Repair</b> *Add'l \$4.00 per Sprinkler Head for all sprinkler heads modified . No fee for less than three (3) head modification.	\$420	Each Includes Plan Review and routine inspection(s).
FLS-10	<b>Standpipe Systems</b> Installation of a new system or major modification to an existing system when the system is not a combination sprinkler system.	\$630	Hourly rate after 3 hrs. and routine inspection(s).
FLS-11	<b>Fire Pump Plan Review and Installation</b>	\$840	Hourly rate after 4 hrs. Includes routine inspection(s).
FLS-12	<b>Fire Service Underground-Major</b> ▪Private Fire Hydrants ▪Sprinkler System Underground Fire Lines To install any private fire hydrant or fire service underground lines and associated appliances (includes plan review, inspections, and witness of flushing).	\$840	Includes Plan Review and routine inspection(s).

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<u>Code</u>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-13	<b>Fire Service Underground Repair/flush-Minor</b> To repair a component of a fire service underground lines and associated appliances. This shall include replacing single component replacements and flushing the system.	\$630	Includes Plan Review and routine inspection(s).
FLS-14	<b>Fire Service Hydrant Flow Test</b>	\$210	Each
FLS-15	<b>Fire Alarm System Installation - New and Major Modification</b> <i>*Base fee plus \$5.00 per device</i> : i.e. initiating: heat, smoke, duct, water flow, and manual pull stations and each fire notification device: i.e. strobe/horn/bell, Fixed, Rate of Rise and Manual.	\$630	Each Includes Plan Review and routine inspection(s).
FLS-16	<b>Fire Alarm System Installation-Minor Modification/Repair</b> <i>*Base fee plus \$5.00 per device</i> : i.e. initiating: heat, smoke, duct, water flow, and manual pull stations and each fire notification device: i.e. strobe/horn/bell, Fixed, Rate of Rise and Manual.	\$420	Each Includes Plan Review and routine inspection(s).
FLS-17	<b>Fixed Fire Extinguishing Systems-Hood and Duct</b> Installation of fixed fire extinguishing systems.	\$420	Each Includes Plan Review and routine inspection(s).
FLS-18	<b>Spray Booth/Special Hazard Protection Systems/FM 200 type-Installation</b> Installation of a new spray booth, room, or special hazard system or major modification to an existing spray booth or room.	\$1050	Hourly rate after 5 hrs. Includes Plan Review and routine inspection(s).
FLS-19	<b>High Piled Combustible Storage Installation</b> To install high pile racks in a new or existing business for the storage of combustible materials. Requires a plan review and inspection. A "High Piled Combustible Storage Application" shall be completed and submitted at time of plan review. Be advised, due to complexity, we may determine a Fire Protection Engineer (FPE) and additional costs may apply (see "Outside Consultant; Plan Review/Inspection Services).	\$630	Hourly rate after 3 hrs. Includes Plan Review and routine inspection(s)
FLS-20	<b>Industrial Oven Installation</b> To install and the operation of industrial ovens regulated by Chapter 30.	\$420	Hourly rate after 2 hrs. and routine inspection(s).
FLS-21	<b>Outside Consultant; Plan Review/Inspection Services</b> that require outside consulting due to complexity of project or time constraints shall be charged the actual cost of service plus 20% overhead. The Rancho Adobe Fire District shall approve the consultant and request an estimate of actual cost.	Consultant Hourly rate plus 20%	Each

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<b>Code</b>	<b>Fire and Life Safety Plan Review and Inspection</b>	<b>Cost Per Unit</b>	<b>Fee Type</b>
FLS-22	<b>Consultation-Fire Inspector/Plans Examiner</b> To meet/consult with a Fire Inspector/Plans Examiner to discuss larger fire code issues or projects. This includes consultations to assist with electronic reporting.	\$210	Hourly rate – Min 1 hr.
FLS-23	<b>Consultation-Fire Marshal</b> To meet/consult (including counter consults exceeding ¼ hr) with the Fire Marshal to discuss larger fire code-related issues or projects.	\$210	Hourly rate -- Min 1 hr.
FLS-24	<b>Business Inspections</b> Business inspection rate. Businesses shall be allowed one re-inspection at no charge. If violations are not corrected after the first re-inspection, a violation re-inspection penalty will be charged (see next category).	\$210	Rate Charged for Initial Inspection and one (1) Re-inspection.
FLS-25	<b>Business Inspection Violation Re-Inspection Fee</b> Businesses that have not corrected their violations after the first re-inspection, a violation re-inspection penalty will be charged. If it is necessary to refer violations to the Fire Prevention Bureau, an additional Fire Inspector rate of \$210 (one-hour minimum) will be charged.	\$210	Rate Charged for Each Re-Inspection following the First Re-inspection
FLS-26	<b>Occupancy Inspections</b> Facilities, State Required Pre-Inspection (H&S 13235) Family Dwellings Licensed Care Facilities	State Multi- State	Hourly rate -- Min 1 hr.
FLS-27	<b>Fire Access and Fire Protection Inspection</b> To have a representative from the Fire Department conduct an assessment inspection of a new project under construction prior to the delivery of combustible materials or approval of the foundation permit inspection.	\$420	Hourly rate after 2 hrs.
FLS-28	<b>Special Event-Minor</b> To review a minor Police Special Event; review only. No inspection required.	Varies	If inspection is necessary; hourly rate of \$210 is applied.
FLS-29	<b>Special Event Review and Inspection-Major Event (Greater than 500 people)</b> To provide fire code requirements/ attend meetings and review Special Event Permit for a large Special Event greater than 500 people and conduct an inspection.	Varies	Hourly rate of \$210 applies for review and routine inspection(s).
FLS-30	<b>Special Event-Occupancy Check-After Hours</b> To perform occupancy safety check either planned or unplanned after hours.	\$420	Base Fee plus Hourly Rate
FLS-31	<b>Special Event/Amusement Within a Building</b> To operate a special amusement operation such as a haunted house and/or other type of holiday amusement operation within a building.	Varies	Hourly Rate of \$210 for Review and routine inspection(s).

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FLS-32	<b>Solar Variance Plan Review</b> To review and evaluate variances for solar fire access on roofs.	\$105	Each
FLS-33	<b>Temporary Certification of Occupancy Inspection</b> To request temporary approval of Occupancy. This is, in addition, to a standard certification of occupancy.	\$420	2 hr. minimum Hourly rate thereafter.
FLS-34	<b>Additional Re-Inspection (Hourly rate - Minimum 1-hour)</b> Any additional inspections beyond the allotted inspections for permits, annual inspections, or other service will be charged a re-inspection fee. New Business License re-inspections also subject to this fee.	\$210	Hourly
FLS-35	<b>Additional Plan Review Re-Check (Hourly rate - Minimum 1-hour)</b> The base permit fees cover the cost of one plan review re-check per permit.	\$210	Hourly
<u>Code</u>	<b>Annual Operational Permits</b>	<b>Base Fee</b>	<b>Duration</b>
FP-1	<b>Additive Manufacturing (3D Printing) - 105.5.1</b> An operational permit is required to conduct additive manufacturing operations regulated by Section 320.3.	\$315	Annual
FP-2	<b>Aerosol Products -105.5.2</b> An operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products, aerosol cooking spray products or plastic aerosol 3 products in excess of 500 pounds (227 kg) net weight.	\$315	Annual
FP-3	<b>Amusement Buildings - 105.5.3</b> An operational permit is required to operate a special amusement building.	\$420	Annual
FP-4	<b>Aircraft Repair Hanger / Aviation Facilities - 105.5.4</b> An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes.	\$420	Annual
FP-5	<b>Apartment, Hotel, Motel without assembly areas</b> To operate an apartment, hotel, or motel.	\$210	Annual
FP-6	<b>Apartment, Hotel, Motel 3-50 Units with assembly areas</b>	\$420	Annual
FP-7	<b>Apartment, Hotel, Motels 51+ Units with assembly areas</b>	\$630	Annual
FP-8	<b>Battery System Stationary Storage / Energy Storage System 105.5.14</b> Capacity more than 50 gallons or for stationary and mobile energy	\$630	Flat rate charge

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-9	<b>Carnivals and Fairs 105.5.5</b> An operational permit is required to conduct a carnival or fair.	\$315	Annual
FP-10	<b>Cellulose Nitrate Film 105.5.6</b> An operational permit is required to store, handle or use cellulose nitrate film in a Group A occupancy.	\$315	Annual
FP-11	<b>Combustible Dust-Producing Operations 105.5.7</b> An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$315	Annual
FP-12	<b>Combustible fiber storage 105.5.8</b> An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m3). Exception: A permit is not required for agricultural storage.	\$315	Annual
FP-13	<b>Combustible storage, Miscellaneous 105.5.31</b> An operational permit is required to store in any building or on any premises in excess of 2,500 cubic feet (71 m3) gross volume of combustible empty packing cases, boxes, barrels or similar containers, combustible pallets, rubber tires, rubber, cork or similar combustible material.	\$315	Annual
FP-14	<b>Compressed Gases 105.5.9</b> An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.5.9.	\$315	Annual
FP-15	<b>Cryogenic Fluids 105.5.11</b> An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.5.11.	\$315	Annual
FP-16	<b>Cutting and Welding</b> An operational permit is required to conduct cutting or welding operations within the jurisdiction.	\$315	Annual
FP-17	<b>Day Care Residential</b> To operate a day care occupancy with an occupant load over 8 to 14 persons.	\$210	Annual
FP-18	<b>Day Care Commercial</b> To operate a Commercial day care for more than 14 persons.	\$420	Annual
FP-19	<b>Dry Cleaning Plants 105.5.13</b> An operational permit is required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in	\$315	Annual

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<b>Code</b>	<b>Annual Operational Permits</b>	<b>Base Fee</b>	<b>Duration</b>
FP-20	<b>Exhibits and Trade Shows 105.5.15</b> An operational permit is required to operate exhibits and trade shows.	\$420	Annual
FP-21	<b>Explosives 105.16</b> An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56. See Health and Safety Code Division 11, Part 1, Sections 12000, et seq. for additional requirements. Exception: Storage in Group R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 5606.	\$420	Annual
FP-22	<b>Fire Hydrants and Valves 105.5.17</b> An operational permit is required to use or operate fire hydrants or valves intended for fire suppression purposes that are installed on water systems and provided with ready access from a fire apparatus access road that is open to or generally used by the public.	\$420	Annual
FP-23	<b>Flammable and Combustible Liquids 105.5.18</b> An operational permit may be required, See Section 105.5.18 for further information.	\$420	Annual
FP-24	<b>Floor Finishing/Surfacing Operations 105.5.19</b> For finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids.	\$420	Annual
FP-25	<b>Fruit and Crop Ripening 105.5.20</b> An operational permit is required to operate a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$420	Annual
FP-26	<b>Fumigation and Insecticidal Fogging 105.5.21</b> An operational permit is required to operate a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$420	Annual
FP-27	<b>Hazardous Materials 105.5.22</b> An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.5.22.	\$420	Annual
FP-28	<b>HPM Facilities 105.5.23</b> An operational permit is required to store, handle or use hazardous production materials. (Semiconductor Manufacturing)	\$420	Annual
FP-29	<b>High-Piled Combustible Storage 105.5.24</b> An operational permit is required to use a building or portion thereof with more than 500 square feet (46 m2), including aisles, of highpiled combustible storage.	\$420	Annual

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-30	<b>Hot Work Operations 105.5.25</b> To do hot work see Section 105.5.25	\$420	Annual
FP-31	<b>Industrial Ovens 105.5.26</b> An operational permit is required for operation of industrial ovens regulated by Chapter 30.	\$420	Annual
FP-32	<b>Inspections and Re-inspections (Occupancies not requiring fire permits)</b> All occupancy inspections and re-inspections.	\$210	Hourly Rate Min 1 hr, per Inspection
FP-33	<b>Institutional Occupancy</b> To operate an institutional occupancy, except day care, with an occupant load of 6 or less.	Exempt	Annual
FP-34	<b>Institutional/Residential Care Occupancy</b> To operate an institutional/residential occupancy for more than 6 but less than 50, except day care.	\$420	Annual
FP-35	<b>Institutional/Residential Care Occupancy</b> To operate institutional/residential care occupancy for 50 or more persons, except day care.	\$630	Annual
FP-36	<b>Liquefied petroleum gases (Propane) 105.5.29</b> Storage and use of LP gas. Containers exceeding 500 gallons Section 105.5.29	\$105	Annual
FP-37	<b>Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings 105.5.28</b> An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$105	Annual
FP-38	<b>Lithium Batteries 105.5.53</b> An operational permit is required for an accumulation of more than 15 cubic feet (0.42 m) of lithium-ion and lithium-metal batteries, where required by Section 322.1.	\$105	Annual
FP-39	<b>Lumber Yards and Woodworking Plants 105.5.27</b> For the storage or processing of lumber exceeding 100,000 board feet (8,333 ft <sup>3</sup> ) (236 m <sup>3</sup> )	\$105	Annual
FP-40	<b>Magnesium Working 105.5.30</b> An operational permit is required to melt, cast, heat treat or grind more than 10 pounds (4.54 kg) of magnesium.	\$315	Annual
FP-41	<b>Model Rockets-to operate, handle or store</b> Model rockets as defined in H & S Code Section 12519.	N/C	Each

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<u>Code</u>	<u>Annual Operational Permits</u>	<u>Base Fee</u>	<u>Duration</u>
FP-42	<b>Mobile Fueling of Hydrogen-Fueled Vehicles 105.5.32</b> An operational permit is required: 1. To engage in the mobile dispensing of gaseous hydrogen as a fuel into the fuel tanks of motor vehicles. 2. Where required by the fire code official, to utilize a site for the dispensing of gaseous hydrogen as a fuel from tank vehicles into the fuel tanks of motor vehicles.	N/C	Each
FP-43	<b>Motor Vehicle Fuel-Dispensing Facilities 105.5.33</b> An operational permit is required for the operation of automotive, marine and fleet motor fuel-dispensing facilities.	\$315	Annual
FP-44	<b>Open Burning 105.5.34</b> An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be complied with. Exception: Recreational fires.	\$315	Annual
FP-45	<b>Open Flames and Torches 105.5.35</b> An operational permit is required to remove paint with a torch, or to use a torch or open-flame device in a wildfire risk area.	\$315	Annual
FP-46	<b>Open Flames and Candles 105.5.36</b> An operational permit is required to remove paint with a torch, or to use a torch or open-flame device in a wildfire risk area.	\$315	Annual
FP-47	<b>Organic Coatings 105.5.37</b> An operational permit is required for any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day.	\$420	Annual
FP-48	<b>Outdoor Assembly Event 105.5.38</b> An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.	\$420	Annual
FP-49	<b>Places of Assembly - less than 300 people 105.5.39</b> To operate assembly occupancy for < 300 people.	\$315	Annual
FP-50	<b>Places of Assembly - 300 or more people 105.5.39</b> To operate assembly occupancy for > 300 people.	\$420	Annual
FP-51	<b>Plant Extraction Systems 105.5.40</b> An operational permit is required to use plant extraction systems. Chapter 39	\$420	Annual
FP-52	<b>Private Fire Hydrants 105.5.41</b> An operational permit is required for the removal from service, use or operation of private fire hydrants.	\$420	Annual

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 FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

<b><u>Code</u></b>	<b><u>Annual Operational Permits</u></b>	<b><u>Base Fee</u></b>	<b><u>Duration</u></b>
FP-53	<b>Pyrotechnic Special Effects Material 105.5.42</b> An operational permit is required for use and handling of pyrotechnic special effects material. See Health and Safety Code Division 11, Part 2, Sections 12500, et seq. for additional requirements.	\$420	Annual
FP-54	<b>Pyroxylin Plastics 105.5.43</b> For the storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$420	Annual
FP-55	<b>Radioactive materials</b> To store handle or generate any amount of radioactive material including electron beam sanitizers.	\$651	Annual
FP-56	<b>Refrigeration Equipment 105.5.44</b> To operate a mechanical refrigeration unit or system regulateAn operational permit is required to operate a mechanical refrigeration unit or system regulated by Chapter 6.	\$630	Annual
FP-57	<b>Repair Garages and Motor Fuel-Dispensing Facilities 105.5.45</b> To use any structure as a place of business for servicing or repairing motor vehicles.	\$315	Annual
FP-58	<b>Rooftop Heliports 105.5.46</b> An operational permit is required for the operation of a rooftop heliport.	\$315	Annual
FP-59	<b>Spraying or Dipping 105.5.47</b> An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$420	Annual
FP-60	<b>Storage of Scrap Tires and Tire Byproducts 105.5.48</b> An operational permit is required to establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71 m3) of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$420	Annual
FP-61	<b>Temporary Membrane Structures and Tents 105.5.49</b> An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet (37 m2).	\$630	Each Event (Hourly, min. 3 hrs.) Includes Plan Review
FP-62	<b>Tire-Rebuilding Plants 105.5.50</b> An operational permit is required for the operation and maintenance of a tire-rebuilding plant.	\$420	Annual
FP-63	<b>Waste Handling 105.5.51</b> An operational permit is required for the operation of wrecking yards, junk yards and waste material-handling facilities.	\$420	Annual

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.

FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.

FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

FP-64	<b>Wood Products 105.5.52</b> An operational permit is required to store chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3).	\$420	Annual
FP-65	<b>Additional Fire Code Permit</b> Where a facility has 2 or more Fire Code permits, an additional fee shall be charged for each additional Fire Code Permit.	\$210	Annual
<b><u>Code</u></b>	<b><u>Administrative Fees</u></b>	<b><u>Base Fee</u></b>	<b><u>Duration</u></b>
AF-1	<b>Late Fee Assessment</b> For failure to pay permit fees within 90 days of due date.	50% of Permit fees	Each
AF-2	<b>Recovery of Costs for Response</b> To recover costs for the suppression and investigation of a fire or hazardous materials incident when the cause is determined to be attributable to negligence, DUI, or violation of the law. This charge may also apply to non-taxpaying non-residents of the District. Costs are based on the fully loaded hourly rate for all personnel, equipment, and materials costs utilized for the suppression/mitigation and investigation of the incident. Overtime rates may apply. Also See CA Govt Code Section 53150 and H&S Code 13916	FBHR Plus Materials	Hourly Rate/Per Incident charged with fully loaded Admin Overhead for All Other Staff/Firefighter/Fire Engine 25% handling fee will be added to the cost of materials.
AF-3	<b>Response to -false fire alarms, Commercial or Residential:</b> 1) First and Second False Alarm in a Calendar Year; no charge. 2) 3 <sup>rd</sup> and subsequent False Alarms in a Calendar Year.	FBHR Plus Materials	False alarms shall be charged for each response to a fire alarm caused by system maintenance or disrepair.
AF-4	<b>Surcharge Fee</b> If the Fire Department is required to file a lawsuit to correct code violations or require a permit, the fee surcharge shall equal the cost of enforcement including the fully loaded hourly costs for staff time, expert fees, attorneys, and court costs.	FBHR Plus Materials	Each
AF-5	<b>Violation Inspection Fee (Occupancies with Fire Permit)</b> Permitted facilities that do not comply with a violation notice after the second inspection are charged for the initial, and subsequent inspections.	\$210	Hourly Rate Min 1 hr per inspection, plus the cost all previous inspections
AF-6	<b>Weed Abatement Administration Fee</b> Administrative fee charged per parcel for the abatement of weeds.	\$210	Plus Contractor's Actual Cost

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.  
 FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.  
 FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.

<u>Code</u>	<u>Administrative Fees</u>	<u>Base Fee</u>	<u>Duration</u>
AF-7	<b>Work without a permit that requires a Stop Work Order</b> This violation penalty shall be assessed in addition to double permit fees if it is necessary to issue a site or project specific "Stop Work Order".	Varies	Fees Up to Maximum \$1,000 Penalty
AF-8	<b>Work without a valid permit</b> This fee will be assessed if it is determined that a project or business has conducted any work or an operation without a permit required by this fee schedule.	Double Fees 100%	Double Permit Fees
AF-9	<b>Copies</b>	\$.50 per page	
AF-11	<b>Dispatch Fee (per call)</b>	Actual cost	
AF-12	<b>Fire Investigation Report</b>	\$35.00	
AF-13	<b>Incident Report</b>	\$15.00	
AF-14	<b>Photographs</b>	Actual cost to reproduce	
AF-15	<b>Use of Training Room at any station</b>	\$50.00/hour with a 4-hour minimum	
AF-16	<b>Training provided to other agencies - NFA/SFM/other courses/training</b>	FBHR Plus Materials	
AF-17	<b>Late Fee</b>	10% of the invoice each 30 days past due	

LUA - Land Use Application: Preconstruction evaluation of access, water, and overall project.

FLS - Fire Life Safety: Evaluation of the project to verify it meets applicable codes and inspections.

FP - Annual Operational Permits: Permits defined by Section 105 of the California Fire Code.



# **DISCUSSION OF LEASE/LEASE-BACK RESTRUCTURING**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 11, 2023

**Topic:** Lease/Leaseback Restructuring Scenarios

### **Recommendation:**

Board is requested to select between two options to remedy the “Parity Debt Covenants” language of the 2023 financing arrangement with Westamerica Bank which conflicts with the 2021 Pension Obligation Bonds. One of two options must be chosen to ensure the District adheres to the bond covenant language.

**Option 1:** The District will enter into a 2023 Indenture which would ensure the Parity Covenants are adhered to and the 2023 arrangement with Westamerica Bank is on equal footing with the 2021 Bonds. This would also avoid the need to place a lease lien against District assets. This option removes the existing “lease /lease back provisions and allows the district a “Fresh-Start” with a loan from Westamerica Bank. This option removes any possibility of future liens against District property.

**Option 2:** The District will add appropriate language to the 2023 Lease Agreements to address the loan parity issues, and re-record the 2023 Lease Agreements with the County Recorder. The lease lien will remain in place.

### **Background:**

In June 2023, the District entered into a lease/ leaseback loan through Municipal Finance Corporation and Westamerica Bank for partial funding of the Penngrove Fire Station remodel in the amount of \$563,000 which included associated fees.

In July, our Bond Counsel, Weist Law, which represented the District in issuance of the 2021 Pension Obligation Bonds made the District aware that some of the language in the 2023 lease lacked the appropriate “Parity Debt Covenant” language that set forth pre-requisites for any subsequent debt issued by the District.

Parity Debt Covenants are designed to protect the interests of bondholders. Bondholders are individuals or institutional investors who purchase municipal bonds (or lend money pursuant to other debt instruments, such as the 2023 Lease Agreements). Parity Debt Covenants ensure that bondholders and lenders are treated fairly and have a claim on municipal revenues alongside other bondholders and lenders.

Parity Debt Covenants establish a level playing field among bondholders of the same rank or priority. When multiple bond issuances share the same level of priority (i.e., have parity), these covenants ensure that all bondholders within that priority class receive equal treatment in terms

of payment and security. Parity Debt Covenants can lower municipal bond interest rates as they signal safety and predictability to investors.

Westamerica Bank has been apprised of the situation and is generally in agreement (subject to its prior review and approval) with either option.

**Financial Impact:**

Regardless of the option utilized, the business terms set forth in the 2023 Lease Agreements will not change, including the 4.35% interest rate, the 110% debt service coverage requirement (which, during this process we realized is lower than first told during the bond issuance) and the prepayment provisions. Of course, if option 1 is selected, the lease would be removed from the security aspects of the transaction.

Financial Impact to the District in drafting the appropriate language and recording documents will be approximately \$5,000 -\$7000.

**Options:**

Selection of one of the two options presented is recommended by the Districts Bond Counsel

**Approved by:**



Jeff Veliquette  
Fire Chief

Attachments: None

**DISCUSSION ON  
FY 2022/2023  
CARRY-OVER FUNDS**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 14, 2023

**Topic:** Allocation of excess funds from Fiscal Year 2022/23

**Recommendation:**

Board shall discuss allocation of excess funds from the 2022/23 Fiscal Year. Board shall give direction on funding levels of the Reserve accounts.

**Background:**

Fiscal Year 2022/23 revenues exceeded expenditures in the amount of \$970,717.51. Board Financial Policy # 7010 identifies that Reserve Fund Balances are to provide the District with sufficient cash flow for capital replacement, future obligations and during times of unexpected economic uncertainty, and that appropriate reserve levels shall be maintained in the Districts General Fund.

Funding Target Fund Balances -Funding and replenishment of General fund balance targets shall come from excess revenues over expenditures or one-time revenues. Reserves will be funded in the following priority order:

- (a) Budget Stabilization/ Emergency Disaster
- (b) Apparatus and Equipment Replacement
- (c) Capital Improvement Projects
- (d) Future Liabilities (i.e., accrued absence compensation, and lease obligation)
- (e) OPEB Funding

**Financial Impact:**

Excess funds shall have a positive impact on the Districts Reserve Accounts allowing for future use.

**Options:**

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: none





**DISCUSSION ON  
CHANGE ORDERS  
FOR STATION 2  
REOMODEL**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 14, 2023

**Topic:** Station #2 Renovation – Prime Contract Change Order #004

**Recommendation:**

Board Approval is requested for a Prime Contract Change Order (#4) to the to the contract approved February 15, 2023, with FRC Inc., in the amount of \$31,340.24 for a total revised contract amount of 1,182,323.23.

**Background:**

The Board approved a contract with FRC. Inc, for renovation of the Rancho Adobe Fire Station #2 – Penngrove Station. The amount of the initial contract was \$1,007,500. PCO's #1, 2, & 3 were approved by the Board at previous Board meetings totaling an amount of \$143,482.99.

PCO#4 includes drywall modifications to the sleeping quarter walls, additional electrical work to meet code and functionality requirements, ADA signage, and solid core door modifications. The additional work required resulted in eight proposed change orders (PCO) in the amount of \$31,340.24. The initial contract with FRC Inc., and all Prime Contract Change Orders bring the new contract amount to \$1,182,323.23.

The District is contracted with STRATA a/p for project management and oversight. Each of the proposed change order items has been vetted for necessity and cost prior to the district's approval.

In approving the initial contract, the Board delegated the Chief the authority to approve change orders up to 20% of the contract value prior to final Board action. Combined, the three Prime Contract Change Orders total an additional 17.35% of the original contract amount.

**Financial Impact:**

Funds Have been identified and budgeted in the 2023/24 capital budget account 9510.

**Options:**

No other options have been identified.

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: Prime Contract Change Order #4 (PCO# 007, 008, 015.1, 016, 019, 020, 031, 033)



Rancho Adobe Fire District  
 11000 Main Street  
 Penngrove, California 94951  
 Phone: 707-795-6011

Project: Station #2 Renovation

**PRIME CONTRACT CHANGE ORDER # 004**

TO:  
 Frank Ruggirello, FRC. Inc,  
 9680 Old Redwood Highway  
 Windsor, California 95492

FROM:  
 Brian Proteau, Rancho Adobe Fire District  
 11000 Main Street  
 Penngrove, California 94951

DATE CREATED: September 14, 2023      CREATED BY: Bennett Martin, Principal  
 STRATA a|p  
 CONTRACT STATUS: Ongoing      REVISION:  
 DESIGNATED REVIEWER: Herb Wandel,      REVIEWED BY: Bennett Martin  
 DUE DATE:      REVIEW DATE: September 14, 2023  
 INVOICED DATE:      PAID DATE:  
 SCHEDULE IMPACT: None      EXECUTED:  
 CONTRACT FOR: General Construction      TOTAL AMOUNT: **\$31,340.24**

DESCRIPTION:  
 ATTACHMENTS: PCO #007, PCO #008, PCO #015, PCO #016, PCO #019, PCO #020, PCO #031 & PCO #033

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:			
PCO#	TITLE	SCHEDULE IMPACT	AMOUNT
007	Added fire dampers	None	\$2,524.88
008	Ductwork transition	None	\$4,440.10
015	Added drywall	None	\$6,301.44
016	240v power	None	\$947.41
019	App bay welder power	None	\$2,140.63
020	Door modifications	None	\$13,664.07
031	Added signage	None	\$895.51
033	Urinal flushometer change	None	\$426.20
<b>TOTAL:</b>			<b>\$31,340.24</b>

The original (Contract Sum) \$1,007,500.00  
 Net change by previously authorized Change Orders \$143,482.99  
 The contract sum prior to this Change Order was \$1,150,982.99  
 The contract sum will be changed by this Change Order in the amount of \$31,340.24  
 The new contract sum including this Change Order will be **\$1,182,323.23**  
 The contract time will NOT be changed by this Change Order

Bennett Martin STRATA a p 23562 Arnold Drive Sonoma, California 95476 707-935-7944	Frank Ruggirello, FRC. Inc, 9680 Old Redwood Highway Windsor, California 95492 707-837-5065	Brian Proteau, Rancho Adobe FD 11000 Main Street Penngrove, California 94951 707-795-6011
9/14/23		
SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE



September 12, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #007  
Subject: Added fire dampers  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: Lasley Mechanical, Penngrove

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #007 is for 3 added fire dampers per fire marshal review at time of permit.

**Recommendation:** Pricing looks to be in line with industry standards per our mechanical engineer, 15000 Inc.

- Approval**
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #007

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal

FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor, California 95492  
 Phone: +17078375065

**Project:** - 2309- Rancho Adobe Fire Station #2  
 11000 Main Street  
 Penngrove, California 94951  
 Phone: 707-795-6011  
 Fax: 707-795-5177

**Potential Change Order #07: CE #014 - Mechanical Permit PI**

<b>TO:</b>	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	<b>FROM:</b>	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
<b>PCO NUMBER/REVISION:</b>	07 / 1	<b>CONTRACT:</b>	2309-1 - 2309 Rancho Adobe Fire Station #2
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Josh J Kurczeski (FRC, Inc.)
<b>STATUS:</b>	Pending - Not Proceeding	<b>CREATED DATE:</b>	7/27/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$2,524.88

**POTENTIAL CHANGE ORDER TITLE:** CE #014 - Mechanical Permit PI

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #014 - Mechanical Permit Plan Check Comments- Rfl 60  
 Permit set shows the addition of 3 smoke damper with optional DT3-3D Switch, which was changed.  
 Per RFI 60, add 3-6" fire dampers.

**ATTACHMENTS:**

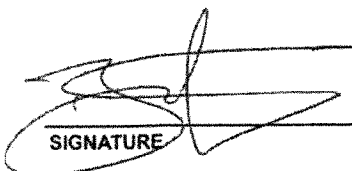
Rancho Request for Change Order.pdf

#	Description	Amount
1	Dampers	\$2,346.00
	<b>Subtotal:</b>	<b>\$2,346.00</b>
	<b>Markup on GC Labor Equipment and Materials 15%:</b>	<b>\$0.00</b>
	<b>Markup on Subcontractor 5%:</b>	<b>\$117.30</b>
	<b>Markup for Bonds and Insurance 2.5%:</b>	<b>\$61.58</b>
	<b>Grand Total:</b>	<b>\$2,524.88</b>

Bennett Martin (STRATA Architecture & Planning)

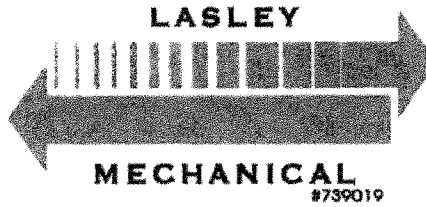
Rancho Adobe Fire District  
 11000 Main Street  
 Pengrove California 94951

FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor California 95492

  
 SIGNATURE DATE 9/12/23

  
 SIGNATURE DATE 9/13/23

\_\_\_\_\_  
 SIGNATURE DATE



9555 Main St. • P.O. Box 786  
 Penngrove • CA 94951

**Change Order Request**

To: FRC, Inc.  
 Attn: Josh

Date: July 26, 2023

Project: Rancho Adobe Penngrove Fire Station #2 Remodel

Scope: To add three, 6", fire damper per RFI 60.

**Cost Breakdown of Labor and Materials**

Equipment/materials: Three, 6" fire dampers @\$260. each.	\$ 780.00
<del>Three, access doors for fire dampers @\$150. each.</del>	<del>\$ 450.00</del>
Field materials, sealant, miscellaneous hardware.	\$ 300.00
 Field labor: 6 hours @ \$160./hour. Installation of fire dampers and access doors.	 \$ 960.00
 Subtotal.....	 \$2,040
Profit and overhead 15%.....	\$306
Project total.....	\$2,346.00



---

**Josh Kurczeski**

**From:** Lasleymechnical <lasleymec@aol.com>  
**Sent:** Monday, August 14, 2023 12:03 PM  
**To:** Josh Kurczeski  
**Subject:** Fw: Rancho Adobe Fire Station

----- Forwarded Message -----  
**From:** Douglas, Cameron <cdouglas@norman-wright.com>  
**To:** Lasleymechnical <lasleymec@aol.com>  
**Sent:** Monday, August 14, 2023 at 10:05:04 AM PDT  
**Subject:** Rancho Adobe Fire Station

Spencer,

Cost for (3) Ruskin CFDR-06 fire dampers is \$675.00 FFA plus sales tax.

-Cameron

*Any pricing contained in this e-mail is based on today's dollar and is subject to material cost escalation after 30 days.*

---

**Cameron Douglas**

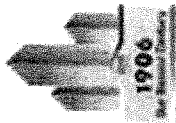
Norman S. Wright Mechanical Equip. Corp.

5510 Skylane Blvd., Ste. 101B

Santa Rosa, CA 95403

T: 707.568.3903

E: [cdouglas@norman-wright.com](mailto:cdouglas@norman-wright.com)



**NORMAN S. WRIGHT**  
Mechanical Equipment Corporation

Certified Minority Business Enterprise (MBE)

Proud to be an Employee Stock Ownership (ESOP)

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September 12, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #08 - R1  
Subject: HVAC Duct transitions  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: Lasley Mechanical, Penngrove

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #008 is for ductwork transitions at the existing low roof beam. This occurs in 2 locations.

**Recommendation:** Pricing was slightly reduced from the original request.

- Approval*
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #008

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal



PCO #008

FRC, Inc.  
9680 Old Redwood Highway  
Windsor, California 95492  
Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2  
11000 Main Street  
Penngrove, California 94951  
Phone: 707-795-6011  
Fax: 707-795-5177

**Potential Change Order #008: CE #015 - Ductwork Transition**

<b>TO:</b>	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	<b>FROM:</b>	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
<b>PCO NUMBER/REVISION:</b>	008 / 0	<b>CONTRACT:</b>	2309-1 - 2309 Rancho Adobe Fire Station #2
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Josh J Kurczeski (FRC, Inc.)
<b>STATUS:</b>	Pending - Not Proceeding	<b>CREATED DATE:</b>	5/23/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$4,440.10

POTENTIAL CHANGE ORDER TITLE: CE #015 - Ductwork Transition

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)  
CE #015 - Ductwork Transition  
Due to existing framing, ductwork will need to transition to rectangular per RFI #20.

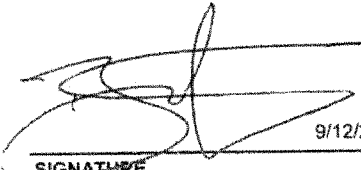
ATTACHMENTS:  
Rancho Adobe Change Orders (002).pdf

#	Description	Amount
1	Rigid Ductwork	\$3,938.00
	<b>Subtotal:</b>	<b>\$3,938.00</b>
	Markup on GC Labor Equipment and Materials 15%:	\$0.00
	Markup on Subcontractor 10%:	\$393.80
	Markup for Bonds and Insurance 2.5%:	\$108.30
	<b>Grand Total:</b>	<b>\$4,440.10</b>

Bennett Martin (STRATA Architecture & Planning)

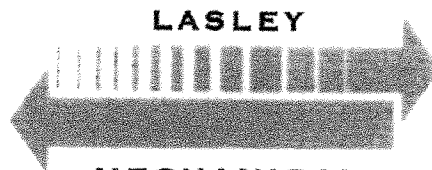
Rancho Adobe Fire District  
11000 Main Street  
Pengrove California 94951

FRC, Inc.  
9680 Old Redwood Highway  
Windsor California 95492

  
SIGNATURE DATE 9/12/23

  
SIGNATURE DATE 9/13/23

\_\_\_\_\_  
SIGNATURE DATE



**LASLEY**  
**MECHANICAL**  
 #739019

9555 Main St. • P.O. Box 786  
 Penngrove • CA 94951

Change Order Request

To: FRC, Inc.  
 Attn: Josh  
 Date: May 22, 2023  
 Project: Rancho Adobe Penngrove Fire Station #2 Remodel  
 Scope: Per RFI #20 – Per direction of mechanical engineer build square rounds and rectangular ductwork to be installed above existing beam. Rectangular ductwork will be 7&1/2"X 22" to 14" round.

Cost Breakdown of Labor and Materials

Shop labor: <del>10</del> <sup>8</sup> hours @ \$160./hour	<del>\$1,600.00</del>	\$1,280
Shop materials: 24 gage galvanized steel, miscellaneous hardware.	\$ 400.00	
Field labor: <del>12</del> <sup>10</sup> hours @ \$160./hour	<del>\$1,920.00</del>	\$1,600
Filed materials: Straps, sealant, miscellaneous hardware.	\$ 300.00	
Subtotal.....	<del>\$ 4,220.00</del>	\$3,580
Profit and overhead 10%.....	<del>\$ 422.00</del>	\$358
Project total.....	<del>\$ 4,642.00</del>	\$3,938



September 12, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #015.1  
Subject: Installation of an additional 18+ inches of wall at sleeping rooms (added drywall)  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: FRC Inc, Windsor

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #015 is for and an added 18+ inches of wall to extend the existing walls at the sleeping rooms above the ceiling. This was needed to extend the sheetrock to the underside of the roof deck due to the existing wall height stopping at the main building beams short of the roof deck. This add only include the drywall. It was missed in the original PCO 15.

**Recommendation:** Pricing looks to be in line with industry standards.

- Approval*
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #015.1

STRATA a|p will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA a|p for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal





RFI #29

METAL STUD FRAMING • DRYWALL • TAPING  
707-583-3163 • P.O. Box 7340, Cotati, CA 94931-9991 • CSLB #1035251

**FIELD AUTHORIZATION TO PERFORM WORK**

JOB NAME RANCHO ADOBE FIRE STATION FLOOR WRITTEN BY TIM DATE 5/23/23  
 LOCATION 11000 MAIN ST. PENNGROVE, CA JOB # 2310  
 CUSTOMER (CUSTOMER) FRC CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

DESCRIPTION OF WORK: INSTALL TYPE X DRYWALL FULL HEIGHT TO ACHIEVE A ONE HOUR FIRE RATING PER RFI # 22. FIRE TAPE AND FIRE CAULK HEAD OF WALL.

P.O. # / C.O. # \_\_\_\_\_

NORTH BAY DRYWALL IS HEREBY AUTHORIZED TO FURNISH ALL MATERIALS AND/OR LABOR TO COMPLETE THE ABOVE WORK FOR THE SUM OF \$ \_\_\_\_\_ SUBJECT TO THE TERMS AND CONDITIONS THERE SET FORTH ON THE REVERSE SIDE.

NORTH BAY DRYWALL IS HEREBY AUTHORIZED TO PERFORM THE ABOVE WORK ON A TIME AND MATERIAL BASIS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE.

HOUR LABOR RATE \_\_\_\_\_

SIGNATURE OF CUSTOMER'S AUTHORIZED REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

MATERIAL	QTY	UNIT PRICE	TOTAL
5/8 TYPE X -	600'	.65	\$390
TAPING COMPOUND -	2 BOXES	12.50	\$25.00
SPEC SEAL 16 ENDOTHERMIC SEALANT	16 TUBS	30.00	\$480

NAME	CRAFT	DAY DATE								REG. TOTAL	PREM. TOTAL
			M	T	W	TH	F	S/S			
CARPENTER									16 hrs	140-	\$2240
TAPER									9.6 hrs	140-	\$1344
CARPENTER FIRE CAULK									7.5 hrs	140-	\$1050

WORK COMPLETED  WORK NOT COMPLETED

OFFICE USE ONLY

[Signature]  
SIGNATURE OF FOREMAN

5/23/23  
DATE

Labor: 4634-

Material: 955-

Tax: 86-

Misc: STOCKING \$180-

TOTAL: \$5855.-

SIGNATURE OF CUSTOMER'S AUTHORIZED REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**SEE TERMS AND CONDITIONS ON REVERSE SIDE**  
CUSTOMER COPY - WHITE OFFICE COPY - CANARY





July 10, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #016  
Subject: Relocate 240v power  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: Golden State Electric, Santa Rosa

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #016 is for the relocation of an 240v power line for the dryer in the app bay. An existing 220 electrical conduit is coming up through the slab right in the middle of new Door 113C.

**Recommendation:** Pricing looks to be in line with industry standards per our mechanical engineer, 15000 Inc.

- Approval**
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #016

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal



# PCO #016

FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor, California 95492  
 Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2  
 11000 Main Street  
 Pengrove, California 94951  
 Phone: 707-795-6011  
 Fax: 707-795-5177

## Potential Change Order #016: CE #005 - RFI 013-240v Power A

<b>TO:</b>	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	<b>FROM:</b>	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
<b>PCO NUMBER/REVISION:</b>	016 / 0	<b>CONTRACT:</b>	2309-1 - 2309 Rancho Adobe Fire Station #2
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Josh J Kurczeski (FRC, Inc.)
<b>STATUS:</b>	Pending - Proceeding	<b>CREATED DATE:</b>	6/13/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$947.41

POTENTIAL CHANGE ORDER TITLE: CE #005 - RFI 013-240v Power A

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #005 - RFI 013-240v Power App Bay

Relocate power where new door 113C is to go. Included electrical rerouting and potential concrete patching.

**ATTACHMENTS:**

[Rancho Adobe Fire Station #2 Change Order #3.pdf](#)

#	Description	Amount
1	220V Relocation	\$880.29
	<b>Subtotal:</b>	<b>\$880.29</b>
	<b>Markup on GC Labor Equipment and Materials 15%:</b>	<b>\$0.00</b>
	<b>Markup on Subcontractor 5%:</b>	<b>\$44.01</b>
	<b>Markup for Bonds and Insurance 2.5%:</b>	<b>\$23.11</b>
	<b>Grand Total:</b>	<b>\$947.41</b>

Brad Johnson (STRATA Architecture & Planning)

Rancho Adobe Fire District

FRC, Inc.

11000 Main Street  
 Pengrove California 94951

9680 Old Redwood Highway  
 Windsor California 95492

*Bennett Martin* - 10-2023  
 SIGNATURE DATE

*[Signature]* 9/15/23  
 SIGNATURE DATE

\_\_\_\_\_  
 SIGNATURE DATE



**GOLDEN STATE ELECTRIC, INC.**  
Electrical Contractor

**CHANGE ORDER REQUEST #003**

DATE: 6/10/2023  
SEND TO: Josh Kurczeski; FRC Inc.  
JOB: Rancho Adobe Fire Station #2

Scope: Install new 6/3 Romex wiring, and boxes to (1) existing 50amp 240volt single phase Extractor equipment located in apparatus bay. Surface mounted conduit and splice box to be located on West wall of apparatus bay, in same location.	Excludes: Asbestos abatement, sheetrock demo, patching, and painting. New conduits, conductors, and wiring devices in apparatus bay.
Material	\$ 94.98
Tax 8.50%	\$ 8.07
Labor 5.07 Hours at \$ 130.00/Hour	\$ 659.10
P&O 15%	\$ 118.14
Total Change Order	\$ 880.29

Sincerely,

Signed:

Date:

James Carvelho

947 Piner Place, Santa Rosa, CA 95403  
707-575-4111 (T) 707-575-4112 (F)  
Electrical Contractor/CA Lic. #583566

Rancho Adobe Fire Station Two Renovation : Extractor Circuit  
 Totals (Summary) - Bid Summary: Default

---

Material	\$94.98
Non-Quoted	0.00
Quotes	8.07
Sales Tax (8.50%)	\$103.05
Total Material	
Labor	\$659.10
Direct (5.07 hours @ \$130.00)	0.00
Non-Productive Labor	\$659.10
Total Labor (5.07 hours)	\$0.00
Direct Job Expenses	0.00
Tools and Miscellaneous Materials	0.00
Subcontracts	\$762.15
Job Subtotal (Prime Cost)	38.11
Overhead (5.00%)	80.03
Profit (10.00%)	\$880.29
Job Total	
Actual Bid Price	\$880.29
Material to Direct Labor ratio: 0.14	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	0.00
Labor hours per square foot	13.42
Gross Profit %	\$118.14
Gross Profit \$	9.09
Net Profit %	

---

Golden State Electric Inc.  
 Rancho Adobe Fire Station Two Renovation : Extractor Circuit  
 Job Number: CO1005-3  
 Bid Summary: Default  
 Extension By Phase

Item #	Description	Quantity	Price U	Ext Price	Labor Hr U	Ext Lab Hr
-- 01 Raceway, Fittings & Boxes --						
1588	1" Locknut	1	136.03 C	1.36	0.14 E	0.14
1600	1" Plastic Bushing	3	80.73 C	2.42	0.14 E	0.42
23700	6x6x4" Screw Cover Pull Box-Nema 1	1	40.34 E	40.34	1.00 E	1.00
-- 01 Raceway, Fittings & Boxes Total --				44.12		1.56
-- 02 Wire & Cable --						
2947	6/3 Romex w/Ground	40	1,068.32 M	42.73	75.00 M	3.00
2962	1" Romex Conn	2	2,397.56 M	4.80	0.10 E	0.20
2970	Romex Staple (Large)	10	79.00 M	0.79	0.01 E	0.10
-- 02 Wire & Cable Total --				48.32		3.30
-- 07 Misc --						
6841	Blue Wirenuts	4	634.40 M	2.54	5.25 C	0.21
-- 07 Misc Total --				2.54		0.21
Job Total				94.98		5.07

\* Trade Price, Labor column 3

Golden State Electric Inc.  
Rancho Adobe Fire Station Two Renovation : Extractor Circuit  
Bid Summary: Default  
Material List By Phase

Item #	Description	Quantity
--- 01 Raceway, Fittings & Boxes ---		
1588	1" Locknut	1
1600	1" Plastic Bushing	3
23700	6x6x4" Screw Cover Pull Box-Nema 1	1
--- 02 Wire & Cable ---		
2947	6/3 Romex w/Ground	40
2962	1" Romex Conn	2
2970	Romex Staple (Large)	10
--- 07 Misc ---		
6841	Blue Wirenuts	4



September 09, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #019 – R1  
Subject: Relocated Power for App Bay Welder  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: Golden State Electric, Santa Rosa

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #019 is a station request for the relocation of the App Bay Welder power supply.

**Recommendation:** Pricing was reduced from the original submitted PCO.

- Approval**
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #019

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAalp at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal

FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor, California 95492  
 Phone: +17078375065

**Project:** - 2309- Rancho Adobe Fire Station #2  
 11000 Main Street  
 Penngove, California 94951  
 Phone: 707-795-6011  
 Fax: 707-795-5177

**Potential Change Order #019: CE #026 - App Bay Welder and E**

<b>TO:</b>	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	<b>FROM:</b>	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
<b>PCO NUMBER/REVISION:</b>	019 / 0	<b>CONTRACT:</b>	2309-1 - 2309 Rancho Adobe Fire Station #2
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Josh J Kurczeski (FRC, Inc.)
<b>STATUS:</b>	Pending - Not Proceeding	<b>CREATED DATE:</b>	6/13/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>LOCATION:</b>		<b>PAID IN FULL:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>TOTAL AMOUNT:</b>	\$2,140.63

**POTENTIAL CHANGE ORDER TITLE:** CE #026 - App Bay Welder and E

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #026 - App Bay Welder and Exhaust Fan  
 New conduit and wire for relocated welder and EF in apparatus bay. Welder to be relocated 10' from existing location per site walk

**ATTACHMENTS:**

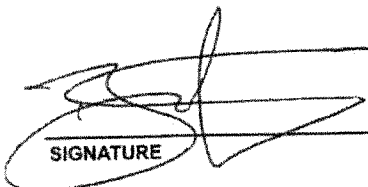
Scan.pdf\_


#	Description	Amount
1	Welder and EF	\$1,988.97
	<b>Subtotal:</b>	<b>\$1,988.97</b>
	<b>Markup on GC Labor Equipment and Materials 15%:</b>	<b>\$0.00</b>
	<b>Markup on Subcontractor 5%:</b>	<b>\$99.45</b>
	<b>Markup for Bonds and Insurance 2.5%:</b>	<b>\$52.21</b>
	<b>Grand Total:</b>	<b>\$2,140.63</b>

Bennett Martin (STRATA Architecture & Planning)

Rancho Adobe Fire District  
 11000 Main Street  
 Pengrove California 94951

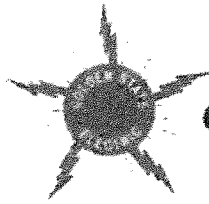
FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor California 95492

  
 SIGNATURE DATE 9/12/23

  
 SIGNATURE DATE 9/13/23

\_\_\_\_\_  
 SIGNATURE DATE





**GOLDEN STATE ELECTRIC, INC.**  
Electrical Contractor

## CHANGE ORDER REQUEST #002 Revision

DATE: 7/27/2023  
SEND TO: Josh Kurczeski; FRC, Inc.  
JOB: Rancho Adobe Fire Station #2 Renovation

Scope: Install Conduit, Boxes, Romex wiring, and breaker to (1) existing 50amp 240volt single phase welder circuit. New location of receptacle provided by Battalion Chief Herb.	Excludes: Asbestos abatement, sheetrock demo, patching, and painting. New conduits, boxes, conductors, and wiring devices in apparatus bay.
Material	\$ 568.71
Tax 8.50%	\$ 48.34
Labor 8 Hours at \$130.00/Hour	\$ 1,105.00
P&O 15%	\$ 266.92
Total Change Order	\$ 1,988.97

Sincerely,

Signed:

Date:

James Carvelho

947 Piner Place, Santa Rosa, CA 95403  
707-575-4111 (T) 707-575-4112 (F)  
Electrical Contractor/CA Lic. #583566

Rancho Adobe Fire Station Two Renovation : Relocate Welder/Exhaust Fan Circuit  
 Totals (Summary) - Bid Summary: Default

---

Material	
Non-Quoted	\$568.71
Quotes	0.00
Sales Tax (8.50%)	48.34
Total Material	\$617.05
Labor	
Direct (8.50 hours @ \$130.00)	\$1,105.00
Non-Productive Labor	0.00
Total Labor (8.50 hours)	\$1,105.00
Direct Job Expenses	\$0.00
Tools and Miscellaneous Materials	0.00
Subcontracts	0.00
Job Subtotal (Prime Cost)	\$1,722.05
Overhead (5.00%)	86.10
Profit (10.00%)	180.82
Job Total	\$1,988.97
Actual Bid Price	\$1,988.97
Material to Direct Labor ratio: 0.36	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	13.42
Gross Profit \$	\$266.92
Net Profit %	9.09

---

Rancho Adobe Fire Station Two Renovation : Relocate Welder/Exhaust Fan Circuit

Job Number: CO1005-2

Bid Summary: Default

Extension By Phase

Item #	Description	Quantity	Price U	Ext Price	Labor Hr U	Ext Lab Hr
-- 01 Raceway, Fittings & Boxes --						
1012	1" EMT (Difficult)	10	222.70 C	22.27	5.00 C	0.50
1458	1" Set Screw Steel Insul Throat Conn	4	109.30 C	4.37	0.10 E	0.40
1558	1" Set Screw Steel Cplg	1	125.18 C	1.25	0.10 E	0.10
1755	1" Chase Nipple	1	298.70 C	2.99	0.17 E	0.17
2280	1" 1-Hole Strap	1	73.71 C	0.92	0.08 E	0.10
2578	4-11/16" Square Box Box (Deep)	3	435.51 C	13.07	0.10 E	0.30
23705	10x10x4" Screw Cover Pull Box-Nema 1	1	39.78 E	39.78	0.75 E	0.75
-- 01 Raceway, Fittings & Boxes Total --				84.65		2.32
-- 02 Wire & Cable --						
2945	8/3 Romex w/Ground	65	6.25 E	406.25	30.00 M	1.95
2962	1" Romex Conn	1	2,339.08 M	2.34	0.10 E	0.10
-- 02 Wire & Cable Total --				408.59		2.05
-- 05 Wiring Device & Covers --						
4610	50A/250V 2P3W Sgl Rcpt (6-50R)	1	29.10 E	29.10	0.50 E	0.50
4726	4-11/16" Square-1G Ind Power Rcpt Cover	1	802.86 C	8.03	0.25 E	0.25
4792	4-11/16" Square Blank Cover	2	189.80 C	3.80	0.16 E	0.32
-- 05 Wiring Device & Covers Total --				40.93		1.07
-- 07 Misc --						
11643	Demo 60A Disconnect	1	0.00 E	0.00	1.00 E	1.00
11672	Remove #10 wire (per foot)	80	0.00 E	0.00	0.25 C	0.20
11674	Remove #6 wire (per foot)	160	0.00 E	0.00	0.30 C	0.48
19531	1" LL Condulet w/Cover & Gasket	1	34.54 E	34.54	0.30 E	0.30
-- 07 Misc Total --				34.54		1.98
Job Total				568.71		7.42

\* Trade Price, Labor column 3

## Rancho Adobe Fire Station Two Renovation : Relocate Welder/Exhaust Fan Circuit

## Bid Summary: Default

## Material List By Phase

Item #	Description	Quantity
--- 01 Raceway, Fittings & Boxes ---		
1012	1" EMT (Difficult)	10
1458	1" Set Screw Steel Insul Throat Conn	4
1558	1" Set Screw Steel Cplg	1
1755	1" Chase Nipple	1
2280	1" 1-Hole Strap	1
2578	4-11/16" Square Box Box (Deep)	3
23705	10x10x4" Screw Cover Pull Box-Nema 1	1
--- 02 Wire & Cable ---		
2945	8/3 Romex w/Ground	65
2962	1" Romex Conn	1
--- 05 Wiring Device & Covers ---		
4610	50A/250V 2P3W Sgl Rcpt (6-50R)	1
4726	4-11/16" Square-1G Ind Power Rcpt Cover	1
4792	4-11/16" Square Blank Cover	2
--- 07 Misc ---		
11643	Demo 60A Disconnect	1
11672	Remove #10 wire (per foot)	80
11674	Remove #6 wire (per foot)	160
19531	1" LL Condulet w/Cover & Gasket	1



September 12, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #020  
Subject: Door modifications  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: FRC Inc, Windsor

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #020 is for miscellaneous door modifications during the submittal phase. Several doors were changer from hollow core to solid wood per plan check comments. Several doors were added that were not part of the original plan. 5 frames were changed from wood to metal for durability.

**Recommendation:** Pricing looks to be in line with industry standards.

- Approval**
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #020

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal



From:  
**Hardware Tech Inc.**  
 108 Eighth Street  
 Santa Rosa, CA 95401  
 (707) 545-1543  
 (fax) (707) 545-1569  
 (email)

# CHANGE ORDER

Number: **PENDING 1**

PROJECT MGR. BRIAN BURRIS	DATE 05/24/2023
JOB NAME/LOCATION RANCHO ADOBE FIRE STATION #2 11000 MAIN STREET PENNGROVE, CA 94951	
OUR JOB# 8676	JOB PHONE
EXISTING CONTRACT NO. PO-081000	
DATE OF EXISTING CONTRACT 03/28/2023	

To:  
**FRC, INC.**  
 9680 OLD REDWOOD HWY  
 WINDSOR, CA 95492  
 707-837-5065  
 Fax: 707-837-5623  
 Email:

We hereby agree to make the change(s) specified below:

ADD FOR CHANGES PER ARCHITECT EMAIL.

\*CHANGE TO 20M WOOD FRAMES AND SOLID CORE 20M WOOD DOORS - <sup>2,410</sup>  
 (#100,#101,#102,#103A,#106,#107 & #108).

\*CHANGE TO SOLID CORE WOOD DOORS - (#104,#105, & #110). <sup>403</sup>

\*CHANGE TO METAL FRAMES - (#112,#113A,#113B,#113C, #114A). <sup>1,470</sup>

\*CHANGE DOOR TO METAL DOOR - (#114A). <sup>335</sup>

\*ADDED OPENINGS - (#111,#114B,#114C, & #115). <sup>6,974</sup>  
 #111 - 5-0 X 7-0 INTERIOR WOOD FRAME, 2-6 X 7-0 X 1-3/4" X SC WOOD DOORS. (REUSE EXISTING HARDWARE)  
 #114B - 2-6 X 5-0 X INTERIOR WOOD FRAME, 2-6 X 5-0 X 1-3/4" SC WOOD DOOR AND LOCKSET.  
 #114C - 4-0 X 7-0 X INTERIOR WOOD FRAME, 2-0 X 7-0 X HC BY-PASS DOORS. (REUSE EXISTING HARDWARE).  
 #115 - 3-0 X 7-0 X 20M WOOD FRAME, 3-0 X 7-0 X 1-3/4" X 20M WOOD DOOR W/ HALF-LITE & WIRE GLASS  
 AND HARDWARE GRUOP #5 PER SPECS.

*\*NO INSTALL - Supply Only\**

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price ->		\$11,592.00
DATE	PREVIOUS CONTRACT AMOUNT	
AUTHORIZED SIGNATURE (CONTRACTOR)	REVISED CONTRACT AMOUNT	

**ACCEPTED --**  
 The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorized agent)  
 Printed Name: \_\_\_\_\_



September 12, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #031  
Subject: Added lighted address for the building  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: FRC Inc, Windsor

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #031 is for an added address numbers and light to illuminate the new address numbers per fire marshal comments during plan check.

**Recommendation:** Pricing looks to be in line with industry standards.

- Approval**
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #031

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal





# PCO #031

FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor, California 95492  
 Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2  
 11000 Main Street  
 Penngrove, California 94951  
 Phone: 707-795-6011  
 Fax: 707-795-5177

## Potential Change Order #031: CE #039 - ASI 005- Signage

<b>TO:</b>	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	<b>FROM:</b>	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
<b>PCO NUMBER/REVISION:</b>	031 / 0	<b>CONTRACT:</b>	2309-1 - 2309 Rancho Adobe Fire Station #2
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Josh J Kurczeski (FRC, Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/22/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$895.51

POTENTIAL CHANGE ORDER TITLE: CE #039 - ASI 005- Signage

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #039 - ASI 005- Signage  
 Furnish and Install address signage.  
 Add exterior light fixture.

**ATTACHMENTS:**

signage inv.pdf\_

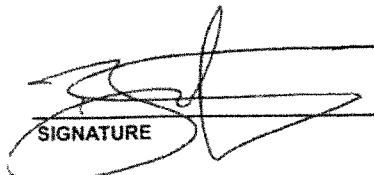
#	Description	Amount
1	Electrical and Light Install	\$0.00
2	Signage Purchase	\$309.95
3	Signage Install	\$480.00
	<b>Subtotal:</b>	<b>\$789.95</b>
	Markup on GC Labor Equipment and Materials 15%:	<b>\$66.33</b>
	Markup on Subcontractor 5%:	<b>\$17.39</b>
	Markup for Bonds and Insurance 2.5%:	<b>\$21.84</b>
	<b>Grand Total:</b>	<b>\$895.51</b>


Bennett Martin (STRATA Architecture & Planning)

Rancho Adobe Fire District  
 11000 Main Street  
 Pengrove California 94951

FRC, Inc.

9680 Old Redwood Highway  
 Windsor California 95492

  
 SIGNATURE DATE 9/12/23

  
 SIGNATURE DATE 9/12/23

\_\_\_\_\_  
 SIGNATURE DATE

145

Josh Kurczeski  
 9680 Old Redwood Hwy  
 Windsor, CA 95492

## Shipping Method

Flat rate

SKU	Product	Quantity	Price
MHN-12-F-BA1-0	12" <u>Brushed Aluminum floating or flat Modern House Numbers</u> <u>0-9</u> Individual Number: 0	3	\$180.00
MHN-12-F-BA1-1	12" <u>Brushed Aluminum floating or flat Modern House Numbers</u> <u>0-9</u> Individual Number: 1	2	\$120.00

**Subtotal:** \$300.00

**Shipping:** \$9.95 via Flat rate

**Tax:** \$0.00

**Payment method:** Credit Card (Stripe)

**Total:** \$309.95

## Customer Details



**ASI-5**  
ADDRESS SIGNAGE PLACEMENT

Rancho Adobe Fire District

Rancho Adobe Fire Station  
11000 Main St,  
Penngrove, CA 94951

Rancho Adobe Fire Station No.2 Renovation

July 18, 2023



PO Box 1207  
Sonoma, CA 95476  
T 707.935.7944  
F 707 935.6618  
[www.strataop.com](http://www.strataop.com)

This ASI provides address signage location at the Northern exterior apparatus bay wall.

Signage to be 12" minimum, match the readily available product included in this ASI, and shall be the site address number per Fire Marshal Comments; "11000". Install per details provided and manufacturer installation instructions.

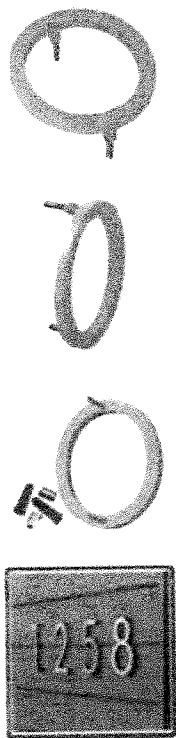
See the revised A3.00 for placement and signage installation details.

Please reach out with any questions or concerns.

Montague Metal Products

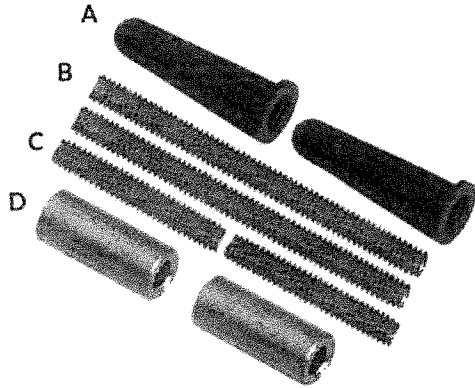
## 12 in. Brushed Aluminum Floating or Flat Modern House Numbers 0-9 - 0

★★★★★ Questions & Answers (1)



# Installation Instructions

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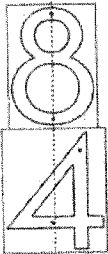
## Parts Included

- A. (2) anchors
- B. (2) long threaded rods
- C. (2) short threaded rods
- D. (2) spacers
- E. Letters or numbers ordered (not pictured)

## Tools Required

- + Drill with appropriate drill bit
- + Tape
- + Templates (print from website at: [montaguemetal.com/templates/](http://montaguemetal.com/templates/))
- + Level

### Vertical mount



### Horizontal mount



### Printing Tip:

To print the correct number/letter template, print the image using "Letter (8.5 x 10 in)" paper size and look for an option "Scale" set it to 100% and click the "Print" button to create your output.

## Step 1.

Space your numbers or letters using the red box on the downloaded templates. Once the red edges are lined up you will have 1/2" of spacing in between each number or letter. Use tape to secure house number templates together.

## Step 3.

For a floating number/letter appearance, slide spacers over the threaded rod in the back. For a flat mount, omit spacers. Optional: Apply a thin layer of epoxy or other adhesive to the end of the exposed studs before mounting.

## Step 2.

Tape template at desired location. Use a level to align template. Drill holes according to template. Drill hole size should be 1/4" if using masonry anchors. 3/16" if you are not using masonry anchors.

## Step 4.

Firmly press the house number or letter rods into the previously drilled holes. Note: Gently tapping with a hammer over a piece of wood may be necessary to fully seat the number.

**STRATA**  
STRATEGIC DESIGN STUDIO

ARCHITECTURE

PO Box 1207  
 Sonoma, California 94970  
 Phone: 707.835.6618  
 Fax: 707.835.6618  
 www.stratahq.com

CONTRACTOR:

PROJECT



Rancho Adobe Fire Station  
 11000 Main St,  
 Pennigrove, CA 94951

REVISIONS

PERMIT SUBMITTAL 08/16/2022

DATE OF SET 08/16/2022  
 EXAMINER 7/1/2022  
 PROJECTOR  
 CHECKER

SHEET TITLE  
 EXTERIOR ELEVATIONS

CHECKED BY  
 DRAWN BY  
 SCALE

DATE 08/24/2022  
 PROJECT NO. 231241

A3.00

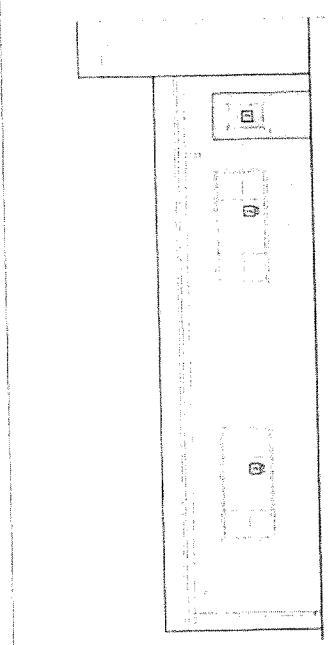
DRAWING NO.

FLOOR PLAN GENERAL NOTES

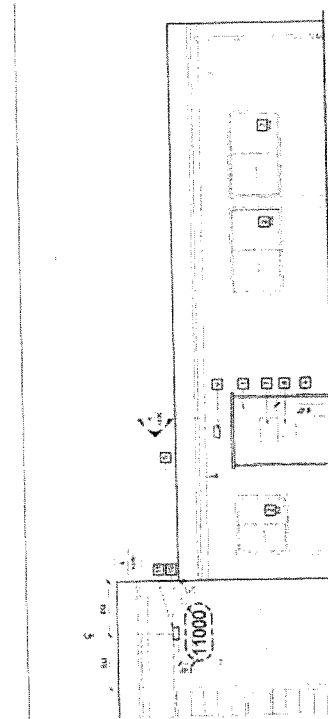
1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
2. VERIFY ARCHITECT'S DIMENSIONS OF ALL WORK.
3. VERIFY ALL DIMENSIONS AND MATERIALS WITH THE SUPPLIER PRIOR TO ORDERING.
4. SEE SHEET 02 FOR DETAILS, FOR ALL CLARITY OF ALL WORK.

FLOOR PLAN KEY NOTES

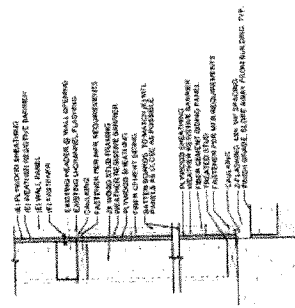
1. FINISHES AND MATERIALS SHALL BE AS SHOWN ON SHEETS 02 AND 03.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.
10. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2019 CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.



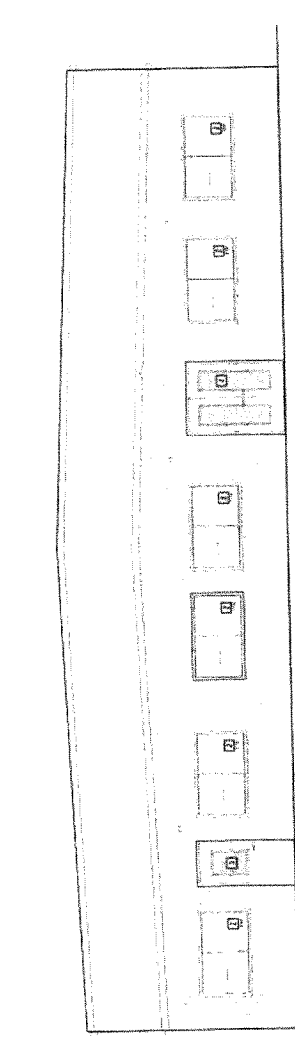
2 EXTERIOR ELEVATION - SOUTH  
 1/8" = 1'-0"



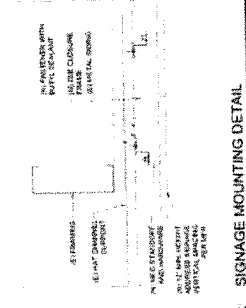
3 EXTERIOR ELEVATION - NORTH  
 1/8" = 1'-0"



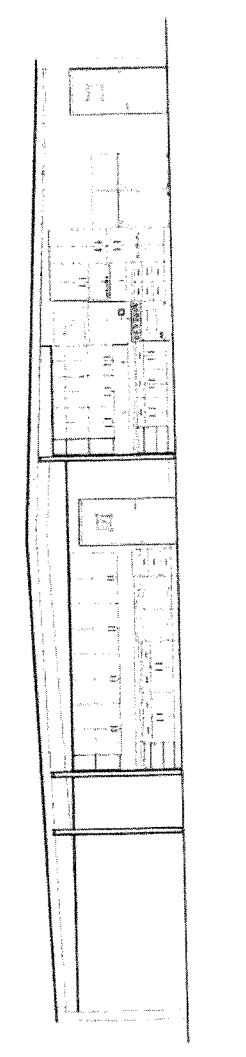
4 INFILL DETAIL  
 1/4" = 1'-0"



5 EXTERIOR ELEVATION - WEST  
 1/8" = 1'-0"



6 SIGNAGE MOUNTING DETAIL  
 3/4" = 1'-0"



5 SECTION VIEW  
 1/8" = 1'-0"



September 12, 2023

Herb Wandel  
Battalion Chief  
Rancho Adobe Fire District  
11000 Main Street  
Penngrove, California 94951

Reference: PCO #033  
Subject: Flushometer at new urinal  
Project No: 331-21A Ranch Adobe Fire District – Station #02 Renovation  
Supplier: FRC Inc, Windsor

Herb,

We have reviewed the proposed Potential Change Order request for conformance with the requirements of the Contract Documents & Industry Pricing. Based on our review, we recommend the following:

**Description:** PCO #033 is for a change related to the wiring of the new flushometer. Specifications called for a low voltage transformer and the one installed did not require the transformer. The non-transformer type is a bit higher price.

**Recommendation:** Pricing looks to be in line with industry standards.

- Approval
- Revise and re-submit
- Declined

**Attachments:** FRC PCO #033

STRATA alp will provide direction to FRC based on your direction. If you find this PCO acceptable, please sign to authorize on page two and return to STRATA alp for processing.

Please contact STRATAap at (707) 935-7944, if you have any questions regarding this submittal.

Sincerely,

Bennett Martin, AAIA  
Principal





# PCO #033

FRC, Inc.  
 9680 Old Redwood Highway  
 Windsor, California 95492  
 Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2  
 11000 Main Street  
 Pengrove, California 94951  
 Phone: 707-795-6011  
 Fax: 707-795-5177

## Potential Change Order #033: CE #046 - Urinal Change

<b>TO:</b>	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	<b>FROM:</b>	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
<b>PCO NUMBER/REVISION:</b>	033 / 0	<b>CONTRACT:</b>	2309-1 - 2309 Rancho Adobe Fire Station #2
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Josh J Kurczeski (FRC, Inc.)
<b>STATUS:</b>	Pending - Proceeding	<b>CREATED DATE:</b>	9/11/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$426.20

POTENTIAL CHANGE ORDER TITLE: CE #046 - Urinal Change

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #046 - Urinal Change  
 Cost associated with change in new flushometer from original spec.

**ATTACHMENTS:**

Rancho Adobe Urinal.pdf

#	Description	Amount
1	Urinal Change	\$396.00
	<b>Subtotal:</b>	<b>\$396.00</b>
	<b>Markup on GC Labor Equipment and Materials 15%:</b>	<b>\$0.00</b>
	<b>Markup on Subcontractor 5%:</b>	<b>\$19.80</b>
	<b>Markup for Bonds and Insurance 2.5%:</b>	<b>\$10.40</b>
	<b>Grand Total:</b>	<b>\$426.20</b>

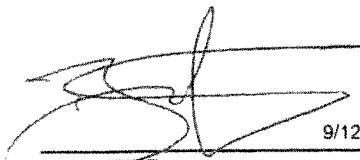
Bennett Martin (STRATA Architecture & Planning)

Rancho Adobe Fire District

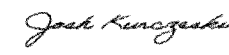
FRC, Inc.

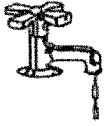
11000 Main Street  
 Pengrove California 94951

9680 Old Redwood Highway  
 Windsor California 95492

  
 9/12/23  
 SIGNATURE DATE

  
 9/13/23  
 SIGNATURE DATE

  
 09/11/2023  
 SIGNATURE DATE



# R G Plumbing Group, Inc.

Cont. Lic. #802006  
461 Todd Road  
Santa Rosa, CA 95407  
Tel: 707-571-1195

## Change Order #1

Invoice 5505  
Date: April 7, 2023  
SBE Certified  
DIR # 1000003935

### Proposal Submitted To:

Name: FRC, Inc.  
Street:  
City, State, Zip:  
Phone:  
Fax:

### Work Performed At:

Location: Penngrove Fire Station  
RFI#3  
City, State, Zip:  
Project #  
Contract #

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- 1) Price difference from original and newly specified flushometer for 1 Urinal and 2 water closets.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **THREE HUNDRED NINETY SIX Dollars (\$396.00)** with payments to be made as follows: Billed monthly. Any alteration or deviation from above specifications involving extra costs, will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

Respectfully Submitted By: Stacy Graniss	
Per: Robert Graniss	
State License No. 802006	
NOTE: This proposal may be withdrawn by us if not accepted within 10 days	
<b>"NOTICE TO OWNER"</b> (Section 7018.5 of Contractors License Law) Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property, and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.	
<b>ACCEPTANCE OF PROPOSAL</b> 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: _____
	Signature: _____
	Date: _____
Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors State License Board, 9835 Goethe Road, Sacramento, California. Mailing Address: P.O. Box 26000, Sacramento, California 95827.	

From: rdeweese@calsteam.com,  
 To: rgran2828@aol.com,  
 Subject: Email Bid# B442561  
 Date: Wed, Apr 5, 2023 3:56 pm

**Price Quotation # B442561**

**CAL STEAM #2505**

4137 SOUTH MOORLAND AVE  
 \*O/S CITY LIMITS\*  
 SANTA ROSA, CA 95407-8154  
 Phone : 707-584-1551  
 Fax : 707-584-1888

*New*

Bid No.....: B442561  
 Bid Date...: 04/05/23  
 Quoted By: RRD  
 Customer: R G PLUMBING GROUP INC  
 461 TODD ROAD  
 SANTA ROSA, CA 95407

Cust Phone: 707-571-1195  
 Terms.....: NET 10TH PROX  
 Ship To.....: R G PLUMBING GROUP INC  
 461 TODD ROAD  
 SANTA ROSA, CA 95407

Cust PO#...: PENNGROVE FS

Job Name.:

Item	Description	Quantity	Net Price	UM	Total
	1 DAY ETA				
S3250401	1 GPF 8186-1 G2 *OPTPLU URN FV	1	533.975	EA	533.98

Subtotal: \$533.98  
 Inbound Freight: \$0.00  
 Tax: \$49.39  
 Order Total: \$583.37

*X 3 = \$1750.11*

Item Code	Description	Notice
S3250401	1 GPF 8186-1 G2 *OPTPLU URN FV	⚠ WARNING: This product can expose you to chemicals including lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to <a href="http://www.p65warnings.ca.gov">www.p65warnings.ca.gov</a>

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL



PACE SUPPLY CORP  
 3033 DUTTON AVE.  
 SANTA ROSA CA 95407  
 707-545-7101

*Original*

Quote#	1669726
Quote Date	
Page#	5

## QUOTATION

R G PLUMBING GROUP INC 24026-00  
 461 TODD ROAD  
 SANTA ROSA CA 95407  
 Ship To:

Expiration Date	04/16/23	Requested By	
FOB	ORIGIN	Prepared By	Pablito Galang pgalang@pacesupply.com
Online Quote	1669726	Salesperson	Steve King sking@pacesupply.com
Job Name	RANCHO ADOBE FIRE STATION		

WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING MATERIAL

Qty	Part Number	Description	Price	Qty	Unit	Extended Price
51	AMSG690001620 <i>6561.017</i>	URINAL .125-1GPF 3/4 TS ADA WHT WASHBROOK AM STD	150.60	1	EA	150.60
52	<del>SLN18613FW</del>	3370442 URINAL FV .125GPF ADA HW-SNSR 3/4 TS ECOS SLOAN	451.30	1	EA	451.30
53	XXX	JR SMITH 0623 LABOR SAVER URINAL CARRIER LESS BOTTOM BEARING	437.99	1	EA	437.99
54	NOTE:	0.25GPM,0.5GPM OPTIONS FOR FV ON U-1ALT				
54		<i>Toilet + Urinal x3</i>				
		>>> SEGMENT: U-1ALT - URINAL FV ALTERNATIVE				1039.99
55	XXX	SLOAN 3370442 ECOS 186 HW-0.25-OR-HW TS 0.25GPM SNSR HW URINAL FV	451.31		EA	0.00
56	SLNECOS18605HW	3370441 URINAL FV .5GPF ADA HW W/OR 3/4 TS ECOS SLOAN	451.31		EA	0.00
		>>> SEGMENT: TD-1 - TRENCH DRAIN				0.00
57	NOTE:	TRENCH DRAIN NOT SPECIFIED NO QUOTE				0.00
57		>>> SEGMENT: FD-1 - FLOOR DRAIN				
58	XXX	ZURN ZB415-2NH-5B-VP FLR DRN 2NH 5IN RND TOP POLISHED BRZ VANDAL PROOF *2,3,4NH SAME PRICE	237.32	1	EA	237.32
		>>> SEGMENT: WH-1 - WATER HEATER				237.32
59	STANLN50NT	GS650BRUTG-400 NG 50 GAL TALL LO NOX 20X60-3/4	833.00	1	EA	833.00
60	STA9006480	100111229 STAGE 2 4YR WARRANTY EXTENTION	321.00	1	EA	321.00

*\$1353.93*

Subtotal	
Estimated Sales Tax	
Estimated Freight	
Total	