

KENWOOD FIRE PROTECTION DISTRICT
9045 Sonoma Highway
Kenwood, CA 95452

AGENDA

REGULAR DISTRICT BOARD OF DIRECTORS MEETING

Location: 9045 Sonoma Hwy. Kenwood

Agendas and Board Packets are available at our website: kenwoodfire.com

DATE: September 19th, 2023 @ 4:00 pm

1. CALL TO ORDER
2. CHANGES TO THE AGENDA
3. MINUTES OF PREVIOUS MEETING:
4. CHIEF'S REPORT:
 - a. Staffing Report: 13 Volunteers, 6 Part Time & 2 Full-Time
 - b. FSWG Update
5. APPROVAL OF CLAIMS:

PUBLIC APPEARANCES: An opportunity for anyone to speak to the Board on subjects not on the regular agenda. The Board will not make a decision on the subject unless it is of a routine nature.

5. ACTION ITEMS/OLD BUSINESS:
 - a. Approve Final Budget FY2023-24
 - b. Approve to transfer from operating account to reserve account of an amount equal to the operating overage for FY22-2023. (\$284,330.00)
 - c. Approve letter to Chief Akre
7. NON-ACTION ITEMS:
 - a. Committee Reports – HR, Consolidation, Facility, Finance, Grant:
8. ANNOUNCEMENT OF CLOSED SESSION ITEMS: None

Following the announcement of Closed Session items and prior to recess into Closed, the public may speak up to three minutes on items to be addressed in Closed Session

RECESS CLOSED SESSION AND RECONVENE TO OPEN SESSION

9. REPORT, IF ANY, ON CLOSED SESSION:
10. GOOD OF THE ORDER:
11. ADJOURN:

**FY 2023-24 Final Budget Summary
KENWOOD FIRE DISTRICT
718106
KENWOOD FIRE-CAP REPLACE**

(1)* Acutal Beginning Fund Balance @ 8/1/23:	2,430,399
(2) Plus: Budgeted FY 2023-24 Revenues: (total from attached worksheet)	389,876
(3) Less: Budgeted FY 2023-24 Expenditures: (total from attached worksheet)	0
(4)* Estimated Ending Fund Balance @ 6/30/24:	2,820,275
(5) Final Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	8/19/2023

Board Member

Board Member

Board Member

Board Member

Board Member

* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.

KENWOOD FIRE DISTRICT
718106 Final
KENWOOD FIRE-CAP REPLACE

FAMIS Sub Object	EFS Account	Enterprise Financial System (EFS) Descriptions	FY2023-24 Prelim Budget	FY2023-24 Final Budget
1700		Interest on Pooled Cash	17,794	17,794
17		Total Use of Money/Property	17,794	17,794
4620	47101	Transfers In - within a Fund	8,886	372,082
		Grand Total Revenues	26,680	389,876
8510		CIP - Bldg & Impr	0	0
8560		Machinery and Equipment	0	0
85		Total Capital Assets	0	0
8640		Operating Transfer Out	0	0
86		Total Operating Transfer	0	0
		Grand Total Expenditures	0	0
		Increase/(Decrease) to Fund Balance	26,680	389,876

**FY 2023-24 Final Budget
KENWOOD FIRE DISTRICT
718015**

	Prop 4 Limit	\$840,505
(1)*	Actual Beginning Fund Balance @ 8/1/23:	\$1,989,990
(2)	Plus: Budgeted FY 2023-24 Revenues: (total from attached worksheet)	\$2,004,212
(3)	Less: Budgeted FY 2023-24 Expenditures: (total from attached worksheet)	\$2,004,212
(4)*	Estimated Ending Fund Balance @ 6/30/24:	\$1,989,990
(5)	Final Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	9/19/2023

Board Member

Board Member

Board Member

Board Member

Board Member

* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.

**KENWOOD FIRE DISTRICT
718015 Final Budget FY2023-24
KENWOOD FIRE DISTRICT**

FAMIS Sub Object	EFS Account	Enterprise Financial System (EFS) Descriptions	FY2023 - 24 Preliminary Budget	FY2022-23 Current as of 6-31-23	FY2023 - 24 Final Budget
1000	40002	Prop Tax - CY, Secured	1,039,500	1,014,983	1,065,732
1001	40003	Direct Charges - CY	354,577	292,143	425,626
1011	40012	SB2557 Prop Tax Admin	(11,181)	(10,469)	(10,469)
1020	40111	Supplemental Prop Taxes - CY	7,558	0	0
1040	40101	Prop Taxes - CY, Unsecured	29,897	31,124	31,124
1050		Supplemental Prop Taxes - CY	20,811	35,399	35,399
1051		Supplemental Prop Taxes - PY	(12)	(66)	(66)
1059		Prop Tax PY Unsecured	1,056	1,222	1,222
1060	40201	Prop Taxes - PY, Secured	(27)	129	129
1061	40202	Direct Charges - Prior Year	577	339	339
1070		State-Other In-Lieu Tax	19	19	19
1100	40211	Prop Taxes - PY, Unsecured	0	0	0
10		Total Taxes	1,442,775	1,364,823	1,549,065
1460		Licenses - Other	0	0	0
1500		Wildfire Tax Loss	2,503	2,503	2,503
13		Total Licenses/Permits/Franchises	2,503	2,503	2,503
1700	44022	Interest in Pooled Cash	70,000	70,000	70,000
17		Total Use of Money/Property	70,000	70,000	70,000
2081	42358	State Other Funding	5	5	5
2050		County Stabilization	120,000	120,000	120,000
2060		County Revenue Sharing	189,000	187,560	187,560
2440	42291	State Homeowners Prop Tax Refl	7,441	7,079	7,079
2580	42360	State Grant Revenue	0	0	0
2852	42441	Federal FEMA Disaster Funding	0	0	0
20		Total Intergovernmental Revenues	316,446	314,644	314,644
3661	45311	Other Fire Services/Inspections WUI	3,971	3,971	3,971
3700	45533	Reprographics Photocopy	50	0	0
3980	46200	Revenue Appl PY Misc Revenue	0	0	0
30		Total Charges for Services	4,021	3,971	3,971
4020	46003	Sales Non Taxable	0	0	0
4021	46003	Sale-Real Property	0	0	0
4040		Misc. Revenue	24,789	24,789	24,789
4109	46050	Cancelled/State Dated Warrants	0	0	0
4640		Operating Transfer In (Roll over)	45,100	45,100	39,250
		Operating Transfer In (FY 21-22 Roll over)	0	0	0
40		Total Misc Revenues/Transfers	69,889	69,889	64,039
		Grand Total Revenues	1,905,634	1,825,830	2,004,212
5910	50701	Perm Position - Local Bds - Kenwood	1,573,518	231,943	231,943
		Sonoma FD Wages		758,057	758,057
5911	50702	Extra Help - Local Bds	0	68,000	68,000
5912	50709	Overtime-LOC Bds	0	66,500	66,500
5913	50704	Boards/Commissions - Local Bds	1,650	1,650	1,650
5914		Volunteer Stipends	0	17,000	17,000
5922	50753	FICA Retirement - Local Bds	0	9,000	9,000
5923	50755	PERS - Local Bds	30,000	78,000	78,000
5924	50756	Medicare - Local Bds	0	8,500	8,500
5930	50801	Health Ins - Local Bds	55,000	85,000	85,000
5940	50808	Worker's Comp - Local Bds	0	69,000	69,000
50		Total Salaries/Benefits	1,660,168	1,392,650	1,392,650
		FAMIS Descriptions			
6020		CLOTHING/PERSONAL	0	4,000	4,000
6021		UNIFORM EXPENSE	0	4,000	1,500
6022		SAFETY CLOTHING	0	10,000	10,000
6040		COMMUNICATIONS	10,000	10,000	10,000
6080		HOUSEHOLD EXPENSE	5,000	5,000	5,000
6100		INSURANCE	27,300	27,300	27,300
6140		MAINTENANCE-EQUIPMENT	21,100	21,100	21,100
6180		MAINT-BLDGS/SIMP	9,000	9,000	9,000
6280		MEMBERSHIPS	7,200	7,200	7,200
6400		OFFICE EXPENSE	5,000	5,000	5,000
6457		COMPUTER CHARGES	7,900	7,900	7,900
6461		SUPPLIES/EXPENSES	5,500	5,500	5,500
6500		PROFESSIONAL/SPECIAL SERVICES	0	11,000	11,000
6521		COUNTY SERVICES	0	0	0
6526		DISPATCH SERVICES	15,000	15,000	15,000
6576		ACTUARIAL SERVICES	7,100	7,100	7,100
6587		LAFCO CHARGES	2,730	2,730	2,730
6630		AUDIT/ACCOUNTING SERVICES	0	8,500	8,500
6637		PROP TAX ADMIN FEE	500	500	500
6800		PUBLIC/LEGAL NOTICES	0	1,000	1,000
6880		SMALL TOOLS/INSTRUMENTS	7,700	7,700	7,700
7005		ELECTION EXPENSE	5,000	5,000	5,000
7120		TRAINING-INSERVICE	0	9,500	9,500
7201		GAS/OIL	18,400	18,400	18,400
7300		TRANSPORTATION/TRAVEL	0	2,500	2,500
7320		UTILITIES	17,050	17,050	17,050
60		Total Services/Supplies	171,480	221,980	219,480
8510		BUILDINGS/IMPROVEMENTS	10,000	10,000	10,000
8560		EQUIPMENT	10,000	10,000	10,000
85		Total Capital Assets	20,000	20,000	20,000
8620		UNCLM-OT-WITHIN A FUND (Transfer Roll Over)	45,100	45,100	45,100
8642		GENERAL-TO-TRUST	8,886	8,886	326,982
86		Total Other Financing Uses	53,986	53,986	372,082
9000		APPROPRIATIONS FOR CONT	0	0	0
90		Total Appropriations for Contingencies	0	0	0
		Grand Total Expenditures	1,905,634	1,688,616	2,004,212
		Increase/(Decrease) to Fund Balance	0	137,214	0

Kenwood Fire District
Inter Office Memorandum

To: Board of Directors

From: Grant Committee

Re: August 2023 update

Date: September 1, 2023

The following is a summary update of the Grant Committee update for August 2023.

1. Radios: This grant was completed and submitted to FEMA on February 8th for \$179,000 to purchase 20 portable Motorola radios. We have not heard from FEMA to date and according to our grant writer, most likely we will not receive this grant as it is late in the approval process. We can however resubmit in October.

2. SAFER grant: This was submitted on March 15th to hire 1 captain and 1 engineer. We applied for +/- \$1,050,000 for the 3-year period. The SAFER grants are now starting to get approved and hopefully we should hear by mid-October.

3. Septic with Manitou Foundation: In Fall 2022, the organization awarded us \$15,000 toward the system, short of the amount we requested. Per their suggestion, we intend to reapply in September. Although we continue to look for alternatives, we have not yet been able to find a grant that is interested in looking at this project.

4. LED Sign: This LED sign is up and running. The vender is now paid, and we received the final payment from the County. The total cost of the sign was \$68,000 and the County reimbursed \$57,000. The shortfall of \$11,000 plus the ground work of approximately \$8,000 was covered by the District and the Gary Sinise Foundation grant of \$11,000.

5. Cal Fire Grant: The Cal Fire grant was approved for approximately \$8,000 or 73% of our request of \$11,000. We applied for new wildland boots, web gear and thermal imagers and the thermal imagers were not approved. We will now begin ordering the boots and web gear, pay for the equipment and then Cal Fire will reimburse us 50%

DRAFT

Chief Akre

Sonoma Valley Fire District

Re: Kenwood Volunteers

Dear Chief Akre:

We're writing to urge you to carve out a meaningful role in the future for the Kenwood volunteers (and part timers?) as we move forward in our relationship.

Kenwood has a deep and rich history of volunteers serving the safety needs of our community. It's clear, however, that volunteers are no longer able to fulfill that need on their own. Nonetheless, we do have a core of community minded, qualified volunteers who are a valuable resource. Our board wishes to preserve this resource and use it productively to benefit our community.

It's the consensus view of our board that to be able to retain this resource it will be necessary to find a way for them to play a meaningful role in the safety aspects of the district's mission. One obvious role for volunteers is to provide more depth in manpower in the event of a major incidents like we have experienced in recent years. But we feel they can also be a valuable contributor in other ways.

While opportunities for volunteers to contribute to regular day to day operations are limited as a practical consideration, there may be project type work for which the volunteers could be used. Some initial ideas we had include:

- Community emergency preparedness
- Wildfire mitigation measures

You may have your own fresh ideas how our volunteers might contribute.

If the volunteers see their role primarily as serving crab or pancakes at fund raising events, we fear we will lose this valuable resource.

Your attendance at the recent meeting with the KFA was a helpful measure. It will take positive steps, however, to convey the idea that there is a role to play for the volunteers.

The thoughts expressed here reflect the consensus view of our entire board.

Very truly yours,

Jack Atkin

Kenwood Board President

Draft

FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES AGREEMENT BETWEEN SONOMA VALLEY FIRE DISTRICT AND KENWOOD FIRE PROTECTION DISTRICT

THIS AGREEMENT, effective, **October 1, 2023**, by and between the Sonoma Valley Fire District, a California special district, hereinafter referred to as "SON," and the Kenwood Fire Protection District, a California special district, hereinafter referred to as "KWD," and jointly referred to as "Parties," the promises and agreements of each being in consideration of the promises and agreements of the other for provision of fire and emergency medical services.

WITNESSETH

WHEREAS, both SON and KWD have authority to provide fire protection, emergency medical, and related services within their respective jurisdictions with all powers attendant thereto; are contiguous to each other; and are susceptible to being provided with fire protection services and facilities under common management, administration and operations and with the same equipment, resources, and personnel; and

WHEREAS, SON and KWD are authorized to contract with each other for the provision of fire services when approved by the Sonoma County Local Agency Formation Commission ("LAFCO") under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 *et seq.*, "CKH"), through their enabling legislation, the Fire Protection District Law of 1987, Health and Safety Code Section 13800 *et seq.* (the "Fire District Law"); and

WHEREAS, KWD desires to contract with SON for performance of fire and emergency medical services within the service boundaries of KWD through this Agreement; and

WHEREAS, SON is willing and able to perform fire and emergency medical services under the terms and conditions in this Agreement; and

WHEREAS, after study, analysis and direction by each agency's governing board, it is the desire of both SON and KWD to provide the provision of Fire Protection and Emergency Medical Services as authorized in the Fire District Law; and

WHEREAS, SON and KWD agree that the intent of this Agreement is to enhance the existing service levels within SON and KWD's jurisdictional boundaries; they further agree that the current staffing levels are not the long-term expected level of a 3-0 engine company; nevertheless, both parties commit to pursuing any and all opportunities, to increase the level of service in KWD to the same level of service as the rest of the SON, including the consolidation of KWD and SON through LAFCO, consistent with CKH procedures; and

WHEREAS, the Parties acknowledge and agree that SON will provide the fire services described in this Agreement to KWD, the Sonoma County LAFCO must approve the Agreement under provisions of Government Code Section 56133, an action which has occurred.

WHEREAS, this Agreement shall serve as the "Master Agreement" for fire and emergency medical services. The Parties agree that this Agreement, from time to time, may be amended and shall supersede all prior agreements between the Parties with respect to fire and emergency medical services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS

For the purposes of this Agreement, the following words or phrases shall mean:

- 1.1. "CKH" means the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 *et seq.*)
- 1.2. "Fire District Law" means the Fire Protection District Law of 1987, Health & Safety Code Section 13800 *et seq.*
- 1.3. "Agreement" means this Fire Services and Emergency Medical Services Agreement.
- 1.4. "SON" means Sonoma Valley Fire District.
- 1.5. "KWD" means the Kenwood Fire Protection District.
- 1.6. "Board of Directors" or "Board" means the governing body under the Fire Protection District Law of SON and KWD
- 1.7. "Effective date" means the date of September 4, 2023, or upon which both Boards of the SON and KWD approve this Agreement.
- 1.8. "Fire and Emergency Medical Services" means the provision of fire suppression, prevention, investigation, rescue, training, public education, disaster, preparedness, emergency medical services, hazardous materials responses, and directly related activities.
- 1.9. "Fire Equipment" means all fire apparatus and other fire equipment, emergency response vehicles and equipment, and all other equipment commonly used by the SON and KWD together with replacements thereof and additions thereto.
- 1.10. "Fiscal Year" means the period from July 1st to and including the following June 30th, or such other period as the District Boards may specify by Resolution.
- 1.11. "Life Safety Risk" means failure to meet the industry performance standards in response to the threats, hazards and risks in the community as defined by the Center on Public Safety Excellence.
- 1.12. "Service Area" means the jurisdictional service area of the SON and KWD as they now exist and as they may hereinafter be modified by consolidation of the SON and KWD.

2. SCOPE AND LEVEL OF SERVICES

The scope and level of services, hereinafter referred to as "Services," are hereby defined in this Section 2. For the consideration outlined in this Agreement, SON shall provide an all risk based emergency response system and service that includes: Emergency Medical Response (EMS) including, but not limited to, BLS and ALS first response and ambulance transport in accordance with Health and Safety Code Section 1797.201, with the rights and responsibilities of SON, Structural Firefighting, Wildland Firefighting, Public Education, Hazardous Material Response, Trench Rescue, Confined Space Rescue, Fire Prevention Inspections well as related public safety, training, managerial and administrative services within the jurisdictional boundaries of KWD, as

provided in this Agreement. These services shall include duties and functions of the type falling under the jurisdiction of and customarily rendered by SON. SON shall provide services in accordance with State and Federal laws consistent with the service level criteria described in this Agreement. To ensure a consistent standard of performance and equal service level, SON shall treat demands for service in KWD jurisdiction with the same priority and equality. SON shall:

- 2.1. Provide fire protection and emergency medical services as established by and otherwise in accordance with EXHIBIT "A," which is incorporated and made a part of this Agreement. Such service shall be provided using both KWD and SON owned Fire Equipment, as well as sufficient personnel to operate the Fire Equipment. These services shall be provided with the understanding that reasonably sufficient Fire Equipment, and personnel shall remain within KWD to insure coverage for fire protection and emergency medical services within KWD jurisdiction. If the demands of KWD exceed the services which the SON can provide, the SON agrees to use mutual aid agreements as may be necessary to supplement the SON Fire Equipment, and personnel.
- 2.2. Maintain continuous (twenty-four (24) hours per day, seven (7) days per week) and uninterrupted fire and emergency medical services consistent with the service levels described in EXHIBIT "A".
- 2.3. Provide the services described in the first paragraph of this Section 2, with the following additions:
 - 2.3.1. Investigate fire cause and origin within the KWD.
 - 2.3.2. Upon request of KWD, review and propose fire codes, cost recovery, and ordinances for adoption by KWD.
 - 2.3.3. Develop and maintain fire prevention and education programs within the KWD, including materials for use and dissemination of this information.
 - 2.3.4. Maintain for KWD adequate records of activities performed by SON under this Agreement. KWD will maintain all records related to activities not covered by this Agreement, such as documents related to functions of KWD Board of Directors.
 - 2.3.5. Participate in mutual aid agreements with fire agencies that are contiguous with the KWD and establish and maintain automatic aid agreements in areas in which service could be improved so long as it is in the best interests of KWD and SON.
 - 2.3.6. Take all reasonable steps to maintain all SON and KWD facilities, Fire Equipment, and its entire system in a good state of repair and at all times conduct its operations under this Agreement in a safe and professional manner.

2.4 Changes in Service Level

- 2.4.1 If during the term of this Agreement the taxing ability or fees-setting authority of the SON and/or KWD is limited or restricted by a State-wide or municipal

ballot measure, proposition, initiative, referendum, constitutional amendment, Legislative action, a Court decision, or any other legal restriction, and if, as a result of the tax limitation, SON is unable to provide the level of service described in Section 2, or if KWD is unable to pay SON for the established levels of service, the party subject to such limitation or restriction shall notify the other party, mandating the Oversight Committee (defined in Section 4) to negotiate the necessary changes to this Agreement in good faith within ninety (90) days or less.

2.4.2 KWD shall have the right at any time during the term of this Agreement to request a change in the level of fire protection and emergency medical services provided for herein ("Service Request Changes"). SON shall have up to ninety (90) days to respond to service request changes made by KWD and such response shall include any costs (or cost savings) resulting from those Service Request Changes and any service level amendments necessary to satisfy KWD's Service Request Change. Final Service Level Changes shall go into effect at a mutually agreed upon date following Party's agreement to service level amendments in accordance with the provisions of this paragraph.

2.4.3 Within **nine (9)** months of the Agreement Effective Date, unless otherwise specifically agreed by the Parties, the Parties shall each adopt a Resolution consistent with the provisions of Government Code Section 56654, and subsequently file an application under the provisions of Government Code Section 56652, with the Sonoma County LAFCO for the consolidation of KWD and SON.

3. FINANCE

3.1. Budget & Compensation for Services:

3.1.0 SON and KWD agree to a first-year (**9 Months, Oct. 1**, 2023 through June 30, 2024) fee for service of **\$682,251**. This amount reflects that all KWD employees will remain on KWD's payroll and budget until the employment transition date of July 1, 2024 to SON. This amount shall be paid within ten (10) business days of the Agreement Effective Date.

SON and KWD agree to the following fee schedule for Agreement years two (2), three (3), four (4) and five (5), which includes all KWD employees now under SON's payroll:

YEAR 2	\$1,582,434
YEAR 3	\$1,677,380
YEAR 4	\$1,778,023
YEAR 5	\$1,884,704

Annual service fees for Years 2, 3, 4 and 5, depicted above, incorporate scheduled wage and salary step increases for SON's employees.

- 3.1.2. KWD shall pay to the SON, an initial lump-sum amount equal to ten percent (10%) of total Agreement cost by July 1 of each year beginning Year 2. Thereafter, monthly installments equal to one eleventh of the remaining annual fee shall be remitted monthly by the KWD to the SON.
- 3.1.4. SON shall furnish a monthly **Fire Chief's** report to the KWD Board.
- 3.1.5. As a part of the annual budget process, Parties may meet to discuss changes to the Agreement such as staffing levels or SON's Deployment Plan (EXHIBIT "B") and the cost (or savings) impacts of those proposed changes.
- 3.1.6. In the event that the Parties cannot come to a mutual agreement on the cost (or savings) arising from changes to the Agreement contemplated in Section 3.1.5, the budget(s) shall be forwarded to the SON/KWD Oversight Committee defined in Section 4. In the event that disagreements cannot be resolved by the Oversight Committee and either SON or KWD opt to terminate the Agreement under Section 8, the charge to KWD for the subsequent provision of services by SON shall be prorated on the prior year cost plus six percent (6%).
- 3.2. Purchasing: Where feasible, KWD and SON shall collaborate on purchasing to achieve economies of scale. Both Parties shall collaborate to assure that the specifications for specialized equipment are met to the benefit of both parties. Both Parties shall comply with any purchasing approvals for the Party that will be charged for the purchase.
- 3.3. Accounting/Audit
- 3.3.1. Funds paid to SON by KWD under the terms of this Agreement shall be dedicated to the operation, maintenance, equipping, and administration in support of the staffing services provided pursuant to this Agreement and shall be held in the SON Fund Account. Fees paid by any third party for services provided by the SON shall be collected by SON and shall be distributed to KWD or SON as defined during the annual budget process for each type of revenue.
- 3.4. Fees:
- 3.4.1. SON shall maintain a Fee Schedule for all services that may be charged to others including, but not limited to: EMS, Fire Marshal Services, Fire Inspection Services, Fire Plan Check Services. Such fees shall be calculated based on the cost of providing services as required by Government Code. Such fee schedule shall incorporate the KWD Fee Schedule by reference and the KWD Fee Schedule shall incorporate the SON Fee Schedule by reference. A copy of the SON Fee Schedule shall be made available in the same manner for SON and KWD Board Meetings.
- 3.4.2. At the request of KWD, or at the request of community organizations or private individuals, the Fire Chief or designee may agree to provide extra fire services for special events and functions occurring within the geographic boundaries of KWD.
- 3.4.2.1. For Special Services requested by KWD that are not included in the annual budget, such costs may be charged to KWD as agreed to with SON.

3.4.2.2. For Special services requested by parties other than KWD, SON shall bill the requesting party directly for services performed.

3.5. SON and KWD agree that KWD may have business costs that are unique and will not become a part of the Agreement. As such, KWD shall account for those costs separately and will establish funding sources from other lawful revenues such as Property Tax Allocation, Capital Funds and Reserves.

4. SON/KWD OVERSIGHT COMMITTEE

4.1.A SON/KWD Oversight Committee shall be created with a primary duty of taking such actions and making such recommendations to their respective District Boards concerning consolidation of SON and KWD. The Oversight Committee shall also address other matters which may be referred to by the respective Boards of SON and KWD. The Oversight Committee is an Ad-Hoc committee created under the Agreement and its meetings are not subject to provisions of the Ralph M. Brown Open Meeting Act.

4.2. The SON/KWD Oversight Committee shall include the following members:

4.2.1. Two (2) members of the Sonoma Valley Fire District Board of Directors appointed by the Sonoma Valley Fire District Board of Directors.

4.2.2. Two (2) members of the Kenwood Fire District Board of Directors appointed by the Kenwood Fire District Board of Directors.

4.2.3. SON Fire Chief

4.2.4. A Fire Captain designated to serve the KWD division, (previously the KWD Chief of Department)

5. REPORTING

5.1. SON shall keep KWD informed of all new developments, issues, or concerns related to the efficient delivery of fire, EMS, or any related services of SON. KWD shall keep the SON informed of all new developments, issues, or concerns related to the efficient delivery of fire, EMS, or any related services in KWD.

5.2. SON and KWD shall mutually cooperate to provide regular operational, financial, and informational reports. SON shall provide written supplemental reports at any time that the KWD Board requests additional information within thirty (30) days of request, including but not limited to major incidents or other significant emergency services issues affecting KWD.

5.3. Audit: KWD or any authorized representative shall have access to any books, documents, and records of SON which are pertinent to this Agreement for the purposes of making an audit or examination. All books, records and supporting detail shall be retained for a period of five (5) years after the term of this Agreement. SON agrees that in the event audit exceptions are determined by appropriate audit agencies, compliance shall be the responsibility of SON. SON shall provide KWD with a copy of its annual financial audit (including the management letter and findings if any) within sixty (60) days of the

completion of the audit and no later than March 31 of the year following the most recent year end close unless agreed to by KWD.

6. PERSONNEL

6.1. The responsibility for supervision of Fire and Emergency services, hiring of personnel, establishing standards of performance, assignment of personnel, determining and effecting discipline, determining training required, maintaining personnel files, and other matters relating to the performance of services and control of personnel, shall rest with SON. SON is bound to abide by bargaining agreements and Memoranda of Understanding covering SON employees in accordance with the Meyers-Milias-Brown Act and all other State and Federal laws and regulations.

6.1.1. For the period of **Oct. 1**, 2023 through June 30, 2024, all current KWD employees, full-time, part-time and volunteer, shall remain as KWD employees and fall under the requirements in the personnel sections. On July 1, 2024, all KWD suppression personnel (full-time, part-time and volunteer) shall become SON employees confirming any existing pension rights of the KWD employees under the County Retirement Association.

6.1.2. For the period of **October 1**, 2023 through June 30, 2024, KWD will provide workers' compensation ("W/C") insurance for all KWD employees. Further, if a KWD employee is out on W/C, KWD will be responsible for the overtime costs to provide backfill for the employee.

6.2. All persons employed by SON to perform services pursuant to this Agreement shall be and remain SON employees and shall, at all times, be under the sole direction and control of SON. For Years Two and forward, no KWD employee shall perform services that SON is obligated to provide under this Agreement, except as may be otherwise expressly provided herein or as may be agreed upon in a Letter of Understanding pursuant to Section 13 of this Agreement. All persons employed by SON to perform the services pursuant to this Agreement shall be entitled solely to the rights and privileges given to SON employees and shall not be entitled, as a result of providing services required hereunder, to any additional rights and privileges given to KWD employees.

6.3. All Personnel (KWD or SON) assigned to provide services are required to abide by all rules, regulations, policies, and procedures (hereinafter referred to as procedures) applicable to SON employees, except where such procedures may conflict with a requirement of this Agreement.

6.4. The KWD Board may request that SON personnel abide by KWD procedures. Personnel will comply with such KWD procedures **upon approval of the Fire Chief**, except where such procedures may conflict with procedures applicable to SON employees and/or the requirements of this Agreement.

6.5. For the purpose of performing the services under this Agreement, and for the purpose of giving official status to the performance thereof where necessary, every SON supervisor and employee engaged in the performance of any Agreement service shall be deemed to be an agent of KWD while performing services for KWD, which services are within the scope of this Agreement and are purely KWD functions. Notwithstanding the agency

relationship created by this provision, KWD shall not be liable for any act or omission of any SON supervisor or employee and shall not be responsible to indemnify, defend, or hold harmless any SON supervisor, elected or appointed official, employee, volunteer or agent unless otherwise specifically provided elsewhere in this Agreement.

- 6.6. KWD shall not be liable for the direct payment of any salaries, wages, employment benefits, or other compensation of any form whatsoever to any SON personnel performing services hereunder for SON or any liability other than that provided for in this Agreement.

7. TERM OF AGREEMENT

- 7.1. This Agreement shall go into effect at 7:30 a.m. on **October 1, 2023**.
- 7.2. This Agreement shall be effective for four (4) years and **nine (9)** months, through June 30, 2028. This Agreement is thereafter renewable in five (5) year increment periods unless otherwise terminated earlier in accordance with Section 8 Termination.
- 7.3. With formal action by the SON Board of Directors and KWD Board of Directors, this Agreement may be extended for successive periods not to exceed five (5) years each. In the event KWD desires to renew this Agreement for any succeeding periods, the KWD Board of Directors, not later than six (6) months preceding the expiration date of this Agreement, shall notify the SON Board of Directors in writing that it wishes to renew the Agreement. The SON Board of Directors, within thirty 30 days after receipt of such notification, shall provide the KWD Board of Directors with written notification of acceptance of such renewal for an additional five (5) year period, or such other term as is mutually agreeable.

8. TERMINATION

- 8.1 SON or KWD may terminate this Agreement by giving written notice to the other of not less than one (1) year. Whichever agency initiates early termination of this Agreement prior to the end of the term of the Agreement, shall bear the responsibility of payment of any unemployment costs for up to six (6) positions (3 Captain, 3 Engineer). If the early termination of this Agreement is mutual, then SON and KWD shall each bear 50% of the payment of any unemployment costs for up to six (6) positions (3 Captain, 3 Engineer).
- 8.2 Following any notice of Agreement termination, SON and KWD agree to cooperate in the restoration of fire equipment and facilities belonging to KWD and to the transition of provision of services from SON to KWD. The charge to KWD for the provision of services following any notice of termination shall be prorated on the Agreement charges established in Section 3.1.6.
- 8.3 Within thirty (30) days of any notice of Agreement termination, KWD and SON agree to develop a Letter of Understanding as defined in Section 12 regarding a transition of service.
- 8.4 If KWD adopts a final budget that fails to appropriate the funds necessary for this Agreement, Notice of Agreement termination shall be given by KWD to SON within thirty (30) calendar days of such adoption and both parties shall immediately

negotiate a service transition with notice as provided in Section 8.1.

- 8.5 This Agreement shall terminate in its entirety upon the filing of a Certificate of Completion by the Sonoma County LAFCO confirming the final consolidation of KWD with SON consistent with Government Code Section 56020.5.

9. KWD VEHICLES & EQUIPMENT

- 9.1. For purposes of ownership, KWD shall remain the registered owner of its respective vehicles
- 9.2. During the term of this Agreement, SON shall be responsible for the performance of ordinary and day-to-day maintenance, service and repairs. KWD will be responsible for the cost of the materials utilized in such service and repairs, including preventative and day-to-day maintenance and annual service. The vehicles and equipment shall be maintained in good repair.
- 9.3. KWD shall be fully responsible for all major repair costs for KWD vehicles and equipment, including, but not limited to, parts, materials and labor, with the exception that SON shall pay for up to the first hour of maintenance and repair by a SON mechanic in a SON shop. As part of the annual budget process, SON shall notify KWD of anticipated capital repair costs. In the event of an unanticipated capital repair, SON shall notify the KWD Board President or designee and seek approval prior to initiating repairs, or upgrade of vehicles owned by KWD.
- 9.4. KWD shall provide for equipment replacements in their annual budget either via an internal service fund, fund balance policy, or via funding of full capital replacement as scheduled. In the event of a failure of KWD to replace equipment on schedule, KWD may be directly charged for excess maintenance or repairs related to the age of the vehicle.
- 9.5. Notwithstanding any of the above, SON shall be responsible for any damage or destruction to any vehicle used by the SON in the performance of services under this Agreement (whether owned by KWD or SON) arising out of, connected with, or caused by the negligence or intentional acts or omissions of SON, its employees, elected and appointed officers, or agents.
- 9.6. Should KWD elect to divest itself of fire equipment, and subject to any statutory obligations, SON shall have the right of first offer to acquire same. If KWD transitions ownership of equipment to SON, SON and KWD shall establish an equitable and legal formula for establishing true value.
- 9.7 Upon termination, SON shall return the vehicles and equipment to KWD in the same condition as they were delivered, less ordinary wear and tear.

10. USE OF KWD FACILITIES

- 10.1. During the term of this Agreement, KWD shall make available use of the Fire Station, (hereinafter Station 6) located at 9045 Sonoma Highway, Kenwood, CA for full staffing as defined in the Agreement by SON.

- 10.2. SON agrees to provide on-site management of Station 6 including scheduling and ensuring that agreed upon staffing is maintained.
- 10.3. KWD retains the ability to schedule use of the station for KWD business activities, meetings and public functions at no cost to KWD provided that scheduling of said activities does not conflict with regular SON business.
- 10.4. Station 6, including basic workstations (containing furniture, office equipment, and supplies), shall be sufficiently equipped to allow SON employees to perform the services required under this Agreement in a safe, effective, and efficient manner. SON shall be responsible for daily maintenance and upkeep of non-capital equipment and may recommend budgeting ongoing upgrades and maintenance through the annual budget process as defined in Section 3 herein.
- 10.5. SON shall maintain the security of the work areas.
- 10.6. Utilities and Maintenance of Facility
 - 10.6.1. Facility and Grounds: SON shall maintain Station 6 in the performance of this Agreement in a state of good repair.
 - 11.6.2. Utilities and Maintenance: KWD shall be responsible for all utility and maintenance costs (including, but not necessarily limited to, charges for electricity, gas, telephone, water, internet, refuse disposal). Janitorial services shall be the responsibility of SON. A program for repair or replacement of office equipment and other furnishings shall be the responsibility of KWD and shall be included in the annual KWD budget as defined in Section 3 herein.
 - 10.6.3. KWD shall retain financial responsibility for capital repairs. This includes maintenance and repairs that are on a non-regular, non-recurring, or as-needed basis, such as interior and exterior painting and flooring, landscaping, and the replacement of major building equipment, in accordance with the provisions of KWD's Long-term Building Maintenance Fund. As part of the annual budget process, SON shall notify KWD of anticipated capital repair costs. In the event of an unanticipated capital repair, SON shall notify the KWD Board President or designee and seek approval prior to initiating repairs.
 - 10.6.4. Notwithstanding Section 10.6.3 above, SON shall be responsible for any damage to the facility or furnishings arising out of, connected with, or caused by the negligence, intentional acts or omissions of SON's [employees, officers or agents].
- 10.7. Approvals: KWD shall approve all operating costs related to the use of Station 6 in advance. Such approval may take place through the Annual Budget process or through approval by the Board. Capital costs related to the operation of Station 6, even if budgeted, require specific approval of the KWD Board or a KWD approved project based completed Authorization for Expenditure document should KWD wish to develop such a process.

11. KWD POWERS AND ENFORCEMENT OF KWD ORDINANCES_

- 11.1. SON shall provide services for the enforcement of the rules, regulations, resolutions, and

ordinances of KWD. KWD shall not be required by this Agreement to commence any legal proceedings or administrative actions to enforce any of its rules, regulations, resolutions, and ordinances under this Agreement. It is agreed that in performing the Services pursuant to this Agreement, SON shall have all the powers of KWD and shall receive all cooperation reasonably practicable from KWD to enable efficient enforcement of such rules, regulations, resolutions, and/or ordinances of KWD that are enforced by SON pursuant to this Agreement. In the event that SON believes that a KWD ordinance is invalid, SON shall not be obligated to enforce such ordinance until such ordinance is reviewed and determined to be acceptable by SON Counsel. Nothing in this Agreement shall bar or prohibit KWD from taking any action to enforce any of its rules, regulations, resolutions, and/or ordinances in the event that SON is unable or unwilling to take enforcement action. It shall be within the sole discretion of KWD to choose whether to take enforcement action if SON fails to do so for any reason whatsoever.

11.2. KWD shall be responsible for the validity of its rules, regulations, resolutions, and ordinances, including any ordinances or codes incorporated by reference in KWD's ordinances, and KWD shall defend, hold harmless, and indemnify SON, its officers, agents, and employees, with respect to any lawsuit or action challenging the validity of a KWD ordinance.

11.3. Consistent with the laws of the United States and the State of California and the ordinances and resolutions of the KWD that confer certain authorities, obligations and enforcement powers upon the KWD Fire Chief and Fire Marshal, the SON Fire Chief and Fire Marshal shall act in the capacity of the KWD's Fire Chief and Fire Marshal when providing services within the scope of this Agreement.

12. LETTERS OF UNDERSTANDING

If requested by the Fire Chief or KWD Board President, Letters of Understanding may be signed by Fire Chief and KWD Board President with respect to questions relating to the provision of service under this Agreement. Letters of Understanding will set forth the question raised and the agreements reached. The intent and purpose of each such Letter of Understanding shall be to administratively implement, interpret, or clarify one or more provisions of this Agreement. No such Letter of Understanding shall have the effect of amending this Agreement unless an amendment to this Agreement is approved in writing by the KWD Board of Directors and the SON Board of Directors. In the event of any inconsistency or ambiguity between the terms of such Letter of Understanding and the terms of this Agreement, the terms of this Agreement shall prevail.

13. PLANNING, COORDINATION, SERVICE AGREEMENT, AND BOUNDARY CHANGE

SON and KWD agree to cooperate in good faith and participate in all planning as it relates to the provision of fire and emergency medical services affecting KWD. KWD shall notify SON of all General and Specific plan amendments, periodic review, and amendments to land-use regulations affecting KWD. SON shall receive the same notice and review and comment rights as granted KWD's other interested parties. Upon SON's request, SON staff shall be included in public facility planning in the same manner as KWD. SON shall notify KWD of any General and

Specific Plan amendments, periodic review, and amendments to land-use regulations affecting the SON. KWD shall receive the same notice and review and comment rights as granted SON's other interested parties. Upon KWD's request, KWD shall be included in public facility planning in the same manner as SON staff.

14. MUTUAL INDEMNIFICATION

SON shall defend, indemnify, protect, and hold KWD and its [elected and appointed officials, , officers and employees and agents] harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to SON's [elected and appointed officials, officers and employees and agents] which arise from or are connected with or are caused or claimed to be caused by the acts or omissions of SON, and its[elected and appointed officials, officers and employees and agents, in performing this Agreement and the services herein; provided, however, that SON's duty to indemnify and hold harmless shall not include any claims or liability arising from the negligence or intentional acts or omissions of KWD, its elected and appointed officials, officers and employees and agents.

KWD shall defend, indemnify, protect, and hold SON and its elected and appointed officials, officers, employees and agents harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to KWD's elected and appointed officials, officers and employees and agents which arise from or are connected with or are caused or claimed to be caused by the acts or omissions of KWD, and its elected and appointed officials, officers and employees and agents, in performing this Agreement; provided, however, that KWD's duty to indemnify and hold harmless shall not include any claims or liability arising from the gross negligence or intentional acts or omissions of SON, its elected and appointed officials, officers and employees and agents.

These mutual indemnification obligations shall continue after termination of the Agreement for all claims or liability in which the alleged action or inaction occurred during the time the Agreement was in effect.

15. INSURANCE

SON shall be responsible for maintaining a program of insurance or self-insurance, or any combination thereof that shall cover each party's indemnification obligations. Without in any way affecting the indemnity herein provided and in addition thereto, SON shall secure and maintain throughout the term of the Agreement the following types of insurance or self-insurance with limits as shown. SON shall, prior to the date the Agreement goes into effect, deliver to KWD copies of policies of such insurance or certificates evidencing the existence and amounts of the required insurance. No such policy shall be cancelable or subject to modification except after thirty (30) days prior written notice to KWD. SON shall, upon request, furnish KWD with evidence of renewals or "insurance binders" evidencing renewal thereof.

- 15.1. Workers' Compensation: A program of W/C Insurance or a state- approved self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$1,000,000.00 limits covering all persons providing services on behalf of SON and all risks to such

persons under this Agreement.

15.1.1 Without affecting any other rights or remedies, SON shall have its insurance policies issued in such form as to waive any right of subrogation that might exist otherwise, and shall provide written evidence thereof to KWD upon written request.

15.1.2 In the event that any full-time employee from KWD, as of the effective date of this Agreement, is awarded long-term disability or disability retirement within the first five (5) years of this Agreement, SON and KWD shall allocate between them any increased costs, including personnel backfill costs (rank for rank) in the following percentages:

	<u>KWD / SON</u>
Year 1	80% / 20%
Year 2	75% / 25%
Year 3	50% / 50%
Year 4	25% / 75%
Year 5	20% / 80%

15.2. Comprehensive General Liability Insurance or Self-Insurance: SON shall be responsible for maintaining General Liability insurance. The policy or self-insurance shall have combined KWD limits for bodily injury and property damage of not less than ten million dollars (\$10,000,000.00).

15.3 Automobile, Equipment and Vehicle Liability Insurance or Self-Insurance: SON shall be responsible for maintaining Automobile, Equipment and Vehicle Liability insurance. This coverage is to include contractual coverage and automobile, equipment and vehicle liability coverage for owned, hired, and non-owned vehicles including those vehicles used by SON that are owned by KWD. The policy or self-insurance shall have combined KWD limits for bodily injury and property damage of not less than ten million dollars (\$10,000,000.00). This policy shall provide for full replacement cost.

15.4. Comprehensive Property Insurance or Self-Insurance: SON shall be responsible for maintaining Comprehensive Liability insurance. This coverage is to include contractual coverage and property liability coverage for all property and premises used by SON that are owned by KWD. The policy or self-insurance shall have combined KWD limits for bodily injury and property damage of not less than two million dollars (\$2,000,000.00). The policy shall provide for full replacement cost.

15.5. Additional Named Insured: All policies or self-insurance, except W/C, shall contain additional endorsements naming the KWD and its elected and appointed officials, officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of SON's performance of service hereunder. KWD shall be listed as a Loss Payee on the Comprehensive Property Liability insurance.

15.6. Policies Primary and non-Contributory: All policies required above are to be primary and non-contributory with any insurance or self-insurance carried or administered by KWD.

15.7 The insurance coverages provided for under Section 17 shall be subject to increase not more than once every five (5) years during the term of the Agreement. KWD shall give no less than ninety (90) days prior written notice to SON of a request for any increased coverage.

16. ADDITIONAL DOCUMENTS AND AGREEMENTS

SON and KWD agree to cooperate to execute additional documents or agreements that may be required to carry out the terms of this Agreement.

17. SUCCESSORS AND ASSIGNS

This Agreement shall bind and inure to the benefit of all successors and assigns of the parties and any associates in interest, and their respective elected and appointed officials, officers, agents, servants, and employees, and the successors and assigns of each of them, separately and collectively.

18. CONSTRUCTION OF AGREEMENT

This Agreement shall be construed and enforced pursuant to the laws of the State of California.

19. AGREEMENT CONTROLLING

In the event of a conflict between the provisions of the text of this Agreement and the Exhibits, the provisions of the Agreement text shall prevail.

20. NOTICES

Whenever notice is required hereunder, it shall be given to the parties as follows:

Kenwood Fire Protection District:	Board President Kenwood Fire Protection District 9045 Sonoma Highway Kenwood CA 95452
Sonoma Valley Fire District	Fire Chief Sonoma Valley Fire District 630 Second Street West Sonoma, CA 95476

When so addressed, notices shall be deemed given upon being placed in the United States Mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual personal delivery. Changes may be made in addresses to where notices are to be delivered by giving notice pursuant to this provision.

21. GENERAL PROVISIONS

Unless otherwise specifically prescribed in this Agreement, the following provisions shall govern its interpretation and construction. Time is of the essence of this Agreement. Neither SON nor KWD shall be relieved of its obligation to comply promptly with any provisions of this Agreement

by any failure of the other party to enforce prompt compliance with any of its provisions.

Unless otherwise specified in this Agreement, any action authorized or required to be taken by KWD shall be taken by the KWD Board in conformance with KWD policies.

This Agreement is subject to any applicable constitutional and KWD taxing or debt limitations and is contingent upon KWD appropriating the necessary funds under the applicable annual budget.

22. ASSIGNMENT/DELEGATION

Neither party shall assign, sublet, or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

23. NONDISCRIMINATION

SON and KWD shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition (including an AIDS or HIV condition), handicap, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are deemed incorporated by this reference.

24. AMENDMENT

This Agreement may only be amended in writing by an amendment authorized by the KWD Board of Directors and the SON Board of Directors.

25. WARRANTY OF LEGAL AUTHORITY

Each party warrants and covenants that it has the present legal authority to enter into this Agreement and to perform the acts required of it hereunder. If any party is found to lack the authority to perform the acts required of it hereunder or is prevented from performing the acts by a court of competent jurisdiction, this Agreement shall be void.

26. ENTIRE AGREEMENT

This document is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. This Agreement may be executed in counterparts, each of which shall constitute an original.

27. IDENTIFICATION OF ORGANIZATION

Both SON and KWD agree that the designation "Sonoma Valley Fire District" and its abbreviation "SON" shall be used as identification for the agencies' combined efforts under this Agreement to provide fire services to ensure the safety and accountability of our personnel and resources.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated.

SONOMA VALLEY FIRE DISTRICT

Dated: August 28, 2023

By: _____
Board President

ATTEST:

Clerk of the Board

Reviewed as to form by District:

Dated: August 28, 2023

By: _____
District Counsel

DRAFT

KENWOOD FIRE PROTECTION DISTRICT

Dated: September_____, 2023

By: _____
Board President

ATTEST:

Clerk of the Board

Reviewed as to form by District:

Dated: September, 2023

By: _____
William D. Ross,
Special District Counsel

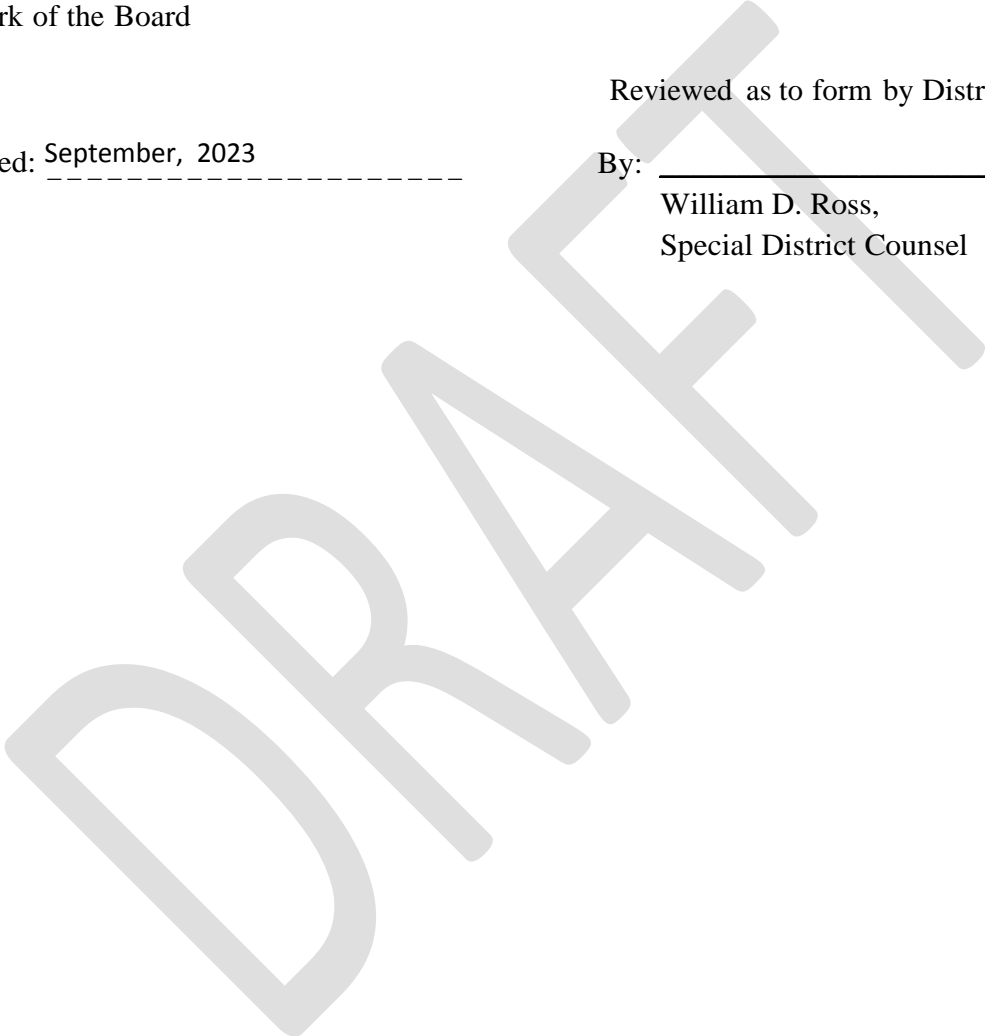


EXHIBIT "A"

Staffing

Fire stations will be staffed with a minimum of 2 full-time personnel per shift in the following ranks and certifications:

Fire Station	Location	Staffed Apparatus	Captain	Engineer Medic
No. 6	9045 Sonoma Highway	Engine	1	1

Daily Executive Staff Access

The Fire Chief will be available as executive staff access to the KWD. This will provide contact of the **Fire Chief** to the KWD Board of Directors.

EMS Level

Staff and equip fire company at Station 6 as a priority as advanced life-support (ALS).

Fire Inspections and Investigations

The SON will establish fire inspection zones for each fire station and establish fire code prescribed frequencies for required inspections. Inspections in general business occupancies such as office complexes and retail outlets will be inspected every two years. Fire investigators will be available to fire scenes for fire cause determination 24 hours per day.

Grants

SON will work proactively with KWD in seeking grant opportunities that are mutually beneficial. SON will apply on behalf of the KWD for grants, reimbursements, and other forms of funding.

Other Services

Along with Services outlined previously herein, other emergency services to be provided include: hazardous materials, water rescue, technical rescue, wildland fire suppression, confined space rescue, urban search and rescue, and those other activities associated with the emergency services. The SON shall continue to maintain cooperative efforts with a regional approach with other providers of specialized services.

Community Liaison/Community Involvement

The KWD will have access to the SON public information officer (PIO) for incident coverage. SON PIO will act on behalf of the KWD during emergency incidents. In addition, the KWD Board will be provided copies of announcements and other information relevant to the KWD. Fire prevention educational materials will be provided for use and dissemination within the KWD. SON will provide community liaison/community involvement duties for the KWD, consistent with the current level of service. Community involvement will include participation and involvement in key organizations as defined by the KWD. They may include but are not limited to: Schools and civic organizations.

DRAFT

EXHIBIT "C"

4-13-2023

Kenwood Fire Protection District
Inventory of Capitalized Rolling Stock

Inv. #	Make	Model	Serial No.	Description	Acq. Date	Cost	Location	License
3197	Peterbilt	C12	1NPALU0X7YD521066	Weststates Water Tender	2000	193,079	KWD	1058896
3181	Pierce	Arrow XT	4P1BAAGF5KA020268	Pierce Type 1	2019	782,400	KWD	1446808
3141	Chevy	3500 HD	1GC4K0C850F221643	Burtons Utility	2013	105,000	KWD	1420808
3160	International	34C	1HTWEAZROBJ332409	HME Type 6	2010	267,675	KWD	1357108
3182	HME	SFO	44KFT42845WZ20644	Weststates Type 1	2005	282,665	KWD	1195618

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AUGUST 8, 2023**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Cooper, Uboldi, Doss, Moretti and Chief Bellach were present. Director Atkin was absent.

MINUTES: MSP Moretti/Cooper to approve the minutes of July 11, 2023.

CHIEF'S REPORT: 12 Volunteers, 6 Part-Time and 2 Full-Time. Chief Bellach reported we are looking at a new potential volunteer out of Oakmont that lives with his mother. He has Firefighting experience and is currently going through his physical.

Regarding the FY23-24 Parcel Tax, Chief Bellach reported the Parcel Taxes had been completed and the total projected amount for FY23-24 will approximately be \$440,000.00.

Chief Bellach reported the signatures gathered for the County Sales Tax Measure were delivered to the County for approval. Fundraising will now start for the campaign, as we are in that mode now. The County budget funding requests to the County for Cloverdale, Kenwood and Northern Sonoma County were turned down and asked to have the Fire Ad Hoc committee take the lead on the requests. Chief's Heine and Akre will meet with the Ad Hoc on August 23rd to discuss these wants. Any additional asks, from now on, will go through the FSWG group and Fire Ad Hoc. The City of Sebastopol is polling for a quarter cent sales tax measure for the November ballot. This will be presented to the city tomorrow. The election council is working on the Do's and Don'ts for campaigning. We will have a presentation tomorrow at the Chiefs Meeting.

CLAIMS: MSP Cooper/Doss to approve Claim #23-24-02 for \$58,623.41 and payrolls dated 07/14/23 for \$16,968.51 and 07/28/23 for \$15,029.76.

PUBLIC APPEARANCES: Firefighter Platt asked the board why employees have to fall under one organization and why Kenwood Fire District has to lose its identity. The reason is all employees must fall under one organization for safety and accountability reasons. There can only be one Chief and we must follow the proper chain of command. Kenwood Fire District will still be an agency, but all of its employees will be under Sonoma Valley Fire and follow all policies and procedures. The KFA will remain an independent 501c3. It was acknowledged the sense of identity is real and understood. Chief Bellach and Akre will be meeting with the volunteers on August 17th to discuss their concerns.

OLD BUSINESS: A policy was drafted for Cash Management Procedures. MSP Cooper/Doss to approve this policy.

NON-ACTION ITEMS: Director Doss reported that the HR committee has met twice since the last board meeting. They looked at personnel issues, the contract with Sonoma Valley and items raised at public meetings with questions or concerns of the board and the public. The leasing of the equipment and facilities in the contract was removed and replaced with articles naming Sonoma Valley as a covered entity within our insurance policy. There was discussion of a start date of September 4th. All employees of our district would become Sonoma Valley employees starting July 1st, 2024. There was work done on defining the administrative duties of the district once the contract is started as well as what duties Chief Akre will do. A hand out was provided to the board on the duties of the clerk of the board.

Director Uboldi asked how we will be making the adjustment of the duties once the contract is signed. These conversations will happen between September and July to define the duties. As Chief Bellach's current salary would be higher than a current captain's position, he could take part in some of these duties since he has been doing them as the current Chief. Chief Bellach stated that he would be willing to continue the current administrative duties as well as being clerk of the Board for the District.

Director Uboldi reported that the Facility committee talked about getting some plants to put out by the LED sign as well as some large rocks. Engineer Molesworth stated that the Kenwood Resort will be donating some rocks and Swedes Feed will be donating some plants.

Director Moretti reported that the Finance committee has found new council and submitted the contract for review. His name is William Ross.

Captain Ghisla reported that the Grant committee is still waiting to hear if we will receive the AFG Grant for new radios and the SAFER grant for personnel. LED sign is done and KFA made the last payment. We were awarded about \$4,000.00 from the Cal Fire matching grant.

GOOD of the ORDER: Director Doss stated that it is important that we find a date for a special meeting at the end of the month to hear from council regarding the contract. Chief Bellach will put out some dates.

Director Moretti stated there has been many fires throughout the state and asked if we have participated in any. The County has sent out some resources, but nothing from Kenwood has gone out. All the fires here in the County have been stopped very quickly with minimal acres burned.

Respectfully submitted,

Attest:

**KENWOOD FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
AUGUST 24, 2023**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Atkin, Doss, Cooper, Moretti, Uboldi and Chief Bellach were present. Legal Counsel, William D. Ross, was also in attendance.

ANNOUNCEMENT OF CLOSED SESSION ITEMS: Labor Negotiations with Fire Chief – Pursuant to Government Code Section 54957(b) – Change to provision 5.

Conference with Legal Counsel – Potential Litigation. Pursuant to Government Code Section 54956.9(d)(2). One Matter. No Report.

REPORT, IF ANY, ON CLOSED SESSION: None.

Respectfully submitted,

Attest:

**KENWOOD FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
AUGUST 29, 2023**

MINUTES

MEETING: Meeting called to order at 17:00 hrs. Directors Doss, Moretti, Cooper, Uboldi, and Chief Bellach were present. Legal Counsel, William D. Ross, was also in attendance. Director Atkin was absent.

ANNOUNCEMENT OF CLOSED SESSION ITEMS: Conference with Legal Counsel – Potential Litigation, Pursuant to Government Code Section 54956.9 (d)(2). One Matter MSP Moretti/Cooper to approve Document 95.

REPORT, IF ANY, ON CLOSED SESSION: None.

Respectfully submitted,

Attest:

Kenwood Fire Protection District Claims Detail As of September 19, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>S. O. #</u>	<u>Check #</u>	<u>Open Balance</u>
08/25/2023	Inv.#0055381-IN	Nick Barbieri Trucking, LLC	Diesel	7201		2,039.83
08/13/2023	INV17245146	Friedman's Home Improvement	Station Supplies	6180		602.93
08/08/2023	Inv. #230296	Lubrivan Truck Services, Inc.	3182 Service	6140		5,615.82
8/1/2023	Inv. #1111	Sonoma Valley Fire District	06.26.23-07.23.23 Service	5910	2740	39,197.62
8/1/2023	Inv. #1111	Sonoma Valley Fire District	06.26.23-07.23.23 Service	5912	2740	10,877.76
8/10/2023	Inv. 8/10	New York Life	Life Insurance	5925	2741	54.00
8/23/2023	Inv. #248754	Liebert Cassidy Whitmore	Legal Counsel Re: Share Contract	6500	2742	87.00
7/9/2023	FTD	First Nat'l Bk of Omaha	Flowers-Molesworth	6461	2743	158.04
7/18/2023	Jeff Russel	First Nat'l Bk of Omaha	Pest Control	6180	2743	150.00
7/21/2023	Recology	Elan Financial Services	July Service	6080	2744	70.03
7/24/2023	Comcast	Elan Financial Services	Internet	6040	2744	118.55
7/26/2023	Amazon	Elan Financial Services	Kitchen Supplies	6080	2744	198.60
7/30/2023	GoDaddy	Elan Financial Services	July Service	6040	2744	21.99
7/29/2023	CA. Casualty	Elan Financial Services	3100 Insurance	6100	2744	670.26
7/26/2023	Amazon	Elan Financial Services	Station Supplies	6180	2744	280.24
7/26/2023	Amazon	Elan Financial Services	3197 Light Bulbs	6140	2744	9.76
8/4/2023	Kenwood Water	Elan Financial Services	July Service	7320	2744	136.86
8/7/2023	Mancini's	Elan Financial Services	Dorm Room Mattress	6880	2744	483.37
8/3/2023	Amazon	Elan Financial Services	Station Supplies	6080	2744	56.98
8/8/2023	Oreilly's	Elan Financial Services	Supplies	6140	2744	72.07
8/8/2023	Amazon	Elan Financial Services	Office Supplies	6400	2744	50.98
8/13/2023	ATT	Elan Financial Services	Cell Phones	6040	2744	298.97
8/15/2023	Verizon	Elan Financial Services	Long Distance	6040	2744	2.44
8/15/2023	Frontier	Elan Financial Services	Telephone	6040	2744	300.49
8/15/2023	Frontier	Elan Financial Services	Fax Line	6040	2744	66.29
8/11/2023	Amazon	Elan Financial Services	Kitchen Supplies	6080	2744	112.61
8/11/2023	Amazon	Elan Financial Services	Office Supplies	6400	2744	39.04
8/11/2023	Amazon	Elan Financial Services	Cleaning Supplies	6080	2744	86.74
8/14/2023	Amazon	Elan Financial Services	Station Supplies	6880	2744	206.66
8/14/2023	Amazon	Elan Financial Services	Station Supplies	6180	2744	29.17

Kenwood Fire Protection District Claims Detail As of September 19, 2023

8/15/2023	Recology	Elan Financial Services	August Service	6080	2744	70.03
8/30/2023	9/10 Inv.	New York Life	Life Insurance	5925	2745	54.00
5/3/2023	Inv. 1078	Sonoma Valley Fire District	Driver Operator 1A,1B	7120	2746	2,800.00
9/1/2023	Inv. 1119	Sonoma Valley Fire District	07.24.23-09.01.23 Service	5910	2746	58,205.08
9/1/2023	Inv. 1119	Sonoma Valley Fire District	07.24.23-09.01.23 Service	5912	2746	8,529.12
9/1/2023	Inv. 1122	Sonoma Valley Fire District	09.02.23-09.30.23 Service	5910	2746	75,805.70
9/12/2023	Inv. 509585022	U. S. Bank Equip. Finance	Copier Lease	6400	2747	194.36
8/10/2023	Inv. 2352	Western Extrication Specialists	Service On Engine Tools	6140	2748	1,415.00
9/5/2023	Inv. 11257	William D. Ross	Legal Counsel	6500	2749	5,325.00
8/10/2023	Pepra	Calpers Retirement	07/24/23-08/06/23	5923	ACH	1,150.11
8/10/2023	Classic	Calpers Retirement	07/24/23-08/06/23	5923	ACH	1,588.15
8/23/2023	Pepra	Calpers Retirement	08/07/23-08/20/23	5923	ACH	1,402.14
8/23/2023	Classic	Calpers Retirement	08/07/23-08/20/23	5923	ACH	1,588.15
9/6/2023	Pepra	Calpers Retirement	08/21/23-09/03/23	5923	ACH	1,214.12
9/6/2023	Classic	Calpers Retirement	08/21/23-09/03/23	5923	ACH	1,588.15
8/10/2023	17250932	Calpers	Gasb 68 Fee	5923	ACH	700.00
9/5/2023	Health	Calpers Health	Sept. Prem.	5930	ACH	6,296.05
9/20/2023	Dental/Vision	Choice Builder	Oct. Prem.	5930	ACH	485.68

September 19, 2023 Claims Total

230,505.94

Signature: _____

Title: Director

Signature: _____

Title: Director

Signature: _____

Title: Director

Signature: _____

Title: Director

Signature: _____

Title: Director

Kenwood Fire Protection District
Reconciliation Detail
1031 - Exchange Operating, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,018,473.88
Cleared Transactions						
Checks and Payments - 33 items						
Check	07/24/2023	2721	James Grossi Cons...	X	-5,000.00	-5,000.00
Check	07/24/2023	2724	Streamline	X	-2,988.00	-7,988.00
Check	07/28/2023	2725	California State Dis...	X	-53.24	-8,041.24
Check	08/04/2023	ach	CALPERS Health	X	-6,296.05	-14,337.29
Check	08/04/2023	ach	CALPERS Retirem...	X	-1,588.15	-15,925.44
Check	08/04/2023	ach	CALPERS Retirem...	X	-1,172.10	-17,097.54
Transfer	08/07/2023			X	-11,300.03	-28,397.57
Bill Pmt -Check	08/08/2023	2728	Fire Risk Managem...	X	-17,483.00	-45,880.57
Bill Pmt -Check	08/08/2023	2726	Blomberg & Griffin	X	-7,475.00	-53,355.57
Bill Pmt -Check	08/08/2023	2727	Elan Financial Servi...	X	-3,045.50	-56,401.07
Bill Pmt -Check	08/08/2023	2734	R & S Erection of S...	X	-1,881.00	-58,282.07
Bill Pmt -Check	08/08/2023	2735	REDCOM	X	-1,348.27	-59,630.34
Bill Pmt -Check	08/08/2023	2733	Nick Barbieri Trucki...	X	-1,301.34	-60,931.68
Bill Pmt -Check	08/08/2023	2731	L A F C O	X	-1,230.00	-62,161.68
Bill Pmt -Check	08/08/2023	2738	Sonoma Valley Fire...	X	-980.00	-63,141.68
Bill Pmt -Check	08/08/2023	2732	Municipal Emergenc...	X	-897.13	-64,038.81
Bill Pmt -Check	08/08/2023	2737	Sonoma Media Inve...	X	-295.00	-64,333.81
Bill Pmt -Check	08/08/2023	2730	I A F C	X	-260.00	-64,593.81
Bill Pmt -Check	08/08/2023	2736	Sonoma County As...	X	-240.00	-64,833.81
Bill Pmt -Check	08/08/2023	2739	U.S. Bank Equipme...	X	-194.36	-65,028.17
Bill Pmt -Check	08/08/2023	2729	Friedman's Home I...	X	-85.46	-65,113.63
Check	08/10/2023	2740	Sonoma Valley Fire...	X	-50,075.38	-115,189.01
Check	08/10/2023	ach	CALPERS Retirem...	X	-1,588.15	-116,777.16
Check	08/10/2023	ach	CALPERS Retirem...	X	-1,150.11	-117,927.27
Check	08/10/2023	ach	CalPERS	X	-700.00	-118,627.27
Check	08/10/2023	2741	New York Life	X	-54.00	-118,681.27
Check	08/20/2023	ACH	Choice Builder	X	-485.68	-119,166.95
Transfer	08/23/2023			X	-11,960.52	-131,127.47
Check	08/23/2023	ach	CALPERS Retirem...	X	-1,588.15	-132,715.62
Check	08/23/2023	ach	CALPERS Retirem...	X	-1,402.14	-134,117.76
Check	08/23/2023	2743	First National Bank ...	X	-308.04	-134,425.80
Check	08/23/2023	2742	Liebert Cassidy Whi...	X	-87.00	-134,512.80
Check	08/31/2023	ach	CA Class	X	-1,592,727.00	-1,727,239.80
Total Checks and Payments					-1,727,239.80	-1,727,239.80
Deposits and Credits - 2 items						
Deposit	08/22/2023			X	691.07	691.07
Deposit	08/31/2023			X	245.67	936.74
Total Deposits and Credits					936.74	936.74
Total Cleared Transactions					-1,726,303.06	-1,726,303.06
Cleared Balance					-1,726,303.06	292,170.82
Register Balance as of 08/31/2023					-1,726,303.06	292,170.82

6:28 PM

09/06/23

Kenwood Fire Protection District
Reconciliation Detail
1031 - Exchange Operating, Period Ending 08/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
New Transactions						
Checks and Payments - 4 items						
Check	09/06/2023	ach	CALPERS Health		-6,296.05	-6,296.05
Check	09/07/2023	ach	CALPERS Retirem...		-1,588.15	-7,884.20
Check	09/07/2023	ach	CALPERS Retirem...		-1,214.12	-9,098.32
Transfer	09/08/2023				-12,297.53	-21,395.85
Total Checks and Payments					-21,395.85	-21,395.85
Total New Transactions					-21,395.85	-21,395.85
Ending Balance					-1,747,698.91	270,774.97



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

Last statement: July 31, 2023
This statement: August 31, 2023
Total days in statement period: 31

KENWOOD FIRE PROTECTION DISTRICT
PO BOX 249
KENWOOD CA 95452

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Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX2720	Beginning balance	\$2,018,473.88
Avg collected balance	\$1,903,085	Total additions	936.74
Interest paid year to date	\$653.29	Total subtractions	1,727,239.80
		Ending balance	\$292,170.82

CHECKS

<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Amount</u>
2721	08-02	5,000.00	2734	08-18	1,881.00
2724 *	08-01	2,988.00	2735	08-23	1,348.27
2725	08-09	53.24	2736	08-15	240.00
2726	08-14	7,475.00	2737	08-14	295.00
2727	08-16	3,045.50	2738	08-22	980.00
2728	08-18	17,483.00	2739	08-16	194.36
2729	08-10	85.46	2740	08-22	50,075.38
2730	08-16	260.00	2741	08-21	54.00
2731	08-30	1,230.00	2742	08-30	87.00
2732	08-15	897.13	2743	08-30	308.04
2733	08-14	1,301.34			

* Skip in check sequence

DEBITS

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-07	' ACH Withdrawal CALPERS 3100 100000017197055 Kenwood Fire Protectio	1,172.10
08-07	' ACH Withdrawal CALPERS 3100 100000017197022 Kenwood Fire Protectio	1,588.15

KENWOOD FIRE PROTECTION DISTRICT
 August 31, 2023

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 XXXXXX2720

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-07	' ACH Withdrawal CALPERS 1800 100000017234562 Kenwood Fire Protectio	6,296.05
08-08	' Internet/Phone Txfr REF 2201927L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE FUNDS TRANSFER VIA	11,300.03
08-14	' ACH Withdrawal CALPERS 1900 100000017250932 Kenwood Fire Protectio	700.00
08-14	' ACH Withdrawal CALPERS 3100 100000017254469 Kenwood Fire Protectio	1,150.11
08-14	' ACH Withdrawal CALPERS 3100 100000017254468 Kenwood Fire Protectio	1,588.15
08-22	' Internet/Phone Txfr REF 2341636L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE PAYROLL TRANSFER 0	11,960.52
08-22	' ACH Withdrawal CHOICE BUILDER ONLIN PMNT 230822 Kenwood Fire Protectio	485.68
08-24	' ACH Withdrawal CALPERS 3100 100000017263497 Kenwood Fire Protectio	1,402.14
08-24	' ACH Withdrawal CALPERS 3100 100000017261745 Kenwood Fire Protectio	1,588.15
08-31	' ACH Withdrawal CALIFORNIA CLASS LGIP 230831 Kenwood Fire Protectio	1,592,727.00

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-22	Deposit	691.07
08-31	' Interest Payment	245.67

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07-31	2,018,473.88	08-10	1,989,990.85	08-22	1,890,615.75
08-01	2,015,485.88	08-14	1,977,481.25	08-23	1,889,267.48
08-02	2,010,485.88	08-15	1,976,344.12	08-24	1,886,277.19
08-07	2,001,429.58	08-16	1,972,844.26	08-30	1,884,652.15
08-08	1,990,129.55	08-18	1,953,480.26	08-31	292,170.82
08-09	1,990,076.31	08-21	1,953,426.26		



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

KENWOOD FIRE PROTECTION DISTRICT
August 31, 2023

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XXXXXX2720

INTEREST INFORMATION

Annual percentage yield earned	0.15%
Interest-bearing days	31
Average balance for APY	\$1,903,085.06
Interest earned	\$245.67

Thank you for banking with Exchange Ban

Kenwood Fire Protection District
Reconciliation Detail
1032 · Exchange Bank Payroll, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,493.48
Cleared Transactions						
Checks and Payments - 7 items						
Check	07/28/2023	50331	Doss, Daymon	X	-80.37	-80.37
Check	08/11/2023	ACH	DIRECT DEPOSIT ...	X	-9,295.31	-9,375.68
Check	08/11/2023	ACH	PAYROLL TAX PA...	X	-1,926.02	-11,301.70
Check	08/11/2023	ach	IBS PR Fee	X	-78.70	-11,380.40
Check	08/24/2023	ach	IBS PR Fee	X	-81.90	-11,462.30
Check	08/25/2023	ACH	DIRECT DEPOSIT ...	X	-9,813.60	-21,275.90
Check	08/25/2023	ACH	PAYROLL TAX PA...	X	-2,065.02	-23,340.92
Total Checks and Payments					-23,340.92	-23,340.92
Deposits and Credits - 2 items						
Transfer	08/07/2023			X	11,300.03	11,300.03
Transfer	08/23/2023			X	11,960.52	23,260.55
Total Deposits and Credits					23,260.55	23,260.55
Total Cleared Transactions					-80.37	-80.37
Cleared Balance					-80.37	6,413.11
Uncleared Transactions						
Checks and Payments - 8 items						
Check	07/16/2021	50222	Sears, Chase		-101.41	-101.41
Check	03/10/2023	50323	Forer, Mikayla		-159.71	-261.12
Check	04/21/2023	50328	Moretti, August J		-53.58	-314.70
Check	04/21/2023	50329	PLATT, JOSEPH		-48.00	-362.70
Check	07/28/2023	50333	Moretti, August J		-80.37	-443.07
Check	07/28/2023	50330	Cooper, John		-80.37	-523.44
Check	07/28/2023	50334	PLATT, JOSEPH		-24.00	-547.44
Check	07/28/2023	50332	Miller, Zack		-24.00	-571.44
Total Checks and Payments					-571.44	-571.44
Total Uncleared Transactions					-571.44	-571.44
Register Balance as of 08/31/2023					-651.81	5,841.67
New Transactions						
Checks and Payments - 3 items						
Check	09/08/2023	ach	PAYROLL TAX PA...		-2,994.25	-2,994.25
Check	09/08/2023	ach	PAYROLL TAX PA...		-2,237.94	-5,232.19
Check	09/08/2023	ach	IBS PR Fee		-78.70	-5,310.89
Total Checks and Payments					-5,310.89	-5,310.89
Deposits and Credits - 1 item						
Transfer	09/08/2023				12,297.53	12,297.53
Total Deposits and Credits					12,297.53	12,297.53
Total New Transactions					6,986.64	6,986.64
Ending Balance					6,334.83	12,828.31



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

Last statement: July 31, 2023
 This statement: August 31, 2023
 Total days in statement period: 31

KENWOOD FIRE PROTECTION DISTRICT
 PO BOX 249
 KENWOOD CA 95452

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 XXXXXX2200
 (0)

Direct inquiries to:
 707 524-3000

Exchange Bank
 P O Box 403
 Santa Rosa CA 95402

Public Funds Checking

Account number	XXXXXX2200	Beginning balance	\$6,493.48
Avg collected balance	\$7,929	Total additions	23,260.55
		Total subtractions	23,340.92
		Ending balance	\$6,413.11

CHECKS

<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Amount</u>
50331	08-07	80.37			

DEBITS

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-10	' ACH Withdrawal KENWOOD FIRE PRO FEE 230810 I.KFP CHECKING KENWOOD FIRE PROTECTIO	78.70
08-10	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 230810 I.KFP CHECKING KENWOOD FIRE PROTECTIO	1,926.02
08-10	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 230810 I.KFP CHECKING KENWOOD FIRE PROTECTIO	9,295.31
08-24	' ACH Withdrawal KENWOOD FIRE PRO FEE 230824 I.KFP CHECKING KENWOOD FIRE PROTECTIO	81.90
08-24	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 230824 I.KFP CHECKING KENWOOD FIRE PROTECTIO	2,065.02
08-24	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 230824 I.KFP CHECKING KENWOOD FIRE PROTECTIO	9,813.60



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

KENWOOD FIRE PROTECTION DISTRICT
August 31, 2023

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CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-08	' Internet/Phone Txfr REF 2201927L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE FUNDS TRANSFER VIA	11,300.03
08-22	' Internet/Phone Txfr REF 2341636L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE PAYROLL TRANSFER 0	11,960.52

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07-31	6,493.48	08-08	17,713.14	08-22	18,373.63
08-07	6,413.11	08-10	6,413.11	08-24	6,413.11

Thank you for banking with Exchange Bank

Kenwood Fire Protection (Default)
 9045 Sonoma Hwy
 Kenwood, CA 95452
 United States

Pay Statement History
 Gross to Net, Last Name

Pay Date: 08/11/2023
 Payroll: Regular 08/11/2023
 Pay Period: 07/24/2023-08/06/2023

Last First Name	Default Department	Type	Pay Date	#	Total Hours	Gross	Reimburse	Federal Income Tax Amount	OASDI Amount	Medicare Amount	California SDI Amount	California Deduction (EE)	California Deduction (ER)	Net Payment Amount (ER)	OASDI Amount (ER)	Medicare Amount (ER)	Federal Unemploy California Tax Amount (ER)	ER SDI Amount (ER)	California Employment Tax Amount (ER)	
Bellach, Daren	CHIEF	Regular	08/11/202	-11877	-	\$5,267.47	-	\$636.27	-	\$76.37	\$238.23	-	\$27.00	4,289.60	-	\$76.37	-	-	-	-
	3100																			
Gadie, Maxwell	VOLUNTEE	Regular	08/11/202	-11878	-	\$345.87	-	-	-	-	-	-	-	\$345.87	-	-	-	-	-	-
Gulson, Benjamin	CAPTAIN	Regular	08/11/202	-11879	-	\$171.46	-	-	\$10.63	\$2.49	-	-	-	\$158.34	\$10.63	\$2.49	-	-	-	-
Hardy, Lisa	EXTRA HELP	Regular	08/11/202	-11880	48.00	\$923.52	-	\$60.43	\$57.26	\$13.39	\$7.96	-	-	\$784.48	\$57.26	\$13.39	-	-	-	-
Infonte, Susan	ADMIN	Regular	08/11/202	-11881	18.75	\$635.25	-	\$43.54	\$39.38	\$9.21	-	-	-	\$543.12	\$39.38	\$9.21	-	-	-	-
Molesworth III, Robert	ENGINEER	Regular	08/11/202	-11882	120.00	\$4,214.40	-	\$311.27	-	\$61.11	\$88.64	-	\$579.48	3,173.90	-	\$61.11	-	-	-	-
Report Total					186.75	11,212.10	\$345.87	1,051.51	\$107.27	\$162.57	\$334.83	-	\$606.48	9,295.31	\$107.27	\$162.57	-	-	-	-

Payroll Overview

Payroll	Regular 08/11/2023
Pay Date	08/11/2023
# Employees	6
# Paid Employees	6
# Regular	6
# Pay Periods	1

Employee Payments

	#	EE's	\$ Amount
Direct Deposits Debited	6	6	9,295.31 P
Total			9,295.31
(D) Innovative Business Solutions, Inc. Admin Debit			-9,295.31
Your Remaining Bank Account Liability			0.00
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2826574	4	1,051.51 P
FICA/ER	94-2826574	3	107.27 P
FICA/EE	94-2826574	3	107.27 P
MEDI/ER	94-2826574	5	162.57 P
MEDI/EE	94-2826574	5	162.57 P
SIT:CA/EE	944-0752-5	3	334.83 P
Total			1,926.02
(D) Innovative Business Solutions, Inc. Admin Debit			-1,926.02
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	78.70
Innovative Business Solutions, Inc. Admin Debit	-78.70
Amount Due	0.00

Total

Total	11,300.03
Innovative Business Solutions, Inc. Admin Debit	-11,300.03
Total of Your Responsibility	0.00

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	08/10/2023	xxxxxx2200	78.70
Tax Payment	08/10/2023	xxxxxx2200	1,926.02
Empl. Dir. Dep. SPA	08/10/2023	xxxxxx2200	9,295.31
Total Debits			11,300.03

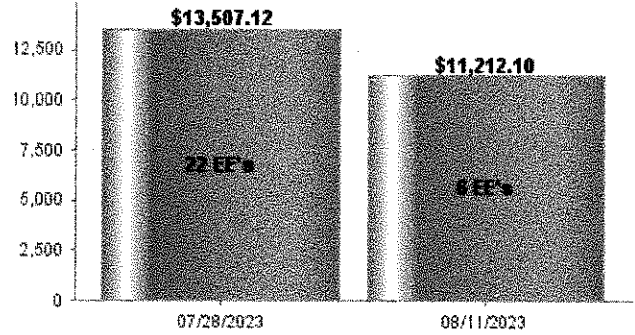
Cash Requirements: xxxxxx2200

	\$ Amount
Billing	78.70
Tax Payment	1,926.02
Empl. Dir. Dep. SPA	9,295.31
Total	11,300.03

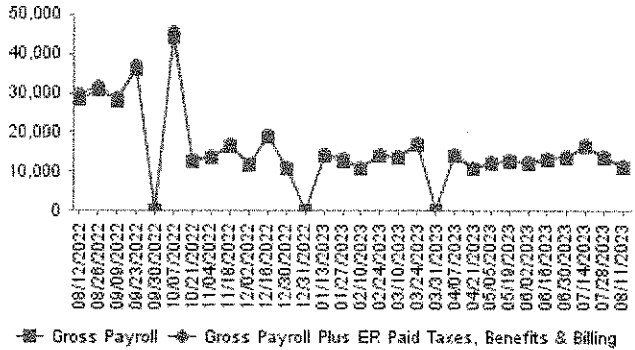
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	11,557.97	
ER Tax (Offset)	269.84	
Invoice	78.70	
Invoice		78.70
ER Tax		269.84
Deduction		606.48
Tax		1,656.18
Direct Deposit		9,295.31
	11,906.51	11,906.51

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



KENWOOD FIRE DISTRICT
 Kenwood Fire Protection (Default)
 9045 Sonoma Hwy
 Kenwood, CA 95452
 United States

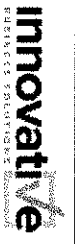
Pay Statement History
 Gross to Net, Last Name

Pay Date: 08/25/2023
 Payroll: Regular 08/25/2023
 Pay Period: 08/07/2023-08/20/2023

Last Name	Default	Type	Pay Date	Y	Total Hours	Gross	Reimburses	Federal Tax	GA/SDI	Medicare	California	California	SDI	Net Payment	GA/SDI	Medicare	Federal	SR	California	
	Department							Amount	Amount	Amount	Amount	Amount	Amount	(ER)	Amount	Amount	Amount	Amount	Employment	
Bellach, Daren	CHIEF	Regular	08/25/202	-	31.00	\$5,267.47	-	\$636.27	-	\$76.38	\$238.23	-	\$27.00	4,289.59	-	\$76.38	-	-	-	
Bellach, Tyler	VOLUNTEER	Regular	08/25/202	-	1.50	\$172.94	-	-	\$10.72	\$2.50	-	-	-	\$159.72	\$10.72	\$2.50	-	-	-	
Bermudez, Gustavo	EXTRA HELP	Regular	08/25/202	-	24.00	\$461.76	-	\$50.00	\$28.63	\$6.70	-	-	-	\$376.43	\$28.63	\$6.70	-	-	-	
Gilson, Benjamin	CAPTAIN	Regular	08/25/202	-	-	\$171.46	-	-	\$10.63	\$2.48	-	-	-	\$158.35	\$10.63	\$2.48	-	-	-	
Infrante, Susan	ADMIN	Regular	08/25/202	-	14.50	\$491.26	-	\$28.93	\$30.46	\$7.12	-	-	-	\$424.75	\$30.46	\$7.12	-	-	-	
Molesworth III, Robert	ENGINEER	Regular	08/25/202	-	123.00	\$4,864.12	-	\$389.23	\$70.53	\$131.52	-	-	-	\$3,693.36	-	\$70.53	-	-	-	
Todd, Douglas	EXTRA HELP	Regular	08/25/202	-	48.00	\$923.52	-	\$62.89	\$13.40	\$9.85	-	-	-	\$711.40	-	\$13.40	-	-	-	
Report Total						211.00	12,352.53	-	1,167.32	\$80.44	\$179.11	\$378.60	-	\$733.46	9,813.60	\$80.44	\$179.11	-	-	-

Sorted By: Last, First Name Ascending
 Filtered By: Employee Filter: All Employees; Pay Dates: Specific Payroll: Regular 08/25/2023; Settings: Show Only Final

Innovative Business Solutions, Inc. Admin
 P: (707)586-4300, F: (877)586-4303
 innovative.notification@saasshr.com



Generated: 08/21/2023 03:18P
 Generated By: System Administrator
 Page 1 of 1

Payroll Recap & Funding
Regular 08/25/2023

Payroll Overview

Payroll	Regular 08/25/2023
Pay Date	08/25/2023
# Employees	7
# Paid Employees	7
# Regular	7
# Pay Periods	1

Employee Payments

	#	EE's	\$ Amount
Direct Deposits Debited	7	7	9,813.60 ^D
Total			9,813.60
(D) Innovative Business Solutions, Inc. Admin Debit			-9,813.60
Your Remaining Bank Account Liability			0.00
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2826574	5	1,167.32 ^D
FICA/ER	94-2826574	4	80.44 ^D
FICA/EE	94-2826574	4	80.44 ^D
MEDI/ER	94-2826574	7	179.11 ^D
MEDI/EE	94-2826574	7	179.11 ^D
SIT:CA/EE	944-0752-5	3	378.60 ^D
Total			2,065.02
(D) Innovative Business Solutions, Inc. Admin Debit			-2,065.02
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	81.90
Innovative Business Solutions, Inc. Admin Debit	-81.90
Amount Due	0.00

Total

Total	11,960.52
Innovative Business Solutions, Inc. Admin Debit	-11,960.52
Total of Your Responsibility	0.00

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	08/24/2023	xxxxxx2200	81.90
Tax Payment	08/24/2023	xxxxxx2200	2,065.02
Empl. Dir. Dep. SPA	08/24/2023	xxxxxx2200	9,813.60
Total Debits			11,960.52

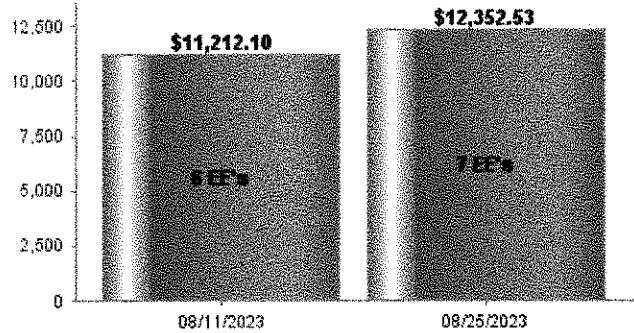
Cash Requirements: xxxxxx2200

	\$ Amount
Billing	81.90
Tax Payment	2,065.02
Empl. Dir. Dep. SPA	9,813.60
Total	11,960.52

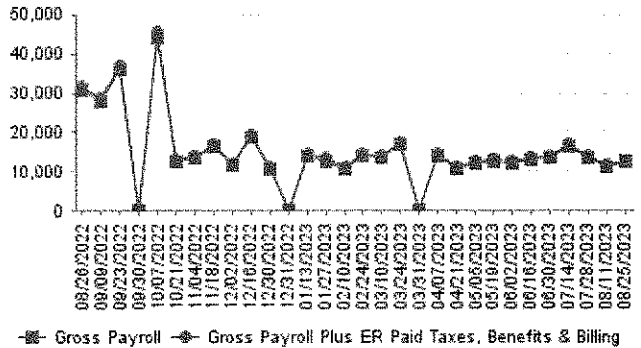
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	12,352.53	
ER Tax (Offset)	259.55	
Invoice	81.90	
Invoice		81.90
ER Tax		259.55
Deduction		733.46
Tax		1,805.47
Direct Deposit		9,813.60
	12,693.98	12,693.98

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
Ordinary Income/Expense				
Income				
10 - Tax Revenue				
1000 - Prop Taxes - CY Secured	0.00	1,065,732.00	-1,065,732.00	0.0%
1001 - CY Direct Charges	0.00	425,626.00	-425,626.00	0.0%
1020 - Prop Tax CY Supp	0.00	0.00	0.00	0.0%
1040 - Property Tax - CY Unsec	0.00	31,124.00	-31,124.00	0.0%
1011 - SB2557 Prop Tax Admin	0.00	-10,469.00	10,469.00	0.0%
1050 - - Supplemental Prop Taxes -CY	0.00	35,399.00	-35,399.00	0.0%
1051 - -Supplemental Prop Taxes - PY	0.00	-66.00	66.00	0.0%
1059 - - Prop Taxes - PY, Unsecured	0.00	1,222.00	-1,222.00	0.0%
1060 - Prop Taxes - PY, Secured	0.00	129.00	-129.00	0.0%
1061 - PY Direct Charges	0.00	339.00	-339.00	0.0%
1070 - State-Other In-Lieu Tax	0.00	19.00	-19.00	0.0%
1500 - Wildfire Tax Loss	0.00	2,503.00	-2,503.00	0.0%
Total 10 - Tax Revenue	<u>0.00</u>	<u>1,551,558.00</u>	<u>-1,551,558.00</u>	<u>0.0%</u>
17 - Use of Money/Prop				
1700 - Interest on Pooled Cash	0.00	70,000.00	-70,000.00	0.0%
Total 17 - Use of Money/Prop	<u>0.00</u>	<u>70,000.00</u>	<u>-70,000.00</u>	<u>0.0%</u>
20 - Intergovernmental Revenues				
2050 - Stabilization Payment	0.00	120,000.00	-120,000.00	0.0%
2060 - Revenue Sharing	0.00	187,560.00	-187,560.00	0.0%
2081 - Highway Rentals	0.00	5.00	-5.00	0.0%
2440 - HOPTR	0.00	7,079.00	-7,079.00	0.0%
Total 20 - Intergovernmental Revenues	<u>0.00</u>	<u>314,644.00</u>	<u>-314,644.00</u>	<u>0.0%</u>
30 - Charges for Services				
3661 - Fire Control Services	0.00	3,971.00	-3,971.00	0.0%
3700 - Copy/Transcribe Fees	0.00	0.00	0.00	0.0%
Total 30 - Charges for Services	<u>0.00</u>	<u>3,971.00</u>	<u>-3,971.00</u>	<u>0.0%</u>

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2023

	Jul - Aug 23	Budget	\$ Left in Budget	% of Budget Used
40 - Miscellaneous Revenues				
4040 - Miscellaneous Revenue	0.00	24,789.00	-24,789.00	0.0%
4640 - Operating Transfer In-Roll Over	0.00	39,250.00	-39,250.00	0.0%
Total 40 - Miscellaneous Revenues	0.00	64,039.00	-64,039.00	0.0%
Total Income	0.00	2,004,212.00	-2,004,212.00	0.0%
Gross Profit	0.00	2,004,212.00	-2,004,212.00	0.0%
Expense				
50 - Salaries/Emp Benefits				
Gross Wages				
5910-Perm Positions	81,075.23	990,000.00	-908,924.77	8.19%
5911-Extra Help	9,170.68	68,000.00	-58,829.32	13.49%
5912-Overtime	12,300.12	66,500.00	-54,199.88	18.5%
Total Gross Wages	102,546.03	1,124,500.00	-1,021,953.97	9.12%
5913 - Director Stipend	401.85	1,650.00	-1,248.15	24.36%
5914 - Volunteer Stipend	1,997.84	17,000.00	-15,002.16	11.75%
5922 - FICA ER Expense	574.71	9,000.00	-8,425.29	6.39%
5923 - CALPERS Retirement	33,615.73	78,000.00	-44,384.27	43.1%
5924 - Medicare ER Exp	775.01	8,500.00	-7,724.99	9.12%
5930 - CALPERS Health/Dental/Visi	13,564.19	85,000.00	-71,435.81	15.96%
5940 - WORKERS COMP	17,483.00	69,000.00	-51,517.00	25.34%
Total 50 - Salaries/Emp Benefits	170,958.36	1,392,650.00	-1,221,691.64	12.28%
60 - Services/Supplies				
6021- - Clothing/Personal	0.00	1,500.00	-1,500.00	0.0%
6020-Clothing/Personal	0.00	4,000.00	-4,000.00	0.0%
6022-Clothing/Safety	0.00	10,000.00	-10,000.00	0.0%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2023

	Jul - Aug 23	Budget	\$ Left in Budget	% of Budget Used
6040-Communications	1,979.70	10,000.00	-8,020.30	19.8%
6080-Household Expense	728.45	5,000.00	-4,271.55	14.57%
6100-Insurance	670.26	27,300.00	-26,629.74	2.46%
6140-Maintenance-Equipment	287.89	21,100.00	-20,812.11	1.36%
6180-Maintenance-Bldgs/Imp.	2,425.87	9,000.00	-6,574.13	26.95%
6280-Memberships	260.00	7,200.00	-6,940.00	3.61%
6400-Office Expense	284.38	5,000.00	-4,715.62	5.69%
6457-Computer Charges	3,009.99	7,900.00	-4,890.01	38.1%
6461-Supplies/Expenses(Ops)	158.04	5,500.00	-5,341.96	2.87%
6500-Professional/Special Svcs.				
6500.01 - Professional/Special Services	1,337.00	11,000.00	-9,663.00	12.16%
6500.03 - PR Processing Fee	378.70			
Total 6500-Professional/Special Svcs.	1,715.70	11,000.00	-9,284.30	15.6%
6526-REDCOM/Dispatch	1,348.27	15,000.00	-13,651.73	8.99%
6576-Actuarial Services	0.00	7,100.00	-7,100.00	0.0%
6587-LAFCO Charges	1,230.00	2,730.00	-1,500.00	45.06%
6630-Audit/Accounting Srvc.	7,475.00	8,500.00	-1,025.00	87.94%
6637-Prop.Tax Admin Fee	240.00	500.00	-260.00	48.0%
6800-Public/Legal Notices	295.00	1,000.00	-705.00	29.5%
6880-Small Tools/Equip.	303.39	7,700.00	-7,396.61	3.94%
7005-Election Expense	0.00	5,000.00	-5,000.00	0.0%
7120-Training/InService	0.00	9,500.00	-9,500.00	0.0%
7201-Gas/Oil/Fuel	1,301.34	18,400.00	-17,098.66	7.07%
7300-Trans./Travel/Meetings	0.00	2,500.00	-2,500.00	0.0%
7320-Utilities	2,242.58	17,050.00	-14,807.42	13.15%
Total 60 - Services/Supplies	25,955.86	219,480.00	-193,524.14	11.83%
8510 - Capital Outlay-Bldg Imp	0.00	10,000.00	-10,000.00	0.0%
8560 - Capital Outlay-Equipment	0.00	10,000.00	-10,000.00	0.0%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
8620-UNCLM-OT-Within a Fund	5,850.00	45,100.00	-39,250.00	12.97%
8621 - UNCLM-OT-WITHIN A FUN (PAYROLL)	0.00	0.00	0.00	0.0%
8642-General-to-Trust	1,592,727.00	326,982.00	1,265,745.00	487.1%
Total Expense	<u>1,795,491.22</u>	<u>2,004,212.00</u>	<u>-208,720.78</u>	<u>89.59%</u>
Net Ordinary Income	-1,795,491.22	0.00	-1,795,491.22	100.0%
Other Income/Expense				
Other Income				
Bank Interest Earned	503.67			
Total Other Income	<u>503.67</u>			
Net Other Income	<u>503.67</u>			
	<u><u>-1,794,987.55</u></u>	<u><u>0.00</u></u>	<u><u>-1,794,987.55</u></u>	<u><u>100.0%</u></u>