

**GRATON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
3750 Gravenstein Hwy N, Sebastopol, CA 95472  
August 10th, 2021 7:00 p.m.**

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*Participate by phone (605) 475-4120, passcode 370238#*

**NOTICE**

THE DISTRICT WILL IMPOSE SOCIAL DISTANCING MEASURES FOR ALL INDIVIDUALS  
PRESENT AND REQUIRE INDIVIDUALS TO MAINTAIN AT LEAST  
SIX FEET OF DISTANCE FROM OTHERS PRESENT

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Corrections and/or Modifications to the Agenda
5. PUBLIC COMMENT: *The Board of Directors welcomes participation in Board meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the general public. This opportunity for comment is provided by the Ralph M. Brown Open Meeting Act. However, California Law prohibits the Board from acting on any matter which is not on the posted agenda, unless the Board determines that it is an emergency or other situation specified in Government Code Section 54950 et seq. Public comment is limited to three (3) minutes per individual.*
6. CONSENT CALENDAR  
*Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.*
  - a. Draft Board Meeting Minutes, 7/13/21 and 7/26/21 (Continuance)
7. Old Business
  - a. Policy & Procedures Updates – Committee on Lexipol additions
8. New Business
  - a. Policy & Procedures Updates – Career Staff
  - b. Check Writing Authority
9. Committee Reports
  - a. Apparatus
10. Purchase Requests (Turnout Lockers, Structure Helmets)
11. Bills & Warrants

12. Budget Report

- a. Capital Reserves: Mortgage review and possible action
- b. Year-To-Date FY 21/22 and Year-End 20/21

13. Correspondence

- a. Parcel Tax Exemption Request

14. Fire Chief's Report

- a. Roster, Alarms and Drills

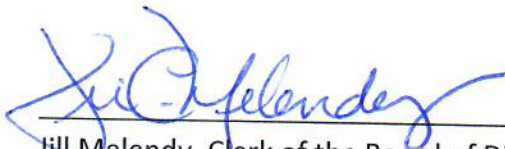
15. Future Agenda Items

Board members may raise issues for the next board meeting that need attention. Board members may also recommend that future agenda items be considered at a board special meeting.

16. Adjournment

**Certification**

I, Jill Melendy, Clerk to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for August 10, 2021 Regular Meeting of the Board of Directors of the Graton Fire Protection District was posted on the door outside the District Headquarters by Saturday August 7<sup>th</sup>, 2021 at 7:00 p.m. In compliance with Government Code Section 54957.5. Any non-exempt writing or documents provided to a majority of the Board of Directors regarding any item on this agenda are available during normal business hours, for public inspection at Fire District headquarters office, located at 3750 Gravenstein Hwy N, Sebastopol, CA 95472. This agenda is also available on the District website [www.gratonfire.com](http://www.gratonfire.com)



Jill Melendy, Clerk of the Board of Directors

Dated: August 7th, 2021 / Graton Fire Protection District

**ADA Compliance**

*In compliance with Government Code 54954.2(a), the Graton Fire Department, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by the section 202 of the American Disabilities Acts of 1990 (42 U.S.C. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Board Recording Secretary, at (707) 823-8400 x107, 72 hours or more prior to the disability accommodations being needed in order to participate in the meeting.*

**GRATON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
3750 Gravenstein Hwy N, Sebastopol, CA 95472  
July 13, 2021**

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1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Cesaretti, Nunes. Also Present: Bullard
4. Corrections to the Agenda: None
5. Scheduled and Unscheduled Appearances: Ms. Sapphire Alvarez handed out document to board members and District Counsel concerning the policy and procedures relating to her existing grievance.
6. Consent Calendar:
  - a. Draft Board Meeting Minutes, 6/8/21, 6/25/21 (Continuance): Corrections to combined Minutes of 6/8/21 and 6/25/21 to include Board applicant Lomanto was nominated for a Board vacancy Motion did not pass, 2/1, Maddocks opposing. Motion by Nunes to accept minutes as corrected, 2<sup>nd</sup> by Cesaretti, passed 3/0.
  - b. Report Upon Return from Closed Session: June 8<sup>th</sup> 2021 from District Counsel: Motion by Nunes to accept report as written, 2<sup>nd</sup> by Cesaretti, passed 3/0.
7. Old Business
  - a. Policy & Procedure Updates: Discussion regarding Nunes and Sabrowsky working ad hoc committee to determine which new Lexipol policies should be placed in department or district chapters.
8. New Business: Chief Bullard handed out to the Board and the public a response regarding written comments from public at last months' Board meeting concerning the preliminary budget.
  - a. Parcel Tax Rate – Consideration and Possible Action: Motion by Nunes to continue item 8a. to July 26<sup>th</sup> at 7 p.m. for public to have time to review and comment. 2<sup>nd</sup> by Cesaretti, passed 3/0.
9. Committee Reports:
  - a. Apparatus: Nothing to report
10. Purchase Requests:
  - a. Structure turnouts: Motion by Nunes to purchase 5 sets from LN Curtis not to exceed \$16,500, 2<sup>nd</sup> by Cesaretti, passed 3/0.
  - b. Structure Boots: Motion by Cesaretti to purchase 7 pairs from Fire Penny not to exceed \$4,000, 2<sup>nd</sup> by Nunes, passed 3/0.

- c. Wildland Jackets: Motion by Cesaretti to purchase 15 from Curtis not to exceed \$3,700, 2<sup>nd</sup> by Nunes, passed 3/0.
- 11. Bills & Warrants: Motion to approve check detail of July 13<sup>th</sup> to approve \$173,480.38, 2<sup>nd</sup> by Nunes, passed 3/0.
- 12. Budget Report:
  - a. Year-To-Date FY20/21 Budget: Public had two questions, Chief requested questions be put in writing so can be presented to auditor for response.
- 13. Correspondence: None
- 14. Fire Chief's Report:
  - a. Roster: Added 6 names, #27-32 to be brought up to Firefighter. Motion by Cesaretti, 2<sup>nd</sup> by Nunes, passed 3/0.
  - b. Alarms: 70
  - c. Drills: 14
- 15. Closed Session:

**Closed Session pursuant to California Government Code Section 54956.9(d)(2), (e)(2) Entered: 8:29 p.m. Exited: 8:46 p.m.**
- 16. Report Upon Return from Closed Session: Upon return from Closed Session, a report was given by District Counsel William Ross.
- 17. Adjournment: 9:00 p.m.

**GRATON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
CONTINUANCE OF REGULAR BOARD MEETING MINUTES  
From July 13, 2021 7:00 p.m.  
3750 Gravenstein Hwy N, Sebastopol, CA 95472  
Continuance (item 8a) July 26, 2021**

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1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Fisher, Peterson
4. Corrections to the Agenda
5. PUBLIC COMMENT: None
6. New Business
  - a. Seating of 2 board members – Oath of Office administered by District Counsel Ross
7. Old Business
  - a. Parcel Tax Rate – (continued matter from Regular Meeting of July 13, 2021 agenda item 8a). Consideration of possible cost of living adjustment. Motion by Fisher to impose FY 21-22 special tax on the same basis as was imposed in FY 20-21, that is, no increase. Second by Peterson, passed 3/0.
8. Adjournment: 7:15 p.m.

**NEW BUSINESS**

## Overtime

### 1108.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Graton Fire Protection District ~~members-employees~~ and to establish an overtime payment request process.

### 1108.2 POLICY

It is the policy of the Graton Fire Protection District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the Department.

### 1108.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief ~~or the authorized~~ designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the memorandum of understanding. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime payment shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

~~Members-Employees~~ classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the Department. Non-exempt ~~members-employees~~ who work authorized overtime ~~either by payment of wages as agreed and in effect through the memorandum of understanding or by the allowance of accrual of compensatory time off~~ should submit a request for overtime payment as soon as practicable after overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the ~~member employee~~ by flexing a subsequent shift schedule to compensate for the time worked, rather than by submitting a request for overtime payment. If the supervisor authorizes or directs the ~~member-employee~~ to complete an overtime request for such a period, the member shall comply.

~~The individual member may request compensatory time in lieu of receiving an overtime payment. However, the member may not exceed the number of hours allowed by the memorandum of understanding or District rules and regulations.~~

### 1108.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as possible for verification and approval. Failure to submit an overtime compensation request in a timely manner may result in discipline.





# Personnel Terms - Full-Time Employee Firefighters

## 1145.1 CLASSIFICATIONS

The following classifications are established for full-time employees of the District, as detailed in the job descriptions previously approved by the Board:

- (a) Firefighter
- (b) Engineer
- (c) Captain

The provisions of this Policy only apply to full-time, employee firefighters, engineers, and captains (hereinafter referred to as employees).

## 1145.2 PROBATIONARY PERIOD

The probationary period for ~~employees each classification~~ will be 18 months.

## 1145.3 WAGES AND SALARY SCHEDULE

1. Employees shall be paid ~~by no later than on~~ the 15th of each month for the prior month's work. The pay period will include the prior calendar month (i.e., June 1-30 is paid ~~no later than on~~ July 15th).
2. All employees will be provided direct deposit of their regular and overtime paychecks, unless they request differently.
3. Each classification will be divided into pay steps as designated below:
  - (a) Firefighter - 1 step (Probationary)
  - (b) Engineer - 5 steps (Step 1: Probationary/Step 2: Permanent/Step 3/Step 4/Step 5: Top Step)
  - (c) Captain - 3 steps (Probationary/Permanent/Top Step)

<i>Firefighter</i>		
Step 1	\$57,909.27	\$59,646.55
<i>Engineer</i>		
Step 1	\$63,255.03	\$65,152.68
Step 2	\$66,417.78	\$68,410.32
Step 3	\$69,754.43	\$71,847.06
Step 4	\$73,242.16	\$75,439.43
Step 5	\$76,904.26	\$79,211.39
<i>Captain</i>		
Step 1	N/A	\$80,749.48
Step 2	N/A	\$87,328.74
Step 3	N/A	\$91,695.17

4. A five percent (5%) minimum separation shall be maintained in the Base Rate of Pay between each position step and the next.
5. Each Employee entering a classification for the first time shall be placed in the

- probationary step for 18 months.
6. No later than 18 months after an Employee commences a probationary step, the Chief shall evaluate the performance of that Employee and shall take one of the following actions:
    - (a) Terminate the Employee's employment.
    - (b) Return the Employee to the classification and step from which the Employee was previously promoted.
    - (c) Promote the Employee to the next regular step within the classification.
  7. After the Probationary Step, the Employee will advance to the next regular step within the classification on an annual basis, effective the anniversary date after the Employee passes the probationary period in that classification.

#### 1145.4 HOURS AND OVERTIME

1. The work cycle of ~~fire suppression the E~~employees shall consist of two (2) consecutive 24-hour on-duty shifts followed by (4) consecutive 24-hour off-duty shifts every within a six (6) day-cycles.
  - (a) This schedule is referred to as "48-96" or "2 by 4."
2. Each work cycle begins at 0800 on day one and ends at 0800 on day three.
- ~~3. The District will apply the extended work period of 24 days of Section 207(k) exemption under the Fair Labor Standards Act (FLSA).~~
- ~~4.3.~~ For purposes of illustration only, the shift schedule pattern for fire suppression employees ~~working a fifty-six (56) hour work week~~ consists of eight (8) twenty-four (24) hour on-duty periods within a twenty-four (24) day cycle which is worked in accordance with the following chart:
 

X = 24-hour on-duty period O = 24-hour off-duty period-period

SCHEDULE: XOOOOXXOOOOXXOOOOXXOOOO

- ~~4. The District has adopted an extended work period of 24 days in length, pursuant to Section 207(k) of the Fair Labor Standards Act (FLSA), for every eligible fire protection employee, regardless of rank. The FLSA overtime threshold for the 24-day 207(k) work period is 182 hours actually worked in the 24-day work period.~~
- ~~5. Notwithstanding the above provision, employees Firefighters, Fire Engineers and Fire Captains assigned to the 48-96 schedule, 24-hour shift duty shall~~
- ~~6.5. receive overtime pay at time-and-one-half computed at their hourly base rate regular rate of pay for those hours worked in excess of regularly scheduled shifts.~~
- ~~6. To ensure compliance with the FLSA, the District will pay shift employees an overtime premium of one-half hour of additional pay for hours 183-192 per work cycle. This pay will be reflected on employee pay stubs as "Fire FLSA" in the amount of 12.67 half-hours of pay per month, which is the monthly equivalent of the annual amount of FLSA overtime hours shift employees are regularly-scheduled to work. If the District is required to compensate employees with any additional pay to comply with the FLSA, it will appear on employee pay stubs as an "FLSA Adjustment."~~
7. Unless warranted otherwise due to emergency, All all overtime shall be authorized in writing by the Fire Chief or designee prior to being compensatedworked.
8. All overtime shall be paid to the nearest quarter hour worked where no minimum is authorized.
9. Instead of receiving the cash value for overtime earned, Employees, at their election,

may apply overtime hours worked to Compensatory Time Off (CTO) at one and one-half hours per hour of overtime worked.

- (a) Employee shall state on timecard that CTO is requested in place of overtime.
- (b) Employees may accumulate up to 80 hours of CTO.
- (c) Accrued CTO greater than 80 hours will be cashed out pursuant to the Fair Labor Standards Act.

#### **1145.5 LONGEVITY**

The District agrees to pay Longevity Pay to safety Employees who have been employed on a full-time regular basis ~~and~~ for consecutive years ~~of employment~~ as follows:

- (a) On the anniversary date of the 14th year of continuous full-time employment, employees will receive ~~an~~ 2.5% ~~of base pay for regularly scheduled hours~~ additional pay per month ~~of base pay~~.
- (b) On the anniversary date of the 19th year of continuous full-time employment, employees will receive ~~an additional~~ 2.5% ~~additional of base pay~~ for regularly scheduled hours per month ~~of base pay~~ (for a total of 5%).
- (c) On the anniversary date of the 24th year of continuous full-time employment, employees will receive ~~an additional~~ 2.5% ~~additional of base pay~~ for regularly scheduled hours per month ~~of base pay~~ (for a total of 7.5%).

#### **1145.6 MEDICAL, DENTAL AND VISION INSURANCE**

1. Full-time Employees of the District and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.
2. Each Employee can choose between two plans for health insurance.
3. Each Employee will pay 15% of the monthly premium health plan rates, and the District will pay 85% of the monthly premium per Employee.
4. Each District Employee will pay 10% of the monthly premium dental plan rates, and the District will pay 90% of the monthly premium per Employee.
5. The District will make available to its Employees and their dependents, Vision Insurance coverage, and pay 100% of the premium per month.

#### **1145.7 TRAINING**

1. A training budget for the fiscal year will be set between the Training Officer and the Fire Chief and included in the Fiscal Year Budget for Board Approval.
  1. All classes must be approved in advance by the Training Officer or Fire Chief, including those that require coverage for Employees who are scheduled to be on-duty during the course.
  2. The training budget will not be exceeded annually except by the permission of the Fire Chief.
2. The District will reimburse for tuition, books, and other required class materials for all approved classes.
  1. All books and class materials remain the property of the District.
  2. Proof of completion and certificates must be submitted to the Training Officer after the class.
    - (a) If the District pays for the class, employees not completing a training class

will be responsible for reimbursing the District for all related expenses.

(b) Any appeals must be made to the Board of Directors.

3. Per-diem may be provided on the following basis:
  1. Meals per-diem and mileage reimbursement (if no District vehicle is used) will be provided for all approved classes held outside of the District per IRS guidelines.
  2. If lodging reimbursement is requested, it must be approved in advance by the Training Officer or Fire Chief and will be paid following IRS guidelines.
4. Employees will not be paid for off-duty class attendance unless with prior written approval by the Fire Chief.
  1. If approved, Employee will be paid for the class hours and travel time to and from the class.
5. Employees will use a District vehicle for training classes.
  1. If a District vehicle is not available, private vehicles may be used.
  2. Mileage will be reimbursed at the current IRS rate.
  3. Private vehicles used for travel must have the proper insurance coverage as designated by the District's Liability Insurance Carrier.

#### 1145.8 UNIFORMS

1. The District will provide the following Duty Uniforms annually, at no cost to the Employee, as needed:
  - (a) 6 - T-shirts
  - (b) 2 - Pairs of uniform pants
2. The District will provide the following Duty Uniforms, at no cost to the Employee, on an "as needed" basis:
  - (a) Boots (duty or wildland); up to \$200 every two (2) years
  - (b) ANSI-rated rain jacket
  - (c) Baseball hat
  - (d) Uniform shirt
  - (e) Belt
3. The District will provide, at no cost to the Employee, all required uniform insignia.
4. The District will replace uniforms damaged as a result of District activities.
5. Uniforms or equipment lost or damaged during non-District activities will be replaced at the expense of the Employee.
6. The Fire Chief has the authority to provide additional uniform items as outlined in the District's budget.
- ~~7.~~ 4. The District shall provide safety equipment as required by Cal/OSHA regulations at no cost to the Employees.

Additions and changes to District uniforms and safety equipment shall be approved by the Chief or his/her designee.

## 1145.9 ACCRUED LEAVES

1. **Annual Leave Paid Time Off:** Each Employee will accrue **Annual Leave Paid Time Off (PTO)** based on ~~the length of service as follows: following length of service schedule, except for accrued Paid Sick Leave as provided below in Section 4:~~
  - (a) One (1) year, but less than three (3) years – Six (6) hours per month
  - (b) Three (3) years but less than five (5) years – Eight (8) hours per month
  - (c) Five (5) years but less than ten (10) years – Ten (10) hours per month
  - (d) Ten (10) years but less than fifteen (15) years – Twelve (12) hours per month
  - (e) Fifteen (15) years but less than twenty (20) years – Fourteen (14) hours per month
  - (f) Twenty (20) years or more of service – Sixteen (16) hours per month
2. **An employee may not accrue more than two hundred and forty (240) hours of paid time off.** If an Employee **is at the maximum PTO accrual, carries accumulated Annual Leave of more than 240 hours into any new fiscal year,** the Employee will cease to accrue **PTO Annual Leave** hours until their accrued **PTO Annual Leave** hours drop below 240 hours.
3. ~~**Paid** Once the Employee's accrued Annual Leave hours drop below 240 hours, they will begin accruing PTO on the first day of the following month. Total accrued PTO may then exceed 240 until the beginning of the next fiscal year.~~
- 4.3. **Sick leave Leave:** Each Employee will accrue paid sick leave as follows: ~~may be taken from the annual accrued leave for personal illness, immediate family emergencies or illness as defined by state and federal law.~~
  - (a) **Annual Paid Sick Leave** will accrue as follows from the first day of employment:
    - i. One hour of paid sick leave for every **thirty (30)** hours worked;
    - ii. Maximum accrual is **three (3) days/seventy-two (72) hours** per year;
    - iii. Employees **are allowed may to** carry over paid sick days to the following year of employment, up to an accrual cap of **three (3) days/seventy-two (72) hours**. Accrual of paid sick leave does not resume until the available paid sick leave drops below the **3 days/72 hours** annual accrual cap.
    - iv. Employees who work at least 30 days per year may access this sick leave.
  - (b) Reasonable medical evidence of Employee's illness may be required for use of sick leave for periods of less than three (3) consecutive shift days.
  - (c) Reasonable medical evidence of illness shall be required for the use of sick leave for a period over three (3) consecutive shift days.
  - (d) Employees shall notify the Fire Chief as soon as possible and at least one (1) hour before shift change, if reasonably possible.
  - (e) Vacancies will be filled by a qualified member (i.e., Engineer for Engineer, Firefighter for Firefighter) when possible. Priority for filling the vacancy will be to qualified part-time (i.e., volunteer) staff, then full-time staff.
    - i.        If the position cannot be filled using the above process, the mandatory callback or holdover of a full-time Employee will be used.
- 5.4. **Vacation:** All Employees shall submit in writing a request for taking vacation time from their **annual** accrued **PTO leave** bank to the Fire Chief or designee.
  - (a) Vacation requests will be considered based on the following criteria:
    - i. There is no impairment to the efficiency of operations of the District.

- ii. The Employee has the accrued PTO hours available.
  - iii. The vacation does not cause the mandatory use of an off-duty, full-time employee to cover the vacancy.
  - iv. There is a qualified member available to fill the request.
- (b) Officers will only be used to fill Engineer vacation requests after an attempt has been made to fill the vacancy with all other full-time Engineers and Qualified Volunteer Driver Operators.

**6.5. Paid Bereavement Leave**, for up to one (1) calendar week, regardless of shift schedule, shall be granted from the accrued annual leave bank in case of the death of a mother, father, spouse, sister, brother, son, daughter, or grandparent of an employee or Employee's spouse.

### 1145.10 HOLIDAYS

The ~~District recognizes the~~ following ~~are designated District-paid~~ holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Birthday
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day

~~When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.~~

Full-time suppression personnel are scheduled without regard for holidays and may be required to work holidays from time to time. Any suppression employee scheduled to work on a holiday will be paid time and one half his or her hourly base rate for up to eight hours worked on the holiday.

### 1145.11 RETIREMENT

1. Employees are eligible for a 2.7% @ 57 California Public Employee Retirement Plan (PEPRA). Employees are required to contribute towards their retirement contributions as defined by PEPRA.

### 1145.12 SPECIAL BENEFITS

1. The District will offer a 457 Deferred Compensation Plan as a supplemental income plan for its Employees.
  - (a) Contributions to the plan will be made solely through the Employee's pre-tax contributions.
  - (b) The District will not make any contribution to an Employee's 457 Plan, unless an employee was previously eligible for "classic" CalPERS (i.e., 3% @ 55) at another agency, the District shall offer that employee up to 3% matching funds paid by the District.

### **1145.13 STAFFING**

Generally, staffing, per shift, will be two (2) qualified members, one of which must possess a minimum Firefighter Class C Driver's License or a Class A/B License, with tank and air brake endorsements and has completed the internal driver training. Exceptions can be made by the Fire Chief or designee (e.g., newly hired engineer in the process of completing driver training).

### **1145.14 SHIFT TRADES**

1. All Employees shall submit in writing a request to trade with another Employee to the Fire Chief or designee.
2. The trading of work schedules is done voluntarily and not at the request of the District.
  - (a) The reason for trading time is not for any benefit of the District, but rather due to the Employee's desire to attend to personal matters.
  - (b) The Employee taking time off instead of working their regularly-scheduled shift will be paid their regular pay.
  - (c) The Employee working the trade will be qualified in the position of the Employee taking time off and will be repaid, by the other Employee, when the trade is reciprocated later.
3. The full-time staff will not trade with part-time staff (i.e., volunteers) regardless of qualifications.

### **1145.15 SEPARATION PAY**

Upon separation from service with the District, each Employee shall be entitled to payout of all accrued PTO, if any.

1. Separation pay rates shall be based on the individual Employee's hourly rate as of the last day of employment.
2. In the event of a death, Employee's pay shall be made to his/her estate or as otherwise provided by law.



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

**SUBJECT:** District Check Writing Authority

**FROM:** William D. Ross, District Counsel

An ongoing operational aspect of the District are expenses incurred in the periodic operation and administration of the District that do not fit a specific Budget category.

The type and kind of expenses that come within this category can vary greatly from small individual apparatus equipment request to miscellaneous PPE to food purchases in isolated locations for District personnel. In some instances, while on striketeams, those expenses would be reimbursed under the applicable State or Federal Agreements. Also, this category of expenditure has a time sensitive aspect. It would involve transactions that could not be periodically presented to the District Board.

Among other nearby Districts, the amount for non-budgeted expenditures varies. For example:

Department	Signatures	Approvals
Kenwood	Fire chief	> \$2,000 for non-budgeted
Gold Ridge	Fire chief, BC or secretary can sign with chief approval	> \$10,000 for non-budgeted
Cloverdale	Fire chief, BC or secretary can sign with chief approval	> \$10,000 for non-budgeted
Forestville	Fire chief	> \$2,500, then Director signs as well
Geyserville	Fire chief, BC or secretary can sign with chief approval	> \$10,000 for non-budgeted

Accordingly, Staff recommends the District Board adopt the policy of \$5,000 for non-budgeted expenditures with signatures required from the Fire Chief or District Secretary with Chief approval.

The District Board oversight of expenses can be assured by having those transactions listed periodically in the Financial Report to the Board designating all District expenses under the category of non-budgeted items.



# PURCHASE REQUESTS

**Turnout Lockers (6)**  
**7/29/2021**

	<b>Vendor</b>	<b>Price</b>
<b>1</b>	<b>GSA (Government Pricing)</b>	<b>\$ 2,592</b>
2	GearGrid	\$ 3,051
3	ReadyRack	\$ 3,165

***Note:** Sales tax and shipping are estimated*

**Requested Motion:** *I make a motion to purchase 6 turnout lockers not to exceed \$3,000*

**Structure Helmet Quotes**  
**9/10/2021**

	<b>Vendor</b>	<b>Price</b>
<b>1</b>	<b>The Fire Store</b>	<b>\$ 1,095</b>
2	Firematic- not like for like	\$ 1,000
3	Cascade fire Equipment	\$ 1,077
4		

**Requested Motion:** *I make a motion to purchase 3 Structure Helmets from The Fire Store not to exceed \$1250.00*

**BILLS AND WARRANTS  
AND  
YEAR TO DATE BUDGET**

# Graton Fire Protection

## Check Detail

August 10, 2021

<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Graton</u>	<u>Tree Farm</u>
Debit	ADP (see attached report)	Payroll Expenses	\$ 41,244.76	\$ 180.00
Debit	ADP (see attached report)	Payroll Expenses-Taxes	\$ 1,669.41	
Debit	CalPERS	Retirement July21-Classic	\$ 2,919.05	
Debit	CalPERS	Retirement July21-PEPRA	\$ 5,443.33	
Debit	CalPERS	Unfunded Accrued Liab for Year	\$ 1,723.00	
3979	Bauer Compressors	SCBA Parts	\$ 335.52	
3980	Bay Area Background Checks	Background Checks	\$ 103.50	
3981	CalChoice	Health Benefits-September	\$ 4,143.56	
3982	Cliff Walker Supply & Maint	Station Cleaning - July	\$ 540.00	
3983	Friedmans Home Improvement	Plantings	\$ 230.85	
3984	Goranson & Associates, Inc.	Audit ended 6/30/20	\$ 1,500.00	
3985	Harmony Farms	Planter Box Emitters	\$ 8.76	
3986	Hayman Refrigeration & Air Cond.	A/C Repair	\$ 8,632.50	
3987	Law Offices of William D. Ross	Legal Expenses	\$ 3,786.62	
3988	Lazerjet Tech	Paper	\$ 55.00	
3989	Liebert Cassidy Whitmore	Legal Expenses	\$ 8,551.50	
3990	Mary Ellen Palmer	7 shirts x 2 labels each	\$ 70.00	
3991	McKesson Medical - Surgical	Masks/Gloves	\$ 1,588.62	
3992	Michael Elson	Class:Confined Space Awareness	\$ 600.00	
3993	PG&E	Utilities-Net Energy Metering	\$ 1,888.91	
3994	Sebastopol Hardware Center	Keys x 2, Sign	\$ 17.43	
3995	Standard Insurance Company	Long Term Disability	\$ 174.00	
3996	Stryker Sales Corporation	AED Infant x 5	\$ 671.89	
3997	TargetSolutions Learning LLC	Membership \$80 x 35	\$ 2,800.00	
3998	The Classic Duck	Tree Farm Ornaments		494.10
3999	Wyatt Irrigation	Irrigation Stations x 2	\$ 430.04	
4000	Sonoma West Publishers, Inc.	Public Hearing Notice	\$ 331.00	
4001	Bill Bullard	Restock and Food	\$ 286.17	

# Graton Fire Protection

## Check Detail

August 10, 2021

<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Graton</u>	<u>Tree Farm</u>
4002	Cal Net ATT	Telephone	\$ 392.47	
4003	Choice Builder	Health Insurance	\$ 524.44	
4004	Darrell Kopriva	Sleeper Shift - July 21	\$ 315.00	
4005	Evan Jacobs	Sleeper Shift - July 21	\$ 420.00	
4006	Galls Inc.	Shirts x 3	\$ 56.15	
4007	Jacob Mual	Sleeper Shift - July 21	\$ 100.00	
4008	Jenna Dunbar	Sleeper Shift - July 21	\$ 25.00	
4009	Jerimiah Mahan	Sleeper Shift - July 21	\$ 540.00	
4010	Napa Auto Parts	Lightbulbs	\$ 4.48	
4011	One Call	Pump Repair - 8460	\$ 2,233.79	
4012	Risk Strategies	Station Renewal Policy	\$ 26,346.74	
4013	Ryan Fernandez	Sleeper Shift - July 21	\$ 410.00	
4014	Sam Ballenger	Sleeper Shift - July 21	\$ 600.00	
4015	Tel-Con Communications	Phone Ring Adjustments	\$ 125.00	
4016	US Bank - Credit Card	Acct #****6219	\$ 3,749.16	
4017	Zach Colenzo	Sleeper Shift - July 21	\$ 105.00	
			<hr/>	
			\$ 125,692.65	\$ 674.10

**\$ 126,366.75 TOTAL**

Graton Fire  
US Bank Report  
August 10, 2021

Name	Memo	Coding	Amount
Costco	Monitor	6400 · Office Expense	-574.18
National Emergency Training	10 Day Course - Chief	7120 · In-Service Training	-573.29
Amazon	Adjustable Desk Stand	6400 · Office Expense	-338.52
Galls Inc.	Personal Protective Eq	6020 · Clothing/Personal	-307.15
Mary's Pizza Shack	Structure Fire	7120 · In-Service Training	-248.83
Verizon Wireless	Cellular	6040 · Communications	-148.85
The Fire Store	Personal Protective Eq	6020 · Clothing/Personal	-143.84
Mary's Pizza Shack	Trainee Skills Final	7120 · In-Service Training	-142.19
Mystery Ranch LTD	Fire Bottle Pickets x 5	6880 · Small Tools/Instruments	-136.25
Costco	Station Supplies	7120 · In-Service Training	-131.36
Karst Sports	Rescue Equipment	6880 · Small Tools/Instruments	-129.00
Best Western Inn	OES - River Incident	7300 · Transportation/Travel	-108.90
Mary's Pizza Shack	Vegetation Fire	7120 · In-Service Training	-102.48
Best Western Inn	OES - River Incident	7300 · Transportation/Travel	-99.00
Best Western Inn	OES - River Incident	7300 · Transportation/Travel	-99.00
Mountain Mike's Pizza	OES - River Incident	7300 · Transportation/Travel	-72.64
AT&T	Internet	7320 · Utilities	-64.20
Amazon	Boot Sizer	6020 · Clothing/Personal	-64.12
Papa Murphys	Training	7120 · In-Service Training	-51.75
Amazon	Awards	7150 · Recognition/Award	-43.38
Ebay	Boot Sizer	6020 · Clothing/Personal	-37.20
Amazon	Message Pads	6400 · Office Expense	-29.26
Willowside Meats	Training	7120 · In-Service Training	-26.00
Home Depot	Cleaning Supplies	6140 · Equipment Maintenance	-19.50
Zoom	Video Conferencing	6400 · Office Expense	-14.99
Lucky	Training	7120 · In-Service Training	-14.47
MK S Jelly Donuts	Trainee Skills Final	7120 · In-Service Training	-13.99
Amazon	Computer Cable	6400 · Office Expense	-9.09
Costco	Photo	6400 · Office Expense	-1.94
Costco	Photo	6400 · Office Expense	-1.94
Canteen Service	Food/Beverage	7300 · Transportation/Travel	-1.85
<b>Total Credit Card Charges</b>			<b>\$ (3,749.16)</b>

Check Date	Name	Net Pay	Check No	Employer Liability
<b>Pay Frequency: Monthly</b>				
<b>Department: 2 - Tree Farm</b>				
8/10/2021	Lucia, Linda	955.54	50687	105.24
8/10/2021	Martinez, Michael P	77.57	DD	8.53
8/10/2021	O'Dell, Heather	1,073.01	50688	89.96
<b>Department Totals: 2 - Tree Farm</b>		<b>\$2,106.12</b>		<b>\$203.73</b>
<b>Total Net Pays for 2 - Tree Farm: 3</b>				
<b>Department: 3 - Strike Team</b>				
8/10/2021	Fernandez, Ryan J	1,444.94	DD	178.23
<b>Department Totals: 3 - Strike Team</b>		<b>\$1,444.94</b>		<b>\$178.23</b>
<b>Total Net Pays for 3 - Strike Team: 1</b>				
<b>Department: 4 - Stipend</b>				
8/10/2021	Ballenger, Samuel A	1,133.96	DD	125.86
8/10/2021	Dunbar, Jenna M	115.44	DD	9.56
8/10/2021	Jacobs, Evan Z	808.07	DD	88.82
8/10/2021	Kopriva, Darrell J	808.07	50689	66.94
8/10/2021	Mahan, Jerimiah	1,031.02	50690	114.19
8/10/2021	Mual, Jacob D	461.75	DD	50.75
<b>Department Totals: 4 - Stipend</b>		<b>\$4,358.31</b>		<b>\$456.12</b>
<b>Total Net Pays for 4 - Stipend: 6</b>				
<b>Department: 5 - Engineer</b>				
8/10/2021	Blumenthal, Dustin H	5,280.22	DD	132.34
8/10/2021	Parker, Dustin	4,276.15	DD	75.24
8/10/2021	Walker, Kyler	4,393.07	DD	88.31
<b>Department Totals: 5 - Engineer</b>		<b>\$13,949.44</b>		<b>\$295.89</b>
<b>Total Net Pays for 5 - Engineer: 3</b>				
<b>Department: 6 - Fire Fighter</b>				
8/10/2021	Bartlett, Kyle B	5,131.56	DD	84.57
8/10/2021	Miller, Matthew R	5,497.92	DD	113.99
8/10/2021	Spelman, Shane K	6,379.88	DD	112.77
<b>Department Totals: 6 - Fire Fighter</b>		<b>\$17,009.36</b>		<b>\$311.33</b>
<b>Total Net Pays for 6 - Fire Fighter: 3</b>				
<b>Department: 7 - Administration</b>				
8/10/2021	Melendy, Jill C	2,556.59	DD	224.11
<b>Department Totals: 7 - Administration</b>		<b>\$2,556.59</b>		<b>\$224.11</b>
<b>Total Net Pays for 7 - Administration: 1</b>				
<b>Pay Frequency Totals: Monthly</b>		<b>\$41,424.76</b>		<b>\$1,669.41</b>
<b>Total Net Pays for Monthly frequency: 17</b>				
<b>Company Totals:</b>		<b>\$41,424.76</b>		<b>\$1,669.41</b>
<b>Total Net Pays for Company: 17</b>				

ADP

(PAYROLL)

(TAXES)



**Graton Fire Protection District**  
**Aug, 2021**

<b>DEPOSITS:</b>		
CalFire Grant - Radios	\$18,553	7/14/2021
County of Sonoma - Prop Taxes	\$91,135	7/21/2021
SAFER Grant (Mar/Apr/May)	\$48,723	7/21/2021
Total:	\$158,411	
<b>CURRENT ASSETS:</b>		
Summit Operating Account	\$168,404	7/31/2021
Summit ICS Account	\$2,851,563	7/31/2021
Total:	\$3,019,967	7/31/2021
<b>ACCTS. RECEIVABLES:</b>		Billed
Updated FEMA-LNU	\$172,124	12/8/2020
Sonoma Raceway	\$2,357	7/31/2021
Total:	\$174,481	

## Capital Reserves Opportunities

### Capital Reserves

#### Amounts

As of 7/31-21	\$ 3,019,967	
Accounts Receivable (one-time funding)		
FMAG-Lightning Fire Reimbursement	\$ 172,124	
SAFER Grant	\$ 153,689	
<b>Subtotal</b>		<b>\$ 3,345,781</b>

### Capital Commitments and Goals

Dry Period Funding Required (i.e., Jul-Dec)	\$ 1,040,291	
GFPD Long-Term Goals		
Fire Engine Replacement	\$ 500,000	
SCBA Replacement	\$ 300,000	
Training Building/Tower	\$ 100,000	
Firefighter Housing	\$ 500,000	
		<b>\$ 1,400,000</b>
<b>Subtotal</b>		<b>\$ 2,440,291</b>

**Uncommitted Capital** **\$ 905,490**

### Opportunities

Invest in Bank CD	0.4-0.75%
Pay down Mortgage Principal	2.85%

### Recommendation

Make early Mortgage Principal Payment and remove Interest Payments

	Principal		Interest		
	Year	Annual Amount	Cumulative Debt Payoff	Annual Amount	Cumulative Savings
	2035	\$ 207,406	\$ 207,406	\$ 5,911	\$ 5,911
	2034	\$ 202,582	\$ 409,988	\$ 11,685	\$ 17,596
	2033	\$ 196,559	\$ 606,547	\$ 17,287	\$ 34,882
	2032	\$ 191,726	\$ 798,273	\$ 22,751	\$ 57,633
	2031	\$ 185,407	\$ 983,680	\$ 28,035	\$ 85,668
	<b>2030</b>	<b>\$ 180,288</b>	<b>\$ 1,163,968</b>	<b>\$ 33,173</b>	<b>\$ 118,841</b>
	2029	\$ 176,234	\$ 1,340,202	\$ 38,196	\$ 157,037
	2028	\$ 171,201	\$ 1,511,403	\$ 21,537	\$ 178,574

**Graton Fire Protection District**  
**Profit & Loss Actual**  
 July 14 through August 10, 2021

	TOTAL
	Jul 14 - Aug 10, 21
Ordinary Income/Expense	
Income	
10 · Taxes	
1000 · Property Taxes - CY Secured	0.00
1001 · Property Taxes/Direct Charges	0.00
1004 · Property Taxes -CY Secured July	0.00
1011 · Property Taxes - Admin Fee	0.00
1012 · Property Tax -CY Homeowner Relf	0.00
1014 · Property Taxes -CY Backfill	0.00
1020 · Property Taxes -CY Supplemental	0.00
1040 · Property Taxes -CY Unsecured	0.00
1042 · Cost Reim-Coll Del CY Unsec	0.00
1044 · Property Taxes -CY Unsec (July)	0.00
1060 · Property Taxes -PY Secured	0.00
1080 · Property Taxes -PY Supplemental	0.00
1100 · Property Taxes -PY Unsecured	0.00
1120 · - State- Other in Lieu	0.00
1122 · Property Taxes - State Homeowne	0.00
10 · Taxes - Other	0.00
Total 10 · Taxes	0.00
17 · Use of Money/Property	
1700 · Interest on Pooled Cash	0.00
1701 · Interest Earned	0.00
1750 · Interest from Bank	0.00
17 · Use of Money/Property - Other	0.00
Total 17 · Use of Money/Property	0.00
20 · Intergovernmental Revenues	
2400 · ST - Disaster Relief	0.00
2440 · ST - HOPTR	0.00
2500 · ST - Grants/Other	0.00
2589 · State Revenue - Strike Team	0.00
20 · Intergovernmental Revenues - Other	0.00
Total 20 · Intergovernmental Revenues	0.00
40 · Miscellaneous Revenues	
4020 · Tree Farm Revenue	0.00
4021 · Sale - Real Property	0.00
4040 · Miscellaneous Revenue	600.00
4101 · Ins/Personal Damage Rebate	0.00
4102 · Donations/Reimbursements	0.00
4109 · Outdated/Cancelled Checks	0.00
4600 · Sale of Fixed Asset	0.00
4620 · Unclaimed-OT-Within Fund	0.00
40 · Miscellaneous Revenues - Other	0.00
Total 40 · Miscellaneous Revenues	600.00

**Graton Fire Protection District**  
**Profit & Loss Actual**  
 July 14 through August 10, 2021

	TOTAL
	Jul 14 - Aug 10, 21
Total Income	600.00
Cost of Goods Sold	
50000 · Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	600.00
Expense	
50 · Salaries/Employee Benefits	
5910 · Payroll Expenses	114.30
5911 · Reimbursement- Calls/Drills	0.00
5912 · Pay-Strike Team	0.00
5913 · Reimbursement- Boards/Comms	0.00
5914 · Pay- Administrative Payroll	0.00
5915 · Pay-Stipend	0.00
5916 · Overtime	0.00
5917 · Sleeper Reimbursement	2,515.00
5918 · Independent Contractor	0.00
5923 · Retirement- CalPERS	10,085.38
5924 · Retirement- 457 Plan	0.00
5925 · FICA (Medicare/SS)	0.00
5930 · Health Insurance	14,004.00
5931 · Disability Insurance	174.00
5935 · Unemployment	0.00
5940 · Workers Comp	3,928.78
50 · Salaries/Employee Benefits - Other	0.00
Total 50 · Salaries/Employee Benefits	30,821.46
60 · Supplies and Services	
6020 · Clothing/Personal	678.46
6040 · Communications	148.85
6080 · Household Expense	224.15
6100 · Liability Insurance	38,230.74
6140 · Equipment Maintenance	355.02
6155 · Vehicle Maintenance	2,238.27
6180 · Building Maintenance	9,297.50
6190 · Landscape Services	669.65
6235 · Local Project Maintenance	0.00
62400 · Depreciation Expense	0.00
6261 · Medical Supplies	2,260.51
6280 · Memberships	0.00
6400 · Office Expense	1,782.65
6461 · Operational Expense	0.00
6521 · County Services	0.00
6526 · Dispatch Services	0.00
6536 · Bank Fees	0.00
6587 · LAFCO	0.00

**Graton Fire Protection District**  
**Profit & Loss Actual**  
 July 14 through August 10, 2021

	TOTAL
	<u>Jul 14 - Aug 10, 21</u>
6598 · Environment	0.00
6610 · Legal Services	12,338.12
6630 · Audit Services	1,500.00
6800 · Public/Legal Notices	331.00
6820 · Rent/Lease Equipment	0.00
6880 · Small Tools/Instruments	289.71
6883 · Fire Equipment	0.00
7000 · Tree Farm Expense	494.10
7005 · Election Expense	0.00
7120 · In-Service Training	4,741.92
7150 · Recognition/Award	43.38
7201 · Gas/Oil	0.00
7300 · Transportation/Travel	381.39
7303 · Private Car Expense	0.00
7320 · Utilities	2,345.58
60 · Supplies and Services - Other	<u>0.00</u>
Total 60 · Supplies and Services	78,351.00
66000 · Payroll Expenses	0.00
66900 · Reconciliation Discrepancies	0.00
75 · Other Charges	
7910 · Long-Term Debt - Principal	0.00
7930 · Long-Term Debt - Interest	
Apparatus Debt - Principal	0.00
7930 · Long-Term Debt - Interest - Other	<u>0.00</u>
Total 7930 · Long-Term Debt - Interest	0.00
8010 · Contribution Non-Co Govt	0.00
75 · Other Charges - Other	<u>0.00</u>
Total 75 · Other Charges	0.00
86 · Other Financing Uses	
8620 · Unclaimed OT - Within A Fund	0.00
86 · Other Financing Uses - Other	<u>0.00</u>
Total 86 · Other Financing Uses	0.00
999 · Undistributed	<u>0.00</u>
Total Expense	<u>109,172.46</u>
Net Ordinary Income	-108,572.46
Other Expense	
85 · Capital Assets	
8510 · Buildings/Improvements	0.00
8526 · Project Planning	0.00
8560 · New Equipment	0.00
85 · Capital Assets - Other	<u>0.00</u>
Total 85 · Capital Assets	0.00
Net Other Income	<u>0.00</u>
Net Income	<u><u>-108,572.46</u></u>

## Graton Fire Protection District Profit & Loss Budget vs. Actual July 1, 2020 through July 13, 2021

Ordinary Income/Expense	TOTAL		
	Jul 1, '20 - Jul 13, 21	Budget	% of Budget
<b>Income</b>			
<b>10 · Taxes</b>			
1000 · Property Taxes - CY Secured	879,834.20	916,187.00	96.03%
1001 · Property Taxes/Direct Charges	858,351.79	877,365.00	97.83%
1004 · Property Taxes -CY Secured July	0.00	0.00	0.0%
1011 · Property Taxes - Admin Fee	-9,468.14	-9,000.00	105.2%
1012 · Property Tax -CY Homeowner Relf	1,744.74	0.00	100.0%
1014 · Property Taxes -CY Backfill	0.00	0.00	0.0%
1020 · Property Taxes -CY Supplemental	12,795.05	17,000.00	75.27%
1040 · Property Taxes -CY Unsecured	26,508.54	22,000.00	120.49%
1042 · Cost Reim-Coll Del CY Unsec	0.00	-500.00	0.0%
1044 · Property Taxes -CY Unsec (July)	0.00	0.00	0.0%
1060 · Property Taxes -PY Secured	-26.64	-500.00	5.33%
1080 · Property Taxes -PY Supplemental	-11.33	0.00	100.0%
1100 · Property Taxes -PY Unsecured	451.44	500.00	90.29%
1120 · - State- Other in Lieu	18.82	0.00	100.0%
1122 · Property Taxes - State Homeowne	3,240.23	0.00	100.0%
10 · Taxes - Other	0.00	0.00	0.0%
<b>Total 10 · Taxes</b>	<b>1,773,438.70</b>	<b>1,823,052.00</b>	<b>97.28%</b>
<b>17 · Use of Money/Property</b>			
1700 · Interest on Pooled Cash	158.43	500.00	31.69%
1701 · Interest Earned	393.02	500.00	78.6%
1750 · Interest from Bank	0.00	0.00	0.0%
17 · Use of Money/Property - Other	0.00	0.00	0.0%
<b>Total 17 · Use of Money/Property</b>	<b>551.45</b>	<b>1,000.00</b>	<b>55.15%</b>
<b>20 · Intergovernmental Revenues</b>			
2400 · ST - Disaster Relief	0.00	0.00	0.0%
2440 · ST - HOPTR	0.00	5,000.00	0.0%
2500 · ST - Grants/Other	264,931.31	20,000.00	1,324.66%
2589 · State Revenue - Strike Team	382,996.01	360,000.00	106.39%
20 · Intergovernmental Revenues - Other	0.00	0.00	0.0%
<b>Total 20 · Intergovernmental Revenues</b>	<b>647,927.32</b>	<b>385,000.00</b>	<b>168.29%</b>
<b>40 · Miscellaneous Revenues</b>			
4020 · Tree Farm Revenue	122,568.55	70,000.00	175.1%
4021 · Sale - Real Property	37,061.00	0.00	100.0%
4040 · Miscellaneous Revenue	16,876.60	4,078.00	413.85%
4101 · Ins/Personal Damage Rebate	0.00	0.00	0.0%
4102 · Donations/Reimbursements	0.00	2,000.00	0.0%
4109 · Outdated/Cancelled Checks	0.00	0.00	0.0%
4600 · Sale of Fixed Asset	0.00	0.00	0.0%
4620 · Unclaimed-OT-Within Fund	0.00	0.00	0.0%
40 · Miscellaneous Revenues - Other	0.00	0.00	0.0%
<b>Total 40 · Miscellaneous Revenues</b>	<b>176,506.15</b>	<b>76,078.00</b>	<b>232.01%</b>

## Graton Fire Protection District Profit & Loss Budget vs. Actual July 1, 2020 through July 13, 2021

	TOTAL		
	Jul 1, '20 - Jul 13, 21	Budget	% of Budget
Total Income	2,598,423.62	2,285,130.00	113.71%
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.0%
Gross Profit	2,598,423.62	2,285,130.00	113.71%
Expense			
50 · Salaries/Employee Benefits			
5910 · Payroll Expenses	361,659.23	540,000.00	66.97%
5911 · Reimbursement- Calls/Drills	30,458.00	50,000.00	60.92%
5912 · Pay-Strike Team	339,787.71	240,000.00	141.58%
5913 · Reimbursement- Boards/Comms	2,025.00	3,000.00	67.5%
5914 · Pay- Administrative Payroll	21,555.83	32,400.00	66.53%
5915 · Pay-Stipend	52,755.26	120,450.00	43.8%
5916 · Overtime	0.00	86,400.00	0.0%
5917 · Sleeper Reimbursement	6,065.00	29,200.00	20.77%
5918 · Independent Contractor	250.00	3,000.00	8.33%
5923 · Retirement- CalPERS	25,152.35	75,600.00	33.27%
5924 · Retirement- 457 Plan	0.00	4,000.00	0.0%
5925 · FICA (Medicare/SS)	0.00	16,495.00	0.0%
5930 · Health Insurance	41,997.00	90,000.00	46.66%
5931 · Disability Insurance	1,878.00	1,980.00	94.85%
5935 · Unemployment	0.00	15,931.00	0.0%
5940 · Workers Comp	25,651.00	82,277.00	31.18%
50 · Salaries/Employee Benefits - Other	0.00	0.00	0.0%
Total 50 · Salaries/Employee Benefits	909,234.38	1,390,733.00	65.38%
60 · Supplies and Services			
6020 · Clothing/Personal	20,635.69	40,000.00	51.59%
6040 · Communications	37,224.33	46,000.00	80.92%
6080 · Household Expense	3,783.45	4,000.00	94.59%
6100 · Liability Insurance	36,767.67	40,000.00	91.92%
6140 · Equipment Maintenance	3,493.44	15,000.00	23.29%
6155 · Vehicle Maintenance	38,099.02	55,000.00	69.27%
6180 · Building Maintenance	31,522.88	34,000.00	92.71%
6190 · Landscape Services	5,865.06	12,000.00	48.88%
6235 · Local Project Maintenance	0.00	0.00	0.0%
62400 · Depreciation Expense	0.00	0.00	0.0%
6261 · Medical Supplies	23,520.00	17,000.00	138.35%
6280 · Memberships	2,532.50	3,000.00	84.42%
6400 · Office Expense	19,562.92	8,000.00	244.54%
6461 · Operational Expense	0.00	0.00	0.0%
6521 · County Services	0.00	0.00	0.0%
6526 · Dispatch Services	0.00	0.00	0.0%
6536 · Bank Fees	0.00	0.00	0.0%
6587 · LAFCO	1,718.00	1,741.00	98.68%

## Graton Fire Protection District Profit & Loss Budget vs. Actual July 1, 2020 through July 13, 2021

	TOTAL		
	Jul 1, '20 - Jul 13, 21	Budget	% of Budget
6598 · Environment	0.00	0.00	0.0%
6610 · Legal Services	109,968.53	15,000.00	733.12%
6630 · Audit Services	6,460.00	11,000.00	58.73%
6800 · Public/Legal Notices	29.67	500.00	5.93%
6820 · Rent/Lease Equipment	3,168.00	0.00	100.0%
6880 · Small Tools/Instruments	36,106.59	25,000.00	144.43%
6883 · Fire Equipment	0.00	0.00	0.0%
7000 · Tree Farm Expense	93,862.46	70,000.00	134.09%
7005 · Election Expense	6,728.21	15,000.00	44.86%
7120 · In-Service Training	19,201.33	15,000.00	128.01%
7150 · Recognition/Award	0.00	0.00	0.0%
7201 · Gas/Oil	16,540.56	12,000.00	137.84%
7300 · Transportation/Travel	1,348.27	5,000.00	26.97%
7303 · Private Car Expense	6,000.00	6,000.00	100.0%
7320 · Utilities	7,306.49	8,000.00	91.33%
60 · Supplies and Services - Other	76.64	0.00	100.0%
<b>Total 60 · Supplies and Services</b>	<b>531,521.71</b>	<b>458,241.00</b>	<b>115.99%</b>
66900 · Reconciliation Discrepancies	0.00	0.00	0.0%
75 · Other Charges			
7910 · Long-Term Debt - Principal	230,388.83	115,000.00	200.34%
7930 · Long-Term Debt - Interest			
Apparatus Debt - Principal	0.00	100,000.00	0.0%
7930 · Long-Term Debt - Interest - Other	119,876.81	100,000.00	119.88%
<b>Total 7930 · Long-Term Debt - Interest</b>	<b>119,876.81</b>	<b>200,000.00</b>	<b>59.94%</b>
8010 · Contribution Non-Co Govt	0.00	0.00	0.0%
75 · Other Charges - Other	0.00	0.00	0.0%
<b>Total 75 · Other Charges</b>	<b>350,265.64</b>	<b>315,000.00</b>	<b>111.2%</b>
86 · Other Financing Uses			
8620 · Unclaimed OT - Within A Fund	0.00	0.00	0.0%
86 · Other Financing Uses - Other	0.00	0.00	0.0%
<b>Total 86 · Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
999 · Undistributed	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,810,742.21</b>	<b>2,163,974.00</b>	<b>83.68%</b>
<b>Net Ordinary Income</b>	<b>787,681.41</b>	<b>121,156.00</b>	<b>650.14%</b>
Other Expense			
85 · Capital Assets			
8510 · Buildings/Improvements	0.00	10,000.00	0.0%
8526 · Project Planning	0.00	0.00	0.0%
8560 · New Equipment	0.00	40,000.00	0.0%
85 · Capital Assets - Other	0.00	0.00	0.0%
<b>Total 85 · Capital Assets</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>787,681.41</b>	<b>71,156.00</b>	<b>1,106.98%</b>



# CORRESPONDENCE



August 2, 2021

Graton Fire Protection District  
Attention: Board of Directors  
P.O. Box A  
Graton, CA 95444

Re: Direct Charge Exclusion

Dear District Board of Directors:

On behalf of the Dutton family, I would like to request an exclusion from the property tax direct charges placed on our ranches for contiguous parcels that are operated as one economic unit. We would like to request that the property tax direct charge only be placed on one of the ranch parcels and not all of them.

Below are the ranch names and parcel numbers that we are requested the exclusion for:

**Jewell Ranch**

061-030-026

061-030-037

061-060-039

130-320-001

**Furusho Ranch**

130-270-025

130-270-034

**Hallberg Ranch**

130-270-048

130-270-050

**Hansen Ranch**

104-070-047

104-070-048

104-070-050

140-070-051

**Manzana Ranch**

104-100-013

104-100-019

104-100-020

**Gravenstein Hwy. Ranch**

061-110-020

061-110-060

On behalf of the Dutton family, I would like to thank you for considering my request and ask that you please notify me of your decision. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Steve Dutton". The signature is written in a cursive style with a long horizontal stroke at the end.

Steve Dutton

# ROSTER, ALARMS & DRILLS



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

## ROSTER

#	Name	Rank	CDL	Cell	Home	Wk/Pgr/Other
1	Bill Bullard	8400 Chief / EMT	B	292-7286	887-8484	
2	<b>Scott Fisher</b>	<b>8401 Deputy Chief</b>	<b>B</b>	<b>529-4483</b>	<b>829-9344</b>	
3	Robert Sabrowsky	8402 Asst Chief / EMT	B	486-8481	823-5725	
4	Josh Skikos	8403 Asst Chief	C	529-0383	829-4522	W
5	Darrell Kopriva	8404 Captain	C+	486-3775	536-9992	W 576-1371
6	Ian Muskar	8405 Captain / EMT	A	396-1147		
7	Lindsay Cruckshank	8406 Captain	C+	696-6049	869-5616	W 823-1542
8	Dustin Blumenthal	Engineer / EMT	C+	490-2626		
9	Kyler Walker	Engineer / EMT	B	328-8234		
10	Dusty Parker	Engineer / EMT	B	953-0581		
11	Ed Miranda	Firefighter	C	483-0391		
12	Sapphire Alvarez	Firefighter / EMT	B	478-4908		
13	Zach Colenzo	Firefighter	C	292-9739		
14	Shane Spelman	Firefighter / EMT	C+	494-0929	829-1934	
15	Jonathan Preciado	Firefighter / EMT	C	480-5010		
16	Matt Skinner	Firefighter	C+	530-680-1046		
17	Jacob Mual	Firefighter / EMT	C+	721-4817		
18	Matt Miller	Firefighter / EMT	C	569-6301		
19	Levi DeCarly	Firefighter / EMT	C	483-3280		
20	Chaz Mathias	Firefighter	C	480-0213		
21	Kyle Bartlett	Firefighter / EMT	C+	490-6077		
22	Ryan Fernandez	Firefighter / EMT	C	332-6585		
23	Jenna Dunbar	Firefighter / EMT	C	805-400-8589		
24	Amanda Roy	Firefighter / EMT	C	495-3055		
25	Sam Ballenger	Firefighter	C	393-9080		
26	Evan Jacobs	Firefighter	L	490-9491	829-1161	
27	Jeremiah Mahan	Firefighter / EMT	C	217-1484		
28	Kristen Cattell	Firefighter / EMT	C	799-2432	823-8454	
29	Emily Fuller	Firefighter	C	799-7848		
30	Mathias Bonse	Firefighter	C	326-5694		W 577-4732
31	Lia Liskey	Firefighter	C	326-1969		W 721-4402
32	Angel Cuevas	Firefighter	C	843-9581		
		President				
	Bob Maddocks	Vice President		888-4020	823-9575	
	Mario Cesaretti	Treasurer		591-5600	823-9400	
		Secretary				
	Jason Nunes	Member		849-1311		

GFPD Business Phone Number	823-8400
GFPD Fax Number	823-7251
Graton Firefighters Association Phone Number	823-8400 x120
Graton Fire Administrative Assistant, Jill Melendy	372-4389
Graton Fire Tree Farm/Heather O'Dell	322-2091
Graton Fire Investigator/John Teague	483-1433



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

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## ANNUAL ALARMS 2021-2022

Type	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Assist/Service Call	2												2
Auto/Mutual Aid	13												13
Debris Fire													0
Fire Alarm	7												7
Gas Leak	1												1
Hazardous Condition	2												2
Haz-Mat													0
Investigation	5												5
Medical Aid	36												36
Other / Cancellations													0
Rescue													0
Structure Fire	1												1
Traffic Collision	3												3
Vegetation Fire	4												4
Vehicle Fire	3												3
<b>Total</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77</b>

Prepared By: Capt. Darrell Kopriva



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

[www.gratonfire.com](http://www.gratonfire.com)

## Drill & Activity Reports

### JULY 2021

#	Date	Description	Type
1)	07/01	LARRO	R
2)	07/03	Apparatus Committee Meeting	S
3)	07/05	Monthly BOD Fire Reports	S
4)	07/06	Officers Meeting	S
5)	07/08	Chainsaws & Tree Safety	R
6)	07/15	LARRO	R
7)	07/17	Confined Space Awareness	S
8)	07/18	Apparatus Committee Meeting Prep (Sabrowsky)	S
9)	07/21	Apparatus Committee Meeting	S
10)	07/22	LARRO	R
11)	07/29	Thur. Truck Check & Association Meeting	R
12)	07/31	Run Book Meeting (Sabrowsky, Miller)	S
13)	07/31	Run Book Meeting (Sabrowsky, Miller)	S

(DW) Duty Weekend  
(R) Regular Drill  
(S) Special Drill  
(T) Trainee Drill