



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
November 9th, 2021 at 7:00 p.m.**

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, 10/12/21
7. Old Business
 - a. Office Use – Policy 1209: For consideration and approval of amendments.

- b. Paydown Mortgage Discussion: For consideration and possible motion approving pay down of principal through 2030 in the amount of \$1,163,968 and directing Staff take such other actions as necessary to finalize the transaction.
8. New Business
 - a. Consideration and motion for approval of District Records Management Policy defining the requirements for managing the records of the District.
9. Committee Report
 - a. Apparatus Report
 - b. Lexipol Policy additions/changes
10. Financial Reports
 - a. Accountant letter
11. Correspondence
12. Fire Chief's Report
 - a. Roster, Alarms and Drills
13. Closed Session
 - a. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2)): (1 matter)
 - b. PUBLIC EMPLOYEE DISCIPLINE-Fire Chief (Gov. Code section 54957(b).)
14. 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.
15. Adjournment

Certification

I, Jill Melendy, Clerk to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for November 9th, 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, November 6th, 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



Jill C. Melendy, Clerk of the Board of Directors

Dated: November 6th, 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.

CONSENT CALENDAR

- Draft Board Meeting Minutes
10/12/21



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
October 12th, 2021**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Cesaretti, Nunes, Peterson, Fisher. Also Present: Bullard, David Schwarz (District Counsel's office via Zoom).
4. Report Upon Return from Closed Session: Included in Consent Calendar.
5. Corrections and/or Modifications to the Agenda: Schwarz reports clerical agenda clarification, in that Agenda item 8e. will only include discussion and no action will be taken tonight. Also, a Closed Session can be added at the end of the meeting tonight regarding personnel item involving Fire Chief's position. Requires 2/3 vote to add to agenda. Alternatively, it can be postponed to the next regular Board meeting. The Board's preference is not to add a Closed Session to this agenda and instead have the matter agendized for the next meeting.
6. PUBLIC COMMENT: None
7. CONSENT CALENDAR:
 - a. Draft Board Meeting Minutes, 9/14/21: Public indicates Minutes do not accurately reflect board action regarding check writing authority. Schwarz advises Public that District Counsel confirms Minutes are correct and recommends to Board to accept as written. District Staff also confirm that the Minutes accurately reflect prior Board direction on the matter.
 - b. Report Upon Return from Closed Session Board Meeting 9/14/21.
 - c. Adoption of Changes to District Policy 1110.13 - Gifts and Gratuities
Resolution 2022-10-01: Bullard notes that language would prevent the Association from accepting gifts of unopened alcohol on premises for fundraising efforts and would prove to be a hardship. Board requests 7c. be pulled off Consent Calendar for further direction and possible revisions from District Counsel and tabled for next month.
Motion by Fisher to accept Consent Calendar with the exception of 7c., 2nd by Peterson, passed 5/0/0.

8. Old Business

- a. Parcel Tax Exemption Request-Per District Counsel, there is no authority for the Board to exempt special tax for parcels as authorized by District voters. Motion by Fisher to reject the two submitted parcel tax exemption requests, 2nd by Peterson, passed 5/0/0.
- b. Policy & Procedures - Signature Authority Revision Policy 316.4: Motion by Nunes to accept entire Lexipol Policy, October 2021-DRAFT Policy 316: Purchasing and Procurement as written, 2nd by Cesaretti, Passed 5/0/0.
- c. Policy & Procedures Updates – Committee on Lexipol additions: Nunes indicates he is waiting on Board direction as he needs another board member and an officer to assist with updates. Director Fisher and Asst. Chief Skikos agree to assist on Committee. District Counsel is working with labor counsel Anthony Risucci on reviewing existing District policies and cross-checking with standard Lexipol Policies for potential updates.
- d. Chief Bullard Office Use – Policy 1209: For consideration and approval: Discussion regarding overall general District policy and specific to Chief Bullard. Cesaretti requesting separate discussion for agenda specifically addressing Chief's office use. Would like to know if there exist any Human Resource problems. Board takes no action and requests further legal analysis and advisement. District Counsel will review the matter and consult with District labor counsel Anthony Risucci so that an opinion can be rendered on the matter.
- e. Paydown Mortgage Discussion: For consideration and possible action: Rick Brandis from Oppenheimer & Co. on conference call to provide background and answer questions regarding mortgage prepayment options with Capital One. No action taken.

9. New Business

- a. Local Agency Formation Commission - Director Vote: Motion by Nunes to submit ballot in support of Mark Hemmendinger, Rancho Adobe Fire District, 2nd by Cesaretti, Peterson abstained, passed 4/0/1.

10. Committee Report

- a. Apparatus Report: Asst. Chief Sabrowsky indicates committee is moving process along.

11. Purchase Requests: For consideration and approval.

- a. Polaris Ranger Roll Cage: Captain Muskar addressed safety concerns and the previous accident investigation regarding the Polaris Ranger. The Driving Committee will be formulating new procedures and training. Motion by Fisher to approve purchase from Sun Coast Cycle Sports not to exceed \$800, 2nd by Cesaretti passed 5/0/0.
- b. Handheld GPS's (3): Sabrowsky indicated that the following Purchase Requests (11b-e) are CalFire grant submissions that will pay for 50% of the requested items. Motion by Peterson to approve 11b, 11c, 11d and 11e (combined) not to exceed a total of \$32,000, 2nd by Nunes passed 5/0/0.

- c. Structure Hose and Roller
 - d. Kestrel Weather Meters (3)
 - e. Portable Radios (6)
12. Financial Reports: Motion by Fisher to approve Check Detail in the amount of \$125,713.77, 2nd by Peterson, passed 5/0/0.
 13. Correspondence: Three e-mailed correspondence from Ms. Linda Tripoli were received prior to the meeting in connection with items listed on the Agenda. Those communications were referenced and addressed by legal counsel Schwarz and District Staff during the respective Agenda items for which the correspondence pertained.
 14. Fire Chief's Report: Chief announces that with support of District Counsel, District will move forward with a winter stipend program beginning December 1st. It will include other participants than were selected for the summer stipend program. Also, our ISO rating for 2021 will move from a 5 to a 4 rating.
 - a. Roster: Add new trainee, Aidan Runyon. Motion by Cesaretti to add Runyon to roster as Trainee, 2nd by Nunes, passed 5/0/0
 - b. Alarms and Drills: 66 alarms, 7 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: 9:23 p.m.

OLD BUSINESS

Policy 1209

Station Use

1209.1 PURPOSE AND SCOPE

It is the desire of the District to encourage members to spend time at the fire station. The purpose is to increase volunteer firefighter staffing at no cost and reduce response times for the community.

1209.2 POLICY

Members are encouraged to be at the fire station. To promote this, the District and Association offer benefits to the members. Examples include:

1. Cable television
2. Computer access
3. Gym and workout equipment
4. Ice machine access
5. Internet
6. Laundry facilities
7. Office space
8. Printers/copiers/scanners
9. Tool room access/vehicle maintenance
10. Training room and resources
11. Trash/recycling use (24 hours prior to pick up)
12. Vehicle washing facilities

The goal is to retain volunteer firefighters through a variety of benefits that support faster response times through increased presence at the fire station.

1209.3 EXPECTATIONS

The use of station facilities by members shall not interfere with the operations of the fire department. Priority use of station equipment shall be to the administrative assistant and on-duty crew.

Station equipment shall not be abused to the financial detriment of the District. As an example, copying (i.e., paper and copier ink) should be minimal.

Before leaving the station, the member shall clean up after themselves; leaving areas identical (or better) than they were found. Examples would include replacing tools properly, cleaning up work areas, disinfecting gym equipment, wiping down dirty surfaces, etc.

MORTGAGE
PAYDOWN
DISCUSSION

Capital Reserve Opportunities

Capital Reserves

Amounts

As of 8/1/21	\$ 2,958,563	
Accounts Receivable (one-time funding)		
FMAG-Lightning Fire Reimbursement	\$ 172,124	
Dixie Fire Reimbursement	\$ 199,436	
SAFER Grant	\$ 153,689	
FY21/22 Budgeted Reserves	\$ 196,083	
Subtotal		\$ 3,679,897

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 (grant?)	\$ 300,000	
Training Building/Tower	\$ 100,000	
Firefighter Housing	\$ 500,000	
	\$ 1,400,000	
Subtotal		\$ 2,440,291

Uncommitted Capital **\$ 1,239,606**

Opportunities

- 1) Invest in Bank CD 0.4-0.75%
- 2) Pay down Lease Principal 2.85%

New End Date	Principal Pay Down	Savings
2030	\$ 1,163,968	\$ 384,226

Restrictions: This is a one-time offer and no future pay down will be granted.

Notes: Capital One drafting new/amended paperwork for Board approval; there may be bond counsel review costs.

Action Item: Board motion approving pay down of principal through 2030 in the amount of \$1,163,968 and directing Staff to finalize paperwork for Board approval.

NEW BUSINESS

Graton Fire Protection District
Proposed Record Management Policy

POLICY

This Records Management Policy defines the requirements for managing the records of the Graton Fire Protection District (“District”) and implements standard procedures to maintain efficiency in its day-to-day operations and to remain in compliance with applicable laws.

SCOPE

This policy applies to District employees, elected and appointed officials, temporary workers, volunteers, and contractors acting on behalf of the District and who have access to, use of, or are involved in the creation, maintenance or storage of the District’s records.

This Policy governs all records created or received by the District in the course of its business (“District Records”), including, but not limited to: (a) paper documents, forms, reports, manuals, correspondence and files; (b) computer files, or electronic files, and electronic communications received or generated by the District; and (c) records and information in other formats such as microfilm, videos, audio recordings, photographs, etc.

For the purposes of this policy, “District Records” shall have the following meaning:

- District Records **do** include records, documents, instruments, books, paper, map, exhibit, photo media, optical media, e-mail, facsimile, electronic files, or other materials in the custody of the District and kept either because (1) of a legal requirement, (2) it is necessary or convenient for the official day-to-day operations of the District, or (3) retained for preserving its informational content for future reference.
- District Records **do not** include (1) transitory writings, such as working papers, appointment logs, notes, or preliminary drafts not retained in the ordinary course of business even if containing information relating to District Business, (2) unofficial copies of documents kept solely for convenience or reference, and (3) documents that do not contain information relating to the conduct of District business.

POLICY STATEMENT

- A. Ownership. Records created or received by the District in the course or conduct of the District’s business are the exclusive property of the District.
- B. Classification. Records will be created, stored and managed with the appropriate classification that enables the efficient access and secure protection of the information.
- C. Retention. Records are to be retained in accordance with the adopted Retention Schedule and shall only be deleted or disposed of in compliance with adopted District policy and the Retention Schedule.

- D. Storage. Records that are no longer considered active may be transferred to designated offsite storage to fulfill the District's retention requirements.
- E. Availability of Records. Records must be available for future business, litigation, and investigations as necessary, regardless of storage location. Records shall be made available to the public in accordance with the California Public Records Act, Government Code § 6250, unless exempt from disclosure as advised by District Counsel.
- F. Records Protection. Appropriate technological safeguards are to be used for the backup and recovery of data in the event of a disaster. Backup files serve as a level of protection for electronic systems and data and are not subject to the requirements of the Retention Schedule.
- G. No Expectation of Privacy. District records, including all electronic communications and information created, stored, sent or received using District electronic devices and communication services, are the property of the District. The District reserves the right to retrieve and make proper and lawful use of any and all such electronic communications and information. Electronic communications and information may be subpoenaed or requested under the Public Records Act and/or may be used as evidence in court or as part of an investigation. The content of electronic communications and information may be disclosed within or outside the District without user permission or knowledge.

The District respects the individual privacy of its employees. However, an employee or other user cannot expect privacy rights to extend to work-related conduct or the use of District electronic devices or communication services, even if that use is of a personal nature. Users shall have no reasonable expectation of privacy in electronic communications and information created, stored, accessed, sent or received using District electronic devices or communication services such as internet, e-mail, or voicemail.

- H. Retention as Advised by District Counsel. Regardless of the retention period set forth in the Retention Schedule, it may become necessary to, upon advice by District Counsel, retain and preserve certain materials for longer periods of time. Such records shall be retained until further notice from District Counsel.
- I. Policy Review and Modification. This Policy and the Retention Schedule may be amended or modified from time to time by the District Board of Directors as deemed necessary to account for changes in legal, regulatory or operational requirements. However, the District Clerk, with concurrence of the Fire Chief, may make non-substantive changes to the Retention Schedule (such as corrections to typographical errors or formats and additions or modifications to examples) that do not impact retention periods.

Graton FPD Records Retention Schedule

The following list of records with retention periods are commonly found in fire service, but it is not an exhaustive list. Except as noted, the figures represent the number of years to retain that record. The retention period begins at the end of the fiscal year in which the record was created.

P	Permanent
AD	After disposal of the underlying asset
AE	After election
AEG	At the end of grant
AT	After termination
AR	After revision
AM	After meeting

(PRR) indicates Paper Record Required

Board of Directors

Agendas/Meeting Notices	3
Agenda Packets and Minutes	3
Agency Formation Records	P
Election Records	4 AE
Form 700	7
Litigation files (resolved)	5
Judgements, Orders (PRR)	P
Settlement Agreements (PRR)	P
Oaths of Office	6
Resolutions	P
Policies and Procedures	3 AR
Recordings of Board Meetings	1 AM

Financial

Audits (PRR)	P
Bank Reconciliations	7
Bank Statements	7
Budgets	3
Check Register	10
Expense Receipts (PRR)	3
Petty cash records	3
Depreciation Schedules	7
Financial Reports	
Audited (PRR)	P
Annual	P
Interim	3
Fixed Asset Records	7
Purchase Orders/Invoices	3/7
Insurance policies	P

Contracts

Vehicle Orders & Design	P
Vehicle Purchase	
10	
Contracts (PRR)	4 AT
Vehicle Leases/Loans	3 AD

Grants

Grant Applications	5 AEG
Grant Funding records	5 AEG

Property Records

Appraisals	P
Damage reports	7
Depreciation	7
Plans & Specs	P
As-Builts w/Agency approval	P
Environmental Review Docs	P

Labor/Personnel Records

Applications (employees)	7 AT
Applications (non-hires)	2
Applications (volunteers)	5 AT
Background checks (hired)	P
Background checks (not hired)	2
Contracts	7 AT
Disability claims	7 AT
Earnings/tax records	7 AT
Exposure records	30 AT
Fit Test records	5
Medical Evaluations	30 AT
Personnel files	7 AT
Training records	7 AT
Unemployment claims	7 AT
Workers Comp reports	10
Policy/Procedure Manuals	2 AR
Licenses/certifications	1 AT

Maintenance Records

Building	7
Vehicles/Apparatus	7

Correspondence

Accounting/Financial	7
General	3
Personnel	7 AT

FINANCIAL REPORTS



GRATON FIRE PROTECTION DISTRICT - NOV 2021 - OVERVIEW

DEPOSITS:		
OES-FEMA-LNU	\$7,761	10/9/2021
SAFER Grant (June,July,Aug)	\$52,380	10/29/2021
Misc.	\$2,494	10/31/2021
Total:	\$62,635	
CURRENT ASSETS:		
Summit Operating Account	\$200,000	10/31/2021
Summit ICS Account	\$2,598,489	10/31/2021
Total:	\$2,798,489	10/31/2021
ACCTS. RECEIVABLES:		Billed
COVID Upstaffing	\$21,495	4/22/2021
Strike Team - River Fire	\$19,879	7/15/2021
County Upstaffing	\$2,403	8/17/2021
Wet Hire Engine	\$4,373	9/4/2021
County Upstaffing	\$1,586	9/10/2021
Strike Team - Dixie Fire	\$199,436	9/12/2021
County Upstaffing	\$5,970	9/30/2021
County Upstaffing - 8460	\$7,985	10/10/2021
Total:	\$263,126	

Graton Fire Protection District

US Bank Report

November 9, 2021

Name	Memo	Split	Amount
P&W Wireless	Pagers Battery Packs x 6	6040 · Communications	\$ 157.75
Nielsen-Kellerman	Kestrel Weather Meters x 3	6880 · Small Tools/Instruments	\$ 647.75
MK S Jelly Donuts	LARRO Rope Class	7120 · In-Service Training	\$ 27.98
Emergency Med Products	Wire Basket Stretcher	6880 · Small Tools/Instruments	\$ 399.82
Zoom	Video Conferencing	6400 · Office Expense	\$ 14.99
Amazon	Office Expenses	6400 · Office Expense	\$ 95.28
Amazon	Water Filters-Membranes	6180 · Building Maintenance	\$ 65.44
Papa Murphys	Training Meeting	7120 · In-Service Training	\$ 55.00
Costco	Station Supplies	6080 · Household Expense	\$ 267.33
GearGrid Corporation	Gear Lockers x 2	6180 · Building Maintenance	\$ 2,574.38
Verizon Wireless	Cellular	6040 · Communications	\$ 180.44
Ebay	Lightbar for 8482	6155 · Vehicle Maintenance	\$ 75.90
AT&T	Internet	7320 · Utilities	\$ 64.20
Costco	Station Supplies	6080 · Household Expense	\$ 197.81
Amazon	Tree Wedges x 3	6880 · Small Tools/Instruments	\$ 58.56
Amazon	Tree Felling Wedges	6880 · Small Tools/Instruments	\$ 86.76
Amazon	Station Supplies	6080 · Household Expense	\$ 19.50
PK Safety Supply	Gas Detector/Safety Glasses	6880 · Small Tools/Instruments	\$ 220.25
Amazon	Wall Erasable Calendar	6400 · Office Expense	\$ 26.80
USPS	Mailing	6400 · Office Expense	\$ 12.45
Pay Pal	Shipping - eBay	6400 · Office Expense	\$ 9.55
Amazon	Office Supplies	6400 · Office Expense	\$ 16.69
Amazon	Marking Tape	6880 · Small Tools/Instruments	\$ 14.84
Amazon	Office Supplies	6400 · Office Expense	\$ 33.34
Zoro Tools	Cleaner x 10	6080 · Household Expense	\$ 61.73
Amazon	Batteries Lithium x 2	6880 · Small Tools/Instruments	\$ 48.62
Costco	Canopy Roof Replacement	7000 · Tree Farm Expense	\$ 83.53
Pay Pal	Shipping - eBay	6400 · Office Expense	\$ 3.79
Total Credit Card Charges			\$ 5,520.48

Graton Fire Protection District

Check Detail

October 13-31, 2021

Num	Name	Account	Graton	Tree Farm
Debit	ADP	P/R Processing	\$ 119.18	
4056	Mustang Survival, Inc.	Water Rescue Repair	\$ 262.12	
4088	Goranson & Associates, Inc.	First Progress Billing	\$ 4,500.00	
4089	Bay Area Background Checks	Volunteer Check	\$ 58.50	
4090	DK Embroidery & Monogramming	Tree Farm Christmas Hats		\$ 81.38
4091	DMV	4NA8987 License Renewal	\$ 10.00	
4092	Friedmans Home Improvement	Tree Farm - Poly Sheeting		\$ 67.76
4093	Gold Ridge Fire District	COVID Kits x 20	\$ 327.00	
4094	Golden State Emergency Veh	Mobile Pump Testing x 5	\$ 3,156.07	
4095	Josh Skikos	Reimbursement Storm Food	\$ 69.01	
4096	Kyler L. Walker	EMT-B Re-Certification	\$ 117.00	
4097	Merrill, Arnone & Jones, LLP	Legal Expenses	\$ 375.00	
4098	North Bay Petroleum	Diesel	\$ 2,811.77	
4099	North Bay Tree Weed & Pest	Pre Emergent	\$ 684.00	
4100	Peak Seasons	Tree Farm Supplies		\$ 1,707.69
4101	PG&E	Utilities	\$ 73.69	
4102	Sebastopol Hardware Center	Supplies	\$ 31.37	
4103	Standard Insurance Company	Disability Insurance x 6	\$ 174.00	
4104	Cal Fire/OSFM	Applicator License-O'Dell		\$ 170.00
4105	Bill Bullard	Reimbursements Supplies	\$ 799.79	
4106	Liebert Cassidy Whitmore	Legal Expenses	\$ 8,188.50	
4107	Stryker Sales Corporation	Maintenance AED x 4	\$ 1,584.00	\$ -
TOTAL:			\$ 23,341.00	\$ 2,026.83

TOTAL: \$ 25,367.83

**** Please note that this Check Detail reflects check activity from October 13-October 31st
Due to our changes with broader check signing abilities, beginning with the December
board meeting, the Check Detail will reflect the prior month activity (i.e. Nov 1-30) ****



Graton Fire Protection District Profit & Loss Budget vs. Actual July through October 2021

	TOTAL		
	Jul - Oct 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
10 · Taxes			
1000 · Property Taxes - CY Secured	0.00	880,000.00	0.0%
1001 · Property Taxes/Direct Charges	0.00	858,000.00	0.0%
1011 · Property Taxes - Admin Fee	0.00	-10,000.00	0.0%
1012 · Property Tax -CY Homeowner Relf	0.00	2,000.00	0.0%
1020 · Property Taxes -CY Supplemental	0.00	12,000.00	0.0%
1040 · Property Taxes -CY Unsecured	0.00	21,000.00	0.0%
1042 · Cost Reim-Coll Del CY Unsec	0.00	-500.00	0.0%
1060 · Property Taxes -PY Secured	0.00	-500.00	0.0%
1080 · Property Taxes -PY Supplemental	0.00	0.00	0.0%
1100 · Property Taxes -PY Unsecured	0.00	500.00	0.0%
1122 · Property Taxes - State Homeowne	0.00	3,000.00	0.0%
Total 10 · Taxes	0.00	1,765,500.00	0.0%
17 · Use of Money/Property			
1700 · Interest on Pooled Cash	0.00	150.00	0.0%
1701 · Interest Earned	0.00	400.00	0.0%
Total 17 · Use of Money/Property	0.00	550.00	0.0%
20 · Intergovernmental Revenues			
2400 · ST - Disaster Relief	179,885.10	171,000.00	105.2%
2440 · ST - HOPTR	0.00	0.00	0.0%
2500 · ST - Grants/Other	0.00	20,000.00	0.0%
2550 · SAFER Grant	52,380.28	150,000.00	34.92%
2589 · State Revenue - Strike Team	0.00	203,000.00	0.0%
Total 20 · Intergovernmental Revenues	232,265.38	544,000.00	42.7%
40 · Miscellaneous Revenues			
4020 · Tree Farm Revenue	553.00	80,000.00	0.69%
4021 · Sale - Real Property	0.00	15,000.00	0.0%
4040 · Miscellaneous Revenue	15,924.68	4,000.00	398.12%
4101 · Ins/Personal Damage Rebate	0.00	0.00	0.0%
4102 · Donations/Reimbursements	0.00	0.00	0.0%
4109 · Outdated/Cancelled Checks	0.00	0.00	0.0%
4600 · Sale of Fixed Asset	10,000.00		
Total 40 · Miscellaneous Revenues	26,477.68	99,000.00	26.75%
Total Income	258,743.06	2,409,050.00	10.74%
Gross Profit	258,743.06	2,409,050.00	10.74%
Expense			
50 · Salaries/Employee Benefits			
5910 · Payroll Expenses	250,945.33	540,000.00	46.47%
5911 · Reimbursement- Calls/Drills	18,308.00	50,000.00	36.62%
5912 · Pay-Strike Team	4,416.91	69,168.00	6.39%
5913 · Reimbursement- Boards/Comms	1,000.00	3,000.00	33.33%
5914 · Pay- Administrative Payroll	0.00	32,400.00	0.0%

Graton Fire Protection District Profit & Loss Budget vs. Actual July through October 2021

	TOTAL		
	Jul - Oct 21	Budget	% of Budget
5915 · Pay-Stipend	773.43	120,450.00	0.64%
5916 · Overtime	0.00	86,400.00	0.0%
5917 · Sleeper Reimbursement	8,920.00	29,200.00	30.55%
5918 · Independent Contractor	0.00	3,000.00	0.0%
5923 · Retirement- CalPERS	35,514.68	121,600.00	29.21%
5924 · Retirement- 457 Plan	0.00	8,000.00	0.0%
5925 · FICA (Medicare/SS)	0.00	16,495.00	0.0%
5930 · Health Insurance	22,298.88	69,295.00	32.18%
5931 · Disability Insurance	870.00	2,088.00	41.67%
5940 · Workers Comp	5,257.00	67,210.00	7.82%
Total 50 · Salaries/Employee Benefits	348,304.23	1,218,306.00	28.59%
60 · Supplies and Services			
6020 · Clothing/Personal	11,550.03	40,000.00	28.88%
6040 · Communications	6,055.81	46,000.00	13.17%
6080 · Household Expense	894.93	5,000.00	17.9%
6100 · Liability Insurance	38,230.74	40,000.00	95.58%
6140 · Equipment Maintenance	3,617.74	20,000.00	18.09%
6155 · Vehicle Maintenance	8,421.01	55,000.00	15.31%
6180 · Building Maintenance	19,077.25	34,000.00	56.11%
6190 · Landscape Services	1,617.18	12,000.00	13.48%
6261 · Medical Supplies	3,602.78	24,000.00	15.01%
6280 · Memberships	285.00	3,000.00	9.5%
6400 · Office Expense	4,406.02	12,000.00	36.72%
6521 · County Services	0.00	0.00	0.0%
6526 · Dispatch Services	0.00	0.00	0.0%
6536 · Bank Fees	25.00	0.00	100.0%
6587 · LAFCO	1,660.00	1,660.00	100.0%
6610 · Legal Services	66,271.42	120,000.00	55.23%
6630 · Audit Services	6,000.00	11,000.00	54.55%
6800 · Public/Legal Notices	331.00	500.00	66.2%
6820 · Rent/Lease Equipment	0.00	3,000.00	0.0%
6880 · Small Tools/Instruments	1,087.26	40,000.00	2.72%
6883 · Fire Equipment	0.00	0.00	0.0%
7000 · Tree Farm Expense	17,755.62	70,000.00	25.37%
7005 · Election Expense	0.00	15,000.00	0.0%
7120 · In-Service Training	7,144.24	40,000.00	17.86%
7150 · Recognition/Award	818.97	500.00	163.79%
7201 · Gas/Oil	8,329.39	20,000.00	41.65%
7300 · Transportation/Travel	3,373.19	5,000.00	67.46%
7303 · Private Car Expense	1,500.00	6,000.00	25.0%
7320 · Utilities	3,131.87	8,000.00	39.15%
Total 60 · Supplies and Services	215,186.45	631,660.00	34.07%

Graton Fire Protection District
Profit & Loss Budget vs. Actual
 July through October 2021

	TOTAL		
	Jul - Oct 21	Budget	% of Budget
75 · Other Charges			
7910 · Long-Term Debt - Principal	0.00	141,000.00	0.0%
7930 · Long-Term Debt - Interest			
Apparatus Debt - Principal	0.00	100,000.00	0.0%
7930 · Long-Term Debt - Interest - Other	0.00	72,000.00	0.0%
Total 7930 · Long-Term Debt - Interest	0.00	172,000.00	0.0%
Total 75 · Other Charges	0.00	313,000.00	0.0%
Total Expense	563,490.68	2,162,966.00	26.05%
Net Ordinary Income	-304,747.62	246,084.00	-123.84%
Other Income/Expense			
Other Expense			
85 · Capital Assets			
8560 · New Equipment	0.00	40,000.00	0.0%
Total 85 · Capital Assets	0.00	40,000.00	0.0%
Total Other Expense	0.00	40,000.00	0.0%
Net Other Income	0.00	-40,000.00	0.0%
Net Income	<u>-304,747.62</u>	<u>206,084.00</u>	<u>-147.88%</u>

ROSTER, ALARMS & DRILLS



Graton Fire Protection District

Post Office Box A, Graton, California 95444

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ROSTER

#	Name	Rank	CDL	Cell	Home	Wk/Pgr/Other
1	Bill Bullard	8400 Chief / EMT	B	292-7286	887-8484	
2		8401				
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	Sapphire Alvarez	Firefighter / EMT	B	478-4908		
12	Zach Colenzo	Firefighter	C	292-9739		
13	Shane Spelman	Firefighter / EMT	C+	494-0929	829-1934	
14	Jonathan Preciado	Firefighter / EMT	C	480-5010		
15	Matt Skinner	Firefighter	C+	530-680-1046		
16	Jacob Mual	Firefighter / EMT	C+	721-4817		
17	Matt Miller	Firefighter / EMT	C	569-6301		
18	Levi DeCarly	Firefighter / EMT	C	483-3280		
19	Chaz Mathias	Firefighter	C	480-0213		
20	Kyle Bartlett	Firefighter / EMT	C+	490-6077		
21	Ryan Fernandez	Firefighter / EMT	C	332-6585		
22	Jenna Dunbar	Firefighter / EMT	C	805-400-8589		
23	Sam Ballenger	Firefighter	C	393-9080		
24	Evan Jacobs	Firefighter	C	490-9491	829-1161	
25	Jeremiah Mahan	Firefighter / EMT	C	217-1484		
26	Kristen Cattell	Firefighter / EMT	C	799-2432	823-8454	
27	Emily Fuller	Firefighter	C	799-7848		
28	Mathias Bonse	Firefighter	C	326-5694		W 577-4732
29	Lia Liskey	Firefighter	C	326-1969		W 721-4402
30	Angel Cuevas	Firefighter	C	843-9581		
31	Eddie Castenda	Trainee	C	484-0004		
32	Faith Neely	Trainee	C	888-9338		
33	Aidan Runyon	Trainee	C	570-5391	544-4166	
	Bob Maddocks	Vice President		888-4020	823-9575	
	Mario Cesaretti	Treasurer		591-5600	823-9400	
	Jason Nunes	Member		849-1311		
	Scott Fisher	Member		529-4483	829-9344	
	Carla Peterson	Member		360-5857	823-5850	
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



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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	4	7	7									20
Auto/Mutual Aid	13	5	12	11									41
Debris Fire													0
Fire Alarm	7	4	3	1									15
Gas Leak	1			1									2
Hazardous Condition	2	8	4	28									42
Haz-Mat													0
Investigation	5	2	2	4									13
Medical Aid	36	28	33	35									132
Other / Cancellations													0
Rescue													0
Structure Fire	1		1										2
Traffic Collision	3	1	4	8									16
Vegetation Fire	4	2		3									9
Vehicle Fire	3												3
Total	77	54	66	98	0	0	0	0	0	0	0	0	295

Prepared By: Capt. Darrell Kopriva



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Drill & Activity Reports

OCT 2021

#	Date	Description	Type
1)	10/06	Apparatus Committee Meeting	S
2)	10/07	Auto Extrication	R
3)	10/14	Vehicle Stabilization	R
4)	10/16	LARRO (Low Angle Rope Rescue Operations)	S
5)	10/17	LARRO (Low Angle Rope Rescue Operations)	S
6)	10/21	Auto Extrication	R
7)	10/23	LARRO (Low Angle Rope Rescue Operations)	S
8)	10/25	Apparatus Committee Meeting	S
9)	10/28	Auto Extrication	R

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