



# Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

Ph. (707) 938-2633 / Fax. (707) 935-9681

[www.schellvistafire.org](http://www.schellvistafire.org) / e-mail: [info@schellvistafire.org](mailto:info@schellvistafire.org)

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## MEETING AGENDA

### Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, January 8, 2025

Time: 7:00 PM

Location: 22950 Broadway-Station #1

(This agenda is posted in accordance with the Ralph M. Brown Act, California Government Code Section 54950)

1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

2. PUBLIC COMMENT PERIOD

(At this time, members of the public may comment on any item not appearing on the agenda. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors)

3. AGENDA ADJUSTMENTS AND CONSENT

4. CONSENT CALENDAR

- a. Approval of minutes from the November December 4, 2024, Regular Meeting- **Discussion and Action**
- b. Review of the January 2025 Accountant's Report-**Discussion and Action**

5. CHIEFS' REPORT

Chief Ray Mulas will report on District operations and activities.

6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

- a. Reports-**Discussions & Possible Actions**
  1. Facilities Committee (Neves)
  2. Budget Committee (Kruljac)
  3. Legislative Committee (Finn)
  4. Outreach Committee (Loveless)

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

- a. In District Duty Coverage-**Discussion & Action**
- b. Measure H Funding Agreement Between the County of Sonoma and Schell-Vista Fire Protection District-**Discussion & Action**



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c. Tax Measure Ordinance – **Discussion & Action**

1. Review preliminary Levy amount to be used in requesting the Parcel Report from the County for FY 2025-2026

d. Establish Advisory Group-**Discussion & Action**

- e. Calendar Review (Robin)

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate.

March-Notice of Public Hearing

April/May-Conduct Public Hearing

May/June-Allow time for property owner appeals of the tax levy.

June-Approval of the District Preliminary Budget

July-Approval of the District Tax Roll and Appropriations Limit

July/August- At the end of the Fiscal year, The District Board of Directors will be presented the *Fiscal Year-End Report* containing information regarding the amount of special tax revenue collected and expended as well as the status of projects funded with proceeds of the special tax. (Ord. Section VII)

August/September-Tax Roll and Appropriations Limit Resolution sent to the County.

-Calendar Review General Business

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.

June-Preliminary Budget review and approval.

July 15-August 9 Board Members file for re-election with the Registrar of Voters. (2024-Ken Finn, Ernie Loveless, and Hal Stober term end 12/2024)

August-Budget Committee meet to prepare final budget for Board approval in September.

September-Final Budget review and approval.

Nov-Nomination of Officers of the Board (Every 2 years. Next election 2025)

Dec-Election of Officers of the Board for January 1 start date. (Every 2 Years. Next election 2025)

8. ANNOUNCEMENTS/GOOD OF THE ORDER

9. ADJOURNMENT

Next scheduled meeting is February 5, 2025

If applicable, Board meeting documents are available to review prior to the meeting on the District Website, [www.schellvistafire.org](http://www.schellvistafire.org) or at the SVFPD, Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment



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## MEETING MINUTES Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, December 4, 2024

Time: 7:00 PM

Location: 22950 Broadway-Station #1

### 1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

Director Ken Finn called the meeting to order at 7:00. Directors Bob Kruljac, Ernie Loveless, and Hal Stober were present. Director Mindy Neves joined the meeting through Zoom. A quorum was met. Also present were Assistant Chief Mike Medeiros, Captain Matt Garner, Clerk of the Board Robin Woods and Firefighter Mickey Breen. Guest Isabel Beer of the Index Tribune also attended the meeting.

### 2. PUBLIC COMMENT PERIOD

There were no public comments.

### 3. AGENDA ADJUSTMENTS AND CONSENT

There were no adjustments to the addenda.

### 4. CONSENT CALENDAR

#### a. Approval of minutes from the November 6, 2024, Regular Meeting- **Discussion and Action**

Director Finn introduced the November minutes and opened the floor to questions, discussion and public comments. There were no public comments. Director Kruljac made a motion to approve the minutes of the November 6, 2024, meeting. Director Stober seconded the motion. A Vote was called, and the motion passed, and the Minutes were approved by the following vote:

Ayes-4 Noes- 0 Absent-0 Abstain-1

#### b. Review of the December Accountant's Report-**Discussion and Action**

Director Finn introduced the Accountant's Report and opened the floor to discussion and public comment. There were no public comments. Director Stober made the motion to accept the Accountant's Report for December 2024, as presented. Director Loveless seconded the motion. A Vote was called, and the motion passed, and the Financial Reports were approved by the following vote:

Ayes-4 Noes -0 Absent-0 Abstain - 1



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## 5. CHIEFS' REPORT

Assistant Chief Mike Medeiros presented the following report for Chief Mulas:

- 1. New employees scheduled to begin their academy January 6th, all have passed their backgrounds and physicals.*
- 2. Both Robin and Stacie were able to sit in on the Financial Administrators zoom meeting regarding the reporting of measure "H" funds usage. I am very grateful that they are involved in the developing of the reporting Process as we may have to make some changes to line-item titles and accounting procedures. Please ask them questions about what has developed so far as this may be a fast process.*
- 3. A big thank you to Captain Garner for spear heading the rock placement around the electric sign to prevent erosion.*
- 4. I am leaving on the morning of December 4th for Wisconsin to do the final inspection of our new Type One engine with Captain Bragg. Hopefully it will be delivered this month.*
- 5. Chief Medeiros put together the BC Coverage document that you all should have received last month, and will be on hand to answer any question that you may have about the coverage.*
- 6. Bill Adams reviewed the "Facility Use Agreement " and found no issues with it.*
- 7. Since our last Board Meeting our crews responded to a structure fire which involved a successful Dog Rescue along with crews from Sonoma Fire, (2) two water rescues of drivers during our resent storms. Those are just the out of ordinary calls, I am proud of our personnel's work on these different events.*

## 6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

### a. Reports-**Discussions & Possible Actions**

#### 1. Facilities Committee (Neves)

Director Neves advised the Board that Captain Garner finished the rock landscape around the electric sign.

They are tabling the landscape for the middle circle until after winter.

#### 2. Budget Committee (Kruljac)

Director Kruljac reported on the Budget and new PGE Bills. He also advised the Board that the department would be submitting a tax credit with the help of John Blomberg's staff.



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3. Legislative Committee (Finn)

Director Finn reminded the Board about the FDAC conference in Napa in April.

4. Outreach Committee (Loveless)

Nothing to report.

## 7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. Cell Tower- **Review**

1. Update Tower at Station 2
2. Update Tower at Station 1

Director Kruljac advised the Board the Verizon is now overseeing the project and On Air is not actively pursuing at this time. This was his final report unless he hears of any changes.

b. In District Duty Coverage- **Discussion**

Assistant Chief Mike Medeiros explained the purpose of the 24-hour district coverage by the Command Staff. The position would be for a Chief Officer, or a person qualified as a Chief Officer to command the scene.

The Board agreed to continue the discussion at the next Board meeting where they will review the District budget for the funding of the position.

c. Calendar Review (Robin)

Clerk Woods presented the Board members with a reminder of the FDAC Annual Conference In Napa April 1-4, 2025

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate.

March-Notice of Public Hearing

April/May-Conduct Public Hearing

May/June-Allow time for property owner appeals of the tax levy.

June-Approval of the District Preliminary Budget

July-Approval of the Distract Tax Roll and Appropriations Limit

July/August- At the end of the Fiscal year, The District Board of Directors will be presented the *Fiscal Year-End Report* containing information regarding the amount of special tax revenue collected and expended as well as the status of projects funded with proceeds of the special tax. (Ord. Section VII)

August/September-Tax Roll and Appropriations Limit Resolution sent to the County.

-Calendar Review General Business

February- Reminder to Board to complete form 700s by April 1.

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.

June-Preliminary Budget review and approval.



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July 15-August 9 Board Members file for re-election with the Registrar of Voters.  
(2024- Ken Finn, Ernie Loveless, and Hal Stober term end 12/2024)  
August-Budget Committee meet to prepare final budget for Board approval in September.  
September-Final Budget review and approval.  
Nov-Nomination of Officers of the Board (Every 2 years. Next election 2025)  
Dec-Election of Officers of the Board for January 1 start date. (Every 2 Years. Next election 2025)

## 8. ANNOUNCEMENTS/GOOD OF THE ORDER

Christmas party next Saturday, December 14<sup>th</sup>.

## 9. 21ADJOURMENT

Director Loveless made the motion to adjourn the meeting at 7:51 PM. Director Kruljac seconded the motion. The motion passed and the meeting was adjourned.

Next scheduled meeting is January 8, 2024

If Applicable, Board meeting documents are available to review at the SVFPD Station 1, 22950 Broadway, Sonoma, CA 95476. Please call (707)938-2633 for an appointment



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## DISTRICT ACCOUNTANT'S REPORT TO THE BOARD OF DIRECTORS

January 8, 2025

### STANDARD MONTHLY REPORTING

1. District Financials:

a) Expense Statements.

b) Copies of the Bank Statements reflecting the reconciliation with the Financial Statements.

c) Copies of the Accounts Payable Report reconciled to the Balance Sheet.

d) List of all Cash transactions by Bank account attached to the bank statement (Detail of all monies in and out.)

e) Fiscal Summary:

Payables submitted to the Chief and Directors for approval for the month of November 2024:

- Payables/Checks in the amount of \$14,196.71.
- Payroll Expenses in the amount of \$155,073.97.

Bank Account Balances as of November 2024:

- Exchange Bank Checking Account \$155,966.93.
- Exchange Bank Money Market Account \$2,216,749.76.
- Exchange Bank Payroll Account \$268,392.87.

f) Owed to District:

- Toll Fire - \$5,901.75
- OES Reimbursement for Fuel/Food - \$384.06
- Point - \$31,302.60
- Boyes - \$8,662.00
- Line - \$55,698.00
- Bridge - \$81,775.00

# Schell-Vista Fire Protection District

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
723005 Exch Bank Chk 1140052562	155,966.93
723010 Exchange Money Mkt 2554	2,216,749.76
723012 Exch Bank Payroll 45810	268,392.87
<b>Total Bank Accounts</b>	<b>\$2,641,109.56</b>
Other Current Assets	
1250 A/R Due from Other Gov't	20,000.00
<b>Total Other Current Assets</b>	<b>\$20,000.00</b>
<b>Total Current Assets</b>	<b>\$2,661,109.56</b>
Fixed Assets	
1500 Fixed Assets	
1505 Land	283,505.00
1510 Building	4,740,607.95
1520 Equipment	4,118,988.78
1570 Accumulated Depreciation	-5,125,680.32
<b>Total 1500 Fixed Assets</b>	<b>4,017,421.41</b>
<b>Total Fixed Assets</b>	<b>\$4,017,421.41</b>
Other Assets	
1900 Deferred Outflow	215,559.00
<b>Total Other Assets</b>	<b>\$215,559.00</b>
<b>TOTAL ASSETS</b>	<b>\$6,894,089.97</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	40,453.94
<b>Total Accounts Payable</b>	<b>\$40,453.94</b>
Other Current Liabilities	
2100 Payroll Liabilities	61,291.18
2200 Due to Calpers	-1.00
2240 Union Dues	325.00
<b>Total 2100 Payroll Liabilities</b>	<b>61,615.18</b>
2200 Compensated Absences	182,728.48
2285 Depo Fees paid Dist in Err	275.00
<b>Total Other Current Liabilities</b>	<b>\$244,618.66</b>
<b>Total Current Liabilities</b>	<b>\$285,072.60</b>



# Schell-Vista Fire Protection District

## Balance Sheet

As of November 30, 2024

	TOTAL
Long-Term Liabilities	
2800 Net Pension Liability	137,933.00
2900 Deferred Inflow	314,334.00
<b>Total Long-Term Liabilities</b>	<b>\$452,267.00</b>
<b>Total Liabilities</b>	<b>\$737,339.60</b>
Equity	
3000 Opening Bal Equity	193,465.53
3050 Net InvesCapital Assets	4,032,591.00
3900 Fund Balance Unreserved	2,927,551.05
Net Income	-996,857.21
<b>Total Equity</b>	<b>\$6,156,750.37</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,894,089.97</b>



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

00006680-0022065-0001-0002-MIMR0010391201241784

SCHELL-VISTA FIRE PROTECTION DISTRICT  
22950 BROADWAY  
SONOMA CA 95476

Last statement: October 31, 2024  
This statement: November 30, 2024  
Total days in statement period: 30

Page 1 of 2  
XXXXXX2562  
(0)

Direct inquiries to:  
707 524-3000

Exchange Bank  
P O Box 403  
Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX2562	Beginning balance	\$121,118.15
Avg collected balance	\$106,652	Total additions	100,008.89
Interest paid year to date	\$164.80	Total subtractions	62,489.67
		Ending balance	\$158,637.37

CHECKS

Number	Date	Amount	Number	Date	Amount
10065	11-06	87.30	10089	11-14	4,857.00
10067 *	11-01	209.23	10090	11-13	95.90
10069 *	11-08	821.26	10091	11-27	498.05
10070	11-08	210.00	10092	11-13	554.35
10071	11-06	279.01	10093	11-15	2,895.07
10072	11-12	77.88	10094	11-20	99.58
10074 *	11-06	235.00	10095	11-19	156.98
10075	11-06	128.40	10096	11-27	465.00
10076	11-06	211.00	10097	11-21	417.49
10077	11-12	38.59	10098	11-19	43.84
10078	11-12	138.33	10099	11-22	932.85
10079	11-07	2,619.00	10100	11-25	204.23
10080	11-12	15.00	10101	11-25	313.97
10081	11-06	11,121.00	10102	11-22	527.04
10082	11-05	390.00	10103	11-20	31.85
10083	11-06	369.30	10104	11-26	9,041.46
10084	11-05	624.69	10106 *	11-25	135.16
10085	11-05	200.00	10107	11-22	385.00
10086	11-19	297.48	10108	11-29	517.69
10087	11-13	315.03	10109	11-26	1,234.36
10088	11-08	27.16			

Uncleared 2,2670.447  
\$1,559,666.93

\* Skip in check sequence



00006680-0022065-0001-0002-MIMR0010391201241784

**Schell-Vista Fire Protection District  
Transaction Report**

November 1-30, 2024

	Date	Num	Name	Memo/Description	Amount
723005 Exch Bank Chk 1140052562					
	Beginning Balance				
	11/02/2024	10074	Adaptive Pest Control, Inc.	4877 and 4878	-235.00
	11/02/2024	10075	Brady FSI/ Formerly Fishman Supply Company	7346	-128.40
	11/02/2024	10076	California State Disbursement Unit	H Botello/FL 19-01-4867 Case 200000000841588	-211.00
	11/02/2024	10077	Cintas Corporation	10042026	-38.59
	11/02/2024	10078	Comcast		-138.33
	11/02/2024	10079	CSDA	3486	-2,619.00
	11/02/2024	10080	First National Bank (Ray)	**** **** 5667	-15.00
	11/02/2024	10081	George Petersen Insurance Agency	SCHFPPD-02	-11,121.00
	11/02/2024	10082	Kevin Plume		-390.00
	11/02/2024	10083	L. N. Curtis & Sons	C36390	-369.30
	11/02/2024	10084	Life-Assist, Inc.	95476SVF	-624.69
	11/02/2024	10085	Marin IT, Inc		-200.00
	11/06/2024	10086	Bonneau's	27667	-297.48
	11/09/2024	10087	Comcast		-315.03
	11/06/2024	10088	Friedman's Home Improvement	0006465	-27.16
	11/06/2024	10089	George Petersen Insurance Agency	SCHFPPD-02	-4,857.00
	11/06/2024	10090	Life-Assist, Inc.	95476SVF	-95.90
	11/06/2024	10091	Munoz Payroll Services		-498.05
	11/06/2024	10092	Recology Sonoma Marin		-554.35
	11/06/2024	EFT	CalPERS	228558681	-10,334.07
	11/06/2024	10093	USBank (Cal Cards)	**** **** 1051	-2,895.07
	11/09/2024	10094	L. N. Curtis & Sons	C36390	-99.58
	11/09/2024	10095	Life-Assist, Inc.	95476SVF	-158.98
	11/09/2024	10096	Mank Enterprises, LLC		-465.00
	11/12/2024	10099	Comcast		-932.85
	11/12/2024	10098	City of Sonoma	006678-000	-43.84
	11/12/2024	10100	Rioh USA Inc. TX	1328999-1028154USC	-204.23
	11/12/2024	10097	Choice Builder	B08253	-417.49
	11/16/2024	10101	Brady FSI/ Formerly Fishman Supply Company	7346	-313.97
	11/16/2024	10102	Burton's Fire, Inc.	100-0891	-527.04
	11/16/2024	10103	Friedman's Home Improvement	0006465	-31.85
	11/16/2024	10104	FRMS	SCH001 52 - Schell-Vista Fire Protection District	-9,041.46
	11/16/2024	10105	Kevin Plume		-390.00
	11/16/2024	10106	L. N. Curtis & Sons	C36390	-135.16
	11/16/2024	10107	Marin IT, Inc		-385.00
	11/16/2024	10108	Verizon Wireless	571618481-00001	-517.69
	11/16/2024	10109	CA Refrigeration & Food Equipment	C065558	-1,234.36





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

00002661-0005321-0001-0001-MIMR8010391201241784

SCHELL-VISTA FIRE PROTECTION DISTRICT  
22950 BROADWAY  
SONOMA CA 95476

Last statement: October 31, 2024  
This statement: November 30, 2024  
Total days in statement period: 30

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XXXXXX2554  
( 0)

Direct inquiries to:  
707 524-3000

Exchange Bank  
P O Box 403  
Santa Rosa CA 95402

**Public Funds Money Market**

Account number	XXXXXX2554	Beginning balance	\$2,465,234.57
Avg collected balance	\$2,423,567	Total additions	1,515.19
Interest paid year to date	\$21,626.56	Total subtractions	250,000.00
		Ending balance	\$2,216,749.76

**DEBITS**

Date	Description	Subtractions
11-26	Withdrawal	100,000.00
11-26	Withdrawal	150,000.00

**CREDITS**

Date	Description	Additions
11-30	Interest Payment	1,515.19

**DAILY BALANCES**

Date	Amount	Date	Amount	Date	Amount
10-31	2,465,234.57	11-26	2,215,234.57	11-30	2,216,749.76

**INTEREST INFORMATION**

Annual percentage yield earned	0.77%
Interest-bearing days	30
Average balance for APY	\$2,423,567.90
Interest earned	\$1,515.19



Thank you for banking with Exchange Bank

00002661-0005321-0001-0001-MIMR8010391201241784

# Schell-Vista Fire Protection District

## Transaction Report

November 2024

	Date	Transaction Type	Num	Memo/Description	Amount
723010 Exchange Money Mkt 2554					
	Beginning Balance				
	11/26/2024	Transfer			-150,000.00
	11/26/2024	Transfer			-100,000.00
	11/30/2024	Deposit	INTEREST	Interest Earned	1,515.19
Total for 723010 Exchange Money Mkt 2554					-\$ 248,484.81
TOTAL					-\$ 248,484.81



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

00009992-0027313-0001-0002-MIMR8010391201241784

Last statement: October 31, 2024  
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SCHELL-VISTA FIRE PROTECTION DISTRICT  
PAYROLL  
22950 BROADWAY  
SONOMA CA 95476

Page 1 of 2  
XXXXXX5810  
(0)

Direct inquiries to:  
707 524-3000

Exchange Bank  
P O Box 403  
Santa Rosa CA 95402

**Public Funds Interest Checking**

Account number	XXXXXX5810	Beginning balance	\$252,111.25
Avg collected balance	\$189,546	Total additions	150,017.76
Interest paid year to date	\$135.08	Total subtractions	132,114.92
		Ending balance	\$270,014.09

*Uncleared*  $\angle 11021.22$   
7268,392.87

**CHECKS**

Number	Date	Amount	Number	Date	Amount
12750	11-08	3,630.33			

**DEBITS**

Date	Description	Subtractions
11-05	ACH Withdrawal SCHELL-VISTA FIR FEE 241105 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	182.00
11-05	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 241105 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	19,720.43
11-05	ACH Withdrawal SCHELL-VISTA FIR DDCOLLECT 241105 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	51,641.96
11-19	ACH Withdrawal SCHELL-VISTA FIR FEE 241119 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	110.00
11-19	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 241119 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	16,277.49
11-19	ACH Withdrawal SCHELL-VISTA FIR DDCOLLECT 241119 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	40,552.71



**Schell-Vista Fire Protection District**  
**Transaction Report**  
November 1-30, 2024

	Date	Transaction type	Num	Memo/Description	Amount
723012 Exch Bank Payroll 45810					
	Beginning Balance				
	11/05/2024	Check	17657	11/05/24 Net	-1,802.70
	11/05/2024	Check	17656	11/05/24 Net	-46.17
	11/05/2024	Check	17658	11/05/24 Net	-4,892.43
	11/05/2024	Check	17659	11/05/24 Net	-36.94
	11/05/2024	Check	17660	11/05/24 Net	-1,232.18
	11/05/2024	Check	17661	11/05/24 Net	-46.17
	11/05/2024	Check	17662	11/05/24 Net	-115.44
	11/05/2024	Check	17663	11/05/24 Net	-301.98
	11/05/2024	Check	17664	11/05/24 Net	-27.70
	11/05/2024	Check	17665	11/05/24 Net	-64.64
	11/05/2024	Check	17666	11/05/24 Net	-5,602.20
	11/05/2024	Check	17667	11/05/24 Net	-129.29
	11/05/2024	Check	17668	11/05/24 Net	-871.22
	11/05/2024	Check	17669	11/05/24 Net	-161.61
	11/05/2024	Check	17670	11/05/24 Net	-1,977.09
	11/05/2024	Check	17671	11/05/24 Net	-5,574.50
	11/05/2024	Check	17672	11/05/24 Net	-55.41
	11/05/2024	Check	17673	11/05/24 Net	-86.81
	11/05/2024	Check	17674	11/05/24 Net	-27.70
	11/05/2024	Check	17675	11/05/24 Net	-820.03
	11/05/2024	Check	17676	11/05/24 Net	-3,938.55
	11/05/2024	Check	17677	11/05/24 Net	-129.29
	11/05/2024	Check	17678	11/05/24 Net	-1,572.04
	11/05/2024	Check	12749	11/05/24 Net	-13.86
	11/05/2024	Check	12750	11/05/24 Net	-3,630.33
	11/05/2024	Check	17681	11/05/24 Net	-3,989.52
	11/05/2024	Check	17680	11/05/24 Net	-178.23
	11/05/2024	Check	17683	11/05/24 Net	-50.79
	11/05/2024	Check	17684	11/05/24 Net	-103.44
	11/05/2024	Check	17685	11/05/24 Net	-212.41
	11/05/2024	Check	17686	11/05/24 Net	-5,437.09
	11/05/2024	Check	17687	11/05/24 Net	-334.31
	11/05/2024	Check	17688	11/05/24 Net	-960.61
	11/05/2024	Check	17689	11/05/24 Net	-237.35
	11/05/2024	Check	12751	11/05/24 Net	-184.70
	11/05/2024	Check	17691	11/05/24 Net	-3,232.14
	11/05/2024	Check	17692	11/05/24 Net	-73.88
	11/05/2024	Check	17693	11/05/24 Net	-6,425.20
	11/05/2024	Check	17694	11/05/24 Net	-848.72
	11/05/2024	Check	17695	11/05/24 Net	-46.18
	11/05/2024	Check		11/05/24	-182.00
	11/05/2024	Check		11/05/24 Net	-19,720.43
	11/20/2024	Check		11/20/24	-16,277.49
	11/20/2024	Check		11/20/24	-110.00
	11/20/2024	Check	17698	11/20/24 Net	-1,358.03
	11/20/2024	Check	17699	11/20/24 Net	-7,030.74
	11/20/2024	Check	17700	11/20/24 Net	-2,794.24



	11/20/2024	Check	17701	11/20/24 Net	-301.99
	11/20/2024	Check	17702	11/20/24 Net	-6,098.04
	11/20/2024	Check	17703	11/20/24 Net	-2,337.89
	11/20/2024	Check	17704	11/20/24 Net	-5,024.37
	11/20/2024	Check	17705	11/20/24 Net	-209.41
	11/20/2024	Check	12752	11/20/24 Net	-113.58
	11/20/2024	Check	17706	11/20/24 Net	-6,285.14
	11/20/2024	Check	17707	11/20/24 Net	-691.68
	11/20/2024	Check	17708	11/20/24 Net	-3,759.24
	11/20/2024	Check	17709	11/20/24 Net	-4,663.94
	11/20/2024	Check	12753	11/20/24 Net	-226.02
	11/26/2024	Transfer			150,000.00
	11/30/2024	Deposit	INTEREST	Interest Earned	17.76
<b>Total for 723012 Exch Bank Payroll 45810</b>					<b>\$17,364.68</b>
					<b>\$17,364.68</b>
Accrual Basis Tuesday, December 31, 2024 02:58 AM GMTZ					

**Schell-Vista Fire Protection District**  
**A/R Aging Summary**  
As of November 30, 2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>91 and over</u>	<u>Total</u>
<b>TOTAL</b>						\$ 0.00

This report contains no data.

Monday, Dec 30, 2024 06:37:36 PM GMT-8

# Schell-Vista Fire Protection District

## A/P Aging Summary

As of November 30, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bonneau's	316.31					316.31
California State Disbursement Unit	211.00					211.00
CalPERS	10,334.07					10,334.07
Comcast	315.03	138.33				453.36
Exchange Bank (Ray's Card)		16.26				16.26
First National Bank (Ray)	15.00					15.00
Galli, Jim (DON'T USE. USE PETALUMA ADDRESS)		219.41				219.41
Kevin Plume	390.00					390.00
L. N. Curtis & Sons	172.35			23,525.89		23,698.24
Munoz Payroll Services	348.64					348.64
PG&E	454.14					454.14
Recology Sonoma Marin	554.35					554.35
Sonoma Materials, Inc.		1,389.75				1,389.75
USBank (Cal Cards)	1,850.91					1,850.91
William L Adams PC	202.50					202.50
<b>TOTAL</b>	<b>\$ 15,164.30</b>	<b>\$ 1,763.75</b>	<b>\$ 0.00</b>	<b>\$ 23,525.89</b>	<b>\$ 0.00</b>	<b>\$ 40,453.94</b>
Monday, Dec 30, 2024 06:41:35 PM GMT-8						

**Payroll Overview**

Payroll	Regular	12/05/2024
Pay Date		12/05/2024
# Employees		30
# Paid Employees		30
# Pay Statements		35
# Regular	35	
# Pay Periods		1
EE's Paid More Than Once		5

**Employee Payments**

	#	EE's	\$ Amount
Checks	3	3	3,805.79
Direct Deposits Debited	32	27	42,344.94 <sup>D</sup>
<b>Total</b>			<b>46,150.73</b>
(D) Innovative Business Solutions, Inc. Admin Debit			<b>-42,344.94</b>
Your Remaining Bank Account Liability			<b>3,805.79</b>
Vouchers Printed	0		
Vouchers Suppressed	0		

**Taxes**

	EIN	EE's	\$ Amount
FIT/EE	68-0002675	15	7,452.60 <sup>D</sup>
FICA/ER	68-0002675	24	1,602.26 <sup>D</sup>
FICA/EE	68-0002675	24	1,602.26 <sup>D</sup>
MEDI/ER	68-0002675	30	934.65 <sup>D</sup>
MEDI/EE	68-0002675	30	934.65 <sup>D</sup>
SIT:CA/EE	698-1679-1	12	2,584.73 <sup>D</sup>
SUTA_SC:CA/ER (0.10%)	698-1679-1	12	1.66 <sup>D</sup>
SUTA:CA/ER (1.70%)	698-1679-1	12	27.64 <sup>D</sup>
<b>Total</b>			<b>✓ 15,140.45</b>
(D) Innovative Business Solutions, Inc. Admin Debit			<b>-15,140.45</b>
Your Remaining Tax Liability			<b>0.00</b>

**Vendor Liabilities**

No Data

**Billing**

Invoice Total	168.50
Innovative Business Solutions, Inc. Admin Debit	<b>-168.50</b>
Amount Due	0.00

**Total**

Total	61,459.68
Innovative Business Solutions, Inc. Admin Debit	<b>-57,653.89</b>
Total of Your Responsibility	<b>3,805.79</b>

**Recap**

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	12/04/2024	xxxxxx5810	168.50
Tax Payment	12/04/2024	xxxxxx5810	15,140.45
Empl. Dir. Dep. SPA	12/04/2024	xxxxxx5810	42,344.94
<b>Total Debits</b>			<b>57,653.89</b>

--More--

EF \$ 12,574.24  
ER \$ 2,566.21

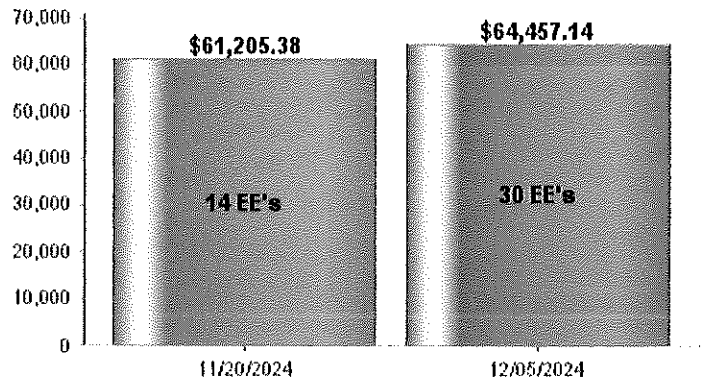
**Recap - Continued**

Cash Requirements: xxxxxx5810	\$ Amount
Billing	168.50
Tax Payment	15,140.45
Empl. Checks	3,805.79
Empl. Dir. Dep. SPA	42,344.94
<b>Total</b>	<b>61,459.68</b>

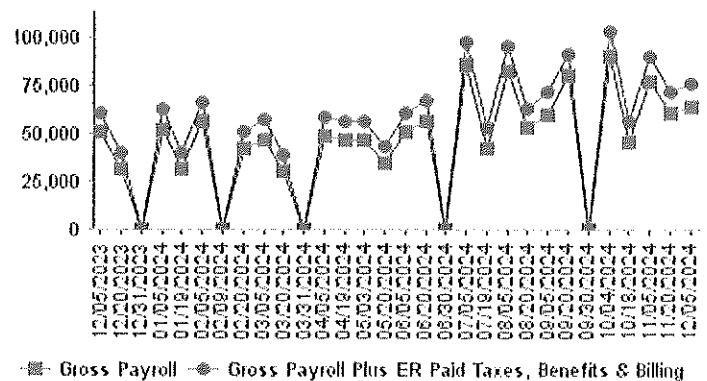
**General Ledger Summary**

	Debit/Exp.	Credit/Liab.
Earning	64,457.14	
ER Deduction	9,362.72	
Workers Comp Carrier DR	5,151.80	
ER Tax (Offset)	2,566.21	
Invoice	168.50	
Invoice		168.50
ER Tax		2,566.21
Check		3,805.79
Workers Comp Carrier CR		5,151.80
Deduction		5,732.17
ER Deduction (Offset)		9,362.72
Tax		12,574.24
Direct Deposit		42,344.94
	<b>81,706.37</b>	<b>81,706.37</b>

**Comparison To Last Pay Period - Gross Wages**



**Rolling 12 Month Payroll View**



## Schell-Vista Fire Protection District

### Revenue & Expense

November 2024

	Total
<b>Income</b>	
44000 Interest	
44003 Interest Earned Bank Acc	1,541.84
<b>Total 44000 Interest</b>	<b>\$ 1,541.84</b>
<b>Total Income</b>	<b>\$ 1,541.84</b>
<b>Gross Profit</b>	<b>\$ 1,541.84</b>
<b>Expenses</b>	
50000 Salaries & Employee Bene	
50010 Career Pay	61,210.07
50020 Career OT	8,912.12
50022 Career OT Strike Team Assigned to Incident	10,163.85
50030 Holiday Pay	3,020.20
50040 Volunteer Stipend Pay	22,696.00
50050 Fire Call & Drills	1,635.00
50052 Educational Incentive	2,150.18
50054 FLSA	1,721.40
50055 Special Project Manager	2,200.00
50056 Administrative Staff	2,581.90
50058 Longevity Pay	2,724.76
50060 CalPERS Retire Employer	15,608.70
50070 Employee Health Insuranc	10,944.54
50075 Uniform Allowance	500.04
50095 Volunteer Strike Team Pay	6,147.00
51000 Payroll Taxes Employer	2,566.21
51010 Retirement Expense (UFP)	0.00
51018 CalPERS Costs	0.00
51020 Payroll Service Fees	292.00
52000 Workers' Compensation Ins	0.00
<b>Total 50000 Salaries &amp; Employee Bene</b>	<b>\$ 155,073.97</b>
60000 Services & Supplies	
60050 Safety Gear (Wildland&Unl	307.51
60070 Fire Equipment & Supplies	99.58
60100 Communications	2,725.28
60200 Household Contracts	294.16
60300 Insurances	
60310 Insurance - Accident/Sick	0.00
60350 Insurance- Liability	4,138.00
60370 Insurance-Automobile	719.00
<b>Total 60300 Insurances</b>	<b>\$ 4,857.00</b>

<b>60400 Maintenance - Equipment</b>		
60415 Maint 3837		118.80
60418 Maint 3861		158.76
60435 Maint 3882		368.28
<b>Total 60400 Maintenance - Equipment</b>	<b>\$</b>	<b>645.84</b>
<b>60600 Maintenance Building</b>		<b>313.97</b>
60610 Maint Bldg Station 1		59.01
<b>Total 60600 Maintenance Building</b>	<b>\$</b>	<b>372.98</b>
60675 Medical Supplies		156.98
60680 Membrshp/Occupat Trackng		16.26
60700 Office Supplies		167.78
<b>60800 Professional Services</b>		
60805 Prof Serv-Website/Network		385.00
60830 Prof Services - Legal		202.50
60840 Prof Services - Consultin		348.64
<b>Total 60800 Professional Services</b>	<b>\$</b>	<b>936.14</b>
61020 Internet Based Program		15.00
61060 Hiring Costs		790.75
61090 Equipment Rentals/Lease		204.23
61300 Fuel/Oil		316.31
61350 Strike Team Expenses		1,238.58
<b>61400 Utilities/Garbage</b>		
61410 Utilities Station 1		300.13
61420 Utilities Station 2		197.85
61430 Garbage Station 1		554.35
<b>Total 61400 Utilities/Garbage</b>	<b>\$</b>	<b>1,052.33</b>
<b>Total 60000 Services &amp; Supplies</b>	<b>\$</b>	<b>14,196.71</b>

**MEASURE H FUNDING AGREEMENT**  
**BETWEEN THE COUNTY OF SONOMA AND**  
**SHELL VISTA FIRE PROTECTION DISTRICT**

This Agreement is made and entered into as of \_\_\_\_\_ (“Effective Date”) by and between the County of Sonoma, a political subdivision of the State of California, and Schell Vista Fire Protection District, hereinafter referred to as “COUNTY” and the “FIRE AGENCY”, and collectively as “the Parties.”

**RECITALS**

WHEREAS, on March 5, 2024, the voters of Sonoma County approved Measure H, “The Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Ordinance”, which added Article VIII to Chapter 12 of the Sonoma County Code (hereinafter “the Ordinance”); and

WHEREAS, the Ordinance provides funding to achieve effective and efficient regional fire response services throughout Sonoma County; and

WHEREAS, the County of Sonoma is charged with a fiduciary duty in administering the tax proceeds generated by the Ordinance and implementation of the Ordinance is the responsibility of an Oversight Committee which reports directly to the Sonoma County Board of Supervisors; and

WHEREAS, Section 12-61 of the Ordinance states: “The Expenditure Plan set forth in section 12-66 is intended as a specific and legally binding and enforceable limitation on how the proceeds of the transactions and use tax imposed by this Ordinance may be spent”; and

WHEREAS, as part of the Ordinance Expenditure Plan, Section 12-66(D) provides allocation percentages for entities receiving funds generated by the Ordinance (“Recipients”); and

WHEREAS, as part of independent Oversight Committee and performance audit, Section 12-67(B) of the Ordinance requires Recipients to prepare and distribute to the Oversight Committee specific information in annual reports not later than December 31<sup>st</sup> of each year; and

WHEREAS, as part of the oversight and administration of the Ordinance, Section 12-68(A) of the Ordinance requires a funding agreement between the County of Sonoma and Recipients before any tax proceeds are distributed; and

WHEREAS, Section 12-65 of the Ordinance requires that Ordinance proceeds shall not be used to supplant FIRE AGENCY’S historical proportional allocation to fire related services and establishes a baseline maintenance of effort requirement that shall not be violated; and

WHEREAS, Section 12-68(A) of the Ordinance further requires that the funding agreement between the County of Sonoma and Recipients shall establish existing revenue used to fund existing personnel in order to establish the baseline for measuring compliance with the

requirement that sales tax proceeds generated by the Ordinance shall only be used to pay for additional personnel; and

WHEREAS, the County of Sonoma and Recipients desire to have a uniform agreement to ensure consistency in distribution, reporting, oversight, and administration of the funds generated by the Ordinance.

NOW, THEREFORE, in consideration of the foregoing, COUNTY and FIRE AGENCY do hereby agree as follows:

1. The Parties agree to comply with the purpose, intent, use of fund limitations and specific implementation provisions of the Ordinance, which became operative October 1, 2024.
2. Allocation of Funds. As provided in Section 12-66(D), the allocation percentage of funds generated by the Ordinance to be received by FIRE AGENCY is one and two tenths percent (1.2%), to be used for the purposes set forth in Sections 12-66(B) and 12-66(C) of the Ordinance. As provided in Section 12-66(E), the successor fire agency of any enumerated entity in Section 12-66(D) shall receive the funds set forth in that section.
3. Distribution of Funds. COUNTY shall distribute the sales tax proceeds to FIRE AGENCY on a quarterly basis based on the following schedule:

July – September proceeds will be distributed by the 10th of December;  
October – December proceeds will be distributed by the 10th of March;  
January – March proceeds will be distributed by the 10th of June;  
April – June proceeds will be distributed by the 10th of September.

The first distribution of tax proceeds from COUNTY to FIRE AGENCY per the Ordinance and this Agreement will be the by the 10th of March 2025 for the October – December 2024 collection date.

4. Baseline maintenance of effort. As provided in Section 12-65, Ordinance proceeds shall not be used to supplant FIRE AGENCY’S historical general fund contribution for providing fire related services. The proportional allocation to determine maintenance of effort is FIRE AGENCY’S baseline operating budget for Fiscal Year 2021-2022, which includes ad valorem property taxes, parcel taxes or any other taxes and/or fees in support of the operating cost for providing fire related services but excluding limited term funds such as capital projects, grants, grant matches or other one-time revenues, will be reported on the FIRE AGENCY’s Annual Report in Exhibit A. The Parties intend and agree to execute an Amendment to this Funding Agreement prior to the submission of the Annual Report, which sets forth FIRE AGENCY’s proportional allocation. If the proportional allocation to FIRE AGENCY in any subsequent fiscal year is materially less than the FY 21/22 allocation, then the jurisdiction that provides funding shall be deemed to violate the maintenance of effort requirement.



5. Baseline personnel funding. For the purposes of Section 12-68(A) of the Ordinance, as provided in the operating budget for Fiscal Year 2021-2022, FIRE AGENCY'S annual existing revenues used to fund existing personnel in order to establish the baseline for measuring compliance with the requirement that sales tax proceeds shall only be used to pay for additional personnel will be reported on the FIRE AGENCY's Annual Report in Exhibit A. The Parties intend and agree to execute an Amendment to this Funding Agreement prior to the submission of the Annual Report, which sets forth FIRE AGENCY's baseline personnel funding.
6. 30-year limit on Bonded Indebtedness. As provided in Sections 12-63 and 12-66(C), FIRE AGENCY may issue limited tax bonds to finance any program or project in accordance with the Ordinance Expenditure Plan, as allowed by applicable law and as approved by their respective legislative body. The maximum bonded indebtedness shall not exceed the projected 30-year distribution of FIRE AGENCY'S annual allocation and any costs associated with the issuance of such bonds shall be accounted for within the program category in which the bond proceeds are used
7. Reporting Requirements.
  - a. In order to ensure consistency in distribution, reporting, oversight, and administration of the funds generated by the Ordinance as set forth in Section 12-67(B) of the Ordinance, annual reports to the Oversight Committee shall be made by FIRE AGENCY not later than December 31<sup>st</sup> of each year in the form attached hereto as Exhibit A.
  - b. If FIRE AGENCY receives funding as part of the Countywide Expenditures from the Sonoma County Fire Chiefs Association ("SCFCA") pursuant to Section 12-66(C)(6) of the Ordinance, FIRE AGENCY shall prepare an annual report to be provided to SCFCA no later than September 30<sup>th</sup> to be included in the SCFCA's annual report to the Oversight Committee.
8. Appropriations Limit. As provided in Section 12-64 of the Ordinance, revenue generated by the Ordinance shall be attributed to the appropriations limit of the County, and not to the appropriations limit of any Recipients.
9. Records. The Parties shall retain all records regarding expenditures of funds generated by the Ordinance for a period of three (3) years from the date of the expenditure.
10. Audit authority of Oversight Committee. Subject to Sections 12-67(C) and 12-67(D) of the Ordinance, the Oversight Committee shall have the authority to audit the receipt and expenditures as set forth in the annual reports submitted by Recipients.

11. Over Allocation. If COUNTY over allocates funds to FIRE AGENCY for any reason, FIRE AGENCY agrees to return the amount of such over allocation to COUNTY to be re-allocated per Section 12-66(D).
  
12. County Costs. As provided in Section 12-66(C)(5), the Parties agree COUNTY is authorized to allocate funds collected pursuant to the Ordinance to pay for expenses incurred which relate to the implementation of the tax, including payments necessary for the operation of the Oversight Committee and Ordinance reporting. The Parties further agree that any costs that exceed the County of Sonoma ACTTC Administrative Fee allocation as set forth in Section 12-66(D) shall be removed from the total tax proceeds prior to distribution of funds to all respective agencies.
  
13. Indemnification. FIRE AGENCY shall defend, indemnify and hold harmless COUNTY, its officers, officials, and employees, from and against any and all demands, claims, actions, litigation or other proceedings, liability, damages and costs (including but not limited to attorney fees), that arise out of, pertain to or relate in whole or in part to COUNTY'S obligations under this agreement, excepting only matters that are based upon the County's gross negligence or willful misconduct.
  
14. Notices. Any notice which may be required under this Agreement shall be in writing, shall be effective when received, and shall be given by personal service, or by certified or register mail, return receipt requested. to the addresses set forth below, or to such addresses which may be specified in writing to the parties hereto.
 

TO FIRE AGENCY:	Schell Vista Fire Protection District 22950 Broadway Sonoma, CA 95476
TO COUNTY:	County of Sonoma Auditor-Controller-Treasurer-Tax Collector 585 Fiscal Drive, #100 Santa Rosa, CA 95403
  
15. Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of this Agreement.
  
16. Integration. This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in other contemporaneous written agreements.

17. Amendment. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.
18. Independent Agencies. The Parties renders their services under this Agreement as independent agencies. None of either Party's agents or employees shall be agents or employees of the other Party.
19. Assignment. The Agreement may not be assigned, transferred, hypothecated or pledged by any party without the express written consent of the other party.
20. Successors. This Agreement shall be binding upon the successor(s), assignee(s) or transferee(s) of the COUNTY or FIRE AGENCY as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this Agreement other than as provided above. Notwithstanding the foregoing, per Section 12-66(E)(2) of the Ordinance, in the event any enumerated entity in Section 12-66(D) consolidates with or is annexed by another entity, the successor agency shall receive the funds allocated to the enumerated entity.
21. Severability. Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.
22. Limitations
  - a. All obligations of COUNTY under the terms of this Agreement are expressly subject to COUNTY'S continued authorization to collect and allocate the sales tax proceeds generated by the Ordinance. If for any reason COUNTY'S right to collect or expend such sales tax proceeds is terminated, suspended, or modified, in whole or in part, COUNTY shall promptly notify FIRE AGENCY, and the parties shall consult on a course of action. If, after twenty-five (25) business days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent; provided, that any future obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of COUNTY to expend sales tax proceeds for the purposes of the Agreement; and (ii) the availability, taking into consideration all the obligations of COUNTY under all outstanding contracts, agreements to other obligations of COUNTY, of funds for such purposes.

- b. All obligations of FIRE AGENCY under the terms of this Agreement are expressly subject to FIRE AGENCY's continued authorization to receive and spend the sales tax proceeds generated by the Ordinance. If for any reason FIRE AGENCY's right or ability to collect or expend such sales tax proceeds is terminated, suspended, or modified, in whole or in part, FIRE AGENCY shall promptly notify COUNTY, and the parties shall consult on a course of action. If, after twenty-five (25) business days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent; provided, that any future obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of FIRE AGENCY to expend sales tax proceeds for the purposes of the Agreement; and (ii) the availability, taking into consideration all the obligations of FIRE AGENCY under all outstanding contracts, agreements to other obligations of FIRE AGENCY, of funds for such purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

COUNTY OF SONOMA

SHELL VISTA FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
Board of Supervisors, Chairperson

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of the Board of Supervisors

By: \_\_\_\_\_

APPROVED AS TO LEGAL FORM

FOR COUNTY:

FOR FIRE AGENCY:

\_\_\_\_\_  
County Counsel

\_\_\_\_\_  
Counsel

# EXHIBIT A

## ANNUAL REPORT TO MEASURE H OVERSIGHT COMMITTEE

Pursuant to the requirements of Sonoma County Code section 12-67(B), this is the annual report of the allocation of funds received by the reporting agency under the Sonoma County voter-approved Measure H, “The Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Ordinance” (the “Ordinance”).

Name of Agency receiving Measure H funds: \_\_\_\_\_

Reporting period: FY 24-25 (4/26/24 to 6/30/25 (with April-June proceeds received 9/10/25))

1. Detail of the activities related to the Ordinance this reporting period, based on attached budget to actual report, balance sheet, and fund balance report.
2. Summary of the positions and start up, equipment and facilities that were funded with revenue from the Ordinance.
3. The specific activities that support fire prevention, including vegetation management.
4. Update on the status of facility capital improvement projects that are funded with revenue from the Ordinance.
5. Demonstration of compliance with the requirement that revenue from the Ordinance shall be used for enhancing operations.

Proportional budget allocation for fire related services:

FY 21-22 \$ \_\_\_\_\_; FY 21-22 \_\_\_\_%; this reporting period: \$ \_\_\_\_\_; \_\_\_\_%.

Personnel expenditures: FY 21-22 \$ \_\_\_\_\_; this reporting period \$ \_\_\_\_\_.

6. Any material changes in service needs within the agency’s jurisdiction or countywide.
7. Any remaining funds from allocations provided in previous years, and an explanation for proposed use of such funds.

Required Attachments:

Annual Budget

Budget to Actual Report

Balance Sheet

Fund Balance Report

Most recent annual audit and/or other independent financial review

FY 21-22 budget documents showing baseline dollar figure for maintenance of effort and personnel expenditures.