



# SCHELL-VISTA FIRE PROTECTION DISTRICT

22950 BROADWAY, SONOMA, CA 95476

(707) 938-2633 FAX (707) 935-9681

email: SVFPD@vom.com

Website: [www.http//schellvistafire.com](http://schellvistafire.com)



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

Date: Wednesday, September 4, 2019

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 August 7, 2019 meeting- **Discussion and Action**
- b. Review of the September 2019 Financial 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. Facilities Committee (Petersen)
- b. Budget Committee (Kruljac)
  1. Review and Approval of the FYE 2019 Budget- **Discussion and Action**
- c. Legislative Committee (Stober)
- d. Outreach Committee (Finn)

7. NEW BUSINESS

- a. Review District Ordinance 2018/0801OR Special Tax.
- b. Zone III Master Planning Update

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Board of Directors; Ken Finn, Bob Kruljac, Ernie Loveless, Joe Petersen and Hal Stober  
Fire Chief; Ray Mulas ) Assistant Chief: Mike Mulas



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- c. Web Page update-Jim Galli
- d. Calendar Review (Robin)

### 8. CLOSED SESSION

Closed Session pursuant to Government Code §54957.6 for Public Labor Negotiation and Government Code §54957.6(a) for Public Employee Benefit Negotiation - Board Action/Public Comment/ Motion/BOD Vote

### 9. ANNOUNCEMENTS/GOOD of the ORDER

### 10. ADJOURNMENT

Next scheduled meeting is October 2, 2019.

If applicable, Board meeting documents are available to review prior to the meeting 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, August 7, 2019

Time: 7:00 PM

Location: 22950 Broadway - Station #1

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

Director Finn called the meeting to order at 7:00. Directors Joe Petersen, Bob Kruljac, Ken Finn, and Ernie Loveless were present. A quorum was met. Chief Ray Mulas, Assistant Chief Mike Mulas, District Account Stacie McCambridge, Clerk of the Board Robin Woods, Captain Sean Wetherell and Engineer Chanton Em were also present.

Director Hal Stober was absent.

### 2. PUBLIC COMMENT PERIOD

There were no public comments.

### 3. AGENDA ADJUSTMENTS AND CONSENT

There were no adjustments for the agenda.

### 4. CONSENT CALENDAR

#### a. Approval of minutes from the July 10, 2019 meeting- **Discussion and Action**

Director Kruljac made a motion to approve the minutes of the July 10, 2019. The request for public comments was made. There were no public comments. Director Petersen seconded the motion. The motion passed, and the minutes were approved

#### b. Review of the August 2019 Financial Report- **Discussion and Action**

Director Petersen made a motion to accept the Financial Report for August as presented. The request for public comments was made. There were no public comments. Director Kruljac seconded the motion. The motion passed, and the Financial Reports were accepted





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c. Review and Approval of the FYE 2019 Financials-**Discussion and Action**

Director Kruljac made a motion to accept the FYE 2019 Financials as presented. The request for public comments was made. There were no public comments. Director Loveless seconded the motion. The motion passed, and the Financial Reports were accepted.

### 5. CHIEFS' REPORT

Chief Ray Mulas Presented the following report on District operations and activities:

*1. Master Planning Group meeting will be August 15 at 10:00 at Sonoma Fire, all interested people are invited. The agenda will include the status of the MSR, the proposed sales tax at the county level, what does the silver plan mean to the Valley and our neighbors. There will also be a brake out of small groups to discuss the plusses and minuses of a consolidation. This is only discussion for the future and not the board's approval of an annexation.*

*2. Mr. Galli has started an Instagram Page for the department I suggest you look it up. The new Web page is coming along with a few hiccups.*

*3. I met with the Homeowners of seventh street Board of directors and did a fire inspection of most of their properties with a few suggestions. we will be scheduling a drill on the mountain soon.*

*4. I was contacted by Sonoma County Adult Protective Services about an elderly woman on Wood valley Road Who has been in her house without electric and running water for a year. She was removed and taken to SVH and will not be returning home. I had PGE remove the drop feed two the residence. We have another adult issue on Fremont that is being taken care of.*

*5. We receive a briefing of inventory every time there are cars changed at the rail yard, this has been going on for about three months.*

*6. I am going to contact Dave Church about clearing the brush and trees behind the building at station 2.*

*7. I received a bid for washing the building and the 528 house from Starcare for \$9760. It will be in the board packet for your review.*



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After review, Director Kruljac made the motion to approve the proposal from Starcare to wash the buildings of Station 1 (Main building, Residential Building and Storage Building). Director Finn asked if there were any questions or public comments. There were none. Director Petersen seconded the motion. The motion passed unanimously.

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

#### a. Facilities Committee (Petersen)

Director Petersen and Chief Mulas will examine the stations floors and carpets and develop a plan for cleaning and report back to the Board.

#### b. Budget Committee (Kruljac)

Nothing to report. The final Budget for FYE 2020 will be presented to the Board at the September meeting.

#### c. Legislative Committee (Stober)

Nothing to report.

#### d. Outreach Committee (Finn)

Director Finn wanted to thank all of the Firefighters and Volunteers for their hard work and the maintenance of the grounds and for the Chicken BBQ.

### 8. NEW BUSINESS

#### a. Finalize District Ordinance 2018/08010R Special Tax.

Director Kruljac advised the board that the County has given updates to Tausig and they are finalizing the data to present to the County by the deadline.

#### b. Zone III Consolidation Plan Update (Renamed to Zone III Master Planning)

Update was presented in "Chief's Report"

#### c. Calendar Review (Robin)

Calendar update presented to the Board.



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### 9. CLOSED SESSION

There was no closed session.

### 10. ANNOUNCEMENTS/GOOD of the ORDER

There was nothing report.

### 11. ADJOURNMENT

Director Kruljac made the motion to adjourn at 8:10PM. Director Loveless seconded the motion. The motion passed, and the meeting was adjourned

Next scheduled meeting is September 4, 2019

Board meeting documents are available for 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  
September 4, 2019  
STANDARD MONTHLY REPORTING

1. District Financials:

All financials will be presented in the end of the year budget presentation.

a) Fiscal Summary:

Payables submitted to the Chief and Directors for approval for the month of July 2019.

- Payables/Checks in the amount of \$47,931.71.
- Payroll Expenses in the amount of \$95,074.54. (CalPERS Actuarial was due \$13K)

Revenue due to District

- \$2,950 due from Sonoma County for Lexipol

Bank Account Balances as of July 2019:

- Exchange Bank Money Market Account \$1,974,214.59.
- Exchange Bank Checking Account \$77,341.48.
- West America Payroll Account \$114,830.32.

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Board of Directors

Ken Finn  
Joe Petersen  
Dan Weber  
Ernie Loveless  
Bob Kruljac

Fire Chief

Raymond Mulas

Assistant Fire Chief

Mike Mulas

Schell-Vista Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2018 through April 2019

	FYE 2019				Proposed Final Budget FYE 2020
	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
44000 Interest					
44002 Interest on Pooled Cash	434.67				260.80
44003 Interest Earned Bank Acc	7,965.38				4,574.88
Total 44000 Interest	8,400.05				4,835.68
40000 Property Tax Revenue					
42372 State Property Tax Backfi	26,294.44				6,000.00
42291 State Homeowner Prop Reli	6,213.84				
42111 State-Other In-Lieu Tax	22.58				22.58
40221 Supplemental Prop Taxes PY	-75.50				
40211 Property Taxes-PY Unsecure	514.85				
40202 Direct Charges Prior Year	0.00				
40201 Property Taxes-PY Secured	24,938.67				
40111 Supplemental Prop Taxes CY	21,265.42	11,000.00	10,265.42	193.32%	21,000.00
40101 Property Taxes CY Unsecure	27,940.82	25,000.00	2,940.82	111.76%	27,235.99
40105 Coll Cost Del CY Unsecure	0.00				-437.56
40012 SB2557 Prop Tax Admin	-11,483.03	-12,000.00	516.97	95.69%	-11,483.03
40010 Residual Prop Tax - RPTTF	3,235.14				1,574.90
40006 AB1290 RDA Pass-Through	2,557.07				2,413.07
40005 Prop Taxes RDA Increment	-8,592.14	-7,600.00	-992.14	113.05%	-8,592.14
40003 Direct Charges-CY	0.00				
40002 Property Taxes-CY Secured	923,706.63	878,000.00	45,706.63	105.21%	923,706.63
Estimated Tax Measure					640,000.00
1004 Property Tax CY sec. July	0.00	6,400.00	-6,400.00	0.0%	0.00
Total 40000 Property Tax Revenue	1,016,538.79	900,800.00	115,738.79	112.85%	1,601,440.44
2500 Intergovernmental Revenue					
2501 Napa Contract	4,950.00				4,950.00
2502 State Grants	71,793.15				
2504 Strike Team CA Reimburse	225,540.27				
2510 IRP	22,499.69				
Total 2500 Intergovernmental Revenue	324,783.11				4,950.00
46000 Miscellaneous Revenue					
46060 ABH FUNDING	46,250.62				
4100 Worker's Comp Ins Refund	3,575.48				

Preliminary Final Budget Presented for Approval



Schell-Vista Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2018 through April 2019

	FYE 2019				Proposed Final Budget FYE 2020
	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget	
3661 Fire Control Services-Priv	2,285.06				
4120 Insurance Claims Payments	17,792.83				
4099 FASIS WC Claim Reimb	32,179.32				
46050 Grant Income	0.00	10,000.00	-10,000.00	0.0%	0.00
4020 Other Sales					
4025 Raceway Consultant Fee	2,998.32				
4023 Misc Other Sales	20.00				
4020 Other Sales - Other	540.00				
Total 4020 Other Sales	3,558.32				0.00
Total 46000 Miscellaneous Revenue	105,641.63	10,000.00	95,641.63	1,056.42%	0.00
4106 Refunds	126.00				126.00
Total Income	1,455,489.58	910,800.00	544,689.58	159.8%	1,611,352.12
	<b>Cash in Accounts FYE 2019</b>	<b>2,019,270.49</b>			<b>2,166,866.44</b>
Total Funds Available	3,504,760.07	2,930,070.49			3,778,218.56
Expense					
50000 Salaries & Employee Bene					
51018 CalPERS Set Up Fee/delay	900.00				
50045 Vol Stip Capt Back Fill	15,050.00				
50095 Volunteer Strike Team Pay	89,338.71	90,000.00	-661.29	99.27%	50,000.00
50010 Career Pay(Safety Paid FF)	256,603.32	250,000.00	6,603.32	102.64%	468,420.19
50020 Career OT(safety Paid FF OT)	82,539.38	68,000.00	14,539.38	121.38%	78,000.00
50022(safety Paid FF OT out of County only)					
50030 Holiday Pay(Safety Paid FF Holiday)	11,960.72	12,000.00	-39.28	99.67%	23,162.40
50040 Volunteer Stipend Pay	157,156.22	149,000.00	8,156.22	105.47%	174,000.00
50050 Fire Call & Drills	21,248.00	11,000.00	10,248.00	193.16%	22,000.00
50052 Educational Incentive	5,808.27	8,000.00	-2,191.73	72.6%	25,987.77
50055 Special Project Manager	18,000.00	18,000.00	0.00	100.0%	24,000.00
50058 Longevity Pay	2,298.35	2,400.00	-101.65	95.77%	4,741.20
FSLA Pay					14,026.09
Compensated Absences (coverage)					35,000.00
50060 CalPERS Retire Employer	28,150.46	32,000.00	-3,849.54	87.97%	69,509.36

Schell-Vista Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2018 through April 2019

	FYE 2019				Proposed Final Budget FYE 2020
	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget	
50070 Employee Health Insuranc	41,169.41	50,000.00	-8,830.59	82.34%	102,010.00
50080 Vacation Buyout	0.00	1,000.00	-1,000.00	0.0%	1,000.00
51000 Payroll Taxes Employer (Medicare, I	32,138.02	40,000.00	-7,861.98	80.35%	49,000.00
51010 Retirement Expense (UFP)	350.00	15,000.00	-14,650.00	2.33%	15,000.00
51015 Dferred Comp Pln (401k)	650.00	1,500.00	-850.00	43.33%	1,500.00
51020 Payroll Service Fees	3,349.15	4,000.00	-650.85	83.73%	4,000.00
52000 Workers' Compensation Ins	44,124.00	44,640.00	-516.00	98.84%	65,000.00
50000 Salaries & Employee Bene - Other	0.00				0.00
Total 50000 Salaries & Employee Bene	810,834.01	796,540.00	14,294.01	101.8%	1,226,357.01
60000 Services & Supplies					
60080 Fire Equipment Testing	1,591.59	2,000.00	-408.41	79.58%	2,000.00
60050 Safety Gear (Wildland&Uni	13,262.85	33,000.00	-19,737.15	40.19%	33,000.00
60070 Fire Equipment & Supplies	12,572.55	9,000.00	3,572.55	139.7%	9,000.00
60100 Communications	16,408.56	13,000.00	3,408.56	126.22%	14,000.00
60200 Household Contracts	14,882.95	11,000.00	3,882.95	135.3%	15,000.00
60300 Insurances					
60355 EAP Insurance	21,901.50				
60360 Erisa Bond	90.00				100.00
60310 Insurance - Accident/Sick	8,584.00	9,000.00	-416.00	95.38%	9,000.00
60350 Insurance- Liability	34,728.78	30,000.00	4,728.78	115.76%	35,000.00
Total 60300 Insurances	65,304.38	39,000.00	26,304.38	167.45%	44,100.00
60400 Maintenance - Equipment					
60485 S10 Chevy 1997	135.60				
60480 Pick Up 06 Ford	12,008.03				
60423 Maint 3873	381.14				
60415 Maint 3837	1,585.72				
60420 Maint 3871	7,693.82				
60425 Maint 3874	2,197.88				
60430 Maint 3881	15,116.08				
60435 Maint 3882	21,769.17				
60440 Maint 3895	1,442.56				
60445 BC Pickup	224.06				
60475 Maintenance - Other Equip	12,221.34				
60400 Maintenance - Equipment - Oth	0.00	45,000.00	-45,000.00	0.0%	45,000.00

Schell-Vista Fire Protection District  
 Profit & Loss Budget vs. Actual  
 July 2018 through April 2019

5:30 PM  
 05/01/19  
 Accrual Basis

	FYE 2019				Proposed Final Budget FYE 2020
	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget	
Total 60400 Maintenance - Equipment	74,775.40	45,000.00	29,775.40	166.17%	45,000.00
60600 Maintenance Building					
60610 Maint Bldg Station 1	15,692.79	14,500.00	1,192.79	108.23%	24,260.00
60650 Maint Bldg Station 2	2,820.00	2,500.00	320.00	112.8%	3,000.00
Total 60600 Maintenance Building	18,512.79	17,000.00	1,512.79	108.9%	27,260.00
60675 Medical Supplies	2,704.39	2,600.00	104.39	104.02%	2,600.00
60680 Memberships	2,950.22	2,700.00	250.22	109.27%	2,700.00
60685 Association Meeting Costs	505.00	1,000.00	-495.00	50.5%	1,000.00
60700 Office Supplies	2,315.69	2,000.00	315.69	115.79%	2,000.00
60750 Office Equip & Software					
60755 Office Software Labor	5,072.62	3,000.00	2,072.62	169.09%	4,000.00
60750 Office Equip & Software - Other	3,970.13	8,000.00	-4,029.87	49.63%	8,000.00
Total 60750 Office Equip & Software	9,042.75	11,000.00	-1,957.25	82.21%	12,000.00
60775 Postage & Freight	251.80	500.00	-248.20	50.36%	500.00
60780 Food	1,072.26				1,500.00
60790 Public/Student Education	0.00	500.00	-500.00	0.0%	500.00
60800 Professional Services					
60805 Prof Serv-Website/Network	2,180.00	2,000.00	180.00	109.0%	2,500.00
60810 Prof Services - Accountin	22,611.69	30,000.00	-7,388.31	75.37%	30,000.00
60820 Prof Services - Auditor	10,900.00	10,900.00	0.00	100.0%	10,900.00
60830 Prof Services - Legal	0.00	5,000.00	-5,000.00	0.0%	5,000.00
60840 Prof Services - Consultin	4,542.28	1,000.00	3,542.28	454.23%	5,000.00
60850 Prof Services-Tax Measur	32,130.46	30,000.00	2,130.46	107.1%	30,000.00
60900 County Service/Prevention	90.00	10,000.00	-9,910.00	0.9%	10,000.00
Total 60800 Professional Services	72,454.43	88,900.00	-16,445.57	81.5%	93,400.00
60910 Dispatch Services	0.00	0.00	0.00	0.0%	0.00
60920 LAFCO - Yearly Fee	1,727.00	1,727.00	0.00	100.0%	1,829.00
60925 LAFCO - Annexation	683.25				
61000 Bank Fees	54.00	150.00	-96.00	36.0%	100.00
61020 Internet Based Program	1,788.00	6,500.00	-4,712.00	27.51%	6,500.00
61050 Medical Exams	889.45				200.00
61060 Hiring Costs	4,500.00	8,000.00	-3,500.00	56.25%	3,000.00



Schell-Vista Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2018 through April 2019

	FYE 2019				Proposed Final Budget	
	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget	FYE 2020	
61080 Publications/Legal Notice	453.22	700.00	-246.78	64.75%	700.00	
61090 Equipment Rentals/Lease	3,376.52	4,100.00	-723.48	82.35%	4,000.00	
61100 Tractor Lease	5,716.93	6,000.00	-283.07	95.28%	6,000.00	
61150 Small Tools/Instruments	530.78	500.00	30.78	106.16%	600.00	
61200 Training	2,345.50	10,000.00	-7,654.50	23.46%	10,000.00	
61300 Fuel/Oil	12,659.13	14,000.00	-1,340.87	90.42%	14,000.00	
61350 Strike Team Expenses	121.07					
61400 Utilities/Garbage						
61410 Utilities Station 1	17,540.47	18,000.00	-459.53	97.45%	18,000.00	
61420 Utilities Station 2	1,378.64	1,500.00	-121.36	91.91%	1,500.00	
61430 Garbage Station 1	4,485.32	5,500.00	-1,014.68	81.55%	5,500.00	
61440 Garbage Station 2	559.02	600.00	-40.98	93.17%	600.00	
Total 61400 Utilities/Garbage	23,963.45	25,600.00	-1,636.55	93.61%	25,600.00	
Total 60000 Services & Supplies	367,415.91	355,477.00	11,938.91	103.36%	378,089.00	
70000 Capital Outlay						
70048 VI Pagers	3,639.18					
70070 Gear Lockers	10,160.91					
70060 Holmatro Rescue	69,965.65					
70035 Station 2 Generator	3,891.42					
70055 Fuel Tank	0.00	8,000.00	-8,000.00	0.0%		
AEDs (Heart Monitors)						
Computers and Electronics Replacement						
70043 MDC Mobile Comp for Equip	0.00	10,000.00	-10,000.00	0.0%		
70010 Radio Antenna Upgrade	0.00	8,000.00	-8,000.00	0.0%	8,000.00	
70015 Electric Gen Set Upgrade	0.00	1,500.00	-1,500.00	0.0%		
70020 Ring Down Lighting	0.00	2,000.00	-2,000.00	0.0%	2,000.00	
70030 Plymovent	0.00	90,000.00	-90,000.00	0.0%		
70040 Portable Apparatus Radios	2,419.66					
Total 70000 Capital Outlay	90,076.52	119,500.00	-29,423.48	75.38%	10,000.00	
90000 Assigned SCBA Bottle Purchases (2020 Purchase)						
90010 Assigned Head Sets		45,000.00	90.00		45,000.00	
90015 Assigned Apparatus Replacement Plan		25,000.00	0.00			
Future Facility Projects		450,000.00	500,000.00		400,000.00	

Schell-Vista Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2018 through April 2019

	FYE 2019				Proposed Final Budget FYE 2020
	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget	
Assigned Purchases (AED's Computer/Electronic, MDC)					
Assigned Plymovent					
91000 Unassigned Fund Balance		980,941.29	1,154,553.49		1,718,772.55
Total Expense	1,258,326.44	1,271,517.00	-4,030.56	99.75%	3,778,218.56
Budget Balance	\$ 2,236,433.63		2,236,433.63		\$ (0.00)
Estimated Income	1,611,352.12				1,927,335.00
Operational Expenses	1,604,446.01				78,118.71
	6,906.11				161,412.73
					2,166,866.44
Carryover funds	2,166,866.44				
Capital Outlays	10,000.00				
Future Expenses	445,000.00				
Estimated Reserves (Unassigned Fun	1,718,772.55				
Budget Balance	0.00				
Reserves without Capital & Future Ex	2,173,772.55				