



Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

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

www.schellvistafire.org / e-mail: info@schellvistafire.org

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

Date: Wednesday, February 5, 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 January 8, 2025, Regular Meeting- **Discussion and Action**
- b. Review of the February 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. Policy 1026- Workplace Violence -**Discussion & Action**
- b. Interim Fire Chief and Assistant Chiefs Agreements-**Discussion & Action**
- c. Advisory Group Update-**Discussion**



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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.

(No terms end in 2025)

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 March 5, 2025

If applicable, Board meeting documents are available to review prior to the meeting on the District Website, 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, January 8, 2025

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 and Ernie Loveless were present. Director Mindy Neves joined the meeting through Zoom. A quorum was met. Director Hal Stober was absent. Also present were Chief Ray Mulas, District Accountant Stacie McCambridge, Clerk of the Board Robin Woods and Captain Matt Garner. Guest Isabel Beer of the Index Tribune was also present

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. AGENDA ADJUSTMENTS AND CONSENT

There were no changes to the agenda.

4. CONSENT CALENDAR

a. Approval of minutes from the December 4, 2024, Regular Meeting- **Discussion and Action**

Director Finn introduced the December 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 December 4, 2024, meeting. Director Loveless seconded the motion. A Vote was called, and the motion passed, and the Minutes were approved by the following vote:

Ayes-3 Noes- 0 Absent-1 Abstain-1

b. Review of the January 2025 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 Kruljac made the motion to accept the Accountant's Report for January 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-3 Noes -0 Absent-1 Abstain-1

5. CHIEFS' REPORT

Chief Ray Mulas presented the following report to the Board:



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1. *The new firefighter academy started Monday and will continue for the next two weeks. Upon completion of the academy, they will begin their year of rotation with each Captain until the year is complete and then they will go to their assigned shift.*

2. *The new engine has arrived at Golden State Fire Apparatus in Sacramento and is being scheduled for inspection sometime this month. Captain Bragg and I went up and did an inspection on Monday and gave them a list of things that need to be taken care of. The bad news is there are about thirty other units ahead of us, so we may not see our engine for Thirty Days.*

3. *The Board needs to approve the agreement for measure "H" that was approved by our attorney on behalf of all Departments.*

4. *Mike sent out an "Out of County" cost and reimbursement schedule to address some of the concerns about Career Overtime. If this wasn't addressed at the budget discussions we can discuss during my report.*

5. *We are getting a price to replace the water heater in the downstairs unit of the firefighter residence.*

6. *We should set up a meeting with the group that worked on the Strategic plan and review the progress that has been made and what we should be looking at as the next important step. I have some ideas that are not on the current plan.*

7. *Report on the Sonoma County Fire Chiefs' meeting.*

-Discussion regarding Measure H

-Lexipol will be paid for by Measure H funds

-The Chief association fees are now \$250 across the board.

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

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

1. Facilities Committee (Neves)

Captain Garner reported that the out-bay door spring broke, and they are waiting for parts. They will replace all 4 bay door springs as preventative measures.

He also reported that with the rain and flooding, there were no water problems at the station.

2. Budget Committee (Kruljac)

Director Kruljac reviewed revisions of the chart of accounts for added detail of budget expenses. A revised budget will be presented in an upcoming meeting for Board review.

3. Legislative Committee (Finn)

Director Finn had nothing new to report.



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4. Outreach Committee (Loveless)

Director Loveless advised the board that Isabel Beer and a photographer from the Index Tribune will be visiting the Academy to obtain information for a story for the paper.

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. In District Duty Coverage-**Discussion & Action**

Director Finn introduced the proposal to add 24-hour district duty coverage. The Clerk of the Board, Robin Woods, reviewed the costs for the district and additional funds from Measure H as to how the budget would be affected. Chief Mulas explained the need and type of coverage being considered.

Director Kruljac made the motion to accept the proposal and establish the position and schedule. Director Finn opened the floor for questions and comments. There were none. Director Loveless seconded the motion. A Vote was called, and the motion passed, and the 24-hour district duty coverage position was approved by the following vote:

Ayes-3 Noes -0 Absent-1 Abstain-1

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

Chief Mulas presented the Measure H funding agreement to the Board.

Director Loveless made the motion to approve the agreement between the County of And the District. Director Finn opened the floor for comments and questions. Director Kruljac seconded the motion. A Vote was called, and the motion passed, and the Measure H Funding Agreement was approved by the following vote:

Ayes-3 Noes -0 Absent-1 Abstain-1

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

Director Finn opened the discussion on setting preliminary Levy amounts for the 2025-2026 Fiscal year. After discussion of District financial needs, it was agreed that the preliminary rates would be set the 2025-2026 rates to include the cost-of-living increase of 3.62%.

Director Kruljac made the motion to set the tax rates for 2024-2025 to include the cost-of-living increase of 3.62 % at \$242.94 -Residential, \$121.46 Residential additional unit, \$121.46- Other Parcel, and \$0.17 /square foot-Commercial. Director Finn opened the floor to public comments and discussion. Let the record reflect there were none. Director Loveless seconded the motion. Director Finn called for the vote. The motion passed by the following vote:

Ayes- 3 Noes - 0 Absent- 1 Abstain- 1



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The 2025-2026 rates to be used to request the county parcel report will be the following which include the cost-of-living increase of 3.62%:

Residential-\$242.94
Residential additional unit-\$121.46
Other Parcel-\$121.46
Commercial square foot - \$0.17/sq ft

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

Director Loveless introduced the discussion to establish an open line communication on day-to-day operations. The group would include 3 members from labor, 2 from administration, 2 from the board, and 1 volunteer.

Director Loveless made the motion to establish an Advisory Group. Director Finn opened the floor for questions and discussion. There was none. Director Loveless seconded the motion. Director Finn called for a vote. The motion passed with the following vote:

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

Ken Finn and Ernie Loveless volunteered to fill the board positions.

Director Loveless will set up a meeting to establish the group and move forward.

e. Calendar Review (Robin)

Clerk Robin Woods reminded the Board of the FDAC training in Napa in April. Registration is now open.

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)
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-Calendar Review General Business

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.
June-Preliminary Budget review and approval.
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August-Budget Committee meet to prepare final budget for Board approval in September.



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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

No Announcements

9. ADJOURNMENT

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

Next scheduled meeting is February 5, 2025

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

February 5, 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 December 2024:

- Payables/Checks in the amount of \$39,887.34.
- Payroll Expenses in the amount of \$169,742.90.

Bank Account Balances as of December 2024:

- Exchange Bank Checking Account \$152,689.81.
- Exchange Bank Money Market Account \$3,376,600.34.
- Exchange Bank Payroll Account \$303,797.22.

f) Owed to District:

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

Schell-Vista Fire Protection District

Balance Sheet

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
723005 Exch Bank Chk 1140052562	152,689.81
723010 Exchange Money Mkt 2554	3,376,600.34
723012 Exch Bank Payroll 45810	303,797.22
723015 Operating	0.00
723106 Building Fund	0.00
723200 West America Payroll Acc	0.00
Total Bank Accounts	\$3,833,087.37
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1250 A/R Due from Other Gov't	20,000.00
1333 DUE FROM STAFF TO DISTRICT	0.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$20,000.00
Total Current Assets	\$3,853,087.37
Fixed Assets	
1500 Fixed Assets	
1505 Land	283,505.00
1510 Building	5,069,957.01
1520 Equipment	4,118,988.78
1570 Accumulated Depreciation	-5,524,751.32
999 Undistribute	0.00
Total 1500 Fixed Assets	3,947,699.47
Total Fixed Assets	\$3,947,699.47
Other Assets	
1900 Deferred Outflow	573,142.00
Total Other Assets	\$573,142.00
TOTAL ASSETS	\$8,373,928.84

Schell-Vista Fire Protection District

Balance Sheet

As of December 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	7,362.57
Total Accounts Payable	\$7,362.57
Other Current Liabilities	
2100 Payroll Liabilities	63,768.91
2105 Payroll Tax Liability	0.00
2200 Due to Calpers	5,349.51
2220 Due to 401K	-5,589.94
2225 Child Support	0.00
2230 Due to IRS Garnishment	0.00
2240 Union Dues	325.00
2250 Due to FR TX BD Ganshment	0.00
Total 2100 Payroll Liabilities	63,853.48
2200 Compensated Absences	258,029.27
2275 Due to Bond Account	0.00
2285 Depo Fees paid Dist in Err	275.00
2300 Capital Leases	0.00
Total Other Current Liabilities	\$322,157.75
Total Current Liabilities	\$329,520.32
Long-Term Liabilities	
2800 Net Pension Liability	351,476.00
2900 Deferred Inflow	199,180.00
Total Long-Term Liabilities	\$550,656.00
Total Liabilities	\$880,176.32
Equity	
3000 Opening Bal Equity	193,465.53
3050 Net InvesCapital Assets	4,032,591.00
3900 Fund Balance Unreserved	3,041,722.32
Net Income	225,973.67
Total Equity	\$7,493,752.52
TOTAL LIABILITIES AND EQUITY	\$8,373,928.84



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

00015995-0036683-0001-0002-MIMR8010390101264433

SCHELL-VISTA FIRE PROTECTION DISTRICT
22950 BROADWAY
SONOMA CA 95476

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

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	\$158,637.37
Avg collected balance	\$112,424	Total additions	150,109.88
Interest paid year to date	\$174.48	Total subtractions	109,008.99
		Ending balance	\$199,738.06

*outstanding 248,444.92
199,738.06*

CHECKS

Number	Date	Amount	Number	Date	Amount
10056	12-04	35.02	10128	12-12	202.50
10105 *	12-04	390.00	10129	12-20	316.31
10110 *	12-02	59.87	10130	12-12	158.76
10111	12-03	1,003.82	10131	12-16	315.03
10112	12-06	235.00	10132	12-17	4,861.00
10113	12-03	821.38	10133	12-13	200.00
10114	12-02	59.16	10134	12-23	9,566.43
10115	12-10	211.00	10136 *	12-24	27,321.31
10116	12-09	138.33	10137	12-19	156.98
10117	12-13	16.26	10139 *	12-27	158.76
10118	12-24	38.75	10140	12-27	622.57
10119	12-12	15.00	10142 *	12-30	932.85
10120	12-10	30,176.25	10145 *	12-24	715.04
10121	12-06	390.00	10146	12-24	490.00
10122	12-10	172.35	10147	12-27	1,705.84
10123	12-24	172.32	10148	12-31	326.31
10124	12-16	348.64	10149	12-31	1,389.75
10125	12-16	454.14	10154 *	12-31	331.44
10126	12-13	554.35			
10127	12-17	1,850.91			

* Skip in check sequence

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

00006134-0012267-0001-0001-MIMR8010390101254433

SCHELL-VISTA FIRE PROTECTION DISTRICT
22950 BROADWAY
SONOMA CA 95476

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

Page 1 of 1
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	\$2,216,749.76
Avg collected balance	\$2,583,377	Total additions	1,459,850.58
Interest paid year to date	\$23,295.46	Total subtractions	300,000.00
		Ending balance	<u>\$3,376,600.34</u>

DEBITS

Date	Description	Subtractions
12-31	Withdrawal	150,000.00
12-31	Withdrawal	150,000.00

CREDITS

Date	Description	Additions
12-24	ACH Deposit COUNTY OF SONOMA Claims RMR*IV*Prop Tax Re v Dec 24-25**14681SCHELL VISTA FPD	1,458,181.68
12-31	Interest Payment	1,668.90

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
11-30	2,216,749.76	12-24	3,674,931.44	12-31	3,376,600.34

INTEREST INFORMATION

Annual percentage yield earned	0.77%
Interest-bearing days	31
Average balance for APY	\$2,583,377.29
Interest earned	\$1,668.90



Thank you for banking with Exchange Bank

Schell-Vista Fire Protection District

Transaction Report

December 2024

	Date	Transaction Type	Num	Memo/Description	Split	Amount
723010 Exchange Money Mkt 2554						
	Beginning Balance					1,458,181.88
	12/20/2024	Journal Entry	December 2024 Tax Pmt	12.2024 County Prop Tax Payment	-Split-	
	12/31/2024	Journal Entry	Transfer to Payroll	transfer to payroll acct	-Split-	-150,000.00
	12/31/2024	Journal Entry	Transfer to checking	transfer to checking account	-Split-	-150,000.00
	12/31/2024	Deposit	INTEREST	Interest Earned	44000 Interest-44003 Interest Earned Bank Acc	1,668.90
Total for 723010 Exchange Money Mkt 2554						\$ 1,159,850.58
TOTAL						\$ 1,159,850.58



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

00017321-0041987-0001-0002-MIMR8010390101264433

SCHELL-VISTA FIRE PROTECTION DISTRICT
PAYROLL
22950 BROADWAY
SONOMA CA 95476

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

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	\$270,014.09
Avg collected balance	\$197,739	Total additions	150,017.96
Interest paid year to date	\$153.04	Total subtractions	115,124.06
		Ending balance	\$304,907.99

*unclear <1,110.717
Bal 303,797.22*

CHECKS

Number	Date	Amount	Number	Date	Amount
12751	12-09	184.70	12755 *	12-13	3,630.33
12752	12-05	113.58	12756	12-09	161.61
12753	12-09	226.02			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
12-04	ACH Withdrawal SCHELL-VISTA FIR FEE 241204 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	168.50
12-04	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 241204 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	15,140.45
12-04	ACH Withdrawal SCHELL-VISTA FIR DDCOLLECT 241204 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	42,344.94
12-19	ACH Withdrawal SCHELL-VISTA FIR FEE 241219 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	95.50
12-19	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 241219 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	15,611.14



00017321-0041987-0001-0002-MIMR8010390101264433

Transaction Report

Schell-Vista Fire Protection District

December 1-31, 2024

	Date	Transaction type	Num	Memo/Description	Account	Amount
723012 Exch Bank Payroll 45810						
	Beginning Balance					
	12/05/2024	Check		12/5/24	51020 Payroll Services Fees	-168.50
	12/05/2024	Check		12/5/24		-15,140.45
	12/05/2024	Check	17710	12/5/24 Net	Payroll Liabilities	-106.20
	12/05/2024	Check	17711	12/5/24 Net	Payroll Liabilities	-620.83
	12/05/2024	Check	17712	12/5/24 Net	Payroll Liabilities	-4,033.00
	12/05/2024	Check	17713	12/5/24 Net	Payroll Liabilities	-837.60
	12/05/2024	Check	17714	12/5/24 Net	Payroll Liabilities	-50.79
	12/05/2024	Check	17715	12/5/24 Net	Payroll Liabilities	-189.32
	12/05/2024	Check	17716	12/5/24 Net	Payroll Liabilities	-206.86
	12/05/2024	Check	17717	12/5/24 Net	Payroll Liabilities	-69.27
	12/05/2024	Check	17718	12/5/24 Net	Payroll Liabilities	-297.37
	12/05/2024	Check	17719	12/5/24 Net	Payroll Liabilities	-206.86
	12/05/2024	Check	17720	12/5/24 Net	Payroll Liabilities	-3,454.05
	12/05/2024	Check	17721	12/5/24 Net	Payroll Liabilities	-110.82
	12/05/2024	Check	17722	12/5/24 Net	Payroll Liabilities	-871.21
	12/05/2024	Check	17723	12/5/24 Net	Payroll Liabilities	-203.17
	12/05/2024	Check	17724	12/05/24 Net	Payroll Liabilities	-1,977.09
	12/05/2024	Check	17725	12/05/24 Net	Payroll Liabilities	-4,254.20
	12/05/2024	Check	17726	12/05/24 Net	Payroll Liabilities	-83.11
	12/05/2024	Check	17727	12/05/24 Net	Payroll Liabilities	-69.26
	12/05/2024	Check	17728	12/05/24 Net	Payroll Liabilities	-972.15
	12/05/2024	Check	17729	12/05/24 Net	Payroll Liabilities	-3,938.56
	12/05/2024	Check	17730	12/05/24 Net	Payroll Liabilities	-123.75
	12/05/2024	Check	12754	12/05/24 Net	Payroll Liabilities	-13.85
	12/05/2024	Check	17732	12/05/24 Net	Payroll Liabilities	-106.20
	12/05/2024	Check	17733	12/05/24 Net	Payroll Liabilities	-3,989.51
	12/05/2024	Check	17734	12/05/24 Net	Payroll Liabilities	-3,630.33
	12/05/2024	Check	17735	12/05/24 Net	Payroll Liabilities	-189.32
	12/05/2024	Check	17736	12/05/24 Net	Payroll Liabilities	-4,395.57

	12/05/2024	Check	17737	12/05/24 Net	Payroll Liabilities	-581.81
	12/05/2024	Check	17738	12/05/24 Net	Payroll Liabilities	-614.22
	12/05/2024	Check	12756	12/05/24 Net	Payroll Liabilities	-161.61
	12/05/2024	Check	17740	12/05/24 Net	Payroll Liabilities	-3,946.70
	12/05/2024	Check	17741	12/05/24 Net	Payroll Liabilities	-78.50
	12/05/2024	Check	17742	12/05/24 Net	Payroll Liabilities	-4,663.94
	12/05/2024	Check	17743	12/05/24 Net	Payroll Liabilities	-1,080.62
	12/05/2024	Check	17744	12/05/24 Net	Payroll Liabilities	-23.08
	12/20/2024	Check	17745	12/20/25 Net		-1,105.36
	12/20/2024	Check	17746	12/20/25 Net		-5,397.98
	12/20/2024	Check	17747	12/20/24 Net		-3,584.25
	12/20/2024	Check	17748	12/20/24 Net		-413.73
	12/20/2024	Check	17749	12/20/24 Net		-6,817.46
	12/20/2024	Check	17750	12/20/24 Net	Payroll Liabilities	-209.40
	12/20/2024	Check	17751	12/20/24 Net		-4,525.77
	12/20/2024	Check	17752	12/20/24 Net		-614.23
	12/20/2024	Check	17753	12/20/24 Net		-4,958.98
	12/20/2024	Check	17754	12/20/24 Net		-9,820.13
	12/20/2024	Check		12/20/24	51020 Payroll Services Fees	-95.50
	12/31/2024	Journal Entry	Transfer to Payroll	transfer from money market acct		150,000.00
	12/31/2024	Deposit	INTEREST	Interest Earned	44003 Interest Earned Bank Acc	17.96
Total for 723012 Exch Bank Payroll 45810						\$35,404.35
						\$35,404.35

Accrual Basis Thursday, January 30, 2025 03:04 AM GMTZ

Schell-Vista Fire Protection District
A/R Aging Summary
As of December 31, 2024

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

This report contains no data.

Wednesday, Jan 29, 2025 06:41:00 PM GMT-8

Schell-Vista Fire Protection District

A/P Aging Summary

As of December 31, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Bonneau's	195.92					\$195.92
Brady IFS/ Formerly Fishman Supply Company	116.25					\$116.25
Burton's Fire, Inc.		-158.76				\$ -158.76
Cintas Corporation	289.79					\$289.79
Comcast	321.17	138.27				\$459.44
County of Sonoma-Permit & Resource		291.00				\$291.00
Faustino Enterprises, Inc.		1,291.65				\$1,291.65
Jerry & Don's Yager Pump Well Service	116.25					\$116.25
Munoz Payroll Services	996.10					\$996.10
PG&E	2,186.01					\$2,186.01
USBank (Cal Cards)	573.92					\$573.92
William L Adams PC	1,005.00					\$1,005.00
TOTAL	\$5,800.41	\$1,562.16	\$0.00	\$0.00	\$0.00	\$7,362.57

Payroll Overview

Payroll	Regular 01/03/2025
Pay Date	01/03/2025
# Employees	33
# Paid Employees	33
# Pay Statements	39
# Regular	39
# Pay Periods	1
EE's Paid More Than Once	6

Employee Payments

	#	EE's	\$ Amount
Checks	2	2	3,828.38
Direct Deposits Debited	36	30	41,438.64 ^D
Total			45,267.02
(D) Innovative Business Solutions, Inc. Admin Debit			-41,438.64
Your Remaining Bank Account Liability			3,828.38
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	68-0002675	15	8,571.79 ^D
FICA/ER	68-0002675	27	1,735.12 ^D
FICA/EE	68-0002675	27	1,735.12 ^D
MEDI/ER	68-0002675	33	1,031.35 ^D
MEDI/EE	68-0002675	33	1,031.35 ^D
SIT:CA/EE	698-1679-1	13	3,012.19 ^D
SUTA_SC:CA/ER (0.10%)	698-1679-1	33	65.99 ^D
SUTA:CA/ER (2.00%)	698-1679-1	33	1,318.98 ^D
Total			18,501.89
(D) Innovative Business Solutions, Inc. Admin Debit			-18,501.89
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	179.30
Innovative Business Solutions, Inc. Admin Debit	-179.30
Amount Due	0.00

Total

Total	63,948.21
Innovative Business Solutions, Inc. Admin Debit	-60,119.83
Total of Your Responsibility	3,828.38

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	01/02/2025	xxxxxx5810	179.30
Tax Payment	01/02/2025	xxxxxx5810	18,501.89
Empl. Dir. Dep. SPA	01/02/2025	xxxxxx5810	41,438.64
Total Debits			60,119.83

--More--

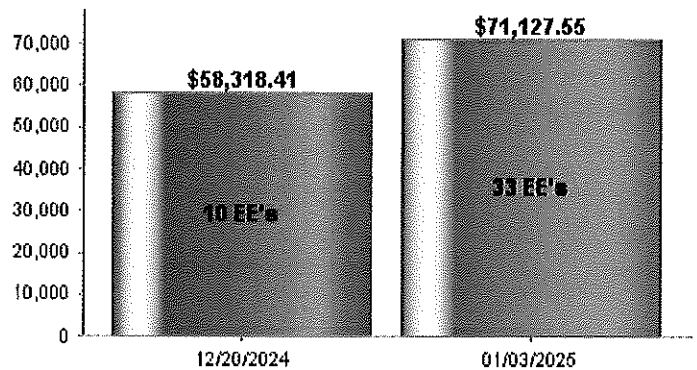
Recap - Continued

Cash Requirements: xxxxxx5810	\$ Amount
Billing	179.30
Tax Payment	18,501.89
Empl. Checks	3,828.38
Empl. Dir. Dep. SPA	41,438.64
Total	63,948.21

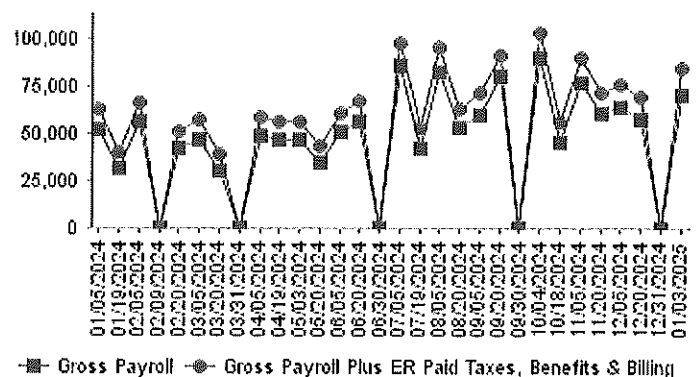
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	71,127.55	
ER Deduction	9,553.54	
Workers Comp Carrier DR	5,604.97	
ER Tax (Offset)	4,151.44	
Invoice	179.30	
Invoice		179.30
Check		3,828.38
ER Tax		4,151.44
Workers Comp Carrier CR		5,604.97
ER Deduction (Offset)		9,553.54
Deduction		11,510.08
Tax		14,350.45
Direct Deposit		41,438.64
	90,616.80	90,616.80

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Grouped By: None
Sorted By: None
Filtered By: None

EE 18,300.15
ER 4,151.44

Innovative Business Solutions, Inc.
P: (707)586-4300, F: (877)586-4303
Innovative.notification@SaaShr.co
Schell-Vista Fire Protection District



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Page 1 of 1

**Schell-Vista Fire Protection District
Revenue & Expense**

December 2024

	Total
Income	
40000 Property Tax Revenue	
40002 Property Taxes-CY Secured	744,159.00
40003 Direct Charges-CY (X Tax)	657,419.71
40005 Prop Taxes RDA Increment	-7,363.61
40006 AB1290 RDA Pass-Through	2,368.13
40010 Residual Prop Tax - RPTTF	3,508.95
40101 Property Taxes CY Unsecure	40,775.00
40111 Supplemental Prop Taxes CY	12,282.21
40202 Direct Charges Prior Year	3,867.22
42111 State-Other In-Lieu Tax	24.00
42291 State Homeowner Prop Reli	870.07
Total 40000 Property Tax Revenue	\$ 1,457,910.68
44000 Interest	
44002 Interest on Pooled Cash	271.00
44003 Interest Earned Bank Acc	1,696.54
Total 44000 Interest	\$ 1,967.54
46000 Miscellaneous Revenue	
4020 Other Sales	50.00
4023 Misc Other Sales	30.00
4030 Reimb Fire Prevention Supplies	100.00
Total 4020 Other Sales	\$ 180.00
Total 46000 Miscellaneous Revenue	\$ 180.00
Total Income	\$ 1,460,058.22
Gross Profit	\$ 1,460,058.22
Expenses	
50000 Salaries & Employee Bene	
50010 Career Pay	61,429.69
50020 Career OT	-65,615.37
50022 Career OT Strike Team Assigned to Incident	86,855.91
50030 Holiday Pay	3,020.20
50040 Volunteer Stipend Pay	23,398.00
50050 Fire Call & Drills	2,175.00
50052 Educational Incentive	2,150.18
50054 FLSA	1,727.41
50055 Special Project Manager	2,200.00
50056 Administrative Staff	2,219.41
50058 Longevity Pay	7,857.82
50059 Bilingual Incentive	-9,878.96

50060 CalPERS Retire Employer		5,916.53
50070 Employee Health Insuranc		10,189.00
50075 Uniform Allowance		500.04
51000 Payroll Taxes Employer		5,157.79
51020 Payroll Service Fees		264.00
52000 Workers' Compensation Ins		30,176.25
Total 50000 Salaries & Employee Bene	\$	169,742.90
6000 Services & Supplies		
6400 Office Expense		
6403 Office Supplies		49.04
Total 6400 Office Expense	\$	49.04
Total 6000 Services & Supplies	\$	49.04
60000 Services & Supplies		
60050 Safety Gear (Wildland&Unl		6,648.83
60100 Communications		2,735.54
60200 Household Contracts		235.00
60300 Insurances		
60350 Insurance- Liability		4,142.00
60370 Insurance-Automobile		719.00
Total 60300 Insurances	\$	4,861.00
60400 Maintenance - Equipment		
60418 Maint 3861		158.76
60475 Maintenance - Other Equip		2,531.23
60482 Maint BC38 20 Chevy 2500		1,706.66
Total 60400 Maintenance - Equipment	\$	4,396.65
60600 Maintenance Building		530.16
60610 Maint Bldg Station 1		561.99
Total 60600 Maintenance Building	\$	1,092.15
60675 Medical Supplies		1,665.57
60680 Membrshp/Occupat Trackng		17.42
60700 Office Supplies		102.75
60775 Postage & Freight		146.00
60800 Professional Services		
60805 Prof Serv-Website/Network		690.00
60830 Prof Services - Legal		481.50
60840 Prof Services - Consultin		996.10
60850 Prof Services-Tax Measur		523.50
Total 60800 Professional Services	\$	2,691.10
61020 Internet Based Program		8,997.78
61050 Medical Exams		1,378.75
61080 Publications/Legal Notice		38.75
61090 Equipment Rentals/Lease		326.31
61200 Training		389.13
61300 Fuel/Oil		1,901.76

61310 Travel/Parking		33.00
61400 Utilities/Garbage		
61410 Utilities Station 1		225.02
61420 Utilities Station 2		2,004.83
Total 61400 Utilities/Garbage	\$	2,229.85
Total 60000 Services & Supplies	\$	39,887.34

Workplace Violence

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent (Labor Code § 6401.9).

This policy supplements the Workplace Violence Plan implemented by the Health and Safety Officer pursuant to the Illness and Injury Prevention Program Policy.

1026.2 POLICY

It is the policy of the Schell-Vista Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

1026.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- (a) Permitted by district policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

1026.4 REPORTING AND INVESTIGATING

1026.4.2 SUPERVISOR, MANAGER, CAPTAIN, AND DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1026.4.3 INVESTIGATION

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

Schell-Vista Fire Protection District

Schell-Vista Fire Protection District Policy Manual

Workplace Violence

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1026.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1026.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify their supervisor.

1026.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the FIRE CHIEF. The District needs this information in order to provide a safe workplace.

1026.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

Schell-Vista Fire Protection District

Schell-Vista Fire Protection District Policy Manual

Workplace Violence

1026.8 LEGAL ACTION

The Administration Division, in consultation with the district's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior or harassment in the workplace (Code of Civil Procedure § 527.8).

1026.9 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1026.10 WORKPLACE VIOLENCE PREVENTION

All district members are responsible for assisting in the prevention of violence in the workplace.

The District shall provide initial and annual training to members regarding this policy and the district Workplace Violence Prevention Plan (Labor Code § 6401.9).

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy and the district Workplace Violence Prevention Plan. The Fire Chief shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence (Labor Code § 6401.9).

1026.11 VIOLENT INCIDENT LOG

All workplace violence incidents shall be documented in a violent incident log as provided in Labor Code § 6401.9 and the [department_agency] Workplace Violence Prevention Plan. The log shall be retained for a minimum of five years and as required by the district records retention schedule (Labor Code § 6401.9).

1026.12 WORKPLACE REPORTING FORM

See attachment: [Workplace-Violence-Reporting Form.pdf](#)

Schell-Vista Fire Protection District

Schell-Vista Fire Protection District Policy Manual

Workplace Violence

Attachments

Workplace-Violence-Reporting Form.pdf

Schell-Vista Fire District Confidential Workplace Violence Threat Reporting Form

Date/Time of Occurrence:		Exact Location of Occurrence:	
Victim Information:		Perpetrator Information:	
Name:	Gender:	Name:	Gender:
Department:		Employee: Yes or No	
Work Address:		Department (if applicable):	
Work Telephone:		Work Address (if applicable):	
Reporting Party's (RP) Name – (if not victim):		RP Work Telephone:	
Witness Names and contact info (if not employed by the City):			
Description of the incident (weapons, alcohol/drugs, etc.) (Please attach additional pages, if needed.)			
Police Report Completed:		Type of Incident:	
Yes NO		<input type="checkbox"/> Physical Violence <input type="checkbox"/> Threat of Violence <input type="checkbox"/> Other _____	
If yes:			
Agency: _____			
Report No. (if known):			
Supervisor's Name (print):		Telephone:	
Supervisor's Signature:		Date:	

To: Ray Mulas
From: Board of Directors
Date: September 01, 2024
Subject: Employment Agreement with Interim **Fire Chief**

This memorandum shall memorialize the part time employment agreement between the Schell-Vista Fire Protection District (employer) and the part time Interim Fire Chief Ray Mulas (employee). The Schell-Vista Fire Protection District Board of Directors approved the new part time Fire Chief position on September 01, 2024. The following will serve as an employment agreement between the employer and employee:

Hours worked:

The part time Interim Fire Chief shall work no more than 832 hours in any fiscal year beginning September 01, 2024. This total is estimated at 16 hours worked per week for fifty-two weeks in a fiscal year. Weekly hours may vary but the annual total hours worked shall not exceed 832 in any fiscal year. These are maximum compensable hours; the employee may work less depending on department need. The part time Interim Fire Chief acknowledges that, his Fire District pay is not reportable to CalPERS as this is a stipend position.

Compensation:

The part time Interim Fire Chief shall be compensated at a stipend rate of \$5200.00 per month. Health benefits are offered to this position however if declined there is a “Cash-In-Leu” option of \$500.00 per month. State and Federal employee costs, including the employer contribution to Social Security and Medicare, shall be provided by the district. All mandatory employee contributions shall be deducted by the district’s payroll division and submitted by the district for the employee.

At Will Job Status

The parties recognize and affirm that: 1) Employee is an “at will” employee whose employment may be terminated by the district without cause, and 2) there is no express or implied promise made to employee for any form of continued employment.

Job outline:

Attached to this memorandum is the job description for part time Interim Fire Chief.

Exemption:

In accordance with the 2004 Fair Labor Standards Act (hereafter FLSA) section 200, "Exempt and Non-Covered Employees (Effective August 23, 2004)" the position of part time Interim Fire Chief is considered exempt. The Fire Chief will have the overall authority to recommend and process policy regarding department administration categories. The Fire Chief will have the overall authority to recommend the hiring, firing and promoting of employees along with other staff as directed by the Board of Directors. The part time Interim Fire Chief will not normally work enough hours in any week to trigger FLSA criteria, however due to the nature of the management position Interim Fire Chief" and the duties assigned shall exempt the employee from FLSA criteria as outlined by FLSA.

SCHELL-VISTA FIRE PROTECTION DISTRICT

PART TIME INTERIM ASSISTANT FIRE CHIEF POSITION

DEFINITION

The fundamental reason for the existence of this classification is to perform responsible management, technical and administrative work in commanding, developing, directing and supervising all Divisions of the Fire Department; and to provide highly responsible and technical staff assistance to the Board of Directors. This position is “Interim” in nature and will exist until such time that the Board of Directors decides to fill a permanent Fire Chief position.

DISTINGUISHING CHARACTERISTICS

The Interim Assistant Fire Chief is a position in a management level classification in both the Fire Suppression and Administrative Divisions of the Fire Department. Under general direction from the Board of Directors, the Fire Chief exercises considerable independent judgment in directing and supervising fire suppression activities in the Fire Department in coordination with other Chief staff as directed by the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the board of directors; responsibilities include the direct and indirect supervision of Battalion Chiefs and other subordinate Fire Department personnel including all paid and volunteer employees.

EXAMPLES OF DUTIES

Essential Duties:

The following duties are considered essential for this job classification:

Coordinate with outside management contractors, assist in the planning, development and implementation of policies, goals, objectives and priorities; participate in planning, directing and coordinating departmental personnel and general administrative activities; coordinate the activities of suppression platoons; respond to major alarm fires and personally direct fire suppression activities; prepare memoranda, directives and a variety of technical and departmental reports and records; assist in budget preparation and administration; respond to difficult complaints and requests for information; represent the District in relationships with the public, community groups, professional organizations, other Districts within Sonoma County and other neighboring counties, coordinate Fire

Department activities with other District departments and divisions; select, supervise, train and evaluate staff; serve as Duty Chief as needed.

Upon assignment as Duty Chief: Direct and supervise forces in the control of emergency incidents; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from the Incident Commander; ascertain the need for and type of additional equipment necessary to counteract the emergency; and coordinate fire suppression resources at mutual aid responses.

Additional Duties:

In addition to the duties listed in the Essential Duties section, the incumbent in this classification may perform the following duties. This classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned:

Supervise and coordinate the maintenance of personnel records; coordinate building and facility expansion activities; prepare equipment and apparatus specifications and perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of organization, administration, training, safety, budget and personnel management; modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus and equipment; mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; fire prevention principles, practices and procedures; Federal, State and local laws and regulations pertaining to fire suppression.

Ability to: Make effective use of personnel, equipment and apparatus in emergency and non-emergency situations; provide effective instruction to subordinates; communicate orally clearly and concisely; produce written documents with clearly organized thoughts using proper sentence construction, grammar, punctuation and spelling; comprehend and make inferences from written material; enter data or information into a terminal, personal computer or keyboard device; supervise, train, evaluate and discipline subordinate personnel; establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be Experience - Sufficient years of increasingly responsible municipal fire suppression, supervisory, management and administrative experience at the level of Battalion Chief or above in the Schell-Vista Fire Protection District to demonstrate possession of the knowledge and abilities listed above.

Education – “Desirable” but not ‘Required’ -Equivalent to a bachelor’s degree from an accredited college or university with major work in fire science, fire administration, public or business administration or a related field.

LICENSE OR CERTIFICATE

This classification requires the use of a District vehicle while conducting District business. To drive, individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain throughout the course of employment a valid California Class C motor vehicle operator's license.

WORKING CONDITIONS

When participating in meetings or performing work in the office, the incumbent in this classification sits for extended periods of time with the ability to change positions at will, communicates orally in a group setting, and learns job-related material through oral instruction and observation. The incumbent must also learn job-related material through structured lecture and reading to stay abreast of current developments in the field. When reviewing or monitoring safety and accident reports, the incumbent observes, compares or monitors data to determine compliance with prescribed operating or safety standards. When inputting statistics, the incumbent operates a variety of standard office equipment requiring continuous or repetitive arm-hand movements.

When personally directing fire suppression activities, the incumbent discriminates among or matches colors in regard to smoke or hazardous material placards, observes or monitors objects and people's behavior to determine compliance with prescribed operating or safety standards, hears alarms and other auditory warning devices, works in a variety of weather conditions with exposure to the elements and tolerates very hot and very cold temperatures.

When participating in actual fire suppression activities, in addition to the above, the incumbent uses explosive strength, as in sprinting or jumping; lifts arms above shoulder level; works at heights greater than 10 feet; moves hoses and ladders weighing up to 90 pounds both short and long distances; climbs steps and ladders to reach objects; wears a self-contained breathing apparatus; coordinates the movement of more than one limb simultaneously; and walks over rough, uneven or rocky surfaces at grass and brush fires.

APPROVALS:

Interim EMPLOYMENT AGREEMENT

Reviewed by the Board of Directors and approved by the Board President on
_____ 2024.

Employer _____ Date: _____
Ken Finn, Board Chairmen

Employee _____ Date: _____
Ray Mulas, Interim Fire Chief

To: Mike Medeiros
From: Board of Directors
Date: September 01, 2024
Subject: Employment Agreement with Interim Assistant Chief of **Administration**

This memorandum shall memorialize the part time employment agreement between the Schell-Vista Fire Protection District (employer) and the part time Interim Assistant Chief of Administration Mike Medeiros (employee). The Schell-Vista Fire Protection District Board of Directors approved the new part time Interim Assistant Fire Chief of Administration position on September 01, 2024. The following will serve as an employment agreement between the employer and employee:

Hours worked:

The part time Interim Assistant Fire Chief of Administration shall work no more than 832 hours in any fiscal year beginning September 01, 2024. This total is estimated at 16 hours worked per week for fifty-two weeks in a fiscal year. Weekly hours may vary but the annual total hours worked shall not exceed 832 in any fiscal year. These are maximum compensable hours; the employee may work less depending on department need. The part time Interim Assistant Fire Chief of Administration acknowledges that because his primary employer is a CalPERS providing agency, his Fire District pay is not reportable to CalPERS unless the employee's primary full-time status falls below full time. If the employee's primary full-time status falls below full time, the employee will notify the Fire District Board President immediately.

Compensation:

The part time Interim Fire Chief shall be compensated at a stipend rate of \$4,750.00 per month. Health benefits are offered to this position however if declined there is a "Cash-In-Leu" option of \$500.00 per month. State and Federal employee costs, including the employer contribution to Social Security and Medicare, shall be provided by the district. All mandatory employee contributions shall be deducted by the district's payroll division and submitted by the district for the employee.

At Will Job Status

The parties recognize and affirm that: 1) Employee is an "at will" employee whose employment may be terminated by the district without cause, and 2) there is no express or implied promise made to employee for any form of continued employment.

Job outline:

Attached to this memorandum is the job description for part time Interim Assistant Fire Chief of Administration.

Exemption:

In accordance with the 2004 Fair Labor Standards Act (hereafter FLSA) section 200, "Exempt and Non-Covered Employees (Effective August 23, 2004)" the position of part time Interim Assistant Fire Chief of Administration is considered exempt. The Interim Assistant Fire Chief of Administration will have the authority to recommend and process policy regarding department administration categories. The Interim Assistant Fire Chief of Administration will have the authority to recommend the hiring, firing and promoting of employees along with other staff as directed by the Interim Fire Chief. The part time Interim Assistant Fire Chief of Administration will not normally work enough hours in any week to trigger FLSA criteria, however due to the nature of the management position Interim Assistant Fire Chief" and the duties assigned shall exempt the employee from FLSA criteria as outlined by FLSA.

SCHELL-VISTA FIRE PROTECTION DISTRICT

PART TIME INTERIM ASSISTANT FIRE CHIEF OF ADMINISTRATION POSITION

DEFINITION

The fundamental reason for the existence of this classification is to perform responsible management, technical and administrative work in commanding, developing, directing and supervising the Fire Suppression Division of the Fire Department; and to provide highly responsible and technical staff assistance. This position is "Interim" in nature and will exist until such time that the Board of Directors decides to fill a permanent Assistant Fire Chief of Administration position,

DISTINGUISHING CHARACTERISTICS

The Interim Assistant Fire Chief of Administration is a position in a management level classification in both the Fire Suppression and Administrative Divisions of the Fire Department. Under general direction from the Board of Directors, the Interim Assistant Fire Chief in Administration exercises considerable independent judgment in directing and supervising fire suppression activities in the Fire Department in coordination with other Chief staff as directed by the Interim Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the board of directors; responsibilities include the direct and indirect supervision of Battalion Chiefs and other subordinate Fire Department personnel including all paid and volunteer employees.

EXAMPLES OF DUTIES

Essential Duties:

The following duties are considered essential for this job classification:

Coordinate with outside management contractors, assist in the planning, development and implementation of policies, goals, objectives and priorities; participate in planning, directing and coordinating departmental personnel and general administrative activities; coordinate the activities of suppression platoons; respond to major alarm fires and personally direct fire suppression activities; prepare memoranda, directives and a variety of technical and departmental reports and records; assist in budget preparation and administration; respond to difficult complaints and requests for information; represent the

District in relationships with the public, community groups, professional organizations, other Districts within Sonoma County and other neighboring counties, coordinate Fire

Department activities with other District departments and divisions; select, supervise, train and evaluate staff; serve as Duty Chief as needed.

Upon assignment as Duty Chief: Direct and supervise forces in the control of emergency incidents; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from the Incident Commander; ascertain the need for and type of additional equipment necessary to counteract the emergency; and coordinate fire suppression resources at mutual aid responses.

Additional Duties:

In addition to the duties listed in the Essential Duties section, the incumbent in this classification may perform the following duties. This classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned:

Supervise and coordinate the maintenance of personnel records; coordinate building and facility expansion activities; prepare equipment and apparatus specifications and perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of organization, administration, training, safety, budget and personnel management; modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus and equipment; mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; fire prevention principles, practices and procedures; Federal, State and local laws and regulations pertaining to fire suppression.

Ability to: Make effective use of personnel, equipment and apparatus in emergency and non-emergency situations; provide effective instruction to subordinates; communicate orally clearly and concisely; produce written documents with clearly organized thoughts using proper sentence construction, grammar, punctuation and spelling; comprehend and make inferences from written material; enter data or information into a terminal, personal computer or keyboard device; supervise, train, evaluate and discipline subordinate personnel; establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be Experience - Sufficient years of increasingly responsible municipal fire suppression, supervisory, management and

administrative experience at the level of Battalion Chief or above in the Schell-Vista Fire Protection District to demonstrate possession of the knowledge and abilities listed above.

Education - Equivalent to a bachelor's degree from an accredited college or university with additional training and education in fire science, fire administration, public or business administration or a related field.

LICENSE OR CERTIFICATE

This classification requires the use of a District vehicle while conducting District business. To drive, individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain throughout the course of employment a valid California Class C motor vehicle operator's license.

WORKING CONDITIONS

When participating in meetings or performing work in the office, the incumbent in this classification sits for extended periods of time with the ability to change positions at will, communicates orally in a group setting, and learns job-related material through oral instruction and observation. The incumbent must also learn job-related material through structured lecture and reading to stay abreast of current developments in the field. When reviewing or monitoring safety and accident reports, the incumbent observes, compares or monitors data to determine compliance with prescribed operating or safety standards. When inputting statistics, the incumbent operates a variety of standard office equipment requiring continuous or repetitive arm-hand movements.

When personally directing fire suppression activities, the incumbent discriminates among or matches colors in regard to smoke or hazardous material placards, observes or monitors objects and people's behavior to determine compliance with prescribed operating or safety standards, hears alarms and other auditory warning devices, works in a variety of weather conditions with exposure to the elements and tolerates very hot and very cold temperatures.

When participating in actual fire suppression activities, in addition to the above, the incumbent uses explosive strength, as in sprinting or jumping; lifts arms above shoulder level; works at heights greater than 10 feet; moves hoses and ladders weighing up to 90 pounds both short and long distances; climbs steps and ladders to reach objects; wears a self-contained breathing apparatus; coordinates the movement of more than one limb simultaneously; and walks over rough, uneven or rocky surfaces at grass and brush fires.

APPROVALS:

Interim EMPLOYMENT AGREEMENT

Reviewed by the Board of Directors and approved by the Board President on _____, 2024.

Employer _____ Date: _____
Ken Finn, Board Chairmen

Employee _____ Date: _____
Mike Medeiros, Interim Fire Chief

To: Mike Mulas
From: Board of Directors
Date: September 01, 2024
Subject: Employment Agreement with Interim Assistant Chief of Operations

This memorandum shall memorialize the part time employment agreement between the Schell-Vista Fire Protection District (employer) and the part time Interim Assistant Chief of Administration Mike Mulas (employee). The Schell-Vista Fire Protection District Board of Directors approved the new part time Interim Assistant Fire Chief of Administration position on September 01, 2024. The following will serve as an employment agreement between the employer and employee:

Hours worked:

The part time Interim Assistant Fire Chief of Operations shall work no more than 832 hours in any fiscal year beginning September 01, 2024. This total is estimated at 16 hours worked per week for fifty-two weeks in a fiscal year. Weekly hours may vary but the annual total hours worked shall not exceed 832 in any fiscal year. These are maximum compensable hours; the employee may work less depending on department need. The part time Interim Assistant Fire Chief of Operations acknowledges that, his Fire District pay is not reportable to CalPERS as this is a stipend position.

Compensation:

The part time Interim Fire Chief of Operations shall be compensated at a stipend rate of \$4,750.00 per month. Health benefits are offered to this position however if declined there is a “Cash-In-Leu” option of \$500.00 per month. State and Federal employee costs, including the employer contribution to Social Security and Medicare, shall be provided by the district. All mandatory employee contributions shall be deducted by the district’s payroll division and submitted by the district for the employee.

At Will Job Status

The parties recognize and affirm that: 1) Employee is an “at will” employee whose employment may be terminated by the district without cause, and 2) there is no express or implied promise made to employee for any form of continued employment.

Job outline:

Attached to this memorandum is the job description for part time Interim Assistant Fire Chief of Operations.

Exemption:

In accordance with the 2004 Fair Labor Standards Act (hereafter FLSA) section 200, "Exempt and Non-Covered Employees (Effective August 23, 2004)" the position of part time Interim Assistant Fire Chief of Operations is considered exempt. The Interim Assistant Fire Chief of Operations will have the authority to recommend and process policy regarding department administration categories. The Interim Assistant Fire Chief of Operations will have the authority to recommend the hiring, firing and promoting of employees along with other staff as directed by the Fire Chief. The part time Interim Assistant Fire Chief of Operations will not normally work enough hours in any week to trigger FLSA criteria, however due to the nature of the management position Interim Assistant Fire Chief of Operations" and the duties assigned shall exempt the employee from FLSA criteria as outlined by FLSA.

SCHELL-VISTA FIRE PROTECTION DISTRICT

PART TIME INTERIM ASSISTANT FIRE CHIEF OF OPERATIONS POSITION

DEFINITION

The fundamental reason for the existence of this classification is to perform responsible management, technical and administrative work in commanding, developing, directing and supervising the Fire Suppression Division of the Fire Department; and to provide highly responsible and technical staff assistance. This position is "Interim" in nature and will exist until such time that the Board of Directors decides to fill a permanent Assistant Fire Chief of Operations position,

DISTINGUISHING CHARACTERISTICS

The Interim Assistant Fire Chief of Operations is a position in a management level classification in both the Fire Suppression and Administrative Divisions of the Fire Department. Under general direction from the Board of Directors through the Fire Chief, the Interim Assistant Fire Chief in Operations exercises considerable independent judgment in directing and supervising fire suppression activities in the Fire Department in coordination with other Chief staff as directed by the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the board of directors; responsibilities include the direct and indirect supervision of Battalion Chiefs and other subordinate Fire Department personnel including all paid and volunteer employees.

EXAMPLES OF DUTIES

Essential Duties:

The following duties are considered essential for this job classification:

Coordinate with outside management contractors, assist in the planning, development and implementation of policies, goals, objectives and priorities; participate in planning, directing and coordinating departmental personnel and general administrative activities; coordinate the activities of suppression platoons; respond to major alarm fires and personally direct fire suppression activities; prepare memoranda, directives and a variety of technical and departmental reports and records; assist in budget preparation and administration; respond to difficult complaints and requests for information; represent the District in relationships with the public, community groups, professional organizations, other Districts within Sonoma County and other neighboring counties, coordinate Fire

Department activities with other District departments and divisions; select, supervise, train and evaluate staff; serve as Duty Chief as needed.

Upon assignment as Duty Chief: Direct and supervise forces in the control of emergency incidents; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from the Incident Commander; ascertain the need for and type of additional equipment necessary to counteract the emergency; and coordinate fire suppression resources at mutual aid responses.

Additional Duties:

In addition to the duties listed in the Essential Duties section, the incumbent in this classification may perform the following duties. This classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned:

Supervise and coordinate the maintenance of personnel records; coordinate building and facility expansion activities; prepare equipment and apparatus specifications and perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of organization, administration, training, safety, budget and personnel management; modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus and equipment; mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; fire prevention principles, practices and procedures; Federal, State and local laws and regulations pertaining to fire suppression.

Ability to: Make effective use of personnel, equipment and apparatus in emergency and non-emergency situations; provide effective instruction to subordinates; communicate orally clearly and concisely; produce written documents with clearly organized thoughts using proper sentence construction, grammar, punctuation and spelling; comprehend and make inferences from written material; enter data or information into a terminal, personal computer or keyboard device; supervise, train, evaluate and discipline subordinate personnel; establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be Experience - Sufficient years of increasingly responsible municipal fire suppression, supervisory, management and administrative experience at the level of Battalion Chief or above in the Schell-Vista Fire Protection District to demonstrate possession of the knowledge and abilities listed above.

Education – “Desirable” but not “Required” -Equivalent to a bachelor’s degree from an accredited college or university with major work in fire science, fire administration, public or business administration or a related field.

LICENSE OR CERTIFICATE

This classification requires the use of a District vehicle while conducting District business. To drive, individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain throughout the course of employment a valid California Class C motor vehicle operator's license.

WORKING CONDITIONS

When participating in meetings or performing work in the office, the incumbent in this classification sits for extended periods of time with the ability to change positions at will, communicates orally in a group setting, and learns job-related material through oral instruction and observation. The incumbent must also learn job-related material through structured lecture and reading to stay abreast of current developments in the field. When reviewing or monitoring safety and accident reports, the incumbent observes, compares or monitors data to determine compliance with prescribed operating or safety standards. When inputting statistics, the incumbent operates a variety of standard office equipment requiring continuous or repetitive arm-hand movements.

When personally directing fire suppression activities, the incumbent discriminates among or matches colors in regard to smoke or hazardous material placards, observes or monitors objects and people's behavior to determine compliance with prescribed operating or safety standards, hears alarms and other auditory warning devices, works in a variety of weather conditions with exposure to the elements and tolerates very hot and very cold temperatures.

When participating in actual fire suppression activities, in addition to the above, the incumbent uses explosive strength, as in sprinting or jumping; lifts arms above shoulder level; works at heights greater than 10 feet; moves hoses and ladders weighing up to 90 pounds both short and long distances; climbs steps and ladders to reach objects; wears a self-contained breathing apparatus; coordinates the movement of more than one limb simultaneously; and walks over rough, uneven or rocky surfaces at grass and brush fires.

APPROVALS:

Interim EMPLOYMENT AGREEMENT

Reviewed by the Board of Directors and approved by the Board President
on _____, 2024.

Employer _____ Date: _____
Ken Finn, Board Chairmen

Employee _____ Date: _____
Mike Mulas, Interim Fire Chief of Operations