

South Coast Fire Protection District

P.O. Box 334 Gualala, California 95445 (707)884-4700

Minutes from the Regular Meeting on April 21, 2022

Location: 39215 Church Street, Gualala, California

1. Call to Order:

The meeting was called to order by Flavia de Oliveira at 18:17.

2. Roll Call:

Present: Directors Chuckie Sorensen, Kevin Callanan, Rick O'Neil, and Flavia de Oliveira

Absent: Chair Pete Slunaker

3. Public Expression: 3 -- minute limit person, 10 - minute total subject.

None.

4. Approval of Minutes form last meeting:

Kevin Callanan motioned to approved the minutes from the last meeting. Chuckie Sorensen seconded the motion. Yeas: Kevin Callanan, Chuckie Sorensen, Rick O'Neil, Flavia de Oliveira. Nays: None. The motion passed: 4 yeas, 0 nays.

5. Financial Report:

Maureen Carr reported that two apparatus payments will be posted in the end of June for a total of \$78,000, including \$7,792 of interest. One is for the light duty rescue truck and the wildland vehicle. We only have a couple of payments left on the wildland truck, including the one in June.

We have received \$19,000 for strike team payments. We have also received \$20,000 from the PG&E settlement, we made \$1,750 for the training courses we held, \$11,439 from Mendocino County Conservation Fund, and \$36,520 for the Windy Fire.

The dozer we purchased was \$78,000. Yet, we still have \$153,865 in the bank. Jason added that he just received a check in the amount of \$203,000 from the county for the April taxes.

6. Old Business: Discussion / Action on Updates

- a) Grant Update – the district has been awarded a \$4,000 grant for a mapping program. The Mendocino Board of Supervisors has released \$45,000 grant from the PG&E settlement for equipment purchases.
- b) Fire apparatus engineer position updates—there was only one applicant for the position. One of our volunteers, Tashi Doster, applied for the position. Kevin Callanan, Wills Kelly, and Dave Crowl interviewed her for the position. She also passed a skills test which was administered by a full-time Marin County Fire Engineer. Jason followed up on all of her references. They all felt that she was qualified for the position. The wages will start at \$22.30, as advertised on the job posting. It is an entry level position salary based on current OES wage. Jason requested that we also reimburse her for her current monthly health care payments which is \$200 per month. The board unanimously agreed with adding that additional benefit. Jason will offer her the job, and anticipates that she will start on May 1st.

- c) ATT outages update—Kevin Callanan said he would have a letter ready at the next meeting to send out to the Mendocino County Board of Supervisors, the CPUC, and AT&T urging them to notify local residents, either through NIXEL or some other means, of widespread outages impacting landline service in our area.
- d) Budget update—Jason wants to table discussion of the budget to the next meeting. Maureen said that she would appreciate getting the budget before June 15th. She will be away for six weeks after that date.

7. New Business Discussion / Action

None.

8. Chief's Report:

- COVID-19 booster shot clinics at Station 1 have started up again.
- Jason said at the Fire Chiefs meeting that many departments complained of having problems recruiting volunteers. So far, Jason said that our department has not had that problem, but he is thinking ahead of when that may catch up with us and how he would solve it.
- Jason asked the board's opinion about potential acquisition of the property where Station 1 is located. He has already approached Bower on this topic. We are currently on a 5-year lease plan which is coming up next year. The department owns the structure, but the Bowers own the property. Instead of buying the property, Jason is also investigating extending the lease for a longer period than 5 years. He has also thought about proposing a boundary line adjustment with CLSD and having the ambulance district as our landlord instead of Bower.

9. Directors Comments:

Chuckie Sorensen asked if we could move the meeting times up to 4:30 instead of 6pm. All agreed. We will now meet at 4:30pm starting on May 19th (our next meeting).

10. Closed Session: Gann update

No action taken during closed session.

11. Open Session after Closed Session:

None.

12. Adjournment: The meeting was adjourned. Next Meeting is on May 19, 2022, at 4:30pm.

05/16/22
Accrual Basis

**South Coast Fire Protection District
Profit & Loss Prior Year Comparison**

	Jul '21 - Jun 22	Jul '20 - Jun 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Training Income	650.00	0.00	650.00	100.0%
Grants	42,234.80	280.02	41,954.78	14,982.8%
Revenue-Taxes	567,043.96	422,589.78	144,454.18	34.2%
Revenue-Other	422,750.39	350,214.87	72,535.52	20.7%
Total Income	<u>1,032,679.15</u>	<u>773,084.67</u>	<u>259,594.48</u>	<u>33.6%</u>
Cost of Goods Sold				
Cost of Goods Sold	78.85	0.00	78.85	100.0%
Total COGS	<u>78.85</u>	<u>0.00</u>	<u>78.85</u>	<u>100.0%</u>
Gross Profit	<u>1,032,600.30</u>	<u>773,084.67</u>	<u>259,515.63</u>	<u>33.6%</u>
Expense				
Grant Expense	26,623.68	0.00	26,623.68	100.0%
Tax Administration Fee	3,504.79	0.00	3,504.79	100.0%
Supplies and Equipment	5,167.01	5,375.74	-208.73	-3.9%
Reimbursable Expenses	-6,858.81	1,023.75	-7,882.56	-770.0%
Advertising	90.00	0.00	90.00	100.0%
Bank Service Charges	482.19	77.83	404.36	519.5%
Building Improvements	1,336.19	11,216.37	-9,880.18	-88.1%
Dues & Memberships	7,520.16	2,963.80	4,556.36	153.7%
Elections	0.00	326.40	-326.40	-100.0%
Equipment Expense	47,233.81	31,734.03	15,499.78	48.8%
Fuel	17,505.21	11,736.18	5,769.03	49.2%
Insurance	37,868.00	43,354.00	-5,486.00	-12.7%
Interest Expense	12,738.56	92.33	12,646.23	13,696.8%
Licenses and Permits	4,952.00	363.00	4,589.00	1,264.2%
Miscellaneous	0.00	603.72	-603.72	-100.0%
Out-of-Pocket Expenses	11,950.00	9,567.50	2,382.50	24.9%
Payroll Expenses	289,880.95	243,330.47	46,550.48	19.1%
Payroll Taxes-Company	26,299.47	21,826.95	4,472.52	20.5%
Postage and Delivery	332.26	381.20	-48.94	-12.8%
Printing and Reproduction	0.00	2,699.59	-2,699.59	-100.0%
Professional Fees	16,182.00	16,674.31	-492.31	-3.0%
Rent	2,970.00	3,240.00	-270.00	-8.3%
Repairs & Maintenance	38,534.80	47,126.59	-8,591.79	-18.2%
Small Tools, Equipment & Supply	6,670.24	26,289.64	-19,619.40	-74.6%
Tax Collection Fee	7,861.49	-320.11	8,181.60	2,555.9%
Training	4,400.88	6,702.96	-2,302.08	-34.3%
Travel	1,398.76	671.26	727.50	108.4%
Utilities	10,935.27	14,037.89	-3,102.62	-22.1%
Total Expense	<u>575,578.91</u>	<u>501,095.40</u>	<u>74,483.51</u>	<u>14.9%</u>
Net Ordinary Income	<u>457,021.39</u>	<u>271,989.27</u>	<u>185,032.12</u>	<u>68.0%</u>
Other Income/Expense				
Other Expense				
Equip Replacement Fund	0.00	100.00	-100.00	-100.0%
Total Other Expense	<u>0.00</u>	<u>100.00</u>	<u>-100.00</u>	<u>-100.0%</u>
Net Other Income	<u>0.00</u>	<u>-100.00</u>	<u>100.00</u>	<u>100.0%</u>
Net Income	<u><u>457,021.39</u></u>	<u><u>271,889.27</u></u>	<u><u>185,132.12</u></u>	<u><u>68.1%</u></u>

05/16/22

South Coast Fire Protection District Checking Account Activity As of May 16, 2022

Type	Date	Num	Name	Debit	Credit	Balance
WAB3158						390,636.23
Bill Pmt -Check	04/18/2022	8083	Cardmember Service		5,166.19	385,470.04
Bill Pmt -Check	04/18/2022	8084	Maureen Carr		440.00	385,030.04
Bill Pmt -Check	04/18/2022	8085	Michael Mayda		585.47	384,444.57
Deposit	04/20/2022			9.03		384,453.60
Deposit	04/22/2022			203,625.44		588,079.04
Check	04/25/2022	debit	Voyager Fleet Systems, Inc.		1,096.10	586,982.94
Paycheck	04/25/2022	8087	Pack {e}, Ethan		1,476.50	585,506.44
Bill Pmt -Check	04/25/2022	8088	AT&T		125.69	585,380.75
Bill Pmt -Check	04/25/2022	8089	Ethan Pack		693.30	584,687.45
Bill Pmt -Check	04/25/2022	8090	FASIS		5,459.00	579,228.45
Bill Pmt -Check	04/25/2022	8091	North Gualala Water Company		72.04	579,156.41
Bill Pmt -Check	04/25/2022	8092	Opperman & Son Inc	0.00		579,156.41
Bill Pmt -Check	04/25/2022	8093	Rescue Solutions		432.41	578,724.00
Bill Pmt -Check	04/25/2022	8094	FASIS		7,717.00	571,007.00
Paycheck	05/02/2022	8104	Bell {e}, Artie		442.25	570,564.75
Paycheck	05/02/2022	8105	Dilks, Christina A	0.00		570,564.75
Paycheck	05/02/2022	8106	Doster {e}, Tashi		1,388.20	569,176.55
Paycheck	05/02/2022	8107	Warner {e}, Jason		4,052.56	565,123.99
Check	05/02/2022	8099	Jason Warner {o}		688.11	564,435.88
Bill Pmt -Check	05/02/2022	8100	Cascade Fire Equipment		1,472.45	562,963.43
Bill Pmt -Check	05/02/2022	8101	CNA Metalworks, Inc.		30.90	562,932.53
Bill Pmt -Check	05/02/2022	8102	Curtis		833.67	562,098.86
Bill Pmt -Check	05/02/2022	8103	Machias Sewing		1,072.50	561,026.36
Bill Pmt -Check	05/02/2022	8097	The Sign Shop		271.85	560,754.51
Check	05/02/2022	8098	SR Technologies		54.99	560,699.52
Bill Pmt -Check	05/02/2022	8095	Artie Bell's Mobile Mechanic		1,875.00	558,824.52
Bill Pmt -Check	05/02/2022	8096	Maureen Carr		660.00	558,164.52
Liability Check	05/03/2022		QuickBooks Payroll Service		2,455.89	555,708.63
Liability Check	05/06/2022	eft	Employment Development Department		570.82	555,137.81
Liability Check	05/06/2022	eft	U.S. Treasury		2,536.52	552,601.29
Liability Check	05/06/2022	eft	U.S. Treasury		234.56	552,366.73
Check	05/16/2022	8108	Cardmember Service		13,323.96	539,042.77
Bill Pmt -Check	05/16/2022	8109	AT&T		125.62	538,917.15
Bill Pmt -Check	05/16/2022	8110	Bower Limited Partnership		463.04	538,454.11
Bill Pmt -Check	05/16/2022	8111	Cal Fire		1,725.00	536,729.11
Bill Pmt -Check	05/16/2022	8112	Cascade Fire Equipment		209.18	536,519.93
Bill Pmt -Check	05/16/2022	8113	Healdsburg Lumber		149.80	536,370.13
Bill Pmt -Check	05/16/2022	8114	JR's Auto Care Center		465.47	535,904.66
Bill Pmt -Check	05/16/2022	8115	Lozano Smith		1,200.00	534,704.66
Bill Pmt -Check	05/16/2022	8116	ResQFast		480.00	534,224.66
Bill Pmt -Check	05/16/2022	8117	Sea Ranch Supply, Inc.		13.87	534,210.79
Bill Pmt -Check	05/16/2022	8118	Silverado Avionics Inc		109.23	534,101.56
Bill Pmt -Check	05/16/2022	8119	Wattco		706.55	533,395.01
Total WAB3158				203,634.47	60,875.69	533,395.01
TOTAL				203,634.47	60,875.69	533,395.01

South Coast Fire Protection District Stmt of Revenue & Expense Actual vs Budget July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Training Income	650.00			
Grants	42,234.80	0.00	42,234.80	100.0%
Revenue-Taxes				
Emergency Service Fee	390.00	1,500.00	-1,110.00	26.0%
TOT Measure D & E	13,760.32	30,000.00	-16,239.68	45.9%
Prop 172 Fire Funding	14,733.00	13,845.00	888.00	106.4%
Curr Sec Tax 4020	179,332.21	176,897.00	2,435.21	101.4%
Curr Unsec Tax 4030	4,864.45	5,503.00	-838.55	84.8%
Highway Property Rental	5.19	3.44	1.75	150.9%
HOPTR	1,259.38	1,279.00	-19.62	98.5%
Prior Unsec 4080	107.61	154.00	-46.39	69.9%
SB-813 Taxes 4090	13.97	1,200.00	-1,186.03	1.2%
Spec Assesmnt Tax 4100	352,602.16	326,020.00	26,582.16	108.2%
Timber Tax 4110	175.67	143.00	32.67	122.8%
Total Revenue-Taxes	567,043.96	556,544.44	10,499.52	101.9%
Revenue-Other				
Interest Income	161.99	52.00	109.99	311.5%
Misc Income	391,810.43	15,000.00	376,810.43	2,612.1%
Revenue-Other - Other	30,777.97			
Total Revenue-Other	422,750.39	15,052.00	407,698.39	2,808.6%
Total Income	1,032,679.15	571,596.44	461,082.71	180.7%
Cost of Goods Sold				
Cost of Goods Sold	78.85	0.00	78.85	100.0%
Total COGS	78.85	0.00	78.85	100.0%
Gross Profit	1,032,600.30	571,596.44	461,003.86	180.7%
Expense				
Grant Expense	26,623.68			
Tax Administration Fee	3,504.79			
Contribution to Reserves	0.00	40,011.80	-40,011.80	0.0%
Supplies and Equipment				
Office Supplies	3,299.37	8,000.00	-4,700.63	41.2%
Office Equipment	19.99	0.00	19.99	100.0%
Firehouse Supplies	1,847.65	9,000.00	-7,152.35	20.5%
Total Supplies and Equipment	5,167.01	17,000.00	-11,832.99	30.4%
LAFCO	0.00	700.00	-700.00	0.0%
Reimbursable Expenses	-6,858.81	14,000.00	-20,858.81	-49.0%
Advertising	90.00	1,000.00	-910.00	9.0%
Bank Service Charges	482.19	0.00	482.19	100.0%
Building Improvements	1,336.19	0.00	1,336.19	100.0%
Dues & Memberships	7,520.16	6,000.00	1,520.16	125.3%
Elections	0.00	350.00	-350.00	0.0%
Equipment Expense				
Clothing/PPE	27,622.48	25,000.00	2,622.48	110.5%
Equipment	4,510.69	16,200.00	-11,689.31	27.8%
Communications	15,100.64	15,000.00	100.64	100.7%
Total Equipment Expense	47,233.81	56,200.00	-8,966.19	84.0%
Fuel	16,563.80	15,000.00	1,563.80	110.4%
Insurance	37,868.00	43,533.00	-5,665.00	87.0%
Engine Payments	0.00	78,040.80	-78,040.80	0.0%
Interest Expense	12,738.56	7,792.59	4,945.97	163.5%
Licenses and Permits	4,952.00	363.00	4,589.00	1,364.2%
Out-of-Pocket Expenses	11,950.00			
Payroll Expenses				
Stipend	7,600.00	36,500.00	-28,900.00	20.8%
Secretary	29,160.00	30,000.00	-840.00	97.2%
Fire Chief	55,000.00	60,000.00	-5,000.00	91.7%
Duty Chief	4,700.00	10,000.00	-5,300.00	47.0%
Health Insurance	6,192.99			
Payroll Expenses - Other	187,227.96	10,000.00	177,227.96	1,872.3%
Total Payroll Expenses	289,880.95	146,500.00	143,380.95	197.9%
Payroll Taxes-Company	26,299.47	22,000.00	4,299.47	119.5%

South Coast Fire Protection District Stmnt of Revenue & Expense Actual vs Budget

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Postage and Delivery	332.28	0.00	332.28	100.0%
Professional Fees				
Legal Services & Fees	2,517.00	1,000.00	1,517.00	251.7%
Bookkeeping	7,840.00	11,318.00	-3,678.00	67.5%
Accounting	300.00	4,000.00	-3,700.00	7.5%
Consulting	5,725.00	5,000.00	725.00	114.5%
Total Professional Fees	16,182.00	21,318.00	-5,136.00	75.9%
Rent	2,970.00	5,558.48	-2,588.48	53.5%
Repairs & Maintenance				
Building	7,136.75	21,000.00	-13,863.25	34.0%
Equipment	31,371.21	38,000.00	-4,628.79	87.1%
Repairs & Maintenance - Other	26.84	0.00	26.84	100.0%
Total Repairs & Maintenance	38,534.80	57,000.00	-18,465.20	67.6%
Small Tools, Equipment & Supply				
Wave Runner	-335.00			
Medical	2,817.24	8,000.00	-5,182.76	35.2%
Small Tools, Equipment & Supply - Other	4,188.00	11,000.00	-6,812.00	38.1%
Total Small Tools, Equipment & Supply	6,670.24	19,000.00	-12,329.76	35.1%
Tax Collection Fee	7,861.49	0.00	7,861.49	100.0%
Training	4,400.88	10,000.00	-5,599.12	44.0%
Travel	1,398.76	0.00	1,398.76	100.0%
Utilities				
Propane	941.41	1,000.00	-58.59	94.1%
Telephone	1,677.69	2,815.77	-1,138.08	59.6%
Web Site	24.85			
Television	1,203.07	0.00	1,203.07	100.0%
Sewer	2,337.14	0.00	2,337.14	100.0%
Internet	1,475.99	2,428.00	-952.01	60.8%
Gas and Electric	3,502.30	3,177.00	325.30	110.2%
Water	714.23	810.00	-95.77	88.2%
Total Utilities	11,876.68	10,230.77	1,645.91	116.1%
Total Expense	575,578.91	571,596.44	3,982.47	100.7%
Net Ordinary Income	457,021.39	0.00	457,021.39	100.0%
Net Income	457,021.39	0.00	457,021.39	100.0%