



Tracy Rural County Fire Protection District

Board of Directors

Jeff Ramsey
Craig Miller
Matt Kopinski
Pete Reece
John Vieira

Clerk of the Board

Raychel Jackson

Board of Directors – Regular Meeting Agenda Tuesday, September 10, 2024 at 4:00 PM PST

Join Zoom Meeting

<https://us06web.zoom.us/j/83946854458?pwd=PPv6FJEUnKQ3BfAsQeYSs878r7GCmp.1>

Call In Number: [1 \(669\) 900 6833](tel:16699006833)

Meeting ID: 839-4685-4458

Passcode: 177352

**Location: 835 N. Central Avenue
Tracy, CA 95376
2nd Floor**

1. Roll Call and Pledge of Allegiance

2. Public Comment

Please, give your name, entity (if any), and address as well as what agenda item you wish to speak about to the Clerk of the Board so that your comments may be heard at the appropriate time. Comments must be limited to 3 minutes.

3. Consent Calendar

- 3.1 Adoption of the September 10, 2024 Agenda
- 3.2 Approval of the August 13, 2024 Minutes
- 3.3 Approval of September Warrant List
- 3.4 August Monthly Check Register

4. Regular Agenda

- 4.1 Approve TRFD Final Budget for Fiscal Year 2024-2025
- 4.2 Receive Updated Information Regarding Station Maintenance Issues

5. Committee Reports

- 5.1 JPA Representative Report

6. Informational Update

6.1 Fire Chief's Update

6.2 New Office Location

7. Public Comment

For any items not on the agenda.

8. Board Member Comment

For any items not on the agenda and requests for future agenda items. No action will be taken on any questions or matters raised by the Board at this time.

9. Closed Session

10. Adjournment until Next Regular Session – October 8, 2024

Compliance with the Americans with Disabilities Act (US Code Title 42) – Assistance for Those with Disabilities: If you have a disability and need accommodation to participate in the meeting, please contact the Administration Office (209-834-7269) or email (raychel.jackson@tracyruralfire.org) at least 72 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible.



Tracy Rural County Fire Protection District

Board of Directors – Regular Meeting Minutes Tuesday, August 13, 2024 4:00 PM

1. Roll Call and Pledge of Allegiance

Chairman Ramsey called the meeting to order at 4:03 pm. All Directors present.

2. Public Comment

No Public Comment.

3. Consent Calendar

3.1 Adoption of the August 13, 2024, Agenda

3.2 Approval of the July 9, 2023, Minutes

3.3 Approval of August Warrant List

3.4 July Monthly Check Register

- Motion was made by Vice Chair Miller, seconded by Director Kopinski to accept Consent Calendar. Motion passed.

4. Regular Agenda

4.1 Review and Discuss Return of Deposit on Banta; What is a “Reasonable” Amount of Time

- Agenda Item has been postponed to next regular board meeting.

4.2 Review and Discuss Board Compensation

- Motion was made by Director Reece, seconded by Director Kopinski to Approve to move forward with Board Compensation. Motion passed.

4.3 Review and Approve TRFD Challenge Coin Design.

- Motion was made by Director Kopinski, seconded by Director Vieira to Approve TRFD Challenge Coin and order 300 coins. Motion passed.

4.5 Discussion on Allocating a Portion of the Surplus Funds from FY Ending June 30, 2023 to the SSJCFA’s Training Facility Project

- Motion was made by Director Kopinski, seconded by Director Reece to Approve to Allocate a Portion of the Surplus Funds from FY Ending June 30, 2023 to the SSJCFA’s Training Facility Project and to provide JPA Representatives to approve \$127,500 at SSJCFA’s Board Meeting
- . Motion passed.

5. Committee Reports

5.1 JPA Representative Report

- Chairman Ramsey provided a report from the July 10, 2024 JPA Regular Board Meeting – Board approved an amendment to Section 8.4 of the Unrepresented Compensation and Benefits Plan; approved the purchase of one replacement staff vehicle; approved four resolutions to place a surge ambulance in service; and participated in a preliminary informational session on the Community Risk Reduction fee Study results.

6. Informational Update

6.1 Fire Chief's Update

- Chief Bradley provided the monthly report based on the Fire Chief Update dated July 2024, that was provided to the Board of Directors and staff at the meeting.

6.2 Station 95 Update

- Clerk provided we have the recorded Grant Deed

7. Public Comment

No Public Comment.

8. Board Member Comment

Director Miller is looking for a dismantler for the 2 engines for the grant and to complete task and submit for reimbursement and would like to schedule a meeting with insurance companies to discuss policies. Director Kopinski congratulated Vickers on his retirement and all new promotions. Director Miller gave his condolences to Raychel Jackson and family for the loss of her grandfather and prayers to Kevin Berreth's father who is in the hospital.

9. Closed Session

9.1 Conference with Real Property Negotiators (California Government Code section 54956.8)

Property: 22484 South 7th Street, Tracy, CA 95736

Agency Negotiators: Robert Pombo, District Realtor

Under negotiation: Price and Terms

- Motion was made by Vice Chair Miller, seconded by Director Reece to accept the offer in the amount of \$500,000 and escrow to close in 7 days, and authorization to Raychel Jackson to be authorized signor. Motion passed.

10. Meeting Adjournment at 5:52 pm.

Raychel Jackson

Raychel Jackson, Clerk of the Board

August 13, 2024

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- September 10, 2024

GENERAL OPERATING FUND	AMOUNT	ACCOUNT	VENDOR #
PETE REECE 30421 KOSTER ROAD TRACY, CA 95304	\$ 200.00	6226010900	0000010849
MATT KOPINSKI 33969 S. KOSTER ROAD TRACY, CA 95304	\$ -	6226010900	0000101809
CRAIG MILLER 5336 W. DURHAM FERRY ROAD Tracy, CA 95304	\$ 300.00	6226010900	0000105820
JEFF RAMSEY 27722 S. BIRD ROAD TRACY, CA 95304	\$ -	6226010900	0000098549
JOHN VIEIRA 19700 SOUTH LAMMERS ROAD TRACY, CA 95304	\$ 100.00	6226010900	0000010852
BERRETH LAW GROUP 2020 WEST KETTLEMAN LANE, SUITE E LODI, CA 95242	\$ 3,531.90	6221005100 6221005120 6221005130	0000110532 GOVERNANCE Litigation
Total	\$ 3,531.90		
TOTAL FOR GENERAL OPERATING FUND	\$ 4,131.90		

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49591 -- September 10, 2024

CAO RESERVE FUND 49591	AMOUNT	ACCOUNT	VENDOR #
Community First National Bank 215 Seth Child Rd. Manhattan, KS 66502		6331000100.00	. 0000102922
<i>Total</i>		6331000100.00	. 0000102922
TOTAL CAO FUND 49591	\$0.00		

SIGNATURES OF BOARD MEMBERS

PETE REECE, DIRECTOR

JOHN VIEIRA, DIRECTOR

MATT KOPINSKI, DIRECTOR

JEFF RAMSEY, CHAIR

CRAIG MILLER, VICE CHAIR

Tracy Rural Fire Protection District

Balance Sheet

As of August 31, 2024

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Bank of Stockton-Capital Outlay	888,330.33
Bank of Stockton-Operating	522,767.69
Bank of Stockton-Retirement	5,411.11
CA CLASS - Capital	629,885.60
CA Class - FFF	502,122.06
CA Class - Reserves	1,078,692.65
Fund 49501 - Operations	-620,981.41
Fund 49512 - Retirement Buyout	18,893.92
Fund 49515 - Fire Facility Fees	13,616.27
Fund 49519 - Emergency Reserve	1,085,931.00
Fund 49554 - Fire Health Res	0.00
Fund 49581 - Smoothing Reserve	0.00
Fund 49591 - Capital Outlay Res	262,181.29
Total Bank Accounts	\$ 4,386,850.51

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

TRFD Bank Accounts

August 2024

TRANSACTION TYPE	DATE	VENDOR	MEMO/DESCRIPTION	SPLIT	AMOUNT
Bank of Stockton-Capital Outlay					
Check	08/05/2024	Bill's Mower & Saw	E93 saw	Apparatus / Equipment:Equipment -New / Repairs	-2,855.35
Expense	08/19/2024	Galvao and Sons, Inc.		Building Maintenance Fund:Station 4	-4,331.00
Deposit	08/20/2024		DEPOSIT	-Split-	485,291.98
Deposit	08/30/2024			BOS Capital:Interest	26.59
Expense	08/30/2024	JRC Custom Home Remodeling	Kitchen deposit	Building Maintenance Fund:Station 4	-53,000.00
Total for Bank of Stockton-Capital Outlay					\$425,132.22
Bank of Stockton-Operating					
Expense	08/02/2024	ProTech		Utilities:Station 5	-70.00
Expense	08/02/2024	Pacific Gas & Electric		Utilities:Station 4	-2,433.34
Expense	08/02/2024	Pacific Gas & Electric		Utilities:Station 3	-3,097.92
Expense	08/02/2024	Pacific Gas & Electric		Utilities:Station 5	-889.66
Expense	08/05/2024	Microsoft Corporation		Office Expense:Software/Hardware	-94.93
Expense	08/06/2024	City of Tracy		Utilities:Station 5	-393.15
Expense	08/06/2024	City of Tracy		Utilities:Station 4	-327.18
Deposit	08/09/2024		Prop 172 Funds	Fund 49501 - Property Tax:Prop 172	134,205.00
Expense	08/13/2024	R & S Erection	door #1	Building Maintenance Fund:Station 4	-430.00
Check	08/13/2024	Special District Financial Services, LLC	July Services	Business Office Services	-5,064.61
Check	08/13/2024	Melo Construction, Inc	roof overlay project, Inv 5014, 5015, 5016, 5017	Building Maintenance Fund:Station 4	-31,522.00
Expense	08/13/2024	EcoWater Systems		Utilities:Station 3	-63.00
Expense	08/13/2024	Amazon	mouse traps	Building Maintenance Fund:Station 4	-58.44
Expense	08/14/2024	Matthew Kopinski		Directors Fees:Kopinski, Matt	-500.00
Expense	08/14/2024	Jeff Ramsey		Directors Fees:Kopinski, Matt	-400.00
Expense	08/15/2024	Custom Challenge Coin	challenge coins	Miscellaneous	-1,188.00
Expense	08/16/2024	CalPERS		Retirement:Safety Plan	-700.00
Expense	08/16/2024	Zoom		Office Expense:Supplies	-7.74
Expense	08/16/2024	Collucutt Energy	inv 84741; inv 84688	-Split-	-4,137.77
Expense	08/19/2024	Home Depot	fridge	Building Maintenance Fund:Station 4	-998.84
Expense	08/21/2024	JRC Custom Home Remodeling	doors/weather striping	Building Maintenance Fund:Station 4	-430.39
Expense	08/26/2024	AT&T		Office Expense:Phone	-1,818.62
Expense	08/27/2024	Ace Hardware		Utilities:Station 4	-246.81
Expense	08/27/2024	Premier Backflow & Pumping	dishwasher	Building Maintenance Fund:Station 3	-1,157.50
Expense	08/27/2024	Delta Disposal	DELTA DISPOSAL ONLINE PMT TRAC DELTA	-Split-	-390.41

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

TRFD Bank Accounts

August 2024

TRANSACTION TYPE	DATE	VENDOR	MEMO/DESCRIPTION	SPLIT	AMOUNT
		Service	DISPOSAL ONLINE PMT TRACY RURAL FIRE DISTR		
Expense	08/27/2024	M3 Insurance	2024 Pierce addition	Insurance - General Liability	-1,860.00
Total for Bank of Stockton-Operating					\$75,924.69
Bank of Stockton-Retirement					
Deposit	08/30/2024			BOS Retirement:Interest	3.44
Total for Bank of Stockton-Retirement					\$3.44
CA CLASS - Capital					
Deposit	08/31/2024		Interest Earned	CA CLASS - Capital Investment:Interest	2,871.85
Total for CA CLASS - Capital					\$2,871.85
CA Class - FFF					
Deposit	08/31/2024		Interest Earned	CA Class - FFF Investment:CA Class - FFF Interest	2,289.34
Total for CA Class - FFF					\$2,289.34
CA Class - Reserves					
Deposit	08/31/2024		Interest Earned	CA Class - Reserves Investment:CA Class - Reserves Interest	4,918.11
Total for CA Class - Reserves					\$4,918.11



**Tracy Rural County
Fire Protection District**

Agenda Item 4.1

STAFF REPORT

Meeting: Regular Meeting
Date: September 10, 2023
To: Board of Directors
Prepared by: Raychel Jackson, District Clerk
Approved by: Jeff Ramsey, Chairperson

Re: Approve Resolution 2024-06 to Adopt the Budget for Tracy Rural County Fire District for the Fiscal Year 2024-2025

RECOMMENDATION

Action Item X Non-Action Item

It is recommended that the Board of Directors approve the final budget for FY2024-2025.

BACKGROUND

The Fire Protection District Law of 1987 provides the Board shall adopt a preliminary budget before June 30 and adopt a final budget before or on October 1 of each year. On June 11, 2024, the Board of Director’s approved a preliminary budget for FY 2024-2025.

DISCUSSION

Staff has prepared the FY2024-25 final budget based on current available information and with the direction of the Board of Director’s from the June 11, 2024 preliminary budget meeting. The budget provides for the financial planning and evaluation for the operating and capital improvement accounts.

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major resource for this fund is property taxes and property assessments. Expenditures are made for public safety and other operating expenses. The proposed budget projects General Fund revenue of \$13.4M, an increase of \$378,930. This revenue increase is primarily due to increased property tax revenue. The expenditure of \$13.4M has increased primarily due to UAL payments, salary and wage increases and ambulance.

The Capital Improvement Fund is used to account for the replacement of equipment, apparatus, building upgrades and construction of major capital projects. Resources are provided by transfers from the General Fund, grants, and fire facility fees. The proposed



Tracy Rural County Fire Protection District

budget projects expenditures of approximately \$306,000.00 This includes annual payments for E94 (\$112,437.72), BME (\$50,708.23), E93 (\$122,648.07) and Equipment/Repairs (\$20,000.00). This includes a transfer into the Capital Improvements Fund from the General Fund in the amount of \$200,000.00.

The following are the apparatus payment structure:

Engine	Payment Amount	Remaining Balance	Remaining Payments	Due Date	Grant Amount
E94	\$112,437.72	\$324,191.52	3	April	
BME	\$50,708.23	\$196,372.40	4	August	\$67,147.00
E93	\$122,648.07	\$524,104.53	5	August	\$207,481.00

FISCAL IMPACTS

None.

ATTACHMENTS

1. FY 2024-25 Final Budget
2. Resolution 2024-06 – Approving and Adopting FY 2024-2025 Final Budget

General / Operating

FINAL BUDGET

FY24/25

Revenues

Property Taxes	\$	11,196,676.00
Property Assessments	\$	2,220,101.00
Homeowners / State Property Tax	\$	33,263.00
Prop 172 Funds	\$	134,205.00
Interest	\$	10,000.00
Total Revenue	\$	13,594,245.00

Expenses

Audited Financial Statements	\$	8,300.00
Auditors Direct Assessment	\$	18,000.00
Auditors PR & AP Charges	\$	160,000.00
Auditors Tax Admin Charges	\$	600.00
Administrative	\$	60,775.30
Consultant Reports	\$	16,800.00
Director Fees	\$	20,000.00
Elections	\$	40,000.00
Facility Maintenance		
Station 93	\$	40,000.00
Station 94	\$	40,000.00
Station 95	\$	20,000.00
Banta	\$	5,000.00
Fund Transfers		
Capital Outlay		
Apparatus/Equip	\$	200,000.00
Building Maint/Impr	\$	-
Medical Leave Buyout	\$	150,000.00
Emergency Reserve	\$	-
Insurance - General Liabil.	\$	60,000.00
Legal Services	\$	110,000.00
Membership/Association Dues	\$	13,000.00
Miscellaneous	\$	15,000.00
Office Expense	\$	14,100.00
Retirement / CalPERS	\$	1,307,424.00
SSJCFA - JPA	\$	10,777,546.00
Ambulance	\$	247,717.00
Travel	\$	3,000.00
Utilites	\$	87,000.00
Total Expense	\$	13,414,262.30
Net Income	\$	179,982.70

Capital Improvement

FINAL BUDGET

FY24/25

Revenues

Funds Transfer - Apparatus	\$	200,000.00
Funds Transfer - Building	\$	-
Total Revenue	\$	200,000.00

Expenses

Apparatus / Equipment		
Engine Loan - 2021 Pierce (E95)	\$	112,437.72
Engine Loan - 2022 BME	\$	50,708.23
Engine Loan - 2023 Pierce (E93)	\$	122,648.07
Equipment / Repairs	\$	20,000.00
Total	\$	305,794.02

Training Tower



Tracy Rural County Fire Protection District

Resolution No. 2023-06

APPROVING AND ADOPTING THE BUDGET OF THE TRACY RURAL COUNTY FIRE DISTRICT FOR THE FISCAL YEAR 2024-2025

WHEREAS, the District is required to adopt a budget per the Fire Protection District Law of 1987 on or before October 1 of each year, the Board must adopt a final budget which conforms to the accounting and budgeting procedures for special districts;

WHEREAS, the Board of Directors has reviewed and considered the Budget for Fiscal Year 2024-2025;

WHEREAS, the Budget provides a comprehensive plan of financial operations for the District including an estimate of revenues and the anticipated requirements for expenditures, appropriations and reserves for the forthcoming fiscal year;

WHEREAS, the Fiscal Year 2024-2025 Preliminary Budget was adopted on June 11, 2024, at the Regular Board Meeting;

WHEREAS, the Board desires to approve and adopt the District's Budget for Fiscal Year 2024-2025.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of Tracy Rural County Fire Protection District that:

The District does hereby approves and adopts the Tracy Rural County Fire District's Budget for Fiscal Year 2024-2025.

Motion passed.

Passed, approved, and adopted this 10th day of September, 2024.

Jeff Ramsey, Chairman of the Board

ATTEST:

Raychel Jackson, Clerk of the Board



**Tracy Rural County
Fire Protection District**

Agenda Item 4.2

STAFF REPORT

Meeting: Regular Meeting
Date: September 10, 2024
To: Board of Directors
Prepared by: Raychel Jackson, District Clerk
Approved by: Jeff Ramsey, Chairperson

Re: Update Information Regarding Station Maintenance Issues

RECOMMENDATION

Action Item X Non-Action Item

Receive an update on Station 93, Station 94 and Station 95 maintenance issues and modifications and provide direction to staff concerning future projects.

BACKGROUND

Station 93, located at 1400 W Durham Ferry Road, was constructed and occupied in 2006. Station 94, located at 16502 West Schulte Road, was remodeled from an existing 20+ year old ranch house into a fire station in 1995. Over the years, both stations have experienced maintenance issues that can be attributed to their age and the normal wear and tear related to fire station operations.

DISCUSSION

Ongoing maintenance and repairs at all stations. The following is the Building Maintenance budget for each station ending July 2024:

<i>Station</i>	<i>Expenses as of 8/30/24</i>	<i>FY 24/25 Budget</i>
Station 93	\$4,449.52	\$40,000.00
Station 94	\$48,326.92	\$40,000.00
Station 95	\$0.00	\$15,000.00

FISCAL IMPACTS / ATTACHMENTS

None.