



Stanislaus Consolidated Fire Protection District

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Riverbank, CA 95367

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Greg Bernardi
President
BOS District 1

Brandon Rivers
Vice President
Waterford

Richard Murdock
Director
BOS District 2

Charles E. Neal
Director
Riverbank

Steven Stanfield
Director
BOS District 1

AGENDA

Wednesday, April 9, 2025, at 6:00 p.m.

REGULAR MEETING OF THE STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Station 26 Meeting Room, 3318 Topeka Street, Riverbank, CA

(THE AGENDA PACKET IS POSTED AT EACH SCFPD LOCATION AND AT WWW.SCFPD.US)

1. CALL TO ORDER

President Bernardi

2. PLEDGE OF ALLEGIANCE

President Bernardi

3. INVOCATION

Pastor Charles E. Neal with Riverbank Assembly of God Church

4. ROLL CALL

Board President: Bernardi
Board Vice President: Rivers
Director: Murdock
Director: Neal
Director: Stanfield

5. APPROVAL OF AGENDA – *at this time, a Board Member may pull an item from the agenda.*

6. CONFLICT OF INTEREST DECLARATION – Declaration by Board of Director members who may have a conflict of Interest on any scheduled agenda item is to declare their conflict at this time.

7. PRESENTATION/ACKNOWLEDGEMENTS

Item 7.A: Employee Recognition of Years of Service

Item 7.B: New Hires/Promotions/Retiree Announcements

8. PUBLIC COMMENTS- The Board of Directors welcomes participation in Board meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public. California law prohibits the Board from acting on any matter which is not on the posed agenda, unless the Board determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to three (3) minutes per individual. Please make your comments directly to SCFPD Board President. **Comments will be accepted via Teleconference.**

ACTION CALENDAR

9. CONSENT ITEMS- All matters listed on the Consent Calendar are considered routine and will be enacted upon by one motion unless otherwise requested by an individual Board Member or public for special consideration.

Item 9.A: Acceptance of Warrants (Check Register) – March 2025

Recommendation: Accept by Consent Action

Item 9.B: Acceptance of Financial Reports – March 2025

Recommendation: Accept by Consent Action

10. DISCUSSION ITEMS

No Discussion Items scheduled.

11. PUBLIC HEARING

No Public Hearing Items scheduled.

12. ACTION ITEMS

Item 12.A: Introduce and waive the first reading, by title only, of Ordinance No. 2025-15, an Ordinance of Stanislaus Consolidated Fire Protection District Repealing Ordinance No. 2014-08 and Setting Forth Amended Purchasing and Contracting Procedures and Authorities

Recommendation: The Board take the following action by motion: Introduce and waive the first reading, by title only, of Ordinance No. 2025-15, an Ordinance of Stanislaus Consolidated Fire Protection District Repealing Ordinance No. 2014-08 and Setting Forth Amended Purchasing and Contracting Procedures and Authorities

Item 12.B: Consideration to Approve Resolution 2025-002 Adopting an Amended Finance Policy

Recommendation: The Board Approve Resolution 2025-002 by Roll Call Vote.

13. COMMUNICATIONS

1. Correspondence –

No Correspondence items.

2. Written Staff Reports –

Item 13.2.A: Monthly Call Log

Item 13.2.B: Training

Item 13.2.C: Local 3399

3. Verbal Reports –

- Item 13.3.A:** Fire Chief – Monthly Verbal Board Report
- Item 13.3.B:** Capital Improvements – (Murdock/Stanfield)
- Item 13.3.C:** Finance – (Neal/Rivers)
- Item 13.3.D:** Personnel – (Bernardi/Stanfield)
- Item 13.3.E:** Fire Advisory with Modesto Fire Dept.- (Bernardi/Murdock)
- Item 13.3.F:** Oakdale Fire Protection District AD-HOC – (Bernardi/Neal)
- Item 13.3.G:** Ceres Fire Protection District AD-HOC – (Murdock/Neal)

4. Directors Comments – *At this time, Board Members may verbally make individual announcements, report briefly on their activities, or request an item be place on a future agenda.*

14. CLOSED SESSION

15. RETURN TO OPEN SESSION

16. CLOSED SESSION REPORT

17. ADJOURNMENT

The next regularly scheduled meeting of the SCFPD Board of Directors is May 14, 2025,
at 6:00 p.m. in the Station 26 Meeting Room, located at 3318 Topeka Street, Riverbank, CA.

AFFIDAVIT OF POSTING

I, Amanda McCormick, Clerk of the Board (A) of the Stanislaus Consolidated Fire Protection District, do hereby declare the foregoing agenda for the Regular and Closed Session meetings of the Board of Director has been posted at the Administrative Offices, District website of the Stanislaus Consolidated Fire Protection District at least 72 hours prior to the meeting date and will also be posted at each of the District Fire Stations.

Dated: April 4, 2025

Time: 3:00 p.m.

Amanda McCormick /s/

Amanda McCormick
Board Clerk
Stanislaus Consolidated Fire Protection District

ADA Compliance Statement: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Board Clerk at (209) 869-7470 or boardclerk@scfpd.us. Notification 72 hours prior to meeting will enable the District to make reasonable arrangement to ensure accessibility to this meeting.

Stanislaus Consolidated Fire Protection District

Monthly Check Register

March 2025

03/01/2025	EFT	AFLAC	Online	December 2024	-982.74
03/03/2025	EFT	Verizon Wireless		Jan 16-Feb 15, 2025	-2,345.66
03/07/2025	EFT	L.N. Curtis & Sons	EFT	Rope rescue for new engine	-516.28
03/07/2025	EFT	Henriquez, Nelson	EFT	HSA March 2025	-790.00
03/07/2025	EFT	L.N. Curtis & Sons	EFT	Rope rescue equipment for new engine	-4,985.86
03/07/2025	EFT	L.N. Curtis & Sons	EFT	New equipment for new engine	-838.68
03/07/2025	EFT	Quinones, Peter	EFT	HSA March 2025	-750.00
03/07/2025	EFT	City of Riverbank	Autopay	12/12/24-2/11/25	-300.97
03/07/2025	EFT	Bussell, Rick	EFT	HSA March 2025	-608.33
03/07/2025	EFT	City of Riverbank	Autopay	12/12/24-2/11/25	-216.74
03/07/2025	EFT	DeHart, Eric	EFT	HSA March 2025	-691.66
03/07/2025	EFT	PG&E	Online	1/15/25-2/12/25	-5,087.01
03/07/2025	EFT	Stanislaus Consolidated Firefighters Unio		Union Dues	-3,312.26
03/07/2025	EFT	Burton's Fire, Inc	EFT	Repairs to Q22 and E24	-524.87
03/07/2025	EFT	Travis Grapes		Class A uniform- reimbursement	-583.13
03/07/2025	EFT	Valley First Credit Union		Payroll Deduction	-417.57
03/07/2025	EFT	Mister Car Wash	EFT	February wash service 2025	-96.00
03/07/2025	EFT	V A L I C		Employee Contributions	-6,794.81
03/07/2025	EFT	FRMS Fire Risk Management Services		March 2025	-93,685.46
03/07/2025	EFT	Ayera Technologies, Inc.	EFT	Internet for all stations	-634.00
03/07/2025	EFT	Regional Government Services		Calpers reporting for January 2025	-670.75
03/07/2025	EFT	Jocelyn Roland, Ph. D.,ABPP	EFT	March 2025 contract	-500.00
03/07/2025	EFT	Rivers, Brandon	EFT	February 20, 2025 meeting	-100.00
03/07/2025	EFT	Best Best & Krieger	EFT	Legal services January 2025	-986.90
03/11/2025	EFT	L.N. Curtis & Sons	EFT	New engine equipment	-5,926.48
03/12/2025	11355	Life-Assist, Inc.		Paramedic Supplies	-273.62
03/12/2025	11358	Golden State Emergency Vehicle Service		Replace wiper motor on E26	-575.88
03/12/2025	11357	California State University, Sacramento		Jennifer Saavedra	-3,500.00
03/12/2025	11356	Ray's Janitorial Supply		Station Supplies	-420.73
03/12/2025	11353	Go To Communications, Inc.		Service for 3/1/25-3/31/25	-1,017.30
03/12/2025	11351	Deep Clean Crew		Cleaning at HQ	-385.00
03/12/2025	11340	Hunt & Sons LLC		Fuel	-7,113.58
03/12/2025	11348	Derotic LLC		Replace all gas ppv fans on first out engines	-25,621.08
03/12/2025	11349	Crescent Supply		Wildland pant repair- Crabtree	-13.04
03/12/2025	EFT	Zimmerman, Megan	EFT	EMS Coordinator Feb 6-March 5, 2025.	-4,823.82
03/12/2025	11337	Robert Donovan M.D.		January 2025	-2,000.00
03/12/2025	11339	T.O.E.		Narcotic vial sleeves	-202.49
03/12/2025	11361	Mid Valley IT	Online	Monthly contract	-6,513.60
03/12/2025	11359	Gym Doctors		Semiannual maintenance for March 2025	-475.00
03/12/2025	11336	Consumer's Choice Pest Control		Pest Control	-100.00
03/12/2025	11341	C.A.P.F.		March 2025	-1,508.00

03/12/2025	11338	Bound Tree Medical, LLC.	Medical supplies	-2,051.97
03/12/2025	11342	O'Reilly Auto Parts	1068400	-114.66
03/12/2025	11345	Waterford Farm Supply, Inc.	6155	-101.47
03/12/2025	11350	Verizon Wireless	Jan 29-Feb 28, 2025	-30.10
03/12/2025	11347	Richard Murdock	Board meeting	-100.00
03/12/2025	11346	Neal, Charles E.	Board meeting	-100.00
03/12/2025	11344	Valley Parts Warehouse, Inc	Tru Fuel for E24	-258.81
03/12/2025	11343	Staples Business Advantage	Office supplies	-328.38
03/12/2025	11352	Engineered Fire Systems, Inc	Plan review for February 2025	-2,565.00
03/12/2025	11360	Mo-Cal Office Solutions	Contract period 3/7/25-6/6/25	-810.79
03/13/2025	EFT	City of Modesto- Utilities Autopay	1/27/25-2/24/25 ST 21	-127.73
03/15/2025	EFT	Gilton Solid Waste Management, Inc.	Feb 2025 St 21	-143.95
03/15/2025	EFT	Gilton Solid Waste Management, Inc.	Feb 2025 St 26	-124.74
03/17/2025	EFT	Gilton Solid Waste Management, Inc.	Feb 2025 ST 22	-143.95
03/17/2025	EFT	City of Modesto- Fleet	Fleet for November 2024	-4,547.78
03/19/2025	EFT	MID	1/30/25-2/27/25	-1,785.79
03/19/2025	EFT	City of Modesto- Utilities Autopay	1/28/25-2/26/25 ST 22	-131.41
03/21/2025	EFT	Stanislaus Consolidated Firefighters Unio	Union Dues	-3,312.26
03/21/2025	EFT	Bank of New York Mellon EFT	2021 Pension obligation bond	-683,138.25
03/21/2025	EFT	Valley First Credit Union	Payroll Deduction	-167.59
03/25/2025	11371	Life-Assist, Inc.	Trauma bag	-405.66
03/25/2025	11375	C.A.P.F.	Long term disability	-1,378.00
03/25/2025	11366	AT&T CALNET 2/3	2/13/25-3/12/25	-924.58
03/25/2025	11367	Smith Heating & Air Conditioning	Maint at all stations	-3,300.90
03/25/2025	11365	Richard Murdock	Board meetings	-200.00
03/25/2025	11373	O'Reilly Auto Parts	Misc repairs and maint at stations	-130.00
03/25/2025	11368	Mail Depot	Postage for a return	-17.68
03/25/2025	EFT	Intuit Quickbooks	Quickbooks online	-235.00
03/25/2025	11369	R & K Automatic Gate & Access	Gate repair at St 21	-380.00
03/25/2025	11363	Bob's Marine	100 Hr service on boat	-682.31
03/25/2025	11372	Staples Business Advantage	Office supplies	-217.52
03/25/2025	11364	Hunt & Sons LLC	Fuel	-2,274.93
03/25/2025	11370	Life Scan Wellness Centers	Chief Bray physical	-837.89
03/26/2025	EFT	Andy Heath Financial Services EFT	3/24/25	-2,312.50
03/26/2025	EFT	Dominic Miranda EFT	Paramedic Renewal- reimbursement	-250.00
03/26/2025	EFT	Wilson Corey EFT	Paramedic recertification- reimbursement	-250.00
03/26/2025	EFT	Best Best & Krieger EFT	Legal	-2,475.67
03/26/2025	EFT	City Of Modesto- Admin Autopay	March 2025 admin contract	-33,748.84
03/26/2025	EFT	Bernardi, Greg EFT	Fire advisory and regular meeting on 3/12/25	-200.00
03/26/2025	EFT	FRMS Fire Risk Management Services	April 2025	-90,240.56
03/26/2025	EFT	Rivers, Brandon EFT	March 12, 2025 Board Meeting	-100.00

Stanislaus Consolidated Fire Protection District
 Summary Budget VS. Actual
 July 1, 2024 through March 31, 2025

Total Revenues	\$9,421,509.97
Total Salary and Benefits	\$7,945,708.56
Total Services and Supplies	\$1,708,761.14
Net Revenues (Expenses)	\$9,654,469.70
Total Capital Expenditures	\$305,522.36
Total Net Revenue (Expense From Reserves)	-\$555,343.41

Stanislaus Consolidated Fire Protection District
 Summary Overtime
 July 1, 2024 through March 31, 2025

	Hours		Amount
Out of Grade Pay	786.50	\$	1,772.83
OT- AFG	3249.00	\$	150,596.57
OT- Holiday	3024.10	\$	152,043.75
OT Incident	922.65	\$	49,449.21
OT - Out of Grade	547.50	\$	21,736.46
OT-Sick	3767.50	\$	184,103.32
OT- Strike Team	1754.75	\$	93,104.72
OT- Training	933.50	\$	4,502.24
OT- Vacancy	4074.25	\$	180,166.87
OT - Vacation	4705.00	\$	245,196.55
OT - Workers Comp	3080.50	\$	179,784.55
OT- Jury Duty	5.25	\$	239.87
OT Breavement Leave	385.00	\$	20,017.08
Overtime			
OT Total	27235.50	\$	1,280,941.19

Stanislaus Consolidated Fire Protection District

Budget vs. Actuals FY 2024-2025

July 1, 2024 - March 31, 2025 65.8%

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4850 Misc Workers Comp reimbursement	72,167.84		72,167.84	
4880 Strike team personnel	123,806.12		123,806.12	
Development Fees	308.56	30,000.00	-29,691.44	1.03%
Waterford/Hickman (7276)	1,050.00		1,050.00	
Total Development Fees	\$ 1,358.56	\$ 30,000.00	-\$ 28,641.44	4.53%
Discounts/Refunds Given			0.00	
Donated Funds	1,100.00		1,100.00	
Fire Investigator Reimb. FIU	190,700.98	190,000.00	700.98	100.37%
Fire Recovery USA	19,549.18	30,000.00	-10,450.82	65.16%
Grant reimbursements	9,793.04	200,000.00	-190,206.96	4.90%
Incident Reports	460.05		460.05	
Interest		125,000.00	-125,000.00	0.00%
Stanislaus County			0.00	
CEQA-Waterford (7277)	14.36		14.36	
Dev. Fee-Riverbank (7273)	883.95		883.95	
Dev. Fee-Waterford (7276)	957.86		957.86	
General Fund (7271)	158,997.94		158,997.94	
Total Stanislaus County	\$ 160,854.11	\$ 0.00	\$ 160,854.11	
WestAmerica Bank Interest			0.00	
CEQA-Riverbank	334.24		334.24	
CEQA-Waterford	18.48		18.48	
Dev. Fee - Waterford	0.85		0.85	
Dev. Fee-Riverbank	39.41		39.41	
Total WestAmerica Bank Interest	\$ 392.98	\$ 0.00	\$ 392.98	
Total Interest	\$ 161,247.09	\$ 125,000.00	\$ 36,247.09	129.00%
Miscellaneous Reimbursements	3,896.63	50,000.00	-46,103.37	7.79%
Medical Insurance Reimbursement	-91.26		-91.26	
Miscellaneous	-269.24		-269.24	
Retiree Medical Reimbursement	943.71		943.71	
Total Miscellaneous Reimbursements	\$ 4,479.84	\$ 50,000.00	-\$ 45,520.16	8.96%
Other Revenue			0.00	
AMR - First Responder Svcs	35,011.53	60,000.00	-24,988.47	58.35%
Cell Tower Rent	10,386.05	16,500.00	-6,113.95	62.95%
Total Other Revenue	\$ 45,397.58	\$ 76,500.00	-\$ 31,102.42	59.34%
Prevention Revenue		125,000.00	-125,000.00	0.00%
Apartment Inspections	55.47		55.47	
Fire Hydrant Water Flows	1,920.08		1,920.08	
Inspections	1,271.53		1,271.53	
Plan reviews	6,099.00	35,000.00	-28,901.00	17.43%

Riverbank/Modesto	37,368.42		37,368.42	
Waterford/Hickman	1,157.50		1,157.50	
Total Plan reviews	\$ 44,624.92	\$ 35,000.00	\$ 9,624.92	127.50%
Total Prevention Revenue	\$ 47,872.00	\$ 160,000.00	-\$ 112,128.00	29.92%
Property Tax & Assessments			0.00	
CEQA		50,000.00	-50,000.00	0.00%
Riverbank	110,215.27		110,215.27	
Waterford/Hickman	747.41		747.41	
Total CEQA	\$ 110,962.68	\$ 50,000.00	\$ 60,962.68	221.93%
FHA in-lieu-of tax app.		1,100.00	-1,100.00	0.00%
IMPACT	183.03		183.03	
Riverbank	3,179.20		3,179.20	
Waterford/Hickman	1,572.48		1,572.48	
Total IMPACT	\$ 4,934.71	\$ 0.00	\$ 4,934.71	
Other Taxes	1,117,372.85	891,530.00	225,842.85	125.33%
Property Tax (Secured)	1,997,038.58	3,475,000.00	-1,477,961.42	57.47%
Property Tax (Unsecured)	179,150.68	175,000.00	4,150.68	102.37%
Property Tax - Unitary	36,699.27	62,000.00	-25,300.73	59.19%
Property Tax-prior unsecured		4,000.00	-4,000.00	0.00%
Special Assessment	5,102,919.96	8,676,096.00	-3,573,176.04	58.82%
Special Assessment-PY		25,000.00	-25,000.00	0.00%
State Homewners Prop.Tax Relief	13,374.14	26,350.00	-12,975.86	50.76%
Supplemental Property Tax	42,763.24	40,000.00	2,763.24	106.91%
Total Property Tax & Assessments	\$ 8,605,216.11	\$ 13,426,076.00	-\$ 4,820,859.89	64.09%
RDA Revenue			0.00	
RDA - Residual		300,000.00	-300,000.00	0.00%
RDA pass-through	105,853.04	190,000.00	-84,146.96	55.71%
Total RDA Revenue	\$ 105,853.04	\$ 490,000.00	-\$ 384,146.96	21.60%
Services	32,508.54		32,508.54	
Total Income	\$ 9,421,509.97	\$ 14,777,576.00	-\$ 5,356,066.03	63.76%
Gross Profit	\$ 9,421,509.97	\$ 14,777,576.00	-\$ 5,356,066.03	63.76%
Expenses				
60000 Serv & Supp			0.00	
60022 Medical Exams	507.00		507.00	
Total 60000 Serv & Supp	\$ 507.00	\$ 0.00	\$ 507.00	
Chart of Accounts			0.00	
5000 Salaries & Benefits			0.00	
5020 Overtime	1,284,302.77	1,400,000.00	-115,697.23	91.74%
Overtime Reimbursements	-190,700.98		-190,700.98	
Total 5020 Overtime	\$ 1,093,601.79	\$ 1,400,000.00	-\$ 306,398.21	78.11%
5030 Retirement			0.00	
5031 Retirement		1,001,974.00	-1,001,974.00	0.00%
5031a CalPers Safety	564,636.39		564,636.39	
5031b Calpers Misc.	12,067.18		12,067.18	
Total 5031 Retirement	\$ 576,703.57	\$ 1,001,974.00	-\$ 425,270.43	57.56%
5032 Employee CalPERS Reimb.	-478,494.69		-478,494.69	
5033 Administrative Fee	200.00	1,250.00	-1,050.00	16.00%

5036 Side Fund Principal	535,000.00	535,000.00	0.00	100.00%
5037 Side Fund Interest	296,276.50	296,276.00	0.50	100.00%
5038 Cal PERS UAL Aug. 1	294,646.00	304,500.00	-9,854.00	96.76%
5039 GASB 68 reporting requirement	1,400.00	1,400.00	0.00	100.00%
Total 5030 Retirement	\$ 1,225,731.38	\$ 2,140,400.00	-\$ 914,668.62	57.27%
5040 Employee Group Insurance			0.00	
5041 Medical Insurance	575,708.71	825,545.00	-249,836.29	69.74%
5042 Vision Insurance	7,876.64	12,000.00	-4,123.36	65.64%
5043 Dental Insurance	45,783.03	73,000.00	-27,216.97	62.72%
5044 Life Insurance	8,227.00	12,100.00	-3,873.00	67.99%
5045 LTD Insurance	12,324.00	14,000.00	-1,676.00	88.03%
5047 Vol Life Ins	80.91		80.91	
5048 Central Valley Ret. Med Trust	83,200.00	120,200.00	-37,000.00	69.22%
Total 5040 Employee Group Insurance	\$ 733,200.29	\$ 1,056,845.00	-\$ 323,644.71	69.38%
5050 Retiree Group Insurance	57,398.77	135,000.00	-77,601.23	42.52%
5060 Workers' Compensation Insurance			0.00	
5061 Workers' Compensation	542,069.25	722,759.00	-180,689.75	75.00%
Total 5060 Workers' Compensation Insurance	\$ 542,069.25	\$ 722,759.00	-\$ 180,689.75	75.00%
Salaries & Wages			0.00	
5010 Salary & Wages	3,497,851.84	5,078,061.00	-1,580,209.16	68.88%
5011 Haz Mat Pay	788.21	2,000.00	-1,211.79	39.41%
5011-1 Swift Water	6,203.11	21,500.00	-15,296.89	28.85%
5011-2 Bilingual Pay	1,322.40	900.00	422.40	146.93%
5011-3 Education Pay	73,446.23	95,956.00	-22,509.77	76.54%
5012 Employee Medical Waiver	195,033.53	268,848.00	-73,814.47	72.54%
5015 Everbridge former hiplink		1,250.00	-1,250.00	0.00%
5016 FLSA	89,163.06	124,876.00	-35,712.94	71.40%
5017 Leave Time Buy-Back	301,078.74	274,368.00	26,710.74	109.74%
5018 Uniform Allowance	42,054.78	56,256.00	-14,201.22	74.76%
5019 Payroll Tax Expense	82,398.15	106,198.00	-23,799.85	77.59%
5029 Group-Term Life Insurance	4,367.03		4,367.03	
Total Salaries & Wages	\$ 4,293,707.08	\$ 6,030,213.00	-\$ 1,736,505.92	71.20%
Total 5000 Salaries & Benefits	\$ 7,945,708.56	\$ 11,485,217.00	-\$ 3,539,508.44	69.18%
6000 Services & Supplies			0.00	
6020 Clothing & PPE	4,612.01		4,612.01	
6021 Badges & Emblems	3,023.53	1,000.00	2,023.53	302.35%
6022 Safety Clothing	17,514.85	121,180.00	-103,665.15	14.45%
6023 Replacement Clothing / Uniforms	851.94	500.00	351.94	170.39%
Total 6020 Clothing & PPE	\$ 26,002.33	\$ 122,680.00	-\$ 96,677.67	21.20%
6050 Household Expense	6,863.06	6,500.00	363.06	105.59%
6051 Station Supplies	8,087.95	18,000.00	-9,912.05	44.93%
6052 Bottled Water	4,041.67	3,700.00	341.67	109.23%
6053 Oxygen Service	210.00	1,000.00	-790.00	21.00%
6054 Furnishings & Appliances	6,124.76	2,800.00	3,324.76	218.74%
Total 6050 Household Expense	\$ 25,327.44	\$ 32,000.00	-\$ 6,672.56	79.15%
6060 Insurance			0.00	
6061 Fiduciary Insurance	101,259.43	72,000.00	29,259.43	140.64%

Total 6060 Insurance	\$	101,259.43	\$	72,000.00	\$	29,259.43	140.64%
6080 Equipment Maint. & Repairs						0.00	
6081 Vehicle Maint & Repair		1,784.00		245,000.00		-243,216.00	0.73%
02-02 SSLWR26 Chevy Tahoe		20.61				20.61	
03-01 SSLG26 Ford Type 6		143.41				143.41	
03-02 SSLG21 Ford Type 6		2,403.03				2,403.03	
04-01 SSLE221 Pierce Type 1		36,186.51				36,186.51	
04-03 SSLE23 Pierce Type 1		12,367.01				12,367.01	
04-04 SSLE226 Pierce Type 1		7,524.44				7,524.44	
04-05 SSLWR24 2004 Expedition		46.16				46.16	
08-01 2008 Chevy P/U		128.56				128.56	
08-02 SSLE223 OES 347 HME Type1		437.50				437.50	
08-03 SSLWT220 Int. WaterTender		3,700.67				3,700.67	
09-01 Chevy Tahoe		1,960.98				1,960.98	
10-01 Ford Expedition		987.04				987.04	
11-01 Ford Expedition		2,297.64				2,297.64	
11-02 SSLB24 Int. Type 3		9,372.18				9,372.18	
12-01 Ford Expedition		56.75				56.75	
13-01 SSLQ22 Pierce Quint		45,453.09				45,453.09	
15-01 SSLE21 Pierce Type 1		34,366.54				34,366.54	
15-02 SSLE26 Pierce Type 1		26,178.36				26,178.36	
16-01 - Ford Explorer		1,083.83				1,083.83	
16-02 - Ford Explorer		2,552.42				2,552.42	
17-01 SSLWT24 Kenworth WT		806.06				806.06	
17-02 Ford Escape		432.82				432.82	
18-01 SSLE24 Rosenbauer type 1		11,984.62				11,984.62	
23-01 Training Vehicle		391.04				391.04	
24-01 FIU Tahoe		30,167.37				30,167.37	
24-02 BC Tahoe		60,349.59				60,349.59	
99-03 SSLB23 Int. Type 3		9,533.36				9,533.36	
Boat 21		682.31				682.31	
Boat 24		2,527.86				2,527.86	
Boat 26		145.23				145.23	
Boat Team Trailer		10.00				10.00	
Total 6081 Vehicle Maint & Repair	\$	306,080.99	\$	245,000.00	\$	61,080.99	124.93%
6082 Radio & Pager Maint & Repair				18,000.00		-18,000.00	0.00%
6083 Small Engine		11.40		5,130.00		-5,118.60	0.22%
6084 Handlight Repairs				1,500.00		-1,500.00	0.00%
6086 SCBA Equipment Maint. & Repairs		10,545.92		17,650.00		-7,104.08	59.75%
6087 Rope Rescue Equipment		10,562.93		8,000.00		2,562.93	132.04%
6088 Water Rescue		5,437.71		45,500.00		-40,062.29	11.95%
6089 - Confined Space		208.30		1,000.00		-791.70	20.83%
6089 -1 Hose Program		13,135.41		80,000.00		-66,864.59	16.42%
6089 -2 Firefighting Equip		1,200.00		30,000.00		-28,800.00	4.00%
6089 -3 Non-Firefighting Equip		1,296.87		10,000.00		-8,703.13	12.97%
6089 -4 Class A Foam Replacement		1,666.67		8,220.00		-6,553.33	20.28%
Total 6080 Equipment Maint. & Repairs	\$	350,146.20	\$	470,000.00	-\$	119,853.80	74.50%

6090 Maintenance - Buildings		60,000.00	-60,000.00	0.00%
6090-20 Main Office	4,886.51		4,886.51	
6090-21 St. 21	8,558.14		8,558.14	
6090-22 St. 22	10,205.23		10,205.23	
6090-23 St. 23	7,126.69		7,126.69	
6090-24 St. 24	5,359.83		5,359.83	
6090-26 St. 26	4,069.72		4,069.72	
Total 6090 Maintenance - Buildings	\$ 40,206.12	\$ 60,000.00	-\$ 19,793.88	67.01%
6100 Medical Supplies			0.00	
6101 Medical Supplies	2,321.98	15,000.00	-12,678.02	15.48%
6102 Paramedic Program	115,899.06	100,000.00	15,899.06	115.90%
6102-A Paramedic Grant	41,130.00		41,130.00	
Total 6102 Paramedic Program	\$ 157,029.06	\$ 100,000.00	\$ 57,029.06	157.03%
6103a AED Maintenance Certification		27,700.00	-27,700.00	0.00%
6104 Masimo Certification		4,386.00	-4,386.00	0.00%
6405 Lucas Maintenance		3,561.00	-3,561.00	0.00%
Total 6100 Medical Supplies	\$ 159,351.04	\$ 150,647.00	\$ 8,704.04	105.78%
6110 Memberships			0.00	
6111 Memberships	12,674.38	12,500.00	174.38	101.40%
Total 6110 Memberships	\$ 12,674.38	\$ 12,500.00	\$ 174.38	101.40%
6120 Miscellaneous Expense	70.01		70.01	
6120-1 Other Expenses	2,638.53		2,638.53	
6122 Food	2,643.30	2,000.00	643.30	132.17%
6124 Cellular Phone	32.32		32.32	
6125 Travel & Lodging	4,548.53	5,000.00	-451.47	90.97%
6126 Bank Service Charge	850.60		850.60	
6127 Board Member Meeting Allowance	3,400.00	8,000.00	-4,600.00	42.50%
6128 Executive Development		2,500.00	-2,500.00	0.00%
Total 6120 Miscellaneous Expense	\$ 14,183.29	\$ 17,500.00	-\$ 3,316.71	81.05%
6130 Office Expense	618.90		618.90	
6131 Stationary / Business Cards	176.46	1,000.00	-823.54	17.65%
6132 Postage	200.40	1,000.00	-799.60	20.04%
6133 Office Supplies	1,093.78	5,150.00	-4,056.22	21.24%
6134 Printer Supplies	881.78	2,050.00	-1,168.22	43.01%
6135 Computer Equipment	5,380.24	6,200.00	-819.76	86.78%
Total 6130 Office Expense	\$ 8,351.56	\$ 15,400.00	-\$ 7,048.44	54.23%
6140 Prof. & Specialized Services	34,115.00		34,115.00	
6141 Accounting/Auditing Expense	38,532.36	100,000.00	-61,467.64	38.53%
6141-2 Administrative	303,739.56	404,986.00	-101,246.44	75.00%
6142 Record Destruction Service	618.50	1,100.00	-481.50	56.23%
6143 Legal	14,547.18	60,000.00	-45,452.82	24.25%
6144 Sunpro Fire RMS		7,000.00	-7,000.00	0.00%
6145 IT Services Contract	57,667.60	113,500.00	-55,832.40	50.81%
6147 Pre-Employment Screening	17,894.30	25,000.00	-7,105.70	71.58%
6148 Ladder Testing	2,686.40	4,500.00	-1,813.60	59.70%
6149 - Medical Exams	46,219.06	10,000.00	36,219.06	462.19%
6149 -3 Personnel Recruitment	566.00	1,000.00	-434.00	56.60%

6149 -4 TeleStaff Voxeo contract		12,000.00	-12,000.00	0.00%
6149 -5 Paychex contract	2,729.07	15,700.00	-12,970.93	17.38%
6149 -6 Consultant Services	32,837.50	19,000.00	13,837.50	172.83%
6149 -7 SR 911 Dispatch Services	97,992.00	192,000.00	-94,008.00	51.04%
6149 -8 Streamline Automation system	17,243.00	11,200.00	6,043.00	153.96%
Total 6140 Prof. & Specialized Services	\$ 667,387.53	\$ 976,986.00	-\$ 309,598.47	68.31%
6150 Publications & Legal Notices			0.00	
6151 Prevention Publications		500.00	-500.00	0.00%
6152 Publications & Legal Notices	585.68	1,600.00	-1,014.32	36.61%
Total 6150 Publications & Legal Notices	\$ 585.68	\$ 2,100.00	-\$ 1,514.32	27.89%
6160 Rent & Leases - Equip.			0.00	
6162 Alarm System HQ	622.00	1,500.00	-878.00	41.47%
6164 Copier	2,055.33	2,000.00	55.33	102.77%
6165 Postage Meter	428.69	750.00	-321.31	57.16%
6166 Computer Software Licensing	7,179.98	13,000.00	-5,820.02	55.23%
6167 Station 25 Lease	1,200.00	2,400.00	-1,200.00	50.00%
Total 6160 Rent & Leases - Equip.	\$ 11,486.00	\$ 19,650.00	-\$ 8,164.00	58.45%
6180 Small Tools & Instruments	5,424.01	16,000.00	-10,575.99	33.90%
6190 Special Departmental Expenses	3,552.95		3,552.95	
6191 Training Program	9,407.36	33,550.00	-24,142.64	28.04%
6192 Workshops & Seminars	811.31	3,000.00	-2,188.69	27.04%
6193 Volunteer / Intern Program		500.00	-500.00	0.00%
6193-1 Explorer Program		1,000.00	-1,000.00	0.00%
6194 Education Reimbursement	12,699.36	20,000.00	-7,300.64	63.50%
6195 -1 Prevention Expenses	15,707.73	22,500.00	-6,792.27	69.81%
6195 Prevention Education Program	6,461.72	3,000.00	3,461.72	215.39%
6197 Life Jacket Program		500.00	-500.00	0.00%
6198 Community CPR Program	20.00	5,000.00	-4,980.00	0.40%
6199 -3 Fitness Equipment Maintenance	925.00	3,500.00	-2,575.00	26.43%
Total 6190 Special Departmental Expenses	\$ 49,585.43	\$ 92,550.00	-\$ 42,964.57	53.58%
6200 Transportation & Travel			0.00	
6201 Fuel & Oil	91,875.29	140,000.00	-48,124.71	65.63%
Total 6200 Transportation & Travel	\$ 91,875.29	\$ 140,000.00	-\$ 48,124.71	65.63%
6210 Utilities		100,000.00	-100,000.00	0.00%
6219-2 Cable Services	868.26	4,600.00	-3,731.74	18.88%
6219-3 MDC, T-1 lines, Cell phones	44,601.04	65,000.00	-20,398.96	68.62%
6219-6 Wireless Internet	7,218.00	10,500.00	-3,282.00	68.74%
6220 St HQ Riverbank			0.00	
6220-2 Electricity	5,226.67		5,226.67	
6220-3 Natural Gas	555.45		555.45	
6220-4 Water & Sewer	984.50		984.50	
6220-5 Pest Control Service	143.39		143.39	
Total 6220 St HQ Riverbank	\$ 6,910.01	\$ 0.00	\$ 6,910.01	
6221 St 21			0.00	
6221-1 Disposal Service	1,151.60		1,151.60	
6221-2 Electricity	4,143.89		4,143.89	
6221-3 Natural Gas	2,840.33		2,840.33	

6221-4 Water & Sewer	1,185.81		1,185.81	
6221-5 Pest Control Service	239.58		239.58	
6221-6 Biohazard Medical Waste	801.99		801.99	
Total 6221 St 21	\$ 10,363.20	\$ 0.00	\$ 10,363.20	
6222 St 22			0.00	
6222-1 Disposal Service	1,007.65		1,007.65	
6222-2 Electricity	5,304.25		5,304.25	
6222-3 Natural Gas	2,896.75		2,896.75	
6222-4 Water & Sewer	1,137.90		1,137.90	
6222-5 Pest Control Service	539.58		539.58	
6222-6 Biohazard Medical Waste	801.98		801.98	
Total 6222 St 22	\$ 11,688.11	\$ 0.00	\$ 11,688.11	
6223 St 23			0.00	
6223-1 Disposal Service	1,202.42		1,202.42	
6223-2 Electricity	3,506.17		3,506.17	
6223-3 Natural Gas	2,463.97		2,463.97	
6223-5 Pest Control Service	239.58		239.58	
Total 6223 St 23	\$ 7,412.14	\$ 0.00	\$ 7,412.14	
6224 St 24 Waterford			0.00	
6224-2 Electricity	7,353.66		7,353.66	
6224-3 Natural Gas	2,281.53		2,281.53	
6224-4 Water & Sewer	2,433.23		2,433.23	
6224-5 Pest Control Service	250.47		250.47	
6224-6 Biohazard Medical Waste	826.56		826.56	
Total 6224 St 24 Waterford	\$ 13,145.45	\$ 0.00	\$ 13,145.45	
6225 St 25 La Grange			0.00	
6225-5 Pest Control Service	79.87		79.87	
Total 6225 St 25 La Grange	\$ 79.87	\$ 0.00	\$ 79.87	
6226 St 26	22,979.99		22,979.99	
6226-1 Disposal Service	868.61		868.61	
6226-3 Natural Gas	2,018.70		2,018.70	
6226-4 Water & Sewer	968.80		968.80	
6226-5 Pest Control Service	143.37		143.37	
6226-6 Biohazard Medical Waste	802.26		802.26	
Total 6226 St 26	\$ 27,781.73	\$ 0.00	\$ 27,781.73	
Total 6210 Utilities	\$ 130,067.81	\$ 180,100.00	-\$ 50,032.19	72.22%
6310 Direct Assessment Reimbursement		3,500.00	-3,500.00	0.00%
6311 Property Tax Admin Charge		52,300.00	-52,300.00	0.00%
6312 SCFPD Special Benefit Assesment		3,150.00	-3,150.00	0.00%
6313 Direct Assessment - Wildan Fin	9,947.60	14,000.00	-4,052.40	71.05%
6314 GIS Software/Website (Cal Cad)	4,900.00	14,600.00	-9,700.00	33.56%
Total 6310 Direct Assessment Reimbursement	\$ 14,847.60	\$ 87,550.00	-\$ 72,702.40	16.96%
Total 6000 Services & Supplies	\$ 1,708,761.14	\$ 2,467,663.00	-\$ 758,901.86	69.25%
7000 Capital Expenditures	305,522.36	165,000.00	140,522.36	185.17%
7000-A Service Dog	140.27		140.27	
7049 Station 24 Replacement		170,059.00	-170,059.00	0.00%
7090 Taxes & Assessments			0.00	

7092 Direct Assessments	4,177.30		4,177.30	
Total 7090 Taxes & Assessments	\$ 4,177.30	\$ 0.00	\$ 4,177.30	
7150 Financial Charges	1,500.00		1,500.00	
7151 Service Charges	6,708.26		6,708.26	
Total 7150 Financial Charges	\$ 8,208.26	\$ 0.00	\$ 8,208.26	
7800 Equipment			0.00	
7803 Apparatus/Vehicle Replacement		41,169.00	-41,169.00	0.00%
7812 SCBA Air Compressor	2,241.74		2,241.74	
7821 Roenbauer principal		134,073.00	-134,073.00	0.00%
Total 7800 Equipment	\$ 2,241.74	\$ 175,242.00	-\$ 173,000.26	
Total 7000 Capital Expenditures	\$ 320,289.93	\$ 510,301.00	-\$ 190,011.07	
Total Chart of Accounts	\$ 9,974,759.63	\$ 14,463,181.00	-\$ 4,488,421.37	
SALES TAX	1,586.75		1,586.75	
Total Expenses	\$ 9,976,853.38	\$ 14,463,181.00	-\$ 4,486,327.62	
Net Operating Income	-\$ 555,343.41	\$ 314,395.00	-\$ 869,738.41	
Net Income	-\$ 555,343.41	\$ 314,395.00	-\$ 869,738.41	

Stanislaus Consolidated Fire Protection District
Bank Accounts and Cash Accounts
As of March 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
RESTRICTED FUNDS	
Riverbank Capital Facilities	0.00
20 CEQA-Riverbank [1322-8]	852,918.22
30 Dev. Fee Riverbank [0414-4]	100,176.31
Total Riverbank Capital Facilities	\$ 953,094.53
Waterford Cap. Fac. St 24 Build	0.00
25 CEQA-Waterford [0422-7]	78,303.60
35 Dev Fee-Waterford [0406-0]	5,569.43
Total Waterford Cap. Fac. St 24 Build	\$ 83,873.03
Total RESTRICTED FUNDS	\$ 1,036,967.56
Stanislaus County cash accounts	
7271 SCFPD General fund	7,502,813.68
7273 Development Fees - Riverbank	43,018.80
7274 CEQA - Riverbank	0.00
7276 Development - Waterford/Hickman	59,099.13
7277 CEQA - Waterford/Hickman	
Total Stanislaus County cash accounts	\$ 7,604,931.61
General Checking [8845]	698,224.43
Total Bank Accounts	\$ 9,340,123.60



Stanislaus Consolidated Fire Protection District
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STAFF REPORT

TO: President Bernardi and Members of the Board of Directors

FROM: Clint Bray, Deputy Fire Chief

SUBJECT: Ordinance No. 2025-15 Repealing Ordinance No. 2014-08 and Setting Forth Amended Purchasing and Contracting Procedures and Authorities

DATE: April 9, 2025

BACKGROUND:

The purpose of this staff report is to summarize and provide an overview of the proposed Purchasing Ordinance, which aims to establish clear, consistent, and transparent procurement procedures for the Stanislaus Consolidated Fire Protection District. The ordinance updates and standardizes purchasing policies to ensure efficiency, fiscal responsibility, and compliance with applicable laws.

SUMMARY OF ORDINANCE:

The draft Purchasing Ordinance includes the following key provisions:

1. General Purchasing Procedures:

- Establishes uniform procedures for procurement of goods, services, and contracts.
- Defines approval authority and spending limits for different levels of management.
- Ensures competitive bidding processes to promote fairness and cost-effectiveness.

2. Procurement Thresholds and Methods:

- Sets monetary thresholds that determine whether informal or formal procurement methods are required.
- Requires multiple quotes for purchases above a specified threshold to encourage competition.
- Mandates public bidding and requests for proposals (RFPs) for high-value procurements.

3. Contracting and Vendor Selection:

- Establishes criteria for evaluating bids and selecting vendors.
- Includes provisions for local vendor preference where applicable.
- Outlines procedures for contract negotiations and award approvals.

4. Ethics and Conflicts of Interest:

- Implements ethical guidelines to prevent favoritism and conflicts of interest.
- Requires disclosure of potential conflicts by staff and officials involved in procurement.

5. Emergency and Sole Source Purchases:

- Allows for emergency procurements with proper documentation and approvals.
- Defines criteria for sole-source purchases where competition is impractical or unavailable.

6. Compliance and Oversight:

- Establishes record-keeping requirements for procurement activities.
- Provides for audits and reviews to ensure adherence to the ordinance.
- Defines penalties for non-compliance with procurement policies.

FINANCIAL IMPACT:

The ordinance is expected to improve financial oversight and cost efficiency by promoting competitive procurement practices and reducing unnecessary expenditures.

RECOMMENDATION:

Staff recommends that the Board of Directors Introduce and waive the first reading, by title only, of Ordinance No. 2025-15, an Ordinance of Stanislaus Consolidated Fire Protection District Repealing Ordinance No. 2014-08 and Setting Forth Amended Purchasing and Contracting Procedures and Authorities

ATTACHMENT:

- Ordinance No. 2025-15, an Ordinance of Stanislaus Consolidated Fire Protection District Repealing Ordinance No. 2014-08 and Setting Forth Amended Purchasing and Contracting Procedures and Authorities

ORDINANCE NO. 2025-015

AN ORDINANCE OF THE STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT REPEALING ORDINANCE NO. 2014-08 AND SETTING FORTH AMENDED PURCHASING AND CONTRACTING PROCEDURES AND AUTHORITIES

The Board of Directors (the Board) of the Stanislaus Consolidated Fire Protection District (the "District") ordains as follows:

WHEREAS, on November 10, 1999 the District adopted Ordinance No. 1.02, establishing purchasing and contracting procedures and authorities;

WHEREAS, on December 11, 2014 the District subsequently adopted Ordinance No. 2014-08 setting forth efficient procedures for the purchase of supplies, equipment, public projects and services; and

WHEREAS, the District desires to repeal Ordinance No. 2014-08 and adopt this Purchasing and Contracting Procedures and Authorities Ordinance ("Ordinance") for the purpose of setting forth updated procedures for District to purchase and contract for those supplies, materials, equipment and services at the lowest possible cost in an efficient manner in compliance with state law (Public Contract Code § 20812; Government Code § 54201, et. seq.); and,

WHEREAS, the procedures established in this Ordinance supersede all previous District purchasing policies and procedures.

NOW THEREFORE BE IT RESOLVED, that as of the effective date of this Ordinance, Ordinance No. 2014-08 is hereby repealed and replaced in its entirety with the provisions of this Ordinance. The District hereby establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the state law; and to ensure the quality of the purchases and contracts for services accomplished by the District.

SECTION 1. DEFINITIONS.

1.1 Purchasing and Contracting Authority

Purchasing and Contracting Authority is the representative or representatives of the District, whether members of its staff, or its Board of Directors acting together, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.

1.2 Lowest Responsible Bidder

The Lowest Responsible Bidder is a bidder that is deemed responsible by the District and has demanded the least compensation from the District. When determining whether a bidder is responsible, the District shall consider one or more of the following factors as appropriate:

1.2.1 The ability, capacity, and skill of the bidder;

1.2.2 Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;

1.2.3 The character, integrity, reputation, judgment, experience and efficiency of the bidder;

1.2.4 The bidder's record of performance of previous contracts;

1.2.5 Previous and existing compliance by the bidder with laws and policies relating to the contract;

1.2.6 The sufficiency of the financial resources and ability of the bidder to perform the contract;

1.2.7 The available insurance held by the bidder;

1.2.8 The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;

1.2.9 The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;

1.2.10 The number and scope of conditions attached to the bid;

1.2.11 Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.

1.2.12 For contracts for Professional Services, consistent with the Fire Protection District Law of 1987 (Health and Safety Code § 13800, et. seq., Government Code sections 4526 and 54201 et. seq., and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

1.3 Open Market Purchase Procedure

The Open Market Purchase Procedure does not involve any formal or informal solicitation and evaluation of competitive bids. The Purchasing and Contracting Authority shall use his or her judgment and experience in making the decision, and shall also consider the same criteria used to determine the Lowest Responsible Bidder.

1.4 Informal Bidding Procedure

The Informal Bidding Procedure is a cost-effective competitive process for canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

The Informal Bidding Procedure requires the Purchasing and Contracting Authority to solicit written, faxed, e-mailed or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above.

1.5 Formal Bidding Procedure

1.5.1 Preparation of Plans and Specifications. For Public Projects, the District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.

1.5.2 Notice. Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three public places in the District.

1.5.3 Posting Bonds. The District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety bond insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a payment bond pursuant to California Civil Code section 9550 shall be required. The District will determine whether to require a Performance Bond.

1.5.4 Time Stamping Bids. Bids received shall be time-stamped by the District Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.

1.5.5 Tendering Bids. Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The amount of the lowest bidder's forfeited security shall be applied by the District to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.

1.5.6 Bid Opening. In the case of construction contracts, and pursuant to the Public Contract Code, bidders shall submit sealed bids to the District and shall identify the bid as a sealed bid on the envelope. Sealed bids must be opened only at the time and place stated in the public notice. The Purchasing and Contracting Authority shall prepare a summation of all sealed bids received and shall make the summation available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening. The District shall not accept any bid unless it is in writing.

1.5.7 Award of Bid. If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance.

1.5.8 Tie Bids. Pursuant to the Public Contract Code, if two or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the lowest responsible bidders.

1.5.9 Rejection of Bids. In its discretion, the District Board may reject the bids presented and readvertise.

1.6 Formal Request for Proposal Procedure

1.6.1 The Request for Proposal shall include a general description of the services to be procured, the criteria by which the District shall evaluate proposals, a proposed agreement, including insurance requirements, and the time and place for submission of proposals.

1.6.2 A notice inviting proposals shall be distributed to at least three (3) consultant or service firms at least ten (10) days prior to the deadline for submission of proposals.

1.6.3 Proposals must be signed acknowledging acceptance of the terms and conditions of the agreement and insurance requirements, and proposers shall submit sealed proposals.

1.6.4 All responsive proposals shall be reviewed and evaluated by the Purchasing and Contracting Authority to determine which proposer best meets the District's needs by demonstrating the competence and qualifications necessary for the satisfactory performance of the required services. The dollar amount of the proposal shall be considered but the award will not be based on lowest dollar proposal.

1.7 Public Projects

Contracts for the construction or completion of any building, structure, or improvement.

1.8 Core Services

Includes fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property.

1.9 General Services include all services that are not Professional or Special Services, including the following:

(a) Maintenance or nonstructural repair of District buildings, structures of improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control;

(b) Repair, modification, and maintenance of District equipment and software;

(c) Analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, and equipment; or other tangible District personal property.

(d) Replanting, care or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;

(e) Provide temporary personnel services;

(f) Provide other miscellaneous services to facilitate District operations;

(g) Perform repair, demolition or other work required to abate nuisances;

(h) Licensing software;

(i) Leasing or renting of personal property for use by the District.

1.10 Professional Services

Services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms.

1.11 Special Services

Includes accounting, administration, ambulance, auditing, custodial, economics, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the district.

SECTION 2. PURCHASES OF SUPPLIES AND EQUIPMENT.

This section governs purchases of goods, materials, supplies, vehicles, machinery, furnishings and other tangible property.

2.1 For purchases of supplies and equipment under \$5,000, the Purchasing and Contracting Authority shall use the Open Market Purchase Procedure.

2.2 For purchases of supplies and equipment of between \$5,000 and \$100,000, the Purchasing and Contracting Authority shall use the Informal Bidding Procedure.

- 2.3 For purchases of supplies and equipment over \$100,000, the Purchasing and Contracting Authority shall use the Formal Bidding Procedure.
- 2.4 For purchases of gasoline or other automotive fuel, the Purchasing and Contracting Authority shall use the Informal Bidding Procedure. Informal bidding shall occur at least triennially.
- 2.5 Notwithstanding the above, purchases of any equipment for fire protection purposes shall conform to the standardization provisions of Health & Safety Code section 13025 and following (dealing with couplings and threaded fittings).

SECTION 3. PUBLIC PROJECTS.

Contracts for the construction or completion of any building, structure, or improvement must follow the procedures of this section.

- 3.1 When the expenditure required for a Public Project described above exceeds ten thousand dollars (\$10,000), the Purchasing and Contracting Authority shall follow the Formal Bidding Procedure.

In addition, the following provisions apply to contracts let for Public Projects:

3.1.1 Cost Records. Cost records of the public project work shall be kept in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.

3.1.2 Contractor Requirements. Contracts authorized by the District shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.

3.1.3 Prevailing Wages. For Public Works projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on public works, with the exception of work carried out by a public agency's own forces pursuant to Labor Code section 1771.

SECTION 4. SERVICES.

4.1 Professional Services

4.1.1 Pursuant to Government Code section 4526, selection of providers of the above Professional Services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Formal competitive bidding is not required.

4.2 Special Services

4.2.1 No comparison shopping or bidding shall be required for Special Services under \$25,000. The Purchasing Authority shall utilize the Open Market Purchase Procedures and his or her own discretion when selecting the most appropriate vendor to provide the service.

4.2.2 For all Special Services contracts over \$25,000, the contract will be awarded to the lowest responsible bidder in accordance with Public Contract Code section 20812. Formal Bidding Procedure shall be utilized.

4.2.3 If the District Board rejects all proposals received as part of the Formal Bidding Procedure for Special Services, it may either readvertise or adopt a resolution, by two-thirds vote, declaring that the service can be performed more economically by the District's employees or obtained at a lower price in the open market.

4.3 **General Services**

4.3.1 For General Services, when the annual aggregate cost of the service contract is less than \$5,000, the Purchasing and Contracting Authority shall utilize the Open Market Purchase Procedures when selecting the service provider.

4.3.2 When the annual aggregate cost of the General Service contract is \$5,000 or more, the Purchasing and Contracting Authority may hire independent contractors to perform the special and/or incidental services by using the Informal Bidding Procedures.

4.3.3 General Service contracts do not require the use of the Formal Bidding Procedure.

4.4 **Core Services**

4.4.1 When the district board determines that it is in the public interest, the District may contract with any other public agency for Core Services. No formal competitive process is required. The District may not contract with private entities for the Core Services.

SECTION 5. EXCEPTIONS TO THE BIDDING PROCESS.

Purchases of supplies, equipment or services may be, but need not be, allowed pursuant to competitive proposals in the following circumstances:

5.1 In the case of an emergency, as defined in Public Contract Code section 1102, the District Board may, pursuant to a four-fifths vote, repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. Before the Board takes any such action, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. The District shall follow all other applicable procedures of Public Contract Code 22050.

5.2 When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election

supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or

- 5.3 The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or
- 5.4 When a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any federal, state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

SECTION 6. PURCHASING AUTHORITY LEVELS.

The funding included in the annual budget approved by the Board of Directors for the purchase of supplies and equipment, services, and Public Projects shall constitute spending authority to the listed persons for such contracts up to the amounts listed below. The Board of Directors, when sitting as a convened Board, may serve as the Purchase and Contract Authority for any District purchases in any amount. All such purchases by any individual or the Board of Directors shall meet the requirements, if any, of the informal or formal bidding requirements prior to purchase and the contracting limits as specified below.

For Public Projects of \$10,000 or more, the District Board of Directors shall be the only Purchasing and Contracting Authority.

For all other types of purchases and contracts, each of the following persons shall be authorized to be a Purchasing and Contracting Authority:

Any amount less than \$60,000:	District Fire Chief
Any amount less than \$25,000:	Deputy Chief
Any amount less than \$10,000	Division/Battalion Chief and Fire Marshal

SECTION 7. PROHIBITED ACTS.

In no event shall any Purchasing and Contracting Authority allow any unlawful activity including, but not limited to, rebates, kickbacks or other unlawful consideration in fulfilling the requirements of this Ordinance nor shall any individual participate in the selection process when he or she has a financial interest as defined in Government Code section 87100, et seq. with a person or business entity seeking a contract.

SECTION 8. SUFFICIENT FUNDS REQUIRED.

Nothing in this Ordinance shall be interpreted to allow any purchase or contract for which insufficient District funds have been appropriated.

SECTION 9. USE OF DISTRICT FORM CONTRACTS.

The District shall utilize a form contract provided by the District and approved by District Counsel ("Form Contract") to memorialize agreements for provision of any Services whenever the District is agreeing to pay \$500.00 or more. The District may utilize a Form Contract for expenditures of \$499.99 or less.

SECTION 10. PROTEST PROCEDURE.

After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the Purchasing and Contracting Authority. The protest must set forth the reasons for the challenge and must be filed within ten (10) days of the award of the contract, and must be accompanied by a bid protest deposit. The District bid protest deposit is \$1,500. The bid protester will be charged actual hourly costs of staff time and attorney fees and any remaining deposit will be returned.

The Board of Directors shall review the protest and provide a written reply in an expeditious manner. The decision of the Board of Directors with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the selection procedure or the award of a contract. Notice of this procedure shall be included in any formal or informal District solicitation for the purchase of supplies, materials, equipment or the performance of services.

SECTION 11. SPLITTING ORDERS.

The splitting of orders to separate purchases, orders or contracts for services into smaller quantities or amounts for the purpose of avoiding the competitive bidding provisions or the Purchasing and Contracting Authority provisions of this Ordinance will not be allowed.

SECTION 12. INSPECTION AND TESTING.

The Purchasing and Contracting Authority shall have the power to inspect all supplies, materials and equipment delivered pursuant to any District purchase or any service provided by District contract to determine their conformance with the specifications for the involved supplies, materials, equipment or service. The Purchasing and Contracting Authority shall also have the power to require chemical and physical tests of samples submitted with bids and samples of deliveries, as necessary to determine their quality and conformance with specifications and applicable law.

SECTION 13. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

SECTION 14. EFFECTIVE DATE AND PUBLICATION OF ORDINANCE SUMMARY.

This Ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The Administrative Secretary of the District shall cause a summary of the Ordinance to be posted in accordance with Section 25124 of the Government Code of the State of California.

Adoption on motion by the Board of Directors of the Stanislaus Consolidated Fire District.

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated:

Greg Bernardi, President
Board of Directors

I certify that this is a full, true and correct copy of the original document which is on file in my office that was passed and adopted by the Stanislaus Consolidated Fire District on the date shown.

ATTEST:

Clinton Bray, Fire Chief

APPROVED AS TO FORM:

Frank Splendorio, District Counsel



Stanislaus Consolidated Fire Protection District
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STAFF REPORT

TO: President Bernardi and Members of the Board of Directors

FROM: Clint Bray, Deputy Fire Chief

SUBJECT: Resolution 2025-002 Adopting an Amended Finance Policy

DATE: April 9, 2025

BACKGROUND: The Finance Policy serves as a guiding document for the financial management and operations of the Stanislaus Consolidated Fire Protection District. The current Finance Policy restricts staff to utilize a predetermined banking institution and finance software. The proposed amendments are intended to align the policy with current regulatory requirements, best practices, and operational needs. Additionally, the associated ordinance provides the necessary legal framework to implement the updated policy effectively.

FISCAL IMPACT: There is no significant fiscal impact associated with the adoption of the amended Finance Policy. The changes are designed to improve financial efficiency and transparency.

RECOMMENDATION: Staff recommends that the Board of Directors approve Resolution No. 2025-002 adopting the amended Finance Policy.

CONCLUSION: Approval of the amended Finance Policy will enhance financial management, compliance, and operational efficiency. Staff recommends adoption of the resolution.

ATTACHMENTS:

1. Resolution No. 2025-002 – Approving Amended Finance Policy

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT

RESOLUTION 2025-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT OF STANISLAUS COUNTY, ADOPTING AN AMENDING FINANCE POLICY

WHEREAS, the Stanislaus Consolidated Fire Protection District ("District") is governed by the provisions of the Fire Protection District Law of 1987 (Health & Safety Code section 13800 et seq., the "Act"); and,

WHEREAS, pursuant to Government Code section 53600.6 the Legislature of the State of California has declared that to protect the solvency and creditworthiness of the state and all of its political subdivisions, the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS, the Legislature has also authorized the legislative body of a local agency with surplus funds to invest any portion of that money that it deems wise or expedient in those investments under Government Code section 53600 et. seq.; and

WHEREAS, the District's Board of Directors ("Board") has previously established a Finance Policy which includes a policy for investment that complies with Government Code section 53601.6; and

WHEREAS, the Board desires to amend the existing Finance Policy to provide flexibility on which authorized financial institutions and accounting systems the District may utilize.

NOW, THEREFORE, the Board of Directors of the Stanislaus Consolidated Fire Protection does hereby resolve as follows:

Section 1. Recitals. The Foregoing recitals are true and correct findings of the Board of Directors and are incorporated herein by this reference.

Section 2. Adoption of Amended Finance Policy. The Board of Directors hereby adopts the amended District Finance Policy attached as Exhibit "A" to this Resolution and which shall be incorporated herein. The amended Finance Policy adopted pursuant to this Resolution shall supersede all previous District Finance Policies.

Section 3. Severability. If any provision of this Resolution is found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, that invalidity will not affect the

remaining provisions of this Resolution, which can be implemented without invalid provisions, and to this end, the provisions of the Resolution are declared to be severable.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the District Board by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAIN:	Directors:

Dated:

Greg Bernardi, Board President

ATTEST:

APPROVED AS TO FORM:

Amanda McCormick, Clerk of the Board

Frank Splendorio, District Counsel

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: A-3
SECTION: A - Administration
DATE:
SUPERSEDES:
TITLE: Finance Policy

I. Purpose

The purpose of this Finance Policy ("Policy") is to provide specific financial guidelines for staff and the Board of Directors of the Stanislaus Consolidated Fire Protection District ("District") that comply with the requirements of law and standard financial practices for governmental entities.

II. Scope

This Policy applies to all financial matters of the District and the Board of Directors, all employees, volunteers, and contractors of the District.

III. Budget Authority

The Fire Chief or his designee shall be responsible for the preparation, maintenance, monitoring and control of the Board-approved annual District expenditure budget. The Board of Directors shall review, modify as necessary, and approve the District's annual budget. The Fire Chief shall have the authority to transfer funds within primary budget categories without exceeding the total budget category allocation. There may be periodic adjustments recommended to the Board of Directors, as necessary, for primary budget categories to maintain appropriate expenditure account balances. All primary category budget adjustments shall be approved by the Board of Directors.

IV. Budget Documents

The District budget shall be prepared and maintained in accordance with the California Special Districts Uniform Accounting and Reporting Guidelines. The District budget shall also be prepared, presented and approved in accordance with the California Fire Protection District Law of 1987.

A. Preliminary Budget. On or before June 30th of each year, the Board of Directors shall adopt a preliminary budget for the coming fiscal year. The annual preliminary budget shall be prepared and presented by the Fire Chief or his designee no later than at the time and place of the Regular June meeting of the Board of Director.

B. Final Budget. On or before October 1st of each year the Board of Directors shall adopt a final budget for the current fiscal year. The budget shall be

prepared and presented by the Fire Chief or his designee not later than at the time and place of the September meeting of the Board of Directors.

C. Submission of Final Budget to Stanislaus County. Immediately following the adoption of the final budget, the Treasurer shall file a copy of the adopted final budget with the Stanislaus County Auditor-Controller's Office and the State Controller, Division of Accounting and Reporting Local Government Reporting Section, (P.O. Box 942850, Sacramento, Ca 94250).

V. Annual Audit

The annual financial audit of the District shall begin as soon as the final revenue and expenditures are reported to the District by the Stanislaus County Auditor's Office. The selection of the auditor shall follow normal District purchasing guidelines. The selected auditor will adhere to the "Generally Accepted Auditing Standards" ("GAAS") written by the American Institute of Certified Public Accountants.

VI. Bank Accounts

The Board of Directors shall authorize by resolution the Fire Chief to establish bank accounts and set signatory authority. Bank accounts are established to meet the needs of the organization for the separation of funds and the specific requirements of funding sources. Separate accounts for specific federal or state programs that exceed the FDIC limits must be collateralized by the bank to ensure the safety of the deposits. A complete listing of all accounts and the account numbers shall be maintained by the District Finance Specialist. Bank reconciliations for each account are to be completed monthly by the Finance Specialist and reviewed by the District Treasurer or their designee. The District shall maintain three bank accounts; Restricted Fund Account, the Unassigned Account and the Assigned Account. The fund balances within each account are listed below.

VII. Fund Balances

This Policy establishes the procedures for reporting fund balances in the financial statements. Certain commitments and assignments of fund balances will help ensure that there will be adequate financial resources to protect the District against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The Policy also authorizes and directs the Finance Specialist to prepare financial reports which accurately categorize fund balances as per Government Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

VIII. Fund Balance Designation

Fund balance is the difference between assets and liabilities reported in the General Fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent.

- A. Non-spendable Funds** - inherently non-spendable. Examples include funds disbursed for prepaid items and deposits on file with other agencies. The District does not have any non-spendable fund balances.

- B. Restricted Funds** - externally enforceable limitations on use, imposed by law or constraints by creditors, grantors or contributors. Examples might include grant funds received for the express purpose of purchasing specific supplies or equipment, or debt covenants imposed by creditors.
 - 1. District Fire Suppression Assessment-funds shall be expended only for the maintenance, operation, and servicing of fire suppression services and apparatus equipment.
 - 2. Waterford/Hickman Impact Fee Fund - All Waterford/Hickman Impact Fees (Unincorporated Waterford and Hickman) must be deposited in this account. These funds can only be spent on facilities and other capital purchases that benefit Waterford/Hickman service area. There is no minimum amount of funds required in this account.
 - 3. Waterford CEQA Fee Fund - All City of Waterford CEQA Fees must be deposited in this account. These funds can only be spent on facilities and other capital purchases that benefit the City of Waterford service area. There is no minimum amount of funds required in this account.
 - 4. Riverbank Impact Fee Fund - All Riverbank Impact Fees (Unincorporated Riverbank) must be deposited in this account. These funds can only be spent on facilities and other capitol purchases that benefit Riverbank service area. There is no minimum amount of funds required in this account.
 - 5. Riverbank CEQA Fee Fund - All City of Riverbank CEQA Fees must be deposited in this account. These funds can only be spent on facilities and other capital purchases that benefit the City of Riverbank service area. There is no minimum amount of funds required in this account.

- C. Committed Funds** - The Board of Directors may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken through an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Board

action to commit fund balance must occur within the fiscal reporting period; however, the amount or amounts can be determined subsequently.

1. City of Oakdale Deposit Fund- The City of Oakdale has provided the District with a deposit for contract fire protection services. These funds can only be used if the City of Oakdale defaults on payments for contract services from the District. The original deposit amount of \$300,380.52, plus any accrued interest, must be maintained in this account unless the City of Oakdale defaults on contract for services payments.

D. Assigned Funds - limitation resulting from intended use. Amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. The Fire Chief has the authority to assign amounts for the specific purposes of reporting these amounts in the annual financial statements. Examples of assigned fund balance may include but not be limited to: continuing budget appropriations - fund balance levels must be sufficient to meet funding requirements for approved projects or other expenditures which must be carried forward into future fiscal years; debt service - established to provide for future debt service obligations, which may exist from time-to-time; or budget balancing measures - funds set aside for the purposes of stabilizing District services during periods of operational budget deficits, and/or to mitigate the effects of major economic uncertainties resulting from unforeseen changes in revenues and/or expenditures.

1. Employee Benefit Fund— Annually, the District conducts an actuarial to determine the amount of funds required to cover all employee accrued leave balances. Annually, as part of the District budget process, this fund should be reviewed and revised to ensure adequate funds are available to cover accrued leave liabilities.
2. Facilities Fund— These funds are used to address capital facility upgrades, maintenance and replacement projects. The District has developed a long range facility maintenance, upgrade and replacement plan and the District's goal is to fund the plan at the levels needed to support it for the long-term.
3. Vehicle and Apparatus Fund— These funds are used to replace vehicles, apparatus and other capital equipment. The District has developed a long range vehicle and apparatus replacement plan and the District's goal is to fund the plan at the levels needed to support it for the long-term.
4. Contingency Fund— These funds have two specific purposes: 1) to be used as a contingency for unforeseen District costs that cannot be funded through the normal budgetary funding allocations 2) as a dry period fund that allows the District to operate prior to receiving the semi-annual tax

allocations. If used during dry periods, the contingency fund shall be replenished after the semi-annual tax allocation. The District's goal is to maintain the fund balance at 15% of the District's annual operating budget (not including the contract agencies).

- E. Unassigned Funds** - The District's General Fund falls under this category. Annual operating costs are funded out of this account. Payroll, supplies, non-capital equipment and professional services are funded by this account.

IX. Investment Policy

The District is accountable to its constituents for the use of public dollars. Resources must be wisely used to ensure adequate funding for the services, facilities, and infrastructure necessary to meet the community's present and future emergency service needs. All District investments and deposits must adhere to the following priorities in the following order: 1) Maintenance of the principal investment or deposit 2) Liquidity of funds, 3) Earned interest.

- A. Investment Instruments** - The District's only approved investment instruments are Certificates of Deposits from any nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank (collectively referred to herein as an "Authorized Financial Institution"). Certificate of Deposits shall have a maximum maturity date of five years and shall not exceed 30 percent of the District's total portfolio. Certificates of Deposits are secure investments that limit the risk of public funds while guaranteeing a fixed return on investment.

Any additional investment instruments must be approved by resolution by the Board of Directors and meet the requirements of California Government Code 53601. All funds that are not invested in Certificate of Deposits shall remain in the appropriate General Unrestricted or General Restricted accounts.

The Fire Chief has the authority to purchase additional CDs, negotiate the interest rate and the maturity date. The CD maturity dates shall be staggered to ensure the District has access to a portion of the CD portfolio on a continuing basis.

- B. Fund Liquidity** - The District investment portfolio shall remain sufficiently liquid to enable the District to meet all anticipated operating requirements. Because the District invests its funds in Certificate of Deposits, receives revenue in three bulk payments annually, and cash requirements cannot be fully anticipated, the District will maintain a line of credit with an Authorized Financial Institution to the total amount of Certificate of Deposits, but not to exceed \$2 million. The line of credit will only be used for unanticipated operational shortfalls, capital equipment purchases and facility projects.

C. Investment Reporting- The Fire Chief shall report all investments to the Board of Directors at least twice each fiscal year. Reporting shall be by investment type with dollar amounts and maturity dates for each fund, if applicable.

D. Financial Institution --All accounts and funds are to be maintained at an Authorized Financial Institution that offers the best opportunity as determined by the Fire Chief to reduce monthly banking expenses through receiving credits for funds in the general accounts and offers competitive Certificates of Deposit interest rates.

As required by law, any Authorized Financial Institution must secure all District funds through investment grade securities at the rate of 110 percent deposits of current market value of pledged securities. This requirement limits the risk for the public funds. The Authorized Financial Institution must also verify adequate collateral in the securities on a weekly basis. The District receives a report on the collateralized securities on a quarterly basis.

Any Authorized Financial Institution must also participate in the Certificate of Deposit Account Registry System which allows the District to purchase more than \$250,000 in CDs while maintaining FDIC insurance coverage. In January of each year, the District must verify that the Authorized Financial Institution continues to participate in this program.

X. Appropriations Limit

The Board of Directors of the District, in accordance with California state law, shall annually establish its Gann Appropriations Limit ("GAL"). This limit shall increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or the change in local assessment roll due to local nonresidential construction as specified within Article X1111 B of the California Constitution. This information is generally provided in May of each year by the Stanislaus County Treasurer's office. The Fire Chief shall be responsible for the preparation and presentation of the District's annual GAL. The GAL shall be presented annually during the August meeting of the Board of Directors.

XI. Development Impact Fees

Annually, The District Treasurer will provide the Stanislaus County Board of Supervisors a summary of impact fees collected, expended and the ending balance of each geographical area of the District they were collected from. This report will summarize the prior fiscal year. If expenditures were made a detailed description of such expenditure will also be provided as part of the report. The collection and expenditure of such fees will be governed by Stanislaus County Board of Supervisors resolution dated March 11, 1992. Basis and guidelines for the fees as detailed in two reports dated April, 1991 produced by Recht Hausrath & Associates, these reports are titled "Riverbank Fire Protection District, Development Impact Fee Study" and "Waterford Hickman Fire Protection District, Development Impact Fee Study." These funds are considered

restricted to only facilities and equipment needed to maintain levels of service driven by growth.

XII. Capitalization Schedule

A capitalization schedule shall be maintained of all fixed assets with a purchase price greater than five thousand dollars (\$5,000). This policy shall include a description of the assets, purchase price, quantity, date of purchase and location (either station or engines where item is normally assigned). It shall be the responsibility of the Deputy Chief of Operations to maintain this schedule, adding equipment as purchased and deleting equipment as it is declared surplus and liquidated.

XIII. Accounting System

The financial records of District shall be maintained on an accounting system using the accrual basis of accounting. Access to the accounting system is controlled to maintain the reliability and integrity of the data.

Security is set by the Fire Chief to allow different levels of access. The Fire Chief has full access to the entire system including setup and administration. The Finance Specialist has full access to the system in order to fulfill accounting duties such as issuing payroll and accounts payable.

XIV. Revenues

A. Primary Revenue - Stanislaus County collects property taxes, special benefit assessments, developer fees and fire prevention fees on behalf of the District. Property taxes and special benefit assessments are collected in December and April of each year and the District allocations are deposited into the District's County primary account. Developer fees and fire prevention fees are collected throughout the year and deposited into the District's corresponding County sub accounts. After the allocations are placed into the District's County account, the District Treasurer shall transfer the funds from the County District accounts via wire service into the District's Bank accounts. The funds collected from the following taxes, assessments, and fees shall be transferred into the District's existing bank accounts as set forth below, unless otherwise directed by Board resolution:

1. Property taxes and special benefit assessment revenues - General Checking (Acct. 1306-1)
2. Fire Prevention fees - General Checking (Acct. 1306-1)
3. Waterford/Hickman Development fees (0406-0)
4. Riverbank Development fees (0414-4)

B. Other Revenue - All cash, checks, money orders or credit/debit card payments that are collected by District employees, either by mail, in person, shall be required to have a receipt properly filled out. Receipt books are assigned by the Finance Specialist to District staff that may receive payments. The staff is responsible for safeguarding the receipt book. Receipt books consist of three-part, pre-numbered forms. They should be used in numerical order and filled out completely. The original is to be given to the person (customer) from whom funds have been received. The second copy (yellow) is to be attached to the check or cash collected and given to the Finance Specialist for processing. The third copy (pink) is to remain in the receipt book. Receipts may be voided, but the pink copy of any voided receipt must remain in the book. The receipt book should be reviewed against either the monthly bank statement or cash receipts log to ensure all cash received was recorded and deposited. When all the receipts are used, the book must be returned to the Finance Specialist or other designee who will issue a new book. The Fire Prevention Division has its own numbered receipt book exclusively for Prevention receipts.

C. Revenue Reporting - The Fire Chief shall be responsible for reporting District revenues to the Board of Directors as information becomes available. The Fire Chief shall project the anticipated revenue for each coming fiscal year prior to the establishment of the annual preliminary budget. The projection of revenue may be based on historical trends of previous, revenue receipts since actual figures will not be available until after the mid-year tax payments. The Fire Chief shall report to the Board any necessary mid-year adjustments to the annual District budget in a timely manner. The Fire Chief shall report the actual District revenues to the Board of Directors at the end of each fiscal year or as this information becomes available.

XV. Expenditures

The Fire Chief shall be responsible for reporting District expenditures to the Board of Directors as information become available.

A. Purchasing Authorization - The funding included in the annual budget approved by the Board of Directors for the purchase of supplies and equipment, services, and public projects shall constitute spending authority for the job classification and amounts listed below. The Board of Directors, as a convened Board, may serve as the Purchase and Contract Authority for any District purchases in any amount. All such purchases by any individual or the Board of Directors Shall meet the requirements, if any, of the informal or formal bidding requirements prior to purchase and the contracting limits as specified below:

For public projects of \$10,000 or more, the District Board of Directors shall be the only Purchasing and Contracting Authority.

For all other types of purchases and contracts, each of the following persons shall be authorized to be a Purchasing and Contracting Authority:

Any amount less than \$60,000: District Fire Chief
Any amount less than \$25,000: Deputy Fire Chief
Any amount less than \$10,000: Division/Battalion Chief and Fire Marshal.

B. Purchase Orders - The District's purchase order system shall remain the primary form and first choice for the purchase of District goods and services. When the purchase order system is less efficient, not available, or too time consuming based on urgency or emergency conditions, District credit cards may be used to purchase District goods and services.

C. Credit Card Policy - It is the policy of the District to issue credit cards to District employees based on their need to purchase District goods and services. District credit cards shall only be used for District related purchases. All purchases of goods and services shall comply with the District's Purchasing and Contracting Procedures and Authorities Ordinance.

- 1. Credit Card Assignments and Authorities** - Credit cards shall be issued to employees based on their business need to purchase District goods and services. Assignment of credit cards and credit card limits shall be at the sole discretion of the Fire Chief.

Employees who are assigned a credit card are required to sign a Credit Card Agreement Form. District issued credit cards may only be issued to individuals (not groups, programs or ranks) and each individual is required to provide their name, official title, social security number, date of birth, driver's license number, and mother's maiden name. Credit card assignees shall be solely responsible for the safekeeping and use of their credit cards.

Chief Officers have the authority and the approval to utilize credit cards within the parameters of this policy if the purchase was approved through the District budgetary process and the purchase falls within their program responsibilities.

Captains have the authority to utilize credit cards within the parameters of this policy after they gain approval from the Deputy Fire Chief.

Administrative staff may utilize credit cards within the parameters of this policy after the gain approval from the Administrative Battalion Chief or the Fire Chief.

Credit cards may be used for purchasing of food, meals and drinks under the following conditions:

- During emergencies when meals and drinks are required for emergency personnel.
- To meet MOU requirements that allow shift personnel to be provided meals when they are not provided time to prepare meals during normal working hours.
- Board of Director meetings when authorized by the Board President.
- Itemized receipts that list actual meals, food, drinks and gratuity (not to exceed 15%) must be provided.
- At no time shall alcoholic beverages be purchased with a District credit card.

Credit card assignees may not give their credit card to another employee to use for the purchase of District goods and services. Credit card assignees may use their card to purchase District goods and services on behalf of another employee if the purchase falls within the parameters of this Policy.

2. **Credit Card Processing Procedures** - Employees who require pre-approval to utilize a credit card must complete a District purchase requisition and obtain approval from the appropriate supervisor prior to making a purchase. After the purchase the completed purchase requisition must be submitted to the Finance Specialist (or designee) with a receipt within seven days of the purchase.

Chief Officers may complete the purchase requisition after the use of the credit card and submit the completed and approved form to the Finance Specialist (or disagree) with the receipts of the purchase within seven days of the purchase.

If a receipt is lost, the employee will be required to contact the vendor for a copy of the receipt. If the vendor cannot produce a copy of the receipt, the employee will be required to write a memo with a detailed explanation of the purchase.

The Finance Specialist (or designee) will reconcile the approved purchase requisitions with the receipts and the monthly credit card statements. Any discrepancies shall be reported to the employee's supervisor immediately.

If an employee's credit card is compromised, lost or stolen, they must report the issue to the Finance Specialist and the Authorized Financial Institution immediately. The Finance Specialist will work with the bank to have any unauthorized charges reversed and arrange for the card to be replaced with new account numbers.

Upon separation with the District, the employee shall immediately turn in the credit card to District Administration. The District will contact the bank to cancel the card. The employee shall not make any purchases on or after the separation date.

- D. Payments** - Demands for payment by District vendors shall be paid in a timely manner not more than 30 days after receipt of the demand. Prior to payment, staff must verify the goods or services were received and met the expectation and/or contractual requirements of the District. Each vendor shall present a numbered invoice or monthly statement showing the type and amount of goods or services rendered. The clerical designee charged with processing of monthly payments shall verify the accuracy of each invoice and shall submit the demands for payment to the Administrative Battalion Chief or his designee for approval. The District's copy of the warrant for payment shall be attached to the invoice or monthly statement. Each monthly set of bills with the respective warrants attached to each invoice shall be kept in individual monthly files for the fiscal year.
- E. Vendors** - All vendors must submit an IRS Form W-9 Request for Tax Payer Identification and Certification or equivalent to the Accounting Department, prior to payment. A determination is made by the Finance Specialist on the need to file an annual IRS Form 1099-Misc. on payments made to vendors. Form W-9's should be mailed to all current vendors each year prior to Form 1099 preparation to ensure information is current.
- F. Missing Invoices** - In the event that an invoice for services or supplies is lost, a purchase requisition with a memo explaining the expense and detailing the cost shall be submitted with the Request for Payment for approval by the District Treasurer.
- G. Check Writing Procedures** - Checks are processed as needed. Checks are written through the District's accounting software. The Fire Chief, District Treasurer and the Finance Specialist are the only staff with access to the check printing system. Check stock is automatically numbered and maintained by the Finance Specialist. *Checks are not to be postdated or made out to "cash."* The "Payment Record" portion of the check, invoices and/or Shipping documents shall be attached to the RFP/invoice. The RFP/invoice shall be filed alphabetically and maintained by the Finance Specialist. Voided or spoiled checks will have the signature block torn off and will then be filed in numerical order in a locked file cabinet maintained by the Finance Specialist.

H. Check Approval Process - The RFP is reviewed by the Finance Specialist for proper account coding, appropriateness of expenditure, and authorized signatures. The RFP is compared with the invoice and the check amount. The batch of checks is reviewed by the Finance Specialist and District Treasurer in check number sequence to ensure all checks are accounted for. Checks are created through the through District's accounting software.

District checks must be signed by at least two District personnel. One of the two signatures must be a Director. All checks in excess of \$10,000 must be signed by two Board members. Authorized signatures shall include all Directors, the Fire Chief and the Deputy Fire Chief(s).

Checks are mailed to vendors by the office staff unless specific arrangements have been made in advance for pickup of checks at the office. If a check is picked up, the person picking up the check must provide identification which agrees with the payee on the check or have verifiable written authorization from the payee to pick up the check.

Outstanding checks more than 180 days old are investigated and stop payments issued as deemed necessary by the Finance Specialist. Replacement checks are reissued after appropriate documentation has been collected.

I. Electronic Payment and Transfers - Required documentation for all transfers is the same as for Requests for Payment. Electronic banking allows wire transfers, electronic transfers, stop payments on checks, and account balance inquiries be initiated and completed via computer or telephone. Wire transfers, electronic transfers, and stop payments shall be set up by the Finance Specialist after written approval is received from the Fire Chief or District Treasurer. Password security is set to allow wire transfers, electronic transfers, and stop payments to be set up by staff designated by the Fire Chief. When a wire transfer, electronic transfer, or stop payment has been set up by the accounting staff, the documentation supporting the transaction is given to the Fire Chief and the Board Chair for verification and approval before the transaction is initiated.

J. Payroll - Pay periods begin on Friday at 0700 hours and end 14 days later on Friday at 0700 hours. Paydays are bi-monthly on the Wednesday following the end of the pay period. Each employee shall present overtime and unscheduled sick leave requests as they occur. Payroll is based on time sheets completed. Time sheets will reflect the use of sick, vacation, or other leave time, if applicable. Overtime for non-exempt employees requires the prior approval of the employee's supervisor. Time sheets must be completed in ink with no whiteout or correction tape. Changes/corrections are to be initialed by the employee. The time sheet will be signed by both the employee and their immediate supervisor. Payroll records are maintained by the Finance Specialist in a confidential manner. Information regarding payroll will not be discussed with other staff. Files

must be kept in a secure location with access limited to designated personnel. Documents that verify tax withholding and authorize other deductions such as health insurance premiums or voluntary contributions are filed in the payroll files by the Finance Specialist. Separate files containing the 1-9 forms for each current employee are maintained by the Administrative Assistant assigned District Human Resources responsibilities.

K. Payroll Processing - Payroll is prepared from employee time sheets which have been completed and signed by the employee and reviewed, approved, and signed by their supervisor. The Finance Specialist will check each time sheet for computational errors. For salaried staff, computation of partial pay periods will be based on the percentage of the pay period worked. The Finance Specialist or other designee reviews the payroll vouchers or checks, to assure that all of the checks are for actual employees or other required payments (i.e. garnishments). Once approved by the Finance Specialist, the District Treasurer verifies the payroll is accurate and complete by verification against submission data. If available, paychecks are directly deposited into the employees' bank accounts. Employees receive duplicate vouchers which detail all deductions such as garnishments or deductions for the employee's 457 Deferred Compensation Plan. Otherwise, checks are printed and issued to employees on scheduled pay days. Payroll tax deposits are made by the Finance Specialist. Reports are reviewed by the District Treasurer to verify the accuracy of the deposits. The Finance Specialist will deduct and forward employee and employer 457 Deferred Compensation contributions to the plan of the employee's choosing.

L. Expenditure Reporting - There shall be regular monthly reports of expenditures and warrant register submitted to the Board of Directors indicating the following: 1) name of the payee, 2) account number, 3) amount of demand 4) warrant number. The Board shall approve the warrant register during its monthly meeting. A monthly report of the current fiscal year budget shall be presented to the Board of Directors indicating the following: 1) expenditure account, 2) budget allocation and account total, 3) current monthly expenditure, 4) year-to-date expenditure, 5) percent of expended budget and 6) remaining budget balance. The report does not require Board approval and may be placed on the monthly agenda as an informational item.

XVI. Accounts Receivable

The Finance Specialist will be responsible for preparation of invoices, payment requests, or reports necessary to secure payment to the District. The following procedures ensure that all requests for funds are properly recorded and tracked.

On a monthly basis, the Finance Specialist will generate reports for all billable services. The Finance Specialist will prepare a bill in Excel with backup and mail to billable entity. All received checks will be processed right away and credited against any billings. At the end of the month an Accounts Receivable report will be run and the Finance Specialist will send a second request with a demand of payment notification. If the

payment is not received within 30 days of the demand of payment notice, the District may turn the bill over to a collection agency and/or consider additional legal remedies to obtain payment.

XVII. Financial Data Backup

All electronic financial files are automatically backed-up to a secure off-site server. Year-end backups shall be kept indefinitely. Data stored on CDs or thumb drives are stored in a locked District Office.



BOARD OF SUPERVISORS

Presented to

Stanislaus Consolidated Fire

In recognition of the

***Dedication and service in providing
mutual aid during the January 2025
Southern California Wildfires***

The California Fire Service relies on the strength and partnership of mutual aid assistance as our State continues to face large and devastating wildfires that exceed the capacity of any single fire agency. Your response was instrumental in protecting lives and property during the January 2025 Southern California wildfires. We commend your commitment to public safety and your unwavering support in providing mutual aid in times of need.

Handwritten signature of Buck Condit in black ink.

Buck Condit, District 1

Handwritten signature of Vito Chiesa in black ink.

Vito Chiesa, District 2

Handwritten signature of Terry Withrow in black ink.

Terry Withrow, District 3

Handwritten signature of Mahi Grewal in black ink.

Mahi Grewal, District 4

Handwritten signature of Chance Condit in black ink.

Chance Condit, District 5

THE COUNTY OF STANISLAUS

Oct-25																				0
Nov-25																				0
Dec-25																			0	
TOTAL	71	0	885	25	125	248	43	0	2									1399		

2024 Admin Totals (Chief, BC, and Training)

Month	Fire 100	Return/ Explosion 200	EMS/ Rescue 300	Hazardous Condition 400	Service Call 500	Good Intent 600	False Call 700	Severe Weather 800	Other 900	Shift Totals
Jan-25	3	0	3	0	0	6	1	0	0	13
Feb-25	2	0	1	0	0	5	0	0	0	8
Mar-25	7	0	4	1	1	4	0	0	0	17
Apr-25										0
May-25										0
Jun-25										0
Jul-25										0
Aug-25										0
Sep-25										0
Oct-25										0
Nov-25										0
Dec-25										0
TOTAL	12	0	8	1	1	15	1	0	0	38

Shift A	0	0	2	0	0	0	0	0	0	0	0	2
Shift B	1	0	0	0	0	0	0	0	0	0	0	1
Shift C	0	0	1	0	0	0	0	0	0	0	0	1
Total	1	0	3	0	0	0	0	0	0	0	0	4

Station 26 (Riverbank)												
Shift A	1	0	22	0	4	8	2	0	0	0	0	37
Shift B	2	0	25	2	2	9	0	0	0	0	0	40
Shift C	1	0	31	0	4	10	3	0	0	0	0	49
Total	4	0	78	2	10	27	5	0	0	0	0	126

District Totals	13	0	262	7	24	57	17	0	0	0	0	382
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March Monthly Apparatus Response Summary by Station and Shift

Report Date Range: March 1 - March 31, 2025

Fire 100	Rupture/ Explosion 200	EMS/ Rescue 300	Hazardous Condition 400	Service Call 500	Good Intent 600	False Call 700	Severe Weather 800	Other 900	Shift Totals
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Station 21 (Airport)										
Shift A	2	0	35	0	5	6	0	0	0	48
Shift B	3	0	23	0	1	10	1	0	0	38
Shift C	3	0	27	0	3	10	2	0	0	45
Total	8	0	85	0	9	26	3	0	0	131

Station 22 (Empire)										
Shift A	3	0	22	1	2	6	2	0	0	36
Shift B	2	0	21	1	1	13	2	0	0	40
Shift C	0	0	17	2	5	5	0	0	0	29
Total	5	0	60	4	8	24	4	0	0	105

Station 23 (Fruit Yard)										
Shift A	0	0	6	0	0	1	0	0	0	7
Shift B	0	0	6	0	1	2	0	0	0	9
Shift C	0	0	10	0	0	1	0	0	0	11
Total	0	0	22	0	1	4	0	0	0	27

Station 24 (Waterford)										
Shift A	1	0	15	1	2	0	2	0	0	21
Shift B	2	0	16	0	3	7	3	0	0	31
Shift C	1	0	19	0	2	5	1	0	0	28
Total	4	0	50	1	7	12	6	0	0	80

Station 26 (Riverbank)												
Shift A	0	0	24	1	4	12	2	0	0	0	43	
Shift B	3	0	28	2	2	13	0	0	0	0	48	
Shift C	1	0	33	4	13	3	0	0	0	0	54	
Total	4	0	85	7	19	28	2	0	0	0	145	

District Totals	21	0	302	12	44	94	15	0	0	0	488	
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March Monthly Admin Response Summary by Shift

Report Date Range: March 1 - March 31, 2025

Fire 100	Return/ Explosion 200	EMS/ Rescue 300	Hazardous Condition 400	Service Call 500	Good Intent 600	False Call 700	Severe Weather 800	Other 900	Shift Totals
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Battalion 2

Shift A	4	0	0	1	0	2	0	0	7
Shift B	0	0	1	0	1	1	0	0	3
Shift C	3	0	3	0	0	1	0	0	7
Total	7	0	4	1	1	4	0	0	17

Battalion 202

Shift A	0	0	0	0	0	0	0	0	0
Shift B	0	0	0	0	0	0	0	0	0
Shift C	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Battalion 204

Shift A	0	0	0	0	0	0	0	0	0
Shift B	0	0	0	0	0	0	0	0	0
Shift C	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Training 3

Shift A	0	0	0	0	0	0	0	0	0
Shift B	0	0	0	0	0	0	0	0	0
Shift C	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Training 4



Stanislaus Consolidated Fire Protection District
3324 Topeka Street
Riverbank, CA 95367
Phone: (209) 869-7470 · Fax: (209) 869-7475
www.scfpd.us

STAFF REPORT

TO: President Bernardi and Members of the Board of Directors

FROM: Captain Tim Johnson, Training Officer

SUBJECT: March Training Report

DATE: April 2, 2025

Completed Training for March

•Total Hours of Training – 1,720 hours.

March Training

- Academy 25-01 completed weeks 3-9. Topics covered during February: Ventilation, Advanced Forcible Entry, Smoke Removal, Salvage & Overhaul, Vehicle Extrication, EMS Week, and Rope Rescue Operations
- Members from MST attended search training with Sacramento City Fire Department
- Crews began completing the online portion of our annual RT130 training, the hands-on-training will begin at the end of April and throughout the month of May.
- Promotional assessments for the ranks of Engineer, Captain and Battalion Chief were completed for all MST agencies. SCFPD had participants in all three ranks.

Topic	Hours	Topic	Hours
Academy 25-01	392	Boat Operations	33
Driver/Operator Training	170	Incident Pre-planning	80
EMS Training	89	Emergency Operations	71
Annual Mandate	65	Tech Rescue	97
BC Drills	70	Search	71
Policy Review	65	Technical Rescue	97
Academy Instructor	152	Wildland	62

April Training

- SCFPD Personnel are completing in-service training on the new Type 1 engine.
- The MST Training Division is completing flow testing on all MST apparatus to hopefully create a common pump chart for all three agencies
- Second Quarter EMS Training is being conducted in April.
- Quarterly water rescue training is being conducted this month