



# Tracy Rural County Fire Protection District

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## Board of Directors

Jeff Ramsey  
Matt Kopinski  
Pete Reece  
John Vieira  
Craig Miller

## Clerk of the Board

Raychel Jackson

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## Board of Directors – Regular Meeting Agenda Tuesday, February 13, 2024 at 4:00 PM PST

### Join Zoom Meeting

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

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

Meeting ID: 839-4685-4458

Passcode: 177352

**Location: 835 N. Central Avenue  
Tracy, CA 95376  
2<sup>nd</sup> Floor**

### 1. Roll Call and Pledge of Allegiance

### 2. Public Comment

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

### 3. Consent Calendar

- 3.1 Adoption of the February 13, 2024 Agenda
- 3.2 Approval of the January 9, 2024 Minutes
- 3.3 Approval of February Warrant List
- 3.4 January Monthly Check Register
- 3.5 Approve to Transfer Additional \$87,767.00 from Operating to Fund Medical Leave Buyout Account

### 4. Regular Agenda

- 4.1 Review and Approve TRFD Social Media Policy
- 4.2 Receive Updated Information Regarding Station Maintenance Issues

### 5. Committee Reports

- 5.1 JPA Representative Report

## **6. Informational Update**

### **6.1 Fire Chief's Update**

## **7. Public Comment**

For any items not on the agenda.

## **8. Board Member Comment**

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

## **9. Closed Session**

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

Property: 22484 South 7<sup>th</sup> Street, Tracy, CA 95736  
Agency Negotiators: Robert Pombo, District Realtor  
Under negotiation: Price and Terms

9.2 Consult with Legal Counsel – Existing Litigation (*Tracy Rural Fire District v. San Joaquin Local Area Formation Commission*, San Joaquin Superior Court Case No. 2019-9687). (California Government Code section 54956.9). one case.

9.3 Consult with Legal Counsel – Significant Exposure to Litigation (California Government Code sections 54956.9(d)(2), 54956.9(e)(2)): one matter.

## **10. Adjournment until Next Regular Session – March 12, 2024**

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



# Tracy Rural County Fire Protection District

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## Board of Directors – Regular Meeting Minutes Tuesday, January 9, 2024 4:00 PM

### 1. Roll Call and Pledge of Allegiance

Chairman Ramsey called the meeting to order at 4:01 pm. All Directors present.

### 2. Public Comment

No Public Comment.

### 3. Consent Calendar

3.1 Adoption of the January 9, 2024 Agenda

3.2 Approval of the December 12, 2023 Minutes

3.3 Approval of January Warrant List

3.4 December Monthly Check Register

- Motion was made by Director Reece, seconded by Director Kopinski to accept Consent Calendar. Motion passed.

### 4. Regular Agenda

4.1 Receive Updated Information Regarding Station Maintenance Issues

- No Action.

4.2 Review Mid-Year Budget Report for Fiscal Year 2023-2024

- No Action.

### 5. Committee Reports

5.1 JPA Representative Report

- Chairman Ramsey provided a report from the December 13, 2023 JPA Regular Board Meeting – there were no regular action items, consent calendar was adopted. City of Tracy will determine JPA committee members on January 16, 2024 at their City Council Meeting.

## **6. Informational Update**

### **6.1 Fire Chief's Update**

- Chief Bradley provided the monthly report based on the Fire Chief Update dated January 9, 2024, that was provided to the Board of Directors and staff at the meeting.

## **7. Public Comment**

No Public Comment.

## **8. Board Member Comment**

Director Kopinski wished everyone a Happy New Year.

## **9. Closed Session**

No Action Taken.

## **10. Meeting Adjournment at 5:01 pm.**

*Raychel Jackson*

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Raychel Jackson, Clerk of the Board

January 10, 2024

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TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- February 13, 2024

GENERAL OPERATING FUND	AMOUNT	ACCOUNT	VENDOR #
PETE REECE 30421 KOSTER ROAD TRACY, CA 95304	\$ 300.00	6226010900	0000010849
MATT KOPINSKI 33969 S. KOSTER ROAD TRACY, CA 95304	\$ -	6226010900	0000101809
CRAIG MILLER 5336 W. DURHAM FERRY ROAD Tracy, CA 95304	\$ 100.00	6226010900	0000105820
JEFF RAMSEY 27722 S. BIRD ROAD TRACY, CA 95304	\$ -	6226010900	0000098549
JOHN VIEIRA 19700 SOUTH LAMMERS ROAD TRACY, CA 95304	\$ 100.00	6226010900	0000010852
BERRETH LAW GROUP 2020 WEST KETTLEMAN LANE, SUITE E LODI, CA 95242	\$ 1,944.00	6221005100	0000110532 GOVERNANCE Litigation
	\$ 318.00	6221005130	
Total	\$ 2,262.00		
South County Fire Authority 835 N. Central Ave Tracy, CA 95376	\$3,462,613.00	6221005110	0000094467
<b>TOTAL FOR GENERAL OPERATING FUND</b>			

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49591 -- February 13, 2024

CAO RESERVE FUND 49591	AMOUNT	ACCOUNT	VENDOR #
<b>TOTAL CAO FUND 49591</b>	<b>\$0.00</b>		

**SIGNATURES OF BOARD MEMBERS**

\_\_\_\_\_  
PETE REECE, DIRECTOR

\_\_\_\_\_  
JOHN VIEIRA, DIRECTOR

\_\_\_\_\_  
MATT KOPINSKI, DIRECTOR

\_\_\_\_\_  
JEFF RAMSEY, CHAIR

\_\_\_\_\_  
CRAIG MILLER, VICE CHAIR



TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

**Balance Sheet**

As of January 31, 2024

Jan 31, 24

**ASSETS**

Current Assets

Checking/Savings

Bank of Stockton-Capital Outlay	466,703.46
Bank of Stockton-Medical Leave	210.66
Bank of Stockton-Operating	865,796.36
CA CLASS - Capital	610,399.03 *
CA Class - FFF	486,588.07 *
CA Class - Reserves	1,045,321.48 *
Fund 49501 - Operations	1,346,689.29
Fund 49512 - Medical Leave	18,893.92
Fund 49515 - Fire Facility Fees	11,648.86
Fund 49519 - Emergency Reserve	1,062,480.00
Fund 49591 - Capital Outlay Res	537,438.31

Total Checking/Savings 6,452,169.44

Total Current Assets 6,452,169.44

**TOTAL ASSETS** 6,452,169.44

**LIABILITIES & EQUITY** 0.00

	<i>Monthly</i>	<i>YTD</i>
*CA Class - Capital	\$2,829.06	\$19,399.03
*CA Class - FFF	\$2,255.22	\$12,080.66
*CA Class - Reserves	\$4,844.82	\$25,952.48



## TRACY RURAL COUNTY FIRE PROTECTION DISTRICT All Bank Accounts - January 2024

Type	Date	Name	Memo	Split	Amount
<b>Bank of Stockton-Capital Outlay</b>					
Check	01/31/2024	Air Exchange, Inc	Inv 91611165	Station 3	-14,658.23
Deposit	01/31/2024		Interest	Interest	20.38
Total Bank of Stockton-Capital Outlay					-14,637.85
<b>Bank of Stockton-Medical Leave</b>					
Check	01/31/2024	City of Tracy		-SPLIT-	-302,608.02
Deposit	01/31/2024		Deposit - Richardson/Martin	Bank of Stockton- Operating	185,610.00
Deposit	01/31/2024		Interest	Interest	208.50
Total Bank of Stockton-Medical Leave					-116,789.52
<b>Bank of Stockton-Operating</b>					
Check	01/01/2024	ProTech		Station 5	-70.00
Check	01/03/2024	AT&T		-SPLIT-	-217.38
Check	01/03/2024	R&S Erection Tri-County, Inc.	Inv. 129352 - doors grinding	Station 5 Tracy Hills	-1,198.75
Check	01/03/2024	Pacific Gas & Electric		-SPLIT-	-3,466.29
Check	01/08/2024	Premier Backflow & Pumping Special District Financial Services, LLC		Station 3 Business Office	-450.00
Check	01/10/2024		Dec Inv	Services	-4,823.44
Check	01/10/2024	City of Tracy San Joaquin Valley Air Pollution Control		Station 5	-339.35
Check	01/10/2024		Inv N161218; N8072	-SPLIT-	-98.00
Check	01/10/2024	R&S Erection Tri-County, Inc.	Inv. 129624	Station 5 Tracy Hills	-717.60
Check	01/10/2024	Secretary of State	Registry of Public Agencies filing	Miscellaneous	-1.00
Check	01/11/2024	Patriot Pest Managment		-SPLIT-	-336.00
Check	01/17/2024	Premier Backflow & Pumping	kitchen drain trap inv 1057	Station 3	-2,249.56
Check	01/17/2024	Delta Disposal Service		-SPLIT-	-390.41
Check	01/17/2024	Van Unen Miersma Propane		Station 3	-1,668.55
Check	01/17/2024	Amp Electric	Inv. 22634.1 and 2	Station 4	-3,532.00
Deposit	01/17/2024		Deposit	LAFCO Atty Fees	289,218.38
Check	01/25/2024	AT&T		Phone	-370.71
Check	01/26/2024	Advanced Tech 209 Inc	Inv 5266; 5314	-SPLIT-	-605.00
Check	01/30/2024	Air Exchange, Inc	Inv 91611179, 91611173, 91609837, 91609795	-SPLIT-	-2,726.91
Check	01/30/2024	EcoWater Systems		Station 3	-4.00
Check	01/30/2024	Cal Mutuals	Inv 02935 - Membership dues	Membership/Associ- ation Dues	-100.00

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT  
All Bank Accounts - January 2024

Type	Date	Name	Memo	Split	Amount
Check	01/30/2024	Collicutt Energy	Inv. 81776; Inv. 81777	-SPLIT-	-4,401.26
Transfer	01/31/2024		Medical Leave buyout - Richardson, Martin	BANK OF STOCKTON- Medical Leave	-185,610.00
Total Bank of Stockton-Operating					75,842.17
<b>CA CLASS - Capital</b>					
Deposit	01/31/2024		Interest	Interest	2,829.06
Total CA CLASS - Capital					2,829.06
<b>CA Class - FFF</b>					
Deposit	01/31/2024		Interest	CA Class - FFF Interest	2,255.22
Total CA Class - FFF					2,255.22
<b>CA Class - Reserves</b>					
Deposit	01/31/2024		Interest	CA Class - Reserves Interest	4,844.82
Total CA Class - Reserves					4,844.82
<b>Fund 49501 - Operations</b>					
Check	01/19/2024	Berreth Law Group		-SPLIT-	-1,298.70
Check	01/19/2024	Pete Reece		Reece, Pete	-300.00
Check	01/19/2024	Craig Miller		Craig Miller	-100.00
Check	01/19/2024	John Vieira		Vieira, John	-100.00
Check	01/19/2024	County of San Joaquin		Interest Income Homeowners Exemption - State	-3,411.00
Deposit	01/31/2024		Deposit		20,870.77
Total Fund 49501 - Operations					15,661.07
<b>Fund 49515 - Fire Facility Fees</b>					
Deposit	01/31/2024		Deposit	Mitigation Fees	512.45
Deposit	01/31/2024		Interest	Interest	116.00
Total Fund 49515 - Fire Facility Fees					628.45
<b>Fund 49519 - Emergency Reserve</b>					
Deposit	01/31/2024		Interest	Interest	11,029.00
Total Fund 49519 - Emergency Reserve					11,029.00
<b>Fund 49591 - Capital Outlay Res</b>					
Deposit	01/31/2024		Interest	Interest	5,579.00
Total Fund 49591 - Capital Outlay Res					5,579.00
<b>TOTAL</b>					<b>-12,758.58</b>



**Tracy Rural County  
Fire Protection District**

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Agenda Item 4.1

**STAFF REPORT**

**Meeting:** Regular Meeting  
**Date:** February 13, 2024  
**To:** Board of Directors  
**Prepared by:** Raychel Jackson, District Clerk  
**Approved by:** Jeff Ramsey, Chairperson

**Re:** Review and Approve of Social Media Policy

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**RECOMMENDATION**

Action Item   X   Non-Action Item     

Review and Approve the District's Social Media Policy.

**BACKGROUND**

As a communication tool for government agencies, social media allows an organization to quickly create an online presence and communicate directly with its constituents. The District staff created a Facebook and Instagram account to provide important information and updates related to the District business.

However, to manage risk for the District, a policy must be implemented to establish best practices. The proposed policy is designed to provide guidance to the District on managing public comments and management of content of posts and information.

**DISCUSSION**

The District does not have an official policy in place to govern our social media presence and staff is recommending the Board adopt the attached policy.

**FISCAL IMPACTS**

None.

**ATTACHMENTS**

1. Social Media Policy



## Tracy Rural County Fire Protection District

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# Social Media Policy

### **Purpose & Scope:**

The purpose of this policy is to provide guidelines to staff regarding the use of social media to publicize the Tracy Rural County Fire Protection District (“District”) services and events in addition to providing content to the community members about District services, events, and activities.

This Policy establishes guidelines for anyone who interacts with the District through District managed website and social media sites (e.g. Facebook, Instagram, Twitter, etc.). The intended purpose behind establishing a Social Media Policy (“Policy”) is to disseminate information from the District, about the District, to its residents. The social media sites shall be used to only inform the public about the District business, services and events. The District has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the District and its officials.

### **General Policy**

The District reserves the right to restrict or remove any content that is deemed in violation of this Policy or any applicable law. The District’s website and social media pages are intended to serve as a means of communication between the District and the community. The District’s official website at [www.tracyruralfire.org](http://www.tracyruralfire.org) will be the remain the District’s primary means of internet communication. And such social media sites shall clearly state the sites are maintained by the District. The District’s Board Clerk (“Staff”) will maintain, monitor and provide content on all the District’s social media sites and will adhere to this Policy.

District Staff shall not disclose information about confidential District business on the District’s social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected officials shall be in compliance with California’s open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies shall not respond to, “like”, “share”, retweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. Staff and elected or appointed officials’ posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

The District has the right to terminate any District social media site at any time without notice. The District social media sites are subject to the California Public Records Act. The District Staff



## Tracy Rural County Fire Protection District

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representing the District on District social media shall conduct themselves at all times as a professional representative of the District and in accordance with all District policies. District social media sites shall utilize authorized District contact information for account set-up, monitoring, and access. The use of personal e-mail accounts or phone numbers by any District staff is not allowed for the purpose of setting-up, monitoring or accessing a District social media site. District social media sites may contain contents including, but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners. The District reserves the right to change, modify, or amend all or part of this Policy at any time.

All postings made by the District to social media sites will contain information and content that only pertains to the District, programs, services and events. The District will not comment on other social media member's sites. District staff authorized to post items on any of the District's social media sites shall not express his or her own personal views or concerns through such postings. Postings may not contain any personal information, except for the names of the District staff whose job duties include being available for contact by the public. Posting to District social media sites shall not contain any of the following:

1. Comments that are not topically related to the particular posting being commented upon;
2. Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
3. Profane or obscene language or content;
4. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws;
5. Sexual content or links to sexual content;
6. Solicitations of commerce;
7. Conduct or encouragement of illegal activity;
8. Information that may tend to compromise the safety of security of the public or public systems;
9. Content that violates a legal ownership interest of any other party; or
10. Threats of violence or injury to any person, property or organization.

It is understood that social media is 24/7 medium, however, the District's moderations capabilities are not. The District may not see every inappropriate comment right away and is trusting in the maturity of the community to ignore inappropriate or harmful speech until it can be reviewed and/or removed.



**Tracy Rural County  
Fire Protection District**

**STAFF REPORT**

**Meeting:** Regular Meeting  
**Date:** February 13, 2024  
**To:** Board of Directors  
**Prepared by:** Raychel Jackson, District Clerk  
**Approved by:** Jeff Ramsey, Chairperson

**Re:** Update Information Regarding Station Maintenance Issues

**RECOMMENDATION**

Action Item   X   Non-Action Item     

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

**BACKGROUND**

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

**DISCUSSION**

Ongoing maintenance and repairs at all stations. The following is the Building Maintenance budget for each station ending December 31, 2023:

<b><i>Station</i></b>	<b><i>Expenses as of 1/31/24</i></b>	<b><i>FY 23/24 Budget</i></b>
Station 93	\$25,261.18	\$40,000.00
Station 94	\$6,071.12	\$40,000.00
Station 95	\$6,273.47	\$15,000.00

**FISCAL IMPACTS / ATTACHMENTS**

None.