



Tracy Rural County Fire Protection District

Board of Directors

Pete Reece
John Vieira
Jeff Ramsey
Matt Kopinski
Craig Miller

Clerk of the Board

Raychel Jackson

Board of Directors – Regular Meeting Agenda Tuesday, December 12, 2023 at 4:00 PM PST

Join Zoom Meeting

<https://us06web.zoom.us/j/83547318915?pwd=MWFVcWpBb3RlcjR2SVptZkF0dDd4Zz09>

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

Meeting ID: 835-4731-8915

Passcode: 968164

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

1. Roll Call and Pledge of Allegiance

2. Public Comment

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

3. Consent Calendar

- 3.1 Adoption of the December 12, 2023 Agenda
- 3.2 Approval of the November 14, 2023 Minutes
- 3.3 Approval of December Warrant List
- 3.4 November Monthly Check Register

4. Regular Agenda

- 4.1 Receive Updated Information Regarding Station Maintenance Issues
- 4.2 Consideration of Appointing Officers of the Board of Directors of the Tracy Rural County Fire Protection District for the Calendar Year 2024

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 7th 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.

10. Adjournment until Next Regular Session – January 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

Board of Directors – Regular Meeting Minutes Tuesday, November 14, 2023 4:00 PM

1. Roll Call and Pledge of Allegiance

Chairman Reece 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 November 14, 2023 Agenda

3.2 Approval of the October 10, 2023 Minutes

3.3 Approval of November Warrant List

3.4 October Monthly Check Register

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

4. Regular Agenda

4.1 Review TRFD Financial Quarter Report for FY 23-24

- Motion was made by Vice-Chair Ramsey, seconded by Director Miller to Receive the TRFD Financial Quarter Report for FY 23-24. Motion passed.

4.2 Receive Updated Information Regarding Station Maintenance Issues

- Motion was made by Vice-Chair Ramsey, seconded by Director Miller to Approve to Upgrade to Station 93's Plyoment in the amount of \$14,658.20. Motion passed.

4.3 Receive Report on Building Communications Tower at Station 93 and Entering into 10 year Rental/Lease Agreement with Wireless Internet Service Provider

- No Action.

5. Committee Reports

5.1 JPA Representative Report

- Vice Chair Ramsey provided a report from the October 11, 2023 JPA Regular Board Meeting – board approved past expenditures, received draft year end revenue and expense report for FY ending June 30, 2023; adopted a resolution

approving the MOU between SCFA and TFFA and approve the Master Pay Schedule.

6. Informational Update

6.1 Fire Chief's Update

- Chief Bradley provided the monthly report based on the Fire Chief Update dated November 7, 2023, 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 congratulated all the new promotions and Fire Inspector Thornton on her competition wins.

9. Closed Session

No Action Taken.

10. Meeting Adjournment at 5:35 pm.

Raychel Jackson

Raychel Jackson, Clerk of the Board

December 3, 2023

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- December 12, 2023

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	\$ 2,163.00	6221005100 6221005120 6221005130	0000110532 GOVERNANCE Litigation
Total	\$ 2,163.00		
HdL Coren & Cone 120 S. State College Blvd. Suite 120 Brea, California 92821	\$ 4,061.25	6238000000	0000095531
TOTAL FOR GENERAL OPERATING FUND	\$ 6,724.25		

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49591 -- December 12, 2023

CAO RESERVE FUND 49591	AMOUNT	ACCOUNT	VENDOR #
TOTAL CAO FUND 49591	\$0.00		

SIGNATURES OF BOARD MEMBERS

PETE REECE, CHAIR

JOHN VIEIRA, DIRECTOR

MATT KOPINSKI, DIRECTOR

JEFF RAMSEY, VICE CHAIR

CRAIG MILLER, DIRECTOR

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- Bank of Stockton -- December 12, 2023

GENERAL OPERATING FUND	AMOUNT	ACCOUNT	DIRECT DEPOSIT
JEFF RAMSEY 27722 S. Bird Road TRACY, CA 95304	\$ 500.00	Bank of Stockton - Operating	Yes
MATT KOPINSKI 33969 S. KOSTER ROAD TRACY, CA 95304	\$ 500.00	Bank of Stockton - Operating	Yes
TOTAL FOR GENERAL OPERATING FUND	\$ 1,000.00		

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

Balance Sheet

As of November 30, 2023

Nov 30, 23

ASSETS

Current Assets

Checking/Savings

Bank of Stockton-Capital Outlay	471,449.72
Bank of Stockton-Operating	809,292.38
Bank of Stockton-Retirement	116,801.61
CA CLASS - Capital	604,723.77 *
CA Class - FFF	482,063.96 *
CA Class - Reserves	1,035,602.47 *
Fund 49501 - Operations	-5,496,913.71
Fund 49512 - Retirement Buyout	18,893.92
Fund 49515 - Fire Facility Fees	11,105.82
Fund 49519 - Emergency Reserve	1,051,451.00
Fund 49591 - Capital Outlay Res	531,859.31

Total Checking/Savings -363,669.75

Total Current Assets -363,669.75

TOTAL ASSETS **-363,669.75**

LIABILITIES & EQUITY 0.00

	<i>YTD</i>	<i>Month</i>
*CA Class Capital	\$13,723.77	\$2,743.56
*CA Class FFF	\$7,556.55	\$2,187.07
*CA Class Reserves	\$16,233.47	\$4,698.41

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

Bank Accounts

November 2023

Type	Date	Name	Memo	Split	Amount
Bank of Stockton-Capital Outlay					
Deposit	11/30/2023		Interest	Interest	19.38
Total Bank of Stockton-Capital Outlay					19.38
Bank of Stockton-Operating					
Check	11/01/2023	ProTech		Station 5	-70.00
Check	11/07/2023	CSMFO		Membership/Association Dues	-135.00
Check	11/07/2023	Microsoft Corporation		-SPLIT-	-582.00
Check	11/07/2023	CalPERS		PERS	-152.81
Check	11/07/2023	Pacific Gas & Electric		-SPLIT-	-3,716.39
Check	11/07/2023	City of Tracy		Station 5	-362.15
Check	11/07/2023	Melo Construction, Inc	Support Services - Inv 4813	Miscellaneous	-3,506.92
Check	11/09/2023	San Joaquin County Tax Collector	22484 Seventh St. 250050250000	Water Assessment	-3.72
Check	11/09/2023	CSMFO		Seminars	-515.00
Check	11/15/2023	Matthew Kopinski		Kopinski, Matt	-500.00
Check	11/15/2023	Jeff Ramsey		Jeff Ramsey	-500.00
Check	11/15/2023	Special District Financial Services, LLC		-SPLIT-	-5,501.38
Check	11/15/2023	Delta Disposal Service		-SPLIT-	-376.51
Check	11/15/2023	EcoWater Systems		Station 3	-118.00
Check	11/24/2023	GoToMeetings		Software/Hardware	-192.00
Check	11/25/2023	AT&T		Phone	-443.82
Check	11/27/2023	Harris & Associates	Inv 60304	Misc. Report	-340.00
Check	11/27/2023	Roto-Rooter	Inv 510-25524539	-SPLIT-	-1,043.00
Check	11/27/2023	Galvao and Sons, Inc.	Inv. 1701 171, 189	-SPLIT-	-6,319.95
Check	11/27/2023	CSMFO		Seminars	-25.00
Check	11/30/2023	Premier Backflow & Pumping	Kitchen sink clog/water heater	Station 3	-650.00
Total Bank of Stockton-Operating					-25,053.65

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

Bank Accounts

November 2023

Type	Date	Name	Memo	Split	Amount
Bank of Stockton-Retirement					
Deposit	11/30/2023		Interest	Interest	191.84
Total Bank of Stockton-Retirement					191.84
CA CLASS - Capital					
Deposit	11/30/2023		Interest	CA Class - Capital Interest	2,743.56
Total CA CLASS - Capital					2,743.56
CA Class - FFF					
Deposit	11/30/2023		Interest	CA Class - FFF Interest	2,187.07
Total CA Class - FFF					2,187.07
CA Class - Reserves					
Deposit	11/30/2023		Interest	CA Class - Reserves Interest	4,698.41
Total CA Class - Reserves					4,698.41
Fund 49501 - Operations					
Check	11/15/2023	Berreth Law Group		-SPLIT-	-2,261.10
Check	11/15/2023	South San Joaquin County Fire Authority		FY2023-2024	-3,320,821.00
Check	11/15/2023	South San Joaquin County Fire Authority	apparatus maintenance	FY2023-2024	-15,020.00
Check	11/15/2023	Pete Reece		Reece, Pete	-600.00
Check	11/15/2023	Craig Miller		Craig Miller	-300.00
Check	11/15/2023	John Vieira		Vieira, John	-300.00
Total Fund 49501 - Operations					-3,339,302.10
TOTAL					-3,354,515.49



**Tracy Rural County
Fire Protection District**

STAFF REPORT

Meeting: Regular Meeting
Date: December 12, 2023
To: Board of Directors
Prepared by: Raychel Jackson, District Clerk
Approved by: Pete Reece, 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 November 30, 2023:

<i>Station</i>	<i>Expenses as of 11/30/23</i>	<i>FY 23/24 Budget</i>
Station 93	\$25,011.18 ¹	\$40,000.00
Station 94	\$5,835.77 ²	\$40,000.00
Station 95	\$4,506.91 ³	\$15,000.00

FISCAL IMPACTS / ATTACHMENTS

None.

¹ AC repair, kitchen counters, app bay door panel, kitchen drain, rock, backflow test
² AC check, plymovent, water heater vent, backflow, kitchen drain, rock
³ Keypad install, AC check, backflow test



**Tracy Rural County
Fire Protection District**

Agenda Item 4.2

STAFF REPORT

Meeting: Regular Meeting
Date: December 12, 2023
To: Board of Directors
Prepared by: Raychel Jackson, District Clerk
Approved by: Pete Reece, Chairperson

Re: Consideration of Appointing Officers of the Board of Directors of Tracy Rural County Fire Protection District and Adopting Resolution No. 2023-11

RECOMMENDATION

Action Item X Non-Action Item

It is recommended that the Board of Directors appoint Officers and representatives for the 2024 calendar year.

BACKGROUND

According to the District’s Policies and Procedures, Article 4, Section 4.1, “the Board shall hold annual elections ... for President (Chairman) and Vice President.”

DISCUSSION

Annually the Board of Directors elects the Officers and representatives for a one year term with no officer serving more than two consecutive terms in any one position. These elections generally are held in December, commencing the first day of January and ending the last day of December. The Board’s current appointment of officers expire today. Board Members may reappoint to the same ad hoc committees on which they are currently serving, or new assignments can be made upon request. The roles to fill are:

Chairperson: Presiding officer, establish agenda, sign documents on behalf of the Board and District, strong familiarity with the Brown Act and policies and procedures.

Vice-Chair: Serves in the Chairperson’s capacity during absence.



Tracy Rural County Fire Protection District

Finance Ad Hoc Committee: This is a two member committee that meets annually with the Finance Manager, or as needed, to review budgets, audit reports, clarify questions and present recommendations for approval to the Board.

Building Maintenance Ad Hoc Committee: This is a two member committee that meets quarterly, to help maintain the District’s owned facilities, provide recommendations to the Board on issues relating to any and all building maintenance for the all District owned facilities, identify any potential problems and maintain upkeep to the properties.

JPA Representative & Alternate: This is a two member committee that meets monthly on the second Wednesday of each month at 4:00 pm. According to South County Fire Authority’s JPA, Section 2, 2.4, “The Board of Directors shall elect a Chairperson and Vice-Chairperson from among its members. The Chairperson and Vice-Chairperson shall rotate from each Member Agency annually.” In the event of a JPA representative is absent, the alternative JPA representative will serve in its place. Tracy Rural Fire District will hold the Chairperson seat for the 2024 calendar year.

The 2023 list of representatives and various committees are as follows:

Committee	Meetings Held	Board Members
Finance	Annually, additional meetings as needed	Jeff Ramsey Craig Miller
Building Maintenance	Quarterly, additional meetings as needed	Matt Kopinski Craig Miller
South San Joaquin County Fire Authority (JPA)	Monthly	Pete Reece Jeff Ramsey Craig Miller (Alternate)

FISCAL IMPACTS

None.

ATTACHMENTS

1. Resolution No. 2023-11.



Tracy Rural County Fire Protection District

Resolution No. 2023-11

APPOINTING OFFICERS OF THE BOARD OF DIRECTORS OF THE TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

WHEREAS, the Board of Directors of the Tracy Rural County Fire Protection District, Board of Directors have appointed the following Directors to serve in the positions designated for the 2023 calendar year as follows:

_____ is hereby appointed Chairperson of the Board of Tracy Rural County Fire Protection District.

_____ is hereby appointed Vice-Chair of the Board of Tracy Rural County Fire Protection District.

_____ and _____ from Tracy Rural County Fire Protection District Board of Directors along with the Finance Manager are hereby appointed to the Finance Ad Hoc Committee.

_____ and _____ from Tracy Rural County Fire Protection District Board of Directors are hereby appointed to the Building Maintenance Ad Hoc Committee.

_____ and _____ as the Representatives and _____ as the Alternate Representative to the South San Joaquin County Fire Authority Board (JPA).

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

Adopts the above mentioned Officers and Representatives to the respective committees.

Motion passed.

Passed, approved, and adopted this 12th day of December, 2023.

Pete Reece, Chairman of the Board

ATTEST:

Raychel Jackson, Clerk of the Board