

# Tracy Rural County Fire Protection District

Natalie Bowman, Clerk of the Board  
1820 W. Kettleman Ln, Ste F  
Lodi, CA 95242  
P: (209) 224-1940  
[www.tracyruralfire.org](http://www.tracyruralfire.org)

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## **Board of Directors – Regular Meeting Agenda Tuesday, September 17<sup>th</sup> 835 Central Ave, Tracy, CA 1:00 PM**

### **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**

- A. Adoption of the Agenda
- B. Approval of the Minutes
  - August 20, 2019 Regular Session
- C. Resolution 2020-4: Opening Bank Account and Transfer of District Monies from County to Bank of Stockton
- D. Approval of Financials
  - Balance Sheet – as of August 31, 2019
  - Warrant List including funds 49501, 12, 15, and 91
  - Final Budget

### **4. Regular Agenda**

- A. Updates on Station 92, 93, 94, 95, 97, 99 (All Board Members)
- B. Update on JPA Governance (Attorney Bowman)
- C. Update from Independent Fiscal Officer
- D. Update on JPA Report (Chief Bradley, Smith, Muniz)
- E. Update on Property Lease and Maintenance Agreements (Attorney Bowman)
- F. Resignation of Chairman and Announcement of Vacancy (Smith)
- G. Update on South San Joaquin County Fire Authority SB538 ALS services (Chief Bradley)

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## 5. Staff Reports

Announcement of Vacancy on Board (Attorney Bowman)

Report on Financial Policy and Procedures (Attorney Bowman)

## 6. Board Member Comment

For any items not on the agenda and requests for future agenda items.

## 7. Public Comment

For any items not on the agenda.

## 8. Adjournment until Next Regular Session – October 15, 2019

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9-13-19

*Natalie Bowman, Clerk of the Board*  
Tracy Rural County Fire Protection District  
[natalie.bowman@tracyruralfire.org](mailto:natalie.bowman@tracyruralfire.org)  
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## Board of Directors – Closed Meeting Agenda Tuesday, September 17<sup>th</sup> 835 Central Ave, Tracy, CA Following the Regular Meeting

### 1. Roll Call and Pledge of Allegiance

### 2. Public Comment

Council will vote on limiting total time and individual times per Brown Act §54954.3. (b) (1). At this time, members of the public may only comment on an item appearing on the agenda. Please adhere to the following when addressing the Council: • Individual comments will be limited to 3 minutes or less. • Comments should be directed to the Council as a whole and not directed to individual Council Members

### 3. Adjourn to Closed Meeting

Consult with legal counsel regarding existing litigation (Tracy Rural Fire District v. San Joaquin Local Area Formation Commission, San Joaquin Superior Court Case No. 2019-9687. One case. Pursuant to California Government Code section 54956.9.

### 4. Reconvene to Regular Meeting

### 5. Report out of Closed Meeting

### 6. Adjournment

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9-13-19

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Tracy Rural County Fire Protection District  
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## Resolution No. 2020-4

### A RESOLUTION OF TRACY RURAL COUNTY FIRE PROTECTION DISTRICT TO TRANSFER MONIES FROM COUNTY TO PRIVATE BANK OF STOCKTON

**WHEREAS**, Tracy Rural County Fire Protection District shall open new accounts for all funds with the Bank of Stockton located at 1175 S Tracy Blvd, Tracy, CA 95376;

**WHEREAS**, Tracy Rural County Fire Protection District shall transfer its funds from County accounts to these bank accounts;

**WHEREAS**, these bank accounts shall retain their same names as under County accounts;

**WHEREAS**, the following persons, \_\_\_\_\_, Raychel Jackson (Bookkeeper), and Natalie Bowman (Clerk of the Board) are appointed and authorized as signatories with full rights under applicable California law in order to fulfill the purpose of Tracy Rural County Fire Protection District's mission.

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors of Tracy Rural County Fire Protection District does approve of the above actions. Motion to approve opening of accounts and transfer of funds was made by \_\_\_\_\_ and second was made by \_\_\_\_\_.

Motion \_\_\_\_\_.

Passed, approved, and adopted this \_\_\_\_\_ day of September, 2019.

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Chairman of the Board

ATTEST:

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Natalie Bowman, Clerk of the Board



**TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- SEPTEMBER 17, 2019**

<b>GENERAL OPERATING FUND</b>	<b>AMOUNT</b>	<b>ACCOUNT</b>	<b>VENDOR #</b>
JOHN MUNIZ			
11931 MOUNTAIN VIEW ROAD		6226010900	. 0000027815
TRACY, CA 95376	\$ 300.00	6238000000	
ROBERT L. POMBO			NEW
3100 MANCUSO ROAD			
TRACY, CA 95304	\$ 100.00	6226010900	
PETE REECE			. 0000010849
30421 KOSTER ROAD			
TRACY, CA 95304	\$ 200.00	6226010900	
TIM SMITH			. 0000073783
1628 TOULOUSE STREET	\$ 500.00	6226010900	
TRACY, CA 95304	\$ 465.47	6217005100	
		TWO CHECKS PLEASE	
JOHN VIEIRA			. 0000010852
19700 SOUTH LAMMERS ROAD			
TRACY, CA 95304	\$ -	6226010900	
DATA CONSULTING SERVICES			. 0000001442
4330 NORTH PERSHING AVENUE, SUITE B-1			
STOCKTON, CA 95207-6965	\$ 3,171.89	6221023800	
BOWMAN & BERRETH, LLP	\$ 9,221.20	6221005100	. 0000078394
1820 WEST KETTLEMAN LANE, SUITE F	\$ -	6221005110	JPA
LODI, CA 95242	\$ 504.00	6221005120	GOVERNANCE
	\$ 5,187.00	6221005130	LAFCO
RAYCHEL JACKSON, IC	\$ 199.95	QUICKBOOKS REIMBURSEMENT	NEW
1820 WEST KETTLEMAN LANE, SUITE F	\$ 1,009.00	LAPTOP REIMBURSEMENT	
LODI, CA 95242	\$ 3,124.50	BOOKKEEPING (AUG & SEPT)	
NATALIE BOWMAN			NEW
1820 WEST KETTLEMAN LANE, SUITE F	\$ 1,009.00	LAPTOP REIMBURSEMENT	
LODI, CA 95242	\$ 3,124.50	CLERKING (AUG & SEPT)	
<b>TOTAL</b>	<b>\$ 28,116.51</b>		
SOUTH SAN JOAQUIN COUNTY FIRE AUTHORITY			
835 CENTRAL AVENUE			
TRACY, CA 95376	\$ 9,584.57	UTILITIES REIMBURSEMENT	
<b>TOTAL</b>	<b>\$ 9,584.57</b>		
CALPERS			
P.O. BOX 942703			
SACRAMENTO, CA 94229-2703	\$ 700.00	6226007400	. 0000004235
MONAGAN, MILLER, & MCCREARY			
1137 ADAM STREET, SUITE 450			
TRACY, CA 95376	\$ 20,719.00	6236000000	. 0000064504
<b>TOTAL FOR GENERAL OPERATING FUND</b>	<b>\$ 59,120.08</b>		

**TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- SEPTEMBER 17, 2019**

<b>CAO RESERVE FUND 49591</b>	<b>AMOUNT</b>	<b>ACCOUNT</b>	<b>VENDOR #</b>	
WEST AMERICA BANK				
P.O. BOX 1260		6451007605	00000027937	
SUISUN, CA 94585	\$ -	6331000100		
CALWATER DRILLING COMPANY, INC.		6411001310	000012282	
300 SOUTH KILROY ROAD				
TURLOCK, CA 95380	\$ -			
MELO MACHINE & MANUFACTURING, INC.		6411001310		
P.O. BOX 517				
	\$ -			
TOTAL	\$ -			
<b>TOTAL CAO FUND 49591</b>	<b>\$ -</b>			

<b>SIGNATURES OF BOARD MEMBERS</b>				
TIM SMITH, CHAIRMAN & JPA REPRESENTATIVE		PETE REECE, DIRECTOR		
JOHN MUNIZ, VICE CHAIR & JPA REPRESENTATIVE		JOHN VIEIRA, DIRECTOR		
BOB POMBO, DIRECTOR				

11:05 AM  
09/09/19  
Cash Basis

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT  
**Profit & Loss**  
July through August 2019

	Jul - Aug 19
Ordinary Income/Expense	
Income	
Fund 49501 - Property Tax	
Interest Income	4,642.00
Prior - Unsecured	261.87
Secured	6,386.67
Secured SB813	52,629.25
Special Assessments - Current	918.01
Special Assessments - Prior	35.46
Unsecured SB813	3,196.26
Total Fund 49501 - Property Tax	68,069.52
Fund 49515 - Fire Facility Fees	
Interest	805.00
Mitigation Fees	547.12
Total Fund 49515 - Fire Facility Fees	1,352.12
Fund 49591 - Capital Outlay	
Interest	14,080.00
Rent	
New Jerusalem School	2,400.00
Station 92	2,600.00
Station 95	4,200.00
Total Rent	9,200.00
Total Fund 49591 - Capital Outlay	23,280.00
Total Income	92,701.64
Expense	
Business Office Services	6,343.78
Directors Fees	
Muniz, John	400.00
Pombo, Robert	200.00
Reece, Pete	200.00
Smith, Tim	1,000.00
Vieira, John	200.00
Total Directors Fees	2,000.00
Governance Services	1,302.00
Maintenance - Fund 49501	
Station 93	
PG&E	1,652.00
Total Station 93	1,652.00
Station 94	
PG&E	1,883.00
Total Station 94	1,883.00
Total Maintenance - Fund 49501	3,535.00
Maintenance - Fund 49591	
Station 95	325.00
Total Maintenance - Fund 49591	325.00
Miscellaneous	
CSDA - meetings	115.09
Travel	1,084.70
Total Miscellaneous	1,199.79



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TRACY RURAL COUNTY FIRE PROTECTION DISTRICT  
Profit & Loss  
July through August 2019

	Jul - Aug 19
Professional Services	
Attorney	
General Business	18,121.70
JPA	609.00
LAFCO	11,351.80
Total Attorney	30,082.50
Total Professional Services	30,082.50
Retirement	
PERS Unfunded Liability	455,881.00
Total Retirement	455,881.00
Special Reports	
Entity Report	1,099.81
Total Special Reports	1,099.81
Total Expense	501,768.88
Net Ordinary Income	-409,067.24
Net Income	-409,067.24



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09/09/19  
Cash Basis

**TRACY RURAL COUNTY FIRE PROTECTION DISTRICT**  
**Balance Sheet**  
**As of August 31, 2019**

	Aug 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fund 49501 - Operations	601,866.38
Fund 49512 - Retirement Buyout	46,225.70
Fund 49515 - Fire Facility Fees	155,118.44
Fund 49591 - Capital Outlay Res	2,565,548.78
<b>Total Checking/Savings</b>	<b>3,368,759.30</b>
<b>Total Current Assets</b>	<b>3,368,759.30</b>
<b>Fixed Assets</b>	
Accum Depreciation - Stations	
Station 92 - Banta - Seventh St	-82,128.00
Station 93 - 1400 Durham Ferry	-88,653.00
Station 94 - 16502 W.Schulte Rd	-294,001.00
Station 95 - 7700 W. Linne Rd	-84,660.00
<b>Total Accum Depreciation - Stations</b>	<b>-549,442.00</b>
Buildings and Improvements	
Station 92 - Banta - Seventh St	82,128.00
Station 93 - 1400 Durham Ferry	1,437,707.00
Station 94 - 16502 W Schulte Rd	918,771.00
Station 95 - 7700 W. Linne Rd	97,437.00
<b>Total Buildings and Improvements</b>	<b>2,536,043.00</b>
Land	177,107.00
<b>Total Fixed Assets</b>	<b>2,163,708.00</b>
<b>Other Assets</b>	
Accumulated Depreciation	-405,961.00
Accumulated Depreciation -Truck	
Engine 92 - Accum Depreciation	-45,972.00
Engine 93 - Accum Depreciation	-34,281.00
Accumulated Depreciation -Truck - Other	-995,189.00
<b>Total Accumulated Depreciation -Truck</b>	<b>-1,075,442.00</b>
Tower	200,000.00
Trucks and Equipment	
Engine 92 - HI-TECH	459,724.10
Engine 93	342,813.94
HME III	424,973.26
Ladder Truck / Tiller	118,574.65
Trucks and Equipment - Other	602,714.00
<b>Total Trucks and Equipment</b>	<b>1,948,799.95</b>
<b>Total Other Assets</b>	<b>667,396.95</b>
<b>TOTAL ASSETS</b>	<b>6,199,864.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Accounts payable	4,406.73
<b>Total Other Current Liabilities</b>	<b>4,406.73</b>
<b>Total Current Liabilities</b>	<b>4,406.73</b>
Long Term Liabilities	
Engine 92 - Westamerica Bank	195,192.31
<b>Total Long Term Liabilities</b>	<b>195,192.31</b>
<b>Total Liabilities</b>	<b>199,599.04</b>

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09/09/19

Cash Basis

# TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

## Balance Sheet

As of August 31, 2019

	Aug 31, 19
Equity	
Opening Bal Equity	2,160,720.59
Retained Earnings	4,248,611.86
Net Income	-409,067.24
Total Equity	6,000,265.21
TOTAL LIABILITIES & EQUITY	6,199,864.25

# TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

## DISTRICT BOARD STAFF REPORT

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ITEM: Vacancy on District Board

MEETING DATE: September 17, 2019

PREPARED BY: Mark C. Bowman, District Legal Counsel

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### RECOMMENDED ACTION

1. Notify county elections official of District board vacancy by October 2, 2019.
2. Appoint new board member to District Board no later than November 16, 2019.
3. Post notice of vacancy at three locations within District at least 15 days before the appointment is made.
4. Notify county elections official of appointment within 15 days of making appointment.

### BACKGROUND

On August 27, 2019, chairman Tim Smith tendered his resignation from the board of directors of Tracy Rural Fire Protection District, effective at the end of the September 17, 2019 board meeting. After the September 17<sup>th</sup> meeting, there will exist a vacancy on the board.

### ANALYSIS

Regarding the District's Board's obligation when a vacancy occurs, California Government Code §1780 provides in relevant part:

"The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining members of the district board may fill the vacancy by appointment.

Appointments pursuant to this subdivision shall be made within a period of 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, and a notice of the vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made."

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified.

## CONCLUSION

Failure to take the above recommended actions within the prescribed time will result in the County appointing a member to the District Board.

## FISCAL IMPACT

None.



**TRACY RURAL COUNTY  
FIRE PROTECTION DISTRICT**

1820 W. KETTLEMAN LN #F  
LODI, CA 95242  
(209) 224-1940

September 20, 2019

Registrar of Voters  
P.O. Box 810  
Stockton, CA 95201

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Dear Election Officer:

Pursuant to Gov. C. §1780, please be advised that there is a vacancy on the Board of Directors of Tracy Rural County Fire Protection District. Enclosed please find the Notice of Vacancy to be posted starting September 23, 2019 to Oct. 8, 2019.

Sincerely,

**Natalie Bowman** | Clerk of the Board  
Tracy Rural Fire County Protection District  
1820 W. Kettleman Lane Ste F  
Lodi, CA 95242  
(209) 224-1940

# **NOTICE OF VACANCY**

Interested persons are hereby notified that pursuant to Government Code 1780 there is a vacancy on the

Tracy Rural Fire Protection District  
Board of Directors.

The position to be filled is the remainder of a 4-year term ending December 2020.

Applications are available from the District Clerk, Natalie Bowman, at the Tracy Rural Fire Protection District Office located at:

1820 W. Kettleman Lane, Suite F  
Lodi, CA 95242

Phone: (209) 224.1940  
Website: [tracyruralfire.org](http://tracyruralfire.org)

**Applications are due by: October 8, 2019**

This district board has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election.  
Gov. Code §1780

Pursuant to Government Code 1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the District from September 23, 2019 to October 8, 2019.

# APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT VACANCY Tracy Rural Fire Protection District

## Instructions

If you are interested in serving on a special district Board of Directors, please complete this application and return it to: Natalie Bowman, Board Clerk, Tracy Rural Fire Protection District, 1820 W. Kettleman Lane, Suite F, Lodi, CA 95242; [natalie.bowman@tracyruralfire.org](mailto:natalie.bowman@tracyruralfire.org).

Date Due: \_\_\_\_\_

You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

DISTRICT: Tracy Rural Fire Protection District DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE (optional): \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BUSINESS OR MAILING ADDRESS: \_\_\_\_\_

PHONE (DAYTIME): \_\_\_\_\_ PHONE (EVENING): \_\_\_\_\_

EDUCATION			
Institution	Major	Degree	Year

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To

**STATEMENT OF QUALIFICATIONS:**

Please briefly describe your qualifications for this position and why you are interested in serving on the Board of Directors for Tracy Rural Fire Protection District.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

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Signature

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Date



# TRACY RURAL FIRE PROTECTION DISTRICT

## DISTRICT BOARD STAFF REPORT

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ITEM:	Financial Policy for District
MEETING DATE:	September 17, 2019
PREPARED BY:	Kevin J. Berreth, District Legal Counsel

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### RECOMMENDED ACTION

Review and approve financial policy attached to this Staff Report.

### BACKGROUND

Previously, the board had discussed its desire to bring all District finances in-house. Bringing the District finances in-house will require the drafting, preparation, and adoption of a District financial policy, which will provide the required specific guidelines to endure compliance to all applicable laws related to the District finances.

### ANALYSIS

A special district is required to have a financial policy to help ensure the special district runs as efficiently as possible. As is the case with any type of state or local municipality, any tax revenue or special assessment revenue requires extra scrutiny in how those funds are used and disbursed.

Having a financial policy will provide the necessary foundation to ensure that the District is operating its books in compliance with all applicable laws and efficiently as possible. Since the District will be running its own finances in-house, it is recommended that the District have an in-house bookkeeper.

The financial policy and procedures are also important to ensure the District follows its own governing documents and operational standards. Having a sound financial policy will also streamline several of the reporting requirements places on special districts.

We have included a copy of the draft financial policy for the board to review. Given the fact that this will be the first time that the District will be operating its own finances in-house, it is important that we get a sound financial policy in place.

## FISCAL IMPACT

There will not be a tremendous fiscal impact except for the additional compensation for an independent bookkeeper to maintain and operate the District's books. As the District has seen in the past, we are hopeful that keeping its finances in-house will allow us to operate more efficiently and avoid any past accounting issues with the District's funds going to the County and then the City of Tracy running its books. Generally speaking, any time we streamline this procedure, it should have positive fiscal impact.

## CONCLUSION

We recommend the District adopt a sound financial policy and take time to review the draft policy provided with this staff report.