



Tracy Rural County Fire Protection District

Board of Directors

Craig Miller
Matt Kopinski
Jeff Ramsey
Pete Reece
John Vieira

Clerk of the Board

Raychel Jackson

Board of Directors – Regular Meeting Agenda Tuesday, September 8, 2026 at 4:00 PM PST

Join Zoom Meeting

<https://us06web.zoom.us/j/89387814339?pwd=dadwBoqfWDWH3VYrC860mshH3JBpLL.1>

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

Meeting ID: 893 8781 4339

Passcode: 812385

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

1. Roll Call and Pledge of Allegiance

2. Public Comment

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

3. Consent Calendar

- 3.1 Adoption of the September 8, 2026 Agenda
- 3.2 Approval of the August 11, 2026 Regular Minutes and September 2, 2026 Special Meeting Minutes
- 3.3 July Disbursement Report
- 3.4 Request for San Joaquin County Check Issuance

4. Regular Agenda

- 4.1 Adoption of the Tracy Rural Fire District Final Budget for Fiscal Year 2026-2027
- 4.2 Approval of Contract with Blomberg & Griffin for Fiscal Year 2025-2026 Audit Services
- 4.3 Election to Participate in the California Uniform Public Construction Cost Accounting Act (CUPCCAA)
- 4.4 Approval of California Fire Foundation Grant for BK Radios
- 4.5 Approval of Consultant Agreement for Board Clerk

5. Committee Reports

5.1 JPA Representative Report

5.2 CenCal Fire Report

6. Informational Update

6.1 Fire Chief's Update

6.2 Future Fire Stations Update

6.3 SSJCFA Radio System Update

6.4 BESS Projects Update

6.5 Pacific Gateway Project Update

6.6 Staff 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. Future Agenda Items

10. Closed Session

- 10.1 Public Employee Appointment and Contract
Negotiations (Government Code §§54957, 54957.6)
Title: Board Clerk

11. Adjournment until Next Regular Session – October 13, 2026

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

Agenda Item 3.2

Board of Directors – Regular Meeting Agenda Tuesday, August 11, 2026 at 4:00 PM PST

1. Roll Call and Pledge of Allegiance

Chairman Miller called the regular meeting to order at 4:00 pm Pete Reece, Craig Miller and John Vieira, Jeff Ramsey present. Matt Kopinski absent present.

2. Public Comment

No Public Comment.

3. Consent Calendar

3.1 Adoption of the August 11, 2026 Agenda

3.2 Approval of the July 7, 2026 Minutes

3.3 July Disbursement Report

- **Motion** was made by Director Reece seconded by Director Ramsey to accept Consent Calendar. **Vote:** Motion passed, 4-0.

4. Regular Agenda

4.1 Approval of Resolutions Related to Participation in Fire Risk Management Services (FRMS)

- **Motion** was made by Director Ramsey seconded by Director Reece to Approve Resolution 2026-13 Authorizing Participation in Fire Risk Management Services (FRMS) and Resolution 2026-14 Authorizing Application to the California Department of Industrial Relations for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.

Vote: Motion passed, 4-0.

4.2 Approve Contract for Corrective Repairs to the Station 94 Kitchen Floor

- **Motion** was made by Director Ramsey seconded by Director Reece to Approve Kirk Flooring to make the Corrective Repairs to Station 95 Kitchen Floor.

Vote: Motion passed, 4-0.

4.3 Review the Condition of Fire Station 94 and Provide Direction Regarding Facility Improvements

- **Motion** was made by Director Ramsey seconded by Director Reece to Move Forward with the Individual Projects and List them by Priority to Repair and/or Correct, as needed.

Vote: Motion passed, 4-0.

5. Committee Reports

5.1 JPA Representative Report

Director Ramsey provided a report that the regular meeting on July 9 and the Board to the following actions: updated the Master Pay Schedule for Unrepresented Employees to include a 4% COLA increase; approve to purchase two 2026 Special Service Tahoe's; retained Christopher Ko to serve as the lead investigator for the TFFA negotiations; and toured the training facility.

5.2 Cen Cal Fire Report

Director Ramsey provided a report that the regular meeting on July 13, 2026. There was no meeting in August. Next meeting is September 14, 2026.

6. Informational Update

6.1 Fire Chief's Update

- Chief Bagley provided the monthly report.

6.2 Future Fire Station

- Chief Bagley provided an update and will bring a plan of action regarding Station 98 to the JPA Board in September or October.

6.3 SSJCFA Radio System Update

- Chief Bagley provided the Communication Tower is 90 days behind due to permits.

6.4 Staff Update

- Staff provided and update with regards to station maintenance, consultants and studies.

7. Public Comment

No Public Comment.

8. Board Member Comment

Director Ramset congratulated Jackie Heefner on her retirement.

9. Future Agenda Items

Chairman Miller request that the BESS Projects and Pacific Gateway Project be regular items under Informational Items.

10. Closed Session

- 10.1 Public Employee Appointment and Contract Negotiations
(Government Code §§54957, 54957.6)
Title: General Manager
Action: No Reportable Action.



Tracy Rural County Fire Protection District

Agenda Item 3.2

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- 10.2 Public Employee Appointment and Contract Negotiations
(Government Code §§54957, 54957.6)
Title: Board Clerk
Action: No Reportable Action.
- 10.3 Consult with Legal Counsel – Significant Exposure to Litigation (California
Government Code section 54956.9(b) one matter.
Action: No Reportable Action.

11. Meeting Adjournment at 5:50 pm.

Raychel Jackson

Raychel Jackson, Clerk of the Board

August 13, 2026



Tracy Rural County Fire Protection District

Agenda Item 3.2

Board of Directors – Regular Meeting Agenda Wednesday, September 2, 2026 at 4:00 PM PST

1. Roll Call and Pledge of Allegiance

Chairman Miller called the regular meeting to order at 4:01 pm Pete Reece, Craig Miller and John Vieira, Jeff Ramsey present. Matt Kopinski absent.

2. Public Comment

No Public Comment.

3. Closed Session

- 3.1 Public Employee Appointment and Contract Negotiations
(Government Code §§54957, 54957.6)
Title: General Manager
Action: No Reportable Action.
- 3.2 Public Employee Appointment and Contract Negotiations
(Government Code §§54957, 54957.6)
Title: Board Clerk
Action: The Board approved a 5% increase in compensation for the Board Clerk.

4. Meeting Adjournment at 5:35 pm.

Raychel Jackson

Raychel Jackson, Clerk of the Board

September 2, 2026

Tracy Rural Fire Protection District
Balance Sheet
As of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
CA CLASS - Capital	1,221,846.47
CA Class - Fire Facility Fees	544,318.93
CA Class - Reserves	1,169,342.87
Fund 49501 - Operations	1,501,769.27
Fund 49515 - Fire Facility Fees	206,155.28
Fund 49519 - Emergency Reserve	155.50
Fund 49591 - Capital Outlay Res	54.97
Tri Counties Bank - Capital Improvement	359,185.02
Tri Counties Bank - Medical Leave Bank	137,755.96
Tri Counties Bank - Operating	1,318,280.30
Tri Counties Bank - Reserves	1,180,190.51
Total for Bank Accounts	\$7,639,055.08

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT
Cleared Transactions
August 2026

	Transaction Type	Date	Vendor	Memo/Description	Split	Amount
Improvement						
	Deposit	08/11/2026		NJSD Annual Parking Lot Rent	Fund 49691 - Capital Outlay:Rent	2,400.00
	Deposit	08/31/2026		Interest Earned	TCB Capital:Interest	897.56
Capital Improvement Bank						\$ 3,297.56
	Check	08/03/2026	City of Tracy	J. Heefner	Retirement:Medical Leave Bank	-22,051.76
	Deposit	08/31/2026		Interest Earned	TCB Medical Leave Bank:Interest	378.83
Medical Leave Bank						-\$ 21,672.93
Tri Counties Bank - Operating						
	Check	08/01/2026	Pete Reece	July Stipend	Directors Fees:Reece, Pete	-325.78
	Check	08/01/2026	John Vieira	July stipend	Directors Fees:Vieira, John	-162.89
	Check	08/01/2026	Craig Miller	July Stipend	Directors Fees:Craig Miller	-162.89
	Check	08/03/2026	City of Tracy		Utilities:Station 4	-113.75
	Check	08/03/2026	City of Tracy		Utilities:Station 5	-446.14
	Check	08/03/2026	ProTech		Building Maintenance Fund:Station 5 Tracy Hills	-70.00
	Check	08/03/2026	R&S Erection Tri-County, Inc.	Replace operator #2 door	Building Maintenance Fund:Station 3	-4,185.00
	Check	08/03/2026	Dynamic Generator Service, Inc	Inv 22055481 - gen repair	Building Maintenance Fund:Station 5 Tracy Hills	-3,244.16
	Check	08/03/2026	Pacific Gas & Electric		Utilities:Station 5	-2,000.00
	Check	08/03/2026	Pacific Gas & Electric		Utilities:Station 4	-1,394.84
	Deposit	08/06/2026			Fund 49501 - Property Tax:Prop 172	143,107.00
	Tax Payment	08/07/2026	Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-1,562.36
	Check	08/07/2026	Raychel Jackson	Clerk \$2,000; GM \$1,246.23	Direct Deposit Payable	-3,246.23
	Check	08/20/2026	Hometown Heating & Air	95 - service call	Building Maintenance Fund:Station 5 Tracy Hills	-129.00
	Check	08/20/2026	Patriot Pest Managment		-Split-	-388.00
	Check	08/20/2026	Berreth Law Group		Legal Services:General	-2,994.00
	Check	08/20/2026	Delta Disposal Service		-Split-	-484.77
	Check	08/21/2026	Raychel Jackson	Clerk \$2,000; GM \$1,246.23	Direct Deposit Payable	-3,246.22
	Tax Payment	08/21/2026	Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-1,435.32
	Deposit	08/25/2026		VSP		44.16
	Check	08/25/2026			TCB Credit Card	-1,184.69
	Deposit	08/25/2026		Delta Dental		266.35
	Deposit	08/27/2026		Kola Energy	Consultant Cost Reimbursements	8,500.00
	Check	08/28/2026	Special District Financial Services, LLC	Travel Reimburs	-Split-	-359.66
	Check	08/31/2026		Service Charge	Service Charge	-202.89
	Deposit	08/31/2026		Interest Earned	TCB Operating:Interest	3,272.87
Operating						\$ 127,541.28
Tri Counties Bank - Reserves						
	Deposit	08/31/2026		Interest Earned	TCB Reserves:Interest	2,955.53
Reserves						\$ 2,955.53

Friday, Sep 04, 2026 07:58:30 AM GMT-7 - Accrual Basis

Tracy Rural Fire Protection District

Budget vs. Actuals: FY 2025-2026

July 2025 - June 2026

	Actual	Total Budget	over Budget
Revenue			
Fund 49501 - Property Tax			0.00
Homeowners Exemption - State	63,829.00	57,075.54	6,753.46
Interest Income	166,870.43	10,000.00	156,870.43
Prior - SB813	1,754.25	5,166.64	-3,412.39
Prior - Unsecured	18,419.68	9,045.18	9,374.50
Prop 172	132,298.00	132,298.00	0.00
Secured	12,665,298.21	12,017,854.20	647,444.01
Secured SB813	512,551.59	370,507.28	142,044.31
Special Assessments - Current	1,988,296.76	1,997,319.36	-9,022.60
Special Assessments - Prior	1,814.92	2,491.27	-676.35
Unsecured	794,038.88	721,459.41	72,579.47
Unsecured SB813	20,535.70	23,160.19	-2,624.49
Total Fund 49501 - Property Tax	\$ 16,365,707.42	\$ 15,346,377.07	\$ 1,019,330.35
Total Income	\$ 16,365,707.42	\$ 15,346,377.07	\$ 1,019,330.35
Expenses			
Apparatus Repair	0.00		0.00
Audited Financial Statements	10,450.00	8,500.00	1,950.00
Auditors Direct Assessment	20,561.30	21,000.00	-438.70
Auditors Tax Admin Charges	180,308.00	160,000.00	20,308.00
Building Maintenance Fund			0.00
Station 3	23,389.35	40,000.00	-16,610.65
Station 4	50,457.72	40,000.00	10,457.72
Station 5 Tracy Hills	55,115.16	20,000.00	35,115.16
Total Building Maintenance Fund	\$ 128,962.23	\$ 100,000.00	\$ 28,962.23
Business Office Services	64,725.00	64,725.00	0.00
Consultant Reports			0.00
Benefit Assessment - HdL	13,312.50	14,000.00	-687.50
County Report	2,719.68	2,000.00	719.68
Misc. Report	12,300.00	5,000.00	7,300.00
Total Consultant Reports	\$ 28,332.18	\$ 21,000.00	\$ 7,332.18
Directors Fees		20,000.00	-20,000.00
Craig Miller	3,419.69		3,419.69
Jeff Ramsey	9,121.82		9,121.82
Kopinski, Matt	6,515.58		6,515.58
Reece, Pete	5,211.48		5,211.48
Vieira, John	1,954.68		1,954.68
Total Directors Fees	\$ 26,223.25	\$ 20,000.00	\$ 6,223.25
Fund Transfer	0.00		0.00
Capital Fund	375,000.00	375,000.00	0.00
Major Apparatus Repair	35,000.00	35,000.00	0.00
Total Capital Fund	\$ 410,000.00	\$ 410,000.00	\$ 0.00
Medical Leave Bank	200,000.00	200,000.00	0.00
Total Fund Transfer	\$ 610,000.00	\$ 610,000.00	\$ 0.00
Insurance - General Liability	67,328.00	64,000.00	3,328.00

Legal Services				0.00
General	36,537.44	75,000.00		-38,462.56
JPA		10,000.00		-10,000.00
Litigation		25,000.00		-25,000.00
Total Legal Services	\$ 36,537.44	\$ 110,000.00	-\$	73,462.56
Membership/Association Dues	9,966.00	10,000.00		-34.00
Seminars	3,785.00	5,000.00		-1,215.00
Total Membership/Association Dues	\$ 13,751.00	\$ 15,000.00	-\$	1,249.00
Miscellaneous	11,066.16	15,000.00		-3,933.84
Office Expense				0.00
Computer	2,520.73	3,000.00		-479.27
Miscellaneous	264.68	4,000.00		-3,735.32
Phone	6,343.48	6,000.00		343.48
Postage	78.00	200.00		-122.00
Software/Hardware	2,251.81	500.00		1,751.81
Supplies	1,798.16	400.00		1,398.16
Website / Web Hosting	10,594.67			10,594.67
Total Office Expense	\$ 23,851.53	\$ 14,100.00	\$	9,751.53
Retirement				0.00
Medical Leave Bank				0.00
PERS Unfunded Liability (1999-2022)	650,000.00	618,268.00		31,732.00
PERS Unfunded Liability (Pre 1999)	704,002.00	702,240.00		1,762.00
Safety Plan	700.00	700.00		0.00
Total Retirement	\$ 1,354,702.00	\$ 1,321,208.00	\$	33,494.00
Service Charge	2,522.93			2,522.93
SSJCFA - JPA				0.00
FY2025-2026	11,828,700.00	11,980,575.00		-151,875.00
SSJCFA Regional Training Tower		256,689.00		-256,689.00
Total FY2025-2026	\$ 11,828,700.00	\$ 12,237,264.00	-\$	408,564.00
Total SSJCFA - JPA	\$ 11,828,700.00	\$ 12,237,264.00	-\$	408,564.00
Travel & Training		3,000.00		-3,000.00
Lodging	3,126.01			3,126.01
Parking	107.00			107.00
Transportation	1,054.34			1,054.34
Total Travel & Training	\$ 4,287.35	\$ 3,000.00	\$	1,287.35
Utilities				0.00
Station 3	11,614.01	30,000.00		-18,385.99
Station 4	19,864.72	30,000.00		-10,135.28
Station 5	23,619.92	25,000.00		-1,380.08
Total Utilities	\$ 55,098.65	\$ 85,000.00	-\$	29,901.35
Total Expenses	\$ 14,467,407.02	\$ 14,869,797.00	-\$	402,389.98
Net Operating Income	\$ 1,898,300.40	\$ 476,580.07	\$	1,421,720.33
Other Income				
Consultant Cost Reimbursements	8,500.00			8,500.00
Total Other Income	\$ 8,500.00	\$ 0.00	\$	8,500.00
Net Other Income	\$ 8,500.00	\$ 0.00	\$	8,500.00
Net Income	\$ 1,906,800.40	\$ 476,580.07	\$	1,430,220.33

SPECIAL DISTRICT PAYMENT REQUEST

DATE OF REQUEST:

9/8/26

E-mail this form with supporting back up documents to ASpecialDistrictAP@sjgov.org

Agenda Item 3.4

REQUESTING AGENCY: Tracy Rural County Fire Protection District

REQUESTOR'S CONTACT INFO: 209-834-7269

PAYMENT TYPE
Check

HANDLING CODE
Tracy Fire

ADDITIONAL NOTES FOR PROCESSOR:

	VENDOR NAME	VENDOR ADDRESS	Item Description	FUND	Cost Center	SPEND CATEGORY	TOTAL AMOUNT REQUESTED	ACO USE ONLY: INVOICE #.
1	South San Joaquin County Fire Authority	835 N. Central Ave, Tracy, CA 95376	Radio Project	4223FD Tracy Rural Fire	40258CC Tracy Rural Fire	62348SC - Agency Fund Disbursement	459,830.25	
2	South San Joaquin County Fire Authority	836 N. Central Ave, Tracy, CA 95376	Apparatus Maintenance	4223FD Tracy Rural Fire	40258CC Tracy Rural Fire	62348SC - Agency Fund Disbursement	12,237.25	
3								
4								
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8								
9								
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11								
12								
13								
14								
15								

Claim examined and approved pursuant to GOV. Code Sec. 29741

AUTHORIZED SIGNATURES:

(Type in Name, Title)
Date: 9/8/26

(Type in Name, Title)
Date: 9/8/26

JEFFERY M. WOLTKAMP, CPA
County Auditor-Controller
by: Deputy

(Type in Name, Title)
Date: 9/8/26



Tracy Rural County Fire Protection District

Agenda Item 4.1

STAFF REPORT

Meeting: Regular Meeting
Date: September 8, 2026
To: Board of Directors
Prepared by: Raychel Jackson, Board Clerk
Approved by: Craig Miller, Chairperson

Re: Approve Resolution 2026-15 to Adopt the Budget for Tracy Rural County Fire District for the Fiscal Year 2026-2027

RECOMMENDATION

☒ **Action Item** ☐ Non-Action Item

It is recommended that the Board of Directors approve Resolution 2026-15 to adopt the final budget for FY2026-2027.

BACKGROUND

The Fire Protection District Law of 1987 provides the Board shall adopt a preliminary budget before June 30 and adopt a final budget before or on October 1 of each year. On June 9, 2026, the Board of Director's approved a preliminary budget for FY 2026-2027.

DISCUSSION

Staff has prepared the FY2026-27 final budget based on current available information and with the direction of the Board of Director's from the June 9, 2026, preliminary budget meeting. The budget provides for the financial planning and evaluation for the operating and capital improvement accounts.

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major resource for this fund is property taxes and property assessments. Expenditures are made for public safety and other operating expenses.

The Capital Improvement Fund is used to account for the replacement of equipment, apparatus, building upgrades and construction of major capital projects. Resources are provided by transfers from the General Fund and grants, if applicable. The proposed budget projects expenditures of approximately \$306,000.00. This includes annual payments for E94 (\$112,437.72), BME (\$50,708.23), E93 (\$122,648.07).



Tracy Rural County Fire Protection District

FISCAL IMPACTS

None.

ATTACHMENTS

1. FY 2026-27 Final Budget
2. Resolution 2026-15 – Approving and Adopting FY 2026-2027 Final Budget

Preliminary Budget
Tracy Rural Fire Protection District
FY 2026-2027

Operating Account	
	FY26-27 - Proposed
Revenue	
Property Tax / Special Assessments /	
Homeowners	\$16,113,695.85
Interest	
Expenses	
Apparatus Repair	35,000.00
Audited Financial Statement	11,000.00
Auditors Direct Assessment	21,000.00
Auditors Tax Admin Charges	185,000.00
Building Maintenance Fund	
Station 3	40,000.00
Station 4	40,000.00
Station 5	40,000.00
Business Office Services	67,961.00
Consultant Reports	
Benefit Assessment - HdL	14,000.00
County Report	2,000.00
Misc. Report	5,000.00
UAL Report	20,000.00
Directors Fees	25,000.00
Election	0.00
Insurance - General Liability	75,000.00
Legal Services	
General	75,000.00
Land Use	45,000.00
Membership/Association Dues	11,000.00
Seminars	5,000.00
Miscellaneous	10,000.00
Office Expense	
Computer	3,000.00
Phone	6,000.00
Software/Hardware	4,000.00
Supplies	3,000.00
Website / Domain	4,000.00
Retirement	
PERS Unfunded Liability (1999-2022)	650,000.00
PERS Unfunded Liability (Pre 1999)	635,523.00
Safety Plan	700.00
Service Charge	2,000.00
SSJCFA - JPA	12,462,099.37

Operating Account	
	FY26-27 - Proposed
Ambulance	
Training Tower	
Radio Project	749,930.00
Transfers Out	
Transfer to CIP - Apparatus Fund	400,000.00
Transfer to CIP - Building	
Transfer to Medical Leave Bank	250,000.00
Travel & Training	
Parking	\$200.00
Lodging	\$5,000.00
Transportation	\$3,000.00
Utilities	
Station 3	20,000.00
Station 4	20,000.00
Station 5	25,000.00
Workers Compensation	1,836.00
Total for Expenses	\$15,972,249.87
Net Operating Income	
Total for Other Income	
Net Other Income	
Net Income	\$141,446.48



Tracy Rural County Fire Protection District

Resolution No. 2026-15

APPROVING AND ADOPTING THE BUDGET OF THE TRACY RURAL COUNTY FIRE DISTRICT FOR THE FISCAL YEAR 2026-2027

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

WHEREAS, the Board of Directors has reviewed and considered the Budget for Fiscal Year 2026-2027;

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

WHEREAS, the Fiscal Year 2026-2027 Preliminary Budget was adopted on June 9, 2026, at the Regular Board Meeting;

WHEREAS, the Board desires to approve and adopt the District's Budget for Fiscal Year 2026-2027.

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

The District does hereby approves and adopts the Tracy Rural County Fire District's Budget for Fiscal Year 2026-2027.

Motion passed.

Passed, approved, and adopted this 8th day of September, 2026.

Craig Miller, Chairman of the Board

ATTEST:

Raychel Jackson, Clerk of the Board



Tracy Rural County Fire Protection District

Agenda Item 4.2

STAFF REPORT

Meeting: Regular Meeting
Date: September 8, 2026
To: Board of Directors
Prepared by: Raychel Jackson, Board Clerk
Approved by: Craig Miller, Chairperson

Re: Approval of Contract with Blomberg & Griffin for Fiscal Year
2026-2027 Audit Services

RECOMMENDATION

☒ **Action Item** ☐ Non-Action Item

Staff recommends that the Board of Directors approve Blomberg & Griffin Accountancy Corporation to provide independent audit services for the fiscal year ending June 30, 2025, and authorize staff to execute the necessary engagement documents.

BACKGROUND

The District is required to obtain an annual independent audit of its financial statements in accordance with applicable state law and generally accepted auditing standards. Blomberg & Griffin Accountancy Corporation provides auditing and accounting services to public agencies and has provided the District's prior annual financial audits.

DISCUSSION

The audit will include an examination of the District's financial statements and related records for the fiscal year ending June 30, 2025. Upon completion, the auditor will prepare the District's audited financial statements and related reports for presentation to the Board. Approval of the engagement will allow the audit process to proceed and ensure the District fulfills its annual financial reporting and audit requirements.

FISCAL IMPACTS

The cost of audit services will be paid from the District's adopted budget.

ATTACHMENTS

1. Blomberg & Griffin Independent Audit Proposal.



Blomberg & Griffin Accountancy Corporation
Certified Public Accountant

INDEPENDENT AUDIT PROPOSAL

To The Board of Directors
Tracy Rural County Fire Protection District
PO BOX 731
Tracy, CA 95378

August 20, 2026

Dear Directors:

Thank you for the opportunity to submit the following proposal to serve as independent auditor for the Tracy Rural County Fire Protection District.

We propose to conduct an audit of the financial statements of the Tracy Rural County Fire Protection District for the year ended June 30, 2026.

We will plan and perform the audit in accordance with generally accepted auditing standards in the United States of America and minimum audit requirements of the State Controller's office will include tests of the accounting records and other procedures considered necessary under the circumstances. If our audit report is other than unmodified, we will fully discuss the reason with District's manager prior to presentation of the report. If during the audit we become aware of significant deficiencies in the design or operation of internal controls or of ways management practices can be improved, we will communicate such information to the District Board of Directors in a separate letter.

We propose to begin the audit for the year ended June 30, 2026, as soon as the District records are available. Set up, pre-list and certain other procedures would begin with notification of the contract. Fieldwork would begin soon after District personnel complete trial balance. The draft of the audited financial statements would be completed by November 30, 2026.

Our fee for the above services is based on hourly rates ranging from \$75 to \$150 per hour with a maximum fee not to exceed \$9,475. for the fiscal year ended June 30, 2026.

Tracy Rural County Fire Protection District- Audit Proposal – Page 2

This audit proposal is for a financial audit, and the above fees include our entire out-of-pocket expenses including up to seven bound copies of the audit report. Additional copies are available at \$10 each.

We will need the cooperation and assistance of District personnel to successfully complete the audit. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with preparation of the audit confirmations and other standard auditing procedures.

Should the District need additional services, our assistance fee shall be billed at the rate of \$150 per hour in addition to the audit fee discussed above. Such additional fees, if there are any, will be discussed with the District in advance of providing such services.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894.

Respectfully Submitted,



John E. Blomberg, CPA
Blomberg & Griffin Accountancy Corporation
john@blombergcpa.com

Approved By:

Signature

Dated



Tracy Rural County Fire Protection District

Agenda Item 4.3

STAFF REPORT

Meeting: Regular Meeting
Date: September 8, 2026
To: Board of Directors
Prepared by: Raychel Jackson, Board Clerk
Approved by: Craig Miller, Chairperson

Re: Election to Participate in the California Uniform Public Construction Cost Accounting Act (CUPCCAA)

RECOMMENDATION

☒ **Action Item** ☐ Non-Action Item

Staff recommends that the Board of Directors adopt Resolution No. 2026-16 electing the Tracy Rural County Fire Protection District to become subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA) pursuant to Public Contract Code Section 22030.

BACKGROUND

The California Uniform Public Construction Cost Accounting Act (CUPCCAA), Public Contract Code Sections 22000 et seq., provides public agencies with a streamlined process for completing and contracting for public works projects.

The District is currently evaluating several improvements at Station 94, including plumbing improvements, removal of the existing ceiling, installation of LED lighting, remodeling of two bathrooms, replacement of hallway carpet with new flooring, interior painting, and landscaping improvements.

The Board has expressed an interest in addressing the Station 94 improvements as individual projects based on priority, available funding, operational needs, and project scope rather than completing one comprehensive station renovation.

Participation in CUPCCAA would provide the District with additional flexibility and a more efficient procurement process for qualifying Station 94 improvements as well as future District public works projects. This will include all stations and all public works projects.



Tracy Rural County Fire Protection District

DISCUSSION

CUPCCAA establishes different procurement procedures based on the estimated cost of a public project.

Under the current thresholds:

- Public projects of \$75,000 or less may generally be performed by District employees, negotiated contract, or purchase order;
- Public projects of \$220,000 or less may be awarded through informal bidding procedures; and
- Public projects over \$220,000 generally require formal competitive bidding.

Participation in CUPCCAA would allow the District to use a procurement process appropriate to the size and complexity of each project rather than utilizing a full formal bidding process for every qualifying public works project.

Benefits to the District include reduced staff time, faster procurement of smaller projects, reduced administrative and advertising costs, and greater flexibility in obtaining competitive pricing from qualified contractors.

CUPCCAA does not eliminate prevailing wage, Department of Industrial Relations requirements, contractor licensing, insurance, bonding, or other applicable public works requirements. It also does not permit a public agency to divide a single project into smaller projects for the purpose of avoiding competitive bidding requirements. CUPCCAA also does not interfere with grants or other funding.

FISCAL IMPACTS

There is no fee to elect to participate in CUPCCAA or to file the District's election with the California State Controller's Office.

ATTACHMENTS

1. Resolution No. 2026-16– Election to Become Subject to the California Uniform Public Construction Cost Accounting Act



Tracy Rural County Fire Protection District

Resolution No. 2026-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRACY RURAL COUNTY FIRE PROTECTION DISTRICT ELECTING TO PARTICIPATE IN THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCAA)

WHEREAS, the California Uniform Public Construction Cost Accounting Act, Public Contract Code Section 22000 et seq., establishes uniform cost accounting standards and alternative bidding procedures for public projects performed or contracted by public agencies; and

WHEREAS, Public Contract Code Section 22000 et seq. authorizes a public agency, by resolution of its governing body, to elect to become subject to the uniform construction cost accounting procedures established under the Act; and

WHEREAS, participation in the Act provides public agencies with streamlined procedures for qualifying public works projects while maintaining applicable competitive bidding and public accounting requirements; and

WHEREAS, the District anticipates undertaking facility repairs, improvements, and other public works projects and desires to establish an efficient and cost-effective process for procuring such work; and

WHEREAS, the Board of Directors finds that participating in the California Uniform Public Construction Cost Accounting Act is in the best interest of the District.

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

The District hereby elects to become subject to the uniform public construction cost accounting procedures established by the California Uniform Public Construction Cost Accounting Act and policies and procedures adopted by the California Uniform Construction Cost Accounting Commission.

The District hereby authorizes staff, or designee to administer the necessary implementations to participate in the Act.

Motion passed.

Passed, approved, and adopted this 8th day of September, 2026.

Craig Miller, Chairman of the Board

ATTEST:

Raychel Jackson, Clerk of the Board



Tracy Rural County Fire Protection District

Agenda Item 4.4

STAFF REPORT

Meeting: Regular Meeting
Date: September 8, 2026
To: Board of Directors
Prepared by: Raychel Jackson, Board Clerk
Approved by: Craig Miller, Chairperson

Re: Acceptance of California Fire Foundation Grant for Brush 95 Radios

RECOMMENDATION

☒ **Action Item** ☐ Non-Action Item

Accept the \$20,000 grant award from the California Fire Foundation for the Brush 95 Radios project; authorize staff to execute of the Grant Agreement; and approve the use of \$1,772.58 in District funds to cover the remaining project cost.

BACKGROUND

In June 2026, the District applied for funding through the California Fire Foundation's 2026 Statewide Climate-Related Wildfire & Disaster Prevention and Preparedness Support grant program to assist with the purchase of radios for Brush 95.

On September 3, 2026, the District was notified that it had been awarded \$20,000 for the project. The grant is made possible through support from Pacific Gas & Electric. The total cost of the radio project is approximately \$21,772.58, resulting in a remaining District contribution of \$1,772.58.

Following execution of the Grant Agreement, the California Fire Foundation will issue the grant funds to the District. Upon completion of the project, the District will be required to submit a final report documenting the use of grant funds, project accomplishments, expenditures, invoices/receipts, and supporting project information.

FISCAL IMPACTS

The District's total financial contribution toward the project is \$1,772.58.

ATTACHMENTS

1. California Fire Foundation Grant Award Notification

Subject: APPROVED! Important Grant Documents to Tracy Rural County Fire Protection District
Date: Thursday, September 3, 2026 at 3:15:38 PM Pacific Daylight Time
From: California Fire Foundation
To: Raychel Jackson

Date: 09/03/2026

Applicant: Tracy Rural County Fire Protection District

Amount Awarded: \$20,000.00

Project Name: Brush 95 Radios

2026 Statewide Climate-Related Wildfire & Disaster Prevention and Preparedness Support

Congratulations! On behalf of the [California Fire Foundation](#) (CFF), a nonprofit 501(c)(3) charitable organization formed in 1987, it is a pleasure to inform you that we have approved a grant in the amount of \$20,000.00 for Tracy Rural County Fire Protection District's above-referenced project. Your award is made possible with support from Pacific Gas & Electric.

The Fire Foundation greatly appreciates the opportunity to learn about your organization and programming. Due to the competitiveness of this cycle, we were not able to fully fund all deserving projects. As such, scalable projects may have been partially funded.

[Log into our grants portal](#) to access the Grant Agreement from your dashboard. The Grant Agreement contains the terms and conditions governing your use of our grant funds. It must be electronically signed and submitted by an officer or director. Please note that the Foundation will not disburse payment on this grant until the completed agreement is submitted. Additionally, *this grant may be withdrawn if you do not submit a completed Grant Agreement within 14 calendar days.*

Upon submitting your completed agreement, we urge you to publicly announce our partnership using the resources provided in these toolkits:[ENGLISH](#) | [SPANISH](#)

If you have any questions about this grant, or your circumstances have changed since you applied for funding, please contact our office at (800) 890-3213 or via email at cffgrants@cpf.org as soon as possible. In all correspondence with us, please include your department, association or organization name and appropriate contact information.

Thank you for the care you took in developing your proposal. The California Fire Foundation is honored to support your project and we wish you much success!

Sincerely,

Darrell Roberts
Chair, California Fire Foundation
<http://www.cafirefoundation.org>



Tracy Rural County Fire Protection District

Agenda Item 4.5

STAFF REPORT

Meeting: Regular Meeting
Date: September 8, 2026
To: Board of Directors
Prepared by: Kevin Berreth, District Legal Counsel
Approved by: Craig Miller, Chairperson

Re: Approval of the Consultant Agreement for Board Clerk

RECOMMENDATION

☒ **Action Item** ☐ Non-Action Item

Approve the Consultant Agreement for the Board Clerk and authorize the Board Chair to execute the Agreement.

BACKGROUND

The District utilizes a Board Clerk to provide administrative support to the Board of Directors, including preparation and coordination of agendas, minutes, meeting materials, and other Board-related administrative duties.

The Board previously reviewed the Board Clerk's compensation and approved a 5% increase. The proposed Consultant Agreement formalizes the terms, scope of services, and compensation for the Board Clerk as an independent contractor.

FISCAL IMPACT

The fiscal impact is limited to the compensation established in the Consultant Agreement and will be paid from the applicable District administrative budget.

ATTACHMENTS

1. Consultant Agreement for Board Clerk

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT
BOARD CLERK SERVICES

This Independent Contractor Agreement (“Agreement”) is entered into by and between **Tracy Rural County Fire Protection District**, a California Special Fire District (“District”), and **Raychel Jackson** (“Contractor”), collectively referred to as the “Parties.”

This Agreement is effective retroactive to July 1, 2026 (“Effective Date”), as approved and ratified by the District’s Board of Directors.

RECITALS

A. Tracy Rural County Fire Protection District is a California fire district organized and operating pursuant to applicable provisions of the California Health and Safety Code §§13800, et.seq.

B. The District requires administrative, clerical, records-management, and Board-support services in connection with the business and proceedings of its Board of Directors (“Board”).

C. The District desires to retain Raychel Jackson to provide Board Clerk services to the District.

D. Contractor has worked in this capacity for District and has demonstrated the requisite the experience, qualifications, knowledge, and ability necessary to provide the services described in this Agreement.

E. The Parties desire to establish the terms and conditions under which Contractor shall provide Board Clerk services to the District.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. SERVICES

1.1 Board Clerk

Contractor shall serve as the Board Clerk for the District and shall provide Board Clerk and related administrative services as authorized by the Board.

Services shall include, but are not limited to:

- Preparing and coordinating Board meeting agendas and agenda packets;
- Preparing and distributing legally required meeting notices;
- Attending regular, special, emergency, and other authorized Board meetings;
- Recording Board motions, votes, actions, and proceedings;

- Preparing draft and final Board minutes;
- Maintaining the official minutes and records of Board proceedings;
- Maintaining District resolutions, ordinances, policies, agreements, notices, and other official records;
- Assisting with records retention and organization;
- Assisting with responses to Public Records Act requests;
- Maintaining the Board's meeting calendar;
- Preparing or processing Board correspondence, certifications, notices, and related documents;
- Assisting with legally required filings and notices within the scope of the Board Clerk's responsibilities;
- Coordinating with District counsel, consultants, officers, and other representatives as necessary to perform the Services;
- Maintaining appropriate documentation of Board actions;
- Deliver election notices, serve as liaison with County Election Officials, provide candidate information, notify of board vacancies, and other elections related duties; and
- Performing other administrative duties reasonably related to the Board Clerk function and authorized by the Board.

1.2 Limitations of Authority

Contractor shall not independently:

- Bind the District to a contract or financial obligation;
- Approve expenditures;
- Adopt or modify District policies;
- Exercise authority reserved by law to the Board, Fire Chief, or other District officer;
- Provide legal advice;
- Make legal determinations on behalf of the District; or
- Take action requiring Board authorization without such authorization.

Legal questions shall be referred to District counsel.

2. TERM

The term of this Agreement shall commence retroactively on July 1, 2026, and shall continue through June 30, 2027, unless earlier terminated in accordance with this Agreement.

The retroactive effective date is intended to memorialize and ratify the Parties' agreement concerning Board Clerk services provided beginning July 1, 2026, subject to lawful approval by the District's Board of Directors.

Any extension or renewal of this Agreement shall require written approval by the District and Contractor.

3. COMPENSATION

3.1 Annual Compensation

For the Services satisfactorily performed under this Agreement, the District shall pay Contractor annual compensation of:

- **\$67,725.00** per year

The annual compensation is equivalent to:

- **\$5,643.75** per month

3.2 Compensation for Retroactive Period

Subject to Board approval and applicable law, Contractor shall be compensated for eligible Services performed beginning July 1, 2026, at the compensation rate established by this Agreement.

3.3 Additional Compensation

Contractor shall not be entitled to compensation in addition to the annual amount stated above unless specifically authorized in writing by the Board.

3.4 Expenses

The District shall reimburse Contractor for reasonable and necessary expenses incurred in performing the Services only when such expenses are:

1. Authorized in advance by the District;
2. Reasonably necessary for District business; and
3. Properly documented.

4. INDEPENDENT CONTRACTOR RELATIONSHIP

4.1 Independent Contractor

The Parties intend that Contractor perform the Services as an independent contractor.

Contractor shall be responsible for determining the manner and means by which the Services are performed, subject to:

- applicable law;

- required Board meeting dates and times;
- legally mandated deadlines;
- required District deliverables;
- Board-authorized results and objectives; and
- the terms of this Agreement.

Nothing in this Agreement shall be interpreted as creating an employer-employee relationship unless such relationship is required by applicable law.

4.2 No Employee Benefits

Except as otherwise required by law, Contractor shall not be entitled to District employee benefits, including:

- Vacation;
- Sick leave;
- Health insurance;
- Dental or vision insurance;
- Retirement benefits;
- Unemployment benefits;
- Paid holidays; or
- Other benefits provided to District employees.

4.3 Taxes

Contractor shall be responsible for all federal, state, and local taxes arising from compensation paid under this Agreement to the extent required by law.

The District shall issue applicable tax reporting forms as required by law.

5. CONTRACTOR'S BUSINESS RESPONSIBILITIES

Contractor shall provide the ordinary tools, equipment, technology, and supplies necessary to perform the Services, except for District records, systems, materials, or equipment made available for District business.

Contractor may provide services to other clients, provided that doing so does not create a conflict of interest, violate confidentiality obligations, interfere with timely performance of the Services, or otherwise violate applicable law.

6. DISTRICT RECORDS

All District minutes, agendas, resolutions, ordinances, policies, correspondence, public records, electronic files, recordings, databases, documents, and other District records created, received, or maintained in connection with the Services shall remain the property of the District to the extent provided by law.

Upon termination or expiration of this Agreement, Contractor shall promptly return District property and records and shall reasonably cooperate with the District in transferring Board Clerk records and responsibilities.

7. CONFIDENTIALITY

Contractor shall protect confidential information obtained through performance of the Services.

Contractor shall not disclose confidential, privileged, personnel, attorney-client, security-sensitive, or otherwise legally protected information except as authorized by law.

Nothing in this Agreement shall prevent disclosure of records that the District is legally required to disclose.

8. PUBLIC RECORDS AND BROWN ACT

Contractor shall perform Board Clerk services in a manner consistent with applicable provisions of the California Public Records Act, Ralph M. Brown Act, Government Code, Health and Safety Code, and other applicable laws.

Contractor shall assist the District with:

- Meeting notices;
- Agenda preparation and posting;
- Meeting minutes;
- Board records;
- Public records requests; and
- Other legally required Board documentation within the scope of the Clerk's duties.

Contractor shall promptly refer legal questions concerning these requirements to District counsel.

9. CONFLICTS OF INTEREST

Contractor shall comply with all applicable California conflict-of-interest laws and District policies.

Contractor shall disclose any actual or potential conflict of interest concerning the Services.

If Contractor is legally required to file a Statement of Economic Interests (Form 700) or other disclosure, Contractor shall timely comply with that requirement.

10. INDEMNIFICATION

To the fullest extent permitted by California law, Contractor shall indemnify, defend, and hold harmless the District, its Board members, officers, employees, and agents from claims, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from Contractor's negligent acts, omissions, willful misconduct, or violation of law in connection with the Services.

The District shall remain responsible for its own negligent acts, omissions, willful misconduct, or unlawful conduct to the extent required by law.

11. COMPLIANCE WITH LAW

Contractor shall comply with all applicable federal, state, and local laws and regulations in performing the Services.

Contractor shall not knowingly take any action on behalf of the District that violates applicable law.

12. TERMINATION

12.1 Termination Without Cause

Either Party may terminate this Agreement without cause upon thirty (30) days' written notice to the other Party.

12.2 Termination for Cause

The District may terminate this Agreement for material breach, fraud, dishonesty, willful misconduct, material violation of law, material failure to perform the Services, or unauthorized disclosure or misuse of confidential District information.

Where circumstances permit, the District shall provide reasonable notice and an opportunity to cure a material breach.

12.3 Payment Upon Termination

Upon termination, Contractor shall be entitled to payment for Services satisfactorily performed through the effective date of termination and authorized reimbursable expenses properly incurred before termination.

Contractor shall not be entitled to compensation for Services not performed.

13. NO SEVERANCE

Contractor shall not be entitled to severance, payment for unperformed Services, or other termination compensation solely because this Agreement is terminated, except as otherwise required by applicable law.

14. ASSIGNMENT

Contractor shall not assign this Agreement or subcontract material portions of the Services without the District's prior written approval.

15. DISTRICT POLICIES

Contractor shall comply with reasonable District policies concerning:

- Public records;
- Records retention;
- Information security;
- Confidentiality;
- Use of District property;
- Meeting procedures; and
- Protection of District information.

Such policies shall not be interpreted to alter the Parties' intended independent-contractor relationship or to impose requirements inconsistent with applicable law.

16. NOTICES

Notices under this Agreement shall be provided in writing by personal delivery, recognized overnight delivery, certified mail, or another method mutually agreed upon by the Parties.

District

Tracy Rural County Fire Protection District

Address: P.O. Box 731

City/State/Zip: Tracy, CA 95378

Attn: Board President

Contractor

Raychel Jackson

Address: 321 Park Avenue

City/State/Zip: Galt, CA 95632

17. GOVERNING LAW

This Agreement shall be governed by the laws of the State of California.

Any legal action arising from this Agreement shall be brought in a court of competent jurisdiction in the county in which the District is located, unless otherwise required by law.

18. SEVERABILITY

If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties concerning the Board Clerk Services and supersedes prior oral or written agreements concerning the same subject matter.

Any amendment shall be in writing and approved by both Parties and, where required, by the District's Board of Directors.

20. AUTHORITY TO EXECUTE

Each person signing this Agreement represents that he or she has authority to execute this Agreement on behalf of the respective Party.

21. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement may be executed in counterparts, each of which shall be deemed an original.

Electronic signatures may be used to the extent permitted by applicable law.

SIGNATURES

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

By: _____

Name: Craig Miller

Title: Board Chair

Date: _____

CONTRACTOR

RAYCHEL JACKSON

Signature: _____

Date: _____