



Tracy Rural County Fire Protection District

Board of Directors

Jeff Ramsey
Matt Kopinski
Pete Reece
John Vieira
Craig Miller

Clerk of the Board

Raychel Jackson

Board of Directors – Regular Meeting Agenda Tuesday, January 9, 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
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 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

4. Regular Agenda

- 4.1 Receive Updated Information Regarding Station Maintenance Issues
- 4.2 Review Mid-Year Budget Report for Fiscal Year 2023-2024

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.

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 – February 13, 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, December 12, 2023 4:00 PM

1. Roll Call and Pledge of Allegiance

Chairman Reece called the meeting to order at 4:02 pm. All Directors present.

2. Public Comment

No Public Comment.

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

- Motion was made by Vice-Chair Ramsey, seconded by Director Miller to accept Consent Calendar with the friendly amendment to add JPA report from November 8, 2023 board meeting. Motion passed.

4. Regular Agenda

4.1 Receive Updated Information Regarding Station Maintenance Issues

- No Action.

4.2 Consideration of Appointing Officers of the Board of Directors of the Tracy Rural County Fire Protection District for the Calendar Year 2024

- Motion was made by Director Kopinski, seconded by Chairman Reece to Appoint Vice-Chair Ramsey as Chairman and Director Miller as Vice-Chair for Calendar Year 2024. Motion passed. Motion was made by Director Miller, seconded by Director Kopinski for Ad Hoc Committees to Remain the Same for Calendar Year 2024. Motion passed.

5. Committee Reports

5.1 JPA Representative Report

- Vice Chair Ramsey provided there was no JPA Regular Board Meeting in between the last regular board meeting. Vice Chair Ramsey and Chief Bradley attended State Representative Villapudua's toy drive on December 5, 2023.

6. Informational Update

6.1 Fire Chief's Update

- Chief Bradley provided the monthly report based on the Fire Chief Update dated December 11, 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 recent retirees and wished everyone a Merry Christmas.

9. Closed Session

No Action Taken.

10. Meeting Adjournment at 4:53 pm.

Raychel Jackson

Raychel Jackson, Clerk of the Board

December 18, 2023

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- January 9, 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	\$ 1,298.70	6221005100 6221005120 6221005130	0000110532 GOVERNANCE Litigation
Total	\$ 1,298.70		
TOTAL FOR GENERAL OPERATING FUND	\$ 1,798.70		

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49591 -- January 9, 2024

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

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 -- Bank of Stockton -- January 9, 2024

GENERAL OPERATING FUND	AMOUNT	ACCOUNT	DIRECT DEPOSIT
JEFF RAMSEY 27722 S. Bird Road TRACY, CA 95304	\$ 200.00	Bank of Stockton - Operating	Yes
MATT KOPINSKI 33969 S. KOSTER ROAD TRACY, CA 95304	\$ 400.00	Bank of Stockton - Operating	Yes
TOTAL FOR GENERAL OPERATING FUND	\$ 600.00		

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

Balance Sheet

As of December 31, 2023

Dec 31, 23

ASSETS

Current Assets

Checking/Savings

Bank of Stockton-Capital Outlay	481,341.31
Bank of Stockton-Operating	790,924.90
Bank of Stockton-Retirement	117,000.18
CA CLASS - Capital	607,569.97 *
CA Class - FFF	484,332.85 *
CA Class - Reserves	1,040,476.66 *
Fund 49501 - Operations	1,331,028.22
Fund 49512 - Retirement Buyout	18,893.92
Fund 49515 - Fire Facility Fees	11,020.41
Fund 49519 - Emergency Reserve	1,051,451.00
Fund 49591 - Capital Outlay Res	531,859.31

Total Checking/Savings 6,465,898.73

Total Current Assets 6,465,898.73

TOTAL ASSETS 6,465,898.73

LIABILITIES & EQUITY 0.00

	<i>YTD</i>	<i>Monthly</i>
*CA CLASS - Capital	\$ 16,569.97	\$ 2,846.20
*CA Class - FFF	\$ 9,825.44	\$ 2,268.89
*CA Class - Reserves	\$ 21,107.66	\$ 4,874.19

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT
Bank Accounts

December 2023

	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Bank of Stockton-Capital Outlay						
	Deposit	12/01/2023		Deposit	BOS Capital	10,000.00
	Check	12/18/2023	L N CURTIS	Inv. 770339	Equipment -New / Repairs	-128.82
	Deposit	12/31/2023		Interest	Interest	20.41
Total Bank of Stockton-Capital Outlay						9,891.59
Bank of Stockton-Operating						
	Check	12/01/2023	CalPERS		PERS	-152.81
	Check	12/02/2023	ProTech		Station 5	-70.00
	Check	12/05/2023	Pacific Gas & Electric		-SPLIT-	-2,785.09
	Check	12/06/2023	Bill's Mower & Saw	Inv 85971	Station 4	-165.00
	Check	12/06/2023	Patriot Pest Managment		-SPLIT-	-238.00
	Check	12/06/2023	City of Tracy		Station 5	-345.05
	Check	12/06/2023	EcoWater Systems		Station 3	-118.00
	Check	12/06/2023	Air Exchange, Inc		Station 5 Tracy Hills	-567.81
	Check	12/06/2023	AT&T		-SPLIT- Membership/Association	-203.22
	Check	12/07/2023	CSDA San Joaquin County	Annual Dues - #4390	Dues	-6,500.00
	Check	12/07/2023	Mosquito & Vector Special District	Assessment FY 23-24	-SPLIT-	-28.38
	Check	12/13/2023	Financial Services, LLC	Nov. Inv	Business Office Services	-4,823.44
	Check	12/13/2023	Matthew Kopinski		Kopinski, Matt	-500.00
	Check	12/13/2023	Jeff Ramsey		Jeff Ramsey	-500.00
	Check	12/18/2023	Delta Disposal Service	Inv. 29572195; 29572138	-SPLIT-	-376.51
	Check	12/18/2023	Ace Hardware	Inv 685450/1	Station 4	-70.35
	Check	12/18/2023	CSDA	Workshop - overview of special d	Seminars	-230.00
	Check	12/20/2023	Greg's Appliance Repair	Station 93 oven	Station 3	-250.00
	Check	12/26/2023	AT&T		Phone	-443.82
Total Bank of Stockton-Operating						-18,367.48
Bank of Stockton-Retirement						
	Deposit	12/31/2023		Interest	Interest	198.57
Total Bank of Stockton-Retirement						198.57

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT
Bank Accounts

December 2023

	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
CA CLASS - Capital						
	Deposit	12/31/2023		Interest	Interest	2,846.20
Total CA CLASS - Capital						<u>2,846.20</u>
CA Class - FFF						
	Deposit	12/31/2023		Interest	CA Class - FFF Interest	2,268.89
Total CA Class - FFF						<u>2,268.89</u>
CA Class - Reserves						
	Deposit	12/31/2023		Interest	CA Class - Reserves Interest	4,874.19
Total CA Class - Reserves						<u>4,874.19</u>
Fund 49501 - Operations						
	Deposit	12/29/2023		Deposit	-SPLIT- Homeowners Exemption - State	5,917,546.91
	Deposit	12/29/2023		Deposit	Special Assessments - Current	8,944.62
	Deposit	12/29/2023		Deposit		997,706.08
	Check	12/29/2023	Berreth Law Group		-SPLIT-	-2,163.00
	Check	12/29/2023	Pete Reece		Reece, Pete	-300.00
	Check	12/29/2023	John Vieira		Vieira, John	-100.00
	Check	12/29/2023	Craig Miller		Craig Miller	-100.00
	Check	12/29/2023	HdL Coren & Cone		Benefit Assessment - HdL	-4,061.25
	Check	12/29/2023	San Joaquin County		-SPLIT-	-89,531.43
Total Fund 49501 - Operations						<u>6,827,941.93</u>
Fund 49515 - Fire Facility Fees						
	Check	12/29/2023			Mitigation Fees	-85.41
Total Fund 49515 - Fire Facility Fees						<u>-85.41</u>
TOTAL						<u><u>6,829,568.48</u></u>



**Tracy Rural County
Fire Protection District**

Agenda Item 4.1

STAFF REPORT

Meeting: Regular Meeting
Date: January 9, 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:

<i>Station</i>	<i>Expenses as of 11/30/23</i>	<i>FY 23/24 Budget</i>
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.



**Tracy Rural County
Fire Protection District**

STAFF REPORT

Meeting: Regular Meeting
Date: January 9, 2024
To: Board of Directors
Prepared by: Raychel Jackson, District Clerk
Approved by: Jeff Ramsey, Chairperson

Re: Receive a Mid-Year Budget Report for Fiscal Year 2023-2024

RECOMMENDATION

Action Item X Non-Action Item
Receive the FY 2023-24 Mid-Year Budget Report.

BACKGROUND

The FY 2023-24 budget was adopted by the District on September 12, 2023. Included in this report, is a review of revenues and expenses from July 1, 2023 – December 31, 2023.

DISCUSSION

As the District approached the middle of the fiscal year, the finance director evaluated the adopted operating budget and revenue projections for the remainder of the fiscal year. It is standard procedure to perform a mid-year review of the District’s budget to ensure any deviations from the initial budget projections are proactively addressed. San Joaquin County provided the District with the estimated tax revenue as follows: Property Taxes \$10,461,432.25 and Special Assessment Taxes \$1,885,843.44; total of \$12,347,266.69.

Operating Revenues:

<u>Revenue Category</u>	<u>Adopted Budget</u>	<u>Actual – 12/2023</u>
Property Taxes	\$10,272,180.00	\$6,048,394.61
Homeowners Exemption	\$ 30,517.28	\$ 8,944.62
Special Assessment	\$ 2,036,790.03	\$1,001,785.92
Interest	\$ 10,000.00	\$ 2,943.00
<i>Total</i>	<i>\$12,349,487.31</i>	<i>\$ 7,062,068.15</i>



**Tracy Rural County
Fire Protection District**

Operating Expenditures:

<u>Expense Category</u>	<u>Adopted Budget</u>	<u>Actual - 12/2023</u>
Audits (financial)	\$8,300.00	\$ 0
Business Office Services	\$57,881.25	\$ 28,710.95
CalPERS (UAL; Medical)	\$1,233,833.45	\$ 560,444.92
Consultant Reports	\$11,800.00	\$ 20,518.02
County Charges	\$151,600.00	\$ 89,531.43
Director Fees	\$20,000.00	\$ 8,400.00
Facility Maintenance	\$100,000.00	\$ 45,000.52
Insurance	\$50,000.00	\$ 0
Internal Fund Transfers	\$350,000.00	\$ 0
Legal Fees	\$145,000.00	\$ 22,291.70
Memberships/Seminars	\$12,000.00	\$ 9,605.00
Office Expenses & Misc.	\$32,100.00	\$ 10,314.68
Utilities	\$82,000.00	\$ 38,684.14
SSJCFA - JPA	\$9,956,839.00	\$6,656,662.00
<i>Total</i>	<i>\$12,211,353.70</i>	<i>\$7,490,163.36</i>

Capital Outlay:

<u>Expense Category</u>	<u>Adopted Budget</u>	<u>Actual - 12/2023</u>
Capital Outlay		
- Apparatus/Equipment	\$200,000.00	
Equipment	\$ 20,000.00	\$70,934.47
- Engine Loans	\$285,794.02	\$173,256.30
- Solar	\$120,000.00	\$0
Interest		
<i>Total</i>		<i>\$244,290.77</i>
Rent Revenue		\$9,600.00 ¹

Fiscal Impact

None.

Attachments

None.

¹ Rent from New Jerusalem School for parking lot (last 4 years)