



Northern Sonoma County Fire Protection District Regular Board of Directors' Meeting Agenda

Thursday, November 20, 2025 at 6 PM
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

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Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-857-4373 so the necessary arrangements can be made.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

President Stewart	Treasurer Abercrombie	Director Newman
Vice President Heiges	Secretary Peterson	

APPROVAL OR AMENDMENT OF THE AGENDA

PUBLIC DISCUSSION

The public is welcomed and encouraged to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the District that is not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or the need to take action arose after the posting of the agenda. This period will be limited to thirty minutes and individual speakers will be limited to five minutes.

To speak on any item under discussion by the Board on this agenda, the public may do so upon receiving recognition from the Board President.

OLD BUSINESS

This time is set aside for continued discussion and possible action on any issue held over from the last meeting.

1. Reserve Funding (Action Item)

The Board will consider funding the reserves in the amounts recommended in the Reserve Fund Transfer Staff Report.

NEW BUSINESS

Presentation and discussion of new issues brought before the Board or continued discussion of issues not on the previous month's agenda.

1. 2025 Volunteer Fire Capacity Grant (Action Item)

The Board will consider approving Resolution 2025-2026-1120-01 for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978. This resolution names Captain Mendez as the authorized signer for the grant agreement, which allows us to purchase firefighting gear.

2. 2025 Finance Committee Meeting (Action Item)

The Board will consider moving the Finance Committee meeting date to January 15th.

2. Vehicle/Apparatus Inspections and Maintenance Policy (No Action)

The Board will have the opportunity to comment and ask staff questions about the Vehicle/Apparatus Inspections and Maintenance policy.

CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and considered separately. **(Action Item)**

1. Meeting Minutes: The Board will amend and/or approve the October 16, 2025 Regular Meeting Minutes and the November 1, 2025 Special Meeting Minutes.
2. Financial Report: The Board will have the opportunity to ask questions regarding the Financial Report.
3. Check Detail: The Board will ratify checks issued the previous month.
4. Policies: The Board will consider approving the Purchasing & Procurement Policy.

CHIEF'S REPORT

The Chief's Report is a monthly update on the status of the District and matters pertaining to the operation of the District, including significant incidents, community meetings/outreach, and updates on the fire prevention, vegetation management, fire operations, and administrative divisions.

CORRESPONDENCE

This time is set aside to report on all written or electronic correspondence addressed to the Board. The following correspondence has been received by the District and addressed to the Board.

1. There is no correspondence tonight.

GOOD OF THE ORDER

This time is set aside for Board Members and the Fire Chief to make announcements and comments about any events that may be of interest to Board Members, staff, or the public.

ADJOURNMENT

Next regular meeting to be held on December 18, 2025 at 6 PM.



Northern Sonoma County Fire Protection District
Reserve Fund Transfer Staff Report
November 20, 2025, Board Meeting

Background

The following is taken from the Financial Reserves policy:

GENERAL OPERATING FUND

This account shall be inclusive of all undesignated funds as shown on the monthly Financial Summary Report. The Board shall strive to maintain a balance of 30% of the adopted General Fund Revenue budget to provide adequate funds to cover dry revenue periods and provide a margin of safety in the event that the District needs to evaluate alternatives due to financial hardships or any significant unanticipated or mandated expenditures which cannot be deferred or funded by borrowing.

This policy establishes a goal of maintaining 30% of the General Fund budget as undesignated funds available for day-to-day expenses. The General Fund budget for FY 25/26 is **\$6,093,000**. Thirty percent (30%) of that is **\$1,827,900**. This amount needs to remain free from being tied up in a reserve account in order to remain available for budgeted operational needs.

As a reminder, the Financial Reserves policy also establishes the following reserve funds:

1. Apparatus Replacement Reserve Fund
2. Capital Equipment Reserve Fund
3. New Station/Building Reserve Fund
4. Fire Sales Tax Reserve Fund (General Fund)
5. Fire Sales Tax Reserve Fund (Vegetation Management)

The combined bank balance for the end of FY 2024/25 was **\$5,558,132**. On 7/1/2025, the Fire District had approximately \$1,155,000.00 in encumbered funds for apparatus and grant projects in progress. These encumbered funds are expected to be spent during this current fiscal year and are included in the FY 25/26 budget, so they are **not** part of the undesignated funds. Therefore, they are not subtracted from undesignated funds when considering funds available to move into reserves.

A portion of that **\$5,558,132** are Measure H funds that are “left over” from FY 24/25: \$1,005,232 for fire operations and \$1,080,885 for vegetation management (totaling \$2,086,117). Basically, Measure H staffing increases, raises, and capital improvement projects did not take effect in time to use all of the Measure H funds designated for that year. These “left over” funds are not currently part of the FY 25/26 budget and belong in their respective reserve funds. After removing these “left over” Measure H reserves from consideration, the total undesignated fund balance at the end of the fiscal year was approximately **\$3,472,015** (Undesignated funds \$5,558,132 – Measure H reserves \$2,086,117).

At the October Board meeting, the Board voted for the following:

1. To set aside \$584,000 this fiscal year for the New Station/Building Reserve fund.

2. To set aside \$900,000 from last year’s surplus (undesignated funds) into reserves.

More specifically, our financial consultant Walter Kieser recommended that the Board set aside \$600,000 each fiscal year for facilities, starting with \$584,000 this year, and Treasurer Michael Pigoni recommended transferring \$900,000 of undesignated funds into reserves.

Analysis

In the FY 25/26 budget, there is already \$334,650 budgeted for transfer to into the New Station/Building Reserves. In order to move a total of \$584,000, as decided at the October Board meeting, an additional \$249,350 needs to be taken from undesignated funds. This leaves \$3,222,665 remaining in undesignated funds.

Of the remaining \$3,222,665 funds, 30% (\$1,827,900) needs to remain in the undesignated funds for budgeted cash flow per the Financial Reserves policy. After removing that amount (\$3,222,665 - \$1,827,900), we are left with \$1,394,765.

The Board already took action to move \$900,000 of undesignated funds (aka “surplus”) into reserves. Staff recommends moving the remaining funds into the New Station/Building Reserve Fund. This leaves all funds protected (accounted for) because all funds are either in the budget, in reserves, or part of the 30% undesignated per policy.

Fiscal Impact

If Board decides to move forward with staff recommendation, Reserve Funds will be funded as follows:

Fire Sales Tax Reserve Fund (Vegetation Management):	\$1,080,885
Fire Sales Tax Reserve Fund (General Fund):	\$1,005,232
New Station/Building Reserve Fund:	\$1,978,765

Recommendation

1. Designate the balances of the Measure H funding to the appropriate reserve account.
 - a. Fire Sales Tax Reserve Fund (Vegetation Mgmt) \$1,080,885.00
 - b. Fire Sales Tax Reserve Fund (General Fund) \$1,005,232.00
2. Move remaining undesignated funds into the New Station/Building Reserve Fund.
 - a. In addition to the \$584,000 designated to transfer into reserves for New Station/Building Reserve Fund, move the remainder of the undesignated funds (\$1,394,765) into the New Station/Building Reserve Fund. (After this transfer, there will be a total of \$1,978,765.00 in this reserve fund.)



Northern Sonoma County Fire Protection District
Volunteer Fire Capacity Grant Staff Report
November 20, 2025, Board Meeting

Background

Northern Sonoma County Fire Protection District has been awarded funding for the 2025 Volunteer Fire Capacity Grant.

The Volunteer Fire Capacity (VFC) Grant is a subaward under the state of California Volunteer Fire Capacity Projects Grant #25-DG-11052012-154 awarded to state by the Forest Service on September 20, 2025. This subaward is funded solely with federal funds to assist local agencies upgrade fire protection capability.

The state of California is a passthrough agent of the USDA Forest Service for the purpose of administering the VFC program in California.

Analysis

The District will purchase the following personal protective equipment (PPE) items:

1. Wildland shrouds (6)
2. Wildland goggles (6)
3. Wildland coats (7)
4. Wildland pants (5)
5. Structural turnouts (7)
6. Structural helmets (5)
7. Safety vests (5)

These items will be used to outfit firefighters with safety gear in compliance with NFPA 1977 and 1971.

Before the District begins spending grant funds, the State of California requires a signed agreement and a resolution naming the authorized signer for the agreement.

Fiscal Impact

The total cost of the purchases is estimated to be \$34,589. The state of California will reimburse the District for 50% of the total grant amount, not to exceed \$17,294.50. These funds will be taken from account #52021 Safety Clothing – PPE from the FY 25/26 General Fund Budget. This account has a total budget of \$20,000, with \$17,945.36 funds remaining YTD. Though the total cost of \$34,589 will exceed the budget, the reimbursement from the state will offset the amount over budget. Account #52021 will most likely need to be amended during the mid-year budget adjustment.

Recommendation

1. Approve Resolution 2025-2026-1120-01 for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978. This resolution names Fire Captain Carlos Mendez as the authorized signer.
2. Authorize funding of up to \$35,000 for the purchase of PPE.

**BEFORE THE BOARD OF DIRECTORS OF THE
NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT
COUNTY OF SONOMA, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 2025-2026-1120-01

Approving the Department of Forestry and Fire Protection Agreement # 7FG25077 for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Northern Sonoma County Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of \$17,294.50.

BE IT FURTHER RESOLVED that Carlos Mendez, Fire Captain of said District be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Northern Sonoma County Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Northern Sonoma County Fire Protection District, at a regular meeting thereof, held on the 20th day of November 2025 by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Printed Name and Title

ABSENT:

Signature, Board of Directors Member

Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Anneke Turbeville, Clerk of the Northern Sonoma County Fire Protection District, County of Sonoma, California do hereby certify that this is a true and correct copy of the original Resolution Number 2025-2026-1120-01.

WITNESS MY HAND OR THE SEAL OF THE Northern Sonoma County Fire Protection District, on this 20th day of November, 2025.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Clerk of the Board, Northern Sonoma County Fire Protection District
Title and Name of Local Agency



Northern Sonoma County Fire Protection District
Finance Committee Meeting Date Staff Report
November 20, 2025, Board Meeting

Background

On June 19, 2025 the Board voted to hold a Finance Committee meeting on December 18, 2025. The Finance Committee consists of Board members Larry Heiges and Pat Abercrombie.

Analysis

Finance Committee member Larry Heiges is not able to attend the December 18, 2025 Finance Committee meeting. Furthermore, the mid-year financials will not be complete until the end of December. January 15, 2026 suits the committee members and finance team better for a committee meeting.

Fiscal Impact

There is no fiscal impact involved with moving the Finance Committee to January.

Recommendation

1. Move the December 18, 2025 Finance Committee meeting to January 15, 2026 at 4:30 pm.



Northern Sonoma County Fire Protection District
Vehicle/Apparatus Inspections and Maintenance Policy Staff Report
November 20, 2025, Board Meeting

Background

The Northern Sonoma County Fire Protection District has been updating its operational policies in Lexipol.

Analysis

The Vehicle/Apparatus Inspections and Maintenance policy establishes the vehicle and apparatus inspection and maintenance responsibilities of members.

Fiscal Impact

There are no additional costs expected with the adoption of this policy. Northern Sonoma County Fire Protection District already performs daily inspections and regular maintenance of its vehicles and apparatus. This policy formalizes the standards followed by the District.

Recommendation

1. Review and make recommendations for edits before possible approval at the December Board meeting.

Vehicle/Apparatus Inspections And Maintenance

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the inspection and maintenance responsibilities of members with regard to District vehicles and apparatus, to ensure the vehicles comply with all regulations specified in the California Vehicle Code and the California Commercial Driver Handbook. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - All self-propelled firefighting vehicle capable of carrying at least one person.

Commercial vehicle - A vehicle or combination of vehicles that requires a class A or class B license (Vehicle Code § 15210(b)(1)).

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Division or that is pre-positioned to be readily available to on-duty Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, District vehicles that do not qualify as commercial vehicles (Vehicle Code § 15210(b)(1)).

Vehicle - Any self-powered or self-propelled vehicle, including cars, pick-up trucks, fire apparatus of all types, ambulance units, command vehicles, crew-carrying vehicles, tractors, boats or powered watercraft and off-highway vehicles.

703.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District that all in-service vehicles and apparatus be inspected daily. An exception is for volunteer staffed stations where vehicles and apparatus are to be inspected on a schedule approved by the Fire Chief or authorized designee. In-reserve vehicles and apparatus will be inspected at least monthly. Vehicles and apparatus that are out-of-service for maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

703.3 PROCEDURE

District vehicles generally fall into one of two categories: those that meet the definition of commercial vehicle pursuant to the Vehicle Code, and those that do not. The inspection requirements for District vehicles will differ based on this distinction. For the purposes of this policy, commercial vehicles are those that require a Class A or Class B license to operate.

Northern Sonoma County Fire Protection District

Policy Manual

Vehicle/Apparatus Inspections And Maintenance

703.3.1 APPARATUS DAILY INSPECTIONS

Members shall be responsible for conducting a daily inspection of apparatus that includes all of the items and provisions identified as part of the California Commercial Vehicle Pre-Trip Inspection. The inspection list is detailed in the current version of the California Commercial Driver Handbook, Section 2: Driving Safely, and in Section 5: Air Brakes.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, it shall be immediately removed from service.

Members should maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Logistics Division and retained by the District for at least two years.

703.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles shall be responsible for the inspection and daily maintenance of their assigned vehicle. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of repair that affects the safe operation of the vehicle, it shall be immediately removed from service for repair.

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Battalion Chief in the member's chain of command. The monthly checklists should be retained by the District for at least two years.

703.4 CLEANLINESS

All apparatus and staff vehicles shall be maintained in a condition presenting a professional appearance, weather conditions permitting.

Members shall obtain clearance from the Duty Chief before going out-of-service for vehicle maintenance.

Members using a staff vehicle shall remove any trash or debris at the end of a shift.

703.5 POLICY HISTORY

This policy replaces SOGO-12 Wildland Apparatus Readiness.



Northern Sonoma County Fire Protection District
Consent Calendar - Financials Staff Report
November 20, 2025, Board Meeting

Background

The November Financials Staff Report covers the fiscal year up to the month ending October 31, 2025.

Analysis

The Encumbered Funds section of the Financials Summary page has been edited to show only the encumbered funds that are *not* included in this fiscal year's budget. According to our Financial Reserves policy, encumbered funds are "funds that have been committed in the current or future budgets for specific purchased equipment and/or services", but all of our current encumbered funds are accounted for in this budget, and staff felt it was confusing to account for those funds twice in the financial packet.

At the last Board meeting, Board members voted to move \$584,000 into the New Station/Building Reserve Fund. That amount is now shown in the Reserved Funds section of the Financials Summary page.

In November of 2023 we received a distribution of cash held at the County of Sonoma for Dry Creek CFD, per the 1/25/2022 annexation agreement where we absorbed activities related to Dry Creek CFD. After that disbursement was processed, a couple of small corrections were processed related to Direct Charges. Those corrections left a small residual cash balance of \$1,119, which we received last month. The 2023 payment was supposed to be a one-time distribution, so there was no budget for this in our current fiscal year.

Each quarter, CAL Card (our credit card company) issues us a small incentive rebate. They were backlogged on paying us, so we received a payment of \$4,821.99 which covers all of 2024 and the first two quarters of 2025.

We made our first payment of the fiscal year to Cloverdale Fire for the amount of \$245,183.53 for the July JPA invoice. Staff are working with Cloverdale Fire on the August and September invoices.

Our current CD is maturing on January 15, 2026.

Staff made changes to the Financial Statement to show the full budget, instead of just the year-to-date budget.



Northern Sonoma County Fire Protection District Minutes of the Regular Board of Directors' Meeting Agenda

Thursday, October 16, 2025 at 6 PM

Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

CALL TO ORDER

The meeting was called to order at 6:00 PM by President Rob Stewart.

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors Rob Stewart, Pat Abercrombie, Scott Newman, Larry Heiges, and Fred Peterson were present. Chief Marshall Turbeville, Clerk Anneke Turbeville, and Treasurer Michael Pigoni were present. Architect Martin Dreiling and financial consultant Walter Kieser were also present.

APPROVAL OR AMENDMENT OF THE AGENDA

A motion was made and seconded (Peterson/Heiges) to approve the agenda. All ayes.

PUBLIC DISCUSSION

There was no public discussion.

OLD BUSINESS

1. Long Term Facility Planning
 - a. Facility Plan Design Progress
Martin Dreiling of DTA presented preliminary plans for the Facility Plan Tier 1 projects.
 - b. Facility Plan Financial Strategy
Walter Kieser presented recommendations for Tier 1 project funding. **A motion was made and seconded (Newman/Peterson) to set aside \$584,000 as the first year of ongoing allocation for capital reserve funding for facilities, and \$600,000 each year thereafter for twenty years. All ayes.**
1. Cloverdale/Northern Sonoma County Fire JPA
Director Stewart announced that the draft JPA will be distributed in November.
2. Retirement Advisory Committee
Board Members stated they would like to meet with a CalPERS representative in person to ask their questions.

NEW BUSINESS

1. Reserve Funding

Treasurer Michael Pigoni went over the Reserve Fund Transfer Staff Report. **A motion was made and seconded (Newman/Peterson) to set aside \$900,000 from last year's surplus into reserves. All ayes.** Surplus Measure H funds will be moved to reserves by resolution.

2. Purchasing & Procurement Policy

The draft Purchasing & Procurement policy includes revisions from the office of Jarvis Fay.

3. First Amendment to Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District

A motion was made and seconded (Peterson/Abercrombie) to approve the Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District. All ayes.

4. Health Benefits

A motion was made and seconded (Peterson/Heiges) to approve Resolution 2025-2026-1016-01, A Resolution of the Board of Directors of the Northern Sonoma County Fire Protection District Approving Employee Benefits Services with Berry Financial and Insurance Services and Authorizing the Fire Chief and Administrative Manager to Administer Benefits. All ayes.

CONSENT CALENDAR

A motion was made and seconded (Peterson/Newman) to approve the consent calendar items listed below. All ayes.

1. September 18, 2025 Regular Meeting Minutes.
2. Financial Report
3. Ratification of checks issued the previous month.
4. Approval of policies listed here.
 - a. Adoption/Amendment of Policies
 - b. Legislative Advocacy
 - c. Board/Staff Interactions
 - d. Medical Supplies

CHIEF'S REPORT

Chief Turbeville presented the Chief's Report.

CORRESPONDENCE

Chief Turbeville noted that the owner of the Alexander Valley Fire Station property sent us his contact information.

GOOD OF THE ORDER

Director Heiges will not be at the December Board meeting. Director Peterson said it was nice to see firefighters interacting with children in the newsletter. The pancake breakfast is happening on October 26th. Michael Pigoni announced that there is an auction dinner on November 15th.

ADJOURNMENT

**A motion was made and seconded (Newman/Abercrombie) to adjourn the meeting at 8:57 PM.
All ayes.**

Respectfully submitted,

Anneke Turbeville

Anneke Turbeville, Clerk of the Board

Date Approved by the Board:

DRAFT



**Northern Sonoma County Fire Protection District
Minutes of the Special Board of Directors' Meeting Agenda
COMMUNITY FACILITIES WORKSHOP**

Saturday, November 1, 2025 at 1 PM
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors Rob Stewart, Pat Abercrombie, Scott Newman, and Larry Heiges were present. Chief Turbeville and Clerk Anneke Turbeville were also present.

APPROVAL OR AMENDMENT OF THE AGENDA

A motion was made and seconded (Newman/Heiges) to approve the agenda. All ayes.

PUBLIC DISCUSSION

There was no public discussion.

COMMUNITY FACILITIES WORKSHOP

Martin Dreiling, of Dreiling Terrones Architecture, Inc., made a presentation about the District's Long Term Facility Improvement Plan.

CORRESPONDENCE

There was no correspondence.

GOOD OF THE ORDER

There was no good of the order.

ADJOURNMENT

A motion was made and seconded (Heiges/Newman) to adjourn the meeting at 3:23 PM. All ayes.

Respectfully submitted,

Anneke Turbeville

Anneke Turbeville, Clerk of the Board

Date Approved by the Board:

**FISCAL YEAR 2025/2026 FINANCIALS SUMMARY
OCTOBER 31 2025 YTD**

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	6,223.01	Monthly Revenue
\$	(357,133.23)	Monthly Expenditures
\$	(217,000.00)	Withdrawal (Transfer to Payroll)
\$	(5,083.11)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	572,993.33	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending October 31, 2025

Summit State Bank August Deposits

\$	254.80	NoSoCo Fire Foundation: Reimbursement for totes
\$	546.32	FASIS: Workers' Comp Claim Payout
\$	4,281.99	U.S.Bank: Cal Card incentives rebate
\$	1,119.90	Co of Sonoma: Dry Creek Tax, Corrections on direct charges 2022
\$	20.00	Community Member: Reimbursement for CPR Certification card
\$	6,223.01	Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	5,240.62	Beginning Month Balance
\$	(145,845.57)	Withdrawal- Payroll
\$	217,000.00	Deposit (Transfer from Summit Enterprise)
\$	76,395.05	Balance for Period Ending October 31, 2025

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	2,083,731.38	YTD Revenue
\$	(1,546,818.30)	YTD Expenditures
\$	(646,000.00)	Withdrawal (Transfer Payroll)
\$	(2,062,088.83)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	2,171,175.75	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending October 31, 2025

Encumbered Funds (not including Current Year)

\$	-	Vegetation Management
\$	-	Vehicle Replacement
\$	-	Total Encumbered Funds

Summit State Bank ICS Account Monthly Summary

\$	5,107,754.47	Beginning Month Balance
\$	(572,265.58)	Withdrawal (Transfer to Checking)
\$	5,083.11	Deposit (Transfer from Checking)
\$	4,540,572.00	Balance for Period Ending October 31, 2025

Reserved Funds

\$	-	Apparatus Replacement
\$	-	Capital Equipment Replacement
\$	584,000.00	New Station / Building Reserve Fund
\$	-	Fire Sales Tax Reserve Fund (General)
\$	-	Fire Sales Tax Reserve Fund (Vegetation Management)
\$	584,000.00	

Summit State Bank CDRS Account Summary Maturity Date 01/15/26

\$	601,503.10	Beginning Balance
\$	605,888.11	Last Month Balance
\$	-	Transfer Out of CD
\$	1,797.79	Interest
\$	607,685.90	Balance for Period Ending October 31, 2025

Combined Balance

\$	5,474,652.95	Balance for Period Ending October 31, 2025
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PROFIT & LOSS vs BUDGET: FIRE DIVISION			
	Jul '25 - Oct 25	Budget	% of Budget
Income			
40000 · Tax Revenue			
40002 · Prop Tax - CY, Secured		3,000,000.00	
40003 · Direct Charges - CY		115,000.00	
40004 · Dry Creek Fund	1,119.90		
40012 · SB2557 Prop Tax Admin		(35,000.00)	
40101 · Prop Taxes - CY, Unsecured		90,000.00	
40111 · Supplemental Prop Taxes - CY		50,000.00	
40201 · Prop Taxes - PY, Secured		(300.00)	
40202 · Direct Charges - Prior Year		600.00	
40211 · Prop Taxes - PY, Unsecured		800.00	
40221 · Supplemental Prop Taxes - PY		(200.00)	
40404 · Timber Yield Tax		500.00	
Total 40000 · Tax Revenue	1,119.90	3,221,400.00	0.04%
42000 · Intergovernmental Revenues			
42111 · State- Other In-Lieu Tax		50.00	
42291 · State Homeowners Prop Tax Relf		12,500.00	
42627 · Other Gvt- Special Districts		(240,000.00)	
Total 42000 · Intergovernmental Revenues		(227,450.00)	
44000 · Revenue - Use of Money & Prop			
44002 · Interest on Pooled Cash		3,000.00	
44003 · Other Interest Earnings	7,317.09	38,000.00	19.26%
Total 44000 · Revenue - Use of Money & Prop	7,317.09	41,000.00	17.85%
45008 · NCPA Fees for Gov't Services		30,000.00	
46000 · Miscellaneous Revenues			
46003 · OES Strike Team/Reimbursement		1,000.00	
46004 · ABH Reimbursements		1,000.00	
46015 · Sales Tax	797,859.78	3,000,000.00	26.6%
46022 · Public Records Requests	15.00	50.00	30.0%
46028 · Misc. Revenue	4,402.99	5,000.00	88.06%
46029 · Donations/Contrib/Reimbursement	274.80	10,000.00	2.75%
Total 46000 · Miscellaneous Revenues	802,552.57	3,017,050.00	26.6%
47000 · Grant & Contract Reimbursements			
47002 · Administrative Reimbursement		11,000.00	
Total 47000 · Grant & Contract Reimbursements		11,000.00	
Total Income	810,989.56	6,093,000.00	13.31%
Gross Profit	810,989.56	6,093,000.00	13.31%
Expense			
50000 · Salaries and Employee Benefits			
50701 · Permanent Employees	89,359.93	325,000.00	27.5%
50702 · Stipend/Extra Help	600.00	7,500.00	8.0%
50703 · Overtime		5,000.00	

Accrual Basis

50704 · FLSA Overtime	347.25	1,000.00	34.73%
50705 · Strike Team Overtime	12,987.16	1,000.00	1,298.72%
50706 · Uniform Allowance	620.27	1,200.00	51.69%
50708 · Contract Employees	245,183.53	2,500,000.00	9.81%
50709 · Temporary Help/Seasonals	29,446.80	40,000.00	73.62%
50712 · Fire Prevention	23,022.73	75,000.00	30.7%
50753 · FICA	10,205.55	27,200.00	37.52%
50754 · 457 Retirement Contributions	7,391.96	33,000.00	22.4%
50756 · Medicare	2,386.76	6,300.00	37.89%
50801 · Health Ins	13,290.57	58,000.00	22.92%
50806 · Unemployment	464.15	19,000.00	2.44%
50808 · Worker's Comp	106,303.00	56,850.00	186.99%
Total 50000 · Salaries and Employee Benefits	541,609.66	3,156,050.00	17.16%
51000 · Services			
51021 · Phone Costs	3,984.01	11,000.00	36.22%
51032 · Janitorial Services	2,288.00	7,000.00	32.69%
51041 · Liability Insurance	79,555.00	75,000.00	106.07%
51060 · Vehicle Maintenance, Outfitting	29,430.91	50,000.00	58.86%
51061 · SCBA Maintenance		2,000.00	
51062 · Field Equip Maint.		300.00	
51063 · Office Equip Maint/Repair	9,251.84	24,000.00	38.55%
51071 · Maintenance - Bldg & Improve	9,184.72	12,000.00	76.54%
51205 · IBS Payroll Costs	1,521.15	5,000.00	30.42%
51206 · Accounting/Audit Services		8,750.00	
51211 · Legal Services	3,465.00	10,000.00	34.65%
51221 · Medical/Laboratory Services	34.17	1,000.00	3.42%
51225 · Training Services	1,250.00	5,000.00	25.0%
51235 · Dispatch Services	4,231.80	28,000.00	15.11%
51241 · Outside Printing and Binding	5,434.81	8,000.00	67.94%
51242 · Bank Charges		100.00	
51244 · Permits/Licenses/Fees	32.00	50.00	
51249 · Other Professional Services	147,364.36	950,000.00	15.51%
51250 · Planning/Mapping/Inspections		1,500.00	
51301 · Publications and Legal Notices	875.48	2,000.00	43.77%
51401 · Rents & Leases - Equipment	3,424.00	10,000.00	34.24%
51602 · Business Tavel/Mileage	6,895.46	5,000.00	137.91%
51902 · Telecommunications Usage	487.21	5,000.00	9.74%
51916 · County Service Chgs	7,192.00	8,000.00	89.9%
Total 51000 · Services	315,901.92	1,228,700.00	25.71%
52000 · Supplies			
52021 · Safety Clothing, PPE	2,054.64	20,000.00	10.27%
52022 · Clothing/Boot Expense		2,000.00	
52031 · Food & Beverages	704.09	1,000.00	70.41%
52041 · Household Supplies	2,538.75	6,600.00	38.47%

10:01 AM

11/04/25

Accrual Basis

52061 · Fuel/Gas/Oil	10,358.31	55,000.00	18.83%
52081 · Medical/Laboratory Supplies	1,292.99	6,500.00	19.89%
52091 · Memberships/Certifications	4,886.39	6,000.00	81.44%
52111 · Office Supplies	191.69	2,000.00	9.59%
52115 · Books/Media/Subscriptions		4,000.00	
52117 · Mail and Postage Supplies	328.03	1,500.00	21.87%
52141 · Minor Equipment/Small Tools	993.89	25,000.00	3.98%
52142 · Computer Equipment/Accessories	5,701.86	10,000.00	57.02%
52144 · Communication Equipment		5,000.00	
52191 · Utilities	1,725.52	8,000.00	21.57%
52193 · Utilities- Electric	1,552.52	11,000.00	14.11%
Total 52000 · Supplies	32,328.68	163,600.00	19.76%
54000 · Capital Expenditures			
54305 · Capital Assets- Machinery/Equip		10,000.00	
54331 · Capital Assets- Mobile Equip	233,666.95	1,200,000.00	19.47%
Total 54000 · Capital Expenditures	233,666.95	1,210,000.00	19.31%
85000 · Capital Asset /Contingency Rsv			
85001 · Transfer to Operational Reserve			
85005 · Transfer to LT Build Reserves		334,650.00	
Total 85000 · Capital Asset /Contingency Rsv		334,650.00	
Total Expense	1,123,507.21	6,093,000.00	18.44%
Net Income	(312,517.65)		100.0%

	PROFIT & LOSS vs BUDGET: VEG MGMT	Jul '25 - Oct 25	Budget	% of Budget
Income				
40000 · Tax Revenue				
40003 · Direct Charges - CY			47,850.00	
Total 40000 · Tax Revenue			47,850.00	
46000 · Miscellaneous Revenues				
46001 · Government Revenue- Grant Reven			137,500.00	
46002 · Gov't Revenue- Fuel Reduction			80,000.00	
46015 · Sales Tax	797,859.78		3,000,000.00	26.6%
46021 · Fuel Reduction- Private	15,948.68		179,000.00	8.91%
46027 · Workers Comp Reimbursement	546.32			
Total 46000 · Miscellaneous Revenues	814,354.78		3,396,500.00	23.98%
49000 · Reserves				
49003 · Building/Capital Impr. Reserves			265,000.00	
Total 49000 · Reserves			265,000.00	
Total Income	814,354.78		3,709,350.00	21.95%
Gross Profit	814,354.78		3,709,350.00	21.95%
Expense				
50000 · Salaries and Employee Benefits				
50701 · Permanent Employees	287,650.24		1,345,000.00	21.39%
50703 · Overtime	504.90		500.00	100.98%
50706 · Uniform Allowance	1,200.09		5,000.00	24.0%
50709 · Temporary Help/Seasonals	87,345.00		375,240.00	23.28%
50753 · FICA	23,977.82		109,000.00	22.0%
50754 · 457 Retirement Contributions	6,398.11		81,000.00	7.9%
50756 · Medicare	5,607.71		25,500.00	21.99%
50801 · Health Ins	63,327.68		364,000.00	17.4%
50806 · Unemployment	2,170.11		75,400.00	2.88%
50808 · Worker's Comp			86,000.00	
Total 50000 · Salaries and Employee Benefits	478,181.66		2,466,640.00	19.39%
51000 · Services				
51010 · Grant & Contract Admin Costs			11,100.00	
51021 · Phone Costs	2,657.08		5,000.00	53.14%
51060 · Vehicle Maintenance, Outfitting	6,362.59		40,000.00	15.91%
51062 · Field Equip Maint.	7,506.75		25,000.00	30.03%
51071 · Maintenance - Bldg & Improve			2,500.00	
51211 · Legal Services	8,500.00		30,000.00	28.33%
51221 · Medical/Laboratory Services			1,000.00	
51225 · Training Services	750.00		1,000.00	75.0%
51241 · Outside Printing and Binding	445.39		5,500.00	8.1%
51242 · Bank Charges			10.00	
51244 · Permits/Licenses/Fees	187.00		6,000.00	3.12%
51249 · Other Professional Services	54,965.25		650,000.00	8.46%

12:00 PM

11/04/25

Accrual Basis

51301 · Publications and Legal Notices		1,000.00	
51401 · Rents & Leases - Equipment	3,697.46	20,000.00	18.49%
Total 51000 · Services	85,071.52	798,110.00	10.66%
52000 · Supplies			
52021 · Safety Clothing, PPE	1,098.28	5,000.00	21.97%
52022 · Clothing/Boot Expense	658.28	5,000.00	13.17%
52031 · Food & Beverages		500.00	
52041 · Household Supplies	337.09	2,000.00	16.86%
52061 · Fuel/Gas/Oil	12,208.58	20,000.00	61.04%
52081 · Medical/Laboratory Supplies	847.94	2,000.00	42.4%
52091 · Memberships/Certifications		500.00	
52111 · Office Supplies	8.97	500.00	1.79%
52115 · Books/Media/Subscriptions		100.00	
52117 · Mail and Postage Supplies		100.00	
52141 · Minor Equipment/Small Tools	7,698.28	30,000.00	25.66%
52142 · Computer Equipment/Accessories	383.70	1,000.00	38.37%
52143 · Computer Software/Licensing		5,000.00	
52191 · Utilities	217.80	900.00	24.2%
52193 · Utilities- Electric	641.80	2,000.00	32.09%
Total 52000 · Supplies	24,100.72	74,600.00	32.31%
54000 · Capital Expenditures			
54305 · Capital Assets- Machinery/Equip		60,000.00	
54331 · Capital Assets- Mobile Equip		310,000.00	
Total 54000 · Capital Expenditures		370,000.00	
Total Expense	587,353.90	3,709,350.00	15.83%
Net Income	227,000.88		100.0%

Northern Sonoma County Fire Protection District Check Detail October 2025

Num	Name	Memo	Account	Paid Amount
ACH	P Fleet	B229756	52061 · Fuel/Gas/Oil	-771.13
				<u>-771.13</u>
ACH	P Fleet	B233624	52061 · Fuel/Gas/Oil	-740.02
				<u>-740.02</u>
ACH	P Fleet	B236676	52061 · Fuel/Gas/Oil	-1,007.64
				<u>-1,007.64</u>
ACH	Recology Sonoma Marin	284:09/01/2025-09/30/2025	52191 · Utilities	-124.47
		067:09/01/2025-09/30/2025	52191 · Utilities	-72.60
				<u>-197.07</u>
ACH	P Fleet	B226723	52061 · Fuel/Gas/Oil	-949.86
				<u>-949.86</u>
ACH	Toshiba Finanical Services	565362084:09/20/2025-10/20/2025	51401 · Rents & Leases - Equipment	-325.64
				<u>-325.64</u>
3717	Advanced Security Systems Santa Rosa	750656	51249 · Other Professional Services	-226.50
				<u>-226.50</u>
3718	Bell's Ambulance Service	119642	51249 · Other Professional Services	-33,000.00
				<u>-33,000.00</u>
3719	Cloverdale Auto Parts	735500, CR734048, 735878	51060 · Vehicle Maintenance, Outfitting	-230.29
				<u>-230.29</u>
3720	Comcast	937:10/01/2025-10/31/2025	51021 · Phone Costs	-105.60
				<u>-105.60</u>

Northern Sonoma County Fire Protection District
Check Detail
October 2025

3721	Garrett Hardware & Plumbing, Inc.	105467	52141 · Minor Equipment/Small Tools	-162.87
				<u>-162.87</u>
3722	Healdsburg Signs, Inc.	250990	51241 · Outside Printing and Binding	-2,967.33
				<u>-2,967.33</u>
3723	Leete Generators	63387	51071 · Maintenance - Bldg & Improve	-1,395.92
				<u>-1,395.92</u>
3724	Life-Assist	1641079	52081 · Medical/Laboratory Supplies	-294.98
				<u>-294.98</u>
3725	NBS	202509-3144:10/01/2025-12/31/2025	51249 · Other Professional Services	-1,335.37
				<u>-1,335.37</u>
3726	Nick Barbieri Trucking, LLC	1238938,1236306	52061 · Fuel/Gas/Oil	-2,074.06
				<u>-2,074.06</u>
3727	North Bay Vehicle Registration Service	ED17875, EE93325	51249 · Other Professional Services	-278.00
				<u>-278.00</u>
3728	Peterson Trucks	305626R	51060 · Vehicle Maintenance, Outfitting	-620.08
				<u>-620.08</u>
3729	PG&E	08/13/2025-09/11/2025	52193 · Utilities- Electric	-915.74
				<u>-915.74</u>
3730	Power Business Technology	527151:06/20/2025-09/19/2025	51401 · Rents & Leases - Equipment	-35.53
				<u>-35.53</u>
3731	RDO Equipment Co.	P5144774	51060 · Vehicle Maintenance, Outfitting	-262.37
				<u>-262.37</u>

Northern Sonoma County Fire Protection District
Check Detail
October 2025

3732	Air Exchange, Inc.	91615023	51071 · Maintenance - Bldg & Improve	-3,461.82
				<u>-3,461.82</u>
3733	Cal-Line Equipment	04321254	51062 · Field Equip Maint.	-209.07
				<u>-209.07</u>
3734	City of Calistoga	FY25-26 Q1	51249 · Other Professional Services	-4,004.64
				<u>-4,004.64</u>
3735	Cloverdale Auto Parts	736424	51060 · Vehicle Maintenance, Outfitting	-119.76
				<u>-119.76</u>
3736	FRMS	106-10/01/2025-10/31/2025	50801 · Health Ins	-14,069.92
		107-11/01/2025-11/30/2025	50801 · Health Ins	-13,036.17
				<u>-27,106.09</u>
3737	Grapevine Communications	29214,29216,29224,29245	51063 · Office Equip Maint/Repair	-1,190.07
				<u>-1,190.07</u>
3738	Jacobszoon and Associates, Inc.	9639,9640	51249 · Other Professional Services	-582.00
				<u>-582.00</u>
3739	Opperman & Son	01P85253,01P85310	51060 · Vehicle Maintenance, Outfitting	-325.87
				<u>-325.87</u>
3740	Peterson Trucks	305626R, 305626RX1	51060 · Vehicle Maintenance, Outfitting	-311.38
				<u>-311.38</u>
3741	RDO Equipment Co.	P5184774	51062 · Field Equip Maint.	-425.15
				<u>-425.15</u>

Northern Sonoma County Fire Protection District

Check Detail

October 2025

3742	The Press Democrat	Statement0001456919	51301 · Publications and Legal Notices	-151.00
				<u>-151.00</u>
3743	Toyne	IN0020139	51060 · Vehicle Maintenance, Outfitting	-97.57
				<u>-97.57</u>
3744	U.S. Bank	Statement Date 10/06/2025	100006 · US Bank CC	-19,803.19
				<u>-19,803.19</u>
3745	AT&T	10102025	51021 · Phone Costs	-1,091.10
				<u>-1,091.10</u>
3746	Cloverdale Auto Parts	736721,736735,736791,736842	51060 · Vehicle Maintenance, Outfitting	-744.65
				<u>-744.65</u>
3747	Cloverdale Fire Protection District	JPA-2025-2026-July	50708 · Contract Employees	-245,183.53
				<u>-245,183.53</u>
3748	DMV	Registration Renewals	51244 · Permits/Licenses/Fees	-64.00
				<u>-64.00</u>
3749	Jarvis Fay LLP	20990	51211 · Legal Services	-1,496.00
				<u>-1,496.00</u>
3750	L.N. Curtis & Sons	994401	52021 · Safety Clothing, PPE	-230.34
				<u>-230.34</u>
3751	North Bay Health & Safety	NSC0012	51249 · Other Professional Services	-960.00
				<u>-960.00</u>
3752	Sonoma County Auditor Controller	2025-2026 Property Tax Bill	51916 · County Service Chgs	-1,680.00
				<u>-1,680.00</u>

Northern Sonoma County Fire Protection District Check Detail October 2025

3753	Sonoma County Fire Chief's Association	SCFCA25-01	51902 · Telecommunications Usage	-51.39
				-51.39
3754	Streamline	B4679E28-0048: Docs access 3 yrs	51063 · Office Equip Maint/Repair	-2,520.00
				-2,520.00
3755	Cloverdale Auto Parts	737371, 737475, 737685	51060 · Vehicle Maintenance, Outfitting	-444.25
				-444.25
3756	Comcast	459:10/11/2025-11/10/2025	51021 · Phone Costs	-461.36
		937:11/01/2025-11/30/2025	51021 · Phone Costs	-105.60
				-566.96
3757	CSDA	2026 CSDA Membership Renewal	52111 · Office Supplies	-4,925.00
				-4,925.00
3758	Nick Barbieri Trucking, LLC	1244492	52061 · Fuel/Gas/Oil	-1,534.12
				-1,534.12
3759	PG&E	09/12/2025-10/13/2025	52193 · Utilities- Electric	-556.78
				-556.78
3760	REDCOM	Q2 25/26	51235 · Dispatch Services	-1,763.25
				-1,763.25
3761	SRS Private Investigations	2025-186, 2025-194	51249 · Other Professional Services	-1,200.00
				-1,200.00
	Directors' Signatures			
			Total	(370,694.98)

Purchasing and Procurement

Adopted: < _____ >

213.1 PURPOSE

The purpose of this policy is to provide efficient procedures for the purchase and procurement of goods and services that enable the District to secure goods and services based on the lowest cost and/or best value to the District; maintain financial control over purchasing transactions; exercise sound management of public funds through competitive procurement processes that are fair, open, and transparent; and protect the integrity of the District and maintain public trust. The District will purchase and procure goods and services in an efficient and cost-effective manner consistent with applicable law, including, but not limited to, Public Contract Code § 20810 et seq. and the requirements set forth in this policy.

213.2 DEFINITIONS

Unless the context clearly indicates otherwise, the following definitions apply to this policy, regardless of whether the defined term is capitalized:

Approval Authority means the District personnel who, depending on the total amount of the purchase or contract, are authorized to approve purchase orders or contracts and expenditures of District funds. (See Section 213.4.)

Board means the District's Board of Directors or authorized delegee.

Capital Asset means a good valued at over \$5,000 at the time of purchase that is expected to provide value to the District for a long duration (e.g., equipment, vehicles).

Construction means the construction or completion of any building, structure, or improvement, as set forth in Public Contract Code § 20813.

Contract means a written, legally binding agreement between the District and a vendor to provide goods and/or services to the District.

Cooperative Purchasing Contract means a contract for goods or services between a vendor and another public agency, awarded following a competitive procurement process, and made available to other public agencies. Agencies that administer Cooperative Purchasing Contracts include, but are not limited to, the U.S. Government Services Administration (GSA) and the California Department of General Services (DGS) pursuant to California Multiple Award Schedules (CMAS).

County means the County of Sonoma.

DIR means the California Department of Industrial Relations.

Emergency means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, as determined by the Board of Directors as set forth in Section 213.7(B), below. (See also Pub. Con. Code § 1102.)

Federal Procurement Requirements means the uniform federal award procurement requirements set forth in 2 CFR §§ 200.318-200.326, which apply to federally funded procurements, and any additional federal requirements or funding conditions that apply to a particular procurement.

Finance Manager means the District employee responsible for controlling District finances, planning, organizing, auditing financial statements, accounting, purchasing, and contracts.

Fire Chief means the Fire Chief of the District and his or her delegee(s).

Goods means tangible items, such as materials, equipment, and supplies.

Invoice means a legible, vendor-generated, written detail of the goods or services provided by a vendor to the District, which includes, at a minimum, the vendor's business name, address, and contact information, a description of the goods and/or services, and the cost thereof.

Lowest Responsible Bidder means the responsible bidder that submitted the lowest responsive bid.

Receipt means a legible, vendor-generated record of the purpose and cost of a purchase, which includes the business name, address, and contact information for the vendor.

RFP means a request for proposals transmitted to qualified vendors to seek a competitive proposal to provide goods or services to the District.

RFQ means a request for qualifications transmitted to potentially qualified vendors to evaluate qualifications for providing services to the District.

Special Services, as defined in Public Contract Code § 20812(a), are limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to

the operation of the District. The term “special services” includes “architectural and engineering services,” which are defined in Government Code § 4529.10 et seq. as all architectural, landscape architectural, environmental, engineering, land surveying, and construction project management services.

Services means intangible products or assistance, including, but not limited to, special services and construction.

Vendor means a business entity or sole proprietor that may provide goods or services to the District. As used herein, the term “vendor” also means a contractor, consultant, or supplier, as applicable.

213.3 ROLES AND RESPONSIBILITIES

The application of this policy is the responsibility of the Finance Manager. The interpretation of this policy is the responsibility of the Fire Chief. District personnel that are authorized to procure goods and services on behalf of the District must comply with this policy, including use of the appropriate procurement method to procure goods and services and maintaining records of each procurement. District personnel will neither solicit nor accept gratuities, favors, or anything of monetary value from a vendor.

213.4 APPROVAL AUTHORITY

The following Approval Authority Schedule includes the approval authority applicable to all District contracts and purchase orders. The Fire Chief will determine which, if any, approval authority level applies to individual District personnel and will assign such approval authority level to District personnel, as appropriate. District personnel with approval authority may approve and sign contracts or purchase orders on behalf of the District provided the dollar amount of the contract or purchase order is within the individual’s authorized approval amount. Any contract or purchase order over \$25,000 requires the approval of the Fire Chief or Board of Directors, as set forth below.

Approval Authority Schedule	
Approval Authority Level	Approval Amount
BASIC	\$0 - \$500
INTERMEDIATE	\$501 - \$5,000
EXECUTIVE	\$5,001 - \$25,000
FIRE CHIEF	\$25,001 - \$100,000
BOARD OF DIRECTORS	Over \$100,000

213.5 PROCUREMENT

For purposes of this policy, there are three types of procurements: goods, services (excluding construction), and construction. All District procurements must be made in compliance with applicable state law and this policy. District procurements which are subject to federal funding, in whole or in part, must also comply with applicable federal procurement requirements. In the event of any conflict between federal, state, and local requirements, the most stringent requirement must be used.

213.5.1 GOODS

This Section applies to the procurement and purchase of goods, including, but not limited to, materials, supplies, and equipment.

A. Procurement Methods and Thresholds. The applicable procurement method for goods depends on the dollar amount of the proposed purchase order or contract, as follows:

1. Direct Buy Method. Goods with an estimated value of \$25,000 or less may be procured using the direct buy method. For the direct buy method, District personnel with the appropriate approval authority may purchase goods directly from a vendor with cash (see District's Petty Cash Management Policy), credit card (see District's Credit Card Purchases Policy), using a vendor account followed by an invoice, or by a negotiated written contract or purchase order. If the purchase involves a contract or purchase order, District personnel must review the terms and conditions of the contract or purchase order before signing the contract or purchase order to ensure that there are no conflicts with District policies. The documentation required for the direct buy method includes the invoice and/or receipt and the contract or purchase order, if applicable.

2. Request for Quotes. Goods with an estimated value over \$25,000 and up to \$100,000 may be procured by a written request for quotes.

(a) Procedures. The request for quotes may be issued to potential vendors by email, mail, or any other method deemed appropriate by the approval authority. District personnel will attempt to obtain at least three written quotes.

(b) Contents. The request will describe the desired goods in sufficient detail to ensure a fair comparison of quotes, which may include size, performance criteria, standards, shipping costs, time for delivery, and warranty requirements.

(c) Award. A purchase order or contract will be awarded, if at all, based on the lowest quote that best meets the needs of the District.

3. Request for Proposals. Goods with an estimated value exceeding \$100,000 will be procured using an RFP.

(a) Procedures. The Fire Chief will publicly advertise the RFP by publication of notice of the RFP in a newspaper of general circulation, posting the RFP on the District's website, or by any other means deemed appropriate by the Fire Chief, in an effort to obtain at least three written proposals. The Fire Chief will determine the procedures applicable to an RFP for goods, including the basis for award (e.g., best value, etc.).

(b) Contents. Each RFP must include a clear and comprehensive description of the desired goods, which may include specifications, size, performance criteria, standards, shipping costs, time for delivery, and warranty requirements, as well as applicable terms and conditions. The RFP must provide instructions for submission of a written proposal and identify the required contents for a proposal, which should correspond with the stated evaluation criteria. The RFP must identify the evaluation criteria, which may include price; schedule; experience; qualifications; and approach, including the ability of the vendor to provide training, future maintenance, repairs, or parts for the goods. The RFP may also identify the relative weight attached to each evaluation criterion. The request may also attach a copy of the District's form contract, if applicable.

(c) Proposal Submission and Evaluation. Proposals will be submitted to the Fire Chief by the date and time specified in the RFP. Proposals will be fairly and objectively evaluated based upon responsiveness to the RFP and based on the criteria set forth in the RFP. Evaluation may be conducted by a panel that includes individuals with relevant technical expertise.

(d) Recommendation for Award. The Fire Chief will prepare a staff report for the Board with a recommendation for award. Following Board approval and award, the Fire Chief may send a notice of award to the selected vendor.

B. Miscellaneous Requirements.

1. Equipment for Fire Protection Purposes. Pursuant to Health & Safety Code § 13867, the purchase of any equipment for fire protection purposes must conform to the standardization provisions of Health & Safety Code § 13025 et seq.

2. Capital Asset. If a procurement includes the purchase of a capital asset, the capital asset must be marked with a District inventory tag, and the following

information must be sent to the Finance Manager: item description, inventory tag number, and the purchase price.

3. Master Purchase Contract. A master contract for ongoing or recurrent purchases of goods may be awarded subject to the same competitive procurement requirements that apply to any other contract for goods.

213.5.2 SERVICES

This Section applies to services, excluding construction. (See Section 213.5.3 for requirements applicable to construction.) Pursuant to Public Contract Code § 20812(b), the District will follow the contracting and purchasing procedures which apply to the County for the procurement of services. The County's current contracting and purchasing procedures for services are described in general terms below. For more information, consult the County's "Service Agreement Policy," which is attached hereto as **Attachment A**. The County's contracting and purchasing procedures may be updated from time to time, so it is important to routinely check with the County for updates to its procedures. The following procurement requirements will be deemed modified to align with future amendments to the County's procedures.

A. Procurement Methods and Thresholds. Except as otherwise specified below, the applicable procurement method for services depends on the dollar amount of the proposed contract, as follows:

1. Direct Contract. Service contracts under \$5,000 may be procured via negotiated contract.

2. Informal Process. Service contracts between \$5,000 and up to \$50,000 require an informal process of obtaining at least one written quote or proposal.

3. Formal Competitive Process. Service contracts over \$50,000 require a formal, competitive procurement process using either an RFP or RFQ. To the extent practicable, an RFP for services should include the content specified under "RFP Development" and follow the process specified under "RFP Process" in Attachment A, as applicable. A contract will be awarded, if at all, to the "responsive and responsible offeror," as set forth under "Contract Award" in Attachment A. (See Attachment A for more information.)

4. Architectural and Engineering Services. Notwithstanding any provision to the contrary in this Section, all contracts for "architectural and engineering services," which is defined in Government Code § 4529.10 to include all architectural, landscape architectural, environmental, engineering, land surveying, and construction project management services, will be procured pursuant to a fair,

competitive selection process as specified in Government Code § 4529.12.

B. Miscellaneous Requirements.

1. Scope of Services. Each contract should include a clear and detailed scope of services, specifying deliverables, a description of services, specifications, milestones, standards of performance, and/or any other relevant information relating to the services, as set forth under “Scope of Services (Statement of Work)” in Attachment A.

2. Payment Terms. Each contract must clearly specify how payment under the contract will be made, including the basis for payment, as set forth under “Payment Terms” in Attachment A.

213.5.3 CONSTRUCTION

A. Procurement Methods and Thresholds. Contracts for construction of \$10,000 or less may be procured via negotiated contract. Contracts for construction in excess of \$10,000 must be let to bid in accordance with applicable law, including, but not limited to, Public Contract Code § 20813 and the requirements in this Section.

1. Notice Inviting Bids. The District will publish a notice inviting bids at least twice, not less than five days apart, in a newspaper of general circulation in the District, or if there is none, the District will post the notice inviting bids in at least three public places in the District. The first publication or posting of the notice will be at least ten days before the date of opening bids. The notice inviting bids will distinctly state the work to be done and set a date for opening bids.

2. Basis for Award. A contract will be awarded, if at all, to the lowest responsible bidder.

3. Tie Bids. If two or more bids are the same and the lowest, the Board may accept the one it chooses.

4. Rejection of Bids. In its discretion, the Board may reject all bids presented and readvertise for bids.

5. Cost Records. The District will maintain cost records in accordance with Government Code § 4000 et seq., if applicable.

B. Miscellaneous Requirements.

1. Bonds. The Board or its authorized delegee may require bid security, such as a

bid bond, as a condition to submitting a bid, and may require a payment bond, performance bond, or any other bond it deems desirable as a condition to entering into the contract. A payment bond is required by law if the construction contract exceeds \$25,000. Bonds must be issued by a surety admitted in the State of California on bond forms approved by the Fire Chief.

2. Contractor's License. A construction contract may only be awarded to a vendor with a valid California contractor's license in the classification specified by the District. (See Pub. Con. Code § 3300, Bus. & Prof. Code § 7059(b).)

3. Plans and Specifications. The District will prepare detailed plans and specifications for a construction project.

4. Alternative Procurement Methods for Construction. Subject to the limits of law, the District may dispense with the bidding requirements set forth above and use an alternative procurement method for the procurement of a construction contract when approved by the Board and determined to be in the best interests of the District. Alternative procurement methods available to the District for construction include design-build project delivery, progressive design-build project delivery, and any other project delivery method authorized by law.

213.6 ALTERNATIVE PROCUREMENT PROCEDURES

Subject to the limitations of law, the Board or Fire Chief (if within the approval authority of the Fire Chief) may approve alternative selection, evaluation, and award procedures for a specific procurement, if available information demonstrates that a substantial cost savings, enhancement in quality or performance, or other public benefit will result from use of the alternative procurement method. The alternative procurement method will meet the purpose and goals of this policy and will substantially promote the public interest in a manner that could not be achieved by complying with the competitive procurement methods otherwise applicable to the procurement under this policy. See Section 213.5.3(B)(4), *Alternative Procurement Methods for Construction*, for additional limitations on the use of alternative procurement methods for construction.

213.7 EXCEPTIONS TO COMPETITIVE PROCUREMENT

Notwithstanding any other provision in this policy to the contrary, but subject to the limits of law and any limitations in the County's contracting procedures for services, the following procurements may be made without any competitive procurement process with advance approval of the Fire Chief, unless otherwise specified. To request approval, District personnel must submit a noncompetitive procurement justification request to the Fire Chief. Upon approval, contract negotiations may begin.

A. Sole Source. A purchase may be made or contract awarded without a competitive procurement process when there is only one reasonable and practicable source for the required goods or services because of the unique quality of the goods or services; availability; compatibility or standardization with existing District programs, equipment or systems; or fitness for a particular use. A sole source purchase or contract must be supported by detailed and comprehensive documentation to justify the sole source purchase or contract.

B. Emergencies. In the case of an emergency, the Board (or the Fire Chief if the Board has delegated authority to the Fire Chief pursuant to Pub. Con. Code § 22050) may dispense with otherwise applicable competitive procurement procedures to repair or replace a public facility, take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, in accordance with Public Contract Code § 22050. Emergency procurements will be limited in scope and duration to the extent necessary to satisfy the emergency need. The District will follow the review and reporting procedures for emergency actions set forth in Public Contract Code § 22050.

C. Urgent Purchases. When a good or service is needed by the District on an urgent basis based on unforeseen or unforeseeable circumstances or pending a competitive procurement process, the approval authority may authorize an immediate short-term purchase of goods or services (excluding construction), with approval of the Fire Chief, without compliance with an otherwise applicable competitive procurement process. Any such short-term contract or purchase order may not exceed six months.

D. Cooperative Purchase Contracts and Intergovernmental Procurement. When in the best interests of the District, the Fire Chief is authorized to join with other public jurisdictions in Cooperative Purchasing Contracts; buy directly from a vendor at a price established by a competitive procurement process by another public jurisdiction in compliance with applicable law, even if the District has not joined with that public agency in a formal contract; and, purchase from the United States of America, any state, municipality or other public corporation or agency, without following a competitive procurement process. District personnel will obtain documentation evidencing that a Cooperative Purchasing Contract is currently in effect; that the Cooperative Purchasing Contract originated from a competitive procurement process; that the goods or services to be acquired by the District are comparable to the goods or services set forth in the Cooperative Purchasing Contract; and that the price of goods or services to be acquired by the District is not greater than that specified in the Cooperative Purchasing Contract. When in the best interests of the District, the District may modify the specifications for goods or services set forth in a Cooperative Purchasing Contract, provided that the District obtains the same or similar pricing as that set forth in the Cooperative Purchasing Contract.

E. Contracts with Other Public Agencies for Emergency Services. When the District Board determines that it is in the public interest, the District may contract with any other public agency for fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property, without following a competitive procurement process. (See Pub. Con. Code § 20811.)

F. Purchases Not Susceptible to Competitive Procurement Process. Except where otherwise required by law or applicable funding conditions, procurements which are not readily adaptable to competitive procurement process may be procured without a competitive procurement process. Such procurements may include, but are not limited to, the following:

1. Utility services provided to District buildings and facilities (e.g., telephone, gas, water, sewer, electricity);
2. Appraiser services;
3. Insurance or bond premiums;
4. Professional memberships;
5. Software licenses;
6. Advertisements;
7. Travel expenses;
8. Books, publications, subscriptions, recordings, films and annual book and periodical contracts;
9. Catering for meetings and for fire crews during an active fire (excluding catering for celebrations);
10. Where law fixes the price of property or services;
11. Automotive and heavy equipment repairs including body shop repairs, lights and siren packages, and installation of decals and striping;
12. Uniforms;
13. Medical supplies and equipment;
14. Goods or services for experimental or trial purposes; and
15. Services available from another public agency and provided by such other public agency.

G. Best Interest. If the Fire Chief determines that, due to the nature of the goods or services, (1) a competitive procurement process is not likely to serve the best interests of the District, or if it would be impossible, impractical, or incongruous, or (2) there is a less expensive alternative that will serve the District equally as well, the goods or services may be obtained without a competitive procurement process.

213.8 MISCELLANEOUS REQUIREMENTS

213.8.1 AVAILABLE FUNDING

Prior to procuring goods and services, District personnel will identify available funding for the procurement in the Board-approved budget.

213.8.2 NO RESPONSIVE BIDS OR PROPOSALS

Subject to the limits of law, if no responsive bids or proposals are received following a competitive procurement process, the District may award the contract by negotiated contract, purchase order, or any other procedure determined by the Fire Chief (with approval of the Board, if necessary) to be in the best interests of the District and in compliance with the District's policies and procedures.

213.8.3 CONTRACT EXTENSIONS; MAXIMUM TERM

If in the District's best interests, the Fire Chief may extend the term of a contract, based on satisfactory service and reasonable prices and pursuant to the same terms and conditions of the original contract, to avoid the interruption of services and/or based on sound business judgment. Any such extension requires approval of the Board if the cumulative total amount of the contract with the extension will exceed the Fire Chief's approval authority. For the services set forth in Section 213.5.2, the term of any such contract, including any extension(s), may not exceed three years, unless otherwise approved by the Board.

213.8.4 RECORDS

District personnel will maintain written documentation relating to each procurement, including the solicitation documents (e.g., request for quotes, RFP, or bid documents); documentation evidencing the means of distributing the solicitation and, if possible, the vendors that received the District's solicitation documents; the quote(s), proposal(s), or bid(s) received in response to the solicitation; scoring sheets, if applicable; the executed contract or purchase order; receipts; invoices; and any other documentation relevant to a particular procurement.

213.8.5 DISTRICT CONTRACT TEMPLATES

To the extent practicable, District personnel will use the District's form contract templates when engaging a vendor to provide goods or services.

213.8.6 PREVAILING WAGE REQUIREMENTS

Contracts for "public works," as defined under the Labor Code, are subject to the prevailing wage requirements in Labor Code § 1720 et seq., unless exempt, as specified below. For procurements subject to prevailing wage requirements, the procurement and

contract documents must include information on prevailing wage requirements and compliance as specified in the Labor Code.

A. Definition. For purposes of determining the applicability of prevailing wage requirements, the definition of “public works” under Labor Code § 1720 et seq. applies. The definition of “public works” under the Labor Code includes any construction, alteration, demolition, installation, repair work, maintenance, carpet-laying, certain tree-removal work, and certain hauling and delivery of ready-mix concrete, that is performed under contract and paid for in whole or in part out of public funds.

B. Prevailing Wages. The payment of prevailing wages is required for public works projects over \$1,000, as set forth in Labor Code § 1771.

C. DIR Registration. For each contract subject to prevailing wage requirements, the District may not accept a bid from or award a contract to any contractor or subcontractor that is not registered with the DIR, pursuant to Labor Code § 1771.1, unless exempt, as follows: Contracts for construction, alteration, demolition, or repair work for \$25,000 or less and maintenance contracts of \$15,000 or less are exempt from this requirement.

D. DIR Notification. For contracts subject to DIR registration requirements, District personnel must notify the DIR of a public works contract in accordance with Labor Code § 1773.3 within 30 days after the contract is awarded, but no later than the first day that workers are employed on the project. District personnel are encouraged to electronically transmit notice to the DIR as soon as possible following award to avoid the penalties that may be imposed for late filing.

213.8.7 CONFLICT OF INTEREST

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. No officer, employee, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from vendors or parties to subcontracts. District personnel may not violate laws pertaining to conflicts of interest, political contributions, or unlawful activities. A District employee may not participate in the vendor selection process if the employee has a financial relationship, as set forth in Government Code § 87100 et seq., with the person or firm seeking a contract; or a real or apparent conflict of interest under Government Code § 1090 et seq. If there is any uncertainty as to whether a conflict of interest exists, District personnel will consult with the Finance Manager or legal counsel, and another employee may be assigned to facilitate the purchase or contract.

213.8.8 INSURANCE REQUIREMENTS

Insurance requirements may vary depending on the type of procurement, nature of the

contract, and commensurate risk. District personnel will require that vendors procure and maintain the following insurance coverage, as applicable, unless otherwise authorized by the Fire Chief, and will require that vendors provide evidence of the required insurance by furnishing original certificates and amendatory endorsements to the District for review and approval prior to the start of work. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements, at any time.

A. Policies and Limits. All required insurance must be issued by a company licensed to do business in the State of California, and each such insurer must have an A.M. Best's financial strength rating of "A" or better and a financial size rating of "VII" or better.

1. Commercial General Liability (CGL). A CGL insurance policy issued on an occurrence basis, written on a comprehensive general liability form, providing coverage for bodily injury, personal injury, and property damage, including operations, products and completed operations liability, with limits of at least \$1,000,000 per occurrence. For construction projects, if CGL insurance with a general aggregate limit is used, either the general aggregate limit will apply separately to the project/location or the general aggregate limit will be twice the required occurrence limit.

2. Automobile Liability. The automobile liability insurance policy must provide coverage of at least \$1,000,000 per accident for bodily injury, death, and property damage.

3. Workers' Compensation and Employer's Liability. The workers' compensation and employer's liability insurance policy must comply with requirements of the California Labor Code, providing coverage of at least \$1,000,000 or as otherwise required by statute, per accident for bodily injury or disease.

4. Professional Liability. For service contracts, the vendor typically must provide a professional liability insurance policy appropriate for the vendor's profession. The professional liability policy must insure against vendors' negligent errors and omissions in the provision of services, in an amount not less than \$1,000,000 per occurrence. Coverage for design professionals should be endorsed to include contractual liability.

B. Notice. Each insurance policy must be endorsed to state that coverage will not be reduced, cancelled, or allowed to expire without at least 30 days prior written notice to District by certified mail, return receipt requested.

C. Waiver of Subrogation. Each required policy must include an endorsement providing that the carrier will waive any right of subrogation it may have against the

District.

D. Endorsements. The CGL policy, automobile liability policy, and professional liability policy (if applicable) must contain the following endorsements:

1. Additional Insured Endorsement. Northern Sonoma County Fire Protection District, including its Board of Directors, officers, officials, employees, and volunteers (collectively, "Additional Insured") must be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and the policy must protect the Additional Insured against any and all liability for personal injury, death or property damage or destruction arising directly or indirectly in the performance of the contract.

2. Primary and Noncontributory Endorsement. The insurance provided by vendor is primary and no insurance held or owned by any Additional Insured may be called upon to contribute to a loss. Any insurance or self-insurance maintained by the District will be in excess of the vendor's insurance and will not contribute to it.

E. Miscellaneous Requirements.

1. Subcontractors and Subconsultants. A vendor will either include subcontractors or subconsultants as insureds under its policies or it must ensure that each subcontractor or subconsultant maintains the same insurance coverage, including endorsements, as those applicable to the vendor, with respect to the subcontractor's or subconsultant's services, and furnish separate certificates and endorsements for each subcontractor or subconsultant.

2. Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. If the District determines that the deductibles are unacceptably high, at District's option, the vendor must either reduce or eliminate the deductibles as they apply to District and all required Additional Insured; or must provide a financial guarantee, to District's satisfaction, guaranteeing payment of losses and related investigation, claim administration, and legal expenses.

213.8.9 SPLITTING PROCUREMENTS

District personnel will not split procurements into multiple purchases or contracts for the purpose of evading the competitive procurement processes set forth in this policy.

213.8.10 CONTRACT PAYMENT AUTHORIZATION

For contracts and purchase orders approved by the Board, the Fire Chief is authorized to make payment for undisputed amounts invoiced under any such contract or purchase order. Payments may be made when vendor invoices are complete, reflect precise quantities as defined in the relevant contract, and the vendor has complied with all applicable contract requirements. The Fire Chief will provide a monthly summary of invoices paid on approved contracts as an information item for review by the Board.

213.9 POLICY REVIEW

The Fire Chief and Finance Manager should ensure that a review of purchasing and procurement activities is conducted at least every three years to determine compliance with any applicable federal, state, and local laws, rules, and requirements, including compliance with the County's contracting and purchasing requirements for services. Any updates to this policy will be distributed to District personnel authorized under this policy to procure goods and services at the time the updates occur. A reminder of policies and procedures may be distributed annually to District personnel.

213.10 POLICY HISTORY

This policy replaces former Purchasing and Procurement policy, adopted on December 12, 2024.

ATTACHMENT A

<insert County's current Service Agreement Policy>



Northern Sonoma County Fire Protection District

CHIEF'S REPORT
November 20, 2025
For Previous Month

SIGNIFICANT INCIDENTS

- October 11: Vehicle accident with extrication on Highway 101 near Dry Creek Road
- October 11: Vehicle accident with extrication on Bailhache Avenue near Toyon Drive
- October 15: Hazardous material incident at winery

COMMUNITY MEETINGS/OUTREACH

- October 1: Electronic newsletter
- October 8: Geyserville Elementary School Walk N' Roll Event
- October 16: Electronic newsletter
- October 18: Community CPR Class
- October 25: Community First Aid Class
- October 26: Fall Colors Pancake Breakfast
- October 31: Hosted Geyserville community Halloween event at Geyserville Fire Station

FIRE OPERATIONS

- Skeeter Type 6 Rescue (6131 Replacement) is in production mode at the factory
- Water Tender (6192 replacement) chassis has arrived at the factory

FIRE PREVENTION

- Pre-attack mapping (digital) of businesses
- Business and school life safety inspections ongoing

VEGETATION MANAGEMENT

- Prescribed burning (pile and broadcast) occurred in North East Geyserville, Hillside Ranch, and Healdsburg Open Space)
- Fuels Crew worked on the following projects:
 - Mill Creek Road (Grant Funded)
 - Stewarts Point – Skaggs Springs Road (Measure H Funded)
 - Seaview Road (Measure H Funded)
 - Mark West Springs Road (Measure H Funded)
 - Hacienda-Hollydale-Canyon-Terrace-Summerhome Park (Measure H Funded)

ADMINISTRATION

- Seasonal Firefighters laid off at the end of October
- Currently hiring for the Forestry Technician 4 position
- Ongoing projects:
 - 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (MJHMP)
 - Facilities Plan
 - Watershed Management Plan for the Lake Sonoma and Gualala River watersheds, partnering with Ag Innovations who received a Bureau of Reclamation Cooperative grant