



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Board of Directors

Agenda

Wednesday, May 11, 2022, 6:00 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at www.scottsvalleyfire.com.

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to Ron Whittle, Board Secretary, for immediate consideration.

Teleconference Notice

Director Patterson will be joining the meeting via teleconference from the following location:
5295 Lower Honoapiilani Road, Lahaina, HI 96761

Director Harmon will be joining the meeting via teleconference from the following location:
1309 W. Rancho Vista Blvd., Palmdale, CA 93551

1. **Call to Order**

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

2. **Public Comment (GC §54954.3)**

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

3. **Agenda Amendments (GC §54954.2) – Discussion/Action**

4. **Consent Calendar**

(Consent calendar items will be enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action.)

4.1 Minutes: Approve Regular Board Meeting Minutes of March 9, 2022

4.2 Minutes: Approve Special Board Meeting Minutes of April 13, 2022

4.3 Approve SVFPD Claims Disbursements for the Month of March 1, 2022 through March 31, 2022 in the Amount of:

Payroll and Benefits:	\$454,069.39
General Fund:	\$ 24,881.40
SCHMIT:	<u>\$ 2,649.23</u>
TOTAL:	\$481,600.02

Scotts Valley Fire Protection District
Board of Directors Meeting for May 11, 2022
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- 4.4 Approve SVFPD Claims Disbursements for the Month of April 1, 2022 through April 30, 2022 in the Amount of:

Payroll and Benefits:	\$439,837.51
General Fund:	\$ 93,949.73
Capital Outlay:	\$ -1,313.00
SCHMIT:	\$ <u>1,695.79</u>
TOTAL:	\$534,170.03

- 4.5 Approve Computer Surplus Equipment List

5. Discussion Items

- 5.1 None

6. Action Items – Discussion/Action

- 6.1 Approve Agreement with the Santa Cruz Consolidated Emergency Communications Center for Communications Services

- 6.2 Adopt Resolution 2022-5: Resolution Adopting Preliminary Budgets for Fiscal Year 2022/2023

685010	General Fund:	\$11,405,523
685030	Capital Outlay/Zone A:	\$ 2,200,944
685040	SCHMIT:	\$ 418,563

Set public hearing for adoption of the final budget for the August 10, 2022, Regular Board Meeting: 6:00 P.M.

Direct staff to publish a public hearing notice and make the budget available for public review

- 6.3 Consider audit proposals received from the request for proposal to conduct financial audits and preparation of the District's Financial Statement for fiscal years ending 2022, 2023, and 2024. The Board will review the proposals and possibly enter into an agreement with an auditing firm

7. Board of Directors and Administrative Reports – Information/Discussion

(No action will be taken on any questions raised by the Board at this time.)

- 7.1 Board of Directors Report – *Directors*
- 7.2 Annual SCHMIT Report – *Battalion Chief LoFranco*
- 7.3 Administrative Report – *Chief Officers*

8. Correspondence

- 8.1 Thank You Letter Senior Life Online
- 8.2 Thank You Letters Scotts Valley High School Students

9. Request for Future Agenda Items

10. Adjournment

Next Regularly Scheduled Board Meeting:
Wednesday, June 8, 2022 at 6:00 p.m.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF March 9, 2022

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, March 9, 2022 at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:01 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Patterson called for the Pledge of Allegiance and a Moment of Silence to follow.

1.2 Roll Call

A. Directors Present:	Directors Campbell, Harmon, Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chiefs LoFranco, McNeil and Stubendorff, and Administrative Services Manager Walton

2. Public Comment (GC §54954.3) None

3. Agenda Amendments (GC §54954.2) – Discussion/Action None

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of February 9, 2022.

4.2 Approve SVFPD Claims Disbursements for the Month of February 1, 2022 through February 28, 2022 in the Amount of:

Payroll and Benefits:	\$432,240.64
General Fund:	\$ 28,252.82
Capital Outlay:	\$ 1,366.67
SCHMIT:	\$ 1,872.96
TOTAL:	\$463,733.09

4.3 Adopt Resolution 2022-2 Establishing Appropriation Limit in the Amount of \$23,252,464 for Fiscal Year 2021/2022.

4.4 Authorize the Fire Chief to Surplus and Dispose of SCBA Compressor.

On motion of Director Pisciotta seconded by Director Campbell to Accept the Consent Calendar Items 4.1 through 4.4 was approved by the following vote:

AYES:	Campbell, Harmon, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	None

SCOTTS VALLEY FIRE PROTECTION DISTRICT
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5. Discussion Items

5.1 2023 Fire Code Adoption Process.

Chief Whittle explained that every three years, the California Fire Code (FC) is amended and the Santa Cruz County Fire Agencies work together to establish the local amendments. For the last FC adoption, the County Fire Prevention Officers worked with CSG (funded by the County Fire Chiefs) to facilitate the FC adoption and plan to do the same this year. The FC will be on the Board Agenda in August.

Director Campbell wanted to confirm that once the FC has been adopted, the local amendments will be filed with the State. Chief Whittle stated that through the FC adoption process, the specific details will be presented.

6. Action Items – Discussion/Action

6.1 Approve Revised Policy 1100 Sick Leave.

Chief Whittle stated that each bargaining group does not receive the same amount of sick leave accrual as listed in Policy 1100. The Policy has been revised to say that the accrual rates are detailed in SVFPD applicable collective bargaining agreements. The Organization and Personnel Committee has reviewed the changes.

On motion of Director Pisciotta seconded by Director Harmon to *Accept Revised Policy 1100 Sick Leave as Written and Edited* was approved by the following vote:

AYES:	Campbell, Harmon, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	None

6.2 Approve Revised Policy 1506 Paid Call Firefighter Hiring.

Chief Whittle explained that Policy 1506 has been revised to allow Paid Call Firefighters to work as a volunteer for another Fire Agency, which is consistent with the Job Description and Duty Statement. The Organization and Personnel Committee has reviewed the changes.

On motion of Director Campbell seconded by Director Parker to *Approve Revised Policy 1506 Paid Call Firefighter Hiring as Presented* was approved by the following vote:

AYES:	Campbell, Harmon, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	None

6.3 Direct the Fire Chief to Publish the Request for Proposal for the District's Financial Statement and Audit.

Chief Whittle stated that every three years, a Request for Proposal (RFP) for the SVFPD Financial Statement and Audit is published. For the last RFP, the SVFPD received five proposals that ranged from \$6,000 to \$20,000 per year.

On motion of Director Harmon seconded by Director Campbell to *Approve the RFP for the District's Financial Statement and Audit* was approved by the following vote:

AYES:	Campbell, Harmon, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	None

6.4 Approve Purchase of Bauer SCBA Air Compressor as Budgeted.

Chief Whittle explained that the SCBA Air Compressor (Compressor) was budgeted but since there was a possibility of getting a 2008 Compressor from Cal Fire at little to no cost, the purchase was put on hold. Due to

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the required surplus bidding process and ownership/age of the Cal Fire Compressor, purchasing a new Compressor was a better solution for the long term. The updated quote for the new Compressor is \$68,925.55.

Director Campbell inquired if the Compressor was from a single source vendor or met the threshold to require the bidding process. Chief Whittle stated that the bidding process was not utilized and that the SVFPD has always worked with Bauer Compressors. If the Board wanted to put out a Request for Proposal, we can carry this forward to the May Agenda.

Director Pisciotta stated that at Santa Clara County Fire, they exclusively used Bauer Compressors and not the bidding process. Director Parker stated that he thought the Compressor was from a single source vendor.

Chief Whittle will inquire if there are other purchasing options for the Compressor and email the Board for documentation.

On motion of Director Parker seconded by Director Pisciotta to *Direct the Chief to Purchase the SCBA Air Compressor not to Exceed \$70,000 Validating that we are not Obligated to Utilize the Bidding Process* was approved by the following vote:

AYES:	Campbell, Harmon, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	None

6.5 Authorize Fire Chief to Execute Agreement for Services to Conduct Seismic Upgrade Evaluation of the Erba Lane Fire Station.

Chief Whittle stated that in May 2019, the SVFPD accepted a Facilities Master Plan (Report) that was conducted by Group 4 Architecture Research and Planning. The Report outlined options for the SVFPD Erba Lane Fire Station that included relocation or remodel of the current facility. In October 2019, the Board determined that the cost of building a new facility was not feasible and staff should research options to remodel the Erba Station. The main obstacle remodeling the Erba Station, is the seismic instability of the building. Staff met with the Equipment and Facilities Committee to discuss options moving forward and decided that the next step would be to complete a seismic upgrade evaluation including plans and bids for the Erba Station seismic retrofit, which is necessary for grant assistance as well. The SVFPD Legal Counsel reviewed the contract and the revised copy was presented to the Board.

The Board discussed the need for the seismic upgrade evaluation to determine the actual cost of the Erba Station remodel vs. the cost to build a new station.

On motion of Director Pisciotta seconded by Director Harmon to *Authorize the Fire Chief to Execute Agreement for Services to Conduct Seismic Upgrade Evaluation of the Erba Lane Fire Station* was approved by the following vote:

AYES:	Campbell, Harmon, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	None

6.6 Adopt Resolution 2022-03 Requesting Transfer of Funds for Professional and Specialized Services.

Chief Whittle stated that the seismic upgrade evaluation was not budgeted so it is necessary to transfer funds to pay for the evaluation and the payment schedule is outlined in the contract.

On motion of Director Parker seconded by Director Campbell to *Adopt Resolution 2022-03 Requesting Transfer of Funds for Professional and Specialized Services* was approved by the following vote:

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AYES: Campbell, Harmon, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

6.7 Approve Organization and Hiring Plan.

The Organization and Hiring Plan includes the following components:

- Approve revised Policy 400 Organizational Chart.
- Approve revised Policy 1700 Job Descriptions.
- Approve Policy 1704 Deputy Fire Marshal Job Description.
- Approve recommended Salary and Benefits Package for the Deputy Fire Marshal position, and direct the Fire Chief and District Labor Negotiators to formalize benefits into a new or existing MOU.
- Authorize the Chief to post job announcement, fill the newly created position and leave the Administrative Captain Position in place as an unfilled position.

Chief Whittled explained that in 2005, the District promoted the Deputy Fire Marshal to Fire Marshal. The position was in place until the Fire Marshal retired in 2014. At that time, the Fire Chief handled the majority of the fire prevention workload assisted by Admin Staff and the Battalion Chiefs. In 2016, the District created an Administrative Captain position to focus primarily on fire prevention duties, with the ability to perform other duties as needed. The current Administrative Captain has been in the position for three years and has done a great job but recently submitted a request to return to an engine assignment. With a pending opening for the Administrative Captain position, now is a good time to revisit the Deputy Fire Marshal position. The Organization and Personnel Committee met and discussed the Deputy Fire Marshal position, which included aligning the benefit structure with 40-hour Administrative Staff, tying the salary to the Captains wages and adding the position to the Chief Offices MOU. Due to management incentive, the Chief Officers MOU may not be the best option.

The Board discussed the components of the Organization and Hiring Plan for Deputy Fire Marshal. Director Parker stated that the Organization and Personnel Committee did not want a single MOU so since the benefits are aligned with Administrative Staff, adding the Deputy Fire Marshal to the Confidential Employees MOU would be a good option.

On motion of Director Harmon seconded by Director Parker to *Approve the Organization and Hiring Plan* was approved by the following vote:

AYES: Campbell, Harmon, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

7. Board of Directors and Administrative Reports – Information/Discussion
(No action will be taken on any questions raised by the Board at this time.)

7.1 Board of Directors Report – Directors

President Patterson stated that various Board of Directors reports were discussed previously in the meeting. For the Ad Hoc Committee with Branciforte Fire, the BFPD Board approved a resolution to dissolve the BFPD at their meeting last month. An item regarding this resolution will be on the SVFPD Board Agenda in the future. Based on call volume and the lack of money to keep the station open, it will be important for the SVFPD Board to have all the facts, establish talking points and give the Branciforte Community a voice through the process.

Director Pisciotta reported that as of next week, the BFPD will not have a Fire Chief and that the BFPD Board will need to figure out a plan. Director Pisciotta shared his frustration with the amount of misinformation that has been circulated and agreed that the SVFPD Board should establish talking points to clarify matters.

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Regular Board Meeting March 9, 2022

7.2 Administrative Report – Chief Officers

The Administrative Report was included in the board packet and Chief Whittle reported on the following:

- The City of Scotts Valley is considering hosting the 4th of July fireworks show at Skypark on July 3rd. The City has hired a consultant to plan the event and I met with the police chief, public works director, and the consultant to go over the event details.
- Bud Abbott has completed all apparatus annuals with exception of E2511, which is due in October.
- The apparatus committee met to discuss specifications for the new Type 1 Engine that is scheduled for purchase in FY 2022/2023. After May 1, 2022, prices are due to increase by 7%.
- The trial use of the LUCAS device has started though there has not been a need for one yet. The device will be placed on the duty Battalion Chief's command vehicle and the SVFPD will be evaluating the effectiveness in cardiac arrest calls over the next 90 days.
- Both lead engine LP-15 monitors are now connected to new Wi-Fi modems allowing crews to upload data for the monitors to a cloud server with the ability to later download the data into their chart. The new connection also allows better analysis of cardiac arrest calls in the field.
- Currently we have three people out on injuries including one on workers comp, one due back next month and one out for approximately six months.

Battalion Chief LoFranco stated that due to lack of involvement, we have pulled out of the joint academy. We currently have 2 candidates and the crews are completing the academy at the SVFPD.

Battalion Chief Stubendorff reported that due to AMR staffing issues, we are seeing more BLS transports, which requires SVFPD paramedics to ride to the hospital more often than usual. In addition, there is lack of skilled ALS employees and several agencies have been helping to fill the void.

8. Correspondence – Information

8.1 None

9. Request for Future Agenda Items

None

10. Adjournment

The meeting was adjourned at 7:03 p.m.

ATTEST

Russ Patterson
Board President

Ron Whittle
Board Secretary



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING OF April 13, 2022

1. Call to Order

A Special Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, April 13, 2022, at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:00 p.m.

1.1 Pledge of Allegiance

President Patterson called for the Pledge of Allegiance and a moment of silence to follow.

1.2 Roll Call

- | | | |
|----|----------------------|---|
| A. | Directors Present: | Directors Campbell, Harmon (<i>Via Teleconference</i>), Parker, Patterson and Pisciotta |
| B. | Directors Absent: | None |
| C. | Fire District Staff: | Chief Whittle, Battalion Chiefs McNeil, LoFranco and Stubendorff and Administrative Services Manager Walton |

2. Public Comment (GC §54954.3)

None

3. Agenda Amendments (GC §54954.2) – Discussion/Action

None

4. Discussion Items

4.1 SCO-BRN Reorganization

Chief Whittle stated that on October 1, 2021, the SVFPD ended the management agreement with the Branciforte Fire Protection District (BFPD). Shortly thereafter, the Local Agency Formation Commission of Santa Cruz County (LAFCO) published the Countywide Fire Study and Sphere Review Report. Since the report was published, the BFPD has not been able to secure a permanent Fire Chief. The BFPD had an interim Fire Chief for six months and recently appointed Nate Lackey as the second interim Fire Chief. The SVFPD and BFPD formed an Ad Hoc committee and have met twice to discuss the possibility of an annexation of the BFPD. As of last night, the BFPD changed their Ad Hoc Committee to two Board Members, which previously consisted of a Board Member and a Community Member. The BFPD has taken steps to initiate the reorganization process and has done everything LAFCO has asked including approving the reorganization agreement, which the SVFPD Board will approve tonight. In addition, LAFCO has signed an agreement with Fire Reorganization Consulting, Don Jarvis, to assist with this process. Chief Whittle introduced LAFCO Executive Officer Mr. Joe Serrano.

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Special Board Meeting April 13, 2022

Mr. Serrano thanked the SVFPD Board, the BFPD Board and Chiefs for spearheading this effort in a detailed and transparent manner. This effort stemmed from the LAFCO Countywide Fire Report but even before that, the two Districts had been working together. Even though the management contract ended, that did not end the discussion between the two Districts and LAFCO became involved to help facilitate what is best for the BFPD community. The BFPD has made a lot of progress by unanimously adopting a resolution to initiate the reorganization process, adopting the pre-reorganization agreement, which allows LAFCO to provide additional administrative assistance and submitted an application to officially start the LAFCO process all within the last month. This really shows the effort that both Districts are putting in to move this process forward. There is still a lot of work to do and this process will take about a year to complete. Last night the BFPD added an additional Board Member to the Ad Hoc Committee for consistency of members for both Districts. The BFPD also approved a request for proposal to solicit bids to hire an outside consultant to determine the benefit assessment fee to fund the fire station. The number one goal for the BFPD is to keep the Fire Station open but the question is, how is that going to be funded. There has been a lot of speculation on cost so once the actual cost is determined, it will be up to the committee to determine how to move forward. In the meantime, LAFCO will continue to facilitate the Ad Hoc meetings so we can have a transparent discussion.

President Patterson stated that there is a lot of misinformation out there as he read an article in paper that said this was merger or consolidation and that is not correct. Additionally the article said that the BFPD residents would have an opportunity to vote on this matter. President Patterson asked Mr. Serrano for clarification.

Mr. Serrano stated that there is a lot of different terminology used but for LAFCO this is a reorganization, which means that the BFPD will be dissolved and the service area annexed to the SVFPD. There are two voting process for this reorganization. Once the benefit assessment fee has been determined, it will go to the November election and the BFPD Residents will vote whether or not to pass the benefit assessment fee to fund keeping the Fire Station open. Part of the LAFCO process for any boundary change is that the effected residents have an opportunity to petition opposition by submitting a petition that they do not support the reorganization for whatever reason. If LAFCO receives 25% or less opposition, the reorganization moves forward. If more than 25% opposition is received, this triggers a special election. If more than 50% of residents vote to oppose the reorganization, it is terminated. LAFCO encourages discussion before we get to that point and we educate the residents on the benefits of the reorganization. At the next Ad Hoc Meeting, we will be formulating our community workshop efforts, which will be a series of workshops to educate the community on the benefits of the reorganization, address any misconceptions and issues so that when we get to the protest period, the residents will have all the information and there will not be opposition.

Aptos Resident Ms. Becky Steinbruner spoke and stated that she was interested in the LAFCO process and had worked with Chief Jarvis on the Aptos and Central Fire consolidation. Ms. Steinbruner stated that she has attended many LAFCO meetings and has friends that live in the BFPD. As a member of the community and a rural dweller, I see that this process has the ability to incorporate something wonderful for our county, which is the Good Fire Hub and Volunteer Hand Crew. Ms. Steinbruner emailed the SVFPD Board Members and attached a proposal for a pilot program. The question is, will the SVFPD implement this program. This program would also give the BFPD access to 14 well qualified volunteers. These volunteers are professional firefighters and people working for State Parks doing vegetation management professionally. The volunteers want to help with this project and move our county forward to model what has and is working so well in North Sonoma County.

President Patterson thanked Ms. Steinbruner for the information and stated that this was something for the BFPD to consider and not for the SVFPD at this time.

5. Action Items

- 5.1 Approve Pre-Reorganization Agreement By and Among Branciforte Fire Protection District, and Scotts Valley Fire Protection District, and Local Agency Formation Commission
Dated March 14, 2022

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Special Board Meeting April 13, 2022

On motion of Director Campbell seconded by Director Parker to *Approve Pre-Reorganization Agreement By and Among Branciforte Fire Protection District, and Scotts Valley Fire Protection District, and Local Agency Formation Commission Dated March 14, 2022* was approved by the following vote:

AYES: Campbell, Harmon, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

5.2 Adopt Resolution 2022-4: Resolution Requesting Temporary Transfer of Funds

Chief Whittle stated that this is the annual resolution to request a transfer of funds from the County of Santa Cruz for the period of time before the property taxes are received.

On motion of Director Pisciotta seconded by Director Campbell to *Adopt Resolution 2022-4: Requesting Temporary Transfer of Funds* was approved by the following vote:

AYES: Campbell, Harmon, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

6. Adjournment

The meeting was adjourned at 6:18 p.m.

ATTEST

Russ Patterson
Board President

Ron Whittle
Board Secretary

Expenditure Actual Transactions

Criteria: PosOn = 3/1/2022..3/31/2022; Entry Date = 3/1/2022..3/31/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 -- SCOTTS VALLEY FIRE PROT SVC												
Character 50 -- SALARIES AND EMPLOYEE BENEF												
Object 51000 -- REGULAR PAY-PERMANENT												
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	51000	128,321.12	PAYPERIOD 06PAYDATE 03252022		
2022	09	3/8/2022	PAYPERIOD		685010	76585	68500000	51000	129,972.40	PAYPERIOD 05PAYDATE 03112022		
2022	09	3/10/2022	DUE5928	DUE5928	685010	76585	68500000	51000	(2,712.62)	WC2/19-3/4/22Ronzano CK#889830	C99999	DEP
Total Object 51000									255,580.90			
Object 51005 -- OVERTIME PAY-PERMANENT												
2022	09	3/9/2022	PAYPERIOD		685010	76585	68500000	51005	20,088.71	PAYPERIOD 06PAYDATE 03112022		
2022	09	3/24/2022	DUE6285	DUE6285	685010	76585	68500000	51005	(2,712.62)	WC Ronzano3/5-3/18/22CK#930845	C99999	DEP
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	51005	26,086.93	PAYPERIOD 06PAYDATE 03252022		
Total Object 51005									43,463.02			
Object 51010 -- REGULAR PAY-EXTRA HELP												
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	51010	5,267.56	PAYPERIOD 06PAYDATE 03252022		
2022	09	3/9/2022	PAYPERIOD		685010	76585	68500000	51010	315.59	PAYPERIOD 05PAYDATE 03112022		
Total Object 51010									5,583.15			
Object 51035 -- HOLIDAY PAY												
2022	09	3/9/2022	PAYPERIOD		685010	76585	68500000	51035	5,022.01	PAYPERIOD 05PAYDATE 03112022		
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	51035	5,022.01	PAYPERIOD 06PAYDATE 03252022		
Total Object 51035									10,044.02			
Object 51040 -- DIFFERENTIAL PAY												
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	51040	7,518.44	PAYPERIOD 06PAYDATE 03252022		
2022	09	3/9/2022	PAYPERIOD		685010	76585	68500000	51040	7,797.55	PAYPERIOD 05PAYDATE 03112022		
Total Object 51040									15,315.99			
Object 52010 -- OASDI-SOCIAL SECURITY												
2022	09	3/9/2022	PAYPERIOD		685010	76585	68500000	52010	2,183.32	PAYPERIOD 05PAYDATE 03112022		
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	52010	2,493.80	PAYPERIOD 06PAYDATE 03252022		
Total Object 52010									4,683.12			
Object 52015 -- PERS												
2022	09	3/9/2022	PAYPERIOD		685010	76585	68500000	52015	25,191.72	PAYPERIOD 05PAYDATE 03112022		
2022	09	3/23/2022	PAYPERIOD		685010	76585	68500000	52015	25,349.29	PAYPERIOD 06PAYDATE 03252022		
Total Object 52015									50,541.01			
Object 53010 -- EMPLOYEE INSURANCE & BENEFITS												
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	53010	1,186.30	BIDDLE, MIKE SVFD Health Ins.	V105980	BIDDLE, MIKE
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	53010	357.88	PHINN, MIKE SVFD Health Ins. 3	V103782	PHINN, MIKE
2022	09	3/1/2022	0422SVFD		685010	76585	68500000	53010	4,294.91	HEALTH CARE EMP SVFD Group 367	V108670	HEALTH CARE EMPLOYEES/EMPLOYER
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	53010	614.88	MC MURRY, MICHAEL SVFD Health In	V105430	MC MURRY, MICHAEL
2022	09	3/25/2022	0422SVFD		685010	76585	68500000	53010	1,289.95	MC MURRY, MICHAEL SVFD Health In	V105430	MC MURRY, MICHAEL
2022	09	3/25/2022	0422SVFD		685010	76585	68500000	53010	357.88	PHINN, MIKE SVFD Health Ins. 4	V103782	PHINN, MIKE
2022	09	3/25/2022	0422SVFD		685010	76585	68500000	53010	584.32	LOFRANCO, SAL SVFD Health Ins.	V105221	LOFRANCO, SAL

Expenditure Actual Transactions

Criteria: PostOn = 3/1/2022, 3/31/2022; EntryDate = 3/1/2022, 3/31/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 - SCOTTS VALLEY FIRE PROT SVC												
Character 50 - SALARIES AND EMPLOYEE BENEF												
Object 53010 - EMPLOYEE INSURANCE & BENEFITS												
2022	09	3/24/2022	DJ86295	DJ86295	685010	76585	685000000	53010	(91.85)	H.Bustich Apr22Dental,CK#3941	C99999	DEP
2022	09	3/25/2022	0422SVFD		685010	76585	685000000	53010	1,186.30	BIDDLE, MIKE SVFD Health Ins.	V105880	BIDDLE, MIKE
2022	09	3/8/2022	PAYPERIOD		685010	76585	685000000	53010	(1,176.23)	PAYPERIOD 05PAYDATE 03112022	V105221	LOFRANCO, SAL
2022	09	3/2/2022	0322SVFD		685010	76585	685000000	53010	584.32	LOFRANCO, SAL SVFD Health Ins.	C99999	DEP
2022	09	3/10/2022	DJ86298	DJ86298	685010	76585	685000000	53010	(48.72)	M.Pasquini Mar22 Dental,CK#916		
2022	09	3/23/2022	PAYPERIOD		685010	76585	685000000	53010	750.00	PAYPERIOD 06PAYDATE 03252022		
2022	09	3/9/2022	PAYPERIOD		685010	76585	685000000	53010	750.00	PAYPERIOD 05PAYDATE 03112022		
2022	09	3/17/2022	DJ86103	DJ86103	685010	76585	685000000	53010	(137.94)	S.Kovacs Mar22 Dental	C99999	DEP
2022	09	3/2/2022	0322SVFD		685010	76585	685000000	53010	698.71	THEILEN, LOTHAR SVFD Health In	V117701	THEILEN, LOTHAR
2022	09	3/10/2022	DJ86298	DJ86298	685010	76585	685000000	53010	(48.56)	S.Downey Mar22 Dental,CK#2307	C99999	DEP
2022	09	3/24/2022	DJ86295	DJ86295	685010	76585	685000000	53010	(48.56)	M.Marsanac Apr22 Dental,CK#870	C99999	DEP
2022	09	3/25/2022	0422SVFD		685010	76585	685000000	53010	698.71	THEILEN, LOTHAR SVFD Health In	V117701	THEILEN, LOTHAR
2022	09	3/17/2022	DJ86103	DJ86103	685010	76585	685000000	53010	(918.50)	M.Theodosie Mar-Dec22 Dental	C98889	DEP
2022	09	3/23/2022	PAYPERIOD		685010	76585	685000000	53010	(1,026.79)	PAYPERIOD 06PAYDATE 03252022		
2022	09	3/10/2022	MAR22HLTH		685010	76585	685000000	53010	54,958.82	SV FIRE MAR 2022	V116512	US BANK
Total Object 53010									64,815.83			
Object 53015 - UNEMPLOYMENT INSURANCE												
2022	09	3/9/2022	PAYPERIOD		685010	76585	685000000	53015	24.46	PAYPERIOD 05PAYDATE 03112022		
2022	09	3/23/2022	PAYPERIOD		685010	76585	685000000	53015	71.75	PAYPERIOD 06PAYDATE 03252022		
Total Object 53015									96.21			
Object 55021 - OTHER BENEFITS MISC												
2022	09	3/23/2022	PAYPERIOD		685010	76585	685000000	55021	1,973.07	PAYPERIOD 06PAYDATE 03252022		
2022	09	3/9/2022	PAYPERIOD		685010	76585	685000000	55021	1,973.07	PAYPERIOD 05PAYDATE 03112022		
Total Object 55021									3,946.14			
Total Character 50									454,069.39			
Character 60 - SERVICES AND SUPPLIES												
Object 61110 - CLOTHING & PERSONAL SUPPLIES												
2022	09	3/2/2022	0322SVFD		685010	76585	685000000	61110	23.03	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61110									23.03			
Object 61125 - UNIFORM REPLACEMENT												
2022	09	3/2/2022	0322SVFD		685010	76585	685000000	61125	460.95	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61125									460.95			
Object 61221 - TELEPHONE-NON TELECOM 1099												
2022	09	3/2/2022	0322SVFD		685010	76585	685000000	61221	1,183.88	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61221									1,183.88			

Expenditure Actual Transactions

Criteria: PostOn = 3/1/2022..3/31/2022; EntryDate = 3/1/2022..3/31/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey,Character,Object

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FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 - SCOTTS VALLEY FIRE PROT SVC												
Character 80 - SERVICES AND SUPPLIES												
Object 61310 - FOOD												
2022	08	3/2/2022	0322SVFD		685010	76585	68500000	61310	176.55	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61310									176.55			
Object 61425 - OTHER HOUSEHOLD EXP-SERVICES												
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	61425	227.28	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61425									227.28			
Object 61720 - MAINT-MOBILE EQUIPMENT-SERV												
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	61720	583.24	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	09	3/18/2022	8300		685010	76585	68500000	61720	171.25	CENTRAL FIRE PR SVFD	V116886	CENTRAL FIRE PROTECTION DIST
2022	09	3/24/2022	DJ86295		685010	76585	68500000	61720	(144.87)	B2502 Vehicle Repair CK#132417	C99999	DEP
2022	09	3/10/2022	DJ85929		685010	76585	68500000	61720	(233.22)	Cummins Credit CK#100344213	C99999	DEP
Total Object 61720									386.40			
Object 61725 - MAINT-OFFICE EQUIPMENT-SERVICES												
2022	09	3/7/2022	13938		685010	76585	68500000	61725	1,780.12	PAGODA TECHNOLO SVFD	V125184	PAGODA TECHNOLOGIES INC
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	61725	32.91	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	09	3/11/2022	13971		685010	76585	68500000	61725	807.75	PAGODA TECHNOLO SVFD	V125184	PAGODA TECHNOLOGIES INC
Total Object 61725									2,620.78			
Object 61730 - MAINT-OTH EQUIP-SERVICES												
2022	09	3/25/2022	109014		685010	76585	68500000	61730	73.04	SANTA CRUZ FIRE SVFD	V125908	SANTA CRUZ FIRE EQUIPMENT
2022	09	3/24/2022	DJ86295		685010	76585	68500000	61730	(1,111.10)	EMS Transmission Eqmt Grant	C99999	DEP
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	61730	1,776.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61730									737.94			
Object 61845 - MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2022	09	3/11/2022	0526446		685010	76585	68500000	61845	473.00	WESTERN STATE D SVFD	V13250	WESTERN STATE DESIGN INC
2022	09	3/7/2022	13655315		685010	76585	68500000	61845	92.70	WESTERN EXTERMI SVFD	V15766	WESTERN EXTERMINATOR COMPANY
2022	09	3/11/2022	91606676		685010	76585	68500000	61845	2,930.44	AIR EXCHANGE IN SVFD	V114057	AIR EXCHANGE INC
2022	09	3/7/2022	0322SVFD2		685010	76585	68500000	61845	145.31	SCARBOROUGH LUM SVFD Acct 1189	V1233	SCARBOROUGH LUMBER & BLDG INC
2022	09	3/7/2022	13659230		685010	76585	68500000	61845	62.70	WESTERN EXTERMI SVFD	V15766	WESTERN EXTERMINATOR COMPANY
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	61845	1,146.89	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	09	3/23/2022	0526446		685010	76585	68500000	61845	(473.00)	WESTERN STATE D SVFD	V13250	WESTERN STATE DESIGN INC
Total Object 61845									4,348.04			
Object 61920 - MEDICAL, DENTAL & LAB SUPPLIES												
2022	09	3/24/2022	ANNUALRE		685010	76585	68500000	61920	(567.60)	ANALGESIC SERV SVFD	V125202	ANALGESIC SERVICES INC
2022	09	3/11/2022	ANNUALRE		685010	76585	68500000	61920	567.60	ANALGESIC SERV SVFD	V125202	ANALGESIC SERVICES INC
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	61920	111.25	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	09	3/17/2022	84443240		685010	76585	68500000	61920	817.91	BOUND TREE MEDI SVFD	V12149	BOUND TREE MEDICAL
Total Object 61920									929.16			

Run: 4/12/2022 11:46 AM. Includes transactions posted through: 4/30/2022

Expenditure Actual Transactions

Criteria: PosOn = 3/1/2022..3/31/2022; Entry Date = 3/1/2022..3/31/2022; GL Key = 685010, 685020, 685030, 685040; Summarize by = GL Key, Character, Object

FY	FM	Posted	Document	Doc Ref	GL Key	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 - SCOTTS VALLEY FIRE PROT SVC												
Character 60 - SERVICES AND SUPPLIES												
Object 62223 - SUPPLIES												
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	62223	331.08	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62223									331.08			
Object 62381 - PROF & SPECIAL SERV-OTHER												
2022	09	3/25/2022	41231		685010	76585	68500000	62381	100.00	CSG CONSULTANTS SVFD	V121100	CSG CONSULTANTS INC
2022	09	3/25/2022	42331		685010	76585	68500000	62381	350.00	CSG CONSULTANTS SVFD Health In	V121100	CSG CONSULTANTS INC
2022	09	3/11/2022	179763		685010	76585	68500000	62381	187.50	VOYA RETIREMENT SVFD	V31933	VOYA RETIREMENT INSURANCE AND
Total Object 62381									637.50			
Object 62715 - SMALL TOOLS & INSTRUMENTS												
2022	09	3/7/2022	0322SVFD1		685010	76585	68500000	62715	44.78	SCARBOROUGH LUM SVFD Acct 1169	V1233	SCARBOROUGH LUMBER & BLDG INC
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	62715	95.47	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62715									140.25			
Object 62826 - EDUCATION AND/OR TRAINING												
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	62826	2,540.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62826									2,540.00			
Object 62914 - EDUCATION & TRAINING(REPT)												
2022	09	3/18/2022	8307		685010	76585	68500000	62914	1,615.00	CENTRAL FIRE PR SVFD	V116886	CENTRAL FIRE PROTECTION DIST
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	62914	616.40	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	62914	150.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	09	3/17/2022	DJ86103	DU86103	685010	76585	68500000	62914	(250.00)	Dup EMS Recert Refund R63934	C99999	DEP
2022	09	3/7/2022	0322SVFD3		685010	76585	68500000	62914	1,460.12	SCARBOROUGH LUM SVFD Acct 1169	V1233	SCARBOROUGH LUMBER & BLDG INC
Total Object 62914									3,591.52			
Object 62920 - GAS, OIL, FUEL												
2022	09	3/17/2022	825672		685010	76585	68500000	62920	2,821.63	WESTERN STATES SVFD	V39738	TOP LOPES DISTRIBUTING
Total Object 62920									2,821.63			
Object 62930 - REGISTRATIONS (NON REPT)												
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	62930	850.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62930									850.00			
Object 63070 - UTILITIES												
2022	09	3/17/2022	0322SVFD2		685010	76585	68500000	63070	317.11	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	09	3/17/2022	0322SVFD1		685010	76585	68500000	63070	394.20	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	09	3/17/2022	0322SVFD4		685010	76585	68500000	63070	561.89	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	09	3/17/2022	0322SVFD3		685010	76585	68500000	63070	745.58	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	09	3/2/2022	0322SVFD		685010	76585	68500000	63070	856.63	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 63070									2,875.41			
Total Character 60									24,881.40			
Total GL Key 685010									478,950.79			

Expenditure Actual Transactions

Criteria: PostOn = 3/1/2022..3/31/2022; Entry Date = 3/1/2022..3/31/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685040 -- SV FIRE DIST-REGIONAL HAZ RESP												
Character 60 -- SERVICES AND SUPPLIES												
Object 61221 -- TELEPHONE-NON TELECOM 1099												
2022	09	3/2/2022	0322SVFD-2		685040	76597	68500000	61221	76.19	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61221									76.19			
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV												
2022	09	3/2/2022	0322SVFD-2		685040	76597	68500000	61720	2,573.04	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61720									2,573.04			
Total Character 60									2,649.23			
Total GL Key 685040									2,649.23			

Expenditure Actual Transactions

GL Key 685010 - SCOTT'S VALLEY FIRE PROT SVC

Character 50 - SALARIES AND EMPLOYEE BENEF

FY	FM	Posted	Document	Doc Ref	GL Key	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
Object 51000 - REGULAR PAY-PERMANENT												
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	51000	127,736.16	PAYPERIOD 07PAYDATE 04082022		
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	51000	127,959.52	PAYPERIOD 08PAYDATE 04222022		
Total Object 51000									255,695.68			
Object 51006 - OVERTIME PAY-PERMANENT												
2022	10	4/28/2022	DU87152	DU87152	685010	76585	685000000	51005	(2,185.90)	WComp 3/26-4/4/22 Nehf	C99989	DEP
2022	10	4/28/2022	DU87152	DU87152	685010	76585	685000000	51005	(2,712.62)	WComp 4/2-4/15/22 Ronzano	C99989	DEP
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	51005	19,716.57	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	51005	20,119.88	PAYPERIOD 07PAYDATE 04082022		
2022	10	4/28/2022	DU87152	DU87152	685010	76585	685000000	51005	(741.26)	WComp 4/9-4/22/22 Nehf	C99989	DEP
2022	10	4/28/2022	DU86622	DU86622	685010	76585	685000000	51005	(2,712.62)	WC Ronzano3/19-4/1/22CK4832271	C99989	DEP
2022	10	4/7/2022	DU86622	DU86622	685010	76585	685000000	51005	(3,050.26)	WC Nehf 3/12-3/25/22 CK8891705	C99989	DEP
Total Object 51006									28,423.79			
Object 51010 - REGULAR PAY-EXTRA HELP												
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	51010	495.00	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	51010	1,507.80	PAYPERIOD 07PAYDATE 04082022		
Total Object 51010									2,002.80			
Object 51035 - HOLIDAY PAY												
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	51035	5,050.48	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	51035	4,850.88	PAYPERIOD 07PAYDATE 04082022		
Total Object 51035									9,901.46			
Object 51040 - DIFFERENTIAL PAY												
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	51040	7,518.44	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	51040	7,717.94	PAYPERIOD 07PAYDATE 04082022		
Total Object 51040									15,236.38			
Object 52010 - OASDI-SOCIAL SECURITY												
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	52010	2,331.95	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	52010	2,100.58	PAYPERIOD 07PAYDATE 04082022		
Total Object 52010									4,432.53			
Object 52015 - PERS												
2022	10	4/4/2022	GAS868-22		685010	76585	685000000	52015	2,250.00	BT FOR GASB-68 INV 16758157	V116512	US BANK
2022	10	4/20/2022	PAYPERIOD		685010	76585	685000000	52015	25,021.82	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/4/2022	GAS868-22		685010	76585	685000000	52015	2,250.00	BT FOR GASB-68 INV 16758158	V116512	US BANK
2022	10	4/4/2022	GAS868-22		685010	76585	685000000	52015	2,250.00	BT FOR GASB-68 INV 16758158	V116512	US BANK
2022	10	4/6/2022	PAYPERIOD		685010	76585	685000000	52015	25,204.83	PAYPERIOD 07PAYDATE 04082022		
Total Object 52015									56,976.45			
Object 53010 - EMPLOYEE INSURANCE & BENEFITS												
2022	10	4/14/2022	DU86601	DU86601	685010	76585	685000000	53010	(275.55)	D. GreblApr-Jun22DentalCK45569	C99989	DEP

Run: 5/3/2022 1:37 AM Includes transactions posted through: 5/2/2022

Expenditure Actual Transactions

GL Key 685010 - SCOTT'S VALLEY FIRE PROT SVC

Criteria: PostOn = 4/1/2022, A/30/2022; EntryDate = 4/1/2022, 4/30/2022; GL Key = 685010, 685020, 685030, 685040; Summarize by = GL Key, Character, Object

FY	FM	Posted	Document	Doc Ref	GL Key	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 - SCOTT'S VALLEY FIRE PROT SVC												
Character 50 - SALARIES AND EMPLOYEE BENEF												
Object 53010 - EMPLOYEE INSURANCE & BENEFITS												
2022	10	4/14/2022	DU68801		685010	76585	68500000	53010	(48.56)	S.Downey Apr22 Dental,CK#2311	C99999	DEP
2022	10	4/6/2022	PAYPERIOD		685010	76585	68500000	53010	(1,028.79)	PAYPERIOD 07PAYDATE 04082022		
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	53010	1,225.52	FDAC EBA SVFD	V33857	FIRE DISTRICTS ASSOC OF CA
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	53010	1,186.30	BIDDLE, MIKE SVFD Health Ins.	V105980	BIDDLE, MIKE
2022	10	4/28/2022	0522SVFD		685010	76585	68500000	53010	357.88	PHINN, MIKE SVFD Health Ins. 5	V103782	PHINN, MIKE
2022	10	4/14/2022	DU68801		685010	76585	68500000	53010	(137.94)	S.Kovacs May22 Dental	C98989	DEP
2022	10	4/8/2022	0522SVFD		685010	76585	68500000	53010	4,294.91	HEALTH CARE EMP SVFD Group 367	V108670	HEALTH CARE EMPLOYEES/EMPLOYER
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	53010	1,289.95	MC MURRY, MICHAEL SVFD Health In	V105430	MC MURRY, MICHAEL
2022	10	4/29/2022	0422SVFD		685010	76585	68500000	53010	1,225.52	FDAC EBA SVFD	V33857	FIRE DISTRICTS ASSOC OF CA
2022	10	4/7/2022	DU68622		685010	76585	68500000	53010	(48.56)	M.Marsano Apr22 Dental,CK#4878	C99999	DEP
2022	10	4/6/2022	PAYPERIOD		685010	76585	68500000	53010	53,554.54	SV FIRE APR 2022	V116512	US BANK
2022	10	4/14/2022	DU68801		685010	76585	68500000	53010	750.00	PAYPERIOD 07PAYDATE 04082022		
2022	10	4/20/2022	PAYPERIOD		685010	76585	68500000	53010	(48.24)	M.Pasquini Apr22 Dental,CK#925	C99999	DEP
2022	10	4/20/2022	PAYPERIOD		685010	76585	68500000	53010	750.00	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/20/2022	PAYPERIOD		685010	76585	68500000	53010	(1,026.79)	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/28/2022	DU67152		685010	76585	68500000	53010	698.71	THEILEN, LOTHAR SVFD Health In	V117701	THEILEN, LOTHAR
2022	10	4/28/2022	0522SVFD		685010	76585	68500000	53010	(91.85)	H.Buettigh May22Dental,CK#3952	C99989	DEP
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	53010	584.32	LOFRANCO, SAL SVFD Health Ins.	V105221	LOFRANCO, SAL
Total Object 53010									63,213.37			
Object 53015 - UNEMPLOYMENT INSURANCE												
2022	10	4/20/2022	PAYPERIOD		685010	76585	68500000	53015	18.92	PAYPERIOD 08PAYDATE 04222022		
2022	10	4/6/2022	PAYPERIOD		685010	76585	68500000	53015	(10.01)	PAYPERIOD 07PAYDATE 04082022		
Total Object 53015									8.91			
Object 55021 - OTHER BENEFITS MISC												
2022	10	4/6/2022	PAYPERIOD		685010	76585	68500000	55021	1,973.07	PAYPERIOD 07PAYDATE 04082022		
2022	10	4/20/2022	PAYPERIOD		685010	76585	68500000	55021	1,973.07	PAYPERIOD 08PAYDATE 04222022		
Total Object 55021									3,946.14			
Total Character 50									439,837.51			
Character 60 - SERVICES AND SUPPLIES												
Object 61110 - CLOTHING & PERSONAL SUPPLIES												
2022	10	4/28/2022	0522SVFD		685010	76585	68500000	61110	15.01	U S BANK CORPOR SVFD 4246-0445	V982019	U S BANK CORPORATE PAYMENT
Total Object 61110									15.01			
Object 61125 - UNIFORM REPLACEMENT												
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61125	751.09	U S BANK CORPOR SVFD 4246-0445	V982019	U S BANK CORPORATE PAYMENT
Total Object 61125									751.09			

Expenditure Actual Transactions

Criteria: PostOn = 4/1/2022, 4/30/2022; EntryDate = 4/1/2022, 4/30/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GL Key	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 - SCOTT'S VALLEY FIRE PROT SVC												
Character 60 - SERVICES AND SUPPLIES												
Object 61215 - RADIO												
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61215	520.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61215									520.00			
Object 61221 - TELEPHONE-NON TELECOM 1099												
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61221	985.74	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61221	888.13	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61221									1,853.87			
Object 61310 - FOOD												
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61310	11.78	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61310	393.11	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61310									394.89			
Object 61425 - OTHER HOUSEHOLD EXP-SERVICES												
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61425	130.77	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61425	186.25	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/1/2022	263062		685010	76585	68500000	61425	113.77	MID VALLEY SUPP SVFD	V481	SPRENKEL INC
Total Object 61425									430.79			
Object 61720 - MAINT-MOBILE EQUIPMENT-SERV												
2022	10	4/29/2022	8423		685010	76585	68500000	61720	1,283.43	CENTRAL FIRE PR SVFD	V116886	CENTRAL FIRE PROTECTION DIST
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61720	3,316.45	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/8/2022	8361		685010	76585	68500000	61720	632.27	CENTRAL FIRE PR SVFD	V116886	CENTRAL FIRE PROTECTION DIST
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61720	1,326.28	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61720									6,558.43			
Object 61725 - MAINT-OFFICE EQUIPMNT-SERVICES												
2022	10	4/8/2022	13996		685010	76585	68500000	61725	1,780.12	PAGODA TECHNOLO SVFD	V125184	PAGODA TECHNOLOGIES INC
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61725	900.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61725									2,680.12			
Object 61730 - MAINT-OTH EQUIP-SERVICES												
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61730	473.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61730	115.74	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/1/2022	0422SVFD1		685010	76585	68500000	61730	61.39	SCARBOROUGH LUM SVFD Acct 1169	V1253	SCARBOROUGH LUMBER & BLDG INC
Total Object 61730									650.13			
Object 61845 - MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2022	10	4/1/2022	14881127		685010	76585	68500000	61845	62.70	WESTERN EXTERMI SVFD	V15766	WESTERN EXTERMINATOR COMPANY
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61845	206.91	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61845	421.61	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/22/2022	14682054		685010	76585	68500000	61845	62.70	WESTERN EXTERMI SVFD	V15766	WESTERN EXTERMINATOR COMPANY
Total Object 61845									753.92			

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Expenditure Actual Transactions

Criteria: PosChn = 4/1/2022 - 4/30/2022; EntryDate = 4/1/2022 - 4/30/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 -- SCOTTS VALLEY FIRE PROT SVC												
Character 60 -- SERVICES AND SUPPLIES												
Object 61920 -- MEDICAL, DENTAL & LAB SUPPLIES												
2022	10	4/22/2022	346239		685010	76585	68500000	61920	94.00	ANALGESIC SERVI SVFD	V12502	ANALGESIC SERVICES INC
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	61920	103.60	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	3713363M		685010	76585	68500000	61920	338.77	STRYKER SALES C SVFD PO# 21-03	V128398	STRYKER SALES CORPORATION
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	61920	2,489.85	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61920										3,004.02		
Object 62020 -- MEMBERSHIPS												
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62020	180.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62020										180.00		
Object 62111 -- MISCELLANEOUS EXPENSE-SERVICES												
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	62111	248.17	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62111										248.17		
Object 62219 -- PC SOFTWARE PURCHASES												
2022	10	4/1/2022	0427.2		685010	76585	68500000	62219	2,016.00	HRE LLC SVFD	V41881	HRE LLC
2022	10	4/1/2022	INV45748		685010	76585	68500000	62219	754.74	TARGET SOLUTION SVFD	V31376	TARGET SOLUTIONS LEARNING LLC
Total Object 62219										2,770.74		
Object 62223 -- SUPPLIES												
2022	10	4/1/2022	0422SVFD2		685010	76585	68500000	62223	44.98	SCARBOROUGH LUM SVFD Acct 1189	V1233	SCARBOROUGH LUMBER & BLDG INC
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62223	460.50	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	62223	323.95	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62223										829.43		
Object 62301 -- ACCOUNTING AND AUDITING FEES												
2022	10	4/14/2022	JV13533		685010	76585	68500000	62301	43,837.00	2022 PROPERTY TAX ADMIN FEE	V129212	TOTAL COMPENSATION SYSTEMS INC
2022	10	4/29/2022	10295		685010	76585	68500000	62301	1,835.00	TOTAL COMPENSAT SVFD ACCOUNTS		
Total Object 62301										45,772.00		
Object 62327 -- DIRECTORS' FEES												
2022	10	4/20/2022	PAYPERIOD		685010	76585	68500000	62327	2,500.00	PAYPERIOD 08PAYDATE 04222022		
Total Object 62327										2,500.00		
Object 62358 -- LAUNDRY SERVICES												
2022	10	4/22/2022	463433		685010	76585	68500000	62358	164.50	SCOTTS VALLEY C SVFD	V126090	SCOTTS VALLEY CLEANERS
Total Object 62358										164.50		
Object 62381 -- PROF & SPECIAL SERV-OTHER												
2022	10	4/1/2022	0322029		685010	76585	68500000	62381	380.00	MESITI-MILLER E SVFD	V124519	MESITI-MILLER ENGINEERING INC
2022	10	4/22/2022	42882		685010	76585	68500000	62381	750.00	CSG CONSULTANTS SVFD	V121100	CSG CONSULTANTS INC
Total Object 62381										1,130.00		
Object 62715 -- SMALL TOOLS & INSTRUMENTS												
2022	10	4/1/2022	0422SVFD3		685010	76585	68500000	62715	4.73	SCARBOROUGH LUM SVFD Acct 1189	V1233	SCARBOROUGH LUMBER & BLDG INC

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Expenditure Actual Transactions

Criteria: PostOn = 4/1/2022, 4/30/2022; EntryDate = 4/1/2022, 4/30/2022; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 -- SCOTT'S VALLEY FIRE PROT SVC												
Character 60 -- SERVICES AND SUPPLIES												
Object 62715 -- SMALL TOOLS & INSTRUMENTS												
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	62715	204.03	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62715	552.40	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62715									761.16			
Object 62828 -- EDUCATION AND/OR TRAINING												
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62828	625.00	SUNDERMIER, AND SVFD Fresno Tr	V126288	SUNDERMIER, ANDREW
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62828	250.00	BRIDGES, JOHN SVFD Medic Renew	V43837	BRIDGES, JOHN
2022	10	4/29/2022	0422SVFD		685010	76585	68500000	62828	388.00	NEHF, JOSH SVFD S-200 Reimb	V129723	NEHF, JOSH
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62828	249.00	ROTHWEILER, RAN SVFD HazMat IC	V42147	ROTHWEILER, RANDALL
2022	10	4/21/2022	0422SVFD		685010	76585	68500000	62828	980.71	PISCIOITTA, DARO SVFD FDAC Lodg	V43727	PISCIOITTA, DARON
2022	10	4/29/2022	0422SVFD		685010	76585	68500000	62828	890.00	CRIVELLO, TRAVI SVFD Fresno Tr	V125752	CRIVELLO, TRAVIS
2022	10	4/22/2022	0422SVFD		685010	76585	68500000	62828	980.71	PATTERSON, RUSS SVFD FDAC Lodg	V43746	PATTERSON, RUSS
Total Object 62828									4,174.42			
Object 62888 -- SPEC DIST EXP-SERVICES												
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	62888	50.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62888									50.00			
Object 62914 -- EDUCATION & TRAINING(REPT)												
2022	10	4/1/2022	INV44931		685010	76585	68500000	62914	2,980.00	TARGET SOLUTION SVFD	V31376	TARGET SOLUTIONS LEARNING LLC
2022	10	4/7/2022	DU86622	DU86622	685010	76585	68500000	62914	(50.00)	Ronzano Medic LateRenewalR#393	C99999	DEP
2022	10	4/14/2022	DU86801	DU86801	685010	76585	68500000	62914	(50.00)	Medic Recert Late Fee R#3942	C99999	DEP
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	62914	3,252.71	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62914	1,528.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62914									7,671.71			
Object 62920 -- GAS, OIL, FUEL												
2022	10	4/1/2022	826078		685010	76585	68500000	62920	2,176.84	WESTERN STATES SVFD	V39738	TOP LOPES DISTRIBUTING
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	62920	255.53	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/22/2022	826850		685010	76585	68500000	62920	1,760.76	WESTERN STATES SVFD	V39738	TOP LOPES DISTRIBUTING
Total Object 62920									4,193.13			
Object 62930 -- REGISTRATIONS (NON REPT)												
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	62930	1,580.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 62930									1,580.00			
Object 63070 -- UTILITIES												
2022	10	4/29/2022	0422SVFD1		685010	76585	68500000	63070	178.75	PACIFIC GAS AND SVFD Acct# 649	V129169	PACIFIC GAS AND ELECTRIC CO
2022	10	4/1/2022	0422SVFD		685010	76585	68500000	63070	843.29	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	0422SVFD4		685010	76585	68500000	63070	554.54	PACIFIC GAS AND SVFD Acct# 605	V129169	PACIFIC GAS AND ELECTRIC CO
2022	10	4/29/2022	0522SVFD		685010	76585	68500000	63070	1,471.71	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
2022	10	4/29/2022	0422SVFD3		685010	76585	68500000	63070	719.31	PACIFIC GAS AND SVFD Acct# 653	V129169	PACIFIC GAS AND ELECTRIC CO
2022	10	4/29/2022	0422SVFD2		685010	76585	68500000	63070	230.32	PACIFIC GAS AND SVFD Acct# 838	V129169	PACIFIC GAS AND ELECTRIC CO

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Expenditure Actual Transactions

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FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 -- SCOTTS VALLEY FIRE PROT SVC												
Character 60 -- SERVICES AND SUPPLIES												
Object 63070 -- UTILITIES												
2022	10	4/9/2022	0422SVFD1		685010	76595	68500000	63070	170.01	CITY OF SCOTTS SVFD Acct#710-0	V102713	CITY OF SCOTTS VALLEY
2022	10	4/11/2022	0422SVFD2		685010	76595	68500000	63070	133.27	CITY OF SCOTTS SVFD Acct#710-0	V102713	CITY OF SCOTTS VALLEY
Total Object 63070									4,302.20			
Total Character 60									93,949.73			
Total GL Key 685010									533,787.24			
GL Key 685030 -- SCOTTS VLY FIRE DIST.-CAPITAL												
Character 60 -- SERVICES AND SUPPLIES												
Object 62301 -- ACCOUNTING AND AUDITING FEES												
2022	10	4/14/2022	JV13533		685030	76595	68500000	62301	937.00	2022 PROPERTY TAX ADMIN FEE		
Total Object 62301									937.00			
Total Character 60									937.00			
Character 80 -- FIXED ASSETS												
Object 86204 -- EQUIPMENT												
2022	10	4/7/2022	DU86622		685030	76595	68500000	86204	(2,250.00)	Bauer Compressor Sale CK#3505	C99999	DEP
Total Object 86204									(2,250.00)			
Total Character 80									(2,250.00)			
Total GL Key 685030									(1,313.00)			
GL Key 685040 -- SV FIRE DIST-REGIONAL HAZ RESP												
Character 80 -- SERVICES AND SUPPLIES												
Object 61221 -- TELEPHONE-NON TELECOM 1089												
2022	10	4/28/2022	0522SVFD-1		685040	76597	68500000	61221	152.38	U S BANK CORPOR SVFD 4246-0445	V982019	U S BANK CORPORATE PAYMENT
Total Object 61221									152.38			
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV												
2022	10	4/21/2022	8330		685040	76597	68500000	61720	545.41	CENTRAL FIRE PR SVFD	V118886	CENTRAL FIRE PROTECTION DIST
Total Object 61720									545.41			
Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES												
2022	10	4/28/2022	0522SVFD-1		685040	76597	68500000	61725	180.00	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 61725									180.00			
Object 62888 -- SPEC DIST EXP-SERVICES												
2022	10	4/29/2022	0522SVFD-1		685040	76597	68500000	62888	680.25	U S BANK CORPOR SVFD 4246-0445	V982019	U S BANK CORPORATE PAYMENT
Total Object 62888									680.25			
Object 62920 -- GAS, OIL, FUEL												
2022	10	4/29/2022	0522SVFD-1		685040	76597	68500000	62920	58.98	U S BANK CORPOR SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT

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Criteria: PostOn = 4/1/2022, 4/30/2022; EntryDate = 4/1/2022, 4/30/2022; GL Key = 685010, 685020, 685030, 685040; Summarize by = GL Key, Character, Object


FY	FM	Posted	Document	Doc Ref	GL Key	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685040 -- SV FIRE DIST-REGIONAL HAZ RESP												
Character 80 -- SERVICES AND SUPPLIES												
Object 82920 -- GAS, OIL, FUEL												
2022	10	4/1/2022	0422SVFD-1		685040	76597	68500000	62920	98.77	U S BANK CORP SVFD 4246-0445	V992019	U S BANK CORPORATE PAYMENT
Total Object 82920									157.75			
Total Character 80									1,695.79			
Total GL Key 685040									1,695.79			



Ron Whittle
Fire Chief

SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: May 11, 2022
To: Board of Directors
From: Chief Whittle 
Subject: Surplus Computer Equipment

Recommendation

Declare the following list of computer equipment as surplus property.

Direct the Chief to dispose of the equipment utilizing a bid process or donation.

Discussion

This recommendation is consistent with the replacement cycle of computer equipment. The equipment was replaced over the past year with new equipment.

Equipment List

- 1 - Dell OPTIPLEX 7020 – Service Tag #B9FYDB2
- 1 - Dell OPTIPLEX 3020 - Service Tag #7TTP942
- 1 - Dell OPTIPLEX 3010 - Service Tag #678RJ02
- 1 – Dell OPTIPLEX 390- Service Tag #BCL4LS1
- 1 – APC Battery Backup from 2011

**AGREEMENT BETWEEN SANTA CRUZ CONSOLIDATED EMERGENCY
COMMUNICATIONS CENTER AND
SCOTTS VALLEY FIRE PROTECTION DISTRICT
FOR COMMUNICATIONS SERVICES**

This Agreement is entered into on _____, 2022, between the SANTA CRUZ REGIONAL 9-1-1, a joint exercise of powers agency organized and existing under the laws of the State of California by the County of Santa Cruz and the Cities of Capitola, Santa Cruz and Watsonville, hereinafter referred to as "Authority" and SCOTTS VALLEY FIRE PROTECTION DISTRICT, hereinafter referred to as "District".

W I T N E S E T H

WHEREAS, it is beneficial for the Authority to provide consolidated communications services to all County Fire Agencies which includes all Fire Districts and Departments within Santa Cruz County; and

WHEREAS, District has requested Authority to provide communications services to District; and

WHEREAS, Authority is willing to provide such services provided that District reimburses Authority for all costs incurred in providing such services; and

WHEREAS, it is necessary and desirable that the parties enter into the Agreement as set forth below;

NOW, THEREFORE, IT IS HEREBY AGREED between the Authority and the District as follows:

1. Term. The term of this Agreement shall be from July 1, 2022 through June 30, 2023, and shall be automatically renewed for two (2) successive one (1) year periods unless terminated in accordance with the terms of Paragraph 4. Renewal shall be upon the same terms and conditions as set forth herein, except that the annual Basic Service payments by District as required by Paragraph 3 (a) shall be modified each year in accordance with the provisions of EXHIBIT C and EXHIBIT E (Authority Policy No. 332, Revenue) and GIS Services reimbursements shall be modified each year in accordance with the provisions of EXHIBIT D and EXHIBIT E (Authority Policy No. 332, Revenue).

2. Obligations of the Parties.

(a) Authority will provide communications services to District as set forth in EXHIBIT A, attached hereto and incorporated herein by reference.

(b) In consideration for the services provided by Authority, District shall provide personnel and facilities as set forth in EXHIBIT B, attached hereto and incorporated herein by reference.

3. Payment. District shall make payments as described in EXHIBIT C, attached hereto and incorporated herein by reference. The payments identified in EXHIBIT C have been calculated as follows:

(a) Basic Services. District shall pay Authority the amount as derived from the application of the Fire District Cost Sharing Plan to the Authority's Total Annual Budget for each fiscal year during which this Agreement is in effect. The total percentage of the Authority's Annual Budget which is the collective responsibility of all participating Fire Districts is set forth by Authority Policy No. 332, Revenue, attached hereto as EXHIBIT E and incorporated herein by reference. The Fire District Cost Sharing Plan, by which each participating Fire District is charged for their proportionate share of the total Fire District responsibility is set forth in EXHIBIT C.

(b) Discretionary Services. District shall reimburse Authority for such discretionary services as described in EXHIBIT A and EXHIBIT B.

(c) Geographical Information System (GIS) Services. District shall reimburse Authority for District's proportionate share of the Authority's actual costs associated with providing specialized GIS and mapping services for Santa Cruz County fire and emergency medical services agencies as described in EXHIBIT A and EXHIBIT B. Such amount is determined for all participating County Fire Agencies as specified in the schedule in EXHIBIT D, attached hereto and incorporated herein by reference.

(d) Schedule. In April of each year, Authority shall provide District with a detailed statement of service charges for the upcoming fiscal year. District shall make semi-annual payments to the Authority for one-half of the amount owed for each fiscal year, including reimbursement amounts and other charges as described herein. District's semi-annual payments will be billed each July and January and will be due within thirty (30) days of receiving a billing statement from the Authority.

(e) **Changes in Participation.** District and Authority understand and agree that the cost sharing percentages set forth in Policy No. 332 (Revenue), the Fire District Cost Sharing Plan as set forth within EXHIBIT C and GIS Service Reimbursement Costs as set forth in EXHIBIT D are developed and based upon the anticipated participation of certain agencies including the fire districts listed in EXHIBIT C, Paragraph 3 and the fire agencies listed in EXHIBIT D, Paragraph 2. In the event that a change of participation should occur during the life of this Agreement, the Authority Board of Directors reserves the right to revise any or all of the cost sharing percentages in accordance with the formula elements identified within Policy No. 332 (Revenue) (EXHIBIT E) to account for such a change. Should the Authority exercise its right in this regard, an official who represents the interests of all contracted fire districts will be consulted regarding any proposed revisions to the cost sharing percentage(s). District shall be notified at least thirty (30) days in advance of any change in cost sharing percentage and its corresponding effect upon the District's payments.

4. **Termination.** This Agreement shall automatically be renewed for two (2) successive one (1) year periods in accordance with Paragraph 1, unless either party notifies the other in writing of its intent to terminate this Agreement at least sixty (60) days prior to the expiration of the then current annual term.

5. **Notice.** All notices, demands, requests, consents, approvals, waivers, or communications ("notices") that either party desires or is required to give to the other party or any other person shall be in writing and either personally serviced or sent by prepaid postage, first class mail. Notices shall be addressed as appears below for each party, provided that if either party gives notice of a change of name or address, notices to the giver of that notice shall thereafter be given as demanded in that notice.

Authority: General Manager
 Santa Cruz Regional 9-1-1
 Communications Center, JPA
 495 Upper Park Road, Santa Cruz, CA 95065

District: As specified

6. **Mutual Indemnification.** It is agreed that the Authority shall defend, hold harmless, and indemnify District, its officers and employees, from any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement and which results from the negligent act or omissions of the Authority, its officers, and/or employees.

It is further agreed that the District shall defend, hold harmless, and indemnify Authority, its officers and employees, from any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement and which results from the negligent act or omissions of the District, its officers, and/or employees.

In the event of concurrent negligence of the Authority, its officers and/or employees, and District, its officers and/or employees, then the liability for any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement shall be apportioned according to the California theories of comparative negligence and/or equitable indemnity, as applicable.

In the event of a dispute as to indemnification, the payment of monies or apportionment of fault, as specified herein, the parties agree to select an arbitrator and be bound by the determination of the arbitrator. If the parties cannot agree on the selection of an arbitrator, they shall contact the Santa Cruz County Arbitration Administrator pursuant to Cal. Rules of Court 3.830, and select an arbitrator from the randomly selected list of names provided, and shall be entitled to preemptory challenges as specified in Cal. Rules of Court 3.815.

The arbitration shall be conducted according to Cal. Rules of Court 3.810 et. seq., which governs Judicial Arbitration Rules for Civil Cases. The findings of the arbitrator shall be binding on all parties to the arbitration.

The duty of the Authority and District to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. Insurance.

(a) Each party shall furnish the other with certificates of insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending coverage to include the contractual liability assumed by this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the other party of any pending change in the limits of liability or of any cancellation or modification of the policy.

(b) Each party shall have in effect, during the entire life of this Agreement, Workers' Compensation and employer liability insurance providing full statutory coverage. Each party certifies that it is aware of the provisions of Labor Code Section 3700 which require every

employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the code.

(c) Each Party shall take out and maintain during the entire life of this Agreement such bodily injury liability and property damage liability insurance as shall protect it from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from the performance of services under the Agreement. Such insurance shall be combined single-limit bodily injury and property damage for each occurrence and shall include comprehensive liability of at least \$1,000,000.00.

(d) In the event of a breach of any provisions of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the non-breaching party at its option may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work or obligations pursuant to this Agreement.

8. Inspection of Records. All records, books, reports, and documentation maintained by Authority related to performance under the Agreement shall be open for inspection by District upon demand at reasonable times.

9. Merger Clause. This Agreement, including the attached EXHIBITS "A", "B", "C", "D", and "E" sets forth the entire Agreement between the parties. No subsequent alteration or variations shall be a valid part of this agreement unless made in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their hands on the day and year in the Agreement first above written.

Dated: 4/21/2022

DocuSigned by:
Tanara Vides
62EF430759F2477...

Board Chairperson
Santa Cruz Regional 9-1-1

APPROVED AS TO FORM:

DocuSigned by:
Melissa Shaw
493E7B335473418...

Attorney for the Authority

Dated: _____

President, Board of Directors
Scotts Valley Fire Protection District

APPROVED AS TO FORM:

Attorney for the District

EXHIBIT A

AUTHORITY PROVISION OF SERVICES

1. Basic Communications Services are described as:
 - (a) Complete radio transmitting and receiving services required for rapid and efficient dispatch of fire resources.
 - (b) Telephone and 9-1-1 answering services for emergency calls 24 hours per day, 7 days per week; answering for other fire related matters during non-business hours. Telephone answering services also include text-to-9-1-1, TDD, and foreign language translation services.
 - (c) Provide Emergency Medical Dispatch (EMD) pre-arrival and lifesaving protocols as established by Santa Cruz County EMS and approved by Santa Cruz County Health Services.
 - (d) The beneficial use of a Computer Aided Dispatch System (CAD) consisting of hardware and specialized software components that provide automatic status keeping, geographical referencing, unit recommendations, and other significant public safety capabilities including a Management Reporting System (MIS). Specialized fire reporting (i.e. CFIRS) is not included as a basic service.
 - (e) Common computer network support services associated with devices directly connected to the CAD system and the maintenance coordination thereof.
 - (f) Provisions for a standard, automated file of closed incident dispatch data.
2. Discretionary Communications Services are described as:
 - (a) At the discretion of the District, certain devices may be directly or indirectly connected to the CAD system. These devices may include (but are not limited to) leased phone lines, computers, tablets, smartphones, printers, modems, multi-plex devices, etc. All costs associated with these devices are the responsibility of the District. Authority shall provide and coordinate services for these devices and the District shall reimburse such costs to the Authority.

(b) District and Authority shall equally share in the costs of installing and maintaining dedicated voice telephone lines, which are deemed necessary by mutual agreement of the parties, to the District Fire station(s). Authority shall provide and coordinate these discretionary services and the District shall reimburse the costs to the Authority for their equal share.

(c) At the discretion of the District, closed incident dispatch data residing in a standard, automated file, will be made available for periodic (automated or manual) transfer to the District at the District expense. In the event that the District elects to transfer such data in automated and/or electronic fashion, the District shall be responsible for all costs associated with the development and/or purchase of any specialized software interface(s) and/or specialized equipment necessary.

3. Geographical Information System and Mapping Services are described as:

(a) Serving as the GIS technical resource to all County Fire Agencies and the County contracted Paramedic Transport Provider.

(b) Identifying, designing and developing GIS applications and databases.

(c) Recommending, installing, troubleshooting and supporting mutually acceptable GIS software, databases and spreadsheets.

(d) Developing and administering quality control standards for map and data attribute conversion, maintenance and display.

(e) Producing and distributing electronic maps for pre-planning, reporting, routing (Run Books), and other purposes.

(f) Coordinating GIS/technical activities on behalf of all County Fire and the County contracted Paramedic Transport Provider with other County and City GIS staff to facilitate information sharing.

4. Changes to Basic and/or Discretionary Services. Upon mutual agreement of both parties, certain changes and modifications to the Basic and/or Discretionary Services may be made. All mutually agreeable modifications or changes shall be reduced to written form and jointly approved by the District Fire Chief and the Authority General Manager. Such changes or modification shall not be construed as altering the general intent of the original Agreement.

5. Future Additional Services. The District and the Authority recognize that a modern, automated and consolidated communications center may offer certain cost effective opportunities to add related and specialized services on a District, area or regional basis. The parties further understand and agree that any future additional services would be added only upon mutual agreement and would be funded by the District or Districts receiving such service. Examples of future additional services may include, but would not be limited to, specialized fire reporting (CFIRS), third party Mobile Data systems, IP Station Alerting, and Incident Management tools.

6. In providing communications services, the Authority shall:

- (a) Provide working space and facilities at the Center for the personnel and equipment described in this agreement.
- (b) Provide and maintain telephone equipment to accommodate the District's 9-1-1 and seven digit emergency telephone and text volume.
- (c) Provide a general business telephone number that can be used for official business of the District to communicate directly with the Fire Dispatcher.
- (d) Provide radio console and control equipment and connections to effect radio transmissions from and between the Center and the District on frequencies which are mutually acceptable.
- (e) Provide recording equipment to log and record incoming and outgoing District related radio and telephone transmissions/incidents.
- (f) Serve as the District's Public Safety Answering Point (PSAP) for 9-1-1 emergency service, in accordance with the rules, policies and regulations of the State of California 9-1-1 Emergency Communications Branch and National Fire Protection Association (NFPA) standards.

- (g) Maintain detailed incident records "on-line" for at least 365 days and permanently for at least three (3) years.
- (h) Jointly share with the District in the responsibility for developing and maintaining the automated geographical file of District response areas and status plans needed for accurate CAD dispatching. Authority shall ensure prompt modification and update of CAD files. District shall ensure prompt, written notification to the Authority of updated information and/or requests for file modifications.
- (i) Ensure that all fire dispatchers have attended and successfully completed initial classroom instruction in Fire Communications procedures and that they remain capable of providing service that meets or exceeds established performance standards.
- (j) Adhere to the instructions or commands of the Incident Commander or Senior Fire Officer regarding fire incident or operations.
- (k) Coordinate the development of a Quality Improvement (QI) Program designed to improve the overall quality of dispatch services provided to the District. Program shall be developed in collaboration with the Fire/EMS Task Team and Users Committee. Statistical reports based on information obtained from the Management Information System (MIS) will be used to track dispatch performance. District representatives will participate in the QI program by assisting in the development of performance standards and providing performance feedback.
- (l) Administer Public Alert and Warning tool (IPAWS and emergency notification system).
- (m) Provide an annual report summarizing operations and performance standards.

EXHIBIT B

OBLIGATIONS OF THE DISTRICT

1. The District shall:

(a) Provide at its own facility, personnel and/or arrangements to answer and coordinate incoming business and other non-emergency calls during business hours; during after hour periods, the District will provide a recording for its business telephone lines which will inform callers that emergency calls should be directed to 9-1-1 and that non-emergency, business calls should be made on the following business day.

(b) Participate with other County Fire Agencies, the Authority, and other ancillary users, in providing for the installation, modification, maintenance, and operation of the Fire Radio Network of frequencies, which shall include at least a single common frequency shared by all County Fire Agencies for the purpose of consolidated dispatching services.

(c) Participate with other County Fire Agencies, the Authority, and the County contracted Paramedic Transport Provider, in providing guidance and support to the Authority staff assigned to provide specialized geographical information system and mapping services to county fire and emergency medical services agencies. Reimburse the Authority, minus any off-setting revenue contributions collected by the Authority from the County contracted Paramedic Transport Provider, for such services provided on behalf of all County Fire Agencies in accordance with the cost sharing schedule in EXHIBIT D.

(d) Jointly share with the Authority in the responsibility for developing and maintaining the automated geographical file of District response areas and status plans needed for accurate CAD dispatching. District shall give prompt, written notification to the Authority of updated information and/or requests for file modification. Authority shall ensure prompt modification and update of CAD files.

(e) Designate a chief officer to regularly attend and participate in the Fire/EMS Task Team and Users Committee meetings in order to:

- a. Ensure communication between the District and the Authority
- b. Develop communications policy and procedure
- c. Participate in the Authority developed Quality Improvement (QI) program by assisting in the development of performance standards and providing performance feedback.

(f) Reimburse the Authority on an "as billed" basis for all cost associated with the District's discretionary implementation of devices directly connected to the CAD system. These devices may include (but are not limited to) leased phone lines, terminals, PC's, printers, modems, multi-plex devices, etc.

(g) Be responsible for all costs associated with the discretionary development of any specialized software interface(s) designed to directly and/or electronically transfer CAD data to the District computer system.

(h) Equally share with the Authority in the costs of installing and maintaining dedicated voice telephone lines, which are deemed necessary by mutual agreement of the parties, to the District fire station(s). District shall reimburse the Authority for their equal share on an "as billed" basis.

EXHIBIT C

FIRE DISTRICT COST SHARING PLAN

1. The total percentage of the Authority's Annual Budget which is the collective responsibility of all participating Fire Districts is set forth within Policy No. 332, Revenue (attached) and specifically sets such percentages as follows:

(a) Fiscal Year 2022/2023 - 3.40%

(b) Fiscal Year 2023/2024 - 3.40%

(c) Fiscal Year 2024/2025 - 3.40%

2. Annual charges for Basic Communications Services shall be calculated by using the following formula:

TOTAL ANNUAL AUTHORITY OPERATING EXPENDITURES

X

COLLECTIVE FIRE DISTRICT COST SHARING PERCENTAGE
(for the appropriate Fiscal Year)

+

COST SHARING ADJUSTMENT

X

DISTRICT PERCENTAGE OF TOTAL 2019, 2020, and 2021 FIRE DISTRICT CALLS

EQUALS

DISTRICT'S ANNUAL CHARGE FOR BASIC SERVICES

3. For the purpose of this cost sharing plan, the following tally of fire district calls will be used to determine District Percentage of Total 2019, 2020, and 2021 Fire District Calls:

Fire District	Avg Calls during Counting Period	District %
Ben Lomond	462	3.87%
Boulder Creek	991	8.31%
Branciforte	142	1.19%
Central	7,530	63.15%
Felton	632	5.30%
Scotts Valley	1,966	16.49%
Zayante	200	1.68%

EXHIBIT D

DISCRETIONARY SERVICES (GIS, HIPLINK, TABLET COMMAND, AND FIREDISPATCH.COM)

REIMBURSEMENT PLAN

1. The District shall reimburse the Authority, in accordance with the following cost sharing schedule, for its proportionate share of the Authority's actual costs associated with providing specialized geographical information system (GIS) services, 2) providing connections to service providers – Tablet Command, Hiplink and website Firedispatch.com..

Fire Agency	Calls (Avg of 2016, 2017, and 2018)	Agency %
Ben Lomond	462	1.85%
Boulder Creek	991	3.97%
Branciforte	142	0.57%
Central	7,530	30.19%
Felton	632	2.54%
Santa Cruz	7,916	31.74%
Scotts Valley	1,966	7.88%
Watsonville	5,101	20.45%
Zayante	200	0.80%

2. The total annual reimbursement amount will be determined based upon the actual costs associated with 1) staffing one (1) FTE GIS specialist, and 2) providing data and connections and service fee for services Hiplink Firedispatch.com, and Tablet Command (interface costs only; T.C. subscriptions invoiced annually outside of the SCR9-1-1 budget based on actual costs).

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COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No. 332 Date Issued: March 18, 1993
Section: 300 – Fiscal Policies Date Revised: February 24, 2022

SUBJECT: REVENUE - GENERAL

APPROVED: _____
Board Chairperson

- 1.0 Pursuant to Section 6, Sub-section B, paragraph 1 of the Agreement, the Parties to the Agreement shall pay for the entire operation of the Center, with the annual expenditure budget determining the total amount of assessment required from each Party to the Agreement by the formula included.
 - 1.1 The total assessment against each Party to the Agreement will be reduced by expected revenue from executed contracts with associate User Agencies for dispatch and other communications services.
- 2.0 The formula included in the Agreement is based upon the population and the assessed value of each participating political jurisdiction.
 - 2.1 This formula determines the cost sharing of the Parties to the Agreement as follows:

2.1.1	Santa Cruz County	- 59.78%
2.1.2	City of Watsonville	- 14.57%
2.1.3	City of Santa Cruz	- 20.16%
2.1.4	City of Capitola	- 05.49%
 - 2.2 This formula shall be in effect through the Fiscal Year 1994/95.
 - 2.2.1 This formula will also be used to distribute that portion of any bond proceeds necessary to reimburse the Parties to the Agreement for their capital cost contributions beginning July 1, 1993.

- 3.0 Beginning with Fiscal Year 1995/96 and concluding with Fiscal Year 1998/99, a three year interim formula based upon the following elements will be used to determine service charges for the Member Agencies and associate User Agencies.
- 3.1 Readiness to Serve or Base Fee (33.33% or 1/3 of the interim formula).
- 3.1.1 Readiness to Serve is defined as a fee element based upon the notion that similar agencies must be equally prepared, staffed, equipped and trained to receive and handle a Call for Service.
- 3.1.2 The Readiness to Serve element, equaling 33.33% of the total formula, is distributed as follows:
- | | |
|-----------------------------|----------|
| 3.1.2.1 Santa Cruz County | - 15.00% |
| 3.1.2.2 City of Watsonville | - 05.00% |
| 3.1.2.3 City of Santa Cruz | - 05.00% |
| 3.1.2.4 City of Capitola | - 05.00% |
| 3.1.2.5 EMS Provider | - 01.66% |
| 3.1.2.6 Fire Districts | - 01.66% |
- 3.1.3 Readiness to Serve percentages will remain constant and will not be adjusted during the life of this interim formula.
- 3.2 Calls For Service (33.33% or 1/3 of the interim formula).
- 3.2.1 Calls for Service are established and defined by Policy No. 260.
- 3.2.2 Calls for Service, equaling 33.33% of the total formula, are based upon manual calculations performed over comparable time periods resulting in the following distribution:
- | | |
|-----------------------------|----------|
| 3.2.2.1 Santa Cruz County | - 14.01% |
| 3.2.2.2 City of Watsonville | - 05.71% |
| 3.2.2.3 City of Santa Cruz | - 09.09% |
| 3.2.2.4 City of Capitola | - 02.29% |
| 3.2.2.5 EMS Provider | - 01.22% |
| 3.2.2.6 Fire Districts | - 01.01% |
- 3.2.3 Calls for Service will not be recalculated or adjusted during the life of this interim formula.
- 3.3 Previous Year Costs or Moving Average (33.33% or 1/3 of the interim formula).

3.3.1 Previous Year Costs, as an element of the interim formula to be used in Fiscal Year 1995/96, are established as based upon budget analysis performed and percentage comparisons derived from the Budget Year 1993/94.

3.3.2 Previous Year Costs, equaling 33.34% or 1/3 of the total formula, are distributed for the first year of the interim formula (Fiscal Year 1995/96) as follows:

3.3.2.1 Santa Cruz County	- 15.17%
3.3.2.2 City of Watsonville	- 06.38%
3.3.2.3 City of Santa Cruz	- 05.56%
3.3.2.4 City of Capitola	- 03.99%
3.3.2.5 EMS Provider	- 01.03%
3.3.2.6 Fire Districts	- 01.21%

3.3.3 Previous Year Costs will be adjusted annually for use in determining Fiscal Year 1996/97 and Fiscal Year 1997/98 costs based upon the actual percentages of previous year costs as established through the use of the interim formula.

4.0 The interim formula as established and defined by this policy determines cost sharing for the Member Agencies (Parties) and the associate User Agencies as follows:

4.1 Fiscal Year 1995/96

4.1.1 Santa Cruz County	- 44.18%
4.1.2 City of Watsonville	- 17.09%
4.1.3 City of Santa Cruz	- 19.65%
4.1.4 City of Capitola	- 11.28%
4.1.5 EMS Provider	- 03.91%
4.1.6 Fire Districts	- 03.89%

4.2 Fiscal Year 1996/97

4.2.1 Santa Cruz County	- 43.75%
4.2.2 City of Watsonville	- 16.41%
4.2.3 City of Santa Cruz	- 20.64%
4.2.4 City of Capitola	- 11.05%
4.2.5 EMS Provider	- 04.18%
4.2.6 Fire Districts	- 03.97%

4.3 Fiscal Year 1997/98

4.3.1 Santa Cruz County	- 43.58%
4.3.2 City of Watsonville	- 16.18%
4.3.3 City of Santa Cruz	- 20.96%
4.3.4 City of Capitola	- 10.97%

- 4.3.5 EMS Provider - 04.28%
- 4.3.6 Fire Districts - 04.03%

5.0 Beginning with Fiscal Year 1998/99 and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and associate User Agencies.

5.1 Readiness to Serve or Base Fee (33.33% or 1/3 of the formula).

5.1.1 Readiness to Serve is defined in paragraph 3.1.1 of this policy.

5.1.2 The Readiness to Serve element, equaling 33.33% of the total formula, is distributed as follows:

- 5.1.2.1 Santa Cruz County - 15.00%
- 5.1.2.2 City of Watsonville - 05.00%
- 5.1.2.3 City of Santa Cruz - 05.00%
- 5.1.2.4 City of Capitola - 05.00%
- 5.1.2.5 EMS Provider - 01.66%
- 5.1.2.6 Fire Districts - 01.66%

5.1.3 Readiness to Serve percentages will remain constant and will not be adjusted during the life of the formula.

5.2 Calls For Service (66.67% or 2/3 of the formula).

5.2.1 Calls for Service are established and defined by Policy No. 260.

5.2.2 Calls for Service, equaling 66.67% of the total formula, will be based upon an automated data analysis of the model year period beginning on September 1, 1996 and concluding on August 30, 1997.

6.0 Beginning with Fiscal Year 2001/02, and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and Associate User Agencies.

6.1 Readiness to Service or Base Fee (50.00% or 1/2 of the formula).

6.1.1 Readiness to Serve is defined in paragraph 3.1.1 of this policy.

6.1.2 Readiness to Serve element, equaling 50.00% of the total formula, is distributed as follows:

- 6.1.2.1 Santa Cruz County - 15.84%

6.1.2.2 City of Watsonville	- 06.58%
6.1.2.3 City of Santa Cruz	- 12.09%
6.1.2.4 City of Capitola	- 05.83%
6.1.2.5 EMS Provider	- 05.83%
6.1.2.6 Fire Districts	- 03.83%

- 6.1.3 Beginning Fiscal Year 2013/2014, and continuing until such time as it is modified by the Board of Directors, the Readiness to Serve is distributed as follows:

6.1.3.1 Santa Cruz County	- 12.46%
6.1.3.2 City of Watsonville	- 6.32%
6.1.3.3 City of Santa Cruz	- 9.50%
6.1.3.4 City of Capitola	- 4.85%
6.1.3.5 EMS Provider	- 4.04%
6.1.3.6 Fire Districts	- 2.31%
6.1.3.7 City of Hollister	- 7.15%
6.1.3.8 San Benito County	- 3.37%

- 6.1.4 Beginning Fiscal Year 2017/2018, and continuing until such time as it is modified by the Board of Directors, the Readiness to Serve is distributed as follows:

6.1.4.1 Santa Cruz County	-12.08%
6.1.4.2 City of Watsonville	-6.11%
6.1.4.3 City of Santa Cruz	-10.62%
6.1.4.4 City of Capitola	-4.74%
6.1.4.5 EMS Provider	-3.94%
6.1.4.6 Fire Districts	-2.25%
6.1.4.7 City of Hollister	-6.98%
6.1.4.8 County of San Benito	-3.28%

- 6.1.5 Readiness to Serve percentages will remain constant and will not be adjusted during the life of the formula.

- 6.2 Calls for Service (25.00% or 1/4 of the formula).

- 6.2.1 Calls for Service are established and defined by Policy No. 260.

- 6.2.2 Calls for Service, equaling 25.00% of the total formula, will be based upon an automated count for the two year period beginning on January 1, 1999 and concluding on December 31, 2000.

- 6.2.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among

Agencies) during the automated counting period.

6.2.3 Calls for Service will be recalculated every three (3) years thereafter during the life of the formula.

6.3 Weighted Calls for Service (25.00% or 1/4 of the formula).

6.3.1 A process by which to assign differing values to certain Calls for Service to reflect the Center's work effort in support of specific Member and/or Associate Member Agencies shall be recommended by the General Manager and approved by the Board of Directors in advance of each adjustment period.

6.3.2 Weighted Calls for Service, equaling 25.00% of the total formula, will be based upon an automated analysis of the two year period beginning on January 1, 1999 and concluding on December 31, 2000.

6.3.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Weighted Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among Agencies) during the analysis period.

6.3.3 Weighted Calls for Service will be re-analyzed and adjusted every three (3) years thereafter during the life of the formula.

7.0 Beginning with Fiscal Year 2019/2020, and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and Associate User Agencies.

7.1 Post Positions (33.33% or 1/3 of the formula).

7.1.1 Based upon staffing patterns, each agency will be assessed a percentage of the total staff based on how the communications center is staffed.

7.1.2 Beginning Fiscal Year 2019/2020, and continuing until such time as it is modified by the Board of Directors, Post Position percentages are distributed as follows:

7.1.2.1 Santa Cruz County	20.83%
7.1.2.2 City of Watsonville	13.75%

7.1.2.3 City of Santa Cruz	23.55%
7.1.2.4 City of Capitola	9.90%
7.1.2.5 EMS Provider	5.96%
7.1.2.6 Fire Districts	3.09%
7.1.2.7 City of Hollister	18.15%
7.1.2.8 County of San Benito	4.77%

- 7.1.3 Post Position percentages will remain constant and will not be adjusted during the life of the formula, unless there is a significant change in the staffing patterns.

7.2 Calls for Service (33.33% or 1/3 of the formula).

- 7.2.1 Calls for Service are established and defined by Policy No. 260.

- 7.2.2 Calls for Service, equaling 33.33% of the total formula, will be based upon an automated count for the three year period beginning on January 1, 2016 and concluding on December 31, 2018.

- 7.2.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among Agencies) during the automated counting period.

- 7.2.3 Calls for Service will be recalculated every three years thereafter during the life of the formula and will include the previous three years' worth of calls.

7.3 Radio Usage (33.33% or 1/3 of the formula).

- 7.3.1 Radio Usage is defined as the percentage of radio traffic associated with each agency's radio frequencies as measured by the Authority's voice recording system.

- 7.3.2 Radio usage, equaling 33% of the total formula, will be based upon a report obtained from the Authority's voice recorder which measures the percentage of the overall use by each channel as compared to all the channels.

- 7.3.3 Radio usage will be based upon the report for the three year period beginning on January 1, 2016 and concluding on December 31, 2018.

7.3.4 Radio usage will be recalculated every three years thereafter during the life of this formula and will include the previous three years' work of radio usage.

8.0 Beginning with Fiscal Year 2022/2023, and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and Associate User Agencies.

8.1 Post Positions (33.33% or 1/3 of the formula).

8.1.1 Based upon staffing patterns, each agency will be assessed a percentage of the total staff based on how the communications center is staffed.

8.1.2 Beginning Fiscal Year 2022/2023, and continuing until such time as it is modified by the Board of Directors, Post Position percentages are distributed as follows:

8.1.2.1 Santa Cruz County	21.20%
8.1.2.2 City of Watsonville	14.46%
8.1.2.3 City of Santa Cruz	20.67%
8.1.2.4 City of Capitola	10.33%
8.1.2.5 EMS Provider	6.14%
8.1.2.6 Fire Districts	3.30%
8.1.2.7 City of Hollister	18.27%
8.1.2.8 County of San Benito	5.64%

8.1.3 Post Position percentages will remain constant and will not be adjusted during the life of the formula, unless there is a significant change in the staffing patterns.

8.2 Calls for Service (33.33% or 1/3 of the formula).

8.2.1 Calls for Service are established and defined by Policy No. 260.

8.2.2 Calls for Service, equaling 33.33% of the total formula, will be based upon an automated count for the three year period beginning on January 1, 2019 and concluding on December 31, 2021.

8.2.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among

Agencies) during the automated counting period.

8.2.3 Calls for Service will be recalculated every three years thereafter during the life of the formula and will include the previous three years' worth of calls.

8.3 Radio Usage (33.33% or 1/3 of the formula).

8.3.1 Radio Usage is defined as the percentage of radio traffic associated with each agency's radio frequencies as measured by the Authority's voice recording system.

8.3.2 Radio usage, equaling 33% of the total formula, will be based upon a report obtained from the Authority's voice recorder which measures the percentage of the overall use by each channel as compared to all the channels.

8.3.3 Radio usage will be based upon the report for the three year period beginning on January 1, 2019 and concluding on December 31, 2021.

8.3.4 Radio usage will be recalculated every three years thereafter during the life of this formula and will include the previous three years' worth of radio usage.

9.0 The Fire Districts cost sharing percentages as determined through the use of the formula outlined in this policy are based upon the collective total of all districts.

9.1 An independent and standardized formula will be jointly developed and utilized to distribute total Fire District costs among each of the specific participating districts

9.2 The independent Fire District formula, complimented by the particular JPA formula, will be detailed in the agency specific Service Agreement(s).

10.0 The cost sharing percentage for each of the Member Agencies (Parties) and associate User Agencies, as derived from the use of the formulas as outlined within this policy, will not increase or decrease more than twenty (20%) percent per adjustment period over/under the previous year percentages.

11.0 Each Party to the Agreement shall pay its share of the total operating costs in quarterly installments as described in Section 6, sub-section D of the Agreement

11.1 The Board of Directors may set a different payment schedule for the purchase of capital items.

- 12.0 Each Associate User Agency shall pay its share as outlined within their agency specific Service Agreement(s).
- 13.0 The General Manager is authorized to accept reimbursements for extra services provided beyond normal, daily operations not exceeding \$20,000 per request. Reimbursement for services exceeding \$20,000 must be accepted by the Board of Directors.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: May 11, 2022
To: Board of Directors
From: Ron Whittle, Fire Chief
Subject: 2022/2023 Preliminary Budgets

Recommendation

1. Adopt the 2022/2023 Preliminary Budgets as presented:

685010	General Fund:	\$ 11,405,523
685030	Capital Outlay/Zone A:	\$ 2,200,944
685040	SCHMIT:	\$ 418,563

2. Set a public hearing for adoption of the final budgets for August 10, 2022, Regular Board Meeting.
3. Direct staff to publish a notice for the public hearing and make the budgets available for public review.

Background

The Board of Directors must pass a preliminary budget before June 30th and a final budget by October 1st of each year.

General Fund

Revenue

The estimated Fund Balance beginning this fiscal year is \$ 2,403,094

An estimated increase to property tax of 4% has been included in the preliminary budget as recommended by the County Auditor's Office.

Revenue from Plan Check and Inspection Fees for FY 2022/2023 are estimated at \$25,000, while the estimated expenditures for contract plan check and inspection services are \$5,000.

Revenue from the SCHMIT administrative contract is \$6,000.

Expenditures

The Salaries and Benefits budget includes the cost of the Holiday and Regular Salary increases effective July 1, 2022. The Overtime account includes \$575,000 for out-of-county strike team response. The amounts budgeted reflect the trend over the last few years. All strike team expenses are reimbursed according the California Fire Assistance Agreement. All allocated positions are funded.

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta

The CalPERS Safety Retirement Plan is 21.84% of payroll, which is up slightly from the 2021/2022 fiscal year amount of 21.79%. The Unfunded Accrued Liability's (UAL) annual lump sum prepayment option for the Safety Plan is \$1,011,158, which is up from the 2021/2022 payment of \$876,446.

The CalPERS Miscellaneous Plan is 10.870% of payroll which is down from the 2021/2022 fiscal year amount of 10.88%. The UAL's annual lump sum prepayment option for the Miscellaneous Plan is \$23,956 which is up from the 2021/2022 payment of \$23,261.

The employer rate for new CalPERS safety employees hired after January 1, 2013, is 12.78% of payroll, down slightly from the 2021/2022 rate of 13.13%. The UAL payment for PEPRA Safety employees is \$885. The Non-Safety employee rate is 7.47% of payroll, down from the 2021/2022 rate of 7.59%. The UAL payment for PEPRA Non-Safety employees is \$756.

This represents a budgeted amount of \$1,766,421 payable to CalPERS, which represents a \$193,712 increase over 2021/2022.

Health insurance is budgeted for an estimated 10% increase effective January 1, 2023. Retiree health insurance is budgeted at \$88,076, an increase of \$3,345 over last year.

Workers compensation insurance is estimated at \$435,000, an increase of 20% over last fiscal year. Part of this increase estimate is due to pending litigation. The actual cost is currently unknown.

The Services and Supplies budget is \$881,679, which is an increase of \$46,265 over 2021/2022.

The Contributions to Other Agencies is for the District's share of the LAFCO budget which is estimated at \$8,700, as well as \$155,000 contributions to the OPEB Trust and \$150,000 for Pension Prefunding Trust.

A \$500,000 transfer to Capital Outlay/Zone A is budgeted, and \$250,000 for Contingencies.

General Reserves for 2022/2023 are set at \$1,059,713 in accordance with District Policy 1608.

Capital Outlay/Zone A

The beginning fund balance is estimated at \$1,550,000. A 4% increase in property tax revenue is estimated for this fiscal year. Besides auditing and accounting costs, \$750,000 is budgeted for the purchase of a new Type 1 Engine, \$55,000 to replace a command vehicle, \$55,000 to install solar at the Glenwood Station, and \$50,000 for a training building at the Erba Station. We have also budgeted \$500,000 for future Erba Station facility upgrades and improvements. General Reserves of \$487,944 for future projects and \$100,000 for contingencies.

Revenue consists of Zone A Tax collection of \$138,077, \$500,000 transfer-in from the General Fund and \$8,000 in interest.

SCHMIT

The beginning fund balance for the Santa Cruz Hazardous Materials Interagency Team is estimated at \$200,000. Services and Supplies are to support the operating costs of the team in the amount of \$80,524 which includes a \$6,000 charge for management of the program. Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation, and \$150,000 for differential costs for the response agencies. A Revenue increase of 4% has been applied.

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2022-5

RESOLUTION ADOPTING PRELIMINARY BUDGET FOR FISCAL YEAR 2022/2023

WHEREAS, In compliance with Sections 13890, 13891 and 13893 of the California Health and Safety Code;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Preliminary Budget of the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, for fiscal year 2022/2023, be and is hereby adopted in accordance with the following:

Preliminary Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$11,405,523
Capital Outlay/Zone A	Index 685030	\$ 2,200,944
SCHMIT	Index 685040	\$ 418,563

BE IT FURTHER RESOLVED that the appropriations for each budget unit which constitute the respective totals for each of the objects of the expenditures listed are attached hereto and known as the Preliminary Budget (on file with the Secretary of the Board).

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on May 11, 2022, by the following vote:

<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
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Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

APPROVED:

ATTEST:

Russ Patterson
Board President

Ron Whittle
Board Secretary

Scotts Valley Fire Protection District

General Fund (685010)

Preliminary 2022/2023 Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 8,058,360
40110	Prop Tax-Current Unsecured	\$ 156,088
40150	Supplemental Prop Tax-Current Secured	\$ 95,177
40151	Supplemental Prop Tax-Current Unsecured	\$ 2,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ 3,000
40330	Licenses and Permits	\$ 25,000
40430	Interest	\$ 3,000
40440	Rents and Leases	\$ 1,200
40830	St-Homeowners' Property Tax Relief	\$ 40,104
40894	ST-Aid Others	\$ 575,000
41617	ALS Response Contract - Net QA Costs	\$ -
42010	SCHMIT Administrative Services	\$ 6,000
42022	Cost Recovery, Other	\$ -
42047	Other Charges	\$ -
42055	SCHMIT Reimbursement	\$ 35,000
42384	Other Revenue	\$ 2,500
42462	Transfer In From Capital Outlay/Zone A	\$ -
Total Revenue		\$ 9,002,429
Beginning Fund Balance		\$ 2,403,094
Total General Fund Revenue		\$ 11,405,523

Expenditure Summary

Account #	Expense Category	Expense Amount
50000	Salaries & Benefits	\$ 8,400,431
60000	Services & Supplies	\$ 881,679
75000	Other Charges	\$ 313,700
Total Expenditures		\$ 9,595,810
Operating Transfer Out		\$ 500,000
Contingencies		\$ 250,000
Reserves - Undesignated		\$ 1,059,713
Total General Fund Budget		\$ 11,405,523

Notes:

Schedule of Revenue: 50% in December, 45% in April and 5% in June
Account 40100 reflects a 4% increase as per Santa Cruz County Auditor's Office.
Other Charges - Contributions to Trust accounts and LAFCO charges.
Account 40330 - Revenue from Permits, Plan Checks and Inspections
Account 40440 - Revenue from the Lease of the Marywood Property
Account 40894 - Revenue from Statewide Strike Teams, Overhead Assignments
Account 42010 - Revenue of \$6000 for SCHMIT Administration
Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training
Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue
Estimated Fund Balance as of July 1, 2022
Reserves = Balance as per Policy 1608 - Reserve Guidelines.

Scotts Valley Fire Protection District
General Fund (685010)
Preliminary 2022/2023 Budget

Expenditure Accounts			
Account #	Category		Amount
Salaries and Benefits			
51000	Regular Pay, Perm.	\$	3,636,708
51005	Overtime Pay	\$	931,032
51010	Regular Pay, Extra help	\$	61,500
51035	Holiday Pay	\$	311,172
51040	Differential Pay	\$	204,096
52010	Medicare Tax	\$	81,397
52015	PERS	\$	1,766,421
53010	Employee Group Insurance	\$	843,713
53015	Unemployment Insurance	\$	7,935
54010	Workers' Compensation Ins	\$	435,000
55020	Sick Leave Reserve	\$	18,557
55021	Other Benefits Miscellaneous: Vacation Payoff	\$	102,900
Total Salaries and Benefits			\$ 8,400,431
Services and Supplies			
61110	Clothing and Personal Supplies	\$	29,900
61125	Uniforms	\$	32,050
61215	Radio Services and Communications	\$	87,448
61221	Telephone and Telegraph	\$	14,920
61310	Food	\$	7,500
61425	Household Expense	\$	7,500
61535	Insurance	\$	52,709
61720	Maintenance Mobile Equipment	\$	105,000
61725	Maintenance Office Equipment	\$	28,912
61730	Maintenance Other Equipment	\$	22,900
61845	Maintenance Structure & Grounds	\$	36,700
61920	Medical Supplies	\$	10,050
62020	Memberships	\$	5,185
62111	Miscellaneous Expense	\$	7,500
62219	Computer Software	\$	21,700
62223	Office Expense	\$	13,000
62301	Accounting & Auditing Fees	\$	78,100
62327	Directors Fees	\$	9,500
62358	Laundry Service	\$	1,750
62367	Medical Services	\$	19,500
62381	Professional/Special Services	\$	91,500
62420	Publications and Legal Notices	\$	2,000
62500	Rents and Leases, Equipment	\$	1,000
62715	Small Tools and Instruments	\$	33,830
62826	Education Reimbursement	\$	17,000
62888	Special District Expense	\$	11,500
62890	Subscriptions	\$	3,175
62914	Education & Training	\$	34,400
62920	Gas, Oil and Fuel	\$	43,350
62930	Conference Tuition - Registrations	\$	17,100
63070	Utilities	\$	35,000
Total Services & Supplies			\$ 881,679
Other Charges			
75233	Contributions to Trust/Agency Fund		305,000
75231	Contributions to Other Government Agencies		8,700
Total Other Charges			313,700
Operating Transfers Out			
90000	Transfer To Capital Outlay/Zone A (685030)		500,000
Total Operating Transfer Out			500,000
Appropriation for Contingencies			
98700	Contingencies		250,000
Total Contingencies			250,000
General Reserves			
98965	Undesignated Fund Balance		1,059,713
Total Reserves			1,059,713
TOTAL EXPENDITURES			11,405,523

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

Preliminary 2022/2023 Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 138,077
40110	Prop Tax-Current Unsecured	\$ 2,679
40150	Supplemental Prop Tax-Current Secured	\$ 1,500
40151	Supplemental Prop Tax-Current Unsecured	\$ -
40430	Interest	\$ 8,000
40830	St-Homeowners' Property Tax Relief	\$ 688
42462	Transfer In From General Fund	\$ 500,000
Total Revenue		\$ 650,944
Fund Balance Capital Outlay/Zone A		\$ 1,550,000
Total Capital Outlay/Zone A Revenue		\$ 2,200,944

Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 165,000
86000	Fixed Assets	\$ 1,448,000
Total Expenditures		\$ 1,613,000
Operating Transfer Out		\$ -
Contingencies		\$ 100,000
General Reserves		\$ 487,944
Total Capital Outlay / Zone A Budget		\$ 2,200,944

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

Preliminary 2022/2023 Budget

Expenditure Accounts

Account #	Category	Amount
Services and Supplies		
61110	Clothing & Personal Supplies	\$ 68,000
61845	Maintenance Structure & Grounds	\$ 60,000
61215	Radio Services	\$ 10,000
62111	Miscellaneous	\$ -
62223	Office Supplies	\$ 4,000
62301	Accounting & Auditing Fees	\$ 5,000
62381	Professional Services	\$ 12,000
62710	Equipment	\$ 6,000
62715	Small Tool	\$ -
Total Services and Supplies		\$ 165,000
Fixed Assets		
86110	Structures and Improvements	\$ 620,000
86204	Equipment	\$ 23,000
86209	Mobile Equipment	\$ 805,000
Total Fixed Assets		\$ 1,448,000
Operating Transfer Out		
90000	Transfer To General Fund (685010)	\$ -
Total Operating Transfer Out		\$ -
Appropriation for Contingencies		
98700	Contingencies	\$ 100,000
Total Contingencies		\$ 100,000
General Reserves		
98695	Fund Balance - Undesignated	\$ 487,944
Total General Reserves		\$ 487,944
Total Expenditures		\$ 2,200,944

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

Preliminary 2022/2023 Budget

86110 - Structures & Improvements

<u>DESCRIPTION</u>	<u>Amount</u>
Erba Improvements	500,000
Glenwood Solar Installation	55,000
Training Building	50,000
Contingencies	15,000
<u>TOTAL</u>	620,000

Preliminary 2022/2023 Budget

<u>DESCRIPTION</u>	<u>Amount</u>
Lucas CPR Device	23,000
<u>TOTAL</u>	23,000

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

Preliminary 2022/2023 Budget

86209 - Mobile Equipment

<u>DESCRIPTION</u>	<u>Amount</u>
Type 1 Engine	750,000
Command Vehicle	55,000
<u>TOTAL</u>	805,000

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

Preliminary 2022/2023 Budget

Schedule of Fixed Assets

Account #	Description	Amount
86110	Structures and Improvements	
	Station Improvements	\$ 620,000
	Subtotal Structures and Improvements	\$ 620,000
86204	Equipment	
	Lucas CPR Device	\$ 23,000
	Subtotal Equipment	\$ 23,000
86209	Mobile Equipment	
	Type 1 Engine	\$ 750,000
	Command Vehicle	\$ 55,000
	Subtotal Mobile Equipment	\$ 805,000
86222	Furniture	
		\$ -
	Subtotal Furnishings	\$ -
	Total Fixed Assets	\$ 1,448,000

Signed:

Board Secretary

SCOTTS VALLEY FIRE PROTECTION DISTRICT

Fiscal Year Ending 2022

CAPITAL OUTLAY FUND													
Apparatus and Equipment Replacement													
	Fiscal Year	20/21	Estimated Actuals	21/22									
APPROPRIATIONS													
Beginning Fund Balance		\$ 1,194,260	\$ 1,139,363	\$ 1,578,497	\$ 628,497	\$ 617,967	\$ 733,238	\$ 855,173	\$ 984,048	\$ 720,151	\$ 881,782	\$ 140,000	\$ 140,000
EXPENDITURES													
Services and Supplies		\$212,500	\$30,000	\$165,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000
Fixed Asset Accounts													
86110 Structures and Improvements													
Eriba Improvements		\$30,000		\$500,000									
Glenwood Improvements		\$30,000		\$55,000									
Training Building				\$50,000									
86204 Equipment													
PPE Extractor													
PPE/ Turnouts					\$120,000					\$125,000			
SCBA Fill Station			\$70,000										
SCBA's													
Other Equipment				\$23,000									
2017 Pierce Enforcer													
2006 Pierce Saber				\$750,000							\$850,000		
2012 Pierce Saber													
2018 KME Type III													
2007 Pierce/International Type III									\$400,000				
2003 Pierce/International Water Tender													
2005 Pierce Enforcer - SCHMIT													
2590 - 2006 Chevy Tahoe				\$55,000									
2591 - 2017 Ford Explorer													
2592 - 2014 Dodge Ram PU 1500													
2593 - 2008 Chevy Tahoe													
2594 - 2013 Dodge Ram PU 1500										\$55,000			
2597 - 2018 Chevy Tahoe													
2596 - 1995 GMC PU 2500													
2595 - 2018 Dodge Ram PU 2500													
Total		\$272,500	\$100,000	\$1,598,000	\$260,000	\$140,000	\$140,000	\$140,000	\$540,000	\$320,000	\$990,000	\$140,000	\$140,000
REVENUES													
Zone A Revenue		\$130,846	\$133,134	\$140,000	\$145,600	\$151,424	\$157,481	\$163,780	\$170,331	\$177,145	\$184,230	\$191,600	\$191,600
Interest		\$20,000	\$6,000	\$8,000	\$3,870	\$3,847	\$4,454	\$5,095	\$5,772	\$4,486	\$4,330	\$860	\$860
Other (Grants & Sale of Fixed Assets)		\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds		\$100,000	\$400,000	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Total Revenue		\$252,846	\$539,134	\$648,000	\$249,470	\$255,271	\$261,935	\$268,875	\$276,103	\$281,631	\$288,561	\$292,459	\$292,459
Carryover Fund Balance		\$1,174,606	\$1,578,497	\$628,497	\$617,967	\$733,238	\$855,173	\$984,048	\$720,151	\$681,782	\$-19,657	\$132,802	\$132,802

Prepared by: _____ Date: _____

Scotts Valley Fire Protection District

SCHMIT (685040)

Preliminary 2022/2023 Budget

<i>Santa Cruz Hazardous Materials Interagency Team Cost Sharing Agreement Based on MOU Revision</i>		
Amount dispersed by population		\$202,206
Total Funding Necessary		\$418,563
Agency	Percentage	Amount
County	52.000%	\$105,147
Santa Cruz	21.200%	\$42,868
Watsonville	18.300%	\$37,004
Scotts Valley	4.500%	\$9,099
Capitola	4.000%	\$8,088
UCSC	Fixed	\$8,706
State Parks	Fixed	\$7,251
Interest & Grant	Fixed	\$400
Fund Balance		\$200,000
Total	100.00%	\$418,563

Scotts Valley Fire Protection District

SCHMIT (685040)

Preliminary 2022/2023 Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40430	Interest	\$ 400
40894	Grant Funding	\$ -
Subtotal Other Revenue		\$ 400
41150	<u>Haz Mat Contract Contributions:</u>	
	<u>Percentage</u>	
	Santa Cruz County	52.00%
	City of Santa Cruz	21.20%
	City of Watsonville	18.30%
	City of Scotts Valley	4.50%
	City of Capitola	4.00%
	UCSC	Fixed
	State Parks	Fixed
		\$ 105,147
		\$ 42,868
		\$ 37,004
		\$ 9,099
		\$ 8,088
		\$ 8,706
		\$ 7,251
Total Contrubution From Other Agencies		\$ 218,163
Total Revenue		\$ 218,563
Estimated Fund Balance		\$ 200,000
Total General Fund Revenue		\$ 418,563

Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 80,524
75000	Personnel Costs	\$ 170,000
86204	Fixed Assets	\$ 12,000
Total Expenditures		\$ 262,524
Contingencies		\$ 25,000
General Reserves		\$ 131,039
Total SCHMIT General Fund Budget		\$ 418,563

Scotts Valley Fire Protection District

SCHMIT (685040)

Preliminary 2022/2023 Budget

Expenditure Accounts

Account #	Category	Amount
Services and Supplies		
61110	Protective Clothing	\$ 10,600
61221	Telephone and Telegraph	\$ 960
61535	Insurance	\$ 2,555
61720	Maintenance, Mobile Equipment	\$ 15,000
61725	Maintenance, Office Equipment	\$ 380
61730	Maintenance, Other Equipment	\$ 10,200
61920	Medical Supplies	\$ 1,000
62219	Computer Software	\$ 3,000
62301	Accounting and Auditing	\$ 1,200
62365	Management Services	\$ 6,000
62715	Small Tools and Instruments	\$ 7,129
62888	Special District Expense	\$ 1,250
62914	Training	\$ 20,600
62920	Fuel	\$ 650
Total Services and Supplies		\$ 80,524
Contributions to Agencies		
75268	Reimbursement of Costs to Agencies	\$ 150,000
75276	Emergency Response Reimbursement	\$ 20,000
Total Contributions to Agencies		\$ 170,000
Fixed Assets		
86204	Equipment	\$ 12,000
Total Fixed Assets		\$ 12,000
Appropriation for Contingencies		
98700	Contingencies	\$ 25,000
Total Appropriation for Contingencies		\$ 25,000
General Reserves		
98965	Unassigned Fund Balance	\$ 131,039
Total Reserves		\$ 131,039
Total Expenditures		\$ 418,563



Ron Whittle
Fire Chief

SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: May 11, 2022
To: Board of Directors
From: Ron Whittle, Fire Chief
Subject: District Audit Services RFP

Recommendation

Board to review the responses to the Request for Proposal (RFP) and authorize the President to enter into an agreement for financial audit services for fiscal years ending in 2022, 2023 and 2024.

Discussion

The following is the cost for the last Audit Contract with Zach Pehling CPA, MBA: 2019- \$8,584, 2020-\$8,842 and 2021- \$9,108.

An RFP for the District's Financial Statements and Audit was posted and mailed to eight firms. The following two responses were received by the April 29, 2022, noon deadline:

Zach Pehling, CPA, MBA-Truckee		Fechter & Company - Sacramento	
2022	\$9,200	2022	\$9,425
2023	\$9,600	2023	\$9,800
2024	\$9,950	2024	\$10,200
Total	\$28,750	Total	\$29,425

Board of Directors
Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta

Proposal for Annual Independent Audit Services

For Fiscal Years Ending June 30, 2022, June 30, 2023, and June 30, 2024

**From: Zach Pehling, CPA, MBA
13075 Oberwald Way
Truckee, CA 96161
(707) 279-4259
Zach@PehlingCPA.com
April 18, 2022**

Proposal for Financial Audit Services

For Fiscal Years Ending June 30, 2022, June 30, 2023, and June 30, 2024

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Letter of Transmittal

For Fiscal Years Ending June 30, 2022, June 30, 2023, and June 30, 2024

Audit Services to be Performed

The objective of our audit services to be performed is the expression of our opinion as to whether the financial statements of your activities and the aggregate remaining fund information, which collectively comprise Scotts Valley Fire District's basic financial statements, are fairly presented in all material respects: the respective financial position at year end and respective changes in the financial position for the year then ended are in conformity with accounting principles generally accepted in the United States of America; as well as reporting on the fairness of the additional information when considered in relation to the basic financial statements taken as a whole.

We will conduct our audit in accordance with Governmental Auditing Standards. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Our Audit will also include assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation.

Our approach to auditing starts with gaining an intricate understanding of the internal controls, policies and procedures of the District. This is done with interviews of District staff and observations of the various financial functions of the District. Once a thorough understanding is achieved we can tailor our audit program to support our opinion and look for areas where improvements can be found.

We maximize both efficiency and security using technology. We use the CCH Pro System paperless auditing system to cut processing time and costs. Pro System allows import of the Trial Balance for integration into the financial statements.

Positive Commitment to Perform

Throughout our practice, we have earned a reputation of providing client centered service. We consistently exceed our client's expectations. We are willing to go the extra mile to ensure that our clients are satisfied and well represented. We have the experience and commitment to perform the requested services in a timely fashion. We are independent in regards to the Organization.

History and Organization

Zach Pehling, CPA, is located in Truckee, California. The office of Pehling & Pehling CPA's is located at 13075 Oberwald way, Truckee, CA 96161. Our firm has liability insurance in the required amount.

Proposal for Financial Audit Services

For Fiscal Years Ending June 30, 2022, June 30, 2023, and June 30, 2024

Profile of the Independent Auditor

Many firms showcase the qualifications of their most experienced partners, but few have the onsite presence of the firm owners. We are small local firm that is dedicated to helping organizations like yours. We always strive to provide the highest level of service to our clients. We provide unparalleled flexibility in meeting your needs and expectations. We are proud of the responsive service we provide to our clientele. As a client, you will benefit from our concern, dedication, timeliness and consistency.

We are focused on providing audit services to non-profits and local government agencies in Northern California. Our clientele is comprised solely of these agencies. Here we have dedicated 100% of our time to assisting non-profits and local government with their auditing needs. We feel with this kind of focus we are better able to serve our clients' needs.

We invest heavily in training and education. We focus our training on government, non-profit, and fraud CPE that is comprised of seminars and classes given by the California Society of CPA's and other qualified continuing professional education organizations.

The firm currently provides financial audits for approximately 45 public agencies each year.

The firm is comprised of two licensed Certified Public Accountants in the State of California. Our small practice offers several advantages to you:

- You will have year-round access to the principle partner who will be your primary contact point.
- You receive a high level of personal service.
- We do not charge our clients for contacting us throughout the year with questions regarding accounting or financial matters. We do this to show our commitment to building a strong and beneficial relationship with our clients.
- Working with the same auditors from year to year greatly reduces the time your staff spends familiarizing us with your business.

Specific Audit Approach

Our approach is designed to avoid disruption of the smooth functioning of your offices. To provide your District with the quality professional services it deserves, it is imperative that we thoroughly understand your organization. Our previous experience with governmental and not-for-profit organizations provides us with a sound foundation from which to plan our audit procedures. However, we must acquaint ourselves with specific aspects of your operations to ensure that our procedures are both comprehensive and efficient.

The planning phase of the engagement will lay the foundation for the direction of our audit and is key to cost-effective completion. Our planning will focus on preliminary analysis, information gathering, identifying significant issues and evaluating internal controls.

During the fieldwork stage we will test asset and liability accounts based on our understanding of your financials that was obtained during the planning stage. We will test revenues and disbursements using sampling. Our disbursement sampling has two purposes. We see whether the amounts posted to the

Proposal for Financial Audit Services

For Fiscal Years Ending June 30, 2022, June 30, 2023, and June 30, 2024

General Ledger agree with invoices and cancelled checks. Furthermore, we examine to make sure the transactions were approved by management and follows proper internal control procedures. Our sample is chosen by a random number generator and by on scanning the detailed ledger utilizing our experience and knowledge.

At the completion of the fieldwork we will conduct an exit interview to review with management our findings and suggestions.

We will assist the organization with preparation of the financial statements, including all new and past GASB pronouncements. We have helped numerous small organizations implement various GASB pronouncements.

We are able to present the report to the Board of Directors at a meeting. Our aim is to create an open line of communication between our firm and your organization, so that the Board feels comfortable asking for help with any questions or issues that may arise during the year.

References

Jacinda, District Bookkeeper
Lake County Vector Control
PO Box 310
Lakeport, CA 95453
707-263-4770

Dianna, District Bookkeeper
Clearlake Oaks County Water District
PO Box 709
Clearlake Oaks, CA 95423
707-263-4770

Additional references available upon request.

Bid for Audit Services

Our fee for audit services for the Fiscal-Year are based on our standard hourly rate of \$125 per for Zach Pehling and Carlie Pehling, plus out-of-pocket costs (such as report reproduction, work processing, postage, copies, telephone, etc.) Based on the information provided to us, the fee will not exceed \$9,200 for 2022. The fee for 2023 will be \$9,600 and \$9,950 for 2024. This is an all inclusive fee that includes performing the audit, and all associated incidentals.

If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will

Bid for Financial Audit Services

For Fiscal Years Ending June 30, 2022, June 30, 2023, and June 30, 2024

be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs.

Very truly yours,



Zach Pehling, CPA



Fechter & Company CPAS
Certified Public Accountants

3445 American River Drive, Suite A
Sacramento, Ca 95864
(T) 916.333.5360 (F) 916.333-5370

www.FechterCPA.com

Company Representative:
Scott A. German, CPA
ScottG@FechterCPA.com

Scotts Valley Fire Protection District

April 22, 2022

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of Fechter & Company. These materials may be printed or photocopied for use in evaluating the proposed project but are not to be shared with other parties.

Proposal for Fiscal Auditing Services

For the Fiscal Year Ending

June 30, 2022

with an option to extend for two
subsequent years.



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April 22, 2022

Ron Whittle
Fire Chief

Scotts Valley Fire
Protection District
7 Erba Lane
Scotts Valley, CA 95066

(831) 438-0211

rwhittle@scottsvalleyfire.com

Dear Chief Whittle

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit services to the Scotts Valley Fire Protection District (the District). The Statement of Firm Qualifications and the credentials listed in the resumes of our team will demonstrate our qualifications, competence, and capacity to perform the audit services requested within the time frame required by the District.

We believe we are best qualified to perform this engagement because we maintain a small staff of experienced auditors and accountants. We are able to promise the staff on your engagement will have experience that is directly applicable to your entity.

We commit to completing your audit within the time frame agreed upon between our firm and the District.

This proposal is an irrevocable offer valid for 90 days after the date of the proposal. I am authorized to represent and to obligate the firm contractually to the District. Our offices are located 3445 American River Drive, Suite A, Sacramento, California 95864, and you can contact me by telephone at (916) 333-5360.

Thank you for considering our proposal. We look forward to a long and successful working relationship with you and your management team.

Very Truly Yours,

Scott A. German, CPA

Fechter & Company
Certified Public Accountants
3445 American River Drive, Suite A
Sacramento, California 95864
(T) 916.333.5360 (F) 916.333.5370
ScottG@FechterCPA.com

General Information

Company Contact:
Scott A. German, CPA
ScottG@FechterCPA.com

3445 American River Drive, Suite A
Sacramento, Ca 95864
(T) 916.333.5360 (F) 916.333-5370

Fechter & Company, Certified Public Accountants is a professional corporation based in Sacramento, California. Since April 2005 we have built a practice providing audit, tax, and business consulting to government agencies, non-profit organizations, and small business with annual budgets of less than \$25 million.



EXPERIENCED AUDITORS

From our staff of 4 CPA's and 5 seasoned staff, 3-4 will be assigned to perform all audit procedures. From initial planning through fieldwork to financial statement preparation, our depth of experience will be evident.



PERSONAL SERVICE

You receive a high level of personal service with easy access to professionals who can answer your questions and facilitate the audit process.



STEADFAST TURNAROUND

The professional staff is highly focused on assuring that all financial statements are issued as soon as the audit is complete. Our standard issue time is 10 days from the date we receive the final information from our clients.



EFFICIENT PROCESSES

Our staff turnover is very low. As a result, you will have the same staff from year to year, resulting in a more efficient and effective use of your staff.

General Information, Continued

Extended List of Similar Engagements with Other Government Entities

This is a comprehensive list representing California governmental agencies our firm has served by conducting audits over the last three (3) years. Contacts and email addresses will promptly be provided upon request. Approximately 50% of our audit clients are government entities.

SPECIAL DISTRICTS – FIRE PROTECTION

- Alpine Fire Protection District
- Bonita-Sunnyside Fire Protection District
- Borrego Springs Fire Protection District
- Bridgeport Fire Protection District
- Carpinteria Fire Protection District
- Courtland Fire Protection District
- El Dorado Fire Protection District
- Garden Valley Fire Protection District
- Greenfield Fire Protection District
- Julian-Cuyamaca Fire Protection District
- Kensington Fire Protection District
- Lakeside Fire Protection District
- Mokelumne Fire Protection District
- Montecito Fire Protection District
- North County Fire Protection District
- North Tahoe Fire Protection District
- Pioneer Fire Protection District
- South Lake County Fire Protection District
- Springlake Fire Protection District
- Stanislaus Consolidated Fire
- Truckee Fire Protection District
- Woodland Avenue Fire Protection District

SPECIAL DISTRICTS – RECREATION AND PARK

- Ambrose Recreation and Park District
- Arden Manor Recreation and Park District
- Boulder Creek Recreation and Park District
- Carmichael Recreation and Park District
- Fair Oaks Recreation and Park District
- Fulton El Camino Rec and Park District
- Greater Vallejo Recreation District
- Mission Oaks Recreation and Park District
- North County Recreation and Park District
- Pleasant Hill Recreation and Park District
- Sunrise Recreation and Park District

General Information, Continued

Extended List of Similar Engagements with Other Government Entities

This is a comprehensive list representing California governmental agencies our firm has served by conducting audits over the last three (3) years. Contacts and email addresses will promptly be provided upon request. Approximately 50% of our audit clients are government entities.

MUNICIPAL UTILITY AGENCIES

- Banta-Carbona Irrigation District
- Bayshore Sanitary District proposal
- Callayomi County Water District
- East Contra Costa Irrigation District
- Emerald Bay Services District
- Foresthill Public Utility District
- Fox Canyon Groundwater Mgmt Agency
- Granada Community Services District
- North Coast County Water District
- Ojai Valley Sanitary District
- Olivehurst Public Utility District
- Paradise Irrigation District
- Rio Linda-Elverta Community Water District
- Rural North Vacaville Water District
- Sewerage Commission - Oroville Region
- Sites Project Authority
- Thermalito Water and Sewer District
- Washington County Water District

OTHER SPECIAL DISTRICTS AND AGENCIES

- Colusa Basin Drainage District
- Dixon Public Library
- Eastside Mosquito Abatement District
- El Dorado County LAFCo
- Fair Oaks Cemetery District
- Los Medanos Community Healthcare District
- Mono County Local Transportation District
- Nevada County LAFCo
- Roseville Cemetery District
- Solano County Mosquito Abatement District
- E. Stanislaus Resource Conservation District
- W. Stanislaus Resource Conservation District
- Sylvan Cemetery District
- Turlock Mosquito Abatement District

General Information, Continued

Experience in Providing Similar Auditing Services

Concerning Fire Protection Districts

Our firm is a medium sized, full-service accounting firm locally based in Sacramento California. We serve clients in the Sacramento valley, San Francisco Bay area, and Southern California. We distinguish ourselves from other firms through our low staff turnover rate. We have had remarkably stable staffing since our firm's inception and we expect this stability to continue. You will likely deal with the same staff each year you are under audit. We believe that this continuity in staffing leads to a more efficient audit process.

Since our inception, Fechter & Company has audited many fire departments. Please see our list of fire departments served on the following page (page 3) of this proposal. We understand the unique aspects of these types of audits such as CalPERS reporting requirements, OPEB reporting requirements, workers compensation insurance, strike team reimbursements, and significant investments in capital assets.

By combining our expertise, experience and the team mentality of our staff, we assure that every client receives the close analysis and attention they deserve. Our dedication to high standards, hiring and retention of seasoned tax professionals, and work ethic is the reason our client base returns year after year.

General Information, Continued

Similar Government Entity References



LAKESIDE FIRE PROTECTION DISTRICT

Contact information:

Madeline Smith,
Administrative
Services Manager

12216 Lakeside Ave.
Lakeside, CA 92040

619-90-2350 x310

Services provided: Audit of the financial statements, single audit, management letter, and report on internal control structure.

Total Hours: 150/year

Years Audited: 2010 - 2022



EL DORADO COUNTY FIRE PROTECTION DISTRICT

Contact information:

Michael Hardy,
Fire Chief

4040 Carson Road
Camino, CA 95709

530-644-9630

Services provided: Audit of the financial statements, management letter and report on internal control structure.

Total Hours: 150/year

Years Audited: 2009 - 2021



CARPENTERIA FIRE PROTECTION DISTRICT

Contact information:

Grace Donnelly,
Executive Assistant

1140 Eugenia
Place, Suite A
Carpinteria, CA 93013

805-566-2453

Services provided: Audit of the GASB 34 financial statements, management letter and report on internal control structure, and preparation of annual report of financial transactions of special districts.

Total Hours: 100/year

Years Audited: 2011 - 2021



ALPINE FIRE PROTECTION DISTRICT

Contact information:

Alicea Caccavo,
Finance Director

1364 Tavern Road,
Alpine, CA 91901

619-445-2635

Services provided: Audit of the GASB 34 financial statements, management letter and report on internal control structure, and preparation of annual report of financial transactions of special districts.

Total Hours: 100/year

Years Audited: 2011 - 2018

General Information, Continued

TECHNOLOGY AND SECURITY

- **Microsoft Office:** Since most of our clients use Microsoft applications, we likewise use the programs, which enable us to collaborate on projects.
- **Engagement Processing:** We use Thomson Reuter's AdvanceFlow paperless auditing software to provide for an efficient audit process. Your staff will be able to upload documents through our secure portal or provide access for us to scan during our onsite fieldwork.
- All laptop computers are secured with passwords, changed frequently.
- Our firm subscribes to approximately a dozen industry periodicals and newsletters to help us proactively inform our clients about potential changes in accounting legislation and standards
- We offer an annual Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) update course to our clients at no additional charge.

OTHER AFFIRMATIONS

- We know of no conflicts of interest with the District or any of its personnel.
- We will notify you with any changes that occur with our peer review or license status.

FIRM STANDING

- Our firm has had no disciplinary action taken or pending since its inception in 2005.
- We have no prior substandard audit work or unsatisfactory performance pending with the State board of Accountancy or other related professional organizations.
- Our previous peer reviews we all unmodified, our most recent peer review was delayed as a result of the COVID pandemic and is in the completion phase with the peer review committee.

Organization and Personnel

Key Personnel and Roles

All resources assigned to this project are located at our offices in Sacramento.



Scott German, CPA
Engagement Partner
Please See Pages 9-10



Sandy Sup, CPA, MBA
Senior Manager
Please See Pages 11-12



Joanne Berry, CPA
Senior Manager
Please See Page 13

ENGAGEMENT PARTNER AND STAFF FOR THIS ASSIGNMENT

Mr. Scott German will lead the audit as engagement partner and audit manager. Ms. Sandy Sup and Ms. Joanne Berry will be available to assist with the fieldwork. Complete resumes are attached to this proposal.

We recognize the District's need for staff consistency. Mr. German will be the principal auditor each annual audit.

Scott German, CPA is authorized to answer questions and to bind our firm.

Scott German, CPA
3445 American River Drive, Suite A
Sacramento, CA 95864
(T) 916.333.5360
(F) 916.333.5370
(C) 916.709.4755

Organization and Personnel, Continued



Scott German, CPA

Classification: Assigned Engagement Partner and Audit Manager

Years of Experience: 37

BS California State University, Sacramento

RELEVANT EXPERIENCE

Following his graduation from California State University, Sacramento, Mr. German began his career at Main Hurdman, a predecessor form of KPMG. While there he was responsible for providing audit to large not-for-profit organizations, construction, auto dealers and healthcare.

Following KPMG, he moved into the private sector with a large trade association in Sacramento where he served as the Director of Finance for 5 years. He was responsible for managing the entities investment in a for profit subsidiary, information systems and budgeting.

Mr. German continued his career with the California subsidiary of the international drilling company, Major Drilling, Inc. In his capacity as controller, he was responsible for cash management, insurance, bonding and financial reporting.

Volunteer

St Francis High School, Patron's of the Arts

Sacramento Theatre Company

Mr. German develops and oversees the Firm's Quality Control program acting as the Independent Review "Partner" on all engagement he does not manage. His extensive experience in the private sector is a great resource for our clients and allows us to focus appropriately on audit risk.

Organization and Personnel, Continued



Scott German, CPA

Classification: Assigned Engagement Partner and Audit Manager

Years of Experience: 37

BS California State University, Sacramento

FINANCIAL STATEMENT AUDITS: **Fechter & Company**

E. Claire Raley Center for the Performing Arts	Marys Gone Crackers
Fair Oaks Cemetery District	Roseville Cemetery District
Sylvan Cemetery District	North Coast County Water District
Fair Oaks Cemetery District	Newcastle Cemetery District
Auburn Cemetery District	Sunrise Recreation & Park District

FINANCIAL STATEMENT AUDITS: **With former firms**

California Dental Association	Teichert Construction
California Manufacturers Association	American Red Cross, Sacramento
United Way Sacramento	The Dentists Company, Insurance Services

INDUSTRY EXPERIENCE

California Optometric Association Director of Finance
PC Exploration, Inc. Controller

Organization and Personnel, Continued



Sandy Sup, CPA, MBA

Classification: Senior Manager

Years of Experience: 35

BS University of New Hampshire

MBA at CSUS

RELEVANT EXPERIENCE

Sandy has been auditing government entities for more than 25 years. She has audited 28 of the 58 counties in California as well as numerous cities and districts in California and Nevada. This work included primary responsibility for the preparation of Comprehensive Annual Financial Reports as well as many other financial reports, including single audit reports. All the Comprehensive Annual Financial Reports for which Sandy served as the primary preparer were considered for, and awarded, the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Sandy served as a reviewer on the Special Review Committee of the Government Finance Officers Association that is responsible for awarding the Certificate of Achievement for Excellence in Financial Reporting for more than four years.

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants (AICPA)

California Society of Certified Public Accountants (CalCPA)

Government Finance Officers Association (GFOA)

Sandy meets the continuing professional education requirements for performing audits in accordance with Government Auditing Standards, which require that she receive 80 credit hours of continuing professional education every two years with at least 24 of those hours being specifically related to governmental accounting and

Organization and Personnel, Continued



Sandy Sup, CPA, MBA

Classification: Senior Manager

Years of Experience: 35

BS University of New Hampshire

MBA at CSUS

FINANCIAL STATEMENT AUDITS: **With Fechter & Company**

Granada Community Services District	East Stanislaus Resource Conservation District
Rio Linda/Elverta Water District	New Castle Cemetery District
East Stanislaus RCD	North Coast County Water District
Fair Oaks Cemetery District	Markleeville Public Utility District
Sewage Commission Oroville Region	Olivehurst Public Utility District
Banta-Carbona Irrigation District	Nevada LAFCO

FINANCIAL STATEMENT AUDITS: **With former firm**

Amador County	Napa Sanitation District
Butte County	Nevada County
El Dorado County	City of Porterville, CA
Inyo County	Citrus Heights Water District
Lake County	Sierra County
Marin County	Siskiyou County
Mono County	Sutter County
Monterey County	City of Reno, Nevada

Organization and Personnel, Continued



Joanne Berry, CPA

Classification: Senior Manager

Years of Experience: 23

BS in Business Administration, Accounting from California Polytechnic Institution, 1997

RELEVANT EXPERIENCE

Mrs. Berry began working in public accounting in 1998 with the international accounting firm Ernst & Young, LLP. Mrs. Berry has held successful financial management positions with biotech and energy organizations. Her experience includes the following:

- Month end close and reporting
- Construction and development
- Compliance with regulatory requirements
- Project management of various accounting projects including software implementations and internal control rework

As Audit Manager at Fechter & Company, Joanne has conducted a variety of audits in accordance with the Yellow Book and governmental auditing standards.

FINANCIAL STATEMENT AUDITS:

With Fechter & Company

Olivehurst Public Utility District
Rio Linda/Elverta Community Water District
Progressive Employment Concepts
Bradshaw Christian School
California Society of Health-System Pharmacists
Community Living Options
Sacramento Ballet
International Christian Adoptions
Greater Yosemite Council – Boy Scouts of America

Approach to the Examination

We will perform an onsite interim audit, we use electronic paperless audit software, and will facilitate the collection of source documents through an electronic portal.

The District requests that the auditor express an opinion on the District presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America.

We propose that the engagement be divided into the following segments:

PHASE I
Initial planning and preparation
Preliminary analysis, report preparation, cash and other confirmation
Information gathering
Evaluating internal controls
PHASE II
Fieldwork
Post-field-work activities (e.g., follow-up on pending items, collection of confirmation letters, etc.)
PHASE III
Report finalization and final analysis
Report delivery and Board of Directors presentation

ESTIMATED STAFF HOURS BY PHASE

	Phase I Hours	Phase II Hours	Phase III Hours	Total Hours
Partners	2	2	3	7
Managers	5	9	11	25
Professional Staff	9	14	16	39
Clerical/Support Staff	3	3	3	9
Total	19	28	33	80

Approach to the Examination, Continued

Phase 1

INITIAL PLANNING AND PREPARATION

As the first step in our planning and preparation phase, we will meet with the staff of your company to establish a working relationship. We expect this meeting will involve the District's key financial personnel.

We will deliver a Prepared-by-Client list (PBC), which details the items we will need to perform the audit. We will resolve any ambiguities or questions we or the District might have about the services we are to perform.

We will gather contact information for the District's bankers, attorneys, prior accountant, and other relevant parties, and make inquiries as required by Government Auditing Standards.

We will examine prior year's financial statements to develop audit plans for each significant balance sheet and income statement account.

PRELIMINARY ANALYSIS

The primary focus of an audit is to develop expectations and compare actual financial results against those expectations. We will compare the current year's results with budgetary expectations to identify any areas of material misstatement.

REPORT PREPARATION

We prepare financial statements prior to field work. Doing so allows us to focus on the overall financial position of the organization and limits our testing of clearly insignificant areas.

CASH AND OTHER CONFIRMATIONS

We will confirm cash with the bank, any material year-end accounts or grants receivable, grants or donations received during the year, debt outstanding at the end of the year, and any other financial transaction that we consider material to the financial statements as a whole. The decision to confirm a financial statement item depends on the materiality of the item, the susceptibility of the item to misstatement, or the likelihood of fraud.

Approach to the Examination, Continued

Phase 1

INFORMATION GATHERING: We will obtain the information requested in the PBC along with any associated report required.

1. Sample sizes and statistical samples techniques

Depending on the type of testing being performed, we utilize both statistical and non-statistical sampling techniques as described in the AICPA's Audit Sampling Guide. Internal control, substantive, and compliance testing samples are generally selected using nonstatistical techniques. During sample selection we consider three questions: (1) purpose of the test—attribute or balance testing, (2) susceptibility of the population or process to fraud or misstatement, and (3) size of transactions—small and numerous, or large and infrequent.

2. Testing revenues and disbursements

In testing revenues and disbursements, we determine that the attribute being tested is applied to the transaction as approved by the District's Management and Board. We will select 20 to 30 items based on the results of a random number generator, and select another 20 to 30 items by scanning the detailed general ledger. The result is an overall sample of 40 to 60 invoices to confirm compliance with board-approved procedures. We determine sample sizes in accordance with the objective of the test, the population to be sampled, and the risk associated with that population. The sample size also depends on the size of the population and whether or not we will be able to properly stratify populations into individually significant and individually insignificant items.

3. Type and extent of analytical procedures

We will use analytical procedures in all areas of the audit. Initially, we will perform analytical procedures to assist us in identifying areas of risk for which substantive procedures will be performed. For certain areas, especially revenues and expenses, we will also utilize analytical procedures as part of our substantive testing. In the final stages of the audit, we will use analytical procedures as part of our final review of the audit.

Approach to the Examination, Continued

Phase 1

INFORMATION GATHERING: We will obtain the information requested in the PBC along with any associated report required.

4. Examining the District's internal control structure

Among the items included in the PBC is a questionnaire regarding internal controls. We will review the completed questionnaires and compare them with procedures the District has established for actions such as purchasing, cash and check collections, inventorying fixed assets, billing, payroll disbursement, and budgeting. We will then audit each area of internal control that will materially affect the audit.

5. Determining pertinent laws and regulations

We will examine items such as grant agreements to determine their effect on the District, and audit them if necessary. We will also examine pertinent ordinances to determine whether the District is complying.

6. Assessing risk

Generally accepted auditing standards require that we assess the risks of material misstatement and fraud. After analyzing internal controls and evaluating potential weaknesses, we will determine which areas of the audit carry the risk of material misstatement and take steps to mitigate that risk.

7. Samples for compliance testing

Compliance testing samples are generally selected using nonstatistical techniques. Sample sizes are determined by risk assessment and nature of the population. For the single audit compliance testing, we will follow the sampling techniques in accordance with those consistent with OMB's Uniform Guidance.

Approach to the Examination, Continued

Phase 2

FIELDWORK

With the assistance of District personnel, we will test the balances resulting from the following procedures:

- Cash deposits
- Internal control of disbursements
- Payroll
- Revenues
- Inventory control
- Billing and collections
- Unrecorded liabilities

We will also discuss with the Board any specific concerns or procedures they want performed.

POST-FIELDWORK ACTIVITIES

Once we complete our fieldwork, we will resolve any pending items and ensure that all requested third-party confirmations have been received. After the District has reviewed the financial statements and any proposed adjusting journal entries, we will obtain signed representation letters from the District and from its counsel that confirm or explain any pending litigation against the District and its effect on the audited financial statements.

Phase 3

REPORT FINALIZATION AND FINAL ANALYSIS

Prior to finalizing the financial statements, we will perform a second comparison of current year results with prior year results, and budgetary expectations to actual results. Performing these tests subsequent to the audit work provides additional assurance that the financial statements are free of material misstatement.

REPORT DELIVERY AND BOARD OF DIRECTORS PRESENTATION

We will deliver our report in person to the Board of Directors. We will also attend a board meeting to answer questions that the Board may have. Our aim is to create an open line of communication between our firm and your organization so the Board feels comfortable asking for help with any questions or issues that may arise during the year.

Approach to the Examination, Continued

Audit Timeline

Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days. Completion of the final audit report depends on how promptly the District's staff is able to provide needed reports and confirmations. The typical turnaround is within 3 weeks. The following table shows our timeline for completing the major tasks of the audit.

Phase	Audit Task	Estimated Timeline
I	Pre-Audit conference	Date to be mutually agreed on by both parties
	Initial planning and audit planning: <ul style="list-style-type: none"> Prepare client acceptance procedures. We will make inquiries of your previous auditor, bankers, legal counsel and other parties that we deem necessary to meet our professional standards When – Within 30 days of acceptance of the proposal Prepare annual engagement letter which will be required each outlines our mutual responsibilities timing and fees as outlined in the proposal When – Following client acceptance procedures 	TBD 2022
	Preliminary analysis: Report preparation, Cash and other confirmations, Internal controls Information gathering: Statistical sampling and testing, Revenues and disbursements, Internal controls, Laws and regulations, Risk assessment, Functionality testing	TBD 2022
II	Fieldwork (3-4 days): Cash deposits, Internal control of disbursements, Payroll, Revenues, Inventory control, Billing and collections, Unrecorded liabilities	TBD 2022
	Post-fieldwork activities: Third-party confirmations	TBD 2022
III	Report finalization and final analysis	TBD 2022
	Final analysis	TBD 2022
	Report draft delivery Final report delivery	TBD 2022 TBD 2022

Approach to the Examination, Continued

Identification of Anticipated Potential Audit Problems

IDENTIFICATION OF POTENTIAL PROBLEMS

At the present moment we do not anticipate any major audit problems that will cause delays in issuance of the audit report as evidenced by the District's timely audits in the past several years. We recognise that timeliness is important to the District and we commit to issuing the audits in a timely manner.

Based on prior experiences, the following difficulties may cause delays:

- New accounting or GASB standards.
- Confirmations that we repeatedly send to confirmation sources, such as long-term debt, cash, or grant confirmations.
- Failure of client personnel to respond to our questions and needs in a timely manner.
- Books that are not appropriately closed and require numerous adjustments.

STEPS TO ADDRESS ANTICIPATED ISSUES

In order to address these frequent issues, the below are steps that we attempt to take with each client:

- Proactively inform you of major GASB standard changes that will take place in a future year – a prime example of a GASB standard that will impact nearly every governmental agency is that of GASB 87 which require capitalization of leases and should be effective for the fiscal year ended June 30, 2022.
- We attempt to tackle confirmations as early as we can in the audit process. Confirmations are an integral part of every audit and must be pro-actively managed. We attempt to start this process early on and then we automatically follow up with each confirmation source every couple of weeks. If we do not hear back from a source after a couple of attempts, we will follow up with you.
- While we understand that nearly every audit may result in open items. We also understand that client staff can get busy with day-to-day jobs. We attempt to follow up on open items every couple of weeks to make sure requests are fulfilled.
- If we encountered serious delays in prior years, we will follow up with District staff well before an audit is scheduled to make sure we are able to assist where necessary to assure proper closing of the books.

Approach to the Examination, Continued

Remote Work Capabilities

As a result of our work during the COVID-19 pandemic, we now have the capability of performing 100% remote work. While we believe that onsite interaction provides a level of context that can't be replaced with remote interaction, we are able to work flexibly to meet your needs.

In order to facilitate this work, we offer the following:

- Our audit software is exclusively on a secure cloud-based server. Our employees have access to the audit file from wherever is most convenient to them or the client.
- We have an online server through a system called GoFileRoom. We will set you up with access to this server and you will be able to securely transfer files to us through it. This server is directly connected to our audit software.
- We are likewise able to transfer information to you via this server. We are able to open the audit file, right click on documents, and send directly to your portal.
- Our use of Microsoft Teams provides us with the ability to hold unlimited amount of "face to face" meetings with an unlimited number of people in a secure environment.

We anticipate a combination of remote and onsite interaction as we complete the required audit procedures.

Insurance

We carry the insurance coverage required by the District.

A copy of our current Liability Insurance Certificate is included below:

ACORD		FECHT-1		QP ID: RG																													
CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 07/30/2021																													
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																																	
PRODUCER Coastal Valley Insurance Serv. Lic. 0B84546 2449 Gold River Rd. Ste. 200 Gold River, CA 95670 Anthony R. Telford		CONTACT Anthony R. Telford PHONE 916-436-2600 FAX 916-436-2610 EMAIL ADDRESS		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty NAIC # 25674 INSURER B: Amco Insurance Company 19100 INSURER C: INSURER D: INSURER E: INSURER F:																													
<p>COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:</p> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSR LTR</th> <th>TYPE OF INSURANCE</th> <th>ADDL. SURR. (USD, XXX)</th> <th>POLICY NUMBER</th> <th>POLICY EFF. (MM/DD/YYYY)</th> <th>POLICY EXP. (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td>B X</td> <td>COMMERCIAL GENERAL LIABILITY CLAMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/></td> <td>X</td> <td>ACP7814583667</td> <td>07/06/2021</td> <td>07/06/2022</td> <td> EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP. (Any one person) \$ 1,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 </td> </tr> <tr> <td>B</td> <td>AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> X HIRE AUTOS ONLY <input checked="" type="checkbox"/> X NON-OWNED AUTOS-ONLY <input checked="" type="checkbox"/></td> <td></td> <td>ACP780183667</td> <td>07/06/2021</td> <td>07/06/2022</td> <td> COMBINED SINGLE LIMIT (Ea accident) \$ Included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB. EXCESS LIAB. <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAMS-MADE <input type="checkbox"/> EED RETENTION \$ </td> </tr> <tr> <td>A</td> <td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in CA) If yes, describe under DESCRIPTION OF OPERATIONS below</td> <td>Y/N N/A</td> <td>UBS10730802142G</td> <td>07/10/2021</td> <td>07/10/2022</td> <td> X PER STATUTE <input checked="" type="checkbox"/> DYN. <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYER \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 </td> </tr> </tbody> </table>						INSR LTR	TYPE OF INSURANCE	ADDL. SURR. (USD, XXX)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS	B X	COMMERCIAL GENERAL LIABILITY CLAMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	X	ACP7814583667	07/06/2021	07/06/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP. (Any one person) \$ 1,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> X HIRE AUTOS ONLY <input checked="" type="checkbox"/> X NON-OWNED AUTOS-ONLY <input checked="" type="checkbox"/>		ACP780183667	07/06/2021	07/06/2022	COMBINED SINGLE LIMIT (Ea accident) \$ Included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB. EXCESS LIAB. <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAMS-MADE <input type="checkbox"/> EED RETENTION \$	A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in CA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	UBS10730802142G	07/10/2021	07/10/2022	X PER STATUTE <input checked="" type="checkbox"/> DYN. <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYER \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
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<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) 30 days notice of cancellation. Cancellation exception: 10 days notice of cancellation for non payment of premiums. Certificate holder is listed as additional insured as respects to general liability. Job: Auditing Services on clients premises.</p>																																	
CERTIFICATE HOLDER				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 																													

ACORD 25 (2016/03)

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Affirmations

Licensing, Independence, and Insurance

LICENSE TO PRACTICE IN CALIFORNIA

- Since 2005, our firm has been licensed as a certified public accounting firm by the California State Board of Accountancy.
- All key professional staff are properly licensed in California.
- Our firm has had no disciplinary action taken or pending since its inception in 2005.
- We have no prior substandard audit work or unsatisfactory performance pending with the State board of Accountancy or other related professional organizations.
- We received an unmodified opinion in our 2017 peer review which has been submitted to the state society of CPAs for approval.

INDEPENDENCE

- Our firm and staff are independent of the District in as defined by Generally Accepted Audit Standards issued by the American institute of Certified Public Accountants.
- Our firm has no history or professional relationships with the District or its personnel.

CONTINUING EDUCATION

All of our staff are required to maintain their continuing education at levels necessary to provide services to government clients.

Information and Fees

Proposed Fee Schedule

Please refer to Sample Audit Report attached on pages 25-26.

Please refer to the Engagement Letter (Proposed Contract for Services) attached on pages 27-36.

PROPOSED FEE SCHEDULE

	Year Ended June 30				
	2022	2023	2024	2025	2026
Audit Fees	\$ 11,425	\$ 11,800	\$ 12,200	\$ 12,600	\$ 13,000
Less: Professional Discount	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Net Audit Fee	9,425	9,800	10,200	10,600	11,000
Prepare and file annual report of financial transactions with the California State Controller	1,000	1,100	1,150	1,200	1,500
Direct expenses actual up to a maximum (Printing, mileage, lodging, postage)	1,800	1,800	2,000	2,000	2,500
Total fees and expenses	\$ 12,225	\$ 12,700	\$ 13,350	\$ 13,800	\$ 15,000

The above fee quote is a fixed price to be charged for all services rendered in connection with the audit. Our invoices for these fees will be rendered each month as work progresses and are payable as scheduled in the annual engagement letter.

STANDARD BILLING RATES FOR CLASSES OF PROFESSIONAL PERSONNEL EXPECTED TO WORK ON THE ENGAGEMENT:

	Hourly Rate
Partner	\$225
Manager	150
Professional Staff	100
Clerical/Support Staff	50

Attachment A:

Sample Audit Report

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Scotts Valley Fire Protection District
Scotts Valley California

Opinions

We have audited the accompanying financial statements of the governmental activities, and each major fund, for Scotts Vally Fire Protection District, as of and for the year ended June 30, 20X1, and the related notes to the financial statements, which collectively comprise the Scotts Vally Fire Protection District basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities each major fund, of the Scotts Vally Fire Protection District, as of June 30, 20X1, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Scotts Vally Fire Protection District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Scotts Vally Fire Protection District ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.



- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Scotts Vally Fire Protection District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Scotts Vally Fire Protection District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Fechter & Company
Certified Public Accountants

Sacramento, California
Month, Day, Year

Attachment B:

Proposed Contract for Services

SAMPLE ENGAGEMENT LETTER

April 22, 2022

Ron Whittle, Fire Chief
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley, CA 95066

Dear Chief Whittle,

We are pleased to confirm our understanding of the services we are to provide the Scotts Valley Fire Protection District (the District) for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the District, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB required supplementary pension and OPEB information.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Budgetary Comparison Schedules.



Scotts Valley Fire Protection District
April 22, 2022
Page 28

SAMPLE ENGAGEMENT LETTER

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to

Scotts Valley Fire Protection District
April 22, 2022
Page 3

SAMPLE ENGAGEMENT LETTER

maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality

of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

[Describe significant risk(s) identified.]

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing,

Scotts Valley Protection District
April 22, 2022
Page 4

SAMPLE ENGAGEMENT LETTER

implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial Scotts Valley Fire statements, such as records, documentation, identification of all related parties and all related-party

relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior

SAMPLE ENGAGEMENT LETTER

management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Electronic Communication, Client Portal Agreement and File Exchange Processes

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that email communication from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

As part of our commitment to protecting your sensitive information, Fechter & Company works with Thomson Reuters to provide secure, encrypted, file transfer portals (Firm's Client Portal). All documents you prepare for our use in completing the services outlined in this engagement letter (Word, Excel and PDF files) should be transmitted to Fechter & Company through this portal system and all sensitive files will be transmitted through this system. In addition, we will publish all issued financial statements to this portal area for your use as long as you remain a client with Fechter & Company or as required by the terms of our engagement letters.

By using any features of the Firm's Client Portal, the District consents to the following terms and conditions and acknowledges that the Firm is relying on your consent in allowing you to use the Firm's Client Portal. Your continued use of the Firm's Client Portal after the posting of any amended terms and conditions shall constitute your agreement to be bound by any such changes. The Firm may modify, suspend, discontinue, or restrict the use of any portion of the Firm's Client Portal, including the availability of any portion of the content at any time, without notice or liability.

The Firm will use its best reasonable efforts to provide availability of the Client Portal Service 24X7. The Firm shall not be responsible for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction, or unauthorized access to the Client Portal. The Firm is not responsible for any problems or technical malfunctions of any telephone or fiber network or lines, computer online systems, servers or providers, computer equipment, software, failure of any email to be received by the Firm on account of technical problems or traffic congestion on the Internet or any website, or any combination thereof, including any injury or damage to the District's computers or peripherals related to downloading any materials from the Client Portal.

Documents are encrypted before being passed over the Internet and while being stored on the Portal and a username and password are required to access files. In addition, documents added to the Portal are scanned for viruses before being uploaded. All files are maintained behind firewalls to protect against outside intruders. *The Firm will use its*

Scotts Valley Fire Protection District
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SAMPLE ENGAGEMENT LETTER

best efforts to make the Client Portal secure from unauthorized access. However, the District recognizes that no completely secure system for electronic data transfer has yet been devised.

Logon Accounts and Their Security.

- a. The Firm will set up individual logon accounts for those of the District's employees who need access to the Client Portal. Each account will have access only to those document areas requested by Client. (The Firm strongly recommends that Client establish a policy that logon information not be shared with others.) In order to maintain security, the District agrees to designate a single individual as the authorized person to contact the Firm to request employee logons. The initial designee is listed below. Your username will be your email address, all passwords will be established by the user at the time of initial logon.
- b. You acknowledge that the use of username and password is an adequate form of security. You are solely responsible for (1) authorizing, monitoring, controlling access to, and maintaining the strict confidentiality of your username and password; (2) not allowing another person to use your username or password; (3) any charges or damages that may be incurred as a result of your neglect to maintain the strict confidentiality of your username and password; and (4) promptly informing the Firm in writing of any need to deactivate a username due to security concerns or otherwise. The Firm is not liable for any harm related to the misuse or theft of usernames or passwords, disclosure of usernames or passwords, or your authorization to allow another person or entity to access and use the Firm's Client Portal using your username or password. You shall immediately notify the Firm of any unauthorized use of your username or password and any breach of confidentiality. Until the Firm receives this notification from you, you will be held liable for any harm ensuing from the use of your username on the Firm's Client Portal.

Termination of Logon Account. The District agrees to notify the Firm via email at support@fechtercpa.com in writing when an individual logon account is to be terminated. The Firm will make every effort to confirm and terminate access within 3 business days. However, the District cannot be assured that access has been terminated until the requester receives an email confirmation of termination.

No Unlawful or Prohibited Use. As a condition of your use of the Client Portal website, you warrant to the Firm that you or your approved users will not use the Firm's Client Portal website for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Firm's Client Portal website in any manner that could damage, disable, overburden, or impair the Firm's website or interfere with any other party's use of the Client Portal website. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Client Portal website.

Information Disclosure. The Firm reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process, or governmental request, or to edit, refuse to post, or to remove any information or materials, in whole or in part, in the Firm's sole discretion.



Scotts Valley Fire Protection District
April 22, 2022
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Client's Responsibility. You must at your own cost (a) provide for your own access to the Internet and pay any services fees, connection charges, and online services usage associated with such access and (b) provide all equipment necessary for you to make such connection to the Client Portal, including a computer and modem.

Dispute Resolution. The parties agree that any dispute between the District and the Firm relating to this Agreement, or the breach of it, shall, if negotiations and other discussions fail, be first submitted to mediation in accordance with the applicable rules for resolving professional accounting and related services disputes of the America Arbitration Association. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of such a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

WARRANTIES. THE FIRM MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE EFFICACY OF THE SECURITY OF THE CLIENT PORTAL. THE CONTENT AND SERVICES ARE PROVIDED ON AN "AS IS" BASIS AND THE FIRM SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, WARRANTIES OF MERCHANTABILITY, OR WARRANTIES AGAINST INFRINGEMENT. THE FIRM, ITS AFFILIATES, EMPLOYEES, AND AGENTS SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES, INCLUDING, WITHOUT LIMITATION, INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES, RESULTING FROM OR CAUSED BY THE PORTAL, ITS CONTENT, OR SECURITY SERVICES PROVIDED HEREIN. THE FIRM DOES NOT WARRANT THAT THE CLIENT PORTAL'S FUNCTIONS WILL BE UNINTERRUPTED OR ERROR-FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE FIRM'S CLIENT PORTAL OR THE SERVER THAT MAKES IT AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS.

IF YOU ARE DISSATISFIED WITH ANY PORTION OF THE PORTAL, INFORMATION, DOCUMENTS, OR COMMUNICATIONS ON THE PORTAL, OR WITH ANY OF THESE TERMS AND CONDITIONS OF USE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO CEASE USING THE PORTAL AND THE INFORMATION, DOCUMENTS, OR COMMUNICATIONS YOU OBTAINED FROM THE PORTAL.

Term and Termination. This Agreement and the services contemplated by it may be terminated by either the Firm or Client with or without cause and with or without notice at any time. The Firm may at any time terminate in whole or in part the Firm's Client Portal without notice or liability.

Authorized person to contact the Firm to request employee logon User IDs:

Name: _____

Title: _____



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Email: _____

Should you desire to use alternate methods of transmission for sensitive documents and chose not to use the Firm's Client Portal System, you may opt out by signing the following release.

We acknowledge that we have opted out of the requirement to use the Firm's Client Portal System and therefore we agree to release Fechter and Company from all liability as a result any interception of, or loss of data as a result of using alternate document transmittal methods.

Management signature: _____

Governance signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

COVID -19 Considerations

The safety and health of both your staff and our staff is of utmost importance to us, therefore, we will work with you to develop a plan to perform the audit work that complies with the current local restrictions and your concerns.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Fechter and Company, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to California State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Fechter and Company, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Scott German, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in August 2022.



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April 22, 2022
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SAMPLE ENGAGEMENT LETTER

Our fees for these services will be \$9,425 and direct expenses for travel and printing will not exceed \$1,800. If a single audit is required, the fee will be an additional \$4,200 per program. Our invoices for these fees will be rendered as follows:

Due July 1 with annual engagement letter	\$ 1,000
Due upon completion of fieldwork	7,500
Due upon issuance of final report	<u>925</u>
Total	\$ <u>9,425</u>

Expenses will be billed with the fieldwork and final bills at actual amount expended. If we prepare the State Controller's report of Financial Transactions and/or a single audit those fees will be due with the completion of fieldwork milestone.

In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.



Scotts Valley Fire Protection District
April 22, 2022
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SAMPLE ENGAGEMENT LETTER

We are licensed by the State of California through the State Board of Accountancy and will advise you, in writing, of any change in that status.

Very truly yours,

SAMPLE NOT SIGNED

Fechter & Company
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Scotts Valley Fire Protection District.

Management signature:

Governance signature:

Title: _____

Title: _____

Date: _____

Date: _____

Attachment C: Quality Control Review

Our peer review, including a review of a specific governmental engagement, is provided below. Fechter & Company has never failed a peer review and has fully implemented all required quality control procedures. Our most current peer review has been completed and submitted to the California Society of Certified Public Accountants. Acceptance has not occurred as a result of the COVID pandemic. Our next peer review is due in 2023.

Contact information:

Grant Bennett Associates
David C. Wilson, CPA, CVA
1375 Exposition Boulevard
Suite 230
Sacramento, California
95815

916-922-5109

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

September 27, 2018

To the Owner of Fechter & Company and the Peer Review Committee of the California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Fechter & Company (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards, including a compliance audit under the Single Audit Act; and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Fechter & Company in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Fechter & Company has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



1375 Exposition Boulevard, Suite 230
Sacramento, CA 95815
916/922-5109 FAX 916/641-5200

P.O. Box 223096
Princeville, HI 96722
888/769-7323

A horizontal number line with arrows at both ends. It has major tick marks labeled from -10 to 10 in increments of 1. A point is plotted at the tick mark for -5, indicated by a small vertical line segment.

Date: April 21, 2022

From: Chief Ron Whittle *RWhittle*
Battalion Chief Andrew LoFranco

Recommendation:

Background:

The Santa Cruz Hazardous Materials Interagency Team (SCHMIT) was formed utilizing a memorandum of understanding between the participating cities, Santa Cruz County, UCSC and State Parks for hazardous materials response. The Scotts Valley Fire Protection District administers the MOU and provides the team with management, administrative and fiduciary oversight.

A horizontal number line with arrows at both ends. It is marked with integers from -10 to 10. A solid black dot is placed on the tick mark for -2.

Santa Cruz Hazardous Materials Interagency Team
Santa Cruz City Fire Department, Central Fire Protection District of Santa Cruz County,
Watsonville City Fire Department, Boulder Creek Fire Protection District, Scotts Valley Fire Protection District

Team Membership:

The team consists of members from the following fire agencies:

Agency	Positions Provided by Agency 21/22	Positions Funded By SCHMIT 21/22	Proposed Funding By SCHMIT 22/23
Santa Cruz Fire Department	9	6	9
Central Fire Protection District	6	6	6
Scotts Valley Fire Protection District	8	7	8
Boulder Creek Fire Protection District	1	0	0
Watsonville Fire Department	9	7	7
Santa Cruz County Environmental Health	2+	0	0
Total	35	26	30

Oversight of the program is provided by the SCHMIT Administrators made up of the fire chiefs representing each participating agency.

Team Activations

There were no team activations in 2021.

Training

Annual refresher training was conducted by an outside contractor consisting of four, eight-hour quarterly drills starting in July 2021. Team members are required to complete three of the four eight-hour training days to receive their California Specialized Training Institute (CSTI) certified training. Training included chemistry review, technical reference, monitors, testing equipment, radiation incidents, drug labs, bomb incidents, leak prevention, decontamination and hands-on exercises. The training exercises were hosted at Zayante and Watsonville Fire Training rooms. This training was funded out of the 2021/2022 SCHMIT budget.



Funding and Fiscal Management

Attached is the proposed preliminary 2022/2023 budget. A revenue increase of 4% has been added to the budget. Annual differential pay for each team member will remain the same as 2021/2022 budget at \$5000 per member. The number of allocated team positions is now at 30.

\$20,000 is maintained to allow for an immediate reimbursement to responding agencies.

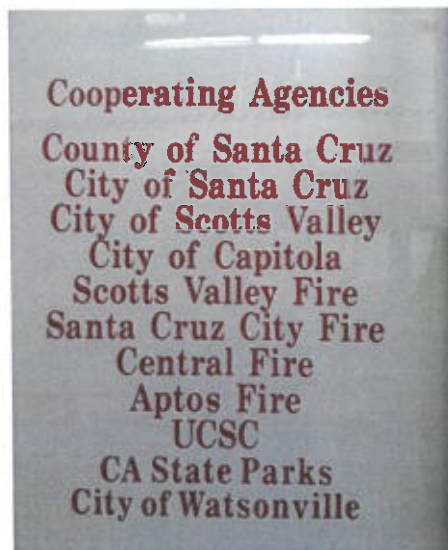
The District has been managing SCHMIT as a separate fiduciary fund with a separate budget since the inception of the program along with capital asset tracking and inventory.

Status of 2021 Goals

- Maintain response, equipment and training capability with limited funding: **Completed**
- Provide 24 hours of technician level training for all team members with outside instructor: **Completed**
- Develop a plan for the future of SCHMIT and adequate program funding. **Continuous**

2022 Goals

- Maintain response, equipment and training capability with limited funding.
- Purchase equipment utilizing grant funding or prop 172 funding when available.
- Provide 24 hours (annual) of technician/specialist level training for all team members annually with an outside vender on a quarterly basis.
- Develop a plan for the future of SCHMIT and adequate program funding.





HM2560
SCHMIT/Hazardous Materials Response Vehicle
2005 Pierce Enforcer



Assigned to the Glenwood Station

	2021	2020	2019	2018
Annual Mileage =	262	165	374	405
Current Mileage = 8001				

Annual Engine Hours =	32.3	38	48.4	24.8
Current Engine Hours = 641.3				

Projected Replacement = 2025/26 at a projected cost of \$850,000.

Attachment:
2022/2023 SCHMIT Preliminary Budget



Santa Cruz Hazardous Materials Interagency Team
Santa Cruz City Fire Department, Central Fire Protection District of Santa Cruz County,
Watsonville City Fire Department, Boulder Creek Fire Protection District, Scotts Valley Fire Protection District



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: May 11, 2022
To: Board of Directors
From: Chief Whittle
Subject: April Administrative Report

Administration

Administrative Accounting Specialists Bridges and Mayfield attended the Administrative Fire Services Section conference in Yosemite.

Finance Enterprise, which is the new County claims program went live 4/4/2022. We have been working through the bugs, but at the moment we don't have any issues. EZ Finance, which is the new County budget program is up and running but will not go live until July after the current FY closes. Once we get up to speed, EZ Finance will provide more options to compiling and displaying finance data. We have been attending a few County Teams Meetings a month to training on the new systems.

Administrative Accounting Specialist Bridges inspected 13 car seats during March and April.

Directors Patterson and Pisciotta along with BC LoFranco and Chief Whittle attended the FDAC Conference in Napa, Ca.

Chief Whittle met with Chris Norton who is one of the Branciforte Firewise coordinators.

Congratulations to Will Post, the Scotts Valley Fire District Firefighter of the Year. Engineer Paramedic Post was recognized by the Scotts Valley Exchange Club at their annual Blue and Gold Dinner.

Central Fire District Chief Walbridge retired on May 2nd. Assistant Chief Jason Nee has been promoted to Fire Chief.

Chief Whittle gave a home safety presentation to the Scotts Valley Senior Life Online group.

Operations

Chief McNeil, Chief Stubendorff, and Captain Petteys met with the Pierce sales rep to go over the final specifications of the new Type 1 engine. We are waiting on a price from Golden State Fire Apparatus.

The Erba station on-site seismic testing has been completed. Block walls were scanned for grout, rebar, and samples removed for compression testing along with a foundation evaluation. Currently waiting for results from the structural engineer.

The Bauer SCBA compressor has been ordered and should be arriving soon.

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

Chief LoFranco and Chief Stubendorff attended a demonstration of the Bryx Station Alerting system along with other agencies including Santa Cruz City, Central Fire, and Watsonville. The general consensus was that it was a good system that was modestly priced and easy to install. Should SVFD get the FEMA AFG Grant, the Bryx station alerting system would be our most likely choice.

Engineer Matt Smiley has been very busy on light duty assignment entering inventory information into the Districts RMS system (Emergency Reporting). The goal is to have all engine equipment inputted into the system to better track and maintain.

SCO responded to a fatality motor vehicle accident in Branciforte jurisdiction. SCO Battalion Chief assumed command, and E2512 provided ALS Care. The Zayante FD BLS ambulance also responded for assistance.

SCO was dispatched to confirmed structure fire that ended up being a fully involved vehicle fire in Branciforte. Battalion Chief LoFranco assumed command, the fire was extinguished by SCZ E3112 with assistance from E2512.

One PCF has taken a leave of absence to work as a seasonal firefighter for Cal Fire. We reinstated two PCFs who were previously on leave of absence while working for Cal Fire. We also added 2 new PCFs from the academy, to bring our total PCF count to 7.

Engineer Laine returned to full duty after a 6 month absence. He completed all return-to-duty proficiencies for Firefighter, Paramedic, and Engineer.

EMS

The Lucas device has been used on several occasions of the past few months. Crews have reported the device is easy to use and greatly enhances their abilities to provide care on cardiac arrest calls. BC Stubendorff will be working closely with Dominican Hospital Staff in mid-May to better facilitate the transition of the patient from the field to the ER when the Lucas device is in place.

A new study is coming to the county called the "Red Lights and Siren" project. This is a nationwide study where EMS systems try to reduce the number of code 3 responses based on outcome data from the 911 call type. A collaborative effort between Fire Agencies, AMR, and County EMS will look at our current data and evaluate which type of 911 responses should be altered.

Training

Patrick Shaughnessy has completed the 12 month FF1 program and is progressing into FF2 / engineer program.

In preparation for wildland season, crews began their annual WILDLAND refresher training.

Completed fiscal year 21-22 SCHMIT training for team members to maintain CSTI certification. Thank you to Zayante FD for the training location. Next year's date have been solidified and sent out.

BC Stubendorff, Captain Sundermier, Eng. Crivello, Eng. Post, and Eng. Pedemonte attended the Fresno Training Symposium on March 28-April 1. Areas of training included engine company operations, forcible entry, and SFM Chief Officer classes. The symposium provided great training for all who attended and will aid in our operational functions.

The annual active shooter drill will be returning to Scotts Valley High School in June. This drill will be spread out over two weeks with 8 total days. Crews will participate both as participants and training proctors.

Prevention

Admin Captain Vandervoort completed 4 property inspections in the WUI, at the request of homeowners.

He also completed 14 new construction inspections, including ongoing inspections at the Polo Ranch development.

In the former Kmart shopping center, The Fault Line Brewing Company and Target are under construction, and being inspected regularly.

State Mandated Inspections have been completed at Mission Springs, Camp Redwood Glen, The Camp Recovery Center, and Building Kidz. Bay Photo passed its re-inspection.

12 architectural plan reviews were completed for projects within the City limits, and another 3 for projects in the County area.

6 new sprinkler permits were issued, as well as 2 new alarm permits.

Investigated 1 Fire Hazard Complaint.

Admin Captain Vandervoort participated in training with the new OpenGov Plan Review Software that the City of Scotts Valley will be implementing soon.

Scotts Valley Fire Protection District

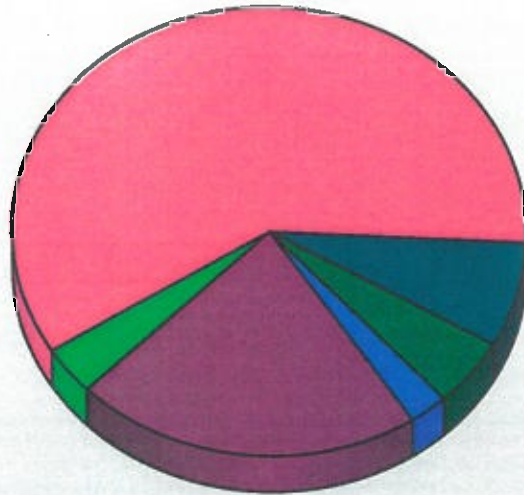
Scotts Valley, CA

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Major Incident Types by Month for Date Range

Start Date: 01/01/2022 | End Date: 04/30/2022



INCIDENT TYPE	JAN	FEB	MAR	APR	TOTAL
False Alarm & False Call	9	9	7	9	34
Fire	2	4	6	5	17
Good Intent Call	44	32	31	42	149
Hazardous Condition (No Fire)	7	7	4	6	24
Rescue & Emergency Medical Service Incident	114	86	108	100	408
Service Call	16	7	17	12	52
Total	192	145	173	174	684

Only REVIEWED incidents included



emergencyreporting.com
Doc Id: 495
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Scotts Valley Fire Protection District

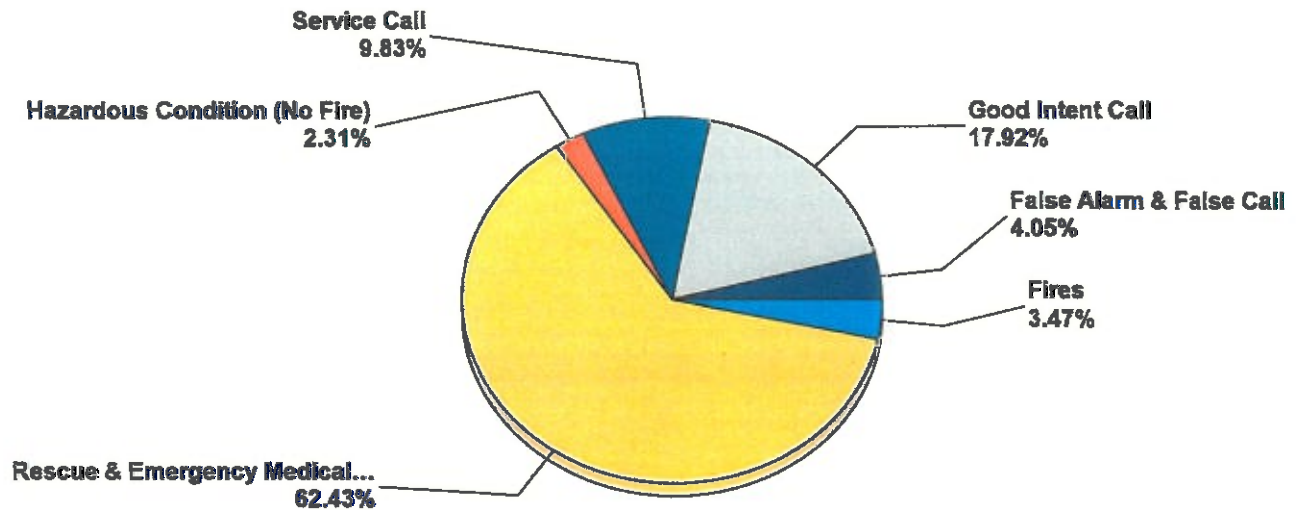
Scotts Valley, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2022 | End Date: 03/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	3.47%
Rescue & Emergency Medical Service	108	62.43%
Hazardous Condition (No Fire)	4	2.31%
Service Call	17	9.83%
Good Intent Call	31	17.92%
False Alarm & False Call	7	4.05%
TOTAL	173	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.58%
111 - Building fire	1	0.58%
131 - Passenger vehicle fire	1	0.58%
140 - Natural vegetation fire, other	1	0.58%
141 - Forest, woods or wildland fire	1	0.58%
142 - Brush or brush-and-grass mixture fire	1	0.58%
320 - Emergency medical service, other	1	0.58%
321 - EMS call, excluding vehicle accident with injury	90	52.02%
322 - Motor vehicle accident with injuries	7	4.05%
324 - Motor vehicle accident with no injuries.	7	4.05%
350 - Extrication, rescue, other	1	0.58%
353 - Removal of victim(s) from stalled elevator	2	1.16%
412 - Gas leak (natural gas or LPG)	3	1.73%
442 - Overheated motor	1	0.58%
550 - Public service assistance, other	5	2.89%
554 - Assist invalid	11	6.36%
561 - Unauthorized burning	1	0.58%
611 - Dispatched & cancelled en route	15	8.67%
621 - Wrong location	1	0.58%
622 - No incident found on arrival at dispatch address	9	5.2%
651 - Smoke scare, odor of smoke	6	3.47%
733 - Smoke detector activation due to malfunction	2	1.16%
736 - CO detector activation due to malfunction	1	0.58%
743 - Smoke detector activation, no fire - unintentional	4	2.31%
TOTAL INCIDENTS:	173	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Scotts Valley Fire Protection District

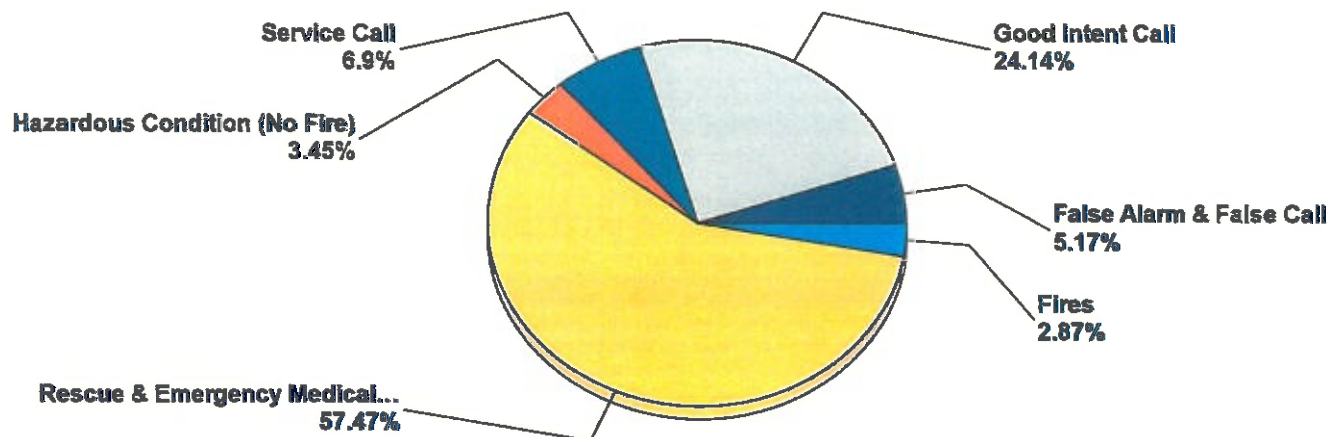
Scotts Valley, CA

This report was generated on 5/5/2022 3:11:59 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2022 | End Date: 04/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.87%
Rescue & Emergency Medical Service	100	57.47%
Hazardous Condition (No Fire)	6	3.45%
Service Call	12	6.9%
Good Intent Call	42	24.14%
False Alarm & False Call	9	5.17%
TOTAL	174	100%

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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.15%
131 - Passenger vehicle fire	1	0.57%
140 - Natural vegetation fire, other	1	0.57%
142 - Brush or brush-and-grass mixture fire	1	0.57%
320 - Emergency medical service, other	4	2.3%
321 - EMS call, excluding vehicle accident with injury	86	49.43%
322 - Motor vehicle accident with injuries	7	4.02%
324 - Motor vehicle accident with no injuries.	2	1.15%
353 - Removal of victim(s) from stalled elevator	1	0.57%
412 - Gas leak (natural gas or LPG)	2	1.15%
413 - Oil or other combustible liquid spill	1	0.57%
440 - Electrical wiring/equipment problem, other	1	0.57%
444 - Power line down	2	1.15%
511 - Lock-out	1	0.57%
550 - Public service assistance, other	1	0.57%
551 - Assist police or other governmental agency	1	0.57%
554 - Assist invalid	8	4.6%
561 - Unauthorized burning	1	0.57%
600 - Good intent call, other	2	1.15%
611 - Dispatched & cancelled en route	31	17.82%
622 - No incident found on arrival at dispatch address	8	4.6%
651 - Smoke scare, odor of smoke	1	0.57%
700 - False alarm or false call, other	2	1.15%
733 - Smoke detector activation due to malfunction	1	0.57%
740 - Unintentional transmission of alarm, other	1	0.57%
743 - Smoke detector activation, no fire - unintentional	1	0.57%
745 - Alarm system activation, no fire - unintentional	4	2.3%
TOTAL INCIDENTS:	174	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

March 22, 2022

Dear Chief Whittle,

Your presentation Yesterday on Senior Life Online was a great learning experience for our SLO audience. I thought the explanation of various services available to local seniors was particularly helpful.

We had some confusion on our end and failed to get out the usual publicity for the event. The result was a smaller audience than anticipated. Please accept our apologies. As soon as the recording is tidied up for distribution, we will send it to our some 500 members so they can enjoy your presentation even though they did not attend the live event. The video will also be available on our website and YouTube for viewing.

Thank you for providing such an interesting program. Your willingness to join us online is greatly appreciated.

Best wishes,



David T. Hodgin, President

BTW – I am not writing this by hand because my handwriting is almost illegible. My apologies!



Mr. Vandervoort, PCF

Thank you so much for coming to SVHS to share about the fire profession and what it entails! As a student who is very interested in pursuing the fire/ems career, it meant a great deal, and I know a lot of other students feel the same way! Thank you very much once again and we hope to have you back next year to present again!

—SVHS Student

Capt. Vandervoort,

Thank you for coming out to SVHS to share with the students about the fire profession. I, along with other students, enjoyed learning more about what the job entails and what you do on a daily basis. I hope to see you back in future years as a presenter, and once again, thank you for your time.

—SVHS Student

Capt. Todd,

Thank you so much for coming to SVHS to share with the students about the fire profession, how it works, and what it entails. A lot of other students like myself, who are very interested in pursuing that career pathway, truly enjoyed your presentation and thank you! Thank you so much for coming, and we hope to see you back next year!

—SVHS Student

