

KENWOOD FIRE PROTECTION DISTRICT
9045 Sonoma Highway
Kenwood, CA 95452

AGENDA

REGULAR DISTRICT BOARD OF DIRECTORS MEETING

Location: 9045 Sonoma Hwy. Kenwood

Agendas and Board Packets are available at our website: kenwoodfire.com

DATE: August 8, 2023 @ 4:00 pm

1. CALL TO ORDER
2. CHANGES TO THE AGENDA
3. MINUTES OF PREVIOUS MEETING:
4. CHIEF'S REPORT:
 - a. Staffing Report: 12 Volunteers, 6 Part Time & 2 Full-Time
 - b. FY23-24 Parcel Tax
 - c. FSWG Update
5. APPROVAL OF CLAIMS:

PUBLIC APPEARANCES: An opportunity for anyone to speak to the Board on subjects not on the regular agenda. The Board will not make a decision on the subject unless it is of a routine nature.

6. ACTION ITEMS/OLD BUSINESS:
 - a. Adopt Cash Management Procedure Policy
7. NON-ACTION ITEMS:
 - a. Committee Reports – HR, Consolidation, Facility, Finance, Grant:
8. ANNOUNCEMENT OF CLOSED SESSION ITEMS: None

Following the announcement of Closed Session items and prior to recess into Closed, the public may speak up to three minutes on items to be addressed in Closed Session

RECESS CLOSED SESSION AND RECONVENE TO OPEN SESSION

9. REPORT, IF ANY, ON CLOSED SESSION:
10. GOOD OF THE ORDER:
11. ADJOURN:

Kenwood Fire District
Inter Office Memorandum

To: Board of Directors

From: Grant Committee

Re: July 2023 update and actions

Date: August 1, 2023

The following is a summary update of the Grant Committee actions for August 2023.

1. Radios: This grant was completed and submitted to FEMA on February 8th for \$179,000 to purchase 20 portable Motorola radios. We have not heard from FEMA to date but we understand we should be within the next 30 days.

2. SAFER grant: This was submitted on March 15th to hire 1 captain and 1 engineer. We applied for +/- \$1,050,000 for the 3-year period. We expect a response after the radio grant, most likely in the Fall.

3. Septic with Manitou Foundation: In Fall 2022, the organization awarded us \$15,000 toward the system, short of the amount we requested. Per their suggestion, we intend to reapply in September. Although we continue to look for alternatives, we have not yet been able to find a grant that is interested in looking at this project.

4. LED Sign: This County grant was awarded for \$57,000 vs. a total cost of \$68,000 and another \$5,000 to \$8,000 for the related work for a grand total of \$76,000. The shortfall of \$19,000 will be covered by a \$11,000 grant from the Gary Sinise Foundation received in April with the balance of \$8,000 from the District. The Association has now paid the vendor 100% or \$68,000 for the sign which is up and operating. We recently submitted our final reimbursement request to the County.

5. Cal Fire Grant: The Cal Fire grant was completed and submitted on May 1st, as it was due on May 4th. We applied for \$11,000 to purchase wildland related protective equipment. As it is a 50% matching grant, if awarded, we will be responsible for \$5,500. We should hear in the next 30 days.

KENWOOD FIRE PROTECTION DISTRICT

9045 SONOMA HIGHWAY
KENWOOD, CALIFORNIA 95452

Chief
Daren Bellach

(707) 833-2042
(707) 833-4412 FAX

Outline of Cash Management Policies and Procedures 8-2023

Objectives

The primary objective is to manage the financial assets of the district more productively while maintaining the safety of our funds.

Subsidiary objectives include maintaining a relationship with the Exchange Bank and the Sonoma County treasurer's office.

Operating account

The plan is to adjust cash balances once a month, recognizing that on some occasions it may be necessary or beneficial to make a transfer to or from the California Class funds more frequently or at different intervals.

The target minimum balance for the operating account will be determined as the amount to cover 100% of account maintenance for the bank so that the bank does not impose any maintenance fees on the account. Initially it is estimated that a target minimum balance of \$100,000 is appropriate for this purpose.

On a monthly basis the cash manager will estimate expenditures during the coming month, add the minimum target and transfer funds to or from the cash management fund to provide enough cash in the operating account to meet the needs in the coming month.

The California Class Prime Fund is to be used in connection with the district's operating account. Funds in excess of the balances set forth above will be transferred to the California Class Prime Fund.

Reserve account

Because disbursements from the reserve account to replace facilities and equipment occur at infrequent intervals, a different approach is to be used for establishing the amount to be maintained in the California Class cash management account.

For the reserve account, we will maintain a minimum balance in the County fund of \$250,000. Funds in excess of the minimum will be invested in the California Class fund. The cash manager will review balances quarterly and make transfers to affect any needed rebalancing.

The California Class Enhanced Cash Fund is to be used for the district's reserve funds.

Kenwood Fire District Administrative, Clerk of the Board and Chief Responsibilities (under contract with SVFD)

Chief Akre

- Support Finance Committee and prepare annual budget
- Works with district counsel
- Attend District activities/functions
- Prop 4 Limit overrides and ballot preparedness
- Arrange board trainings, oversee Form 700's
- Annual audit with auditor
- Manage all Brown Act rules and regulations
- Create operational policies and procedures
- ISO audits and reporting (Insurance Services Office)
- NFIRS monthly reporting (National Fire Incident Reporting System)
- Works with Board Sub-Committees

Administrative Duties (other)

- Payroll and other operational money transfers
- Bill processing and coding to budget
- Oversees all banking for district
- Annual BAR reporting (Government Fleet Operations, Smog)
- Annual CUPA applications and payments (Station HAZMAT application/fees)
- BAAQMD annual application payments (Bay Area Air Quality Management District permit)
- Annual Special Tax direct charge changes
- PRMD plan checking and mitigations (County Permit and Resource Department)
- GASB 75 annual reporting (Accounting and financial reporting for post-employment benefits)
- Website postings and updates
- FAIRA policy updates and annual audit (Fire Agencies Insurance Risk Authority)
- FRMS/FASIS monthly and annual reporting/audits (Fire Agencies Self Insurance System – Workers Comp)
- Station IT computer and server updates
- CERBT annual reporting (California Employers Retiree Benefit Trust)
- Annual SAM registration (System Award Management)
- Manage and maintain all weekly, monthly and annual services of all equipment

Clerk to the Board

- Prepare board agendas
- Take minutes for all board meetings
- Prepare minutes
- Prepare and distribute board packets
- Post all meeting agendas and information per Brown Act

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
JULY 11, 2023**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Cooper, Uboldi, Doss, Moretti, Atkin and Chief Bellach were present. Director Doss asked to move the HR report to action item 6.b.

Director Atkin stated it had come to his attention that there were some volunteers that wanted to express their thoughts on the staffing extension agreement. He invited those members present to speak at this time. Members who spoke were: Captain Tony Ghisla, Firefighter Joe Platt, Firefighter Steve Heidorn and Captain Gary Uboldi - all felt that a staffing agreement was needed with Sonoma Valley Fire. They felt that if they became a Sonoma Valley Fire employee and losing our identity as Kenwood would not be good.

MINUTES: MSP Moretti/Uboldi to approve the minutes of June 13, 2023.

CHIEF'S REPORT: 12 Volunteers, 6 Part-Time and 2 Full Time. Chief Bellach reported we lost one out of district volunteer who could not meet our minimum requirements. The LED sign is now up and running.

CLAIMS: MSP Cooper/Doss to approve Claim #22-23-13 for \$63,224.71 and Claim #23-24-01 for \$30,669.46 and payrolls dated 06/02/23 for \$12,538.15 and 06/16/23 for \$13,596.44 and 06/30/23 for \$13,902.22.

OLD BUSINESS: MSP Doss/Uboldi for Consideration of Approval of video conference option under AB 361.

Director Doss reported for the HR committee regarding the terms of the staffing extension agreement with Sonoma Valley Fire District. They have met twice now regarding the staffing agreement. They looked at the process and numbers that would eventually go to the finance committee. They also have been looking into retirement plans/ PERS to see what would happen to current employees. Chief Bellach and Chief Akre presented a proposal to the HR committee for the transition of all personnel becoming Sonoma Valley Employees to start July 1st, 2024. The contract would still start on September 1st, 2023 for staffing. There was also talk about the administrative services of the district and how that could be continued by the district. The lease of the facilities and the equipment was also discussed, Chief Akre felt that we could continue without having to have a lease agreement and just add them to our insurance policy. Chief Akre spoke and stated he wanted to remind everyone that we are trying to provide the best service for the community and have been successful in doing this. We are open to adjustments with the contract and know what was created for Glen Ellen may not work for Kenwood. The Kenwood Firefighters Association will remain its own entity to serve the community. For the

sake of operational, safety, command and control we have to be one agency. This is not negotiable and cannot be vague. Sonoma Valley did sign the waiver from Liebert Cassidy Whitmore for the informed consent agreement.

Director Atkin expressed his appreciation on how the HR committee, along with Chief Akre have made changes to the contract reflecting the boards concerns. He felt the August deadline is coming fast and maybe have to extend our agreement longer to get the contract drawn up. With Chief Bellach becoming a Captain, what will be the chain of command between the board and Sonoma Valley? Chief Akre would be the Chief. Chief Bellach would be a Captain and employed by the district. It is up to the district to determine its level of engagement at the administrative level.

Director Atkin produced a list of administrative duties that he received and felt this would be a good start for the HR committee to start with and come back to the board with a complete list. The question came up, how and who would be responsible to advise the board and make the decision if an apparatus needed to be replaced. This is where it gets a bit convoluted, Chief Akre would be the Chief and report directly to the board. It would be the responsibility of the board to make the decision on releasing the funds to purchase a new apparatus. Director Doss also brought up the issue of who would be the clerk of the board.

Director Doss produced 2 letters from the County in regards to the \$500,000.00 request from the County. At this time, the request was pushed to the Fire Ad Hoc committee. The Fire Ad Hoc committee had not approved the funds for the district. Chief Akre stated he has been in contact with the Fire Ad Hoc and they have a series of 2 meetings set up in August to discuss these funds as well as other funding for other agencies.

MSP Moretti/Doss for the approval of a cash management plan to invest excess cash in California Class funds; for both the operating account and the reserve account, and identify and authorize individuals to manage cash for the district and specify the Chief to be the operating person at the direction of the boards Finance committee. Director Moretti reported they have looked into this account and felt that the board move forward with creating an account and move funds into this account. He felt that we should move up to 9 months of our operating budget into this account and move funds as needed throughout the year. The question was brought up, who would manage this for the district once Chief Bellach is no longer chief.

Approve engagement of independent legal counsel to advise on staffing agreement. Director Moretti reported that he and Director Atkin had interviewed council that was recommended to them. They had felt originally that it was too much for Bill Adams to act as council for both sides for the Sonoma Valley Contract. Liebert Cassidy Whitmore stated they would need an informed consent agreement from both agencies before working with us on the contract. Directors Atkin and Moretti still have to interview another firm before they make a decision. They may come back to the board for approval before the next meeting.

NON-ACTION ITEMS: Director Atkin looked at the 2023 Y/E P&L. He noticed an excess of funds of \$280,000.00. Once we know the final numbers next month, we may want to take some excess funds and put them into our reserves.

GOOD of the ORDER: Director Doss asked with the power outage we had the other day, were we ready for this season? Chief Bellach stated we had our generator running for close to 13 hours and had no disruption. We are ready.

Respectfully submitted,

Attest:

Kenwood Fire Protection District Claims Detail August 8, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>S. O. #</u>	<u>Check #</u>	<u>Open Balance</u>
07/27/2023	Inv. 11220	Blomberg & Griffin	FY 21/22 Audit	6630		7,475.00
07/26/2023	FRMS-2023-0071	Fire Risk Management Services	1st Qtr	5940		17,483.00
07/31/2023	Statement	Friedman's Home Improvement	Station Supplies	6180		85.46
07/27/2023	IN1910923	Municipal Emergency Services, Inc.	SCBA Service	6140		897.13
07/26/2023	Q1 2023-24	REDCOM	Dispatch Agreement	6526		1,348.27
07/31/2023	Inv. 1108	Sonoma Valley Fire District	Target Solutions Annual Subscription	6500		980.00
07/27/2023	Inv. 507247104	U.S. Bank Equipment Finance	500-0682056-000	6400		194.36
06/20/2023	ATT	Elan Financial Service	Cell Phones	6040		298.99
06/30/2023	Kenwood Water	Elan Financial Service	June Service	7320		93.73
07/10/2023	Amazon	Elan Financial Service	Cleaning Supplies	6080		100.45
07/17/2023	Frontier	Elan Financial Service	Fax Line	6040		66.30
07/17/2023	Frontier	Elan Financial Service	Telephone	6040		300.49
07/11/2023	PGE	Elan Financial Service	Utilities	7320		2,011.99
06/28/2023	Amazon	Elan Financial Service	Station Supplies	6080		33.01
06/30/2023	GoDaddy	Elan Financial Service	Internet	6457		21.99
06/22/2023	Comcast	Elan Financial Service	Internet	6040		118.55
07/23/2023	Inv. 000256049	I A F C	IAFC ID: 115913	6280		260.00
07/17/2023	FY 23-24	L A F C O	Annual Apportionment	6587		1,230.00
07/19/2023	0045877-IN	Nick Barbieri Trucking, LLC	Diesel	7201		1,301.34
06/30/2023	Inv. 86251	R & S Erection of Santa Rosa, Inc.	Overhead Door Repair	6180		570.00
06/27/2023	Inv. 86239	R & S Erection of Santa Rosa, Inc.	Overhead Door Repair	6180		1,311.00
07/06/2023	AR 14006	Sonoma County Assessor	Parcel Count List	6637		240.00
05/03/2023	Inv. 48745	Sonoma Media Investments, LLC.	701685	6800		295.00
07/24/2023	Inv. 1804	James Grossi Construction	LED sign prep work	8620		5,000.00
7/24/2023	Inv. 140	William Adams PC	Legal Advice	6500		270.00
7/24/2023	Statement	Above and Beyond Electric	Electric Work for LED sign	8620		850.00
7/24/2023	Statement	Streamline	Website Annual Membership	6280		2,988.00
7/27/2023	Pepra	Calpers Retirement	06/26/23-07/09/23	5923		1,669.42
7/27/2023	Classic	Calpers Retirement	06/26/23-07/09/23	5923		1,588.15

Kenwood Fire Protection District Claims Detail August 8, 2023

8/4/2023	Pepra	Calpers Retirement	07/10/23-07/23/23	5923	1172.1
8/4/2023	Classic	Calpers Retirement	07/10/23-07/23/23	5923	1588.15
8/20/2023	Dental/Vision	Choice Builder	September Prem	5930	485.68
8/4/2023	Health	calpers Health	August Prem	5930	6296.05

August 8, 2023 Claims Total

58,623.61

Signature: _____
Signature: _____
Signature: _____
Signature: _____
Signature: _____

Title: Director
Title: Director
Title: Director
Title: Director
Title: Director

Kenwood Fire Protection District
Reconciliation Detail
1031 - Exchange Operating, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,058,153.93
Cleared Transactions						
Checks and Payments - 18 items						
Check	06/23/2023	2711	Tasker Networks, Inc.	X	-322.00	-322.00
Check	06/29/2023	2713	Sonoma Valley Fire...	X	-46,334.69	-46,656.69
Bill Pmt -Check	06/30/2023	2716	Elan Financial Servi...	X	-2,869.88	-49,526.57
Check	06/30/2023	ACH	CALPERS Retirem...	X	-2,454.96	-51,981.53
Bill Pmt -Check	06/30/2023	2718	Nick Barbieri Trucki...	X	-1,840.92	-53,822.45
Check	06/30/2023	2714	MacLeod Watts, Inc.	X	-1,375.00	-55,197.45
Bill Pmt -Check	06/30/2023	2719	U.S. Bank Equipme...	X	-194.36	-55,391.81
Bill Pmt -Check	06/30/2023	2717	New York Life	X	-54.00	-55,445.81
Check	06/30/2023	2715	California State Dis...	X	-53.24	-55,499.05
Check	07/03/2023	ach	CALPERS Health	X	-6,296.78	-61,795.83
Bill Pmt -Check	07/11/2023	2720	CalPERS	X	-23,887.00	-85,682.83
Transfer	07/11/2023			X	-16,100.37	-101,783.20
Check	07/20/2023	ach	Choice Builder	X	-485.68	-102,268.88
Transfer	07/24/2023			X	-14,358.96	-116,627.84
Check	07/24/2023	2723	Above and Beyond ...	X	-850.00	-117,477.84
Check	07/24/2023	2722	William L. Adams PC	X	-270.00	-117,747.84
Check	07/27/2023		CALPERS Retirem...	X	-1,669.42	-119,417.26
Check	07/27/2023		CALPERS Retirem...	X	-1,588.15	-121,005.41
Total Checks and Payments					-121,005.41	-121,005.41
Deposits and Credits - 3 items						
Deposit	06/30/2023			X	268.20	268.20
Deposit	06/30/2023			X	80,799.16	81,067.36
Deposit	07/31/2023			X	258.00	81,325.36
Total Deposits and Credits					81,325.36	81,325.36
Total Cleared Transactions					-39,680.05	-39,680.05
Cleared Balance					-39,680.05	2,018,473.88
Uncleared Transactions						
Checks and Payments - 2 items						
Check	07/24/2023	2721	James Grossi Cons...		-5,000.00	-5,000.00
Check	07/24/2023	2724	Streamline		-2,988.00	-7,988.00
Total Checks and Payments					-7,988.00	-7,988.00
Total Uncleared Transactions					-7,988.00	-7,988.00
Register Balance as of 07/31/2023					-47,668.05	2,010,485.88
Ending Balance					-47,668.05	2,010,485.88



P.O. Box 3788 | Santa Rosa CA 95402-3788
 Return Service Requested

Last statement: June 30, 2023
 This statement: July 31, 2023
 Total days in statement period: 31

KENWOOD FIRE PROTECTION DISTRICT
 PO BOX 249
 KENWOOD CA 95452

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Direct inquiries to:
 707 524-3000

Exchange Bank
 P O Box 403
 Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX2720	Beginning balance	\$2,058,153.93
Avg collected balance	\$1,997,274	Total additions	81,325.36
Interest paid year to date	\$407.62	Total subtractions	121,005.41
		Ending balance	\$2,018,473.88

CHECKS

Number	Date	Amount	Number	Date	Amount
2711	07-03	322.00	2718	07-17	1,840.92
2713 *	07-14	46,334.69	2719	07-19	194.36
2714	07-24	1,375.00	2720	07-17	23,887.00
2715	07-11	53.24	2722 *	07-28	270.00
2716	07-19	2,869.88	2723	07-31	850.00
2717	07-21	54.00	* Skip in check sequence		

DEBITS

Date	Description	Subtractions
07-05	' ACH Withdrawal CALPERS 3100 100000017170375 Kenwood Fire Protectio	2,454.96
07-05	' ACH Withdrawal CALPERS 1800 100000017202129 Kenwood Fire Protectio	6,296.78
07-12	' Internet/Phone Txfr REF 1931609L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE PAYROLL TRANSFER 0	16,100.37
07-21	' ACH Withdrawal CHOICE BUILDER ONLIN PMNT 230721 Kenwood Fire Protectio	485.68

KENWOOD FIRE PROTECTION DISTRICT
 July 31, 2023

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<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
07-24	' Internet/Phone Txfr REF 2052131L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE PAYROLL TRANSFER 0	14,358.96
07-28	' ACH Withdrawal CALPERS 3100 100000017197002 Kenwood Fire Protectio	1,588.15
07-28	' ACH Withdrawal CALPERS 3100 100000017197040 Kenwood Fire Protectio	1,669.42

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
07-05	' Deposit	268.20
07-31	' ACH Deposit COUNTY OF SONOMA Claims RMR*IV*Prop Tax Re v Final 22-23**807KENWOOD FIRE PROTECTIO	80,799.16
07-31	' Interest Payment	258.00

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
06-30	2,058,153.93	07-12	2,033,194.78	07-21	1,957,528.25
07-03	2,057,831.93	07-14	1,986,860.09	07-24	1,941,794.29
07-05	2,049,348.39	07-17	1,961,132.17	07-28	1,938,266.72
07-11	2,049,295.15	07-19	1,958,067.93	07-31	2,018,473.88

INTEREST INFORMATION

Annual percentage yield earned	0.15%
Interest-bearing days	31
Average balance for APY	\$1,997,274.36
Interest earned	\$258.00

Thank you for banking with Exchange Bank

Kenwood Fire Protection District
Reconciliation Detail
1032 · Exchange Bank Payroll, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,296.74
Cleared Transactions						
Checks and Payments - 8 items						
Check	01/27/2023	50319	PLATT, JOSEPH	X	-12.00	-12.00
Check	04/21/2023	50325	Cooper, John	X	-80.37	-92.37
Check	07/14/2023	ACH	DIRECT DEPOSIT ...	X	-12,946.06	-13,038.43
Check	07/14/2023	ACH	PAYROLL TAX PA...	X	-3,062.81	-16,101.24
Check	07/14/2023	ACH	IBS PR Fee	X	-91.50	-16,192.74
Check	07/28/2023		DIRECT DEPOSIT ...	X	-11,575.20	-27,767.94
Check	07/28/2023		PAYROLL TAX PA...	X	-2,368.05	-30,135.99
Check	07/28/2023		IBS PR Fee	X	-126.60	-30,262.59
Total Checks and Payments					-30,262.59	-30,262.59
Deposits and Credits - 2 items						
Transfer	07/11/2023			X	16,100.37	16,100.37
Transfer	07/24/2023			X	14,358.96	30,459.33
Total Deposits and Credits					30,459.33	30,459.33
Total Cleared Transactions					196.74	196.74
Cleared Balance					196.74	6,493.48
Uncleared Transactions						
Checks and Payments - 9 items						
Check	07/16/2021	50222	Sears, Chase		-101.41	-101.41
Check	03/10/2023	50323	Forer, Mikayla		-159.71	-261.12
Check	04/21/2023	50328	Moretti, August J		-53.58	-314.70
Check	04/21/2023	50329	PLATT, JOSEPH		-48.00	-362.70
Check	07/28/2023	50333	Moretti, August J		-80.37	-443.07
Check	07/28/2023	50331	Doss, Daymon		-80.37	-523.44
Check	07/28/2023	50330	Cooper, John		-80.37	-603.81
Check	07/28/2023	50334	PLATT, JOSEPH		-24.00	-627.81
Check	07/28/2023	50332	Miller, Zack		-24.00	-651.81
Total Checks and Payments					-651.81	-651.81
Total Uncleared Transactions					-651.81	-651.81
Register Balance as of 07/31/2023					-455.07	5,841.67
Ending Balance					-455.07	5,841.67



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Direct inquiries to:
 707 524-3000

Exchange Bank
 P O Box 403
 Santa Rosa CA 95402

Public Funds Checking

Account number	XXXXXX2200	Beginning balance	\$6,296.74
Avg collected balance	\$8,190	Total additions	30,459.33
		Total subtractions	30,262.59
		Ending balance	\$6,493.48

CHECKS

<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Amount</u>
50319	07-05	12.00			
50325 *	07-12	80.37			

* Skip in check sequence

DEBITS

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
07-13	' ACH Withdrawal KENWOOD FIRE PRO FEE 230713 I.KFP CHECKING KENWOOD FIRE PROTECTIO	91.50
07-13	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 230713 I.KFP CHECKING KENWOOD FIRE PROTECTIO	3,062.81
07-13	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 230713 I.KFP CHECKING KENWOOD FIRE PROTECTIO	12,946.06
07-27	' ACH Withdrawal KENWOOD FIRE PRO FEE 230727 I.KFP CHECKING KENWOOD FIRE PROTECTIO	126.60
07-27	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 230727 I.KFP CHECKING KENWOOD FIRE PROTECTIO	2,368.05



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Return Service Requested

KENWOOD FIRE PROTECTION DISTRICT
 July 31, 2023

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<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
07-27	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 230727 I.KFP CHECKING KENWOOD FIRE PROTECTIO	11,575.20

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
07-12	' Internet/Phone Txfr REF 1931609L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE PAYROLL TRANSFER 0	16,100.37
07-24	' Internet/Phone Txfr REF 2052131L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE PAYROLL TRANSFER 0	14,358.96

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
06-30	6,296.74	07-12	22,304.74	07-24	20,563.33
07-05	6,284.74	07-13	6,204.37	07-27	6,493.48

Thank you for banking with Exchange Bank

Kenwood Fire Protection (Default)
 9045 Sonoma Hwy
 Kenwood, CA 95452
 United States

Pay Statement History
 Gross to Net, Last Name

Pay Date: 07/14/2023
 Payroll: Regular 07/14/2023
 Pay Period: 06/26/2023-07/09/2023

Emp Name	Default Department	Type	Pay Date	Rate	Total Hours	Gross	Reimburse	Federal Income Tax Amount	OSDI	Medicare	California State	SDI	Deduction	Net Payment	OSDI	Medicare	Federal Unemploy	CA State	Employment Tax
Bellach, Daren	CHIEF	Regular	07/14/202	-11845	12.00	\$6,057.59	-	\$810.09	-	\$87.84	\$318.59	-	\$27.00	\$4,814.07	-	\$87.84	-	-	-
Bellach, Tyler	VOLUNTEER	Regular	07/14/202	-11846	4.00	\$461.16	-	-	\$28.59	\$6.69	-	-	-	\$425.88	\$28.59	\$6.69	-	-	-
Berruetez, Gustavo	EXTRA HELP	Regular	07/14/202	-11847	98.00	\$1,885.52	-	\$203.88	\$116.90	\$27.34	\$54.73	-	-	\$1,482.67	\$116.90	\$27.34	-	-	-
Gulson, Benjamin	CAPTAIN	Regular	07/14/202	-11848	-	\$171.46	-	-	\$10.63	\$2.49	-	-	-	\$158.34	\$10.63	\$2.49	-	-	-
Hardy, Lisa	EXTRA HELP	Regular	07/14/202	-11849	48.00	\$923.52	-	\$60.43	\$57.26	\$13.39	\$7.96	-	-	\$784.48	\$57.26	\$13.39	-	-	-
Infrante, Susan	ADHMN	Regular	07/14/202	-11850	22.50	\$762.30	-	\$58.78	\$47.26	\$11.05	\$8.10	-	-	\$637.11	\$47.26	\$11.05	-	-	-
Molesworth III, Robert	ENGINEER	Regular	07/14/202	-11851	132.00	\$4,635.84	-	\$354.89	-	\$67.22	\$112.63	-	\$637.43	\$3,463.67	-	\$67.22	-	-	-
Mora, Ernesto	EXTRA HELP	Regular	07/14/202	-11852	24.00	\$461.76	-	-	\$6.70	-	-	-	\$63.49	\$391.57	-	\$6.70	-	-	-
Pappas, Trevor	EXTRA HELP	Regular	07/14/202	-11853	3.00	\$57.72	-	-	\$0.84	-	-	-	\$7.94	\$48.94	-	\$0.84	-	-	-
Todd, Douglas	EXTRA HELP	Regular	07/14/202	-11854	50.00	\$962.00	-	\$66.87	-	\$13.94	\$9.58	-	\$132.28	\$739.33	-	\$13.94	-	-	-
Report Total					393.50	16,378.87	-	1,554.94	\$260.64	\$237.50	\$511.59	-	\$868.14	12,946.06	\$260.64	\$237.50	-	-	-

Sorted By: Last First Name Ascending
 Filtered By: Employee Filter: All Employees; Pay Dates: Specific Payroll: Regular 07/14/2023; Settings: Show Only Final
 Innovative Business Solutions, Inc. Admin
 P: (707)586-4300, F: (877)586-4303
 Innovative.notification@saashr.com
 Generated: 07/10/2023 03:40p
 Generated By: System Administrator
 Page 1 of 1

Payroll Overview

Payroll	Regular	07/14/2023
Pay Date		07/14/2023
# Employees		10
# Paid Employees		10
# Regular	10	
# Pay Periods		1
Terminations		1

Employee Payments

	#	EE's	\$ Amount
Direct Deposits Debited	10	10	12,946.06 ^D
Total			12,946.06
(D) Innovative Business Solutions, Inc. Admin Debit			-12,946.06
Your Remaining Bank Account Liability			0.00
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2826574	6	1,554.94 ^D
FICA/ER	94-2826574	5	260.64 ^D
FICA/EE	94-2826574	5	260.64 ^D
MEDI/ER	94-2826574	10	237.50 ^D
MEDI/EE	94-2826574	10	237.50 ^D
SIT:CA/EE	944-0752-5	6	511.59 ^D
Total			3,062.81
(D) Innovative Business Solutions, Inc. Admin Debit			-3,062.81
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	91.50
Innovative Business Solutions, Inc. Admin Debit	-91.50
Amount Due	0.00

Total

Total	16,100.37
Innovative Business Solutions, Inc. Admin Debit	-16,100.37
Total of Your Responsibility	0.00

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	07/13/2023	xxxxxx2200	91.50
Tax Payment	07/13/2023	xxxxxx2200	3,062.81
Empl. Dir. Dep. SPA	07/13/2023	xxxxxx2200	12,946.06
Total Debits			16,100.37

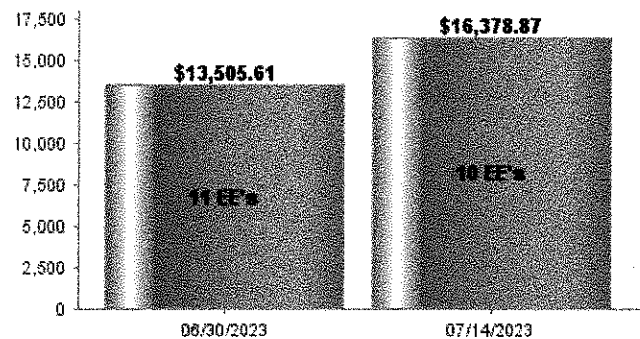
Cash Requirements: xxxxxx2200

	\$ Amount
Billing	91.50
Tax Payment	3,062.81
Empl. Dir. Dep. SPA	12,946.06
Total	16,100.37

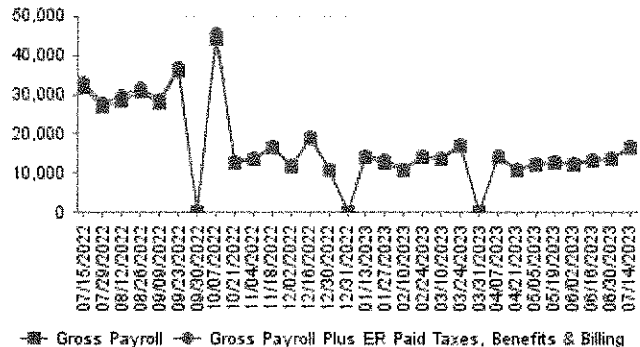
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	16,378.87	
ER Tax (Offset)	498.14	
Invoice	91.50	
Invoice		91.50
ER Tax		498.14
Deduction		868.14
Tax		2,564.67
Direct Deposit		12,946.06
	16,968.51	16,968.51

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Pay Statement History
 Gross to Net, Last Name

Last Name	First Name	Department	Type	Pay Date	#	Total Hours	Gross	Reimburse	Federal Income Tax	CA/SDI	Medicare	California	California SDI	Production	Deduction	Net Payment	CA/SDI (ER)	Medicare (ER)	Federal Unemploy	ER SDI	California Training
Atkin, Jack		DIRECTOR	Regular	07/28/202	-11855	-	-	\$80.37	-	-	-	-	-	-	-	\$80.37	-	-	-	-	-
Balbach, Daren		CHIEF	Regular	07/28/202	-11856	-	\$5,267.47	-	\$636.27	-	\$76.38	\$238.23	-	\$27.00	-	\$4,289.59	-	\$76.38	-	-	-
Balbach, Tyler		VOLUNTEE	Regular	07/28/202	-11857	-	-	\$72.00	-	-	-	-	-	-	-	\$72.00	-	-	-	-	-
Bernandez, Gustavo		EXTRA	Regular	07/28/202	-11858	50.00	\$962.00	-	\$93.06	\$59.64	\$13.94	\$12.49	-	-	-	\$782.87	\$59.64	\$13.94	-	-	-
Cooper, John		DIRECTOR	Regular	07/28/202	50330	-	-	\$80.37	-	-	-	-	-	-	-	\$80.37	-	-	-	-	-
Doss, Daymon		DIRECTOR	Regular	07/28/202	50331	-	-	\$80.37	-	-	-	-	-	-	-	\$80.37	-	-	-	-	-
Duenas, Dylan		VOLUNTEE	Regular	07/28/202	-11861	-	-	\$48.00	-	-	-	-	-	-	-	\$48.00	-	-	-	-	-
Forer, Mikayla		VOLUNTEE	Regular	07/28/202	-11862	-	-	\$12.00	-	-	-	-	-	-	-	\$12.00	-	-	-	-	-
Gaddie, Maxwell		VOLUNTEE	Regular	07/28/202	-11863	2.00	\$230.58	-	\$48.00	-	\$14.29	\$3.34	-	-	-	\$260.95	\$14.29	\$3.34	-	-	-
Ghila, Vincent		CAPTAIN	Regular	07/28/202	-11864	-	-	\$108.00	-	-	-	-	-	-	-	\$108.00	-	-	-	-	-
Gilson, Benjamin		CAPTAIN	Regular	07/28/202	-11865	-	-	\$171.46	-	\$10.63	\$2.48	-	-	-	-	\$314.35	\$10.63	\$2.48	-	-	-
Heidorn, Steven		VOLUNTEE	Regular	07/28/202	-11866	-	-	\$60.00	-	-	-	-	-	-	-	\$60.00	-	-	-	-	-
Indante, Susan		ADMIN	Regular	07/28/202	-11867	16.50	\$559.02	-	\$35.71	\$34.66	\$8.11	-	-	-	\$480.54	\$34.66	\$8.11	-	-	-	
Kunde, Jason		VOLUNTEE	Regular	07/28/202	-11868	-	-	\$48.00	-	-	-	-	-	-	-	\$48.00	-	-	-	-	-
Miller, Zack		VOLUNTEE	Regular	07/28/202	50332	-	-	\$24.00	-	-	-	-	-	-	-	\$24.00	-	-	-	-	-
Molesworth III, Robert		ENGINEER	Regular	07/28/202	-11870	120.00	\$5,277.78	-	\$500.16	-	\$76.52	\$174.81	-	\$463.58	-	\$4,062.71	-	\$76.52	-	-	-
Mora, Ernesto		EXTRA	Regular	07/28/202	-11871	48.00	\$923.52	-	\$26.38	-	\$13.39	\$6.56	-	\$126.98	-	\$750.21	-	\$13.39	-	-	-
Moretti, August		DIRECTOR	Regular	07/28/202	50333	-	-	\$80.37	-	-	-	-	-	-	-	\$80.37	-	-	-	-	-
Platt, Joseph		VOLUNTEE	Regular	07/28/202	50334	-	-	\$24.00	-	-	-	-	-	-	-	\$24.00	-	-	-	-	-
Reynolds, Jack		VOLUNTEE	Regular	07/28/202	-11874	-	-	\$72.00	-	-	-	-	-	-	-	\$72.00	-	-	-	-	-
Richardson, Jay		VOLUNTEE	Regular	07/28/202	-11875	1.00	\$115.29	-	\$7.14	-	\$1.67	-	-	\$53.24	-	\$53.24	\$7.14	\$1.67	-	-	-
Uboldi, Robert		DIRECTOR	Regular	07/28/202	-11876	-	-	\$80.37	-	-	-	-	-	-	-	\$80.37	-	-	-	-	-
Request Total							237.50	13,507.12	\$1,073.85	1,291.58	\$126.36	\$195.83	\$432.09	\$670.80	-	11,864.31	\$126.36	\$195.83	-	-	-

Payroll Overview

Payroll	Regular 07/28/2023
Pay Date	07/28/2023
# Employees	22
# Paid Employees	22
# Regular	22
# Pay Periods	1

Employee Payments

	#	EE's	\$ Amount
Checks	5	5	289.11
Direct Deposits Debited	17	17	11,575.20 ^D
Total			11,864.31
(D) Innovative Business Solutions, Inc. Admin Debit			-11,575.20
Your Remaining Bank Account Liability			289.11
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2826574	5	1,291.58 ^D
FICA/ER	94-2826574	5	126.36 ^D
FICA/EE	94-2826574	5	126.36 ^D
MEDI/ER	94-2826574	8	195.83 ^D
MEDI/EE	94-2826574	8	195.83 ^D
SIT:CA/EE	944-0752-5	4	432.09 ^D
Total			2,368.05
(D) Innovative Business Solutions, Inc. Admin Debit			-2,368.05
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	126.60
Innovative Business Solutions, Inc. Admin Debit	-126.60
Amount Due	0.00

Total

Total	14,358.96
Innovative Business Solutions, Inc. Admin Debit	-14,069.85
Total of Your Responsibility	289.11

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	07/27/2023	xxxxxx2200	126.60
Tax Payment	07/27/2023	xxxxxx2200	2,368.05
Empl. Dir. Dep. SPA	07/27/2023	xxxxxx2200	11,575.20
Total Debits			14,069.85

--More--

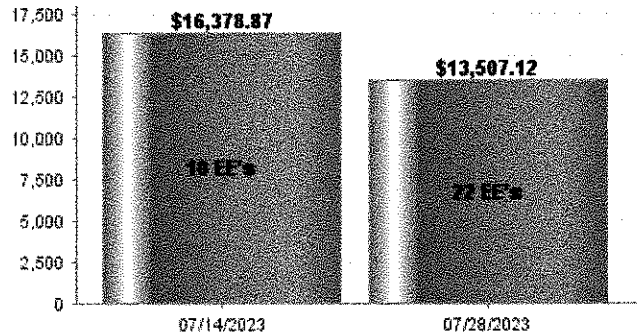
Recap - Continued

Cash Requirements: xxxxxx2200	\$ Amount
Billing	126.60
Tax Payment	2,368.05
Empl. Checks	289.11
Empl. Dir. Dep. SPA	11,575.20
Total	14,358.96

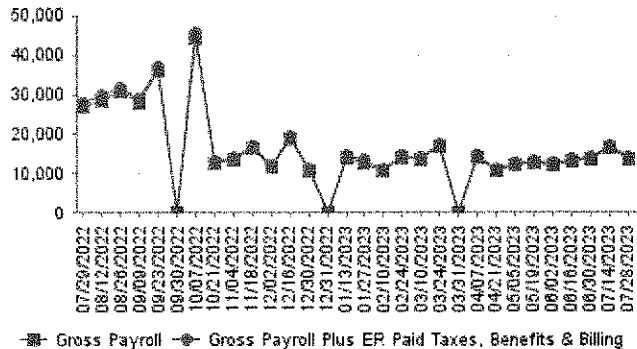
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	14,580.97	
ER Tax (Offset)	322.19	
Invoice	126.60	
Invoice		126.60
Check		289.11
ER Tax		322.19
Deduction		670.80
Tax		2,045.86
Direct Deposit		11,575.20
	15,029.76	15,029.76

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Grouped By: None
 Sorted By: None
 Filtered By: None

Innovative Business Solutions, Inc.
 P: (707)586-4300, F: (877)586-4303
 innovative.notification@SaaSr.com
 Kenwood Fire Protection



Generated: 07/24/2023 06:24p
 Generated By: System Administrator
 Page 1 of 1

Kenwood Fire Protection District
Profit & Loss Budget vs. Actual
July 2023

	<u>Jul 23</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
Ordinary Income/Expense				
Income				
10 - Tax Revenue				
1000 - Prop Taxes - CY Secured	0.00	1,039,500.00	-1,039,500.00	0.0%
1001 - CY Direct Charges	0.00	354,577.00	-354,577.00	0.0%
1020 - Prop Tax CY Supp	0.00	7,558.00	-7,558.00	0.0%
1040 - Property Tax - CY Unsec	0.00	29,897.00	-29,897.00	0.0%
1011 - SB2557 Prop Tax Admin	0.00	-11,181.00	11,181.00	0.0%
1050 - - Supplemental Prop Taxes -CY	0.00	20,811.00	-20,811.00	0.0%
1051 - -Supplemental Prop Taxes - PY	0.00	-12.00	12.00	0.0%
1059 - - Prop Taxes - PY, Unsecured	0.00	1,056.00	-1,056.00	0.0%
1060 - Prop Taxes - PY, Secured	0.00	-27.00	27.00	0.0%
1061 - PY Direct Charges	0.00	577.00	-577.00	0.0%
1070 - State-Other In-Lieu Tax	0.00	19.00	-19.00	0.0%
1500 - Wildfire Tax Loss	0.00	2,503.00	-2,503.00	0.0%
Total 10 - Tax Revenue	0.00	1,445,278.00	-1,445,278.00	0.0%
17 - Use of Money/Prop				
1700 - Interest on Pooled Cash	0.00	70,000.00	-70,000.00	0.0%
Total 17 - Use of Money/Prop	0.00	70,000.00	-70,000.00	0.0%
20 - Intergovernmental Revenues				
2050 - Stabilization Payment	0.00	120,000.00	-120,000.00	0.0%
2060 - Revenue Sharing	0.00	189,000.00	-189,000.00	0.0%
2081 - Highway Rentals	0.00	5.00	-5.00	0.0%
2440 - HOPTR	0.00	7,441.00	-7,441.00	0.0%
Total 20 - Intergovernmental Revenues	0.00	316,446.00	-316,446.00	0.0%
30 - Charges for Services				
3661 - Fire Control Services	0.00	3,971.00	-3,971.00	0.0%
3700 - Copy/Transcribe Fees	0.00	50.00	-50.00	0.0%
Total 30 - Charges for Services	0.00	4,021.00	-4,021.00	0.0%

Kenwood Fire Protection District
Profit & Loss Budget vs. Actual
July 2023

	<u>Jul 23</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
40 - Miscellaneous Revenues				
4040 - Miscellaneous Revenue	0.00	24,789.00	-24,789.00	0.0%
4640 - Operating Transfer In-Roll Over	0.00	45,100.00	-45,100.00	0.0%
Total 40 - Miscellaneous Revenues	<u>0.00</u>	<u>69,889.00</u>	<u>-69,889.00</u>	<u>0.0%</u>
Total Income	<u>0.00</u>	<u>1,905,634.00</u>	<u>-1,905,634.00</u>	<u>0.0%</u>
Gross Profit	0.00	1,905,634.00	-1,905,634.00	0.0%
Expense				
50 - Salaries/Emp Benefits				
Gross Wages				
5910-Perm Positions	21,295.68	1,573,518.00	-1,552,222.32	1.35%
5911-Extra Help	6,518.96			
5912-Overtime	1,264.32			
Total Gross Wages	<u>29,078.96</u>	<u>1,573,518.00</u>	<u>-1,544,439.04</u>	<u>1.85%</u>
5913 - Director Stipend	401.85	1,650.00	-1,248.15	24.36%
5914 - Volunteer Stipend	1,479.03			
5922 - FICA ER Expense	387.00			
5923 - CALPERS Retirement	25,712.87	30,000.00	-4,287.13	85.71%
5924 - Medicare ER Exp	433.33			
5930 - CALPERS Health/Dental/Visi	6,782.46	55,000.00	-48,217.54	12.33%
Total 50 - Salaries/Emp Benefits	<u>64,275.50</u>	<u>1,660,168.00</u>	<u>-1,595,892.50</u>	<u>3.87%</u>
60 - Services/Supplies				
6040-Communications	0.00	10,000.00	-10,000.00	0.0%
6080-Household Expense	0.00	5,000.00	-5,000.00	0.0%
6100-Insurance	0.00	27,300.00	-27,300.00	0.0%
6140-Maintenance-Equipment	0.00	21,100.00	-21,100.00	0.0%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July 2023

	Jul 23	Budget	\$ Left in Budget	% of Budget Used
6180-Maintenance-Bldgs/Imp.	0.00	9,000.00	-9,000.00	0.0%
6280-Memberships	0.00	7,200.00	-7,200.00	0.0%
6400-Office Expense	0.00	5,000.00	-5,000.00	0.0%
6457-Computer Charges	2,988.00	7,900.00	-4,912.00	37.82%
6461-Supplies/Expenses(Ops)	0.00	5,500.00	-5,500.00	0.0%
6500.01 - Professional/Special Svcs.	270.00			
6500.03 - PR Processing Fee	218.10			
6526-REDCOM/Dispatch	0.00	15,000.00	-15,000.00	0.0%
6576-Actuarial Services	0.00	7,100.00	-7,100.00	0.0%
6587-LAFCO Charges	0.00	2,730.00	-2,730.00	0.0%
6637-Prop.Tax Admin Fee	0.00	500.00	-500.00	0.0%
6880-Small Tools/Equip.	0.00	7,700.00	-7,700.00	0.0%
7005-Election Expense	0.00	5,000.00	-5,000.00	0.0%
7201-Gas/Oil/Fuel	0.00	18,400.00	-18,400.00	0.0%
7320-Utilities	0.00	17,050.00	-17,050.00	0.0%
Total 60 - Services/Supplies	2,988.00	171,480.00	-168,492.00	1.74%
8510 - Capital Outlay-Bldg Imp	0.00	10,000.00	-10,000.00	0.0%
8560 - Capital Outlay-Equipment	0.00	10,000.00	-10,000.00	0.0%
8620-UNCLM-OT-Within a Fund	5,850.00	45,100.00	-39,250.00	12.97%
8621 - UNCLM-OT-WITHIN A FUN (PAYROLL)	0.00	8,886.00	-8,886.00	0.0%
Total Expense	73,113.50	1,905,634.00	-1,832,520.50	3.84%
Net Ordinary Income	-73,113.50	0.00	-73,113.50	100.0%

Kenwood Fire Protection District
Profit & Loss Budget vs. Actual
 July 2023

	<u>Jul 23</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
Other Income/Expense				
Other Income				
Bank Interest Earned	258.00			
Total Other Income	<u>258.00</u>			
Net Other Income	<u>258.00</u>			
	<u><u>-72,855.50</u></u>	<u><u>0.00</u></u>	<u><u>-72,855.50</u></u>	<u><u>100.0%</u></u>