

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: March 12th, 2024 @ 4:00 pm

1. CALL TO ORDER
2. CHANGES TO THE AGENDA
3. MINUTES OF PREVIOUS MEETING:
4. CHIEF'S REPORT:
 - a. Staffing Report: 11 Volunteers, 4 Part Time & 2 Full-Time:
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. District Administrative Officer Job Description
7. NON-ACTION ITEMS:
 - a. Committee Reports – HR, Consolidation, Facility, Finance, Grant
 - b. Measure H Election results
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: None

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



Account Statement

February 29, 2024

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Account Number: CA-01-0100-0001

Operating Fund

RECEIVED
MAR 01 2024
KENWOOD FPD

Account Summary

Average Monthly Yield: 5.4395%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,657,444.84	0.00	144,000.00	6,951.21	14,987.38	1,608,029.36	1,520,396.05

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2024	Beginning Balance			1,657,444.84	
02/20/2024	Withdrawal		144,000.00		3420
02/29/2024	Income Dividend Reinvestment	6,951.21			
02/29/2024	Ending Balance			1,520,396.05	



Account Statement

February 29, 2024

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Account Number: CA-01-0100-0002

RECEIVED
MAR 01 2024
KENWOOD FPD

Capital Fund

Account Summary

Average Monthly Yield: 5.4395%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	2,309,347.17	0.00	0.00	9,953.28	20,656.69	2,309,690.39	2,319,300.45

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2024	Beginning Balance			2,309,347.17	
02/29/2024	Income Dividend Reinvestment	9,953.28			
02/29/2024	Ending Balance			2,319,300.45	



***Kenwood Fire Protection District
Job Description for
District Administrative Officer (DAO)***

DEFINITION

The DAO is responsible for maintaining all facilities and equipment of the district in working order, working within the budget and direction of the district board of directors and the Fire Chief. The DAO will report regularly to the Board and Fire Chief about the status of facilities and equipment and make recommendations about repairs needed, equipment that needs replacement and similar matters.

The DAO will work with any outside vendors when they are performing any services for which the district is responsible. There is no responsibility for contract employees of SVFD who provide all fire and emergency services. The DAO is to communicate and cooperate with the SVFD Chief on any matters that require coordination related to fire and emergency services.

The DAO will be responsible for seeing that district bills are paid, cash is managed in accordance with the policy of the board, and to attend to other financial matters of the district. The DAO is responsible for preparing reports of financial activities and conditions to keep the board informed of district financial performance and position. This will include the preparation of an annual budget for board approval.

The DAO will give appropriate notice for public meetings, prepare the room, prepare and communication links to broadcast the meeting, prepare and distribute information packets to the board and post packets on the district website.

The DAO will be the main point of contact for anyone with business with the district, including but not limited to vendors, service providers, legal and accounting professionals, government officials and members of the public. Matters related to operations and staff will be referred to the SVFD Chief, or designee.

The DAO will be responsible for ensuring that the district is in compliance with all regulations.

Essential Duties:

The following duties are considered essential for this job classification, but not limited to:

- 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
- Works with District Counsel
- Support Finance Committee and assist with preparing annual budget
- Annual Audits with auditor
- Manage Brown Act rules and regulations
- Works with Board Sub-Committees

QUALIFICATIONS

Knowledge of: Principles and practices of organization, administration, budget and personnel management, Federal, State, local laws and regulations pertaining to fire department administration.

Ability to: communicate orally clearly and concisely; produce written documents with clearly organized thoughts using proper sentence construction, grammar, punctuation and spelling; comprehend and make inferences from written material; enter data or information into a terminal, personal computer or keyboard device; supervise, train, evaluate and discipline subordinate personnel; establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient years of increasingly responsible municipal supervisory, management and administrative experience or above in the Kenwood Fire Protection District to demonstrate possession of the knowledge and abilities listed above.

Education - Equivalent to completion of the twelfth grade.

WORKING CONDITIONS

When participating in meetings or performing work in the office, the incumbent in this classification sits for extended periods of time with the ability to change positions at will, communicates orally in a group setting, and learns job-related material through oral instruction and observation. The incumbent must also learn job-related material through structured lecture and reading in order to stay abreast of current developments in the field. When inputting statistics, the incumbent operates a variety of standard office equipment requiring continuous or repetitive arm-hand movements.

Established: XXXXX XX, 2024

Approved by:

Kenwood Fire District Board of Directors – Chair, Daymon Doss

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 13, 2024**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Cooper, Atkin, Doss, Uboldi and Chief's Bellach and Akre. Director Moretti was absent.

MINUTES: MSP Atkin/Cooper to approve the minutes of January 9, 2024.

CHIEF'S REPORT: Chief Bellach reported that the Form 700's are due by April 2nd.

Our Crab Feed was a huge success with a great turn out from the community.

Last month I was asked if we are covered by a fidelity bond. Per our insurance we are covered.

The FDAC Conference is coming up on April 22-26 in Monterey. If anyone is interested in attending please let me know.

A few weeks ago we had a major storm come through, Kenwood station had about 15 calls related to the storm. We were able to up-staff 2 engines with volunteers from early morning to late afternoon.

We did receive a 2nd septic estimate for around \$75,000.00.

The SCFDA Dinner meeting that was co-hosted by Kenwood and Sonoma was a great turn-out and had a good presentation from Kitchell talking about fire station remodeling and new construction. The annual call report for 2023 was discussed with a total of 360 calls for the year. Chief Akre reported they just graduated 16 new volunteer firefighters from the academy. The training officer position is now open and they will be announcing who will be taking on that role soon. They will be starting a new firefighter academy for 3 new firefighter medics, the Sonoma Board made the decision to bring on these positions in advance of the sales tax measure passing, in an effort to tap into the limited firefighter medic hiring pool. Their first priority will be to up staff their 3rd ambulance Medic 302. Measure H is in full campaign mode. The SCFCA is getting asked for opportunities to present to community groups. They will be presenting to the Ag and Open Space, Veg Management Tech Advisory Committee and more. Chief Akre had a follow-up conversation with the LAFCO Executive Director and he did not see a need for us to be pushing to get the Kenwood and Sonoma contract to the LAFCO Commission. He felt it would be better to wait until after the sales tax measure and then what direction the 2 district boards decide to take at that point and time. The REDCOM Board has hired AP Triton to do an evaluation of the dispatch center and to look into developing an RFP for who the next service provider will be for dispatching

services. When the sales tax measure passes this would bring in a new level of service as an emergency communications center.

Director Doss asked for an update on the new ambulance service. Chief Akre reported that Sonoma County Fire District has been servicing the EOA 1 now for about a month. They have done very well in their service. They are answering all the calls for service on their own and not relying on any outside service providers.

Director Atkin asked about our contract with Sonoma that had a provision that required a formal application with-in a certain period with LAFCO. He wanted to make sure we were in compliance with the staffing agreement and LAFCO. Chief Akre stated that, yes this is part of the contract and this is what the Executive Director of LAFCO was referring to when stating to wait until after the passing of Measure H and then taking a direction at that time.

CLAIMS: MSP Cooper/Uboldi to approve claim #23-24-08 for \$103,080.83 and payrolls dated 01/12/24 for \$16,302.76 and 01/26/24 for \$13,854.40.

OLD BUSINESS: None.

NON-ACTION ITEMS: Director Doss reported for the HR Committee that they would have available to the Board a draft copy of the job description for the District Administrative Officer. This will be a combination of documents given by Director Atkin and Chief Bellach. This will be available for possible action at the March Board Meeting. If approved, the new position will start in July of 2024. This will leave the District with 2 employees, The District Administrative Officer and the District Administrative Assistant.

Director Atkin asked if we had a written job description for the Administrative Assistant position. Chief Bellach stated we do not have one. One will be provided at the next meeting for the HR Committee to present. Director Atkin asked if it would be appropriate to have the HR Committee suggest a potential candidate for the DOA position and schedule a closed session for the March meeting to discuss possible candidates. Director Doss felt this was a bit premature until the position was approved and was not sure if this could be a closed session topic. Director Doss will talk with counsel to see if a closed session will fall with-in the Brown Act rules.

Director Uboldi reported for the Facility Committee in regards to the septic update. They would like to wait until we get three estimates; we currently have two. Director Uboldi brought up that he read in the KFA minutes about talks of building a new building behind the station to replace the 40 foot container. He was a little concerned on how KFA was going about this and also felt that this may not be a good idea and could interfere with future remodeling of the station. He felt that members of KFA should meet with the appropriate committee to discuss this first. Chief Bellach stated that the container is leaking and we need to either repair or replace it soon.

Director Atkin reported for the finance committee and stated they have learned that our

insurance policy does contain a fidelity bond. We earned \$8,000.00 last month in interest on our operating account, where as we were not earning anything at Exchange Bank. Our current rate with California Class is about 8.4%. On the Capitol account we have earned \$10,700.00.

Director Doss asked if Measure H passes when we would start to see the funds. Chief Akre stated around October 1st of 2024. October 1, 2024 through December 31, 2024 is the fourth quarter of calendar year 2024. Funds would be distributed every quarter. This means our first check should arrive in January of 2025 sometime.

GOOD of the ORDER: None.

Respectfully submitted,

Attest:

Kenwood Fire Protection District Claims Detail March 13, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>S. O. #</u>	<u>Check #</u>	<u>Open Balance</u>
03/01/2024	2024 Dues	SONOMA COUNTY FIRE DISTRICTS ASSOC.	Membership	6280		400.00
03/03/2024	Inv. 280	William L. Adams PC	TCW Chief	6500		180.00
01/21/2024	Dollar Tree	Elan Financial Service	Crab Feed Expense	6080		16.49
01/22/2024	Comcast	Elan Financial Service	Internet	6040		121.81
01/31/2024	GoDaddy	Elan Financial Service	Web Hosting	6457		21.99
01/26/2024	Amazon	Elan Financial Service	Office Supplies	6400		46.48
01/26/2024	PGE	Elan Financial Service	Service	7320		1,563.95
02/01/2024	Kenwood Water	Elan Financial Service	January Service	7320		84.80
02/07/2024	GoDaddy	Elan Financial Service	SSL Renewal	6457		199.98
02/07/2024	FDAC	Elan Financial Service	Conference Registration	7120		345.00
02/08/2024	Frog Power Equip	Elan Financial Service	Blower Repair	6140		267.46
02/08/2024	Amazon	Elan Financial Service	Station Supplies	7201		53.18
02/12/2024	Amazon	Elan Financial Service	Station Supplies	6080		35.79
01/20/2024	ATT	Elan Financial Service	Cell Phones	6040		258.95
01/12/2024	Amazon	Elan Financial Service	Station Supplies	6080		43.57
01/24/2024	Frontier	Elan Financial Service	Telephone	6040		304.18
01/24/2024	Frontier	Elan Financial Service	Fax Line	6040		67.25
01/12/2024	Amazon	Elan Financial Service	Cleaning Supplies	6080		163.76
02/16/2024	Amazon	Elan Financial Service	Kitchen Supplies	6080		43.19
02/16/2024	Amazon	Elan Financial Service	Cleaning Supplies	6080		18.43
02/17/2024	Amazon	Elan Financial Service	Swift Water Rescue	6880		34.69
02/17/2024	Amazon	Elan Financial Service	Swift Water Rescue	6022		57.45
02/21/2024	Recology	Elan Financial Service	Garbage Service	6080		70.03
02/20/2024	Inv. 181086479	Friedman's Home Improvement	Sink Supplies	6180		28.80
02/22/2024	Parsons	Molesworth, Robert	Sink Parts	6180		50.96
02/25/2024	Inv. 523371730	U.S. Bank Equipment Finance	500-0682056-000	6400		194.36
2/19/2024	Pepra	Calpers Retirement	01/22/24-02/04/24	5923	ACH	1,530.78
2/19/2024	Classic	Calpers Retirement	01/22/24-02/04/24	5923	ACH	1,588.15
3/7/2024	Pepra	Calpers Retirement	02/05/24-02/18/24	5923	ACH	1,329.14
3/7/2024	Classic	Calpers Retirement	02/05/24-02/18/24	5923	ACH	1,588.15

Kenwood Fire Protection District Claims Detail March 13, 2024

3/20/2024	Dental/Vision	Choice Builder	April Premium	5930	ACH	485.68
3/4/2024	Health	Calpers Health	March Premium	5930	ACH	6,855.97
3/8/2024	3/10 Invoice	New York Life	Life Ins. Premium	5925	ACH	54.00
2/20/2024	Mary's Pizza	First Nt'l Bank of Omaha	Training Meeting	7120	2820	254.74
3/5/2024	Inv.1180	Sonoma Valley Fire District	March Services	5910	2821	76,753.24

March 13, 2024 Claims Total

95,112.40

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

Title: _____
Title: _____
Title: _____
Title: _____
Title: _____

Kenwood Fire Protection District Reconciliation Detail 1031 - Exchange Operating, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						257,386.57
Cleared Transactions						
Checks and Payments - 24 items						
Check	01/09/2024	2795	Sonoma County Fir...	X	-35.00	-35.00
Check	01/23/2024	2804	SONOMA COUNTY...	X	-450.00	-485.00
Transfer	02/07/2024			X	-15,501.11	-15,986.11
Check	02/07/2024	ach	CALPERS Health	X	-6,855.97	-22,842.08
Check	02/07/2024	ach	New York Life	X	-54.00	-22,896.08
Bill Pmt -Check	02/09/2024	2806	Sonoma Valley Fire...	X	-78,862.07	-101,758.15
Bill Pmt -Check	02/09/2024	2805	Elan Financial Servi...	X	-4,078.14	-105,836.29
Bill Pmt -Check	02/13/2024	2817	T & K Mobile	X	-1,529.94	-107,366.23
Bill Pmt -Check	02/13/2024	2815	REDCOM	X	-963.05	-108,329.28
Bill Pmt -Check	02/13/2024	2812	Leete Generators	X	-880.25	-109,209.53
Bill Pmt -Check	02/13/2024	2814	Nick Barbieri Trucki...	X	-792.84	-110,002.37
Bill Pmt -Check	02/13/2024	2811	JB Mechanical, Inc.	X	-660.73	-110,663.10
Bill Pmt -Check	02/13/2024	2808	Bauer Compressors	X	-300.00	-110,963.10
Bill Pmt -Check	02/13/2024	2813	Molesworth, Robert	X	-201.45	-111,164.55
Bill Pmt -Check	02/13/2024	2819	U.S. Bank Equipme...	X	-194.36	-111,358.91
Bill Pmt -Check	02/13/2024	2816	Santa Rosa Uniform	X	-141.92	-111,500.83
Bill Pmt -Check	02/13/2024	2818	The Ed Jones Co., I...	X	-126.25	-111,627.08
Bill Pmt -Check	02/13/2024	2807	Adobe Assoc., Inc.	X	-72.50	-111,699.58
Bill Pmt -Check	02/13/2024	2809	Friedman's Home I...	X	-30.51	-111,730.09
Transfer	02/20/2024			X	-14,659.72	-126,389.81
Check	02/20/2024	2820	First National Bank ...	X	-254.74	-126,644.55
Check	02/21/2024	ach	CALPERS Retirem...	X	-1,588.15	-128,232.70
Check	02/21/2024	ach	CALPERS Retirem...	X	-1,530.78	-129,763.48
Check	02/22/2024	ach	Choice Builder	X	-485.68	-130,249.16
Total Checks and Payments					-130,249.16	-130,249.16
Deposits and Credits - 2 items						
Deposit	02/29/2024			X	24.39	24.39
Deposit	03/04/2024			X	144,000.00	144,024.39
Total Deposits and Credits					144,024.39	144,024.39
Total Cleared Transactions					13,775.23	13,775.23
Cleared Balance					13,775.23	271,161.80
Uncleared Transactions						
Checks and Payments - 2 items						
Check	12/07/2023	2786	Sonoma Valley Fire...		-76,753.24	-76,753.24
Bill Pmt -Check	02/13/2024	2810	Gulson, Benjamin		-32.79	-76,786.03
Total Checks and Payments					-76,786.03	-76,786.03
Total Uncleared Transactions					-76,786.03	-76,786.03
Register Balance as of 02/29/2024					-63,010.80	194,375.77
Ending Balance					-63,010.80	194,375.77



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

Last statement: January 31, 2024
This statement: February 29, 2024
Total days in statement period: 29

KENWOOD FIRE PROTECTION DISTRICT
PO BOX 249
KENWOOD CA 95452

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XXXXXX2720
(0)

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	\$257,386.57
Avg collected balance	\$262,794	Total additions	144,024.39
Interest paid year to date	\$53.67	Total subtractions	130,249.16
		Ending balance	\$271,161.80

CHECKS

Number	Date	Amount	Number	Date	Amount
2795	02-02	35.00	2813	02-20	201.45
2804 *	02-13	450.00	2814	02-21	792.84
2805	02-20	4,078.14	2815	02-23	963.05
2806	02-26	78,862.07	2816	02-26	141.92
2807	02-16	72.50	2817	02-23	1,529.94
2808	02-21	300.00	2818	02-20	126.25
2809	02-15	30.51	2819	02-26	194.36
2811 *	02-20	660.73	2820	02-28	254.74
2812	02-20	880.25			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
02-05	' Internet/Phone Txfr REF 0361941L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE FUNDS TRANSFER VIA	15,501.11
02-07	' ACH Withdrawal New York Life WEB PAY 240207 OBPNYL Kenwood Fire Protecti	54.00
02-07	' ACH Withdrawal CALPERS 1800 100000017420674 Kenwood Fire Protectio	6,855.97



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KENWOOD FIRE PROTECTION DISTRICT
 February 29, 2024

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 XXXXXX2720

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-20	' Internet/Phone Txfr REF 0501830L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE PAYROLL TRANSFER 0	14,659.72
02-21	' ACH Withdrawal CALPERS 3100 100000017416645 Kenwood Fire Protectio	1,530.78
02-21	' ACH Withdrawal CALPERS 3100 100000017416606 Kenwood Fire Protectio	1,588.15
02-22	' ACH Withdrawal CHOICE BUILDER ONLIN PMNT 240222 Kenwood Fire Protectio	485.68

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-21	' ACH Deposit CALIFORNIA CLASS LGIP 240221 Kenwood Fire Protectio	144,000.00
02-29	' Interest Payment	24.39

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
01-31	257,386.57	02-15	234,459.98	02-23	350,590.50
02-02	257,351.57	02-16	234,387.48	02-26	271,392.15
02-05	241,850.46	02-20	213,780.94	02-28	271,137.41
02-07	234,940.49	02-21	353,569.17	02-29	271,161.80
02-13	234,490.49	02-22	353,083.49		

INTEREST INFORMATION

Annual percentage yield earned	0.12%
Interest-bearing days	29
Average balance for APY	\$262,794.49
Interest earned	\$24.39

Thank you for banking with Exchange Bank

Kenwood Fire Protection District
Reconciliation Detail
1032 · Exchange Bank Payroll, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,304.41
Cleared Transactions						
Checks and Payments - 9 items						
Check	07/28/2023	50333	Moretti, August J	X	-80.37	-80.37
Check	01/26/2024	50342	Miller, Zack	X	-12.00	-92.37
Check	02/09/2024	ACH	DIRECT DEPOSIT ...	X	-10,648.57	-10,740.94
Check	02/09/2024	ACH	PAYROLL TAX PA...	X	-2,473.28	-13,214.22
Check	02/09/2024	50345	Molesworth, Robert	X	-2,290.96	-15,505.18
Check	02/09/2024	ACH	IBS PR Fee	X	-88.30	-15,593.48
Check	02/23/2024	ACH	DIRECT DEPOSIT ...	X	-10,387.15	-25,980.63
Check	02/23/2024	ACH	PAYROLL TAX PA...	X	-2,230.26	-28,210.89
Check	02/23/2024	ACH	IBS PR Fee	X	-81.90	-28,292.79
Total Checks and Payments					-28,292.79	-28,292.79
Deposits and Credits - 2 items						
Transfer	02/07/2024			X	15,501.11	15,501.11
Transfer	02/20/2024			X	14,659.72	30,160.83
Total Deposits and Credits					30,160.83	30,160.83
Total Cleared Transactions					1,868.04	1,868.04
Cleared Balance					1,868.04	8,172.45
Uncleared Transactions						
Checks and Payments - 8 items						
Check	03/10/2023	50323	Forer, Mikayla		-159.71	-159.71
Check	04/21/2023	50329	PLATT, JOSEPH		-48.00	-207.71
Check	11/03/2023	50338	Moretti, August J		-74.22	-281.93
Check	11/03/2023	50339	PLATT, JOSEPH		-36.00	-317.93
Check	01/26/2024	50343	Moretti, August J		-74.22	-392.15
Check	01/26/2024	50341	Doss, Daymon		-74.22	-466.37
Check	01/26/2024	50340	Cooper, John		-74.22	-540.59
Check	01/26/2024	50344	PLATT, JOSEPH		-12.00	-552.59
Total Checks and Payments					-552.59	-552.59
Total Uncleared Transactions					-552.59	-552.59
Register Balance as of 02/29/2024					1,315.45	7,619.86
Ending Balance					1,315.45	7,619.86



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KENWOOD FIRE PROTECTION DISTRICT
 PO BOX 249
 KENWOOD CA 95452

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 XXXXXX2200
 (0)

Direct inquiries to:
 707 524-3000

Exchange Bank
 P O Box 403
 Santa Rosa CA 95402

Public Funds Checking

Account number	XXXXXX2200	Beginning balance	\$6,304.41
Avg collected balance	\$8,960	Total additions	30,160.83
		Total subtractions	28,292.79
		Ending balance	\$8,172.45

CHECKS

<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Amount</u>
50333	02-21	80.37	50345 *	02-02	2,290.96
50342 *	02-29	12.00	* Skip in check sequence		

DEBITS

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-08	' ACH Withdrawal KENWOOD FIRE PRO FEE 240208 I.KFP CHECKING KENWOOD FIRE PROTECTIO	88.30
02-08	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 240208 I.KFP CHECKING KENWOOD FIRE PROTECTIO	2,473.28
02-08	' ACH Withdrawal KENWOOD FIRE PRO DDCCOLLECT 240208 I.KFP CHECKING KENWOOD FIRE PROTECTIO	10,648.57
02-22	' ACH Withdrawal KENWOOD FIRE PRO FEE 240222 I.KFP CHECKING KENWOOD FIRE PROTECTIO	81.90
02-22	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 240222 I.KFP CHECKING KENWOOD FIRE PROTECTIO	2,230.26



Member FDIC
NMLS ID 643948

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

KENWOOD FIRE PROTECTION DISTRICT
February 29, 2024

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XXXXXX2200

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-22	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 240222 I.KFP CHECKING KENWOOD FIRE PROTECTIO	10,387.15

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-05	' Internet/Phone Txfr REF 0361941L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE FUNDS TRANSFER VIA	15,501.11
02-20	' Internet/Phone Txfr REF 0501830L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE PAYROLL TRANSFER 0	14,659.72

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
01-31	6,304.41	02-08	6,304.41	02-22	8,184.45
02-02	4,013.45	02-20	20,964.13	02-29	8,172.45
02-05	19,514.56	02-21	20,883.76		

Thank you for banking with Exchange Bank

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Left in Budget	% of Budget Used
Ordinary Income/Expense				
Income				
10 - Tax Revenue				
1000 - Prop Taxes - CY Secured	547,093.53	1,065,732.00	-518,638.47	51.34%
1001 - CY Direct Charges	221,700.68	425,626.00	-203,925.32	52.09%
1040 - Property Tax - CY Unsec	31,562.84	31,124.00	438.84	101.41%
1011 - SB2557 Prop Tax Admin	0.00	-10,469.00	10,469.00	0.0%
1050 - - Supplemental Prop Taxes -CY	8,451.13	35,399.00	-26,947.87	23.87%
1051 - -Supplemental Prop Taxes - PY	0.00	-66.00	66.00	0.0%
1059 - - Prop Taxes - PY, Unsecured	0.00	1,222.00	-1,222.00	0.0%
1060 - Prop Taxes - PY, Secured	0.00	129.00	-129.00	0.0%
1061 - PY Direct Charges	1,168.44	339.00	829.44	344.67%
1070 - State-Other In-Lieu Tax	18.71	19.00	-0.29	98.47%
1500 - Wildfire Tax Loss	0.00	2,503.00	-2,503.00	0.0%
Total 10 - Tax Revenue	809,995.33	1,551,558.00	-741,562.67	52.21%
17 - Use of Money/Prop				
1700 - Interest on Pooled Cash	129.51	0.00	129.51	100.0%
1700-01 - Other Interest Earnings	47,294.05	70,000.00	-22,705.95	67.56%
Total 17 - Use of Money/Prop	47,423.56	70,000.00	-22,576.44	67.75%
20 - Intergovernmental Revenues				
2050 - Stabilization Payment	0.00	120,000.00	-120,000.00	0.0%
2060 - Revenue Sharing	196,750.00	187,560.00	9,190.00	104.9%
2081 - Highway Rentals	8.35	5.00	3.35	167.0%
2440 - HOPTR	695.78	7,079.00	-6,383.22	9.83%
Total 20 - Intergovernmental Revenues	197,454.13	314,644.00	-117,189.87	62.76%
30 - Charges for Services				
3661 - Fire Control Services	0.00	3,971.00	-3,971.00	0.0%
Total 30 - Charges for Services	0.00	3,971.00	-3,971.00	0.0%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Left in Budget	% of Budget Used
40 - Miscellaneous Revenues				
4040 - Miscellaneous Revenue	0.00	24,789.00	-24,789.00	0.0%
4640 - Operating Transfer In-Roll Over	0.00	39,250.00	-39,250.00	0.0%
Total 40 - Miscellaneous Revenues	<u>0.00</u>	<u>64,039.00</u>	<u>-64,039.00</u>	<u>0.0%</u>
Total Income	<u>1,054,873.02</u>	<u>2,004,212.00</u>	<u>-949,338.98</u>	<u>52.63%</u>
Gross Profit	1,054,873.02	2,004,212.00	-949,338.98	52.63%
Expense				
50 - Salaries/Emp Benefits				
Gross Wages				
5910-Perm Positions	728,136.48	990,000.00	-261,863.52	73.55%
5911-Extra Help	36,576.90	68,000.00	-31,423.10	53.79%
5912-Overtime	44,692.86	66,500.00	-21,807.14	67.21%
Total Gross Wages	<u>809,406.24</u>	<u>1,124,500.00</u>	<u>-315,093.76</u>	<u>71.98%</u>
5913 - Director Stipend	1,205.55	1,650.00	-444.45	73.06%
5914 - Volunteer Stipend	5,825.97	17,000.00	-11,174.03	34.27%
5922 - FICA ER Expense	2,206.95	9,000.00	-6,793.05	24.52%
5923 - CALPERS Retirement	61,593.45	78,000.00	-16,406.55	78.97%
5924 - Medicare ER Exp	3,516.86	8,500.00	-4,983.14	41.38%
5930 - CALPERS Health/Dental/Visi	55,374.41	85,000.00	-29,625.59	65.15%
5940 - WORKERS COMP	52,449.00	69,000.00	-16,551.00	76.01%
Total 50 - Salaries/Emp Benefits	<u>991,578.43</u>	<u>1,392,650.00</u>	<u>-401,071.57</u>	<u>71.2%</u>
60 - Services/Supplies				
6021- - Clothing/Personal	0.00	1,500.00	-1,500.00	0.0%
6020-Clothing/Personal	1,287.60	4,000.00	-2,712.40	32.19%
6022-Clothing/Safety	0.00	10,000.00	-10,000.00	0.0%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Left in Budget	% of Budget Used
6040-Communications	5,847.62	10,000.00	-4,152.38	58.48%
6080-Household Expense	1,866.68	5,000.00	-3,133.32	37.33%
6100-Insurance	25,739.26	27,300.00	-1,560.74	94.28%
6140-Maintenance-Equipment	11,049.35	21,100.00	-10,050.65	52.37%
6180-Maintenance-Bldgs/Imp.	11,120.66	9,000.00	2,120.66	123.56%
6280-Memberships	1,260.00	7,200.00	-5,940.00	17.5%
6400-Office Expense	2,121.40	5,000.00	-2,878.60	42.43%
6457-Computer Charges	3,193.49	7,900.00	-4,706.51	40.42%
6461-Supplies/Expenses(Ops)	158.04	5,500.00	-5,341.96	2.87%
6500-Professional/Special Svcs.				
6500.01 - Professional/Special Services	10,482.83	11,000.00	-517.17	95.3%
6500.02 - Bank/Bankcard Service Charges	265.12			
6500.03 - PR Processing Fee	1,760.80			
Total 6500-Professional/Special Svcs.	12,508.75	11,000.00	1,508.75	113.72%
6526-REDCOM/Dispatch	3,274.37	15,000.00	-11,725.63	21.83%
6576-Actuarial Services	0.00	7,100.00	-7,100.00	0.0%
6587-LAFCO Charges	1,230.00	2,730.00	-1,500.00	45.06%
6630-Audit/Accounting Srvc.	7,475.00	8,500.00	-1,025.00	87.94%
6637-Prop.Tax Admin Fee	240.00	500.00	-260.00	48.0%
6800-Public/Legal Notices	295.00	1,000.00	-705.00	29.5%
6880-Small Tools/Equip.	6,517.13	7,700.00	-1,182.87	84.64%
7005-Election Expense	0.00	5,000.00	-5,000.00	0.0%
7120-Training/InService	5,887.23	9,500.00	-3,612.77	61.97%
7201-Gas/Oil/Fuel	7,955.57	18,400.00	-10,444.43	43.24%
7300-Trans./Travel/Meetings	745.85	2,500.00	-1,754.15	29.83%
7320-Utilities	9,558.20	17,050.00	-7,491.80	56.06%
Total 60 - Services/Supplies	119,331.20	219,480.00	-100,148.80	54.37%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Left in Budget	% of Budget Used
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	32,005.75	45,100.00	-13,094.25	70.97%
8642-General-To/From -Trust	0.00	326,982.00	-326,982.00	0.0%
Total Expense	1,142,915.38	2,004,212.00	-861,296.62	57.03%