



Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

Ph. (707) 938-2633 / Fax. (707) 935-9681

www.schellvistafire.org / e-mail: info@schellvistafire.org

MEETING AGENDA

Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, October 2, 2024

Time: 7:00 PM

Location: 22950 Broadway-Station #1

(This agenda is posted in accordance with the Ralph M. Brown Act, California Government Code Section 54950)

1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

2. PUBLIC COMMENT PERIOD

(At this time, members of the public may comment on any item not appearing on the agenda. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors)

3. AGENDA ADJUSTMENTS AND CONSENT

4. CONSENT CALENDAR

- a. Approval of minutes from the September 4, 2024, Regular Meeting- **Discussion and Action**
- b. Review of the October Accountant's Report-**Discussion and Action**

5. CHIEFS' REPORT

Chief Ray Mulas will report on District operations and activities.

6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

- a. Reports-**Discussions & Possible Actions**
 - 1. Facilities Committee (Neves)
 - 2. Budget Committee (Kruljac)
 - a. County Report of Estimated Prop 13 Tax Report
 - 3. Legislative Committee (Finn)
 - 4. Outreach Committee (Loveless)

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

- a. Cell Tower- **Review**
 - 1. Update Tower at Station 2
 - 2. Update Tower at Station 1



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- b. Resolution 2024-006 Approving the Department of Forestry and Fire Protection Agreement, 7GH24090-**Discussion and Action**
- c. Appointed Board of Directors *Certificate of Appointment In-lieu of Election and Oath of Office*-**Discussion and Action**
- d. Bilingual Policy 1047-**Discussion and Action**
- e. CalPERS Review Unfunded Liability and 2025-26 Prepayment amount and Employer Cost Rate, and 2025-2026-Discussion and Action
- f. Calendar Review (Robin)

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate.

March-Notice of Public Hearing

April/May-Conduct Public Hearing

May/June-Allow time for property owner appeals of the tax levy.

June-Approval of the District Preliminary Budget

July-Approval of the District Tax Roll and Appropriations Limit

July/August- At the end of the Fiscal year, The District Board of Directors will be presented the *Fiscal Year-End Report* containing information regarding the amount of special tax revenue collected and expended as well as the status of projects funded with proceeds of the special tax. (Ord. Section VII)

August/September-Tax Roll and Appropriations Limit Resolution sent to the County.

-Calendar Review General Business

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.

June-Preliminary Budget review and approval.

July 15-August 9 Board Members file for re-election with the Registrar of Voters. (2024-Ken Finn, Ernie Loveless, and Hal Stober term end 12/2024)

August-Budget Committee meet to prepare final budget for Board approval in September.

September-Final Budget review and approval.

Nov-Nomination of Officers of the Board (Every 2 years. Next election 2025)

Dec-Election of Officers of the Board for January 1 start date. (Every 2 Years. Next election 2025)

8. ANNOUNCEMENTS/GOOD OF THE ORDER

9. ADJOURNMENT

Next scheduled meeting is November 6, 2024

If applicable, Board meeting documents are available to review prior to the meeting on the District Website, www.schellvistafire.org or at the SVFPD, Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment



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MEETING MINUTES

Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, September 4, 2024

Time: 7:00 PM

Location: 22950 Broadway-Station #1

1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

Director Ken Finn called the meeting to order at 7:00 PM. Directors Ernie Loveless, Hal Stober, and Mindy Neves were present. A quorum was met. Also present were Chief Ray Mulas, Assistant Chief Mike Mulas, District Account Stacie McCambridge, Clerk of the Board Robin Woods, and Captain Matt Garner. Director Bob Kruljac was absent.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. AGENDA ADJUSTMENTS AND CONSENT

There were no adjustments to the agenda.

4. CONSENT CALENDAR

a. Approval of minutes from the August 7, 2024, Regular Meeting- **Discussion and Action**

Director Finn introduced the August 7, 2024, minutes and opened the floor for questions, discussion, and public comments. No questions or public comments were made. Director Stober made a motion to approve the minutes of the August 7, 2024, meeting. Director Neves seconded the motion. The motion passed, and the Minutes were approved by the following vote:
Ayes-4 Noes- 1 Absent-0

b. Review of the September, Accountant's Report- **Discussion and Action**

Director Finn introduced the Accountant's Report and opened the floor to discussion and public comment. There were no public comments. Director Loveless made the motion to accept the Financial Report for September 2024, as presented. Director Stober seconded the motion. The motion passed, and the Financial Reports were approved by the following vote:
Ayes-4 Noes -0 Absent- 1



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5. CHIEFS' REPORT

Chief Mulas presented the following report to the Board"

1. The solar system is up and running generating power to offset our usage, we just need to establish who we want to have access to monitor the system. I suggest we have a few people listed, that way it is always being looked at.
2. Chief Medeiros and I met with the Labor group to discuss the Bilingual Policy and the testing parameters. Captain Bragg found a company online that does this type of testing and has an appointment online to get more information. There may be a few changes to the policy wording that we addressed in our Meet and Confer. This policy will be brought to the board for approval, and the pay will be retroactive to the filing date.
3. The new iPads have come in, instructions are in the manilla envelopes.
4. Chief Medeiros is working on a policy review process that we can use to establish district policies with the boards input and knowledge of our daily operations, With legal guidance Chief Medeiros, Special Project Manager Gali, a Board member and I will establish the format and procedure to move policies forward.
5. Firefighter candidates' applications will be reviewed when Jim returns.

6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

a. Reports-**Discussions & Possible Actions**

1. Facilities Committee (Neves)

Director Neves advised the Board that the outside corner wall is repaired.

2. Budget Committee (Kruljac)

3.

i. Review proposed final Budget for FYE 2025-**Discussion & Action**

Director Finn introduced the proposed FYE 2025 Budget proposal. Clerk of the Board Robin Woods reviewed the proposed budget. Director Finn opened the floor for questions, discussion, and public comments. There were none. Director Loveless made a motion to approve the revised FYE 2025 Final Budget. Director Neves seconded the motion. The motion passed, and the FYE 2025 Budget was approved by the following vote:

Ayes-4 Noes - 0 Absent-1

4. Legislative Committee (Finn)

There was nothing to report.



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5. Outreach Committee (Loveless)

There was nothing to report.

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. Solar Update Station 1 Status- **Review**

Chief Mulas advised the Board that the Solar update is complete.

b. Cell Tower- **Review**

1. Update on Station 2

Chief Mulas spoke to Peter Hilliard of On Air and the permits are still in the planning department. He feels there is a need to speak to the District 1 Supervisors.

2. Update Tower at Station 1

Nothing to update.

c. Review FYE 2024 Financial Reports- **Discussion and Action**

Clerk of the Board Robin Woods introduced and explained the 2024 Year End Financials to the Board. Director Loveless made a motion to accept the 2024 Year End Financial Reports as presented. Director Stober seconded the motion. Director Finn opened the floor for questions and public comments. Let the record reflect there were none. Director Finn called for a vote. The motion passed, and the Year-end Financial Reports were approved by the following vote: Ayes-4 Noes-0 Absent-1

d. District Auditor Contract for FYE 2024, 2025, and 2026 Review- **Discussion and Action**

Clerk of the Board Robin Woods introduced the District Auditor Contract for FYE 24, 25, and 26 to the Board. Director Stober made a motion to accept the Contract as submitted. Director Loveless seconded the motion. Director Finn opened the floor for questions and public comments. Let the record reflect there were none. Director Finn called for a vote. The motion passed, and the Contract was approved by the following vote:

Ayes-4 Noes-0 Absent-1

e. Calendar Review (Robin)

Clerk of the Board Woods advised the Board that the Oath of Office for the appointed Directors, Ken Finn, Hal Stober, & Ernie Loveless will be on the October agenda.

Clerk of the Board woods reminded the Board that Appropriations Limit Resolution 2024-002 was submitted to the County in June 2024. She advised the Board that the Tax Roll had been submitted to the county on August 9th. Total Revenue is \$1,310,405.70 versus 1,232,617.60 posted last year.



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8. ANNOUNCEMENTS/GOOD OF THE ORDER

Captain Garner applied for and was awarded the Cal Fire Grant of \$3300 for new gear and headlamps for the firefighters.

9. CLOSED SESSION

Conference with Board Labor Negotiators (Government Code section 54957.6)

Agency designated representatives: Robert Kruljac and Ernie Loveless regarding Volunteer and Administrative Staff compensation.

Director Finn Called for a closed meeting at 8:00 PM

Director Finn resumed the open meeting at 8:34 PM

Report: See item #10.

10. CLOSED SESSION REPORT VOLUNTEER AND ADMINISTRATIVE STAFF COMPENSATION-**Discussion and Possible Action**

Director Finn reported that the Board had reviewed the proposed stipend/Compensation policy for Administrative and Clerical Staff.



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Director Stober made the motion to approve the proposed Compensation for Administrative and Clerical Staff effective October 1, 2024. Director Loveless seconded the motion and the following compensation structure was approved by the following vote:

Ayes:4 Noes:0 Absent:1

2024-2025 Proposed Compensation for Administrative and Clerical Staff (Effective date October 1, 2024)

Position	Base Stipend	*Medical Available	Medical Allowance if district Medical refused
Chief	\$5,200	Yes	\$500
Assistant Chief	\$4,750	Yes	\$500
Administrative BC	\$4,750	Yes	\$500
Special Project Manager	\$2,200	No	N/A
Volunteer Battalion Chief	\$200	No	N/A
Volunteer Captain	\$150	No	N/A
Clerical Staff	\$54/hour	No	N/A

***Coverage for employee and family paid by the department.**

11. ADJOURMENT

Director Stober made the motion to adjourn at 8:40 pm. Director Neves seconded the motion. The motion passed and the meeting was adjourned.

Next scheduled meeting is October 2, 2024

If applicable, Board meeting documents are available to review at the SVFPD, Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment



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DISTRICT ACCOUNTANT'S REPORT TO THE BOARD OF DIRECTORS

October 2, 2024

STANDARD MONTHLY REPORTING

1. District Financials:

a) Expense Statements.

b) Copies of the Bank Statements reflecting the reconciliation with the Financial Statements.

c) Copies of the Accounts Payable Report reconciled to the Balance Sheet.

d) List of all Cash transactions by Bank account attached to the bank statement (Detail of all monies in and out.)

e) Fiscal Summary:

Payables submitted to the Chief and Directors for approval for the month of August 2024:

- Payables/Checks in the amount of \$35,923.58.
- Payroll Expenses in the amount of \$149,265.40.

Bank Account Balances as of August 2024:

- Exchange Bank Checking Account \$118,254.04.
- Exchange Bank Money Market Account \$3,011,761.13.
- Exchange Bank Payroll Account \$115,177.50.

f) Owed to District:

- Toll Fire - \$5,901.75

Schell-Vista Fire Protection District

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
723005 Exch Bank Chk 1140052562	118,254.04
723010 Exchange Money Mkt 2554	3,011,761.13
723012 Exch Bank Payroll 45810	115,177.50
Total Bank Accounts	\$3,245,192.67
Other Current Assets	
1250 A/R Due from Other Gov't	20,000.00
Total Other Current Assets	\$20,000.00
Total Current Assets	\$3,265,192.67
Fixed Assets	
1500 Fixed Assets	
1505 Land	283,505.00
1510 Building	4,740,607.95
1520 Equipment	4,118,988.78
1570 Accumulated Depreciation	-5,125,680.32
Total 1500 Fixed Assets	4,017,421.41
Total Fixed Assets	\$4,017,421.41
Other Assets	
1900 Deferred Outflow	215,559.00
Total Other Assets	\$215,559.00
TOTAL ASSETS	\$7,498,173.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	33,215.16
Total Accounts Payable	\$33,215.16
Other Current Liabilities	
2100 Payroll Liabilities	56,424.63
2200 Due to Calpers	-5,132.17
2225 Child Support	211.00
2240 Union Dues	325.00
Total 2100 Payroll Liabilities	51,828.46
2200 Compensated Absences	182,728.48
2285 Depo Fees paid Dist in Err	275.00
Total Other Current Liabilities	\$234,831.94
Total Current Liabilities	\$268,047.10

Schell-Vista Fire Protection District

Balance Sheet

As of August 31, 2024

	TOTAL
Long-Term Liabilities	
2800 Net Pension Liability	137,933.00
2900 Deferred Inflow	314,334.00
Total Long-Term Liabilities	\$452,267.00
Total Liabilities	\$720,314.10
Equity	
3000 Opening Bal Equity	193,465.53
3050 Net InvesCapital Assets	4,032,591.00
3900 Fund Balance Unreserved	2,927,551.05
Net Income	-375,748.60
Total Equity	\$6,777,858.98
TOTAL LIABILITIES AND EQUITY	\$7,498,173.08



P.O. Box 3788 | Santa Rosa CA 95402-3788

Return Service Requested

00008571-0021871-0001-0002-MIMR8010390901244054

SCHELL-VISTA FIRE PROTECTION DISTRICT
22950 BROADWAY
SONOMA CA 95476

Last statement: July 31, 2024
This statement: August 31, 2024
Total days in statement period: 31

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XXXXXX2562
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX2562	Beginning balance	\$137,494.21
Avg collected balance	\$229,290	Total additions	329,066.50
Interest paid year to date	\$132.58	Total subtractions	337,703.96
		Ending balance	\$128,856.75

CHECKS

Number	Date	Amount	Number	Date	Amount
9914	08-02	139.57	9944	08-14	235.00
9918 *	08-02	517.65	9945	08-13	15.84
9922 *	08-05	819.22	9946	08-14	314.92
9924 *	08-05	16.26	9947	08-12	451.14
9925	08-05	45.00	9948	08-13	1,593.76
9926	08-05	201.00	9949	08-14	4,374.06
9927	08-06	48.63	9950	08-13	554.35
9928	08-21	146.00	9951	08-14	1,334.98
9929	08-06	330.00	9952	08-13	100.50
9930	08-07	229.95	9953	08-23	452.69
9931	08-07	211.00	9954	08-20	38.41
9932	08-08	138.07	9955	08-27	9,986.52
9933	08-22	1,910.25	9956	08-29	20,605.00
9934	08-06	877.75	9958 *	08-26	417.49
9935	08-07	2,063.36	9959	08-23	35.02
9936	08-06	390.00	9960	08-23	578.13
9937	08-08	1,123.52	9961	08-20	58.81
9938	08-06	200.00	9962	08-22	4,857.00
9939	08-07	2,137.95	9963	08-23	385.00
9940	08-13	737.31	9964	08-27	203.30
9941	08-06	737.31	9965	08-27	517.65
9942	08-08	315.99	9966	08-26	589.87
9943	08-09	212.25	9967	08-26	364.76

Outstanding 210602.718
118254.208

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Schell-Vista Fire Protection District
Transaction Report

August 1-31, 2024

	Date	Transaction type	Num	Name	Memo/Description	Amount
723005 Exch Bank Chk 1140052562						
	08/07/2024	Bill Payment (Check)	EFT	CalPERS	2285538681	\$ 10,408.16
	08/07/2024	Bill Payment (Check)	9944	Adaptive Pest Control, Inc.	4977 and 4978	\$ 235.00
	08/07/2024	Bill Payment (Check)	9945	Brady /FS/ Formerly Fishman Supply Company	7346	\$ 15.84
	08/07/2024	Bill Payment (Check)	9946	Comcast		\$ 314.92
	08/07/2024	Bill Payment (Check)	9947	Fauslino Enterprises, Inc.		\$ 451.14
	08/07/2024	Bill Payment (Check)	9948	Munoz Payroll Services		\$ 1,593.76
	08/07/2024	Bill Payment (Check)	9949	PG&E	9896214944.9	\$ 4,374.06
	08/07/2024	Bill Payment (Check)	9950	Recology Sonoma Marin		\$ 584.35
	08/07/2024	Bill Payment (Check)	9951	USBank (Cal Cards)	**** * 1051	\$ 1,334.98
	08/07/2024	Bill Payment (Check)	9952	William L Adams PC		\$ 100.50
	08/08/2024	Transfer				\$ 220,000.00
	08/10/2024	Bill Payment (Check)	9953	Bonneau's	27667	\$ 452.69
	08/10/2024	Bill Payment (Check)	9954	Cintas Corporation	10042026	\$ 38.41
	08/10/2024	Bill Payment (Check)	9955	FRMS	SCH001 52 - Schell-Vista Fire Protection District	\$ 9,988.52
	08/10/2024	Bill Payment (Check)	9956	Steve Lanning Construction, Inc.		\$ 20,605.00
	08/13/2024	Bill Payment (Check)	9965	Verizon Wireless	571818461-00001	\$ 517.65
	08/13/2024	Bill Payment (Check)	9962	George Petersen Insurance Agency	SCHEPD-02	\$ 4,867.00
	08/13/2024	Bill Payment (Check)	9959	City of Sonoma	006676-000	\$ 35.02
	08/13/2024	Bill Payment (Check)	9966	Cascade Fire Equipment	0003052	\$ 589.87
	08/13/2024	Bill Payment (Check)	9964	Ricoh USA Inc. TX	1328999-1028154USC	\$ 203.30
	08/13/2024	Bill Payment (Check)	9960	Comcast		\$ 578.13
	08/13/2024	Bill Payment (Check)	9961	Friedman's Home Improvement	0006465	\$ 58.81
	08/13/2024	Bill Payment (Check)	9963	Marin IT, Inc		\$ 385.00
	08/13/2024	Bill Payment (Check)	9958	Choice Builder	B08253	\$ 417.49
	08/17/2024	Bill Payment (Check)	EFT 8,19.24	CalPERS	2286538681	\$ 217,970.00
	08/17/2024	Bill Payment (Check)	EFT 8,17.25	CalPERS	2285538681	\$ 350.00
	08/17/2024	Bill Payment (Check)	9967	Comcast		\$ 364.76
	08/17/2024	Bill Payment (Check)	9968	Fauslino Enterprises, Inc.		\$ 1,043.17
	08/17/2024	Bill Payment (Check)	9969	L. N. Curtis & Sons	C36390	\$ 8,589.33
	08/17/2024	Bill Payment (Check)	9970	Life-Assist, Inc.	954765VF	\$ 376.87
	08/17/2024	Bill Payment (Check)	9971	Nick Barbieri Trucking	35-0009200	\$ 2,762.84
	08/20/2024	Bill Payment (Check)	EFT	CalPERS	2285538681	\$ 10,334.07
	08/23/2024	Deposit				\$ 69,050.38
	08/24/2024	Bill Payment (Check)	9972	AT&T		\$ 822.54

[illegible]



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Return Service Requested

00002664-0005327-0001-0001-MIMR8010390901244054

SCHELL-VISTA FIRE PROTECTION DISTRICT
22950 BROADWAY
SONOMA CA 95476

Last statement: July 31, 2024
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Total days in statement period: 31

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XXXXXX2554
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Money Market

Account number	XXXXXX2554	Beginning balance	\$3,379,762.73
Avg collected balance	\$3,093,311	Total additions	1,998.40
Interest paid year to date	\$16,637.93	Total subtractions	370,000.00
		Ending balance	<u>\$3,011,761.13</u>

DEBITS

Date	Description	Subtractions
08-08	Withdrawal	150,000.00
08-08	Withdrawal	220,000.00

CREDITS

Date	Description	Additions
08-31	Interest Payment	1,998.40

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
07-31	3,379,762.73	08-08	3,009,762.73	08-31	3,011,761.13

INTEREST INFORMATION

Annual percentage yield earned	0.77%
Interest-bearing days	31
Average balance for APY	\$3,093,311.12
Interest earned	\$1,998.40



Thank you for banking with Exchange Bank

00002664-0005327-0001-0001-MIMR8010390901244054(00002664)-000005329

Schell-Vista Fire Protection District
Transaction Report
August 1-31, 2024

723010 Exchange Money Mkt 2554

Date	Transaction type	Memo/Description	Account	Amount
08/08/2024	Transfer		723012 Exch Bank Payroll 45810	-\$ 150,000.00
08/08/2024	Transfer		723005 Exch Bank Chk 1140052562	-\$ 220,000.00
08/31/2024	Deposit	Interest Earned	44003 Interest Earned Bank Acc	\$ 1,998.40
Total for 723010 Exchange Money Mkt 2554				-\$ 368,001.60
				-\$ 368,001.60

Accrual Basis Friday, September 27, 2024 01:28 AM GMTZ



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

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SCHELL-VISTA FIRE PROTECTION DISTRICT
PAYROLL
22950 BROADWAY
SONOMA CA 95476

Last statement: July 31, 2024
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Total days in statement period: 31

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XXXXXX5810
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX5810	Beginning balance	\$95,450.35
Avg collected balance	\$122,065	Total additions	150,010.51
Interest paid year to date	\$90.33	Total subtractions	129,074.72
		Ending balance	\$116,386.14

outstand 2,120.50

CHECKS

Number	Date	Amount	Number	Date	Amount
12714	08-02	62.79	12741	08-15	772.26
12726 *	08-02	36.94			
12740 *	08-15	2,120.50			

115,177.50

DEBITS

Date	Description	Subtractions
08-05	ACH Withdrawal SCHELL-VISTA FIR FEE 240805 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	184.70
08-05	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 240805 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	22,150.59
08-05	ACH Withdrawal SCHELL-VISTA FIR DDCOLLECT 240805 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	55,072.29
08-19	ACH Withdrawal SCHELL-VISTA FIR FEE 240819 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	92.15
08-19	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 240819 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	14,022.14

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Schell-Vista Fire Protection District
Transaction Report

August 1-31, 2024

	Date	Transaction type	Num	Memo/Description	Amount
723012 Exch Bank Payroll 45810					
	08/05/2024	Check	17505	08/05/24 Net	-\$ 22.16
	08/05/2024	Check	17506	08/05/24 Net	-\$ 4,083.54
	08/05/2024	Check	17507	08/05/24 Net	-\$ 1,788.92
	08/05/2024	Check	17508	08/05/24 Net	-\$ 18.47
	08/05/2024	Check	17509	08/05/24 Net	-\$ 40.63
	08/05/2024	Check	17510	08/05/24 Net	-\$ 421.51
	08/05/2024	Check	17511	08/05/24 Net	-\$ 66.50
	08/05/2024	Check	17512	08/05/24 Net	-\$ 29.55
	08/05/2024	Check	17513	08/05/24 Net	-\$ 717.75
	08/05/2024	Check	17514	08/05/24 Net	-\$ 5,906.04
	08/05/2024	Check	17515	08/05/24 Net	-\$ 151.45
	08/05/2024	Check	17516	08/05/24 Net	-\$ 596.93
	08/05/2024	Check	17517	08/05/24 Net	-\$ 144.07
	08/05/2024	Check	17518	08/05/24 Net	-\$ 1,814.79
	08/05/2024	Check	17519	08/05/24 Net	-\$ 4,254.20
	08/05/2024	Check	17520	08/05/24 Net	-\$ 258.58
	08/05/2024	Check	17521	08/05/24 Net	-\$ 970.38
	08/05/2024	Check	17522	08/05/24 Net	-\$ 258.58
	08/05/2024	Check	17523	08/05/24 Net	-\$ 40.64
	08/05/2024	Check	17524	08/05/24 Net	-\$ 741.83
	08/05/2024	Check	17525	08/05/24 Net	-\$ 753.77
	08/05/2024	Check	17526	08/05/24 Net	-\$ 1,114.36
	08/05/2024	Check	17527	08/05/24 Net	-\$ 1,359.50
	08/05/2024	Check	17528	08/05/24 Net	-\$ 389.09
	08/05/2024	Check	12739	08/05/24 Net	-\$ 59.10

	08/05/2024	Check	17530	08/05/24 Net	-\$	391.55
	08/05/2024	Check	17531	08/05/24 Net	-\$	5,187.24
	08/05/2024	Check	12740	08/05/24 Net	-\$	2,120.50
	08/05/2024	Check	17533	08/05/24 Net	-\$	59.10
	08/05/2024	Check	17534	08/05/24 Net	-\$	166.23
	08/05/2024	Check	17535	08/05/24 Net	-\$	7,365.40
	08/05/2024	Check	17536	08/05/24 Net	-\$	432.19
	08/05/2024	Check	17537	08/05/24 Net	-\$	1,940.00
	08/05/2024	Check	12741	08/05/24 Net	-\$	772.26
	08/05/2024	Check	12742	08/05/24 Net	-\$	110.82
	08/05/2024	Check	17540	08/05/24 Net	-\$	5,780.27
	08/05/2024	Check	17541	08/05/24 Net	-\$	18.47
	08/05/2024	Check	17542	08/05/24 Net	-\$	291.82
	08/05/2024	Check	17543	08/05/24 Net	-\$	6,150.94
	08/05/2024	Check	17544	08/05/24 Net	-\$	1,327.37
	08/05/2024	Check	17545	08/05/24 Net	-\$	18.47
	08/05/2024	Check		08/05/24	-\$	184.70
	08/05/2024	Check		08/05/24 Net	-\$	22,150.59
	08/08/2024	Transfer			\$	150,000.00
	08/20/2024	Check		08/20/24	-\$	14,022.14
	08/20/2024	Check		08/20/24	-\$	92.15
	08/20/2024	Check	17546	08/20/24 Net	-\$	6,411.00
	08/20/2024	Check	17547	08/20/24 Net	-\$	808.99
	08/20/2024	Check	17548	08/20/24 Net	-\$	5,537.09
	08/20/2024	Check	17549	08/20/24 Net	-\$	6,752.52
	08/20/2024	Check	17550	08/20/24 Net	-\$	385.69
	08/20/2024	Check	17551	08/20/24 Net	-\$	5,523.89
	08/20/2024	Check	17552	08/20/24 Net	-\$	1,438.39
	08/20/2024	Check	17553	08/20/24 Net	-\$	3,038.85
	08/20/2024	Check	17554	08/20/24 Net	-\$	4,663.94
	08/31/2024	Deposit	INTEREST	Interest Earned	\$	10.51
Total for 723012 Exch Bank Payroll 45810					\$	20,865.60

					\$	20,865.60
Accrual Basis Friday, September 27, 2024 01:29 AM GMTZ						

Schell-Vista Fire Protection District

A/P Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Adaptive Pest Control, Inc.	235.00					235.00
Bidwell Consulting Serv, Inc		1,188.14				1,188.14
Bonneau's	133.99					133.99
California State Disbursement Unit	211.00					211.00
CalPERS	10,334.07	10,334.07				20,668.14
Calumet Branded Products	209.36					209.36
Comcast	314.92	138.07				452.99
David Taussig & Associates, Inc.	1,630.10					1,630.10
Friedman's Home Improvement	37.52					37.52
HCC Surety Group	90.00					90.00
Jerry & Don's Yager Pump Well Service	116.25					116.25
Kevin Plume	390.00	390.00				780.00
L. N. Curtis & Sons	472.94					472.94
Lexipol LLC					1,388.82	1,388.82
Marin IT, Inc	200.00					200.00
Munoz Payroll Services	946.30					946.30
PG&E	2,770.65					2,770.65
Recology Sonoma Marin	554.35					554.35
Santa Rosa Uniform & Career Apparel,	25.00					25.00
USBank (Cal Cards)	903.61					903.61
William L Adams PC	201.00					201.00
TOTAL	\$ 19,776.06	\$ 12,050.28	\$ 0.00	\$ 0.00	\$ 1,388.82	\$ 33,215.16

Thursday, Sep 26, 2024 06:32:59 PM GMT-7

Schell-Vista Fire Protection District
A/R Aging Summary
As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL						\$ 0.00

This report contains no data.

Thursday, Sep 26, 2024 06:33:58 PM GMT-7

Payroll Overview

Payroll	Regular 09/05/2024
Pay Date	09/05/2024
# Employees	32
# Paid Employees	32
# Pay Statements	37
# Regular	37
# Pay Periods	1
EE's Paid More Than Once	5

Employee Payments

	#	EE's	\$ Amount
Checks	3	3	2,063.32
Direct Deposits Debited	34	29	40,223.56 ^D
Total			42,286.88
(D) Innovative Business Solutions, Inc. Admin Debit			-40,223.56
Your Remaining Bank Account Liability			2,063.32
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	68-0002675	14	7,400.91 ^D
FICA/ER	68-0002675	26	1,121.52 ^D
FICA/EE	68-0002675	26	1,121.52 ^D
MEDI/ER	68-0002675	32	871.53 ^D
MEDI/EE	68-0002675	32	871.53 ^D
SIT:CA/EE	698-1679-1	12	2,692.78 ^D
SUTA_SC:CA/ER (0.10%)	698-1679-1	15	3.23 ^D
SUTA:CA/ER (1.70%)	698-1679-1	15	54.73 ^D
Total			14,137.75
(D) Innovative Business Solutions, Inc. Admin Debit			-14,137.75
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	173.90
Innovative Business Solutions, Inc. Admin Debit	-173.90
Amount Due	0.00

Total

Total	56,598.53
Innovative Business Solutions, Inc. Admin Debit	-54,535.21
Total of Your Responsibility	2,063.32

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	09/04/2024	xxxxxx5810	173.90
Tax Payment	09/04/2024	xxxxxx5810	14,137.75
Empl. Dir. Dep. SPA	09/04/2024	xxxxxx5810	40,223.56
Total Debits			54,535.21

--More--

Recap - Continued

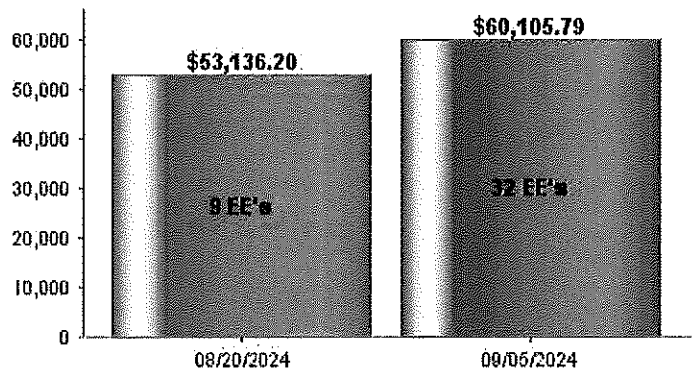
Cash Requirements: xxxxxx5810

	\$ Amount
Billing	173.90
Tax Payment	14,137.75
Empl. Checks	2,063.32
Empl. Dir. Dep. SPA	40,223.56
Total	56,598.53

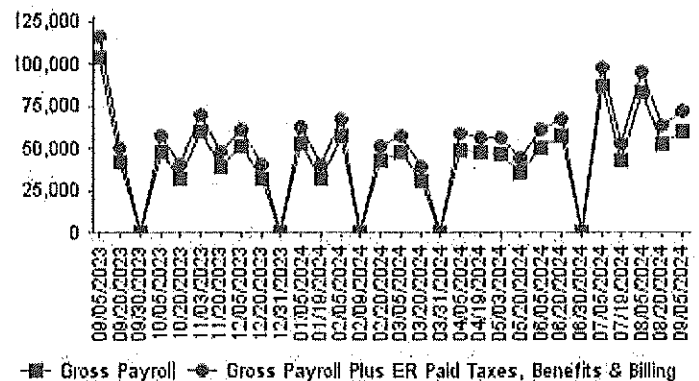
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	60,105.79	
ER Deduction	9,362.72	
Workers Comp Carrier DR	4,701.78	
ER Tax (Offset)	2,051.01	
Invoice	173.90	
Invoice		173.90
ER Tax		2,051.01
Check		2,063.32
Workers Comp Carrier CR		4,701.78
Deduction		5,732.17
ER Deduction (Offset)		9,362.72
Tax		12,086.74
Direct Deposit		40,223.56
	76,395.20	76,395.20

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View

Grouped By: None
Sorted By: None
Filtered By: NoneInnovative Business Solutions, Inc.
P: (707)586-4300, F: (877)586-4303
Innovative.notification@SaaSr.co
Schell-Vista Fire Protection District**innovative**
BUSINESS SOLUTIONSGenerated: 09/03/2024 03:22p
Generated By: System Administrator
Page 1 of 1

Schell-Vista Fire Protection District

Expense and Revenue

August 2024

	Aug 2024
Income	
44000 Interest	
44003 Interest Earned Bank Acc	2,032.40
Total 44000 Interest	\$ 2,032.40
Total Income	\$ 2,032.40
Gross Profit	\$ 2,032.40
Expenses	
50000 Salaries & Employee Bene	
50010 Career Pay	61,075.22
50020 Career OT	20,910.69
50030 Holday Pay	3,020.20
50040 Volunteer Stipend Pay	13,969.00
50050 Fire Call & Drills	2,924.00
50052 Educational Incentive	2,150.18
50054 FLSA	1,721.40
50055 Special Project Manager	2,000.00
50056 Administrative Staff	2,246.50
50058 Longevity Pay	2,724.76
50060 CalPERS Retire Employer	20,848.93
50070 Employee Health Insuranc	10,406.01
50075 Uniform Allowance	435.04
51000 Payroll Taxes Employer	3,018.48
51015 Dferred Comp Pln Costs	1,188.14
51018 CalPERS Costs	350.00
51020 Payroll Service Fees	276.85
Total 50000 Salaries & Employee Bene	\$ 149,265.40
60000 Services & Supplies	
60050 Safety Gear (Wildland&Uni	10,741.50
60070 Fire Equipment & Supplies	1,102.54
60100 Communications	2,736.07
60200 Household Contracts	235.00
60300 Insurances	
60350 Insurance- Liability	4,857.00
60360 Erisa Bond	90.00
Total 60300 Insurances	\$ 4,947.00
60400 Maintenance - Equipment	78.34
60450 Maint 3899	4,327.54
60482 Maint BC38 20 Chevy 2500	155.85
Total 60400 Maintenance - Equipment	\$ 4,561.73

60600 Maintenance Building	15.84
60610 Maint Bldg Station 1	958.95
Total 60600 Maintenance Building	\$ 974.79
60675 Medical Supplies	415.28
60680 Membrshp/Occupat Trackng	16.26
60775 Postage & Freight	25.00
60800 Professional Services	
60805 Prof Serv-Website/Network	585.00
60830 Prof Services - Legal	201.00
60840 Prof Services - Consultin	946.30
60850 Prof Services-Tax Measur	1,630.10
Total 60800 Professional Services	\$ 3,362.40
61020 Internet Based Program	15.00
61090 Equipment Rentals/Lease	203.30
61150 Small Tools/Instruments	121.50
61300 Fuel/Oil	3,106.19
61400 Utilities/Garbage	
61410 Utilities Station 1	2,626.88
61420 Utilities Station 2	178.79
61430 Garbage Station 1	554.35
Total 61400 Utilities/Garbage	\$ 3,360.02
Total 60000 Services & Supplies	\$ 35,923.58
Thursday, Sep 26, 2024 07:22:06 PM GMT-7 - Accrual Basis	

**AB8 ALLOCATION OF PROP 13 - 1%
ESTIMATED NET PROPERTY TAX REVENUE
BASED ON CERTIFIED VALUES
FY 2024-25**

TAX CODE DESCRIPTION		AB8 / PROP 13 FACTOR CALCULATION						
		FY 2023-24 AB8 ALLOCATION BY TRA (PRIOR YEAR)	FY 2024-25 AB8 GROWTH BY TRA	FY 2024-25 TOTAL AB8 ALLOCATION	FY 2024-25 GROWTH FACTOR	FY 2024-25 TOTAL ERAF SHIFT	FY 2024-25 ADJUSTED AB8 ALLOCATION	FY 2024-25 AB8 FACTOR \$ 1,205,661,929.23
03000	GREEN VALLEY CEMETERY	18,984	675	19,659	0.035546	(3,496)	16,162	0.00001341
03100	SHILOH CEMETERY	681,171	33,523	714,694	0.050095	(80,123)	634,571	0.00052633
TOTAL CEMETERY DISTRICTS		700,155	34,198	734,353		(83,620)	650,733	
03300	SONOMA VALLEY FIRE DISTRICT	7,832,064	385,372	8,217,436	0.047769	(358,598)	7,858,838	0.00651828
03400	CLOVERDALE FIRE	1,005,483	35,645	1,041,128	0.034855	(5,961)	1,035,166	0.00085859
04100	GRATON FIRE	1,142,337	47,241	1,189,578	0.041355	(112,937)	1,076,641	0.00089299
04400	KENWOOD FIRE	1,088,992	38,809	1,127,801	0.035638	(52,935)	1,074,866	0.00089152
04500	MONTE RIO FIRE	643,233	36,867	680,100	0.035155	(9,922)	670,178	0.00055586
04900	SHELL-VISTA FIRE	1,442,567	82,728	1,525,295	0.056506	(122,965)	1,402,331	0.00116312
05400	GOLD RIDGE FIRE	2,193,772	117,085	2,310,858	0.053372	(159,098)	2,151,759	0.00178471
05500	RANCHO ADOBE FIRE	4,619,887	187,083	4,806,970	0.039164	(53,169)	4,753,801	0.00394290
05600	TIMBER COVE FIRE	218,752	11,739	230,491	0.053663	(41,661)	188,830	0.00015662
05700	NORTHERN SONOMA COUNTY FIRE	2,752,325	61,028	2,813,353	0.022173	153,556	2,966,909	0.00246081
05800	NORTH SONOMA COAST FIRE	3,288,780	182,054	3,470,834	0.055356	(1,591,618)	1,879,217	0.00155866
05900	SONOMA COUNTY FIRE DISTRICT	13,141,619	762,391	13,904,010	0.055059	(925,054)	12,978,956	0.01076500
TOTAL FIRE DISTRICTS		39,369,812	1,948,042	41,317,854		(3,280,362)	38,037,492	
12000	CAMP MEEKER REC & PARK	130,887	9,982	140,869	0.076266	(21,447)	119,422	0.00009905
12200	MONTE RIO REC & PARK	328,100	17,816	345,916	0.005582	(27,170)	318,746	0.00026437
12300	RUSSIAN RIVER REC & PARK	575,774	42,244	618,018	0.030842	(36,651)	581,367	0.00048220
TOTAL REC & PARK DISTRICTS		1,034,761	70,042	1,104,803		(85,269)	1,019,535	
13000	GOLD RIDGE RCD	47,701	2,316	50,017	0.047800	(8,813)	41,204	0.00003418
13200	SONOMA RCD	205,891	10,598	216,489	0.046982	(24,377)	192,113	0.00015934
TOTAL RESOURCE CONS DISTRICTS		253,592	12,914	266,507		(33,190)	233,317	
13500	CAZADERO CSD	387,124	14,694	401,818	0.037957	(43,281)	358,537	0.00029738
13700	OCCIDENTAL CSD ZN1	61,918	3,702	65,620	0.059783	(26,227)	39,393	0.00003267
13800	OCCIDENTAL CSD ZN2 FIRE	307,536	18,108	325,644	0.058881	44,725	370,369	0.00030719
TOTAL COMMUNITY SERVICE DISTRICTS		756,578	36,504	793,082		(24,783)	768,299	
01300	SONOMA COUNTY LIBRARY	25,680,401	1,319,750	27,000,151	0.047878	-	27,000,151	0.02239446
07000	CLOVERDALE HEALTH CARE	49,289	880	50,169	0.014427	-	50,169	0.00004161
10000	MARIN/SONOMA MOSQUITO & VECTOR	3,581,127	191,229	3,772,356	0.050120	-	3,772,356	0.00312887
11500	BAY AREA AIR QUALITY MGMT	2,017,122	110,280	2,127,402	0.050966	-	2,127,402	0.00176451
11600	N SOCO AIR POLLUTION CONTROL	317,960	12,482	330,443	0.036125	(113,552)	216,890	0.00017989
14000	FORESTVILLE WATER	345,343	15,822	361,165	0.045816	(144,167)	216,998	0.00017998
14300	SONOMA MOUNTAIN CO WATER	15,005	896	15,901	0.059714	(6,580)	9,320	0.00000773
15000	BODEGA BAY PUBLIC UTILITY	938,723	55,191	993,914	0.058794	(397,554)	596,360	0.00049463
TOTAL SPECIAL DISTRICTS		75,059,868	3,808,231	78,868,099		(4,169,077)	74,699,022	

**AB8 ALLOCATION OF PROP 13 - 1%
ESTIMATED NET PROPERTY TAX REVENUE
BASED ON CERTIFIED VALUES
FY 2024-25**

TAX CODE	DESCRIPTION	PROPERTY TAX REVENUE BY TYPE					ESTIMATED PROPERTY TAX REVENUE		
		CURRENT SECURED (BEFORE RDA)	AB454 & RAILROAD UNITARY	CURRENT UNSECURED (BEFORE RDA)	HOPTR (BEFORE RDA)	LESS: NET RDA INCREMENT	ESTIMATED REVENUE SUBTOTAL	LESS: ESTIMATED SB2557 ADMIN FEE	ESTIMATED NET PROPERTY TAX REVENUE
03000	GREEN VALLEY CEMETERY	15,641	194	495	66	-	16,397	(164)	16,233
03100	SHILOH CEMETERY	613,910	6,302	19,431	2,609	(43,944)	598,308	(5,676)	592,632
TOTAL CEMETERY DISTRICTS		629,552	6,496	19,926	2,676	(43,944)	614,704	(5,841)	608,864
03300	SONOMA VALLEY FIRE DISTRICT	7,602,907	90,810	240,640	32,316	(435,132)	7,531,542	(71,146)	7,460,396
03400	CLOVERDALE FIRE	1,001,457	10,017	31,697	4,257	(213,238)	834,190	(7,951)	826,239
04100	GRATON FIRE	1,041,582	12,594	32,967	4,427	-	1,091,570	(10,566)	1,081,004
04400	KENWOOD FIRE	1,039,867	13,872	32,913	4,420	-	1,091,072	(10,613)	1,080,459
04500	MONTE RIO FIRE	648,354	8,709	20,521	2,756	(216,424)	463,916	(3,330)	460,586
04900	SHELL-VISTA FIRE	1,356,661	15,173	42,940	5,767	(10,086)	1,410,454	(13,415)	1,397,039
05400	GOLD RIDGE FIRE	2,081,682	24,459	65,888	8,848	-	2,180,877	(20,862)	2,160,015
05500	RANCHO ADOBE FIRE	4,598,990	62,632	145,563	19,548	(213,251)	4,613,482	(39,331)	4,574,151
05600	TIMBER COVE FIRE	182,681	5,541	5,782	776	-	194,781	(1,865)	192,916
05700	NORTHERN SONOMA COUNTY FIRE	2,870,283	37,325	90,848	12,200	-	3,010,656	(14,002)	2,996,654
05800	NORTH SONOMA COAST FIRE	1,818,017	9,090	57,542	7,728	-	1,892,377	(18,071)	1,874,306
05900	SONOMA COUNTY FIRE DISTRICT	12,556,272	165,444	397,420	53,371	(784,364)	12,388,142	(115,191)	12,272,951
TOTAL FIRE DISTRICTS		36,798,752	455,664	1,164,721	156,414	(1,872,495)	36,703,056	(326,344)	36,376,713
12000	CAMP MEEKER REC & PARK	115,532	1,316	3,657	491	-	120,996	(1,137)	119,859
12200	MONTE RIO REC & PARK	308,361	4,190	9,760	1,311	(147,975)	175,647	(1,008)	174,639
12300	RUSSIAN RIVER REC & PARK	562,437	5,871	17,802	2,391	(239,795)	348,705	(2,263)	346,442
TOTAL REC & PARK DISTRICTS		986,329	11,377	31,218	4,192	(387,770)	645,347	(4,408)	640,939
13000	GOLD RIDGE RCD	39,867	508	1,262	169	(2,170)	39,636	(375)	39,261
13200	SONOMA RCD	185,854	2,664	5,882	790	(22,520)	172,670	(1,618)	171,052
TOTAL RESOURCE CONS DISTRICTS		225,721	3,172	7,144	959	(24,690)	212,307	(1,993)	210,314
13500	CAZADERO CSD	346,863	6,071	10,979	1,474	-	365,387	(3,553)	361,834
13700	OCCIDENTAL CSD ZN1	38,106	1,643	1,206	162	-	41,118	(387)	40,731
13800	OCCIDENTAL CSD ZN2 FIRE	358,306	10,993	11,341	1,523	-	382,163	(3,635)	378,528
TOTAL COMMUNITY SERVICE DISTRICTS		743,275	18,707	23,525	3,159	-	788,666	(7,576)	781,091
01300	SONOMA COUNTY LIBRARY	26,120,847	403,649	826,754	111,028	(1,173,452)	26,288,825	(232,974)	26,055,851
07000	CLOVERDALE HEALTH CARE	48,534	3,008	1,536	206	(7,021)	46,263	(457)	45,806
10000	MARIN/SONOMA MOSQUITO & VECTOR	3,649,507	42,102	115,511	15,512	(363,033)	3,459,600	(32,319)	3,427,281
11500	BAY AREA AIR QUALITY MGMT	2,058,120	24,675	65,142	8,748	(200,927)	1,955,758	(18,352)	1,937,406
11600	N SOCO AIR POLLUTION CONTROL	209,823	7,314	6,641	892	(38,593)	186,077	(1,736)	184,341
14000	FORESTVILLE WATER	209,928	4,179	6,644	892	-	221,645	(2,134)	219,511
14300	SONOMA MOUNTAIN CO WATER	9,016	110	285	38	-	9,450	(94)	9,356
15000	BODEGA BAY PUBLIC UTILITY	576,935	7,107	18,261	2,452	-	604,756	(5,758)	598,998
TOTAL SPECIAL DISTRICTS		72,266,341	987,561	2,287,310	307,171	(4,111,925)	71,736,457	(639,983)	71,096,474

Note:

1) The above estimate is based on Certified Values and does not reflect mid-year adjustments to the tax roll. Property tax revenues can fluctuate throughout the tax year due to assessment appeals and other valuation adjustments. While these adjustments are typically small in nature, large assessment appeals could have a material impact on the tax roll and the revenue apportioned to taxing agencies.

2) Current Secured and AB454 & Railroad Unitary revenues are allocated as a combined amount when revenues are apportioned

Provided By: Sonoma County Auditor-Controller Treasurer-Tax Collector
9/25/2024

**BEFORE THE BOARD OF DIRECTORS OF THE
SCHELL-VISTA FIRE PROTECTION DISTRICT
COUNTY OF SONOMA, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 2024-006

Approving the Department of Forestry and Fire Protection Agreement #7GF24090 for services from the date of last signatory on page 1 of the Agreement to June 30, 2025, under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Schell-Vista Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2024-25 up to and no more than the amount of \$3,325.00.

BE IT FURTHER RESOLVED that Ken Finn, President of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Schell-Vista Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Schell-Vista Fire Protection District, at a regular meeting thereof, held on the 2nd day of October 2024, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Ken Finn, President

ABSENT:

Printed Name and Title

Signature, Board of Directors Member

Printed Name and Title

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

ATTEST:

I, Robin Woods, Clerk of the Schell-Vista Fire Protection District, County of Sonoma, California, do hereby certify that this is a true and correct copy of the original Resolution Number 2024-006.

WITNESS MY HAND OR THE SEAL OF THE Schell-Vista Fire Protection District, on this 2nd day of October 2024.

**OFFICIAL SEAL
OR NOTARY CERTIFICATION**

Signature

Clerk of the Board, Schell-Vista Fire Protection Agency
Title and Name of Local Agency

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT:

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7GF24090

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2025.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ **\$3,325.00** (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Applicant

By _____

Signature of Authorized Representative

Title _____

Date _____

By _____

Title: **David Scheurich**
Staff Chief, Cooperative Fire Programs

Date _____

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354024DG2012161	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ \$3,325.00
GL UNIT 3540	BUD REF 001	CHAPTER 35
PROGRAM NUMBER 9999000FED	ENY 2024	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92767	UNENCUMBERED BALANCE \$ \$3,325.00

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

VOLUNTEER FIRE CAPACITY PROGRAM TERMS AND CONDITIONS

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the 2024 Volunteer Fire Capacity Grant #24-DG-11052012-161 awarded to STATE by the Forest Service on August 23, 2024. The Federal Assistance Listing for the award is 10.698, Cooperative Forestry Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2024.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program 2024, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2024 or LOCAL AGENCY will forfeit the funds.

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2024** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$3,325.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2025.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2025 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY:

Attention: _____
Telephone Number(s): _____
E-mail _____

STATE:

Department of Forestry and Fire Protection
Grants Management Unit, Attn: VFC
P. O. Box 944246
Sacramento, California 94244-2460
E-MAIL: CALFIRE.GRANTS@fire.ca.gov

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2025.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



SONOMA COUNTY
Clerk-Recorder-Assessor

www.sonoma-county.org/cra

**REGISTRAR OF
VOTERS DIVISION**

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

August 16, 2024

Schell-Vista Fire Protection District
22950 Broadway
Sonoma CA, 95476

Dear District Secretary:

There will not be an election in your district on November 5, 2024, as there were not enough candidates for the office(s) to be contested.

Pursuant to Elections Code §10515, the following nominees have been appointed by the Board of Supervisors to serve as if elected. Where vacancies remain, the Board of Supervisors will make appointments prior to November 25, 2024, and those persons will also serve as if elected. Pursuant to Elections Code §10554 elective officers, elected or appointed, take office at noon on the first Friday in December following the General District Election (December 6, 2024).

KENNETH C. FINN, JR
HAL E. STOBBER
ERNIE LOVELESS

Enclosed you will find Certificate(s) of Election and Oaths of Office for these above-named candidates. Prior to taking office, each elective officer shall take the official oath and execute any bond required by the principal act. Any Director may administer the oath. Please issue the original oath to the candidate and return a copy to the Sonoma County Registrar of Voters Office, P.O. Box 11485, Santa Rosa, CA 95406.

If you should have any questions, please contact our office at (707) 565-6800.

Yours truly,
DEVA MARIE PROTO
Sonoma County Clerk &
Registrar of Voters

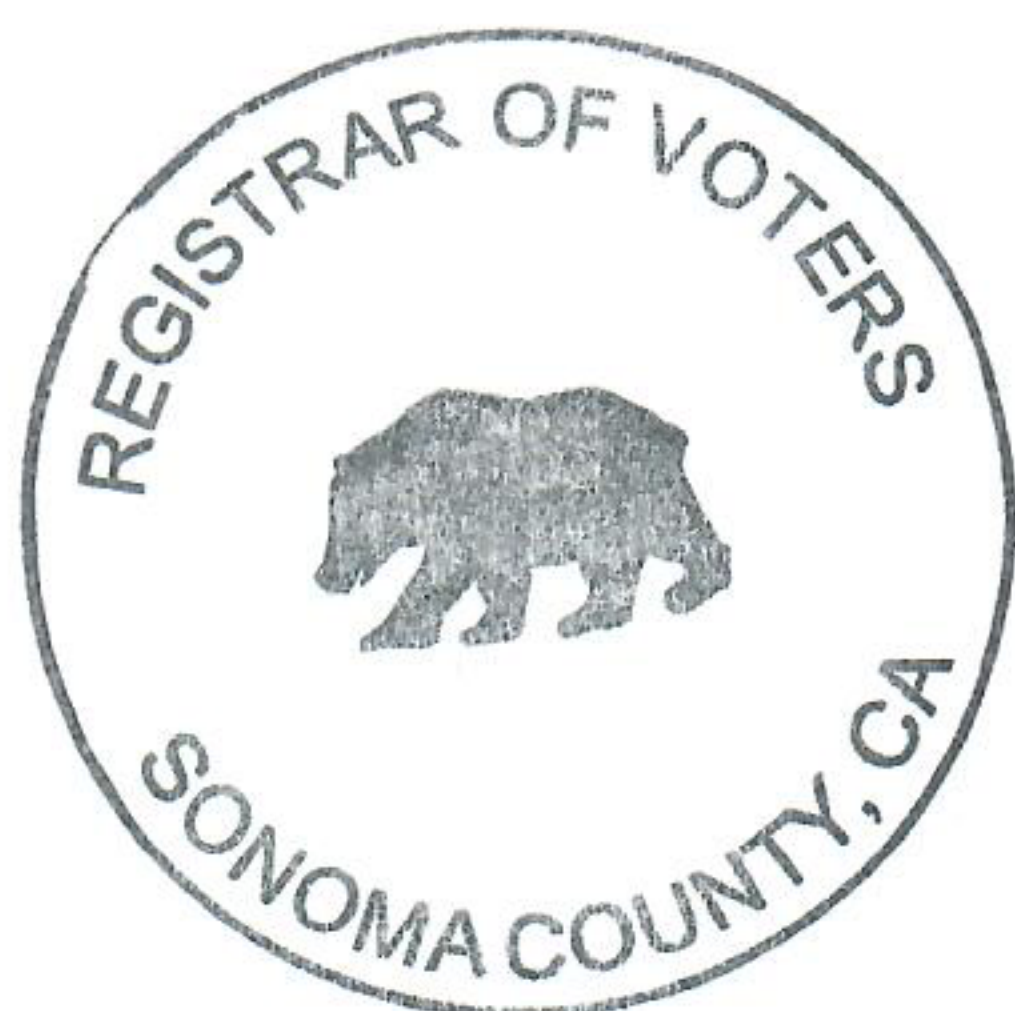
by

A handwritten signature in blue ink that reads "T Kennedy".

Troy Kennedy
Deputy Clerk

(Elections Code Section 15401)

(Deputy Clerk)



(Government Code Section 1360-1363. 3105)
(Section 3, Article XX, State Constitution)

STATE OF CALIFORNIA)
) ss.
COUNTY OF SONOMA)

I, Kenneth C. Finn, Jr, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Name of Office)

(Candidate's Signature)

Subscribed and sworn to before me this _____ day of _____, 20____.

(Signature of Person Administering Oath)

(Elections Code Section 15401)

(Deputy Clerk)

(Signature of Person Administering Oath)

(Elections Code Section 15401)

Kennedy
(Deputy Clerk)

(Government Code Section 1360-1363. 3105)
(Section 3, Article XX, State Constitution)

(Candidate's Signature)

(Signature of Person Administering Oath)

Bilingual Testing and Certification

1047.1 PURPOSE

This policy defines the bilingual proficiency testing and certification policy for eligible district employees; establishes the requirement that all District employees must be tested and certified as bilingual utilizing the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines for a Firefighter prior to receiving any special compensation for bilingual skills; and outlines the procedures that the Fire District will utilize to test and certify employees as bilingual.

1047.2 POLICY

Eligible employees as defined in his or her Memorandum of Understanding for bilingual skills shall obtain advance certification from his or her Fire Chief or a designee and be tested and certified as bilingual to the standard of orally proficient as outlined in ACTFL language proficiency scale for the profession of a Firefighter.

The Fire Chief or a designee is responsible for certifying that the employee's bilingual skills are needed for district operations or the enhancement of district operational needs.

Employees shall be tested and certified for bilingual oral proficiency by utilizing a sole provider who is a licensee of ACTFL assessments. The employee will be directed to enroll, complete and provide proof of passing the proficiency test to the Fire Chief or designee once completed.

1047.3 EMPLOYEE RESPONSIBILITIES

1047.4 EMPLOYEE RESPONSIBILITIES

- (a) A district employee completes the Certification form and submit the form to the Fire Chief or a designee for approval.
- (b) The Fire Chief or a designee indicates his or her approval.
- (c) The Fire Chief or a designee shall notify the employee of the testing process.

1047.5 TESTING METHOD AND PROCEDURES

The district will coordinate the oral proficiency interview in accordance with (ACTFL) professional testing standards for the profession of Firefighter utilizing Language Testing International (LTI) a sole source provider and exclusive licensee of ACTFL.

An employee's bilingual proficiency shall be determined by the assessment. An employee attaining a score of "Intermediate High" in oral proficiency on the ACTFL scale or equivalent will qualify for bi-lingual compensation as outlined in the MOU.

Schell-Vista Fire Protection District

Schell-Vista Fire Protection District Policy Manual

Bilingual Testing and Certification

1047.6 NOTIFICATION RESULTS

Employees shall be notified of his or her test results once the districts representative has been notified by LTI. Once test results are received the finance department will be made aware to update the employee's payroll status.

[See attachment: OPI Test Taker Guide.pdf](#)

[See attachment: Schell Vista Bilingual Proficiency Cert form.pdf](#)

[See attachment: Oral-prof-in-workplace flow chart.pdf](#)

Attachments

OPI Test Taker Guide.pdf

ACTFL OPI Test Taker Guide

The Oral Proficiency Interview (OPI) is a valid and reliable means of assessing how well a person speaks a language. The OPI is a scheduled speaking test conducted between the test-taker and an OPI tester via telephone. This handbook is a guide to help you prepare for your test session.

The OPI Test

The goal of the OPI test is to gather a sample of your speech that shows the full range of your functional speaking ability.

- Respond to questions spontaneously just as you would in a real conversation
- There is no right or wrong answer
- No need to rehearse or memorize material
- Provide as many details as possible in response to questions.
 - Short answers can work against you because they do not show the breadth and depth of your speaking ability)
- Avoid the use of slang or responding in any language other than the target language of the test
- Industry terminology / job specific questions are not asked during the assessment as they are knowledge-based questions by which answers can be acquired through rote memorization. This does not demonstrate proficiency of the language skill being tested.

Tips for Optimal Performance on the OPI

Logistics

- Scheduling of an OPI is handled by Language Testing International. If you have to reschedule or cancel the test, please contact LTI immediately at 1-914-963-7110 (option 1) or via support@languagetesting.com. Hours of Availability are Monday – Friday 8 am – 7 pm U.S. Eastern.
 - Tests not cancelled 24 business hours prior to the test will incur a \$60 No Show fee.
- **BE ON TIME**
 - **Scheduling is very precise**, so be sure you are on the telephone a few minutes prior to the time scheduled for the OPI. **If you have last-minute problems and cannot be on time, contact LTI immediately.**
 - **If testing with a Remote Proctor, connect with the proctor service 15 minutes prior to your scheduled OPI appointment. Be sure to have followed the pre-test instructions for setting up your profile with the remote proctor PRIOR TO THE DATE/TIME OF YOUR TEST.**
- During the interview, the OPI will be recorded. If the sound quality is faulty, the test might not take place. You are not permitted to review documents or dictionaries or ask for help. Rely exclusively on what you can do in the language on your own. If the OPI tester detects that you are receiving assistance, the test will be discontinued or cancelled.
- The OPI test begins with warm-up questions, then level checks, role-play, then wind-down questions.
- OPI test length is approximately 15 to 40 minutes.

Test-Taking Tips

While the Warm-up is a time to connect with the interview process, it is to your advantage to warm up by speaking the language before the assessment begins so that you do not waste the first few minutes getting used to speaking the language. Doing so will prepare your mind to communicate in the language at your best.

- Listen carefully to the OPI tester's questions and respond accordingly. If your answer is incomplete or does not respond fully to the request, the tester may restate, or follow up with other questions. Listen to the tester carefully and address the tester's request. Make sure you provide a response to the question that is being asked.
- Speak only in the target language and avoid using words from other languages. The tester may ask you to explain or restate to demonstrate that you can function in a monolingual environment, without the support of your interlocutor. If you do not know a word or expression, explain or paraphrase to convey your message to the tester. Use other words, explain, or give examples to get the message across and maintain the conversation.
- There may be instances when the tester may need to interrupt you. Do not worry. Interruptions or changes of topic may happen when the sample is sufficient, and it is necessary to move on to another question or topic. If the tester restates the initial question, make sure you address the question being asked.
- If the tester requests that you ask questions, make sure you formulate your questions appropriately for the target language about the proposed topic.
- If you are asked to tell a story about an experience that took place in the past, make sure you tell the story in detail using appropriate time frames and structures. If you are asked to speak about a future plan, you should also make sure you use the appropriate forms and structures for that time frame too.
- Do not focus on verb formations (or any other grammar point) exclusively.
- Point of view with well-organized arguments. Try to maintain the abstract treatment of the topic: a description of facts about what happened is an Advanced-level explanation, whereas a consideration of the issues involved in the problem provides a Superior-level treatment of the topic.
- If you are asked to speculate about some possible conditions and/or outcomes, make sure you use the appropriate hypothetical structures for that language. Maintain the hypothetical treatment throughout your response. Consider the topic from an abstract perspective.
- At the Superior level of language proficiency: some questions about Public Health and Public Health policies, or international relations are used to set up probes at the Superior level, where test takers need to be able discuss ideas at the abstract level. Additionally, at the Superior level, candidates must speak about a "linguistically unfamiliar situation", meaning that at this level, the test does select a topic that was not chosen by the test taker to get at a topic outside of those with which they are linguistically familiar.

Types of Questions at the Advanced Level

ADVANCED LEVEL

Advanced-level questions invite speakers to speak about autobiographic topics and beyond. The tester will ask you to talk about yourself, your work, and/or your community. The tester's questions provide you the opportunity to respond with detailed narrations and descriptions in paragraph-length discourse in the major time frames (present, past and future).

Types of Questions and/or Requests	Examples of Advanced-Level Questions and/or Requests
Detailed descriptions of people, places, and things from your present and your past	You said you travel for business. Tell me about the last place you went on a business trip. Where did you go on the last trip you took? Tell me your impressions of what you saw on your last trip.
Detailed stories about something that has happened, is happening, or will happen	You said you like to ski. Tell me the story of how you learned to ski. Tell me the whole story of how you learned to ski from beginning to end in as much detail as you can.
Handle a complication that arises in a transaction	You are travelling with your friend. You have a pre-paid hotel reservation for a room with twin beds. When you arrive, the room the hotel gives you has only a single bed in it. Go to the receptionist, explain the problem and convince the receptionist to give you the type of room you reserved.
Report on a current event	Weather-related events are always in the news. Tell me about a recent weather event that you are following in the news.

Types of Questions at the Superior Level

SUPERIOR LEVEL

Superior-level questions invite you to reflect thoughtfully about issues and problems of our society. These questions require you to organize your ideas in a logical manner and provide more complex elaboration.

Types of Questions and/or Requests	Examples of Superior-Level Questions and/or Requests
State and support an opinion	Air travel has changed dramatically in the last 20 years. Speak about the most significant changes that have been made and comment on why you believe these new procedures are effective or not. Be sure to provide arguments to support your point of view.
Hypothesize about possible conditions and outcomes	What are some air travel changes that could be adopted by airlines and airports to improve the travel experience? Suggest some changes and describe what impact these changes would have on the traveler if they were adopted.
Discuss topics in general, abstract terms	Access to health care is an important issue in most countries. Pick one country and describe its health care system and benefits to the general public in comparison to the health care system of another country.

Need Help?

Contact Language Testing International via:

- Email: Support@LanguageTesting.com
- Telephone: 1-914-963-7110 (option 1)
Monday – Friday 8 am to 7 pm U.S. Eastern Time Zone
- Identify yourself: provide your name, contact information, the test type, and the issue or support needed

Schell Vista Bilingual Proficiency Cert form.pdf



SCHELL VISTA FIRE DISTRICT

Bilingual Proficiency and Certification

To be completed by Employee

I. Employee Notice of Interest

Employee Name

Date

Classification / Rank

To be completed by Fire or Assistant Fire Chief

II. Bilingual Skills

I certify that bilingual skills are needed for district operations or the enhancement of districts operational needs.

Approving Authority Signature

Printed Name

Date

Received in Human Resources

Date

To be completed by Human Resources

III. Bilingual Certification

Proficiency Levels:

High Level Proficiency or Verbally Fluent

☐

Acceptable Level Proficiency or Conversational

☐

Examiner Signature and Certification of Proficiency

Date

IV. Bilingual Compensation

Pay Period Effective

Bilingual Compensation Amount

Fire or Assistant Fire Chief Approval Signature

Date

Oral-prof-in-workplace flow chart.pdf

ORAL PROFICIENCY LEVELS IN THE WORKPLACE

ACTFL Level	Language Functions	Corresponding Professions/Positions*	Examples of Who Is Likely to Function at This Level?
Superior	<i>Discuss topics extensively, support opinions, hypothesize. Deal with linguistically unfamiliar situation</i>	University Language Professor, Financial Services Marketing Consultant, Foreign Area Officer, Lawyer, Judge, Court Interpreter	<ul style="list-style-type: none"> Well-educated native speakers Educated language learners with extended professional and/or educational experience in the target language environment
Advanced High	<i>Narrate and describe in past, present and future and deal effectively with an unanticipated complication</i>	Physician, Human Resources Communications Consultant, Financial Services Senior Consultant, Quality Assurance Specialist, Marketing Manager, Financial Advisor, Broker, Military Linguist, Translation Officer	<ul style="list-style-type: none"> Language learners with graduate degrees in language or a related area and extended educational experience in target environment
Advanced Mid		Banking and Investment Services Customer Service Representative, Fraud Specialist, Account Executive, Medical Interpreter, Patient Advocate, Court Stenographer, Court Interpreter, Human Resources Benefits Specialist, Technical Service Agent, Collection Representative, Estimating Coordinator	<ul style="list-style-type: none"> Heritage speakers, informal learners, non-academic learners who have significant contact with language Undergraduate majors with year-long study in the target language culture
Advanced Low		K-12 Language Teacher, Nurse, Social Worker, Claims Processor, Police Officer, Maintenance Administrator, Billing Clerk, Legal Secretary, Legal Receptionist, 911 Dispatcher, Consumer Products Customer Services Representative, Retail Services Personnel	<ul style="list-style-type: none"> Undergraduate language majors
Intermediate High	<i>Create with language, initiate, maintain and bring to a close simple conversations by asking and responding to simple questions</i>	Policeman, Fireman, Utilities Installer, Auto Inspector, Aviation Personnel, Missionary, Tour guide	<ul style="list-style-type: none"> Language learners following 6-8 year sequences of study (AP, etc.) or 4-6 semester college sequence
Intermediate Mid		Cashier, Sales clerk (highly predictable contexts), Receptionist	<ul style="list-style-type: none"> Language learners following 4 year high school sequence or 2 semester college sequence Language learners following an immersion language program in grades K-6
Intermediate Low		Housekeeping Staff	
Novice High	<i>Communicate minimally with formulaic and rote utterances, lists and phrases</i>		<ul style="list-style-type: none"> Language learners following content-based language program in grades K-6
Novice Mid			<ul style="list-style-type: none"> Language learners following 2 years of high school language study
Novice Low			

* The levels of proficiency associated with each of the positions above are minimal levels of oral proficiency based on task analyses. The minimal levels were determined by subject matter experts from companies and agencies who use ACTFL proficiency tests.

Required Employer Contributions

The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.

Required Employer Contributions	Fiscal Year 2025-26
Employer Normal Cost Rate	14.96%
<i>Plus</i>	
Unfunded Accrued Liability (UAL) Contribution Amount ¹	\$17,332
<i>Paid either as</i>	
1) Monthly Payment	\$1,444.33
<i>Or</i>	
2) Annual Prepayment Option*	\$16,771
The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) and the Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).	
* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).	
For Member Contribution Rates see the following page.	

Development of Normal Cost as a Percentage of Payroll	Fiscal Year 2024-25	Fiscal Year 2025-26
Base Total Normal Cost for Formula	27.51%	27.74%
Surcharge for Class 1 Benefits ²		
a) PRSA	1.71%	1.72%
Plan's Total Normal Cost	29.22%	29.46%
Offset Due to Employee Contributions ³	14.50%	14.50%
Employer Normal Cost	14.72%	14.96%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2024.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges.

³ This is the expected employee contributions, taking into account individual benefit formula and any offset from the use of a modified formula, divided by projected annual payroll. For member contribution rates above the breakpoint for each benefit formula, see [Member Contribution Rates](#).