



REDWOOD VALLEY-CALPELLA FIRE DISTRICT

Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
Phone: 707-485-8121

www.redwoodvalleycalpellafire.org

BOARD OF DIRECTORS

Joe Cooper

Stephanie Dunken

Ryan Mayfield

Russel Odell

James Tusso

REGULAR MEETING AGENDA

Thursday, September 10, 2026 at 6:00PM

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

1. Opening Business

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Roll Call

2. Public Comment (GC §54954.3)

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

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

4. Consent Calendar

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

4.1 Minutes: Approve Regular Board Meeting Minutes of August 13, 2026

4.2 Payroll: Approve Payroll August 2026 (See packet attachment 4.2)

4.3 Expenditures: Approve Expenditures for August 2026 - General Fund with CalCard Details (See packet attachment 4.3)

5. Action Items – Discussion/Action

5.1 Review and Adopt a Resolution Acknowledging Acceptance of a Report on the District's Compliance with SB1205 and California Health and Safety Code Section 13146.4 (State Mandated Inspections) - Discussion/Action

- 5.2 Review and Adopt a Resolution Acknowledging Acceptance of a Report on the District's 2026-27 Special Tax Roll. - Discussion/Action
- 5.3 Review and Adopt a Resolution and Amended MOU for SDRMA benefits program. - Discussion/Action
- 5.4 Review and Approve Replacement Plan for Roof Replacement on Sugar Shack Outbuilding and Fuel Shed. - Discussion/Action
- 5.5 Review and Approve Dissolution of Committees that have fulfilled their duties. - Discussion/Action
- 5.6 Review and Approve Reorganization of Full Time Staffing Plan, Including Job Descriptions and Corresponding Salary Schedules for a 40Hr Battalion Chief and a District Administration Officer. - Discussion/Action
- 6. **Board of Directors and Administrative Reports – Information/Discussion**
(No action will be taken on any questions raised by the Board at this time.)
 - 6.1 Board of Directors Report
 - Human Resources Committee (Ad Hoc – Dunken and Odell)
 - Budget Committee (Standing – Dunken and Odell)
 - 6.2 Fire Chief Report
 - 6.3 Officer Reports (Fire Marshal, Training Officer and Safety Officer)
 - 6.4 Volunteer Association Report
- 7. **Correspondence – Information**
 - 7.1 Election Update Correspondence
- 8. **Request for Future Agenda Items**
- 9. **Closed Session: Government Code §54957**
 - 9.1 Fire Chief Recruitment: Government Code §54957.(b)(1)
 - 9.2 Interim Fire Chief Performance Review: Government Code §54957.(b)(1)
- 10. **Open Session**
 - 10.1 Report on Closed Session: Government Code §54957.1
- 11. **Adjournment**

Next Regularly Scheduled Board Meeting
Thursday, October 10, 2026 at 6 p.m.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
MINUTES
August 13, 2026**

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1. Opening Business

1.1 Call to Order

The meeting was called to order by Chair Dunken at 6:00 PM.

1.2 Pledge of Allegiance

1.3 Roll Call

X Director Cooper X Chair Dunken X Director Mayfield X Director Odell AB Director Tusó

Staff present: Jessica Keizer, Interim Fire Chief Ebert

Director Mayfield arrived at 6:05PM.

2. Public Comment (GC §54954.3)

Audience Member Gizmo Henderson spoke on a new flyer he is creating about road safety.

3. Agenda Amendments (GC §54954.2)

Amendment requesting addition of item 5.5, A Discussion/Action item to review the funding contract EO-27-21 that was received from the County after the publication of the Agenda. As well as some minor wording adjustments to item 5.1 the Public Hearing of the Budget.

Director Odell made a motion, seconded by Director Mayfield, to approve the late addition from the County as item 5.5 Review and approve County Contract EO-26-131 and discussed wording changes to 5.1.

Ayes: Cooper, Mayfield, Odell, Tusó, Dunken

Noes:

Absent:

Abstain:

Motion passes

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of June 11, 2026 (No July Meeting)

4.2 Payroll: Approve Payroll in the amount of: \$72,378.96



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**4.3 Expenditures: Approve Expenditures for April in the Amount of:
General Fund with CalCard Details: \$39,313.49**

Director Tusso made a motion, seconded by Director Cooper, to approve the consent calendar.

Ayes: Cooper, Mayfield, Odell, Tusso, Dunken

Noes:

Absent:

Abstain:

Motion passes

5. Action Items – Discussion/Action

5.1 Public Hearing: Review and Approve the Final Budget for fiscal year 2026/27 per California Health and Safety Code Section 13890.

The Public Hearing to review the proposed Final Budget for fiscal Year 2026/27 was opened at 6:08PM.

Minor discussion ensued.

Public Hearing was closed at 6:13PM.

5.1A Formal Adoption of Final Budget for Fiscal Year 2026/27.

Director Mayfield made a motion, seconded by Director Cooper, to formally adopt the final budget for fiscal 2026/27 as presented.

Ayes: Cooper, Mayfield, Odell, Tusso, Dunken

Noes:

Absent:

Abstain:

Motion passes



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5.2 Review and Approve Retro Stipends Volunteer Stipends for the Positions of Interim Fire Chief and Operations Battalion Chief. - Discussion/Action

Conversation ensued that the day of official appointment of Interim Fire Chief Justin Ebert and Operations Battalion Chief Matt Keizer was March 16, 2026. Based on this information retro stipends would be issued for a partial monthly stipend in March and a full monthly stipend in April.

Director Tusso made a motion, seconded by Director Mayfield, to issue retro stipends from March 16, 2026-April 2026 as discussed.

Ayes: Cooper, Mayfield, Odell, Tusso, Dunken

Noes:

Absent:

Abstain:

Motion passes

5.3 Review and Approve letter of engagement for annual audit PnCPA.

The letter of engagement was reviewed for annual audit.

Director Cooper made a motion, seconded by Director Tusso, authorized the Board Chair to sign the letter of engagement on behalf of the District.

Ayes: Cooper, Mayfield, Odell, Tusso, Dunken

Noes:

Absent:

Abstain:

Motion passes

5.4 Approve Resolution 2026-04 for Funds Transfer From General Fund to the Equipment Fund in the Amount of \$44,044.42. - Discussion/Action

Director Mayfield made a motion, seconded by Director Cooper to adopt Resolution 2026-04 authorizing a funds transfer from the general fund to the equipment fund in the amount of \$44,044.42

Ayes: Cooper, Mayfield, Odell, Tusso, Dunken

Noes:

Absent:

Abstain:

Motion passes



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5.5 Added Item* Review and Approve Funding Contract EO-27-21 from the County of Mendocino in the amount of \$76,322.93.

Director Mayfield made a motion, seconded by Director Odell, to approve the proposed funding contract from the County (EO-27-21) and authorize the Board Chair to sign on behalf of the District.

Ayes: Cooper, Mayfield, Odell, Tusso, Dunken

Noes:

Absent:

Abstain:

Motion passes

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

6.1 Board of Directors Report
Human Resources Committee (Ad Hoc - Dunken and Odell)
Will be discussed in Item 10 after the closed session.

Board of Directors Report
Mid Year Budget Committee (Ad Hoc - Dunken and Odell)
Completed the Final Budget as presented and approved on August 13, 2026.

6.2 Fire Chief Report -

Incident Activity

- **June: 80 total incidents; average VPC of 2.4.**
- **July: 68 total incidents; average VPC of 2.09.**
- **Significant call volume continued throughout the district and unit.**
- **Provided mutual aid to Feliz Fire, Buffalo Fire, and Ukiah Valley for structure and vegetation fires, as well as several short strike team assignments.**
- **Local incidents included two freeway fires, Broiler Fire, Shelter Fire, traffic accidents, and medical aids.**

Volunteer Fundraising / Community

- **Successfully held the 67th Annual “The Beef is Back” Volunteer BBQ fundraiser.**
- **Gross proceeds were approximately \$45,000, with final figures pending; expenses are expected to be approximately half of gross revenue.**
- **Received positive feedback regarding the food and music.**



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- Appreciation expressed to sponsors, businesses, friends, neighbors, and Potter Valley for providing station coverage.
- Planning has begun for the upcoming Volunteer Christmas tree sales fundraiser.

Training

- Training focus will transition from primarily wildland fire to rope rescue and auto extrication.
- Continued emphasis on medical care and firefighter safety.
- Wildlife Officer Justin Mercer of the Department of Fish and Wildlife provided a presentation on Fire/EMS and DFW interaction.
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Volunteers

- FF Carlos Pinzon stepped down from active service; appreciation was expressed for his service and dedication.
- FF Emanuel Gonzalez is expected to return to active service.
- Cody Taglio and Ruben Castro were welcomed as new members.
- FAE Lomax introduced a voluntary firefighter fitness program focused on team building, physical fitness, and readiness.
-

Equipment / Fleet

- Squad 6231 received high-visibility striping on the rear panels.
- New rescue apparatus is in the final stages of construction, with some projects delayed due to material and design challenges.
- Fleet maintenance has improved through scheduled in-house routine maintenance coordinated by Tyler Welsh and Joe Cooper.
- Electronic apparatus vehicle checklists were implemented by FAE Taber to improve efficiency and reduce waste.

Projects / Facilities

- Roof replacement needs for the Sugar Shack and fuel shed will be evaluated prior to winter rains.
- Exterior wood at the main station is anticipated to be painted as weather conditions improve.
- Will be developing a Capital Project Support Group for input.

6.3 Volunteers Reports (Fire Marshal, Training Officer and Safety Officer)

Fire Marshal- Fire Marshal Keizer had to leave for a fire call.

Training Officer- Highlights of current training that is scheduled in preparation for the upcoming structural fire season.

Safety Officer- Working on gear inventory and supply ordering.



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6.4 Volunteer Association Report-

Beef BBQ was a success! Thank you to all who helped and supported us.

The Volunteer Association highlighted the upcoming events- Annual Appreciation Chicken BBQ September 26th

7. Correspondence – Information

None

8. Request for Future Agenda Items

None

9. Closed Session: Government Code §54957 6:37PM

Closed session was entered into at 6:37PM

9.1 Fire Chief Recruitment: Government Code §54957. (b)(1)

9.2 Interim Fire Chief Performance Review: Government Code §54957.(b)(1)

10. Open Session reconvened at 7:08PM

10.1 Report on Closed Session: Government Code §54957.1 7:08PM

Open session reconvened at 7:08PM

It was reported that the Human Resources Ad Hoc Committee would be working with the Interim Fire Chief and Battalion Chief on Job Descriptions for the Fire Chief and Battalion Chief. No actions were taken.

11. Adjournment at 7:09PM

There being no further business to come before the Board the meeting was adjourned at 7:09PM. The next Regular Board Meeting will be September 10, 2026 at 6:00 PM

Stephanie Dunken, Chair

Jessica Keizer, Clerk

Redwood Valley Calpella Fire District

Payroll details report

From Aug 01, 2026 to Aug 31, 2026 for all employees from all locations

Pay date	Name	Hours	Gross pay	Other pay	Employee taxes & deductions		Net pay	Employer taxes & contributions		Total payroll cost	
Total		Gross	984.5h	\$30,681.39		Employee taxes	-\$5,813.60	\$23,543.32	Total	\$3,520.23	\$34,201.62
		Regular Pay	731.5h	\$17,407.74		Federal Income Tax	-\$2,470.87		Employer taxes	\$2,623.31	
		FLSA OT	62h	\$721.98					Social Security Employer	\$1,902.23	
		Sick Pay		\$0.00		Social Security	-\$1,902.23		Medicare Employer	\$444.88	
		Vacation Pay		\$0.00		Medicare	-\$444.88		CA Income Tax	-\$596.76	
		Strike Team Pay-Current		\$0.00		CA Income Tax	-\$596.76		CA State Disability Ins	-\$398.86	
		Safety Officer Stipend		\$250.00		CA State Disability Ins	-\$398.86		CA ETT	\$5.02	
		Training Officer Stipend		\$500.00					CA SUI Employer	\$271.18	
		Retro Pay		\$70.06					Contributions	\$896.92	
		Expense Reimbursement		\$0.00					CalPERS 457 Retirement	\$896.92	
		Reimbursement		\$0.00							
		QRDO Stipend		\$0.00							
		Fire Marshal Stipend		\$500.00							
		1012 Seasonal FF (FAE)	51.5h	\$1,248.88							
		1013 Extra Hours	35h	\$833.36							
		Interim Chief 861012		\$4,450.00							
		1014 Strike Team Current 2026	104.5h	\$4,699.37							
		Pretax deductions		-\$1,324.47							
		CalPERS 457 Retirement		-\$1,324.47							
		Adjusted gross		\$29,356.92							

Redwood Valley Calpella Fire District
Monthly Disbursements
August 2026

Date	Num	Vendor	Amount
08/04/2026	3907	FleetPride	-712.99
08/04/2026	3908	Gregg Simpson Trucking - Repair Patch to back parking lot	-3,481.54
08/04/2026	3909	Lindberg Lumber	-79.75
08/04/2026	3910	Michael's Diesel Repair, LLC	-309.60
08/04/2026	3911	O'Reilly Auto Parts	-845.83
08/04/2026	3912	Special District Risk Management Authority -Workers Comp	-48,991.28
08/04/2026	3913	Special District Risk Management Authority- Health Benefits	-5,577.26
08/04/2026	3914	State of California Department of Justice -Livescans	-49.00
8/24/2026	ACH PMT	US Bank- Cal Card	-5,301.98
08/26/2026	3916	Mendocino County Auditor-Controller	-2,650.45
08/26/2026	3917	Nick Barbieri Trucking	-2,353.17
08/26/2026	3918	PNP CPA - Audit partial pymt	-2,600.00
08/26/2026	3919	Print Your Mitts-Live scans	-120.00
08/26/2026	3920	S&L Controller Services	-1,663.10
08/26/2026	3921	Special District Risk Management Authority Health Benefits	-6,731.84
08/31/2026	ACH PMT	PG&E	-1,661.04
			-\$83,128.83
TOTAL			
			-\$83,128.83



REDWOOD VALLEY-CALPELLA FIRE DISTRICT AGENDA ITEM NO. 5.1

Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

STAFF REPORT

DATE: 9/3/26
TO: Board of Directors
FROM: Fire Prevention Division:
Matt Keizer, Fire Marshal

SUBJECT: RECEIVE A RESOLUTION ACKNOWLEDGING ACCEPTANCE OF A REPORT ON THE REDWOOD VALLEY CALPELLA FIRE DISTRICT'S COMPLIANCE WITH SB1205 AND CALIFORNIA HEALTH AND SAFETY CODE SECTION 13146.4

SUMMARY

On September 27, 2018, California Senate Bill 1205 (SB1205) became effective and added a new section to the California Health and Safety Code which affects every Fire Department or Fire District in the State. Existing state law requires every Fire Department or District providing fire protection services to inspect every building used as a public or private school annually. This same annual inspection requirement is applicable to hotels, motels, lodging houses, and apartment houses. With the signing of SB 1205, the California Health Safety and Code was amended by adding Section 13146.4, which requires that all Fire Departments required to perform annual inspections pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority its compliance with Sections 13146.2 and 13146.3

DISCUSSION

Annually, the Redwood Valley Calpella Fire District is required to conduct inspections of all public and private schools, hotels, motels, lodging houses, and apartment/condominium buildings, in accordance with California Health and Safety Code Section 13146.2 and 13146.3. The purpose of annual fire inspections is to mitigate known hazards, reduce risk to the community, and ensure reasonable compliance with the California Fire Code.

California Health and Safety Code Section 13146.2 mandates that the local Fire District inspect all hotels, motels, and condominium/apartment buildings (three units or more) once annually. In FY 25/26, the Fire District inspected 6 of 6 hotels, motels, condominiums, and apartment buildings.

Staff report

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BOARD OF DIRECTORS

Stephanie Dunken

Ryan Mayfield

Russel Odell

James Tuso

Joe Cooper

California Health and Safety Code Section 13146.3 mandates that the local Fire Department inspect all public and private schools once annually. In FY25/26 the Fire District inspected 4 of 4 school facilities.

The Fire District completed 100% of its annual inspections of all known mandated buildings that are included within the mandate for fiscal year 2025 - 2026. In total, the Fire District conducted 10 of the 10 mandated annual inspections.

The acceptance of this compliance report and the recommended Resolution fulfill the statutory requirements contained in California Health and Safety Code Section 13146.2, 13146.3 and 13146.4, as amended by SB1205.

FISCAL IMPACTS

There are no fiscal impacts with the filing and acceptance of this report.

RECOMMENDATION

Staff recommends the Board of Directors receive Resolution #2026-05, acknowledging acceptance of a report on the Redwood Valley Calpella Fire District's compliance with SB1205 and California Health and Safety Code Section 13146.4.

ATTACHMENTS

Att 1: Resolution 2026-05

Author: Matt Keizer, Fire Marshal

Staff Report
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BOARD OF DIRECTORS

RESOLUTION - 2026-05**RESOLUTION OF THE BOARD OF DIRECTORS OF THE REDWOOD VALLEY-CALPELLA FIRE DISTRICT ACKNOWLEDGING ACCEPTANCE OF A REPORT ON THE DISTRICT'S COMPLIANCE WITH SB1205 AND CALIFORNIA HEALTH AND SAFETY CODE SECTION 13146.4**

WHEREAS, Section 13146.4 was added to the California Health & Safety Code in 2018, and became effective September 27, 2018; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 require all fire departments, including the Redwood Valley-Calpella Fire District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging, house, apartment house, and certain residential care facilities for compliance with building standards, as provided, and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments, including the District, that provide fire protection services to report annually to its administering authority its compliance with Sections 13146.2 and 13146.3, and

WHEREAS, the Board of Directors of the Redwood Valley-Calpella Fire District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the District's compliance with California Health & Safety Code Sections 13146.2 and 13146.3:

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Redwood Valley-Calpella Fire District expressly acknowledge the measure of compliance of the District with California Health & Safety Code Sections 13146.2 and 13146.3 in the jurisdictional area of the District, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade.

Within the District, there lie 4 known Group E occupancies, buildings, structures, and/or facilities.

During the fiscal year 2025/2026, the District completed the annual inspection of 4 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purpose of this resolution, are generally those occupancies containing sleeping units, and including hotels, motels, and apartments (three units or more). Within the District, there lie 6 known Group R occupancies of this nature.

During the fiscal year 2025/2026, the District completed the annual inspection of 6 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

PASSED AND ADOPTED, by the Board of Directors of the Redwood Valley Calpella Fire District, County of Mendocino, State of California on September 10th, 2026, by the following vote:

<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
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BOARD MEMBER DUNKEN
BOARD MEMBER COOPER
BOARD MEMBER MAYFIELD
BOARD MEMBER ODELL
BOARD MEMBER TUSO

Stephanie Dunken, Board Chairperson

ATTEST: Jessica Keizer, Clerk of the Board



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER “MEMORANDUM”) IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER “SDRMA”) AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER “ENTITY”) WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the ~~Public Risk Innovation, Solutions and Management~~ (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "~~PROGRAM~~program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the ~~PROGRAM~~program (the "~~COMMITTEE~~committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the ~~PROGRAM~~program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. DEFINITIONS. For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.

a. “Committee” means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.

b. “Coverage Documents” means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.

c. “Program Participation Agreement” means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be



completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

42. PURPOSE. ENTITY is signatory to this MEMORANDUM for the ~~express-sole~~ purpose of enrolling in the ~~P~~rogram~~ROGRAM~~.

23. ENTRY INTO PROGRAM. ENTITY shall ~~enroll~~ apply for participation in the ~~P~~rogram~~ROGRAM~~ by ~~making application through executing~~ and all forms prescribed by SDRMA. ~~-SDRMA shall submit the completed forms to which shall be subject to approval by the~~ ~~Program~~ROGRAM's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's ~~and~~ governing documents and in accordance with ~~the Program's~~ applicable eligibility guidelines.

34. MAINTENANCE OF EFFORT. ~~P~~rogram ~~ROGRAM~~ is ~~designed to provide an alternative~~ provides health benefits ~~solution~~ to all ~~participants~~ active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ~~of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional).~~ ENTITY public officials may participate in the ~~P~~rogram~~ROGRAM~~ only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements

45. PREMIUMS. ENTITY ~~understands~~ agrees and acknowledges that premiums and rates for the ~~P~~rogram ~~ROGRAM~~ are set by the ~~COMMITTEE~~Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit ~~the total~~ monthly ~~premiums based upon rates established~~ amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. ~~PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs.~~ Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.



~~Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.~~

~~SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.~~

~~Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.~~

56. BENEFITS. Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the ~~Program~~ **PROGRAM** and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to ~~P~~**rogram**~~PROGRAM~~ underwriter for approval.
6. ~~COVERAGE DOCUMENTS. Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.~~
7. ~~PROGRAM FUNDING. It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss~~



~~coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.~~

~~8. ASSESSMENTS. Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:~~

~~a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.~~

~~b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.~~

~~c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.~~

~~d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.~~

7. ASSESSMENTS AND DIVIDENDS. The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

98. WITHDRAWAL. ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its



~~intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective . No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st.~~ Once ENTITY withdraws from the ~~Program~~PROGRAM, there is a 3-year waiting period to come back into the ~~Program~~PROGRAM, and the ENTITY will be subject to underwriting approval ~~again~~.

~~10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.~~

~~9. ARBITRATION OF DISPUTES. To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final, and may be entered into any court having jurisdiction.~~

~~11~~10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.

~~12~~11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.

~~13~~12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.

~~14~~13. COMPLETE AGREEMENT. This MEMORANDUM together with the related ~~P~~rogramPROGRAM ~~documents~~Documents constitutes the full and complete agreement of the ENTITY.

~~15~~14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

~~16~~15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the



~~right of either party thereafter to enforce each and every such provision may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any If ENTITY who fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate shall be deemed to have withdrawn this MEMORANDUM and ENTITY'S Program Participation Agreement from the PROGRAM effective as of on the next annual renewal date.~~

~~1716.~~ EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.

~~1817.~~ EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Agency ENTITY Name

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER “MEMORANDUM”) IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER “SDRMA”) AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER “ENTITY”) WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. “Committee” means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. “Coverage Documents” means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. “Program Participation Agreement” means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. “Program” or “PRISM” means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. “Program Documents” means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMs that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of

Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. COMPLETE AGREEMENT. This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.



Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

ENTITY Name

RESOLUTION NO. 2026-06

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF REDWOOD
VALLEY-CALPELLA FIRE DISTRICT APPROVING THE FORM OF AND AUTHORIZING
THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND
AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY'S HEALTH BENEFITS PROGRAM**

WHEREAS, Redwood Valley-Calpella Fire District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

ITEM 5.3

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary



REDWOOD VALLEY-CALPELLA FIRE DISTRICT AGENDA ITEM NO. 5.4

Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

STAFF REPORT

DATE: 9/3/26

TO: Board of Directors

FROM: Matt Keizer, Battalion Chief, FM

SUBJECT: STAFF IS REQUESTING BOARD AUTHORIZATION TO PROCEED WITH THE REPLACEMENT OF THE ROOFS ON THE SUGAR SHACK AND FUEL SHED AS IDENTIFIED IN THE DISTRICT'S FISCAL YEAR 2026 CAPITAL IMPROVEMENT PLAN (CIP 2026-2).

SUMMARY

Staff is requesting Board authorization to proceed with the replacement of the roofs on the Sugar Shack and Fuel Shed as identified in the District's Fiscal Year 2026 Capital Improvement Plan (CIP 2026-2).

The project will include removal and replacement of the existing roofing materials, replacement of fascia and gable boards, repair of dry rot as needed, and installation of new gutters and downspouts.

DISCUSSION

The Sugar Shack and Fuel Shed roofs have reached the end of their useful service life and are in need of replacement to prevent further deterioration and potential damage to the structures.

Staff has obtained pricing for the materials necessary to complete the project and has reviewed the available options. A single-page material bid summary is included as Attachment 1, with staff's recommended selections highlighted. Attachment 2 has been provided for the Board's reference and includes copies of all quotes received for the project should the Board wish to review them.

In addition to replacing the roofing materials, the project will include replacement of the fascia boards and gable boards, repair of any dry rot discovered during the work, and installation of new gutters and downspouts.

Staff report

1

BOARD OF DIRECTORS

Staff has followed all applicable District purchasing policies in obtaining and reviewing pricing for the project.

FISCAL IMPACTS

The project is included in the District's Fiscal Year 2026 Capital Improvement Plan as CIP 2026-2, and funding for the project has been identified in the District's Fiscal Year 2026/27 Budget under Funding Code 4360: Station Improvements.

RECOMMENDATION

Staff recommends that the Board of Directors authorize staff to proceed with the Sugar Shack and Fuel Shed Re-Roof Project, CIP 2026-2, and approve project expenditures in an amount not to exceed \$12,000.

ATTACHMENTS

- 1: Material Bid Summary
- 2: Quotes
- 3: Roof Plan

Author: Matt Keizer, Battalion Chief, FM

Staff Report
2

BOARD OF DIRECTORS

Stephanie Dunken

Ryan Mayfield

Russel Odell

James Tusio

Joe Cooper

ATTACHMENT 1

Re-Roof Project, Sugar Shack and Fuel Shed	Mendo Mill	Cal Shingle & Shake	McElroy Metals
Roofing 2085sf	\$ 6,111.04	\$ 4,751.71	\$ 7,413.83
Under layment		\$ 1,887.81	
OSB	\$ 1,114.89	\$ 1,072.59	
Misc lumber Fascia	\$ 1,676.54		
Misc Supplies 15%	\$ 1,564.64		
Roof Permit	\$ 1,000.00		
Total Project cost (APX)	\$ 11,995.59		



CALIFORNIA SHINGLE AND SHAKE

CONCORD
(925) 682-2211
FAX (925) 682-2245

UKIAH
(707) 462-1568
FAX (707) 462-2644

BELMONT
(650) 592-8565
FAX (650) 592-4974

ROHNERT PARK
(707) 584-3092
FAX (707) 584-7446

PLEASANTON
(925) 462-2662
FAX (925) 462-0137

FAIRFIELD
(707) 427-0700
FAX (707) 422-0700

REDDING
(530) 226-8008
FAX (530) 226-8009

OROVILLE
(530) 534-1300
FAX (530) 534-1691

PURCHASE ORDER NO

ATTACHMENT 2

OUR ORDER NUMBER MUST APPEAR
ON ALL INVOICE, PACKAGES, ETC.

Vendor _____ Ship To _____
Roofers MATT KEIZER
Builder REDWOOD VALLEY FIRE DIST.

FREIGHT: Collect Prepaid Pick-up

Please notify us immediately if you are unable to
ship complete order by specified date.

Date of Order	Presold	Stock	Date Required	Ship Via
8-24-26				686.64
Quantity	Description	Unit Price	Amount	
✓ 34	c 15'-11 PBR 26 GA	4.50	3089.88	
✓ 8	c 18'-2" STERLING GRAY	LF		
3	PC PEAK CAP / HEAD FLASH	32.45	64.90	
4	5 PC STD. RIDGE 12"x6"	36.50	182.50	
✓ 5	11 PC STD. EAVE	18.05	162.45	
6	9 PC STD. GABLE	32.45	194.70	
7	7 BG #14 x 1 1/2" WOOD SCREW	52.50	367.50	
8	2 BG #12 x 3/4" STITCH SCREW	37.80	75.60	
9	42 PC PBR 1/5 CLOSURE	2.10	88.20	
10	42 PC PBR O/S CLOSURE	2.10	88.20	
11	23 RL BEAD MASTIC TAPE	3.30	75.90	
12	2 RL 1/2" X 50' BUTYL TAPE (RAKE)	7.50	15.00	
13				
14				
15				
16				
17				
18	14 RL XFR CLASS A UNDERLAYMENT			
19	c \$125.00/RL = \$1,750.00 + TAX			
20				
21				
22				

TERMS OF SALE:

SPECIAL INSTRUCTIONS:

TOTAL 4,751.71

PURCHASER'S SIGNATURE

Please send all correspondence and original invoice to:

Administrative Office - 2279 Pike Court, Concord, CA 94520 and a copy to the branch taking delivery.

DELIVERY ORDER FORM

Date Ordered 8/25/26 Delivery Date _____ Delivery Time _____ AM _____ PM
 Sold To Redwood Valley Fire Dist. Ordered By Matt Keizer P.O.# _____
 Delivery Address _____ Phone/Pager _____
☐ CHARGE ☐ COD ☐ PREPAID

Quote Only

Special Instructions: _____

Owner _____ Builder _____ Lender _____
 Address _____ Address _____ Address _____
 Phone# _____ Phone # _____ Phone# _____

☐ 1 Story ☐ 2 Story ☐ Re-roof ☐ New Const. ☐ Roof Pitch _____ ☐ Lift-bed ☐ Conveyer ☐ Toe Boards above 6/12 ☐ Steep Driveway ☐ Roof Jacks 10/12 ☐ Powerlines

QTY.	UNITS	✓	DESCRIPTION	UNIT PRICE	AMOUNT
1. 39	@		15'-11" PRR 26 ga	4.50 ⁴⁶	3529.21
2. 9	@		18'-2" Sterling Gray		
3. 2	pc		Peak cap / Head Flash	32.45	64.90
4. 5	pc		STD Ridge	36.50	182.50
5. 11	pc		STD Eave	18.05	198.55
6. 9	pc		STD Gable	32.45	292.05
7. 7	pc		#14 x 1 1/2 Wood Screw	52.50	367.50
8. 2	pc		#12 x 3/4 Stitch Screw	37.80	75.60
9. 42	pc		PRR 1/5 closures	2.10	88.20
10. 42	pc		PRR 0/5 closures	2.10	88.20
11. 23	RU		Bead Mastic Tape	3.30	75.90
12. 2	RU		1/2" x 50' Butyl Tape (rake)	7.50	15.00
13.					
14. 14	RU		XFR Class A underliment	125.00	1750.00
15.					
16.					
17.					
18.					
19.					
20.					

Delivery _____ Checked By _____ Invoice # _____
 Map Page _____ Confirmation Order _____
 Delivery Damage: Yes _____ No _____ Used Fall Protection: Yes _____ No _____

Delivery	50.00
Subtotal	6727.61
Tax %	529.80
TOTAL	7307.41

DELIVERY ORDER FORM

Date Ordered 8/26/26 Delivery Date _____ Delivery Time _____ AM _____ PM
 Sold To Redwood Valley Fire. Ordered By Matt P.O.# _____
 Delivery Address _____ Phone / Email _____
Quote Only ☐ CHARGE ☐ COD ☐ PREPAID

Special Instructions: _____

Owner _____ Builder _____ Lender _____
 Address _____ Address _____ Address _____
 Phone# _____ Phone# _____ Phone# _____

☐ 1 Story ☐ 2 Story ☐ Roof Pitch _____ ☐ Toe Boards Above 6/12 ☐ Roof Jacks 10/12
☐ Re-roof ☐ New Const. ☐ Tilt-bed ☐ Conveyer ☐ Steep Driveway ☐ Powerlines

QTY.	UNITS	DESCRIPTION	UNIT PRICE	AMOUNT
1.				
2.				
3.	78 pc	4x8-7/16" OSB	12.75	994.50
4.				
5.	2 Bags	CLIPS	8.75	11.50
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Delivery _____ Checked By _____ Invoice # _____

Map Page _____ Confirmation Order _____

Delivery Damage: Yes _____ No _____ Used Fall Protection: Yes _____ No _____

Signature: _____

Delivery	
Subtotal	1006.00
Tax _____%	79.22
TOTAL	1085.22

MENDO MILL & LUMBER CO.
1870 NORTH STATE STREET
UKIAH, CA 95482

PAGE NO 1

PHONE: (707) 462-8806

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
120830	000	ROOF PROJECT		NET 10TH	ANDREABI	9/2/26 7:15

SOLD TO:
R.V.C.F.D./U
FIRE DEPT.
P O BOX 499
REDWOOD VALLEY CA 95470

SHIP TO:

EXP. DATE: 9/3/26

TERMINAL: 110

TAX: 012 UKIAH (COUNTY) 7.875

707-485-8121

Ukiah (county) 7.875 213.42
LUMBER ASSESSMENT UK 27.10

ESTIMATE:933320/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		78	EA	1205	4X8 15/32" OSB SHEATHING	17.89	78	13.25 /EA	1,033.50 *
2		15	EA	0120820	2X8X20 FJ PRM ADVAN\BODYGUARD	129.99	15	104.077 /EA	1,561.16 D
3		20	EA	0220410	D.F. STD& BTR 2x 4x10	6.99	20	5.769 /EA	115.38 D
4					OSB PRICING OK PER LARRY				
REPRINT									

TAXABLE 2710.04
NON-TAXABLE 0.00

SUBTOTAL 2710.04

(MATT KEIZER -)

SUBTOTAL 2710.04

TAX AMOUNT 240.52

TOTAL 2950.56

120830000933320E31001?

TOT WT: 0.00

X
Received By

MENDO MILL & LUMBER CO.
1870 NORTH STATE STREET
UKIAH, CA 95482

PAGE NO 1

PHONE: (707) 462-8806

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
120830	000	ROOFINGPROJECT		NET 10TH	ANDREABI	8/27/26 10:08

TERMINAL: 110

SOLD TO:

R.V.C.F.D./U
FIRE DEPT.
P O BOX 499
REDWOOD VALLEY CA 95470

SHIP TO:

EXP. DATE: 8/27/26

707-485-8121

TAX: 012 UKIAH (COUNTY) 7.875

ESTIMATE:931004/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		9	EA	LE	26 GA PBR 36" SG 18' 2"		9	107.60 /EA	968.40 D
2					STERLING GREY				
3		36	EA	LE	26 GA PBR 36" SG 15' 11"		36	94.28 /EA	3,394.08 D
4					STERLING GREY				
5		5	EA	LE	26 GA .75" STD RIDGE12'6"		5	40.65 /EA	203.25 D
6					PBRRS STERLING GREY				
7		10	EA	LE	26 GA PBR GABLE SG 12' 6		10	42.10 /EA	421.00 D
8					STERLING GREY PBRGS				
9		3	EA	LE	26 GA .75"ENDWALL SG 12' 6"		3	36.13 /EA	108.39 D
10					STERLING GREY PBREW				
11		10	EA	LE	BUTYL TAPE 3/32INX3/4INX50FT		10	11.72 /EA	117.20 D
12					ABT075-50				
13		6	EA	5B	#10X1-1/2"(1/4HEX HEAD)WD FASTNR		6	38.47 /EA	230.82 D
14					STERLING GREY ASWF150 BG 250				
15		2	EA	5B	#12X3/4"(1/4 HEX HEAD)WD FASTNR		2	39.72 /EA	79.44 D
16					STERLING GREY ASWF075 BG 250				
17		45	EA	LE	3FT PBR INSD FRMD FOAM CLOSURES		45	2.19 /EA	98.55 D
18					INSIDE W/ GLUE AFCPBRI				
19		20	EA	LE	3FT PBR OTSD FRMD FOAM CLOSURE		20	2.19 /EA	43.80 D
20					W/GLUE AFCPBRO				

TAXABLE 5664.93
NON-TAXABLE 0.00

SUBTOTAL 5664.93

(MATT KEIZER -)

SUBTOTAL 5664.93

TAX AMOUNT 446.11

TOTAL 6111.04

120830000931004E310011/4,

TOT WT: 0.00

X

Received By

Store Information

Service Center #4
 8200 Berry Ave
 Suite 100
 Sacramento, CA 95828
 Phone Number: (916) 381-9075
 Fax Number: (916) 381-9069
 Email: servicecenter04@mcelroymetal.com



Quote No: 060406002604
Quote Date: 08/24/2026
Transaction No: 10780

QUOTE**Customer Information**

Customer Number: 060406000241
 Address Info:
Matt Keizer
8481 East Rd
Redwood Valley, CA 95470
 Phone Number(Work): (707) 234-9757
 Email: mkeizer@redwoodvalleyfire.org

Shipping Information

Pickup From Store

Line No	Taxable	Item Number	Description	Qty	Length	U/M	Ext. Qty	Price	Ext. Price
1	Y	12544	R-PANEL-PB PVF ASH GRAY 26 GA X 39 1/8 GR80	9	18' 2"	LF	163.53	\$5.5221	\$903.03
			Packaging: 32						
2	Y	12544	R-PANEL-PB PVF ASH GRAY 26 GA X 39 1/8 GR80	36	15' 11"	LF	573.12	\$5.5221	\$3,164.83
			Packaging: 32						
3	Y	98553	IT RIDGE CAP 26 GA PAINTED X 10'3	6		EA	6.00	\$76.1144	\$456.69
			Pitch: Needed Color: ASH GRAY						
4	Y	98549	IT HIGH SIDE EAVE TRIM 26 GA PAINTED X 10'3	3		EA	3.00	\$68.9933	\$206.98
			Pitch: needed Color: ASH GRAY						
5	Y	95085	CLOSURE-R-PANEL OUTSIDE X 36" (POL-ETH)	45		EA	45.00	\$1.1985	\$53.93
6	Y	95080	CLOSURE-R-PANEL INSIDE X 36" (POL-ETH)	45		EA	45.00	\$1.1985	\$53.93
7	Y	93372	#9-15 X 1 1/2" TYPE A WOODGRIP ASH GRAY	1000		EA	1,000.00	\$0.1500	\$150.00
8	Y	93701	1/4-14 X 7/8" LAP SD SEALER ASH GRAY	500		EA	500.00	\$0.1500	\$75.00
9	Y	95335	BUTYL TAPE SEALANT 5227-3222 3/32" X 1" X 45' GRAY	20		EA	20.00	\$11.3725	\$227.45
10	Y	98475	IT RAKE TRIM 26 GA PAINTED X 10'3	12		EA	12.00	\$68.5496	\$822.60
			Color: ASH GRAY						
11	Y	220974	INTERCOMPANY FREIGHT IN	1		EA	1.00	\$550.0000	\$550.00
			Item Comments: from Louisiana to Sacramento Shop only						
12	Y	FUELSC	FUEL SURCHARGES	1		EA	1.00	\$152.8610	\$152.86

Store Information

Service Center #4
8200 Berry Ave
Suite 100
Sacramento, CA 95828
Phone Number: (916) 381-9075
Fax Number: (916) 381-9069
Email: servicecenter04@mcElroyMetal.com



Quote No: 060406002604
Quote Date: 08/24/2026
Transaction No: 10780

QUOTE**Customer Information**

Customer Number: 060406000241
Address Info:
Matt Keizer
8481 East Rd
Redwood Valley, CA 95470
Phone Number(Work): (707) 234-9757
Email: mkeizer@redwoodvalleyfire.org

Shipping Information

Pickup From Store

Number of Items: 12
Total Weight: 2,604.70

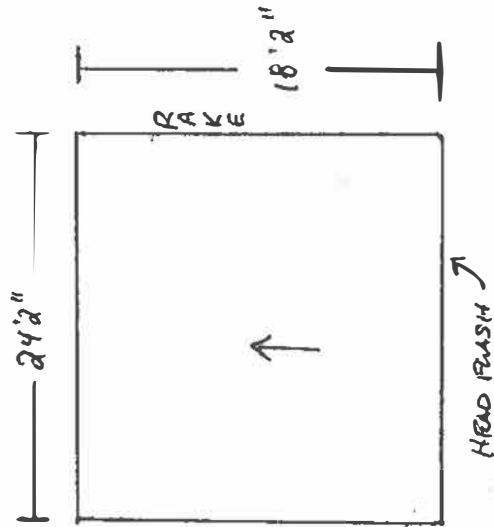
Non Tax Items:	\$ 0.00
Taxed Items:	\$ 6,817.30
Sub Total:	\$ 6,817.30
Sales Tax (8.750%):	\$ 596.53
Total Amount:	\$ 7,413.83

REDWOOD VALLEY FIRE DISTRICT
ROOF PROJECT.

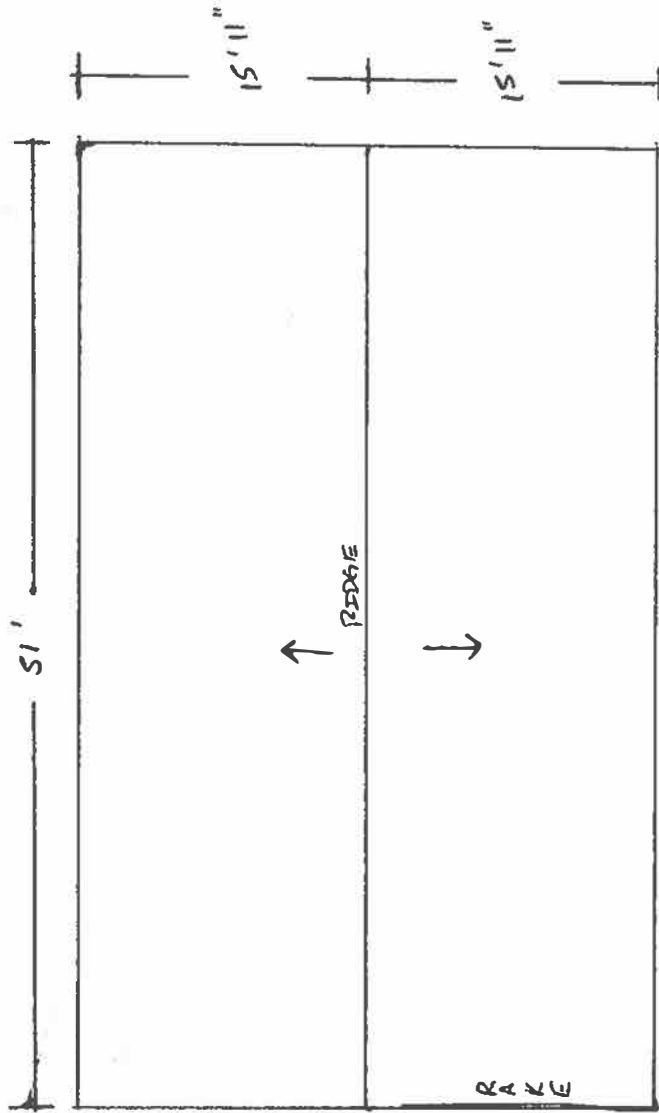
FROM: MATT KEIZER

██████████
MKEIZER@REDWOODVALLEYFIRE.ORG.

8481 EAST RD
REDWOOD VALLEY CA 95470



SHED ROOF



RIDGE ROOF

ATTACHMENT 3

- PBR - 36" ROOF FLASH - GRAY - 26 GA
- PANEL - 9 PC - 18'2"
- PANEL - 36 PC - 15'11"
- RIDGE - 6 PC - 10'
- RAKE EDGE - 12 PC - 10'
- SHED ROOF HEAD FLASH - 3 PC 10'
- + ENCLOSURES & 1 1/2 SCREWS & SEAL TAPE.



REDWOOD VALLEY-CALPELLA FIRE DISTRICT

ITEM 5.6

Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

Battalion Chief – Job Description

Position Summary

The Battalion Chief is a full-time, exempt, salaried command-level position responsible for the administrative and operational oversight of the fire department. The position works under the general direction of the Fire Chief and is responsible for assisting in the management of daily department operations, supervising assigned command staff and personnel, supporting organizational planning and preparedness, and ensuring the efficient delivery of emergency and non-emergency services.

The Battalion Chief serves as a member of the department's command staff and may assume incident command at emergency incidents when appropriate. When another qualified Incident Commander is in place, the Battalion Chief may provide command support, coordination, accountability, resource management, safety oversight, or other functions consistent with the Incident Command System.

This position requires a broad working knowledge of structural and wildland fire suppression, emergency medical response, rescue, hazardous materials awareness and operations, disaster response, and other emergency services provided by the department.

Work Schedule and Classification

- **Employment Status:** Full-time, exempt, salaried
- **Work Schedule:** Generally 40 hours per week, primarily administrative and based on a regular weekday schedule
- **Emergency Response:** The position may be required to respond outside normal working hours to significant emergencies, extended incidents, disasters, or other events requiring command-level support.
- **On-Call Availability:** May be subject to call-back, emergency recall, or other availability requirements as established by department policy.

Essential Duties and Responsibilities

Administrative and Operational Oversight

- Assist the Fire Chief in the overall administration, management, and operation of the department.
- Provide day-to-day oversight of assigned operational, administrative, prevention, training, or support functions.

- Monitor daily staffing, apparatus availability, operational readiness, and other factors affecting the department's ability to provide emergency services.
- Assist in the development, implementation, and enforcement of department policies, procedures, rules, and operational guidelines.
- Prepare reports, correspondence, evaluations, recommendations, and other administrative documents.
- Participate in strategic planning, goal setting, budget development, capital planning, and resource management as assigned.
- Assist with the maintenance of department records, required reporting, and compliance with applicable laws, regulations, and standards.
- Represent the department in meetings, interagency activities, public events, and professional organizations as assigned.

Supervision and Command Staff Development

- Supervise, direct, mentor, and evaluate assigned command staff and other personnel.
- Provide leadership and guidance to company officers and command staff regarding department expectations, personnel management, operational readiness, and professional development.
- Assist in addressing personnel concerns, performance issues, and disciplinary matters in accordance with department policies and applicable employment requirements.
- Promote a professional, respectful, and accountable work environment.
- Assist in succession planning and the development of future officers and command personnel.

Emergency Operations

- Respond to significant fires, medical emergencies, rescues, hazardous materials incidents, wildland and vegetation fires, disasters, and other all-risk emergencies as required.
- Serve as Incident Commander when assigned or when command-level leadership is needed.
- Provide support to an established Incident Commander and command structure, including operations, planning, logistics, safety, liaison, accountability, resource coordination, or other ICS functions.
- Ensure that emergency operations are conducted in a manner consistent with department policies, recognized safety practices, and the Incident Command System.
- Coordinate with cooperating fire agencies, law enforcement, emergency medical providers, public works agencies, emergency management organizations, and other partners.
- Participate in post-incident reviews and recommend improvements to operations, training, policies, or resource deployment.

Other Duties

- Act on behalf of the Fire Chief when assigned or during the Fire Chief's absence, within the limits of delegated authority.
- Perform other related duties as assigned.

Minimum Qualifications



REDWOOD VALLEY-CALPELLA FIRE DISTRICT

Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

- High school diploma or equivalent required; an associate's or bachelor's degree in fire science, public administration, emergency management, or a related field is desirable.
- A minimum of **five years of progressively responsible fire service experience**, including substantial experience in emergency operations and supervision.
- A minimum of **two years of supervisory or command-level experience**, such as Company Officer, Captain, Battalion Chief, or equivalent.
- Possession of, class A, B or C with firefighter endorsement drivers license.
- Current emergency medical technician (EMT) certification..
- Ability to meet applicable department medical, physical, and fitness requirements.
- Must pass thorough background investigation including Livescan.

Required or Preferred Professional Training

- Fire Officer or Company Officer certification.
- Incident Command System training consistent with the responsibilities of the position, including ICS-100, ICS-200, ICS-300, and ICS-400.
- National Incident Management System training and familiarity with multi-agency incident coordination.
- Wildland fire and vegetation fire training S-130, S-190 required. S-215, S-290 preferred.
- Hazardous materials training certification at operational level.
- Experience in personnel supervision, budgeting, policy development, report writing, and administrative management.

Equivalent combinations of education, training, certifications, and progressively responsible experience may be considered.

Knowledge, Skills, and Abilities

The successful candidate should demonstrate:

- Knowledge of modern fire department administration and emergency service operations.
- Knowledge of structural fire, wildland fire, emergency medical, rescue, hazardous materials, and other all-risk incident operations.
- Knowledge of the Incident Command System and the ability to function effectively within an established command structure.
- Ability to supervise and develop officers and other personnel including conflict resolution.
- Ability to make sound decisions under both routine administrative conditions and emergency situations.
- Ability to plan, prioritize, and manage multiple responsibilities in a small-department environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear reports, policies, correspondence, and recommendations.

- Ability to establish and maintain effective working relationships with employees, elected or appointed officials, partner agencies, volunteers, and members of the public.
- Ability to exercise discretion and maintain confidentiality in personnel and administrative matters.
- Proficiency with common office and records-management technology.

Physical and Working Conditions

The Battalion Chief performs primarily administrative work but must remain capable of functioning in emergency and field environments. The position may require:

- Responding to incidents during day, night, weekends, holidays, and extended emergency operations.
- Working in adverse weather, remote or rural locations, and hazardous or physically demanding environments.
- Wearing required personal protective equipment.
- Walking over uneven terrain, climbing stairs or ladders when operationally necessary, and performing other physical activities associated with command and emergency response.
- Exposure to fire, smoke, hazardous materials, traumatic events, and other conditions inherent in emergency services.

Compensation

This is a **full-time, exempt, salaried position based on a standard 40-hour workweek**. Salary and benefits shall be established by the governing authority and may be adjusted based on qualifications, experience, certifications, and the needs of the department.

Because the position has command-level and emergency response responsibilities, the Battalion Chief may be required to work beyond the normal schedule without additional hourly compensation, consistent with applicable law and department policy.

General Statement

The duties listed above are intended to describe the general nature and level of work performed by the Battalion Chief and are not intended to be an exhaustive list of all responsibilities. The Fire Chief or governing authority may assign additional duties consistent with the position and the operational needs of the department.



REDWOOD VALLEY CALPELLA FIRE DEPT.

Department: REDWOOD VALLEY-CALPELLA FIRE DISTRICT

Job Title: DISTRICT ADMINISTRATIVE OFFICER (DAO)

Rank: Captain (Administrative Command Staff)

FLSA: Non-Exempt

Salary: \$36 - 40 /hour

Supervisor: Fire Chief

Direct Supervision: Administrative Support Personnel as Assigned

Position Summary

The District Administrative Officer (DAO) serves as the senior administrative manager for the Redwood Valley-Calpella Fire District and is part of the District's leadership team.

The DAO oversees administrative, financial, personnel, and business operations while supporting the Fire Chief, Battalion Chief, Clerk to the Board of Directors, career personnel, volunteers, and partner agencies.

The position serves as the District's primary administrative representative and supports continuity of operations through effective management of finance, human resources, Board administration, grants, information technology, records, logistics, and government reporting. Although primarily administrative, the DAO holds the rank of Captain and supports the District's Incident Command System by providing logistical and administrative assistance during emergency incidents.

REDWOOD VALLEY CALPELLA FIRE DEPT.

8481 EAST ROAD REDWOOD VALLEY, CA 95470 (707) 485-8121
Redwoodvalleyfire.org



REDWOOD VALLEY CALPELLA FIRE DEPT.

Essential Duties and Responsibilities

The District Administrative Officer (DAO) plans, organizes, and manages the daily administrative functions of the District while exercising independent judgment in accordance with District policies and under the direction of the Fire Chief.

Administrative Operations: The DAO is responsible for the overall administration of District operations

- Overseeing daily office operations
- Developing and maintaining administrative procedures
- Managing official District records
- Coordinating District correspondence
- Maintaining document retention systems
- Serving as the primary point of contact for administrative matter

Financial Administration: The DAO administers the District's financial systems.

- Accounts payable and accounts receivable
- Payroll administration
- Purchasing and procurement
- Fuel Card and CAL Card programs
- Budget tracking and financial reporting
- Fixed asset inventory management
- Cost recovery documentation
- Annual special tax survey activities
- Works directly with accounting, banking and consulting organizations
- Other contracted professionals to ensure accurate financial management and compliance with applicable laws and District policies.

Human Resources Administration: The DAO serves as the District's Human Resources Coordinator and is responsible for:

Personnel Administration

- Maintaining personnel records for career employees and volunteers
- Employee onboarding

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REDWOOD VALLEY CALPELLA FIRE DEPT.

- Employment documentation
- Personnel compliance tracking

Employee Benefits & Compliance

- Benefits administration
- Workers' compensation documentation
- Leave tracking
- DMV Pull Notice enrollment
- DOJ Live Scan processing
- Annual physicals
- TB testing
- Employee Assistance Program (EAP) coordination
- Works closely with consultants, attorneys, insurance brokers, and risk management agencies to ensure compliance with employment laws and personnel policies.

Board of Directors Administration: As **Clerk of the Board**, the DAO coordinates all administrative functions of the Board of Directors.

Board Support

- Prepare meeting agendas
- Assembling Board packets
- Record official meeting minutes
- Maintain resolutions and ordinances
- Track policy updates
- Coordinate Board communications
- Maintain historical records

Board Elections: The DAO administers Board elections by:

- Coordinating election calendars
- Communicating with prospective candidates
- Working with current Board members
- Coordinating with the Mendocino County Elections Office
- Tracking statutory deadlines
- Preparing election documentation

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REDWOOD VALLEY CALPELLA FIRE DEPT.

- Coordinating appointments to Board vacancies
- Assisting with Board member orientation

Board Compliance: Responsible for coordinating required Board training and compliance activities, including:

- Brown Act Training
- AB 1234 Ethics Training
- Sexual Harassment Prevention Training
- Form 700 filings
- Conflict of Interest Code compliance
- Required County and State reporting

Information Technology & Communications: The DAO manages the District's technology and communication systems, including:

- Computer hardware and software
- Website administration
- Social media platforms
- CAD messaging
- Active Alert notifications
- Electronic document management
- Cloud storage
- Technology vendors
- Digital records retention

Grants & Government Relations: The DAO administers grants and special projects by:

- Researching funding opportunities
- Preparing grant applications
- Tracking awarded grants
- Monitoring expenditures
- Ensuring grant compliance
- Preparing reimbursement requests
- Completing required reporting

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The DAO also serves as the District's primary administrative liaison with County, State, and Federal agencies by coordinating:

- Government reporting
- Tax roll administration
- Special district reporting
- Public Records Act requests
- Regulatory compliance

Logistics & Operational Support

The DAO coordinates District logistics:

- Purchasing and procurement
- Emergency purchasing
- Vendor relationships
- Inventory control
- Station and office supplies
- EMS supplies
- Fixed assets
- Deployment logistics
- Lodging and travel arrangements
- Meal coordination
- Administrative support for District operations
- Provides continuity of administrative services during the absence of command staff

Emergency Operations & Command Responsibilities

As a **Captain** within the District Command Staff, the DAO provides administrative leadership and logistical support during emergency incidents.

Although not routinely assigned to fire suppression activities, the DAO is expected to respond to significant incidents when requested by the Fire Chief or Battalion Chief.

Emergency Responsibilities

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- Coordinate logistical support
- Emergency purchasing
- Resource ordering
- Personnel accountability
- Communications with cooperating agencies
- Vendor coordination
- Mutual aid documentation
- Disaster cost recovery
- Emergency Operations Center (EOC) support
- Incident records management
- Post-incident administrative follow-up

The DAO may also be assigned Incident Command System (ICS) positions appropriate to their training and qualifications and serves as the District's primary administrative resource during emergency operations.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should possess substantial knowledge of:

Administration & Governance

- Public agency administration
- California Special District operations
- Board governance
- Brown Act requirements
- Public Records laws
- Records management

Finance & Human Resources

- Government finance
- Payroll administration
- Human Resources administration
- Grant administration

Technology & Emergency Management

- Information technology systems

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REDWOOD VALLEY CALPELLA FIRE DEPT.

- Incident Command System (ICS)

Professional Competencies

The successful candidate must demonstrate the ability to:

- Communicate effectively, both verbally and in writing
- Exercise sound judgment
- Maintain confidentiality
- Manage multiple priorities simultaneously
- Build positive working relationships with:
 - Elected officials
 - Employees
 - Volunteers
 - Contractors
 - Consultants
 - Partner agencies
- Demonstrate professionalism and leadership
- Show initiative and accountability
- Maintain a commitment to continuous organizational improvement

Minimum Qualifications

Graduation from high school or possession of a GED is required. An associate or bachelor's degree in business administration, public administration, fire administration, or a related field is preferred.

Candidates should have at least five (5) years of progressively responsible administrative experience, preferably in local government, special districts, or the fire service.

A valid California Driver License is required.

The successful candidate must be able to complete all required Incident Command System training.

Physical requirements

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REDWOOD VALLEY CALPELLA FIRE DEPT.

The DAO is regularly required to sit, stand, and walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

Performance Expectations

The District Administrative Officer provides Captain-level leadership and upholds high ethical and professional standards.

The position delivers excellent customer service, maintains confidentiality, supports District leadership, personnel, and volunteers, and promotes continuous improvement.

The DAO ensures legal and policy compliance while supporting financial controls, personnel administration, Board governance, emergency response, and continuity of operations.

The DAO supports leadership, finance, Board operations, HR, logistics, and emergency management to keep the District mission-ready and serving the community effectively.

I have read and fully understand the job description.

Sign: _____

Date: _____

REDWOOD VALLEY CALPELLA FIRE DEPT.

8481 EAST ROAD REDWOOD VALLEY, CA 95470 (707) 485-8121
Redwoodvalleyfire.org



REDWOOD VALLEY-CALPELLA FIRE DISTRICT

8481 East Road - P.O. Box 499, Redwood Valley, CA 95470

(707) 485-8121

Salary Schedule

		Effective					
		DRAFT	step%		Annual	Monthly	Per 2 wk.
					Average	Average	Pay Period
Firefighter 1 (56 hr. wk. avg.)	hourly	\$ 19.00			\$55,328	\$4,611	
Firefighter 2 (56 hr. wk. avg.)	hourly	\$ 19.95	5.0%		\$58,094	\$4,841	
Firefighter 3 (56 hr. wk. avg.)	hourly	\$ 20.95	5.0%		\$60,999	\$5,083	
F AE 1 (56 hr. wk. avg.)	hourly	\$ 21.99	5.0%	above FF3	\$64,049	\$5,337	
F AE 2 (56 hr. wk. avg.)	hourly	\$ 23.09	5.0%		\$67,252	\$5,604	
F AE 3 (56 hr. wk. avg.)	hourly	\$ 24.25	5.0%		\$70,614	\$5,885	
Captain 1 (56 hr. wk. avg.)	hourly	\$ 24.86	2.5%	above FAE3	\$72,379	\$6,032	
Captain 2 (56 hr. wk. avg.)	hourly	\$ 26.10	5.0%		\$75,998	\$6,333	
Captain 3 (56 hr. wk. avg.)	hourly	\$ 27.40	5.0%		\$79,798	\$6,650	
Batt. Chief 1 (40 hr. wk.)	Salaried	\$43.65			\$90,800	\$7,567	\$3,492.31
Batt. Chief 2 (40 hr. wk.)	Salaried	\$45.84	5.00%		\$95,340	\$7,945	\$3,666.92
Batt. Chief 3 (40 hr. wk.)	Salaried	\$48.13	5.00%		\$100,107	\$8,342	\$3,850.27
Fire Chief 1 (40 hr. wk.)	Salaried	\$ 53.02	10.2%	above BC 3	\$110,286	\$9,191	\$4,241.78
Fire Chief 2 (40 hr. wk.)	Salaried	\$ 55.67	5.0%		\$115,801	\$9,650	\$4,453.87
Fire Chief 3 (40 hr. wk.)	Salaried	\$ 58.46	5.0%		\$121,591	\$10,133	\$4,676.56
Clerk 1	Hourly	\$ 28.33					
Clerk 1	Hourly	\$ 29.74	5.0%				
Clerk 3	Hourly	\$ 31.23	5.0%				
District Administrative Officer 1 (32 hr. wk)	Salaried	\$36.23			\$60,287	\$5,024	\$2,318.72
District Administrative Officer 2 (32 hr. wk)	Salaried	\$38.04	5.00%		\$63,299	\$5,275	\$2,434.56
District Administrative Officer 3 (32 hr. wk)	Salaried	\$39.94	5.00%		\$66,460	\$5,538	\$2,556.16
Seasonal/Limited Term FAE	Hourly	\$ 24.25	Step 3				
Seasonal/Limited Term Firefighter	Hourly	\$ 20.95	Step 3				
Strike Team/Task Force Assigned*	hourly	\$ 29.98	2025 CFAA/ABH Rate				
Emergency Hire Strike Team/Task Force**	Hourly	\$ 44.97	includes 1.5 OT rate portal to portal (CFAA Rate)				
*/**All Positions below the rank of Fire Chief							
*/**F-42 or FC-33 Reimbursable	CFAA = California Fire Assistance Agreement - ABH = Assistance By Hire						