



**Sonoma County Fire District Board of Directors
Staff Report**

Date: August 18, 2020

Topic: Station 8 Roof Repair Contract

Recommendation:

Authorize the use of a Master Intergovernmental Cooperative Purchasing Agreement with Garland Design and Build Solutions Inc. for the Station 8 Roof Replacement Project per the Garland DBS, Inc Roofing Materials and Services Proposal (Attachment A). Costs not to exceed \$190,000.

Authorize Chief Heine to execute any additional change orders or approve any project related expenses (such as permits) up to a maximum project budget of \$190,000.

Financial Impact:

The Station #8 roof project, in the amount of \$80,000, was included in the Preliminary 2019-2020 Fiscal Year Budget, adopted by the Board on June 18, 2019. Savings from the Station 1 roof project in the amount of \$50,000 could be reallocated to the Station 8 Roof project. The additional funding required is \$60,000. The additional funding is being requested in the 2020-2021 Fiscal Year Final Budget being considered by your Board on August 25, 2020.

Background:

The original plan and budget was for replacing the apparatus bay roof at Station 8. During the inspection it was noted that in addition to the need to replace the apparatus roof, the flat roof over the crew quarters was not WUI compliant and did not meet code requirements. It is staff's recommendation that both roofs be replaced to bring the station compliant with existing codes and to ensure that we have a safe and efficient roof system.

Staff recommends that the Board utilize a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) facilitated by U.S. Communities Governmental Purchasing Alliance (USCGPA) to contract for the SCFD Station #8 (6161 Bennett Valley Road, Santa Rosa) roof repair project. Through this organization competitive solicitation and selection processes were performed, resulting in a Master Agreement that can be utilized by other governmental agencies. Garland Design and Build Solutions Inc. was awarded a master agreement for Roofing Supplies and Services, Waterproofing and Related Projects and Services. To utilize the MICPA through the USCGPA, the District simply needs to join the Alliance.



Sonoma County Fire District Board of Directors Staff Report

Our District utilized this contract for the roof replacement on Station 1 in the 2019-2020 fiscal year. A main advantage to utilizing this agreement for our project is the reduced time related to the bid solicitation process which is critical given the desire to complete the roofing project before any winter storms. Additionally, this agreement provides transparent pricing for the roofing products and services.

Staff met with Garland DBS representative Vince Harper, Program Manager to identify the current Station 8 roofing issues and problem areas. Vince Harper then developed a Roof Asset Management Program Report dated May 19, 2020 (Attachment B) which identified the required scope of work for the roof replacement and provided options.

The Garland Company, Inc.

Roof Asset Management Program



5/25/2020 - Sonoma County Fire District - Station 8 - Report Amended

Prepared By

Vince Harper

Prepared For

Captain Rob Bisordi

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Facility Summary

Client: Sonoma County Fire District

Facility: Bennett Valley - Station 8



Facility Data

Address 1	6161 Bennett Valley Rd
City	Santa Rosa
State	California
ZIP	95404
Type of Facility	County
Square Footage	6,000

Asset Information

Name	Date Installed	Square Footage	Roof Access
Engine Bay		4,000	Ladder Needed
Quarters/Kitchen	2018	2,800	Ladder Needed

NO LOCATION DATA / CONDITIONS FOUND

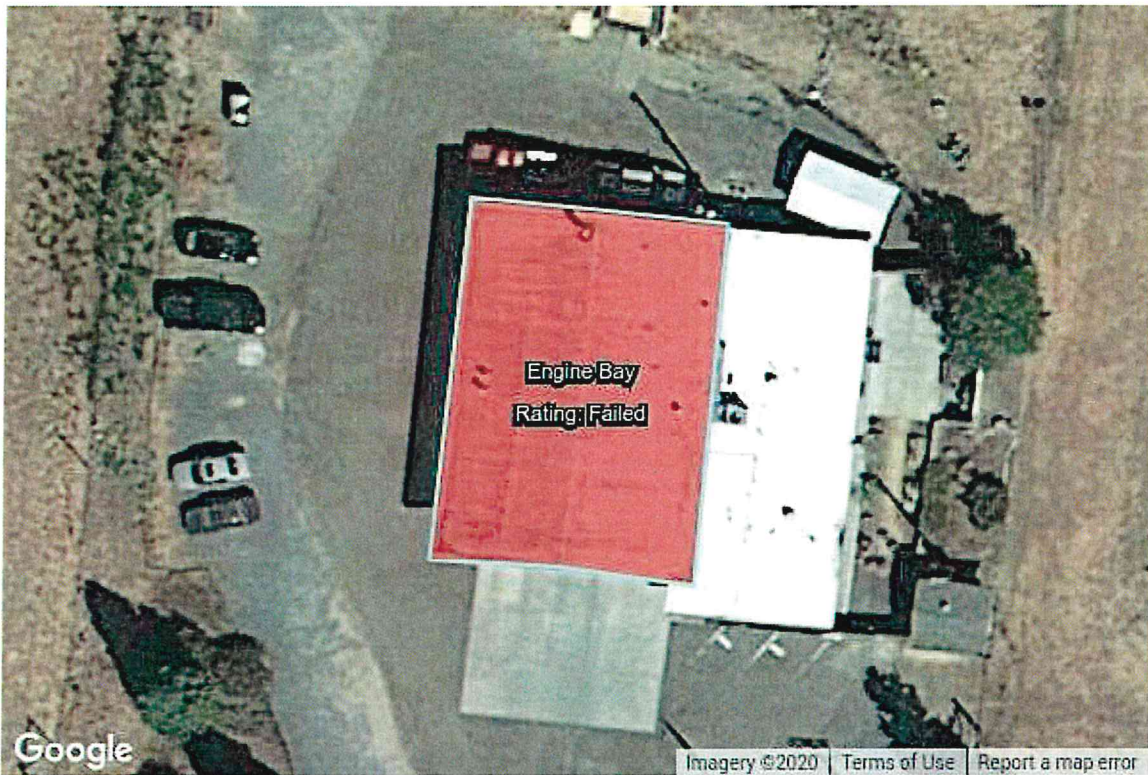


Construction Details

Client: Sonoma County Fire District

Facility: Bennett Valley - Station 8

Roof Section: Engine Bay



Information

Year Installed	-	Square Footage	4,000
Slope Dimension	2:12	Eave Height	18
Roof Access	Ladder Needed	System Type	PUF

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Deck	Tongue and Groove	Nailed	-	-
1	System	Built Up Roof (BUR)	Hot asphalt	-	-
1	Cover Board	Wood Fiber	Nailed	-	-
1	Membrane	Sprayed in place polyurethane foam (PUF)	Adhesive	-	2"

Details

Perimeter Detail	Gravel Stop, Drip Edge
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Drain System	Internal Roof Drains
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Inventory

Inventory Type	Quantity
Soil Stack	3
Passive Vent	3
Equipment Rail	4



Roof Section Photo



Inspection Report

Client: Sonoma County Fire District

Facility: Bennett Valley - Station 8

Report Date: 02/25/2020

Roof Section: Engine Bay

Inspection Information

Inspection Date	02/25/2020	Core Data	No
Inspection Type	Visual Inspection	Leakage	Yes
Deck Conditions	Failed		

Flashing Conditions

Perimeter	Failed	Wall	Good
Projections	Failed	Counterflashing	N/A

Miscellaneous Details

Reglets	N/A	Debris	No
Control Expansion Joints	N/A	Ponding Water	Moderate
Parapet Wall	N/A	Coping Joints	N/A

Overall

Rating	Failed		
Condition	<p>The roofing system(s) at Station 8 in Bennett Valley has failed.</p> <p>The original roof is estimated to be an Asphalt Built-Up Roof that was surfaced with gravel. The roof surface was cleared to the membrane then coated with Spray Polyurethane Foam (SPF/ PUF).</p> <p>The building currently has a design flaw at the perimeter, a gravel stop edge keeps water on the roof and there are no water diverters between the drains to move the water off the roof, causing roof deterioration and structure rot.</p> <p>The roof needs to be removed, the perimeter damage repaired, internal drains deleted, gutters installed with a new roofing system that is fire rated for the high fire zone it is in.</p>		



Photo 1

The circle shows the drain location, the arrow is pointing to the valley that is caused by the cant strip and perimeter gravel stop edge. It is highly recommended to abandon this concept and utilize perimeter gutters to allow positive drainage and water control.

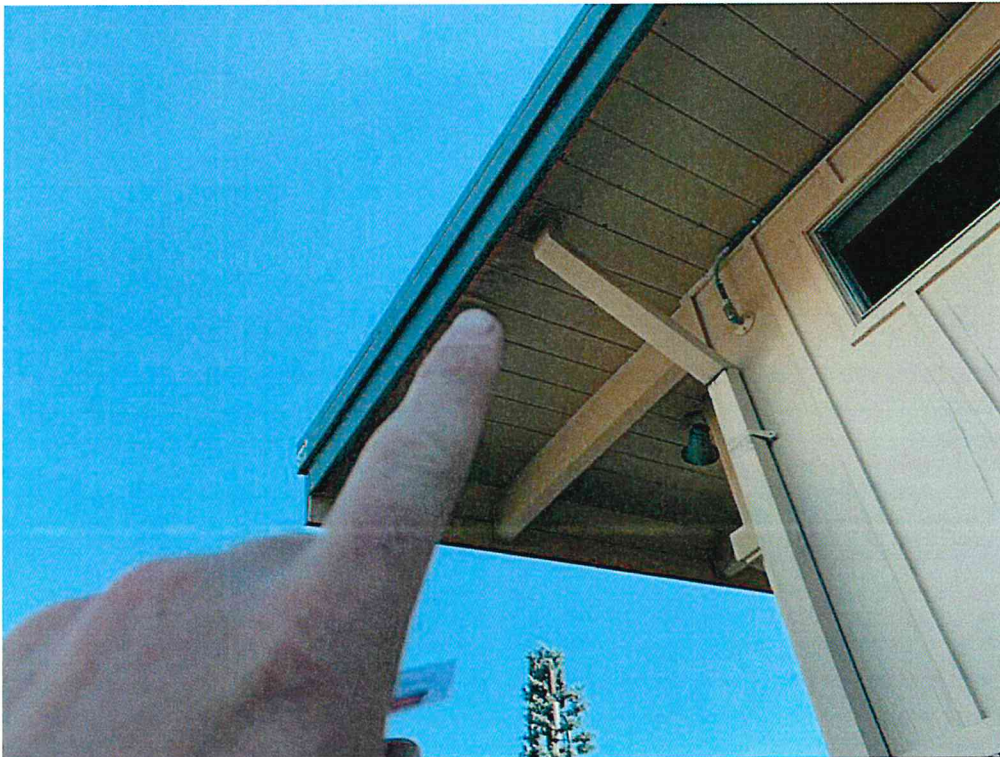


Photo 2

The internal drains were installed incorrectly and have failed. can see the damage to the decking.

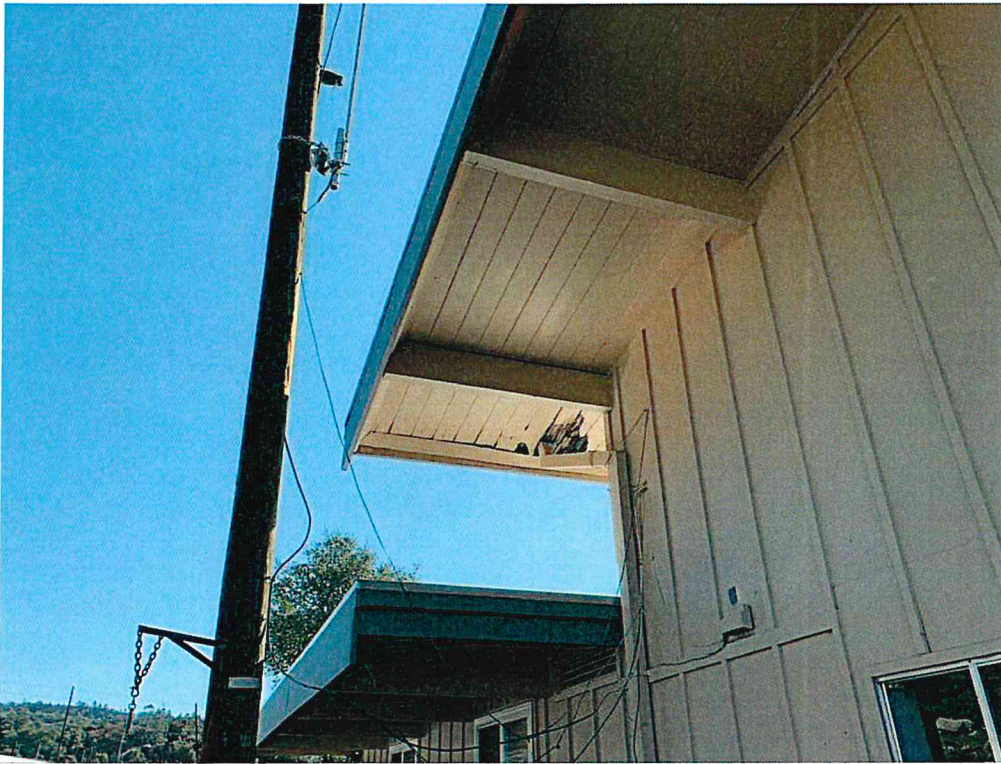


Photo 3

severe rot needs replaced in-kind at re-roof.

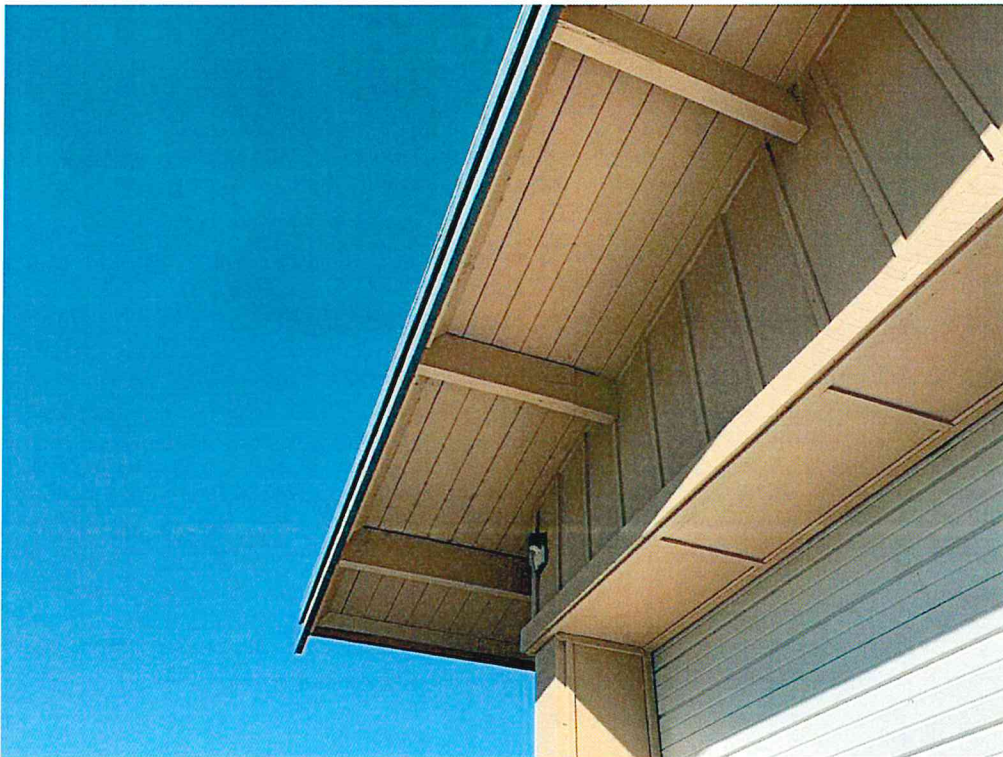


Photo 4

Not all corners have this condition.



Photo 5



Photo 6

More failed perimeters.

Incorrect flashing boots used at stub-ups, these are for asphalt shingle roofs, not BUR's



Photo 7

Incorrect flashing boots used at stub-ups, these are for asphalt shingle roofs, not BUR's



Solution Options

Client: Sonoma County Fire District

Facility: Bennett Valley - Station 8

Roof Section: Engine Bay

Retrofit Options

Solution Option:	Retrofit	Action Year:	2020
Square Footage:	4,000	Expected Life (Years):	30
Budget Range:	\$106,000.00 - \$112,000.00		

R-MER LOC SNAP LOCK SEAM ROOF:

Garland inspections 3-days per week.

R-Mer Loc is an architectural/structural standing seam roof system available in several attractive colors. The watertight seam combined with the strength of R-Mer Loc's 18 gauge one-piece clip, makes this an ideal choice whenever considering re-roof applications, mansards and/or new construction.

This system would include the following:

- Custom Engineering and all calculations required, including wind uplift, fastener holding, and Type A Fire Rating.
- Remove the existing metal roof system and dispose of an authorized recycling facility.
- Inspect for rot damage and replace it at a price per sq./ft. and/or ln./ft. per the bid forms, upon approval.
- Install 1/2" Densdeck over the specified insulation system.
- Install one layer of R-Mer Seal Underlayment across the field and flashings.
- Install 22 ga Kynar Coated R-Mer Loc according to engineered design parameters.
- Install a new wall panel system to match the new roof system.
- Touch up any scratches in the coating with the manufacturer's supplied touch up paint.
- Remove all old caulking at skylights, and install Tuff-Stuff MS sealant. Remove all fasteners and replace them with a new fastener with a rubber grommet.
- Issue Manufacturer's 30-year warranty, including coverage for all trim, flashing, and penetrations associated with the standing seam roof area.

Garland will provide assistance with all aspects if needed, assessment, budget, specifications, pre-bid, preconstruction, minimum 3 days a week inspection during the installation of roofing system, photo analysis and weekly progress reports, final inspection and year inspections.

Replace Options

Solution Option:	Replace	Action Year:	2020
Square Footage:	4,000	Expected Life (Years):	30
Budget Range:	\$108,000.00 - \$115,000.00		

STRESSPLY PLUS WITH STRESSBASE 80 SHEET - New 30-year Roof with New Gutters

Please note the above cost is a budget number, not a firm price. A bid process would determine a firm price. This replacement includes the following and is performed by a contractor:

This system incorporates the best performance qualities of both the single-ply rubber roof system and the multi-layer inorganic built-up roof system. The modified system uses intermittent layers of Type III Hot asphalt adhesives along with a super thick and strong rubber modified/fiberglass reinforced bitumen base and cap sheet. This modified membrane dramatically improves the performance and life expectancy of the roof system.

Advantages:

Multiple layer construction

Longer warranty and life expectancy as compared to single ply and 4 ply roof systems

Highest tensile and tear strengths which helps the roof system to resist splitting and tearing

The thicker membrane provides greater resistance to weather and roof traffic

The modified membrane has self-healing qualities due to the manufacturing process and the low softening point of the SBS modifiers

The system has better low-temperature flexibility, which helps it to withstand deck, building, traffic, and impact during below-freezing temperatures (passed at -37 C)

Modified membranes have excellent slow aging characteristics

Modified systems are very applicator friendly since the membranes are factory manufactured with far more quality control and have been engineered to overcome certain application deficiencies

This system provides the end-user with the least amount of post-installation problems and

The lowest overall life cycle and maintenance costs

This system will include the following:

Scope:

1. Remove and properly dispose of all existing roofing material to the deck.
2. Inspect and repair the decking in-kind, upon approval.
3. Properly clean and prime the deck as required.
4. Attach the base sheet per engineering calculations.
5. Install a 1/2" Primed Wood fiberboard in adhesive.
6. Install one layer of Stressbase 80 in Hot Asphalt Membrane Adhesive.
7. Install one layer of StressPly Plus FR mineral in Hot Asphalt Adhesive.
8. Apply area with One coat of Pyramic Base coat at 1.5 gals per/sq.
9. Apply area with One coat of Pyramic Plus Tile 24 coat at 1.5 goals per/sq.
10. Install 22 ga. R-Mer edge Gutter System.
11. Clean up the project site daily.
12. Provide Customer with Garland 30-year NDL warranty.

The Stressply 2 ply membrane system is a superior Garland product modified with SBS polymers providing this roof

with unparalleled tensile strength and low-temperature flex. The Stressply system also comes with a 30-year non-prorated warranty issued by Garland.

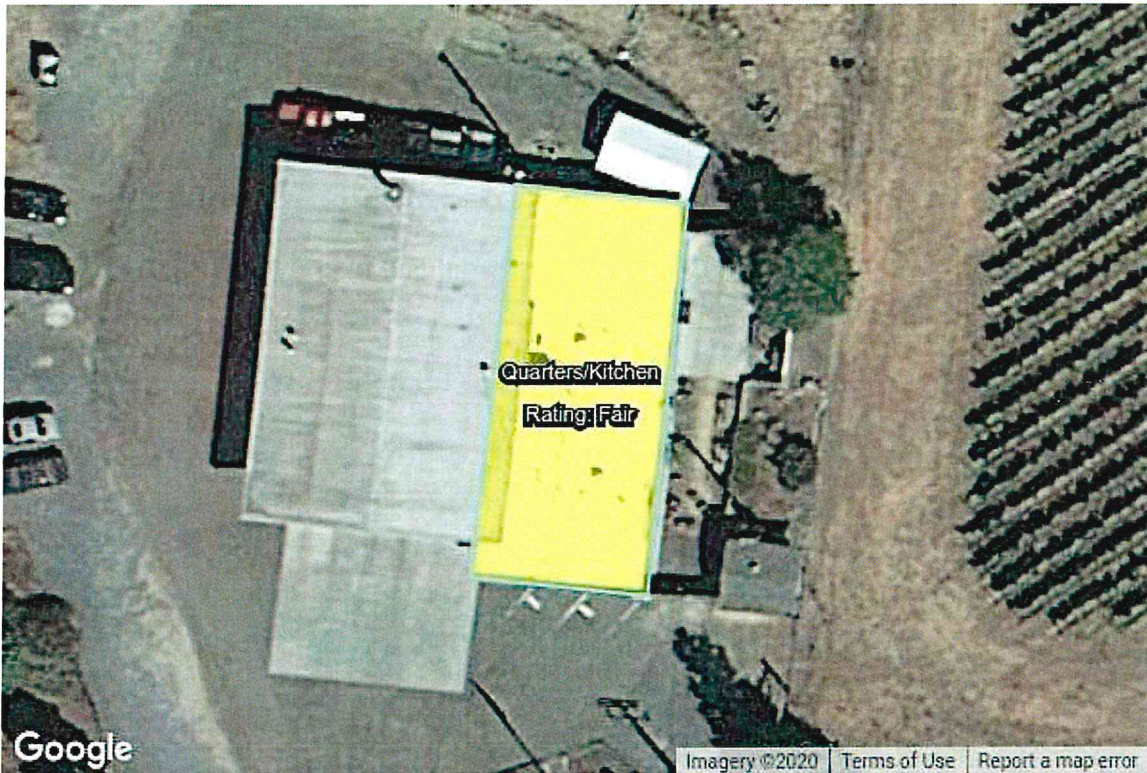


Construction Details

Client: Sonoma County Fire District

Facility: Bennett Valley - Station 8

Roof Section: Quarters/Kitchen



Information

Year Installed	2018	Square Footage	2,800
Slope Dimension	.25:12	Eave Height	12
Roof Access	Ladder Needed	System Type	TPO

Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Deck	Tongue and Groove	Nailed	-	-
1	Membrane	BUR - 2 ply	Hot asphalt	-	-
1	Cover Board	1/2" Gypsum	Nailed	-	-
1	System	TPO	Mechanically attached	-	-



Inspection Report

Client: Sonoma County Fire District

Facility: Bennett Valley - Station 8

Report Date: 05/19/2020

Roof Section: Quarters/Kitchen

Inspection Information

Inspection Date	05/19/2020	Core Data	Yes
Inspection Type	Core Analysis	Leakage	No
Deck Conditions	Unknown		

Flashing Conditions

Perimeter	Poor	Wall	Fair
Projections	Failed	Counterflashing	Failed

Miscellaneous Details

Reglets	Good	Debris	No
Control Expansion Joints	N/A	Ponding Water	Moderate
Parapet Wall	Fair	Coping Joints	N/A

Perimeter

Rating	Poor
Condition	Ponding water at the perimeter

Field

Rating	Good
Condition	

Penetrations

Rating	Poor
Condition	Improper Flashing Installation

Drainage	
Rating	Failed
Condition	Water is not draining off of the roof

Overall	
Rating	Fair
Condition	<p>UPDATE: 5-22-2020 - Further Core Tests taken at the job walk to confirm that the roof did not have a Class A. Tests show that a Class A coverboard was present. At the test sample location for the Asbestos test, the coverboard must have been taken or not replaced at the time of the test. I checked this location after the fact. I wanted to make sure it was required before proceeding and had the correct material with me to patch the roof, so further testing was performed.</p> <p>The roof has a Single Ply Overlay that only looks to be a couple of years old. Single-ply roofing is a very low-quality roof system, designed for buildings that need a low cost, short term(10-15 years) most commonly found on buildings with shorter-term ownership lengths.</p>



Photo 1

The black material is the location of the Asbestos Test. I performed more core testing next to this location to confirm. Found that there WAS a Class A coverboard in place.



Photo 2

All locations patched with a compatible material to the single ply.



Photo 3

The core cut location where the asbestos sample was taken was still not cured upon inspection.

The core clearly shows that the cant strip used to transition on the roofs overhang is Wood Fiberboard.

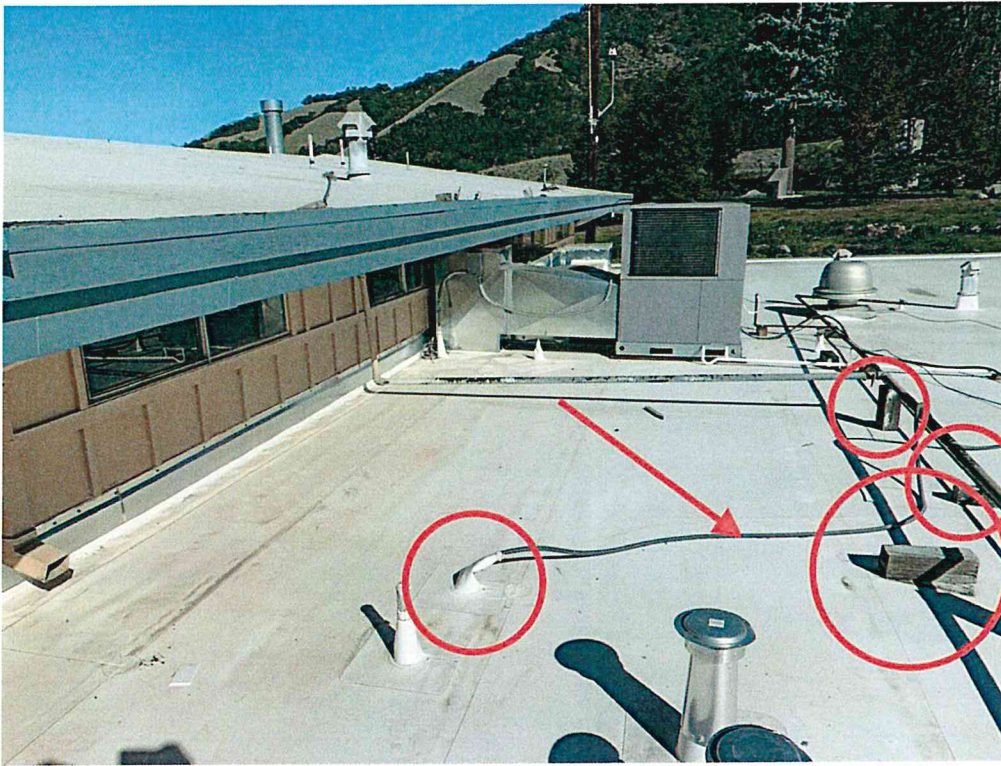


Photo 4

1. Gas Pipe not supported and strapped in with proper supports(Rubber block - Dura-block) and fastened. The Building code calls for a fixed equipment support 20' O.C. and floating blocks 7' O.C.
2. The electrical line is flex line throughout. Code calls for a 12" rigid riser, then to flex line. Flashing is incorrect and not a long term solution.
3. Several wire runs not in conduits, maybe CAT-5(Telecom) Wire.

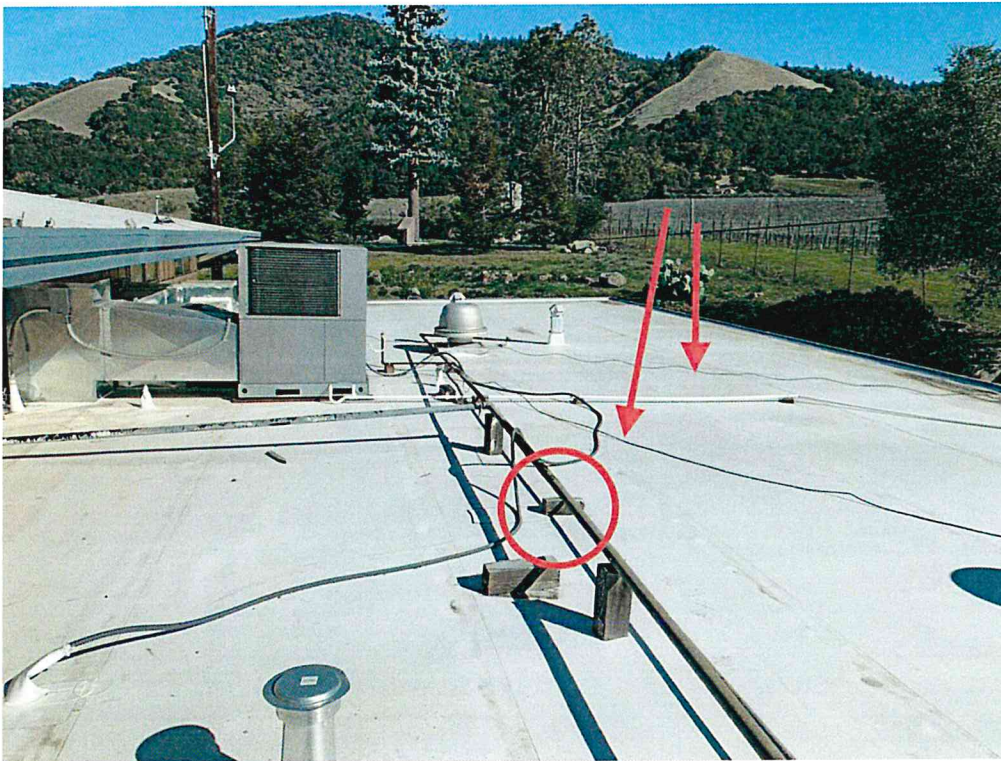


Photo 5



Photo 6

Can see how bad the water ponds due to poor install of re-roof.. Consider removing internal drains and adding a perimeter gutter on the outside. At re-roof, I will ensure positive drainage to the drains with appropriate installation.

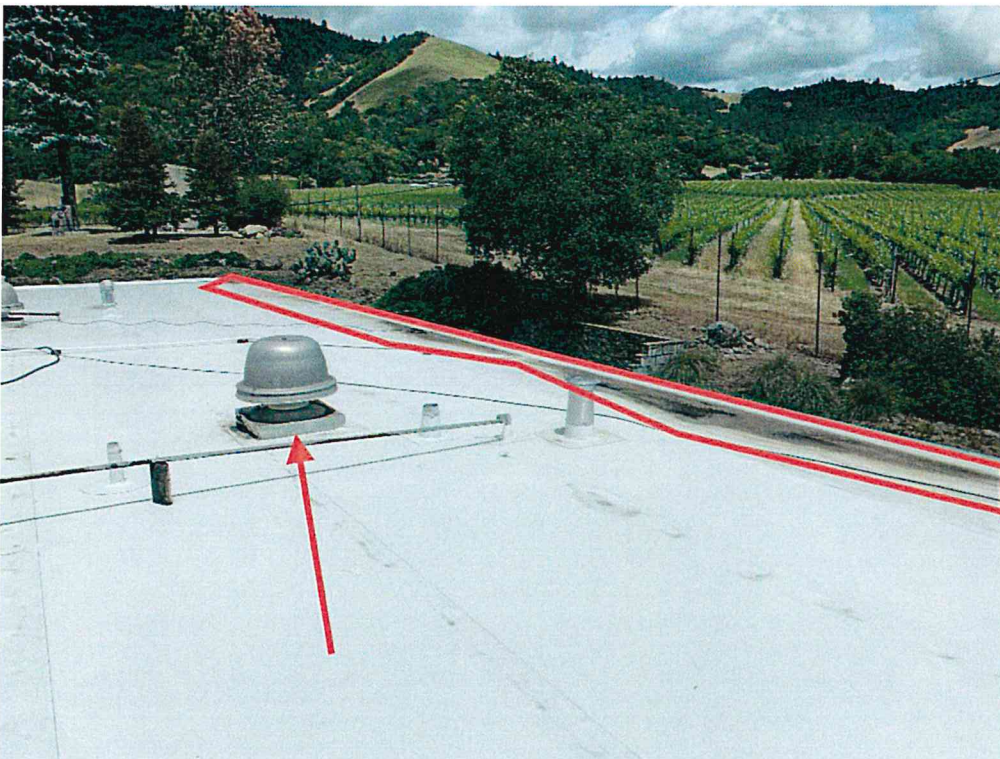


Photo 7

Ponding Water.

All flashings need to be on a minimum of 8" high curb per NRCA & Building code. All units on the roof need to be installed correctly.

Sonoma County Fire District

EMS Transport

Billing Hardship Policy

PURPOSE:

To establish a policy that allows the modifying of ambulance transport fees based on current year Department of Health and Human Service Poverty guidelines.

SCOPE:

As authorized by Health and Safety Code sections 13917 and 13919, this policy pertains to all residents transported by the Sonoma County Fire District. Resident is defined as any person living within or taxpayers of the Sonoma County Fire District boundaries (refer to Exhibit A).

Transported individual must **not** have been injured while involved in the commission of criminal activity.

Each resident, as defined above, may request one (1) hardship modification per consecutive twelve (12) month period.

PREFACE:

The charges for EMS transport billing may be modified, based upon financial hardship, as determined by the Sonoma County Fire District. These procedures will ensure a just and fair evaluation of a hardship waiver request and will establish an audit trail for future use.

PROCEDURES:

- 1) *No one will EVER be denied necessary medical transport service due to either their inability to pay or a lack of insurance.*
- 2) Every effort will be made to collect from insurance for payment; after insurance makes payment, the District will attempt to collect remaining balance from patient.
- 3) Sonoma County Fire District will address cases of financial hardship on an individual basis.
- 4) Patients who are unable to pay their co-pays, deductibles, or who are uninsured, unemployed, homeless, or for other reasons unable to make payments may request a financial hardship review of their transport charge. Patients, or their designee, shall complete the "Request for Transport Fee Hardship Fee Modification Form" The form may be requested from Wittman Enterprises, LLC by calling (800) 772-6552 or by mail to Wittman Enterprises, LLC 11093 Sun Center Drive, Rancho Cordova, CA 95670.
- 5) This fee modification application will be forwarded to the client's appointed administrator or designee for review and decision. The Board of Directors (or their appointed designee) for the Sonoma County Fire District will make a final decision that will be noted on the form. The Board of Directors (or their appointed designee) may waive all charges, reduce the charges, establish a payment plan or deny the request. All final resolutions will be noted on the form.
- 6) If approved for modification a copy of all documentation will be made and it will be held in the fire department files for a period of five years. The original form will be transmitted to the billing company authorizing the elimination of the patient's charges. The Fire District will notify the patient in writing as to the final disposition of the Hardship Waiver.
- 7) The Sonoma County Fire District will consider **138%** of the current HHS Poverty Guidelines as a guideline in granting a hardship waiver.

**SONOMA COUNTY FIRE DISTRICT EMS
TRANSPORT BILLING HARDSHIP APPLICATION**

(Note: A hardship application must be submitted for each EMS Transport Fee Adjustment Request)

Applicant Name: _____

SNN: _____

Applicant Address: _____

Contact Number: _____

Date of EMS Transport: _____

Service Requesting:

- My ambulance fee be waived
- My ambulance fee be reduced
- Establishment of a payment plan that better suits my ability to pay

Monthly Household Gross Income: _____ Number of dependents living in household: _____

In order for your application to be considered for approval, one or more of the below documents must be submitted with your application:

- W-2 withholding statements or unemployment check stubs for past 90 days
- Paycheck stubs for the past 90 days for all persons employed in the home
- Income tax return (most recent signed)
- Any other information you wish to provide that will help in our decision-making process

Responsible Party (if different from applicant):

Name: _____ Relationship: _____

Address (if different from above applicant): _____

Contact Number: _____

In your own words explain why you are requesting a Hardship Waiver:

I do hereby request that I, as either the applicant, or the party who is financially responsible for the applicant, be considered for a reduction in the payment responsibilities as they relate to this EMS transport service fee. **By signing this form, I certify that I am uninsured and currently have no insurance which can be billed for this charge. I declare that all of the information contained here within this document, along with all attachments, is true and accurate. Furthermore, I understand that I will be held liable for any false statements and/or information provided, pertaining to this waiver request.** I hereby agree to notify the Sonoma County Fire District of any change to the financial status of the applicant, or responsible party, which may affect their ability to pay the EMS Transport Fee.

Signature: _____ Date: _____

Print Name: _____

For questions regarding the hardship waiver process, please contact Heidi Flowers at (707) 892-2440 or via e-mail at hflowers@sonomacountyfd.org

Applications with all attachments can be mailed to:
Wittman Enterprises, LLC
11093 Sun Center Drive
Rancho Cordova, CA 95670

Administrative Use Only

Incident #: _____ Invoice Number: _____

Date of transport: _____

Date request received: _____

Claim: (circle) Approved Denied

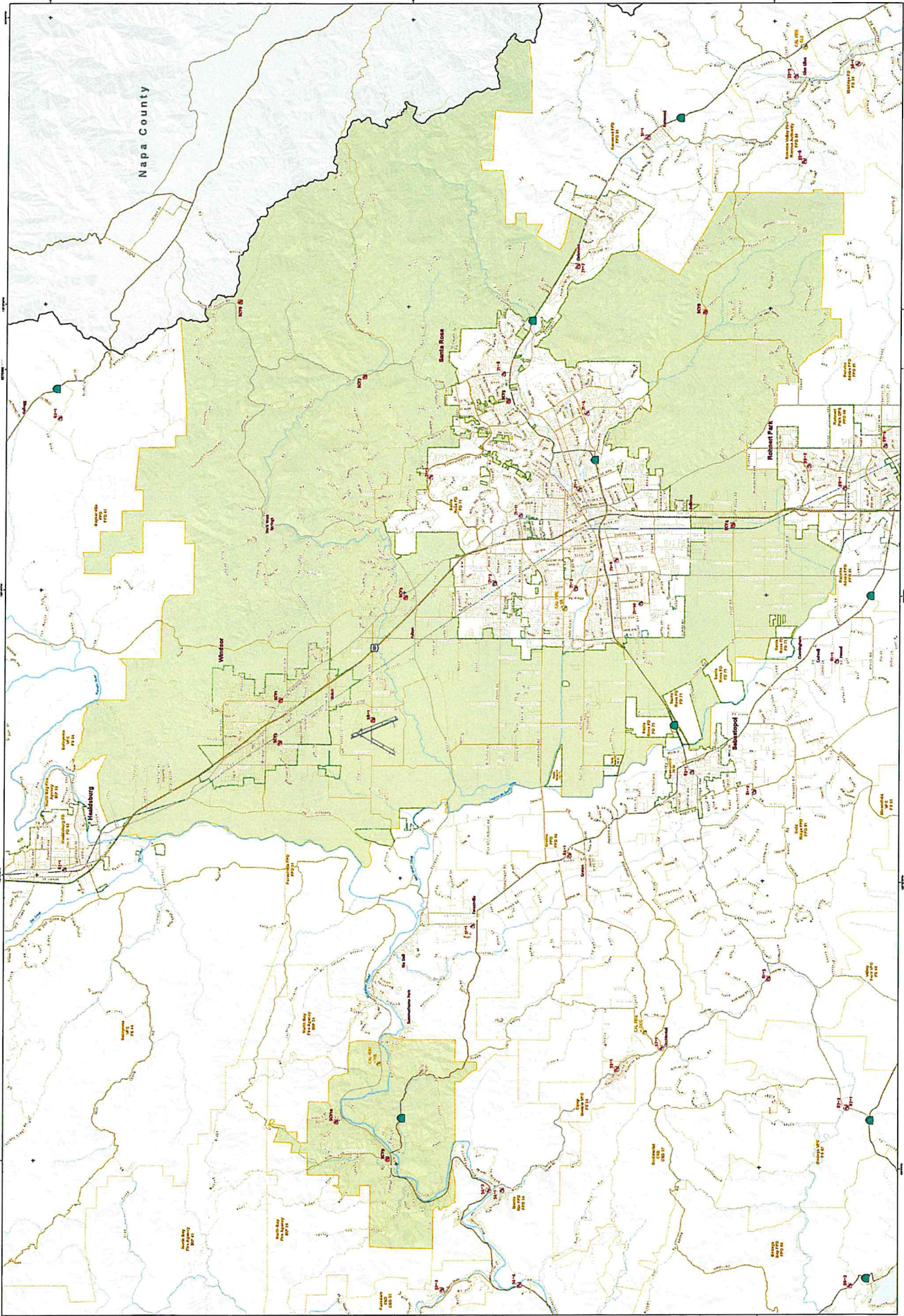
Reason: _____

Date Billing Company Notified: _____

Fire Chief Approval Signature: _____

Finance Director Approval Signature: _____

C O U N T Y O F S O N O M A



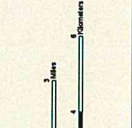
Map Data: Prepared by the County of Sonoma, Planning & Community Development Department, June 2020. All rights reserved. This map is a draft and is not intended for use in any legal proceeding. The County of Sonoma is not responsible for any errors or omissions on this map. The County of Sonoma is not responsible for any damages, including consequential damages, arising from the use of this map. The County of Sonoma is not responsible for any damages, including consequential damages, arising from the use of this map.

Map Legend:

- Fire Station
- City Boundary
- Fire District Boundary
- County Boundary



Scale: 1 inch = 2.5 miles



Legend:

- Fire Station
- City Boundary
- Fire District Boundary
- County Boundary

Scale: 1 inch = 2.5 miles



Legend:

- Fire Station
- City Boundary
- Fire District Boundary
- County Boundary

Scale: 1 inch = 2.5 miles

DRAFT

Sonoma County Fire District
July 2020

Map Prepared by: County of Sonoma, Planning & Community Development Department
 Date: July 2020
 Contact: [Phone Number]
 Email: [Email Address]

Program Eligibility by Federal Poverty Level for 2020

Medi-Cal and Covered California have various programs with overlapping income limits.

Household Size	SEE NOTE BELOW FOR INCOMES IN THIS RANGE											
	0%	100%	138%	150%	200%	213%	250%	266%	300%	322%	400%	600%
1	\$0	\$12,490	\$17,609	\$18,735	\$24,980	\$27,179	\$31,225	\$33,942	\$37,470	\$41,088	\$49,960	\$74,940
2	\$0	\$16,910	\$23,792	\$25,365	\$33,820	\$36,722	\$42,275	\$45,859	\$50,730	\$55,513	\$67,640	\$101,460
3	\$0	\$21,330	\$29,974	\$31,995	\$42,660	\$46,264	\$53,325	\$57,776	\$63,990	\$69,939	\$85,320	\$127,980
4	\$0	\$25,750	\$36,156	\$38,625	\$51,500	\$55,806	\$64,375	\$69,692	\$77,250	\$84,364	\$103,000	\$154,500
5	\$0	\$30,170	\$42,339	\$45,255	\$60,340	\$65,349	\$75,425	\$81,609	\$90,510	\$98,790	\$120,680	\$181,020
6	\$0	\$34,590	\$48,521	\$51,885	\$69,180	\$74,891	\$86,475	\$93,526	\$103,770	\$113,216	\$138,360	\$207,540
7	\$0	\$39,010	\$54,704	\$58,515	\$78,020	\$84,434	\$97,525	\$105,443	\$117,030	\$127,641	\$156,040	\$234,060
8	\$0	\$43,430	\$60,886	\$65,145	\$86,860	\$93,976	\$108,575	\$117,360	\$130,290	\$142,067	\$173,720	\$260,580
add'l, add	\$0	\$4,420	\$6,183	\$6,630	\$8,840	\$9,543	\$11,050	\$11,916	\$13,260	\$14,426	\$17,680	\$26,520

Note: Most consumers up to 138% FPL will be eligible for Medi-Cal. If ineligible for Medi-Cal, consumers may qualify for a Covered California health plan with financial help including: federal tax credit, California state subsidy, Enhanced Silver plans and AIAN plans.

Sonoma County Fire District Emergency Medical Services Billing, Collection and Write-off Policy

PURPOSE:

To establish a policy for the provision, reimbursement, and write-offs of uncollectable accounts of emergency medical services provided by the Sonoma County Fire District.

SCOPE:

This policy covers all emergency medical service billing provided by the Sonoma County Fire District, whether directly or through a third part agency/collector.

PROCEDURES:

The Sonoma County Fire District recognizes the need to bill for these services to aid in the provision of EMS. Therefore, the Sonoma County Fire District shall bill for all EMS services provided.

No person requiring emergency medical services and/or transportation shall be denied services due to a lack of insurance or ability to pay levied charges.

Any applicable charges for EMS rendered shall be billed directly to the patient or the patient's third-party payer.

Sonoma County Fire District may, either directly or through any third-party billing agency, at its option, and shall, where required by law, bill insurers or carriers on a patient's behalf and may accept payment on an assignment basis.

All patients and/or their financially responsible parties, insurers, or carriers, will be billed for emergency medical services provided by the Sonoma County Fire District based upon usual and customary fees for these services:

1. All patients shall be liable for any co-payment, deductibles and patient responsibility amounts not satisfied by public or private insurance, and the Sonoma County Fire District shall balance bill and make reasonable collection efforts for all such balances. The Sonoma County Fire District may, either directly or through any third-party billing agency bill any applicable coinsurance carries for such amounts.
2. Exceptions include only those instances where the Sonoma County Fire District or its agent has determined that the cost of billing and collecting such co-payments, deductibles and patient responsibility amounts exceeds or is disproportionate to the amounts to be collected as determined by the Sonoma County Fire District's Emergency Medical Services Billing, Collection and Write-off Policy.

Sonoma County Fire District may, either directly or through any third-party billing agency with which it has contracted for billing and/or collections for emergency medical services, make arrangements with patients and/or their financially responsible party for installment payments of bills so long as the third-party billing agency determines that:

1. The financial condition of the patient requires such an arrangement; and
2. The patient and/or financially responsible party has demonstrated a willingness to make good faith efforts towards payment of the bill.

Sonoma County Fire District shall not balance bill when prohibited by law. As authorized by Health and Safety Code sections 13917 and 13919, the Sonoma County Fire District shall not balance bill patients who

pay a Sonoma County Fire District special tax or employees of the Sonoma County Fire District.

Providers must accept the Medicare allowed charge as payment in full and may not bill or collect from the beneficiary any amount other than the unmet Part B deductible and Part B coinsurance amounts for patients covered by Medicaid, Sonoma County Fire District will accept payment from Medicaid as payment for services and will not pursue the patient for the remaining balance of the invoice.

Write Off of Uncollectible Accounts

Sonoma County Fire District may contract with a private, third-party billing agency, to provide medical billing services. From time to time, the contractor may need direction for writing off uncollected debt. This policy is intended to provide that direction.

Sonoma County Fire District authorizes the third-party billing agency to bulk write off amounts not contractually allowed by Medicare and Medicaid and provide reports to Sonoma County Fire District of such write-offs.

For all commercial insurance and private pay clients; all appropriate charges shall be applied uniformly without regard to ability to pay or probability of payment.

Any account that has aged more than 180 days without activity or payment history, shall be referred to Sonoma County Fire District for review. The third-party billing agency must include all account documentation that demonstrates timely and efficient billing practices including but not limited to:

1. Account notes
2. Proof of billing statements and date of mailing(s) or electronic contact
3. Summary of the amount billed, and any current amount received
4. Summary of outstanding balances
5. Evidence of payment plan if applicable

After 180 days without payment, following the third collection attempt and if a hardship request has not been requested, the third-party billing agency will transfer uncollected balances to a collection agency designated by Sonoma County Fire District for continued collection efforts.

Write Off of Aged Accounts

In May of each year, the Fire Chief, EMS BC and Finance Manager or their designees, will review all unpaid accounts over 180 days due and determine which if any should be recommended to the Sonoma County Fire District Board of Directors to write-off. In June of each year, all recommendations for write-off's shall be submitted to the Board of Directors for approval. The EMS BC, Finance Manager, or their designee, shall promptly notify the third-party billing agency of any bills that should be written-off.

Attachment:

Exhibit A – Billing & Collection Flow Chart

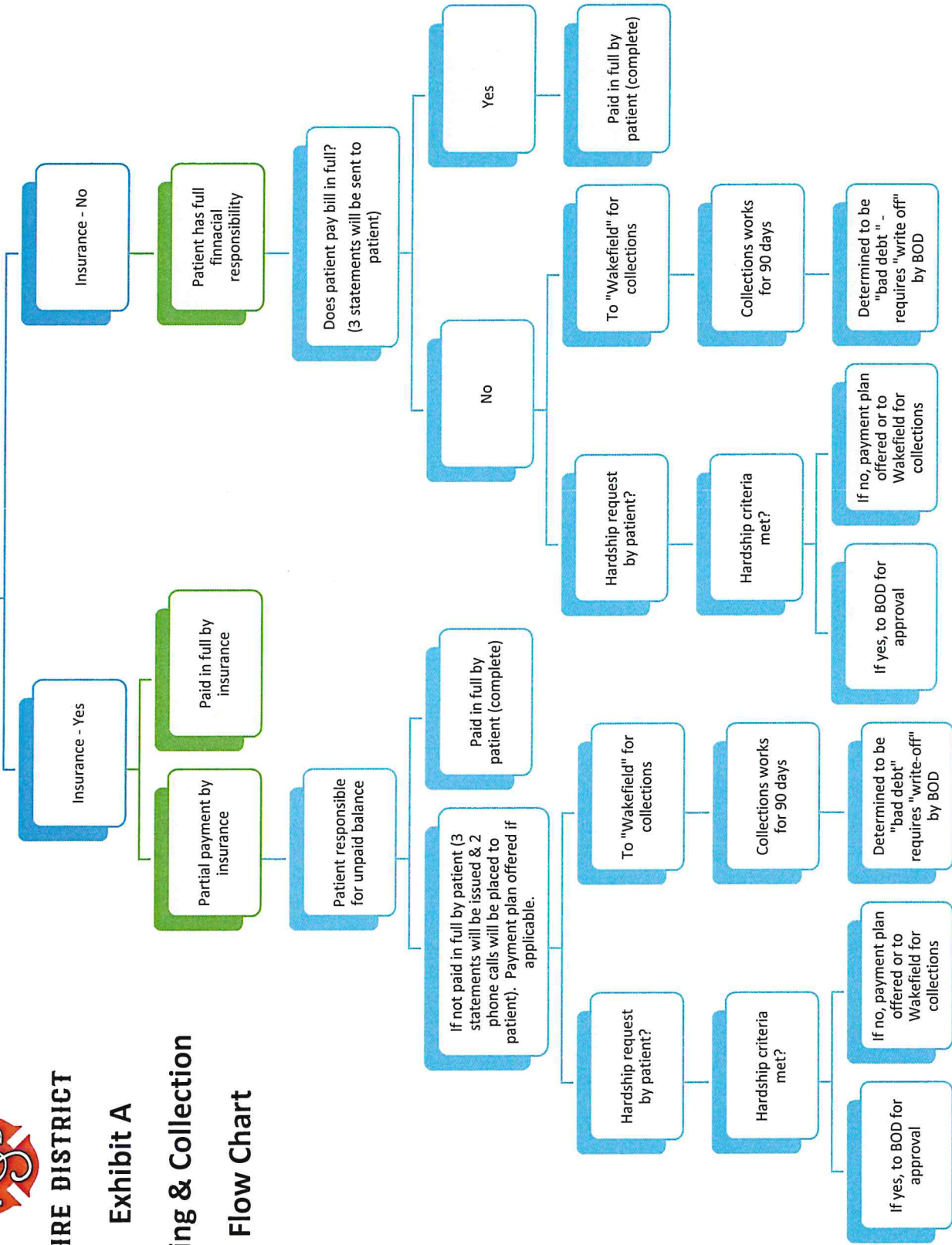


FIRE DISTRICT

Exhibit A

Billing & Collection

Flow Chart



**Sonoma County Fire District
Balance Sheet
As of July 31, 2020**

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08/11/20
Accrual Basis

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
105-Surmit- Checking	607,895.94
107-Surmit- Payroll	52,686.81
109-Surmit- ICS	9,120,478.82
CA Emp Retiree Benefit Trust	2,393,729.19
Total Checking/Savings	12,174,790.76
Total Current Assets	12,174,790.76
TOTAL ASSETS	12,174,790.76
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	2,393,729.19
Operating Transfer	5,771,871.75
Retained Earnings	5,593,074.80
Net Income	-1,583,884.98
Total Equity	12,174,790.76
TOTAL LIABILITIES & EQUITY	12,174,790.76

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08/11/20

Accrual Basis

Russian River Fire Protection District Summary Balance Sheet

As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	1,607,690.56
Total Current Assets	1,607,690.56
Fixed Assets	1,620,683.36
Other Assets	1,051,526.00
TOTAL ASSETS	4,279,899.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	210,539.96
Other Current Liabilities	
Total Current Liabilities	210,539.96
Long Term Liabilities	1,985,303.00
Total Liabilities	2,195,842.96
Equity	2,084,056.96
TOTAL LIABILITIES & EQUITY	4,279,899.92

Sonoma County Fire District

Profit & Loss Budget vs. Actual

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10 - Taxes				
1000 Property Taxes- CY Secured	0.00			
1001 CY Special Tax	0.00			
1014 AB 1290 RDA Pass-Through	0.00			
1017- Residual Prop Tax	0.00			
1020 Prop Taxes- CY Supp	0.00			
1040 Prop Taxes- CY Unsecure	0.00			
1060 Prop Taxes PY Secured	0.00			
1061 PY Special Tax	0.00			
1080 Supp Prop Tax PY	0.00			
1100 Prop Taxes PY Unsecured	0.00			
Total 10 - Taxes	<u>0.00</u>			
17- Use of Money/Property				
1700 Interest on Pooled Cash	0.00			
1800 Rents & Concessions	2,202.80			
Total 17- Use of Money/Property	<u>2,202.80</u>			
20- Intergovernmental Revenues				
2440 ST HOPTR	0.00			
Total 20- Intergovernmental Revenues	<u>0.00</u>			
30- Charges for Services				
3145 Plans & Specs	976.50			
3700 Copy/Transcribe Fee	10.00			
Total 30- Charges for Services	<u>986.50</u>			
40- Miscellaneous Revenue				
4040 Misc. Revenue	252.84			
4041 Graton Rancheria	188,326.38			
4103 Work Comp Reimbursement	10,394.84			
Total 40- Miscellaneous Revenue	<u>198,974.06</u>			
Total Income	<u>202,163.36</u>			

Sonoma County Fire District Profit & Loss Budget vs. Actual July 2020

Expense	Jul 20	Budget	\$ Over Budget	% of Budget
50 Salaries/Employ Benefits				
5907 AFF	7,400.00			
5910 Perm Position	638,914.64			
5911 Part Time	1,982.40			
5912 Overtime	149,153.96			
5913 On-Call Stipends	5,775.00			
5914 Overtime-ST	22,809.48			
5919 Overtime-COVID	3,463.25			
5923 PERS District Expense	139,166.01			
5924 Medi/FICA	5,482.50			
5930 Health Insurance	252,678.80			
5931 Disability Insurance	3,740.00			
5932 Dental Insurance	17,748.24			
5933 Life Insurance	2,107.41			
5934 Vision Insurance	1,444.16			
5935 Unemployment Insure	-1,780.86			
5940 Work Comp Premium	26,893.00			
5972 Medical Stipend	3,060.00			
Total 50 Salaries/Employ Benefits	1,280,037.99			
60 - Services/Supplies				
6015 Annexation Costs	5,649.10			
6021 Uniform Expense	350.00			
6022 Safety Clothing	3,269.49			
6040 Communications	80.66			
6060 Food	0.00			
6084 Janitorial Supplies	842.04			
6100-Insurance	74,171.00			
6140 Maintenance Equip. & Appar	25,180.98			
6180 Maintenance Buildings/Imp.	574.31			
6261 Medical Supplies	1,611.45			
6280 Memberships	525.00			
6400 Office Expense	109.84			
6410 Postage	0.00			
6457 Computer Charges	1,024.99			
6461 Supplies/Expenses	0.00			
6463 Resource Materials	4,293.65			
6500 Professional Services	50,282.07			
6501 Abatement Contractors	945.00			
6526 Dispatch Services	-3,246.00			
6587 LAFCO charges	29,338.00			
6610 Legal Services	5,628.00			
6633 Payroll Expense	1,007.90			
6634 Bank Service Charges	10.00			
6820 Rent/Leases Equipment	5,773.87			

Sonoma County Fire District Profit & Loss Budget vs. Actual July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
6880 Small Tools/Instruments	0.00			
6881 Safety Equipment	0.00			
7120 Training-in-Service	200.00			
7150- Employee Recognition	0.00			
7201 Gas/Oil	2,444.36			
7320 Utilities	5,285.78			
Total 60 - Services/Supplies	215,351.49			
75 - Long Term Debt				
7910 LT Debt Principal	29,087.93			
7930 Interest on LT Debt	8,597.99			
Total 75 - Long Term Debt	37,685.92			
85 - Capital Expenditures				
8510 Buildings/Equipment	143,729.20			
8560 Equipment	109,243.74			
Total 85 - Capital Expenditures	252,972.94			
Total Expense	1,786,048.34			
Net Ordinary Income	-1,583,884.98			
Net Income	-1,583,884.98	0.00	-1,583,884.98	100.0%

Russian River Fire Protection District Profit & Loss Budget vs. Actual July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Income				
10 · Taxes				
1000 · Property Taxes - CY Secured	0.00			
1001 · CY Direct Charges	0.00			
1014 · AB 1290 RDA Pass-Throughs	0.00			
1017 · Residual Prop Tax-RPTTF	0.00			
1020 · Property Taxes - CY Supp	0.00			
1040 · Property Taxes - CY Unsecured	0.00			
1060 · Prop Taxes-PY, Secured	0.00			
1061 · PY Direct Charges	0.00			
1080 · Supplemental Prop Taxes-PY	0.00			
1100 · Property Taxes - PY Unsecured	0.00			
Total 10 · Taxes	<u>0.00</u>			
17 · Use of Money/Property				
1700 · Interest on Pooled Cash	0.00			
Total 17 · Use of Money/Property	<u>0.00</u>			
20 · Intergovernmental Revenues				
2440 · ST-HOPTR	0.00			
Total 20 · Intergovernmental Revenues	<u>0.00</u>			
30 · Charges for Services				
3670 · Ambulance Billings	67,370.28			
Total 30 · Charges for Services	<u>67,370.28</u>			
40 · Miscellaneous Revenues				
4015 · Interest Earned	16.47			
Total 40 · Miscellaneous Revenues	<u>16.47</u>			
Total Income	<u>67,386.75</u>			
Gross Profit	<u>67,386.75</u>			
Expense				
50 · Salaries/Employment Benefits	91,398.57			
5910 · Perm Positions - LOC BDS	43,952.43			
5912 · Overtime-LOC BDS	27,135.29			
5923 · PERS-LOC BDS	1,950.22			
5924 · Medicare - LOC BDS	-274.56			
5930 · Health Insurance - LOC BDS				

Russian River Fire Protection District Profit & Loss Budget vs. Actual July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
5933 · Life Insurance	-49.00			
5934 · Visions Insurance - LOC BDS	-58.08			
Total 50 · Salaries/Employment Benefits	164,054.87			
60 · Services/Supplies				
6040 · Communications	0.00			
6140 · Maintenance Equipment	0.00			
6400 · Office Expense	0.00			
6457 · Computer Charges	1,200.00			
6500 · Professional/Special Services	4,913.96			
6634 · Bank Fees	85.00			
6666 · Ambulance Charges	0.00			
7051 · Refunds	0.00			
7201 · Gas/Oil	0.00			
7320 · Utilities	0.00			
Total 60 · Services/Supplies	6,198.96			
Total Expense	170,253.83			
Net Income	-102,867.08			