

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

**REGULAR MEETING OF THE
BOARD OF DIRECTORS
9:00 A.M. MAY 1, 2024**

**3121 WEST MARCH LANE, SUITE 100
STOCKTON, CA 95219**

AGENDA

1. Call to Order/Roll Call.
2. **Public Comment**. The public may comment on any matter within the District's jurisdiction that is not on the agenda.
3. **Minutes**. Approval of Minutes of April 3, 2024, meeting of the Board.
4. **District Bills**. Motion to approve of bills.
5. **Stockton Fire Department Report, Requests, and Comments**. Discussion and possible action on the following items:
 - a. Chief's Report.
6. **Unfinished Business**. Discussion and possible action on the following items:
 - a. District Bank Account.
 - b. Director Terms of Office and 2024 Election
 - c. CPR Classes within the District.
7. **New Business**. Discussion and possible action on the following items:
8. **Correspondence**. Discussion and direction.
9. **Director Reports**. Discussion and possible action.
10. **Future Agenda Items**. Items for future meetings.
11. **District Calendar**. Discussion and direction.
12. **Adjournment**.

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Materials related to an item on this Agenda submitted to the Directors after distribution of the agenda packet are available for public inspection in the office of the District Secretary at Neumiller & Beardslee, 3121 West March Lane, Suite 100, Stockton, California during regular business hours.

ITEM 3

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

**REGULAR MEETING OF THE
BOARD OF DIRECTORS
9:00 A.M. APRIL 3, 2024**

**3121 WEST MARCH LANE, SUITE 100
STOCKTON, CA 95219**

MEETING MINUTES

1. Call to Order/Roll Call.
 - a. The meeting was called to order at 9:02 a.m. President Matuska, Director Madrid, Director Galindo, Deputy Chief Brandon Doolan, and Secretary Tom Terpstra were present.
2. **Public Comment.** None.
3. **Minutes.**
 - a. Director Madrid moved, seconded by Director Galindo, moved to approve of the minutes of the March 6, 2024, meeting of the Board. The motion carried unanimously.
4. **Stockton Fire Department Report, Requests, and Comments.**
 - a. Chief's Report.
 - i. Deputy Chief Doolan presented a written and oral report. The written report is attached.
 - ii. Additionally, Deputy Chief Doolan shared that the Fire Department finished its internal audit, resulting in a true-up to the District that will show up on its next bill.
 - iii. Chief Edwards also expressed interest in the District's audit. Secretary Terpstra said that audit was in progress.
 - iv. President Matuska asked about weed prevention and how the abatement process works. Deputy Chief Doolan stated that in May the Department has the engine crews drive their respective districts, report on which areas have issues, then drive again to see which areas are not being managed, and then take the necessary abatement steps. President Matuska also asked about whether the City addresses weed issues while the weeds are green. Deputy Chief Doolan mentioned that he was almost positive that the City waits until they go brown before they abate them. Deputy Chief Doolan stated that it was a difficult issue because the City could abate weeds in April, only for May rains to re-grow whatever was chopped down. President Matuska still expressed concern about green weeds not being abated because abatement action sometimes takes too long to finish.
 - v. The directors and Deputy Chief Doolan also discussed the process by which abatement is accomplished within the District, specifically how problems are reported and remediated.
5. **Unfinished Business.**
 - a. Director Terms of Office and 2024 Election
 - a. Secretary Terpstra reported that he has reached out the Registrar of Voters regarding the issue of all three directors being up for reelection this November but has only been told that he would be called back.
 - b. Secretary Terpstra asked the directors for more information about who at the Registrar of Voters' office voiced their concerns about the election. President Matuska mentioned that he had had a discussion with someone in their office when he had visited the office a few months ago.

- c. Secretary Terpstra stated that he thought the law was clear and that no action would be needed from the District, nor could the Registrar of Voters do much to change the circumstances.
- d. President Matuska stated that he was going to check with the person with whom he had spoken at the County for more information.
- b. CPR Classes
 - a. President Matuska presented a written proposal to provide CPR training to residents of the District.
 - b. Director Madrid asked about whether a certification would be provided to persons who took the classes. President Matuska stated that he did not believe this was a medical-grade certification, but that there would be some form of certification granted to people who took the class.
 - c. President Matuska mentioned that the District has room in the budget to offer educational programs like this. Secretary Terpstra also mentioned that the District legally has the authority to offer educational programs to prepare for medical emergencies pursuant to Health and Safety Code Section 13875.
 - d. Director Galindo asked whether the classes would be offered on a first come first served basis. President Matuska said that should be how he envisioned it being done.
 - e. Director Madrid asked how many classes would be put on. President Matuska said it would depend upon the response from the community.
 - f. Director Madrid moved, seconded by Director Galindo to authorize President Matuska to take all necessary actions and expend up to \$5,000 of District funds to advertise, secure a classroom location, and retain instructors for a single CPR class for District residents. The motion carried unanimously.
- c. District Website Update
 - a. Secretary Terpstra reported that he contacted Streamline about the District's website's rank in the Google search listings. Streamline informed him that the website would climb the rankings as Google vetted the website to ensure it was legitimate. Part of that process entails continuously updating the website, and having new people visit it.
 - b. The directors discussed different ways of directing traffic to the website, including by hosting a signup sheet for the CPR course on the website and directing people to utilize it through its promotional postcard mailers.
 - c. The directors agreed that they did not want to pay any additional money to increase the District's ranking on Google searches.

6. **New Business.**

- a. Adopt Resolution No. 2024-03: Approving Opening a Bank Account and Identifying Authorized Signers
 - i. Director Madrid reported four different CD options for the Board's consideration: Wells Fargo (7 months, 4.64%), F&M Bank (6 months, 4.65%), BMO Bank (13 months, 4.76%), and BAC Bank (7 months, 4.41%).
 - ii. The directors agreed that BMO was the most favorable option to the District.
 - iii. President Matuska asked about the signature authority granted by the draft resolution. Secretary Terpstra mentioned that the resolution, as written, gave each director the authority to sign on behalf of the District, independent of each other. President Matuska and Director Madrid both mentioned that they would like for all 3 directors to have to sign documents to open the account and that two directors must sign in order to move funds out of the account. Secretary Terpstra stated that he could update the resolution accordingly.

- iv. Upon making the changes to the resolution and reading the amended portions aloud to the directors, Director Madrid moved, seconded by Director Galindo to approve the resolution, as amended to reflect the changes discussed above. The motion carried unanimously.

b. **SDRMA Coverage and Renewal**

- i. Secretary Terpstra reported that he responded to correspondence he received from the directors regarding overdue invoices for the District's insurance with SDRMA. He stated that he filled out renewal questionnaires and included the overdue invoice in the warrant sheet for the directors' approval at today's meeting. Secretary Terpstra also advised the directors that the District's policy covers only the fiscal year, so another invoice for the next fiscal year should be coming in the next few months.
- ii. President Matuska asked Secretary Terpstra whether this confusion arose because of the address not being changed with SDRMA and whether it needed to be corrected. Secretary Terpstra stated that he was unaware of these charges until he was alerted to them by the directors this month and that he had updated the District's address with SDRMA.

7. **District Bills.**

- a. Director Madrid moved, seconded by Director Galindo to approve the bills as presented. The motion carried unanimously.

8. **Correspondence.**

- a. Secretary Terpstra reported on correspondence received by the District this month, including:
 - i. A letter from SDRMA requesting the District submit its annual renewal questionnaire. Secretary Terpstra stated that he had already completed this.
 - ii. An email from the City of Stockton regarding the annual true-up for the City of Stockton fire services contract. Secretary Terpstra reported that the true-up resulted in a credit of \$61,232.33, meaning the April bill from the City would be \$53,975.
 - iii. A letter from the Bank of Stockton confirming the address change initiated by President Matuska from the District's old office to its new office location.
 - iv. A letter from the County Community Development Department notifying the District about the construction of a new ADU within the District's area.
 - v. A Public Auction Notice from the Treasurer-Tax Collector, notifying the District of all properties subject to a public auction to be held on May 8-9, 2024.

9. **Director Reports.**

- a. President Matuska presented a written and oral report. Please see the attached.
- b. Director Madrid presented a written and oral report. Please see the attached.
- c. Director Galindo presented a written and oral report. Please see the attached.

10. **Future Agenda Items.** Items for future meetings.

- a. District Bank Account
- b. 2024 Director Elections
- c. CPR Class

11. **District Calendar.**

12. **Adjournment.** President Matuska adjourned the meeting at 10:38 a.m.

Stockton Fire Department- Fire Districts Board Update:
April 2024

Emergency Management

- No updates

Fire Department

- Regional Fire Academy 24-1 in process, 15 (-4) recruits City of Stockton
- Promotional Ceremony last Friday
 - (3) Fire Inspectors, (2) Dispatchers, (5) Engineers, (4) Captains, (1) Battalion Chief
- Conducting Oral Interviews for Firefighters this week- August 1 Academy
- Finish Engineer Promotional Exam this month- (2) candidates
- New Engine 12 has arrived- upfit and radio installation
- Reviewing Safe and Sane Fireworks applications- May Lottery
- Preparing the FY 24-25 Fire Department Budget
 - Restoration of Ladder Truck 7
 - Squad 9 trial
- High-rise Firefighting Drills
- Community Connection Committee- FD Employee of the Month
 - March 2024- Firefighter Engineer Chris Buckley
- Weed Season

Contract Districts Dispatched Responses

Month	Boggs Tract	Country Club	Eastside	Lincoln	Month Total
January	14	121	311	144	590
February	21	109	231	128	489
March	3	92	268	106	469

Tuxedo Country Club Rural County

Fire Protection District

Rick Matuska, Director, President

Environmental Status Report (I-5 West)

April 2024

Fire Hydrants

All hydrants appear to be in good order.

Real Estate Activity

Property for rent 0

Property for sale 5

Vacant Property 9

Other comments

Weeds are growing and tall but still green.

No other significant issues observed.



Tuxedo Country Club
Rural County
Fire Protection District

NORTH DISTRICT

WEED ABATEMENT:

The GRASS is tall and GREEN

2489 Plymouth Oak Ct.

2485 Plymouth Oak Ct.

2481 Plymouth Oak Ct.

2473 Plymouth Oak Ct.

2470 Plymouth Oak Ct.

2478 Plymouth Oak Ct.

HYDRANTS;

No visible malfunctions

REAL ESTATE ACTIVITY

2505 Christina Ave

2339 De Ovan (EMPTY)

2244 La La Jolla Dr.

3903 Hogue Ave

ADDITIONAL ACTIVITY

NONE

Submitted April 3 2024

By Ray Madrid

Tuxedo Country Club
Rural County
Fire Protection District
Kevin Galindo Director
April 2024

Real Estate Activity

Between 2041-2031 Mendocino (Burnt)
3015 Franklin (Vacant)
1973 Middlefield (Vacant)
2037 Lake Dr. (For Rent)
1944 Michigan (For Sale)
2528 Monterey (For Sale)

Weed Abatement

Fire Hydrants

Corner of Country Club and Delaware (needs painting)

Lake Dr./Middlefield (concrete slap under Hydrant needs replacing)

All others appear to be in Working Order

ITEM 7

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT
3121 W. MARCH LANE, SUITE 100
STOCKTON, CA 95219
P.O. BOX 20, STOCKTON, CA 95201
(209) 948-8200

WEDNESDAY, MAY 1, 2024

WARRANTS APPROVED BY THE BOARD OF DIRECTORS

PAYEE	AMOUNT	CODE	VENDOR #
City of Stockton Revenue Services Division P.O. Box 2107 Stockton, CA 95201	\$53,975.00	6221056500	02410037
Neumiller & Beardslee P.O. Box 20 Stockton, CA 95201	\$5,217.15	6221005100	0000003873
Ray Madrid 3050 Christina Avenue Stockton, CA 95204	\$0.00	6226010900 6238000000	0000104641
Rick Matuska 3487 W. Michigan Avenue Stockton, CA 95204	\$0.00	6226010900 6238000000	0000056244
Kevin Galindo 1942 Oxford Way Stockton, CA 95204	\$0.00	6226010900	
Streamline PO Box 207561 Dallas, TX 75320-7561	\$360.00	6221023800	
<u>TOTAL (GENERAL FUND - 49601):</u>	<u>\$59,552.15</u>		

Rick Matuska, President

Ray Madrid, Vice President

Kevin Galindo, Director

2023

Neumiller & Beardslee

Breakdown of Legal vs. Secretarial Service Costs

Invoice Date	Secretarial	Legal	Monthly Total
May	\$ 4,365.00	\$ 575.00	\$ 4,940.00
June	\$ 2,130.00	\$ 715.00	\$ 2,845.00
July	\$ 8,024.10	\$ 270.00	\$ 8,294.10
August	\$ 3,240.00	\$ 750.00	\$ 3,990.00
September	\$ 3,680.00	\$ 930.00	\$ 4,610.00
October	\$ 850.00	\$ -	\$ 850.00
November	\$ 3,177.50	\$ 1,200.00	\$ 4,377.50
December	\$ 1,895.00	\$ 390.00	\$ 2,285.00
Grand Total	\$ 27,361.60	\$ 4,830.00	\$ 32,191.60
Average per Month	\$ 3,420.20	\$ 603.75	\$ 4,023.95

2024

Neumiller & Beardslee

Breakdown of Legal vs. Secretarial Service Costs

Invoice Date	Secretarial	Legal	Monthly Total
January	\$ 3,622.50	\$ 2,790.00	\$ 6,412.50
February	\$ 4,000.02	\$ 60.00	\$ 4,060.02
March	\$ 3,060.00	\$ 570.00	\$ 3,630.00
April	\$ 3,765.00	\$ 1,440.00	\$ 5,205.00
May			\$ -
June			\$ -
July			\$ -
August			\$ -
September			\$ -
October			\$ -
November			\$ -
December			\$ -
Grand Total	\$ 14,447.52	\$ 4,860.00	\$ 19,307.52
Average per Month	\$ 3,560.84	\$ 1,140.00	\$ 4,826.88

ITEM 11

**TUXEDO-COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT:
MASTER CALENDAR**

JANUARY

FEBRUARY

- Send out Form 700s, remind Trustees of April 1 filing date
- Update Document Retention Policy

MARCH

APRIL

- April 1: Form 700s due

MAY

JUNE

- Post Notice for Budget Hearing (H&S § 13893)
- Adopt Preliminary Budget (H&S § 13890)
- In election years, advise Directors to contact Registrar
- In election years, deliver notice to Registrar (H&S § 10509)

JULY

- Approve Audit Contract for expiring fiscal year.
- Approve Special Assessment for current fiscal year.

AUGUST

SEPTEMBER

- Adopt Final Budget (Before October 1 – HSC § 13895)

OCTOBER

NOVEMBER

- Election.

DECEMBER

- New Director(s) take office, outgoing Director(s) term(s) end on first Friday of each odd-numbered year.

Term of Current Board Members:

Name	Term Commenced	Term Ends
Rick Matuska	2020	2024
Ray Madrid	2022 (2-year post-appointment term)	2024
Kevin Galindo	2023 (Appointment)	2024

Fire Service Provided by City of Stockton in accordance with Contract.

Meetings are held:

- **First Wednesday of month, at 9:00 A.M.
at the offices of:
Neumiller & Beardslee
3121 West March Lane, Suite 100
Stockton, CA 95219**