

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

**AGENDA FOR
BOARD OF DIRECTORS MEETING
9:00 A.M. JANUARY 3, 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 December 6, 2023, meeting of the Board.
4. **District Bills**. Motion to approve of bills.
5. **Stockton Fire Department Report / Requests / 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. Website Review and Discussion.
7. **New Business**. None
8. **Correspondence**. Discussion and direction.
9. **Director Reports**. Discussion and possible action.
10. **Future Agenda Items**. Items for future meetings.
11. **District Calendar**.
12. **Adjournment**.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Dianna Ruiz at 209-948-8200 during regular business hours, at least forty-eight hours prior to the time of the meeting.

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

**MINUTES OF THE
BOARD OF DIRECTORS MEETING
9:00 A.M. DECEMBER 6, 2023**

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

1. Call to Order/Roll Call. President Matuska, Director Madrid, Director Galindo, Deputy Chief Brandon Doolan, and Rhonda Olmo were present. Tom Terpstra was absent. The meeting was called to order at 9:01 a.m.
2. **Public Comment.**
 - a. No public comment was received.
3. **Minutes.**
 - a. Director Madrid moved, seconded by Director Galindo, to approve the November 1, 2023 minutes as presented. The motion carried unanimously.
4. **Financial Report.**
 - a. Rhonda Olmo presented the financial status report for the District. Director Madrid moved, seconded by Director Galindo to accept the report. The motion carried unanimously.
5. **District Bills.**
 - a. Director Madrid moved, seconded by Director Galindo, to approve the bills as presented. The motion carried unanimously.
6. **Stockton Fire Department Report / Requests / Comments.**
 - a. Chief's Report.
 - i. Deputy Chief Doolan presented a written report (attached). Please see attached.
 - ii. President Matuska stated he attended the Veterans Day presentation at the Bob Hope Theater. While at the presentation, a medical emergency arose with an attendee, which required an emergency response. A retired Sheriff's Deputy was nearby and began administering CPR. Stockton's Firefighters Engine 2 and Truck 2 crews were also in attendance. President Matuska said one of the Firefighters came over immediately, assessed the situation and took over CPR. President Matuska was impressed with the coordination, professionalism, and how quickly the Firefighters managed the situation. Deputy Doolan stated he will pass on President Matuska's comments to the crews that were in attendance.
 - iii. Deputy Chief Doolan stated there is a shortage of "quality" applicants and that right now there are actually more applicants than vacancies. Applicants that have been let go by other departments last year have been reapplying for the new positions. Discussion was held on the rigorous/extensive hiring process.
 - iv. President Matuska made note that a hydrant outlet cover is missing at Euclid and Kirk Ave. He asked Deputy Chief Doolan to get a message to someone at Hydrant Maintenance.
7. **Unfinished Business.**
 - a. Document destruction policy.

- i. Rhonda Olmo presented a written summary of the District's document destruction policy. She reviewed with the Board a shorthand list of documents that can be destroyed pursuant to the District's document destruction policy.
- b. Recognitions for previous District directors and secretaries.
 - i. President Matuska would like to move forward with the recognitions for the previous District Director and Secretary. He is working with Delta Awards to create a couple of plaques. He asked Director Madrid to email him the District's logo. Legal counsel was asked to create Resolutions of Recognition.

8. **New Business.**

- a. Website Review and Discussion.
 - i. Rhonda Olmo reported the website with Streamline is under construction. Streamline indicated that the website should be ready to go by mid-January, 2024. The Board chose tuxedocountryclubfire.org as their domain name. Director Madrid will send Rhonda Olmo the District's logo for Streamline to use on the website.
- b. CPR Classes
 - i. President Matuska stated he would like to offer (free of charge) to the District's residents a CPR class. He is working with the American Red Cross on the details and will bring back more information at the next Board meeting. He would like to use the District's Education Fund to cover expenses. Discussion was held on creating some type of flyer to inform the residents of the upcoming class. Rhonda Olmo was asked to send President Matuska Port City Marketings contact information.

9. **Correspondence.**

- a. No correspondence was received.

10. **Director Reports.**

- a. President Matuska presented a written report (attached). He also made note that there are no issues to report and everything looks good.
- b. Director Madrid presented a written report (attached). He also made note of a weed abatement issue on Crawford. He met with a City Supervisor, explained the situation and this issue is being addressed.
- c. Director Galindo presented a written report (attached). He also noted the previously mentioned weed abatement issues, particularly in an area where trees were chopped down and logs were stacked up. Director Galindo sent pictures of the issues to the proper authorities.

11. **Future Agenda Items.**

- a. District Website, CPR Classes, and Recognitions for previous District directors and secretary.

12. **District Calendar.**

- a. Discussion was had on filing Form 700s. No action taken on this item.

13. **Closed Session.** The Board went into Closed Session at 10:18 a.m. regarding item 14.

14. **Open Session Report on Closed Session pursuant to Government Code Section 54957.1.**

The Board reconvened from Closed Session at 10:21 a.m. All Board members were present in its entirety. There was no reportable action regarding this item.

15. **Adjournment.** The meeting was adjourned at 10:22 a.m.

Stockton Fire Department- Fire Districts Board Update:
December 2023

Emergency Management

- No updates- continuing with monthly training

Fire Department

- Fire Academy 23-2 graduated
- Promoted 6 Firefighter Engineers
- Chief Doolan to attend League of California Cities- Fire Chiefs Leadership Seminar Dec. 13-14
- Conducting promotional examinations for Fire Captain and Fire Battalion Chief
- Continue working on placing new Truck 5 into service
- Training focus on hazardous material responses, including decontamination.
- EMS training on new policies and quarterly skills
- Continuing to prepare for Fire Academy 24-1: backgrounds on 40 candidates for the 24-1 Academy (20 recruits)
- Preparing for the reopening of Truck Company 7 in 2024. Will include in FY 24/25 budget
- 2023 Weed Abatement Program- james.klein@stocktonca.gov

Contract Districts					
Month	Boggs Tract	County	Eastside	Lincoln	Month Total
January	17	116	329	202	664
February	15	90	291	117	513
March	10	104	294	124	532
April	15	92	306	115	528
May	15	103	340	115	573
June	20	112	311	100	543
July	15	125	433	146	719
August	11	109	376	118	614
September	3	107	350	138	598
October	15	143	325	141	624
November	11	127	357	145	640
YTD Total	147	1,228	3,712	1,461	6,548



STOCKTON FIRE DEPARTMENT

Monthly Statistics for November 2023



Total 9-1-1 & Business Calls Answered
by the
Regional Communications Center:

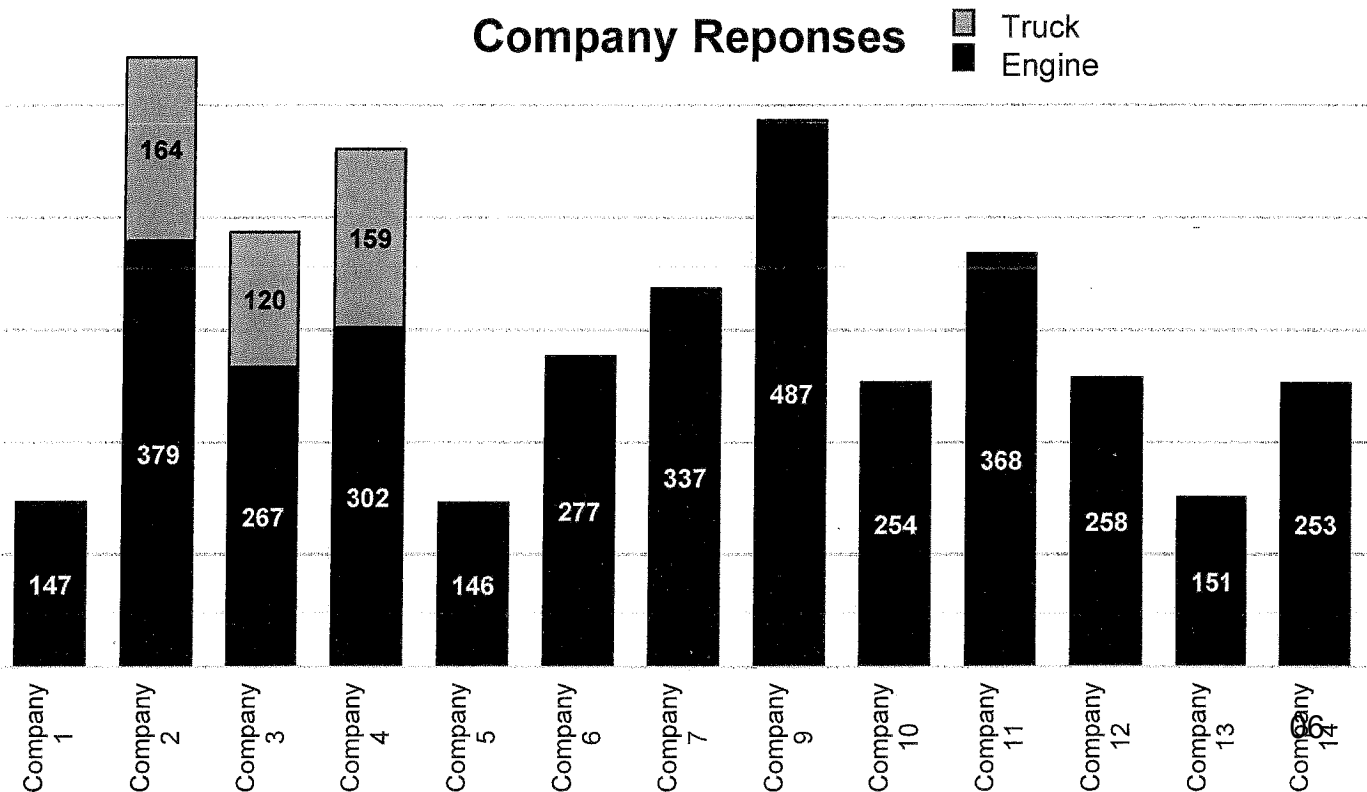
18,591*

*Includes calls for SFD, Lathrop-Manteca, City of Lodi, City of Manteca, and South San Joaquin County Fire Authority

Contract Fire Districts Calls For Service	
Boggs Tract	11
Tuxedo/Country Club	127
Eastside	357
Lincoln	145
Total	640

Incident Count by Type	Incident Count	% Change From Previous Month
Structure Fires	14	-18%
Vehicle Fires	21	-42%
Vegetation/Grass Fires	52	+11%
Emergency Medical Services (EMS)	1,478	-1%
Good Intent	1,165	Less than 1%
False Alarms	195	+17%
All Others	606	-13%
Total	3,531	-3%

A Call For Service will generate one incident count. A single incident can have multiple responses depending on the number of apparatus that respond to the scene of the incident.



Tuxedo Country Club Rural County

Fire Protection District

Rick Matuska, Director, President

Environmental Status Report (I-5 West)

December 2023

Fire Hydrants

Hydrant at the corner of Euclid Ave. and Kirk Ave. is missing an outlet cover.
All other hydrants appear to be in good order.

Real Estate Activity

Property for rent	0
Property for sale	4
Vacant Property	6

Other comments

Weed Issues: None observed.

County leaf pickup, round 1, appears to be winding down in the area.

No other significant issues observed.



Tuxedo Country Club
Rural County
Fire Protection District

NORTH DISTRICT

WEED ABATEMENT:

2539 Euclid

3943 Crawford (seen from River Dr.)

REAL ESTATE ACTIVITY

3771 Delaware Ave

2239 (Empty)

3615 Mission (For Rent)

HYDRANTS;

IN GOOD WORKING ORDER

ADDITIONAL ACTIVITY

Submitted By

December 6 2023

By Ray Madrid

Tuxedo Country Club
Rural County
Fire Protection District
Kevin Galindo director
December 2023

Real Estate Activity

2037 Lake Dr. (Vacant)
2132 Lake Dr. (For sale)
1950 Bristol (For sale)
2074 Bristol (For sale)

Weed Abatement

2606 Delaware
2624 Marine (next to garage)
2503 Webster Ave. (Bad)
2059 Middlefield
2112 Elmwood (wood pallets, garbage)

Canal Dr./Middlefield (side)
Old Railroad Tracks on Mendocino (Over Grown)
Corner of Fraser and Country Club (Empty Lot)

Fire Hydrants

Lake Dr./Middlefield (concrete slab under Hydrant needs replacing)
All others are in good Working Order

ITEM 4

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

WEDNESDAY, JANUARY 3, 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	\$118,344.08	6221056500	02410037
Neumiller & Beardslee P.O. Box 20 Stockton, CA 95201	\$2,285.00	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	
TOTAL (GENERAL FUND - 49601):	\$120,629.08		

Rick Matuska, President

Ray Madrid, Vice President

Kevin Galindo, Director

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	\$ -	\$ 4,027.50
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	\$ 35,369.10
Average per Month	\$ 3,420.20	\$ 603.75	\$ 4,421.14



Neumiller & Beardslee

ATTORNEYS AND COUNSELORS | EST. 1903

A Professional Corporation

3121 W. March Lane
Suite 100
Stockton, CA 95219

Post Office Box 20
Stockton, CA 95201-3020

(209) 948-8200 | (209) 948-4910 Fax

NEUMILLER.COM

Tom Terpstra
Tuxedo Country-Club Rural County Fire
Post office Box 20
Stockton, CA 95201-3020

December 19, 2023
Invoice No.: 346069

Client-Matter No.: 85745-32581

RE: General

Enclosed please find our invoice for professional services rendered and disbursements advanced.

Should you have any questions concerning the attached invoice, please do not hesitate to contact us. Your prompt payment would be greatly appreciated.

BALANCE DUE THIS INVOICE

\$ 2,285.00

Please return this advice with payment to:

Neumiller & Beardslee
ATTN: Accounting
P.O. Box 20
Stockton, CA 95201-3020

To pay by credit/debit card, click here ---> [Pay Now](#)
OR

Visit our website to make a payment: <https://www.neumiller.com/payments/>
Convenience fee of 3% applies

DUE UPON RECEIPT

To ensure proper credit, please place invoice number on your check.



Neumiller & Beardslee

ATTORNEYS AND COUNSELORS | EST. 1903

A Professional Corporation

3121 W. March Lane
Suite 100
Stockton, CA 95219

Post Office Box 20
Stockton, CA 95201-3020

(209) 948-8200 | (209) 948-4910 Fax

NEUMILLER.COM

Tom Terpstra
Tuxedo Country-Club Rural County Fire
Post office Box 20
Stockton, CA 95201-3020

December 19, 2023
Invoice No.: 346069

MATTER INVOICE SUMMARY

For professional services rendered and disbursements advanced through November 30, 2023:

Client-Matter No.: 85745-32581

RE: General

Professional Services	\$ 2,285.00
Total Disbursements Advanced	<u> \$.00</u>
TOTAL DUE THIS INVOICE	\$ 2,285.00

Invoice No.: 346069

December 19, 2023

Client-Matter No.: 85745-32581

RE: General

PROFESSIONAL SERVICES

Date	Init	Description Of Services Rendered	Hours	Amount
11/01/23	MNC	No Charge - Attend: attend monthly meeting, debrief after meeting	1.80	N/C
11/01/23	TTJ	Board Meeting: prepare for and attend meeting. Email Directors re documents received from City of Stockton. Correspondence with Streamline re contract.	2.00	600.00
11/13/23	TTJ	Website: meeting with Streamline rep, review website requirements.	.90	270.00
11/29/23	TTJ	Hydrant: review demand letter and strategize possible next steps. (Legal)	1.30	390.00
11/29/23	TTJ	Meeting Minutes: draft minutes for 11/1 meeting.	.90	270.00
11/30/23	RLO	Secretarial: Prepare draft Agenda and supporting documents for December Agenda Packet.	3.80	665.00
11/30/23	TTJ	Agenda: work on agenda materials with R. Olmo.	.30	90.00

TOTAL PROFESSIONAL SERVICES **\$ 2,285.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Hours	Rate	Total
T. Terpstra Jr.	5.40	300.00	1,620.00
R. Olmo	3.80	175.00	665.00
TOTALS	9.20		\$ 2,285.00

TOTAL DUE THIS INVOICE	<u>\$ 2,285.00</u>
Outstanding Balance	\$.00
Current Invoice	<u>\$ 2,285.00</u>
TOTAL BALANCE DUE	<u>\$ 2,285.00</u>



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE

DEC 11 2023

For office hours or to make a payment online visit www.stocktonca.gov

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
TUXEDO/COUNTRY CLUB FIRE DISTRICT	12/05/2023	111677	\$0.00	01/04/2024	\$115,207.33

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
FIRE COUNTRY CLUB	1.00	\$115207.330000	EACH	\$115,207.33	\$0.00	\$0.00	\$115,207.33
Invoice Total:							\$115,207.33

FIRE/COUNTRY CLUB FOR THE MONTH OF DECEMBER 2023

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE
Remit Portion

Invoice Date	12/05/2023
Invoice Number	111677
Customer Number	104439
Amount Paid	
Due Date	01/04/2024
Invoice Total Due	\$115,207.33

TUXEDO/COUNTRY CLUB FIRE
 DISTRICT
 3121 W MARCH LANE
 SUITE 100
 STOCKTON, CA 95219

PLEASE REMIT PAYMENT TO: REVENUE SERVICES DIVISION,
 PO BOX 2107, STOCKTON, CA 95202

12300182024800111677100115207334



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

DEC 08 2023

INVOICE

For office hours or to make a payment online visit www.stocktonca.gov

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
TUXEDO/COUNTRY CLUB FIRE DISTRICT	12/04/2023	111666	\$0.00	01/04/2024	\$3,136.75

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
HYDRANT SV COUNTRY CLUB	1.00	\$3136.750000	EACH	\$3,136.75	\$0.00	\$0.00	\$3,136.75

Invoice Total:	\$3,136.75
-----------------------	-------------------

FIRE/CNTRYCLUB- DECEMBER 2023

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE
Remit Portion

Invoice Date	12/04/2023
Invoice Number	111666
Customer Number	104439
Amount Paid	
Due Date	01/04/2024
Invoice Total Due	\$3,136.75

TUXEDO/COUNTRY CLUB FIRE
 DISTRICT
 3121 W MARCH LANE
 SUITE 100
 STOCKTON, CA 95219

PLEASE REMIT PAYMENT TO: REVENUE SERVICES DIVISION,
 PO BOX 2107, STOCKTON, CA 95202

12300182024800111666400003136751

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	2020	2024
Kevin Galindo	2023 (Appointment)	2024

Fire Service Provided by City of Stockton in accordance with Contract

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