Escalon Consolidated Fire Protection District

1749 Coley Avenue
Escalon, CA 95320
Phone 209-838-7500
Fax 209-838-3926

Post Date: July 6, 2026

Board of Directors Meeting
1749 Coley Avenue, Escalon, CA 95320
July 9, 2026, at 4 P.M.

REGULAR MEETING AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL

Zach Hogan, Board Chairperson
Joe Camara, Vice Chairperson
Mickey Schilber, Secretary
Laura Catrina, Director
Jason Koops, Director

III. PUBLIC COMMENT

This time is provided for the public to address the Board of Directors on items not on the Agenda that fall within the Board's jurisdiction and are offered for the good of the District. Public comments regarding items on the Agenda should be made at the time of the item. Public comments are limited to 5 minutes per person.

IV. MINUTES

Approval of the minutes from the Board Meeting on June 11, 2026.

V. BILLS

Bills for the month of June in the amount of $32,881.87.

VI. COMMUNICATIONS

VII. FIRE CHIEF'S REPORT

VIII. OLD BUSINESS

A. MSR Joint Ad Hoc Committee
Presented by: Laura Catrina, Board Director
Requested Action / Purpose:
Attachments:

IX. NEW BUSINESS

A. <u>Response to draft MSR</u>
Presented by: Fire Chief, Rick Mello
Requested Action / Purpose:
Attachments

B. <u>San Joaquin County Auditor Report on agreed upon procedures</u>
Presented by: Fire Chief, Rick Mello
Requested Action / Purpose:
Attachments

C. <u>Final Budget 2026 - 2027</u>
Presented by: Fire Chief Rick Mello and Director Hogan
Requested Action / Purpose:
Attachments:

D. <u>Resolution 26-4 – SJ Registrar Voters - Election</u>
Presented by: Fire Chief Rick Mello
Requested Action / Purpose:
Attachments:

X. ACCOUNCEMENTS OF FUTURE BOARD MEETINGS

Regular Board meetings are held the second Thursday of every month at 4:00 p.m. located at 1749 Coley Avenue, Escalon, California. The next Regular Meeting of the Board of Directors is August 13, 2026.

XI. CLOSED SESSION

A. <u>Employee Contracts (Section 54957)</u>
   a. Fire Chief

XII. RECONVENE OPEN SESSION

XIII. ANNOUNCEMENTS FOLLOWING CLOSED SESSION

The Board President, Fire Chief or District Counsel will notify the public regarding any reportable action taken during closed session.

XIV. ADJOURN

XV. CERTIFICATION

I, Zach Hogan, Board Chairperson for the Escalon Consolidated Fire Protection District, do hereby certify that a copy of the foregoing Agenda was posted at the District Office, 1749 Coley Avenue, Escalon, California 95320 at least 72 hours prior to the time of this Meeting.

Date: July 10, 2026

Zach Hogan

By: Zach Hogan, Board Chairperson

AVAILABILITY OF PUBLIC RECORDS: All public records relating to open session items on this Agenda which are not exempt from disclosure pursuant to the California Public Records Act, and which are distributed in connection with the open session items are available for public inspection at the District Office, 1749 Coley Avenue, Escalon, California 95320 at the same time that the public records are distributed or made available to the legislative body. If, however, the public records are not distributed until the Meeting at which the Agenda item is considered, then the public records will be made available to the public at the location of the Meeting as listed on the Agenda at the District Office, 1749 Coley Avenue, Escalon, California 95320. Persons who require disability-related accommodation, including auxiliary aids or services, should contact the Fire Chief at least 24 hours prior to the meeting for which accommodation is required. The Fire Chief, Rick Mello, can be contacted in person or by mail at the District Office, 1749 Coley Avenue, Escalon, California 95320 or by telephone at (209) 838-7500.

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ESCALON CONSOLIDATED FIRE PROTECTION DISTRICT

BOARD OF DIRECTOR'S MINUTES

JUNE 2026

I. MEETING CALLED TO ORDER

The monthly Board of Directors meeting of the Escalon Consolidated Fire Protection District was called to order by Director Zach Hogan at 11:01 a.m. on June 11, 2026.

II. ROLL CALL

Directors present: Zach Hogan, Joe Camara, Mickey Schilber, and Jason Koops.

Directors Absent: Laura Catrina

Staff Present: Fire Chief Rick Mello, Administrative Assistant Katy House, Battalion Chief Joe Pelot, Reserve Firefighters Nathan Rodriguez and Kamdin Stephens.

Public Present: Joe Pick – Firefighters Burn Institute

III. PUBLIC COMMENT

A. Joe Pick of the Firefighters Burn Institute recognized Firefighter Engineer Dylan Criteser (not present) and Reserve Firefighter Nathan Rodriguez for organizing and raising $23,395.48 in donations in support of the Institute.

IV. MINUTES

The minutes of May 14, 2026, were approved on a motion by Director Camara, seconded by Director Koops.
3-AYES 0-NAYES 1-ABSENT

V. BILLS

May bills totaling $42,336.71 were approved on a motion by Director Camara, seconded by Director Schilber.
4-AYES 0-NAYES 1-ABSENT

VI. COMMUNICATIONS

A. No Communications

VII. FIRE CHIEF'S REPORT – June 2026

A. Status of Fire Department

a. 93 calls for the month and 507 for 2026.

B. Training

C-Shift Monthly Report
Training Division and Reserve/Volunteer Program

a. March Drills

5-5-26	Drafting and Water Supply	(11 participants)
5-13-26	Structure Fire clean-up and EMS Equipment	(13 participants)
5-21-26	District Familiarization and Maps	(13 participants)

We were able to locate a new tube set for the boat. We replaced the tube set and scupper drain, The new tube set comes with a 5-year warranty. It will need to go to the shop and have the ladder mounts installed.

Engineer Bohannon has a live fire training burn coming up on June 13th. He has put a great deal of time into setting it up.

We will have a Driver Operator 1B starting on July 27th.

I have begun transitioning the reserve program over to BC Burr. I have my 18 years as program coordinator for the reserve program and have enjoyed every minute of it. It is time for new ideas and leadership, and I think Chief Burr will do great in this position.

Chief Mello has placed me in charge of Operations. My top priorities are to standardize our equipment, create engine company standards and ro improve communication.

C. Prevention

Prevention Monthly Report for May
Prevention:

- 4 business inspections have been completed between the 3 shifts.
- Weed abatement has begun for the year, the county abatement system is being completely revamped to hopefully make our abatement process easier, have said that, we are creating our own database for the week abatement process, to streamline it for our staff, this will be a lengthy process and we will use the rest of 2026 to update our weed abatement program.

Safety:

- 2 Safety Investigations have been completed. One for the apparatus bay door incident and one for the Engine 1-2 incident.

Investigations:

- One fire investigation was conducted in the month of Many here in Escalon.

  Accidental cause.

- Currently there are five open investigations, three within Escalon, 2 of them being open arson investigations, and two outside of Escalon, one being an arson, and the other a fatal fire investigation.

Reserves

- Refer to C-Shifts monthly report for reserve stats for the month of May

Misc.

- Our body armor complement is now complete, there have been 10 sets of ballistic plates & helmets divided between the Engine, Rescue, Chiefs SUV, Battalion Pickup and the FIU.
- I will be meeting at the beginning of June with Modesto Fire's Battalion Chief in charge of water rescue, we are hoping to come to an agreement on bridging the gaps between our departments regarding all water rescue calls on the river in which we share. I will give an update in the June report.

D. Apparatus and Equipment

- Bauer Compressor completed annual service on the compressor/fill station.
- E 1-1 went to Burtons Fire for service and cab bushings.
- Cab Air came on-site and worked on E 1-1 and E 1-2 A/C.
- Zapien Electric provided repairs on the apparatus room air compressor.

E. Buildings and Grounds

- Professional Garage Door came out and did some service work on the bar doors.

F. San Joaquin County Fire Chiefs' Association

- Meeting 6-3-26, general business, elections, and annual chiefs' luncheon (on vacation BC Pelot attend in Chief's proxy).

G. San Joaquin County Radio Users Group

- Meeting 5-20-26, general business and the future of VRECC discussed.

H. Miscellaneous

- Bold Communities project on California Street is ongoing.
- ·Niagara Water of Stockton donated three pallets of water and one-half pallet of green tea.
- Work with the County Auditor's Office on the engagement for financial review is ongoing. Katy has been able to provide the requested information within a matter of days.

VIII. OLD BUSINESS

A. MSR Joint Ad Hoc Committee

a. Next meeting will be at the end of June.

IX. NEW BUSINESS

A. Approval of Resolution 25-1 Adopting Prop 4 Expenditure Limitations for 2025-2026 Fiscal Year.

a. Approved on a motion by Director Schilber seconded by Director Koops.
4-AYES 0-NAYES 1-ABSENT

B. Approval of Resolution 25-2 Setting the Special Assessment Tax Rates.

a. Approved on a motion by Director Camara, seconded by Director Schilber.
4-AYES 0-NAYES 1-ABSENT

C. Preliminary Budget 2026-2027

a. Approved on a motion by Director Schilber, seconded by Director Koops.
4-AYES 0-NAYES 1-ABSENT

D. Draft MSR

a. Response deadline July 10, 2026
b. Director Hogan and Fire Chief Rick Mello to communicate regarding MSR.

E. Resolution: Add/Remove Oak Valley Bank Debit Card

a. Approved on a motion by Director Schilber, seconded by Director Camara.
4-AYES 0-NAYES 1-ABSENT

X. ANNOUNCEMENTS OF FUTURE BOARD MEETINGS

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XI. CLOSED SESSION

A. Public Employee Appointment (Section 54957) Hiring Process

a. Firefighter

XII. RECONVENE OPEN SESSION

XIII. ANNOUNCEMENTS FOLLOWING CLOSED SESSION

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Date: July ______, 2026

____
By: Zach Hogan, Board Chairperson

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Escalon Consolidated Fire Protection District
Profit & Loss Detail
June 2026

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Ordinary Income/Expense						
Income						
Capital Reserve Revenue						
Fire Facility Fee						
Deposit	06/30/2026	City of Escalon	JAN - MAR 2026	1,991.12	1,991.12	1,991.12
Total Fire Facility Fee					1,991.12	1,991.12
Total Capital Reserve Revenue					1,991.12	1,991.12
Memorial Deposit						
Deposit	06/30/2026	Donation	DONATION	100.00	100.00	100.00
Total Memorial Deposit					100.00	100.00
Other General Rev						
Miscellaneous Income						
Sales Re...	06/09/2026	Brunetti, Giavanni	Uniform - Long Sleeve	18.00	18.00	18.00
Sales Re...	06/15/2026	Weber, Colton	Uniform - HAT	15.00	15.00	33.00
Sales Re...	06/27/2026	Harvey, Dominic	Uniform -T-Shirt	16.00	16.00	49.00
Sales Re...	06/27/2026	Romersa, Joshua	Uniform -T-Shirt	16.00	16.00	65.00
Deposit	06/30/2026	ADDRESS BLUE SIGN	BLUE ADDRESS SIGN	20.00	20.00	85.00
Total Miscellaneous Income					85.00	85.00
Total Other General Rev					85.00	85.00
Property Tax						
Deposit	06/30/2026	County of San Joaquin	MAY 2026 BAL	1,621.30	1,621.30	1,621.30
Total Property Tax					1,621.30	1,621.30
Total Income					3,797.42	3,797.42
Gross Profit					3,797.42	3,797.42
Expense						
GENERAL & ADMIN						
Communications						
Bill	06/09/2026	GoTo Communications, Inc.	MONTHLY SERVICE	443.44	443.44	443.44
Bill	06/16/2026	AT&T MOBILITY	MONTHLY SERVICE	126.46	126.46	569.90
Total Communications					569.90	569.90
Fuel						
Credit C...	06/15/2026	H & M Market	FUEL	57.00	57.00	57.00
Bill	06/16/2026	Valley Pacific Petroleum Service...	FUEL	1,232.51	1,232.51	1,289.51

Escalon Consolidated Fire Protection District
Profit & Loss Detail
June 2026

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Bill	06/25/2026	Valley Pacific Petroleum Service...	FUEL	1,291.53	1,291.53	2,581.04
Total Fuel					2,581.04	2,581.04
Household						
Check	06/01/2026	D'Boni's Pizza	DINNER - SET UP LUNCH	90.74	90.74	90.74
Check	06/01/2026	STAPLES	120 HANDSANITIZING WIPES	37.59	37.59	128.33
Check	06/02/2026	WITHDRAWAL	BOAT 1-1 PROPERTY TAX FEES	402.50	402.50	530.83
Check	06/05/2026	DMV	BOAT 1-1 DMV FEES	12.84	12.84	543.67
Check	06/05/2026	DMV	BOAT 1-1 REGISTRATION	611.00	611.00	1,154.67
Check	06/05/2026	DMV	RESCUE 1-2 DMV FEES	30.33	30.33	1,185.00
Check	06/05/2026	DMV	RESCUE 1-2 DMV REGISTRATION	1,444.00	1,444.00	2,629.00
Bill	06/09/2026	Alhambra	STATION WATER & CLEANING	193.83	193.83	2,822.83
Bill	06/09/2026	Orlando's Market	STATION WATER	177.00	177.00	2,999.83
Check	06/11/2026	Escalon Food Center	BOARD LUNCH	36.97	36.97	3,036.80
Check	06/11/2026	Mar-Val Main Street Market	BOARD LUNCH	61.50	61.50	3,098.30
Check	06/11/2026	Mar-Val Main Street Market	BOARD LUNCH	62.06	62.06	3,160.36
Bill	06/16/2026	WorkHub	EMPLOYEE PHYSICAL	451.00	451.00	3,611.36
Bill	06/16/2026	Baker Print Co	65 X UNIFORM RESTOCK	1,163.63	1,163.63	4,774.99
Bill	06/16/2026	Life-Assist	6 X 100BX LARGE NITRILE GLOVES	117.45	117.45	4,892.44
Check	06/16/2026	House, Katy	REIMBURSE - PROPERTY TAX DIFFERENCE	32.52	32.52	4,924.96
Check	06/22/2026	Eagle Engraving	100 ID TAGS BLANK	150.95	150.95	5,075.91
Check	06/22/2026	STAPLES	KLEENEX	6.94	6.94	5,082.85
Check	06/22/2026	STAPLES	1000 X COFFEE CUPS	190.79	190.79	5,273.64
Bill	06/25/2026	Life-Assist	3X DEFIB ELECTRODES; CPR ADULT MASK	122.81	122.81	5,396.45
Total Household					5,396.45	5,396.45
Professional Services						
Bill	06/09/2026	Auriga Technology, LLC	MONTHLY SERVICE	750.20	750.20	750.20
Bill	06/09/2026	Auriga Technology, LLC	ANNUAL LICENSING AGREEMENT 29F1; 23BUSINESS BASIC; 7...	4,035.00	4,035.00	4,785.20
Total Professional Services					4,785.20	4,785.20
Training & Transportation						
Check	06/26/2026	RICE SIGNS	2 X TRAINING AHEAD SIGN; 2 X SIGN STAND	614.30	614.30	614.30
Total Training & Transportation					614.30	614.30
Utilites						
Bill	06/09/2026	Gilton Solid Waste	MONTHLY SERVICE	131.63	131.63	131.63
Bill	06/16/2026	DIRECTV	MONTHLY SERVICE	206.24	206.24	337.87
Bill	06/16/2026	PG&E 2	STATION 2	77.19	77.19	415.06
Total Utilites					415.06	415.06
64900 · Office Expenses						

Escalon Consolidated Fire Protection District
Profit & Loss Detail
June 2026

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Check	06/01/2026	STAPLES	BC SILVA COMPUTER MONITOR	101.15	101.15	101.15
Bill	06/09/2026	Power Business Technology	BLK 653; CLR 488	36.14	36.14	137.29
Check	06/16/2026	Conexwest	MONTHLY STORAGE CONTAINER LEASE	85.92	85.92	223.21
Check	06/22/2026	STAPLES	6 X PAPER REAMS	116.42	116.42	339.63
Check	06/23/2026	USPS	2 X STAMPS	156.00	156.00	495.63
Check	06/29/2026	Toshiba Financial Services	MONTHLY COPIER LEASE	603.57	603.57	1,099.20
Total 64900 · Office Expenses					1,099.20	1,099.20
Total GENERAL & ADMIN					15,461.15	15,461.15
MAINTENANCE & REPAIRS						
Maintenance						
BOAT 1-1						
Check	06/08/2026	Defender	BOAT 1-1 BOAT PARTS	90.66	90.66	90.66
Check	06/08/2026	Armstrong Nautical	BOAT 1-1	418.91	418.91	509.57
Bill	06/25/2026	Stanislaus Consolidated FIre Pr...	BOAT 1-1 JETDRIVE	1.00	1.00	510.57
Bill	06/25/2026	Sal's Inflatable Services, Inc.	BOAT 1-1 REPAIR	1,513.82	1,513.82	2,024.39
Total BOAT 1-1					2,024.39	2,024.39
E 1-1						
Bill	06/09/2026	Cab Air Systems, Inc.	CHECK FREON AC	500.00	500.00	500.00
Total E 1-1					500.00	500.00
E 1-2						
Bill	06/09/2026	Cab Air Systems, Inc.	CHECK FREON AC	761.52	761.52	761.52
Total E 1-2					761.52	761.52
UTILITY 1-2						
Bill	06/25/2026	Main Street Garage (Main)	FIU 2010 EXPEDITION REPAIR	714.89	714.89	714.89
Total UTILITY 1-2					714.89	714.89
Maintenance - Other						
Bill	06/09/2026	Strand Ace Hardware Inc.	HEATGUN	35.88	35.88	35.88
Bill	06/09/2026	Strand Ace Hardware Inc.	2 PK TIME DELAY FUSE	32.61	32.61	68.49
Total Maintenance - Other					68.49	68.49
Total Maintenance					4,069.29	4,069.29
Maintenance Structure & Grounds						
Bill	06/09/2026	Gym Doctors	INSTALL NEW GRIPS; SELECTOR PINS	335.48	335.48	335.48
Bill	06/09/2026	A Professional Garage Door Serv...	REMOVE TIMERS; LUBRICATE DOORS; SINGLE BUTTON REM...	742.00	742.00	1,077.48

Escalon Consolidated Fire Protection District
Profit & Loss Detail
June 2026

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Bill	06/16/2026	Strand Ace Hardware Inc.	STATION 1 CO DETECTOR REPLACEMENT	54.36	54.36	1,131.84
Check	06/22/2026	Generac Industrial Power	ANNUAL MONITOR GENERATOR SUBSCIPTION	54.99	54.99	1,186.83
Bill	06/25/2026	Strand Ace Hardware Inc.	ANCHOR; MENDING BRACE	17.38	17.38	1,204.21
Bill	06/25/2026	Strand Ace Hardware Inc.	2X MARKING PAINT	21.73	21.73	1,225.94
Total Maintenance Structure & Grounds					1,225.94	1,225.94
Small Tools & Equipment						
Bill	06/09/2026	Cascade Fire Equipment	2X SPANNER WRENCH	85.25	85.25	85.25
Total Small Tools & Equipment					85.25	85.25
Total MAINTENANCE & REPAIRS					5,380.48	5,380.48
Salaries & Benefits						
Health Insurance						
Bill	06/09/2026	CaliforniaChoice Benefit Admini...	JULY 2026	10,420.31	10,420.31	10,420.31
Bill	06/25/2026	Premier Access	JULY 2026	1,449.78	1,449.78	11,870.09
Bill	06/25/2026	Sun Life Financial	JULY 2026	170.15	170.15	12,040.24
Total Health Insurance					12,040.24	12,040.24
Total Salaries & Benefits					12,040.24	12,040.24
Total Expense					32,881.87	32,881.87
Net Ordinary Income					-29,084.45	-29,084.45
Net Income					-29,084.45	-29,084.45

12:08 PM
07/06/26
Accrual Basis

Escalon Consolidated Fire Protection District
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Capital Reserve Revenue				
Fire Facility Fee	14,597.68	0.00	14,597.68	100.0%
Total Capital Reserve Revenue	14,597.68	0.00	14,597.68	100.0%
Fill the Boot	-60.00			
Memorial Deposit				
Toy Drive Donation	-478.75	0.00	-478.75	100.0%
Memorial Deposit - Other	200.00	0.00	200.00	100.0%
Total Memorial Deposit	-278.75	0.00	-278.75	100.0%
Other General Rev				
Communication	6,600.00	0.00	6,600.00	100.0%
Fire Recovery Fee	1,688.25	0.00	1,688.25	100.0%
Miscellaneous Income	2,141.00	0.00	2,141.00	100.0%
Report Request Fee	45.00	0.00	45.00	100.0%
Total Other General Rev	10,474.25	0.00	10,474.25	100.0%
Property Tax				
Homeowners Prop Tax Relief	1,162.43			
Mitigation - Fire Facility Fees				
AUDITORS PROLL AND A/P CHARGES	-141.00			
Mitigation - Fire Facility Fees - Other	6,633.75	0.00	6,633.75	100.0%
Total Mitigation - Fire Facility Fees	6,492.75	0.00	6,492.75	100.0%
Other SVS Fees	25.00			
Property Tax - Other	14,266.00			
Property Tax - Other	44,895.93	0.00	44,895.93	100.0%
Total Property Tax	66,842.11	0.00	66,842.11	100.0%
Special Assessments	1,430,689.02			
Total Income	1,522,264.31	0.00	1,522,264.31	100.0%
Gross Profit	1,522,264.31	0.00	1,522,264.31	100.0%
Expense				
Auditor Direct Assessment	0.00	0.00	0.00	0.0%
Capital Expense				
Contingencies	14,925.53	70,000.00	-55,074.47	21.3%
Fire Facility Fee Expense	1,136.51			
New Equipment	0.00	9,000.00	-9,000.00	0.0%
Capital Expense - Other	-21,426.93	90,427.00	-111,853.93	-23.7%
Total Capital Expense	-5,364.89	169,427.00	-174,791.89	-3.2%
Employee Expenses	0.00	1,048,700.00	-1,048,700.00	0.0%
GENERAL & ADMIN				
Communications	37,289.61	43,000.00	-5,710.39	86.7%
Fire Prevention	4,373.51	3,500.00	873.51	125.0%
Firefighter Safety Gear	12,843.37	18,000.00	-5,156.63	71.4%
Fuel	23,207.20	18,000.00	5,207.20	128.9%
Household	61,970.86	29,000.00	32,970.86	213.7%
Insurance Casualty	33,520.82	30,000.00	3,520.82	111.7%
Memberships	3,033.05	2,200.00	833.05	137.9%
Miscellaneous Expense	0.00	2,000.00	-2,000.00	0.0%

Escalon Consolidated Fire Protection District

Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	$ Over Budget	% of Budget
Professional Services	43,805.84	30,000.00	13,805.84	146.0%
Publications and Legal Notices	0.00	500.00	-500.00	0.0%
Special Accounting Reports	4,376.75	2,000.00	2,376.75	218.8%
Special Departmental Expenses				
Ayera Technologies	-541.15			
CT Brayton & Sons	-88.17	0.00	-88.17	100.0%
Main Street Garage	0.00	0.00	0.00	0.0%
Masellis Electric & Solar, Inc.	0.00	0.00	0.00	0.0%
Special Departmental Expenses - Other	8,450.33	6,000.00	2,450.33	140.8%
Total Special Departmental Expenses	7,821.01	6,000.00	1,821.01	130.4%
Tax Administration Charges	0.00	22,500.00	-22,500.00	0.0%
Taxes & Assessments	10.47	1,000.00	-989.53	1.0%
Training & Transportation	2,319.17	14,000.00	-11,680.83	16.6%
Utilites	10,095.79	18,000.00	-7,904.21	56.1%
64900 · Office Expenses	11,287.38	10,000.00	1,287.38	112.9%
Total GENERAL & ADMIN	255,954.83	249,700.00	6,254.83	102.5%
MAINTENANCE & REPAIRS				
Maintenance				
B 1-1	7,185.00			
BC 1-1	73.97	0.00	73.97	100.0%
BOAT 1-1	5,133.83	0.00	5,133.83	100.0%
CHIEF 1-1	181.47	0.00	181.47	100.0%
E 1-1	16,715.23	0.00	16,715.23	100.0%
E 1-2	4,506.03	0.00	4,506.03	100.0%
E 1-3	0.00	0.00	0.00	0.0%
E 1-4	60.38	0.00	60.38	100.0%
Pierce Engine	1,001.70			
UTILITY 1-2	714.89	0.00	714.89	100.0%
WT 1-2	465.85			
Maintenance - Other	12,657.93	33,000.00	-20,342.07	38.4%
Total Maintenance	48,696.28	33,000.00	15,696.28	147.6%
Maintenance Structure & Grounds	7,892.37	8,000.00	-107.63	98.7%
Small Tools & Equipment	4,238.72	7,000.00	-2,761.28	60.6%
Structure Improvements	2,310.91	7,000.00	-4,689.09	33.0%
MAINTENANCE & REPAIRS - Other	317.82			
Total MAINTENANCE & REPAIRS	63,456.10	55,000.00	8,456.10	115.4%
Salaries & Benefits				
Cafeteria Plan Medical	0.00	7,200.00	-7,200.00	0.0%
Health Insurance	146,795.79	160,000.00	-13,204.21	91.7%
Medi-Care	0.00	10,700.00	-10,700.00	0.0%
Overtime	73,588.69	67,000.00	6,588.69	109.8%
Retirement	74,862.51	78,150.00	-3,287.49	95.8%
Salaries				
CAREER	361,226.51			
CLERICAL	33,867.89			
INVOICE	10,172.31			
PAYCHEX - TAXES	245,557.34			
RESERVES	74,296.83			

Escalon Consolidated Fire Protection District
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	$ Over Budget	% of Budget
VOLUNTEERS	54,673.69			
Salaries - Other	-4,787.91	669,000.00	-673,787.91	-0.7%
Total Salaries	775,006.66	669,000.00	106,006.66	115.8%
Social Security (FICA)	0.00	45,650.00	-45,650.00	0.0%
Unemployment Comp EDD	0.00	11,000.00	-11,000.00	0.0%
Workers Compensation Insurance	75,317.05	81,000.00	-5,682.95	93.0%
Salaries & Benefits - Other	-1,863.42			
Total Salaries & Benefits	1,143,707.28	1,129,700.00	14,007.28	101.2%
Total Expense	1,457,753.32	2,652,527.00	-1,194,773.68	55.0%
Net Ordinary Income	64,510.99	-2,652,527.00	2,717,037.99	-2.4%
Other Income/Expense				
Other Income				
CAPITAL OUTLAY				
EXPENDITURES				
1994 PIERCE UPGRADES	0.00	15,000.00	-15,000.00	0.0%
BEDS - SLEEPING QUARTERS	-4,185.70	5,000.00	-9,185.70	-83.7%
ENGINE LEASE PAYMENT	-37,755.57	35,427.00	-73,182.57	-106.6%
STATION ALERTING SYSTEM (ARPA)	-7,449.23	35,000.00	-42,449.23	-21.3%
Total EXPENDITURES	-49,390.50	90,427.00	-139,817.50	-54.6%
Grants				
2023 ARPA Funds	0.00	23,194.93	-23,194.93	0.0%
COVID Special Dist Relief Funds	-8,325.00	461,647.18	-469,972.18	-1.8%
Total Grants	-8,325.00	484,842.11	-493,167.11	-1.7%
Total CAPITAL OUTLAY	-57,715.50	575,269.11	-632,984.61	-10.0%
Interest Credit				
Capital Interest	10,171.07			
Property Tax - Interest Income	6,652.00			
Total Interest Credit	16,823.07			
Total Other Income	-40,892.43	575,269.11	-616,161.54	-7.1%
Net Other Income	-40,892.43	575,269.11	-616,161.54	-7.1%
Net Income	**23,618.56**	**-2,077,257.89**	**2,100,876.45**	**-1.1%**

Chief's Report
July 2026

Emergency Responses **June 2026**

- Medical Aid 67
- Public Service Assist 22
- Vehicle Accidents 8
- Vegetation Fires 4
- Structure Fires 4
- Vehicle Fires 2
- Other Incidents 8

  - Total For Month: 115 Total June 25: 78
  - Total for 2026: 622 Total for 2025: 530

Training

C-Shift Monthly Report
Operations and Training Division

June Drills

6-2-26	RT-130 Wildland Handline construction	(13 participants)
6-10-26	RT-130 Wildland live burn	(16 participants)
6-18-26	Hazmat Refresher	(13 participants)

Due to the high level of fire activity and the poor air quality the live fire training burn was postponed for a more favorable time of the year.

I sat down with the Chief of Farmington Fire to discuss our automatic aid agreement with them. There is still work to be done and I will present it to Chief Mello after the MSR nightmare.

We will have a Driver Operator 1B starting on July 27^{th}. We currently have 8 of our personnel signed up.

To better track our incidents in the district we have divided the district into zones. The zones are a required item within our reporting software. We will be able to run reports to see what areas we respond to the most.

We are in the process of designing engine company standards and operational guidelines to support the engine company standards.

Prevention

B-Shift Monthly Report for June

Prevention:

- Weed abatement is still in progress and letters will be going out this month.
- July 4th is approaching meaning firework season is here. We have been working on updating our regulations to conform with all state and federal laws and regulations, as well as a redesign of the material matter, we require each booth to retain, this is being done to have a more professional look on our part.
- We conducted a fire safety presentation to the elderly residence of Heritage House and have been asked back to put on a fire extinguisher presentation for the folks who reside there.

Safety:

- I have begun to update and simplify the safety program to make it more streamlined and easier for our employees to navigate.

Investigations:

- Two fire investigations were conducted in the month of June; both were in assistance to the county FIU team. Accidental causes.
- Currently there are five open investigations, three within Escalon, 2 of them being open arson investigations, and two outside of Escalon, one being an arson, and the other a fatal fire investigation.

Reserves

- We have conducted another round of interviews and have seven very promising candidates. We will be moving them forward In the process in the month of July.
- We are redesigning the entire new reserve hiring program. Now when we conduct reserve interviews, we use our paid staff as well as one officer from EPD and one member from the fire program at the Escalon high school. We are also implementing a new mini training academy for newly hired reserves. This is a work in progress!

- Our newest reserve drivers are all getting ample drive time in and are progressing very well.

Misc.

- I met with Battalion Chief Burke from MST and had a meeting regarding our relationship pertaining to water rescue on the river both jurisdictions share, and it was a very productive meeting. We have smoothed over a lot of rough edges that were causing some tension between our two departments. We are planning another meeting to discuss training between not only MST and Escalon, but a joint water rescue training every year including Ripon Fire and Manteca Fire departments.

Apparatus and Equipment

- E 1-1 went to Burton's Fire for repairs.
- E 1-1 starter was replaced onsite by Burns Truck & Trailer mobile service.
- The FIU Expedition went to Main Street Garage for repairs.

Buildings and Grounds

- Zapien Electric installed the new generator at Station 1.

San Joaquin County Fire Chief's Association

- Meeting 7-1-26, general business.

San Joaquin County Radio Users Group

- Meeting 6-17-26, general business and the future of VRECC discussed.

Miscellaneous

- Bold Communities project on California Street is ongoing.

- Work with the County Auditor's Office on the engagement for financial review has been completed.

- 4th of July was busy with incidents early on throughout the day. Illegal firework activity was moderate in the city and rural area of the District. "M" devices started going off later in the evening. We had one firework related incident, a small vegetation fire at Santa Fe and River caused by an illegal firework. Given the illegal firework activity we had, it is miraculous we didn't have more incidents.

- We will be holding a badge pinning for recently promoted BC Ryan Burr, on Thursday, July 23, at 10:30 a.m.

- Reserve Nate Rodriguez has been hired to fill the vacant Firefighter position. His new full-time assignment will begin the week of July 13.

Escalon Consolidated Fire
Protection District

1749 Coley Avenue
Escalon, CA 95320
Phone 209-838-7500
Fax 209-838-3926

July 9, 2026

RSG
170 Eucalyptus Avenue
Suite 200
Vista, CA 92084

Dear Committee Members:

We would like to thank RSG and LAFCo for the work completing this Municipal Services Review, and for allowing us the opportunity to respond to its findings.

The Escalon Consolidated Fire Protection District has proudly served this community for over 114 years, beginning as an all-volunteer organization to the combination paid-volunteer organization of today, we have effectively "provided a lot with a little." Over the past twenty years, our Fire Chief has aggressively sought alternative funding mechanisms such as grants, special funding, and community partnerships. Our goal has been and continues to be making Escalon better.

The following attachment addresses concerns the Board of Directors have noted in this MSR.

Thank you for allowing us to address our concerns.

Sincerely,

Joe Camara, Vice Chairperson
Escalon Consolidated Fire Protection District

Attachment

Escalon Consolidated Fire Protection District

1749 Coley Avenue
Escalon, CA 95320
Phone 209-838-7500
Fax 209-838-3926

Attachment 1:

- Discrepancies in the most recent audit were conveyed during the interview process with RSG. Concerns were raised by the District that the audit did not include over $ 440,000.00 of COVID Special District Funding. The District was not provided a draft audit for review, and did not have the opportunity to address several discrepancies/errors within the audit. The Board and District Administration will be requesting the CPA to issue and amended audit.
  - The COVID Special District Relief Funds should be reclassified from revenue to unearned revenue.
  - Liabilities for Fiscal Year 2022–2023 should be increased to reflect the unearned revenue balance.
  - The financial statements should be restated to correct the overstatement of revenue and understatement of liabilities.
  - The amended audit should include appropriate disclosure explaining the nature and impact of the restatement.
- The District operates as an independent special district fire department and maintains responsibility for its own treasury functions, including budgeting, bank accounts, accounting records, financial reporting, and management of District funds.
  - Examples of these responsibilities include receiving and depositing revenues, reviewing, and paying invoices, reconciling bank accounts, tracking grant funds, maintaining financial records, preparing budget updates, and reporting financial activity to the Board of Directors.
- The District does not provide ambulance services.
- District headquarters is located at 1749 Coley Avenue, where our board meetings now take place.
- Seasonal wage should be changed to “current minimum wage.”
- The District does not provide ALS and Ambulance.
- Service Demands – our totals are different and provided in the study.
- Future Demands – with the Building Industry Authority of the Central Valley actively opposing additional building fees, the District must weigh the cost of a study to increase fees vs. what the fee increases would generate in a “slow growth” community.
- District staff and the Board of Directors recognize the need to address future tax needs.

- The District has consistently sought and received alternate revenue sources, some which were 100% awards.
    - The District has consistently pursued alternative funding opportunities and has received awards, including some that provided full reimbursement for eligible expenses.

- The District acknowledges that the budget is unpredictable, and we have experienced unexpected maintenance costs and overtime costs. These costs have been met, while maintaining fluid assets in our bank account.
- One of the concerns expressed in the RSG interview is that the District does not receive any funding mechanism from the City of Escalon, while responding to fifty-five percent of our call volume within the city limits.
- The study notes that the District does not have extractor systems at either of its stations. This is true, however, it does not note that in the interview the District is looking into purchasing an extractor, infrared sauna, and gear dryer using COVID funds.

San Joaquin County

Office of the Auditor-Controller – Internal Audit

Escalon Consolidated Fire Protection District
Report on Agreed-Upon Procedures

Report Date: June 22, 2026
Issue Date: June 30, 2026

Jeffery M. Woltkamp, CPA
Auditor-Controller

Table of Contents

Escalon Consolidated Fire Protection District Report on Agreed-Upon Procedures for the Escalon Consolidated Fire Protection District – For the Period of July 1, 2022, to June 30, 2023.

Internal Auditor's Report

Contents

Summary

Introduction

On April 20, 2026, Rick Mello, Fire Chief of the Escalon Consolidated Fire Protection District engaged the Auditor-Controller's Office (ACO) to perform an Agreed-upon Procedures engagement (AUP) to assist the Escalon Consolidated Fire Protection (the "District") in applying the procedures below:

1. Discussion with District personnel to gain an understanding of:
    - Accounting processes and workflows
    - Financial reporting practices
    - Internal controls over financial transactions and reporting
    - Use and maintenance of the Chart of Accounts
2. Obtain and review the District's Chart of Accounts to understand its structure, hierarchy, and account categories.
3. Select a sample of financial transactions and examined to determine whether they are accurately recorded, properly supported by documentation, and correctly classified in the appropriate accounts.

We were not engaged and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. The District has acknowledged that the procedures enumerated below were appropriate to meet the intended purpose of the engagement. This report may not be suitable for any other purpose.

Methodology & Scope

Our Agreed-upon Procedures (AUP) engagement included the following:

1. The ACO's Internal Audit Division conducted multiple walkthrough discussions with the District's management to gain an understanding of the District's:
    - A. Accounting processes and workflows
    - B. Financial reporting practices
    - C. Internal controls over financial transactions and reporting
    - D. Use and maintenance of the Chart of Accounts

2. The Internal Audit Division obtained and reviewed the District's Chart of Accounts to understand its structure, hierarchy, and account categories.

3. The Internal Audit Division selected a sample of 33 financial transactions from the period of Fiscal Year 2022 – 2023 and examined each sample to determine whether each sample was accurately recorded, properly supported by documentation, and correctly classified in the appropriate accounts.

Results

As a result of the Auditor-Controller's performance of the agreed-upon procedures, 10 findings and no observations were identified and are presented in this report. We recommend that District management review these findings and implement the related recommendations to strengthen and enhance internal controls over accounting and financial reporting processes.

A finding and an observation are defined as following:

Finding: A deficiency in internal control, fraud, illegal acts, violations, of provisions of contracts or grant agreements, and abuse that appears in the audit report.

Observation: A weakness or deviation from an otherwise well-implemented control process.

Findings and Recommendations

1. Improper Classification of Grant Revenue

Criteria: In accordance with applicable accounting standards, grant funds received in advance that are subject to eligibility requirements or performance obligations should be recorded as a liability (unearned revenue) until the related conditions are satisfied and revenue is earned.

Condition: Escalon Consolidated Protection Fire District (the "District") received the COVID Special District Relief Funds and incorrectly recorded as Revenue upon receipt rather than being recorded as a Unearned Revenue (liability). Per Management, this determination was made by the audit firm, Johnson & Matos CPA Inc. who was engaged to audit the District's financial statements and the related notes to the financial statements.

Cause: This misstatement appears to have resulted from a misunderstanding of the appropriate accounting treatment for grant funds subject to requirements and obligations.

Effect: As a result, it appears revenue was overstated by $520,323 and liabilities were understated by $520,323 in the financial statements. This misclassification materially misstates the financial position and results of operations and requires a restatement of financial statements for Fiscal Year 2022-2023.

Recommendation:
The financial statements for Fiscal Year 2022-2023 should be restated to correct the presentation and accounting treatment of the COVID Special District Relief Funds. These funds were recorded as Revenue; however, they should have been recognized as Unearned Revenue until all applicable grant requirements and eligibility conditions were satisfied. The incorrect classification resulted in an overstatement of revenue and an understatement of liabilities. Restatement of the financial statements is recommended to ensure compliance with applicable accounting standards and to present the District's financial position and operating results accurately.

Since the COVID Special District Relief Funds were received and recorded entirely as Revenue when they should have been recorded as Unearned Revenue (liability), the correcting entry would be as follows:

Original Incorrect Entry
When the grant funds were received:

Account	Debit	Credit
Cash	XXX	
Grant Revenue (or Miscellaneous Income)		XXX

Correcting Journal Entry
To reclassify the funds from revenue to unearned revenue:

Account	Debit	Credit
Grant Revenue (COVID Special District Relief Funds)	XXX	
Unearned Revenue – COVID Special District Relief Funds		XXX

Management should provide this finding to audit firm that prepared the Fiscal Year 2022-2023 audit report so that the audit firm may provide a response and action plan to restate the District's financial statements.

<u>Management Response/Disposition:</u>

Management agrees with this recommendation and understands the importance of the Board of Directors having the opportunity to review a draft of the financial statement(s) prior to its approval. We acknowledge the term "grant" for this particular funding is confusing as well. Management will ask the Board of Directors to convene a response to the auditing firm to seek correction of the above-mentioned financial statement.

2. Management Review of Audited Financial Statements Prior to Issuance

<u>Criteria</u>: Management (the "District") is responsible for the accuracy and completeness of the District's financial statements and should have the opportunity to review a draft of the audited financial statements and related reports before the final report issuance.

<u>Condition</u>: Management advised Internal Audit that the Fiscal Year 2022–2023 financial statements were issued on March 15, 2025, prior to management review. Management further indicated that, in prior years, financial statements were provided for management review before report issuance; however, no such review opportunity was provided.

<u>Cause</u>: A formal policy or established procedure requiring a documented management review and approval of the financial statements prior to issuance has not been implemented. In addition, expectations regarding the timing and process for management review were not formally communicated and agreed upon with the external auditor at the start of the audit.

<u>Effect</u>: Without a defined and consistently applied review process, there is an increased risk that errors, omissions, or necessary adjustments may not be identified prior to issuance. The lack of documented review may also reduce transparency and management accountability over the final financial statements.

<u>Recommendation</u>:
Management should establish a formal written policy and procedure requiring review and documented approval of the financial statements prior to issuance. Management should also coordinate with the external auditor at the planning stage of the audit to clearly define expectations, including timelines that allow sufficient time for management review before final issuance of the audit report.

Management Response/Disposition:

Management agrees with this recommendation and understands the importance of the Board of Directors having the opportunity to review a draft of the financial statement(s) prior to its approval. Management will seek the Board of Directors' creation/approval of a formal procedure requiring a documented management review and approval of financial statements.

3. No Board of Directors' Approval for Purchases over $5,000

Criteria: District policy states that total charges on open accounts exceeding $5,000 per month require approval by the Board of Directors.

Condition: During our review of expenditures, we identified two instances in which monthly charges on open accounts exceeded $5,000 and no evidence of Board approval was available for either transaction.

Cause: Management misinterpreted the District's purchasing policy and believed that routine operational expenditures were exempt from the Board approval requirement. As a result, certain purchases exceeding the established $5,000 threshold were processed without obtaining the required Board authorization.

Effect: Failure to obtain required Board approval may result in purchases being made outside the District's established governance and oversight framework, increasing the risk of unauthorized expenditures and reducing transparency and accountability.

Recommendation:
The District should ensure that all purchases exceeding the $5,000 threshold receive Board approval in accordance with the purchasing policy. Management should review the policy requirements and implement procedures to verify that required approvals are obtained before purchases are made.

Management Response/Disposition:

Management (including the Board of Directors) operated under the premise that items approved within the annual budget were authorized by the Board as necessary for daily operation of the District. Maintenance, for example, could be delayed, allowing emergency equipment to be out of service for an extended period of time. Management will review the current policy for necessary revisions that allow for ongoing needs of the District.

4. Limited Documentation of Purchase Approvals

Criteria: The District's purchasing policy requires Board approval for purchases over $5,000. For purchases under $5,000, District policy requires pre-approval and documentation through the use of a purchase order. Pre-approval and supporting documentation help provide transparency, support accountability, and demonstrate that expenditures were authorized.

Condition: During our review, we noted that purchase approvals for purchases under $5,000 were generally communicated verbally and were not supported by purchase orders or other written documentation prior to purchasing. The District operates with limited staffing, and in some instances, individuals responsible for approving purchases are also responsible for initiating purchases.

Cause: Due to the District's limited staffing and reliance on verbal authorizations, the purchase order process required by policy has not been implemented.

Effect: Without consistent documentation of purchase approvals, it may be difficult for the District to show that purchases were properly authorized and may have limited support for verifying compliance with its purchasing policy.

Recommendation:
The District should re-evaluate the current policy of using purchase orders for purchases under $5,000 and consider implementing a practical documentation process that aligns with its staffing limitations and operational needs to provide evidence of pre-approvals. In addition, management should consider and evaluate expenses in the aggregate. Specifically, multiple purchases of the same type that individually fall below the approval threshold should be evaluated together to determine if additional approval is needed.

Management Response/Disposition:

Management agrees with this recommendation and will work with staff to develop the necessary purchase order system, while as mentioned above, reviewing the purchase policy.

5. Inconsistent Use of Account Numbers in Budget and Accounting Records

Criteria: Financial reporting and budgeting processes should use a consistent chart of accounts and account coding structure to facilitate accurate budgeting, financial reporting, and reconciliation between budget and accounting records.

Condition: The budget includes account numbers that do not appear elsewhere in the District's accounting records, including the Chart of Accounts (COA) maintained in QuickBooks and do not correspond to any accounting records. As such, budgeted vs. actuals are difficult to track.

Cause: The budget account numbers originated from the accounting structure used when the County facilitated the operational processing of financial transactions for the District. During the transition to the current accounting system, those account numbers were retained in the budget but were not incorporated into the QuickBooks Chart of Accounts.

Effect: The use of account numbers that are not reflected in the accounting records may create confusion when comparing budget-to-actual results, increase the risk of misinterpretation of financial information, and reduce the efficiency of financial reporting and reconciliation processes.

Recommendation:
Management should establish consistency between the budget and the accounting system by restructuring the account numbers used in the budget and incorporating them into the Chart of Accounts maintained in QuickBooks. This will improve the alignment between budgeting and accounting records.

Management Response/Disposition:

Management agrees with this recommendation and recognizes the importance of aligning the budget structure with the accounting system. Management will work to restructure the budget account numbers to correspond with the Chart of Accounts maintained in QuickBooks. This change will improve consistency between budgeting and accounting records, enhance financial reporting accuracy, and streamline budget monitoring. Management intends to implement this recommendation in future budget development cycle and will update the Chart of Accounts as needed to support ongoing consistency.

6. Misclassification of Expenses

Criteria: The District should properly classify financial transactions in accordance with its established chart of accounts to ensure accurate financial reporting and meaningful financial analysis. Expenses should be recorded in accounts that reflect their nature and purpose.

Condition: During testing of expenditures, we identified several instances where expenses were incorrectly classified in the general ledger. The following purchases were not recorded in accordance with their appropriate expense categories:

- Check stock was expensed under "Household" instead of "Office Supplies."
- Helmets were expensed under "Maintenance" instead of "Firefighter Safety Gear."
- Purchase from Tacos De Nieve for a donation to Hogan Manufacturing Company's Appreciation Luncheon was expensed under "Household" instead of "Donation."
- COVID Relief Grant was received as "Income" instead of "Unearned Revenue"; refer to Finding 1.

Cause: The condition appears to be due to insufficient training on proper account classification, lack of detailed guidance within the chart of accounts, and inadequate review of expense coding prior to posting. The "Household" expense account appears to be used as a catch-all expense account for instances where other accounts categories do not exist

Effect: Misclassification of expenses reduces the accuracy and reliability of financial reporting. It can make it more difficult to monitor budgets accurately, reduce the usefulness of financial information for decision-making, and increase the risk that errors are not identified.

Recommendation:
Management should strengthen controls over expense classification by providing clearer guidance on the use of the District's chart of accounts and ensuring expenses are recorded to the most appropriate account based on the nature of the transaction. Management should also implement a basic review of expense coding prior to posting or during periodic financial review to help identify and correct misclassified transactions in a timely manner.

Management Response/Disposition:

Management agrees with this recommendation and recognizes the importance of properly classifying expenses to support accurate financial reporting and budget monitoring. Management will provide clearer guidance to staff on the use of the District's chart of accounts and will emphasize that expenses should be recorded to the account that best reflects the nature and purpose of the transaction. Management will also implement a basic review of expense coding before posting or as part of periodic financial review to help identify and correct misclassified transactions in a timely manner.

7. Lack of Detailed Accounts

Criteria: The District needs to maintain a sufficient chart of accounts to ensure financial transactions are properly classified, consistently recorded, and accurately reported. A well-structured chart of accounts supports transparency, effective budget monitoring, and reliable financial reporting.

Condition: The District's chart of accounts does not contain a sufficient level of detail to properly classify various types of expenditures. As a result, multiple unrelated expenses are recorded within broad or general account categories due to the lack of more specific account options.

Cause: The current chart of accounts does not provide sufficient account classifications for certain transactions. In addition, the District utilizes the Household expense account as a broad departmental expense catch-all category to record various expenditures. Transactions of differing nature are frequently expended to this account as there are limited expense accounts available.

Effect: Without proper accounts, expenses may be misclassified, reducing the reliability of financial reporting. It limits the ability to properly track and analyze expenditure, reduces transparency, and makes financial information less useful for budgeting and decision-making.

Recommendation:
We recommend that management review and update the chart of accounts and create new accounts as necessary to ensure expenses are appropriately classified. This should include establishing more detailed categories where needed. A few accounts we recommend are:

- Expense Account: "Employee Health Screenings" for physicals and health screening
- Expense Account: "Information & Technology" for website and IT
- Expense Account: "Uniform Allowance" for career staff uniforms
- Expense Account: "Donation" for local events or public outreach

Management Response/Disposition:

Management agrees with this recommendation and will begin implementing a more detailed chart of accounts throughout the upcoming budget period. It has been difficult over the years to coordinate our chart of accounts into the system used by the external auditor.

8. Review and Maintenance of Chart of Accounts

Criteria: Effective internal controls include maintaining accurate and relevant financial records to support reliable financial reporting. Periodic review and maintenance of the chart of accounts helps ensure that financial information remains organized, understandable, and appropriate for the District's current operations.

Condition: During our discussion with management, it was indicated that the chart of accounts is not reviewed on a regular basis to determine whether existing accounts remain necessary and relevant. Maintaining a chart of accounts that includes inactive or unused accounts risk of inaccurate financial reporting, improper account classification, and inefficient financial recordkeeping.

Cause: The District has not established a process for periodically evaluating the chart of accounts to ensure it remains current and aligned with operational needs.

Effect: Without periodic review of the chart of accounts, the District may accumulate unnecessary accounts that can create confusion when recording transactions, reduce the usefulness of financial information, and increase the risk of misclassification of financial activity.

Recommendation:
We recommend that the District establish a documented procedure to periodically review its chart of accounts and consider deactivating or removing accounts that are no longer necessary for current operations. This review could be performed as part of the annual financial reporting process or during other periodic reviews of the District's accounting records.

Management Response/Disposition:

Management agrees with this recommendation and will continue to improve on the transition of the budget to include regular maintenance/review by the financial committee of the Board of Directors.

9. Lack of Supporting Documentation for Expenditures

Criteria: The District should maintain complete and adequate supporting documentation for all expenditures. This includes invoices, receipts, and evidence of approval, particularly for non-routine or special purchases, to demonstrate that transactions are valid, properly authorized, and appropriately recorded.

Condition: During testing, certain expenditures lacked supporting documentation. Additional information was subsequently requested from management to substantiate the business purpose of the transactions.

Cause: Supporting documentations are not consistently submitted by staff responsible for purchases, and there is no formalized approval process requiring documented authorization for special or non-routine expenditures prior to payment.

Effect: The absence of supporting documentation and documented approvals limits the District's ability to verify that expenditures were properly authorized, valid, and appropriate. This increases the risk of unauthorized or unsupported payments and reduces assurance over the accuracy and completeness of financial records.

- Gift Card in the amount of $50.00 purchased from Boot Barn - No supporting documentation stating the business purpose.
- Purchase in the amount of $97.79 from 1-800-Flowers - No supporting documentation stating the business purpose or receipt was submitted for the purchase.
- Chevron in the amount of $100 receipt was not itemized. The receipt shows "Grocery" for $100.00 with a memo noted the purchase was for "Snacks for Fire"; however, the receipt lacked sufficient detail to verify the nature and business purpose of the expenditure or determine whether the expense was allowable.
- D'Boni's Pizza in the amount of $147.79 was not itemized as only the credit card receipt was received. The business purchase was noted for Almond Hull Fire; however, the receipt lacked sufficient detail to verify the nature and business purpose of the expenditure or determine whether the expense was allowable.

Recommendation:
Management should implement and enforce a process requiring that all expenditures be supported by appropriate documentation, including documented approval for special or non-routine purchases.

Management Response/Disposition:

Management agrees with this recommendation and recognizes the importance of maintaining complete supporting documentation for all expenditures. Management will implement and enforce a process requiring invoices, receipts, or other appropriate documentation to be submitted and retained for each expenditure. Management will do its best to obtain itemized receipts for all purchases, including food and supplies. If an itemized receipt is unavailable, management will request handwritten details or other written documentation describing the items purchased and the business purpose of the expenditure. For special or non-routine purchases, management will require documented approval before payment to help ensure transactions are properly authorized, valid, and adequately supported. It is important to keep in mind that trust is extremely important in public safety, and all District personnel are subjected to a rigorous background investigation prior to hiring. When personnel are on-duty they are responsible for millions of dollars of equipment and facilities. As was noted in the "effect" section, there were two purchases for food at emergency incidents. With limited choices, especially in the middle of the night the only choice may be a gas station (Chevron/Emil's) for any food they may have available, which goes on to feed not only Escalon personnel, but personnel assisting from other San Joaquin County agencies, Stanislaus County agencies, and State of California Resources. The purchase at D'boni's Pizza is much the same, although in that case not in the middle of the night. As previously mentioned, management will enforce the importance of well documented receipts for all transactions.

10. Inadequate Capital Asset Records and Depreciation Schedule

Criteria: The District should maintain a complete record of capital assets to properly account for the acquisition, depreciation, and disposal of capital assets. Adequate records help support accurate financial reporting and provide accountability over District assets.

Condition: The District does not maintain a complete list of capital assets, including a depreciation schedule, to support the capital assets and related depreciation reported in the financial statements. While the District's general ledger contains asset-related transactions and account balances, it does not provide sufficient detail to support capital asset balances or depreciation calculations.

Cause: The District has not established a formal process or assigned responsibility for maintaining capital asset records and depreciation information and has relied on information prepared by the external auditors.

Effect: The lack of adequate capital asset records increases the risk that capital asset balances and depreciation amounts may not be accurately tracked or supported.

Recommendation:
The District should maintain a complete record of capital assets, including a depreciation schedule to have information necessary to support depreciation. The District should also establish procedures to ensure the records are updated for asset additions, disposals, and other changes.

Management Response/Disposition:

Management agrees with this recommendation, understanding it will be a time-consuming process that will require a policy to create the formal process.

Final Budget

Fiscal Year

2026-2027

Account 600100 **Salaries** **$ 675,000.00**

Career Personnel
Reserve and Volunteer Personnel
Administrative Personnel
Seasonal Personnel
FLSA

Account 601080 **Retirement** **$ 82,000.00**

Career Personnel (13.5%)

Account 600110 **Cafeteria Plan Medical** **$ 9,600.00**

Health Care Buyout Option for Career Personnel

Account 600300 **Overtime** **$ 70,000.00**

Overtime Expense – Career Personnel
FLSA

Account 603000 **Social Security (FICA)** **$ 47,000.00**

Social Security/FICA Expense – All Payroll (6.2%)

Account 603010 **Medi-Care** **$ 11,000.00**

Medi-Care Expense – All Payroll (1.45%)

Account 601010 **Unemployment Comp EDD** **$ 12,000.00**

Unemployment Compensation Reserve Fund

Account 605000 **Health Insurance** **$ 160,000.00**

Group Medical Insurance Plan – Cal Choice
Group Dental Insurance Plan – Premier Access
Group Vision Insurance Plan – Sun Life Financial

Subtotal	**Employee Expenses**	**$ 1,067,000.00**

Salaries – Career, Reserve, Volunteer, Administrative
Benefits – Career Personnel
Federal and State Taxes/Expenses

Account 620100	**Office Expenses**	**$ 10,000.00**

Office Supplies
Postage and Mailing/Shipping Supplies
Bottled Water
Copier Lease
Subscriptions
Computer Programs

Account 620600	**Communications**	**$ 45,000.00**

Phones (Land Lines) Station 1 and Station 2
Cellular Phones and Wireless Service
Joint Radio Users Group Fees
Paging Services ("Emergency Dispatch")
Radio Maintenance

Account 620900	**Memberships**	**$ 2,200.00**

California Employers Association (CEA)
San Joaquin County Fire Chiefs Association
Other Miscellaneous

Account 621100	**Maintenance**	**$ 35,000.00**

Apparatus
Equipment
Tires
Supplies

Account 62110004 **Fuel** **$ 20,000.00**

Fuel (Gasoline/Diesel)
Oil
Lubricants

Account 621700 **Training and Transportation** **$ 15,000.00**

Training Courses
Training/Career Development/Education Incentive
Training Equipment and Supplies

Account 622000 **Professional Services** **$ 32,000.00**

IT Services
Professional Expenses
Annual Audit(s)
Target Safety
Lexipol

Account 6220001 **Special Accounting Reports** **$ 2,000.00**

County Entity Fund Report
Miscellaneous Reports

Account 62200095 **Auditor Direct Assessment** **$ 0.00**

Former Auditor Chargers for Warrant Service
Former Auditor Chargers for Payroll Services

Account 62210102 **Tax Administration Charges** **$ 23,000.00**

Auditor Fees for Tax Collection

Account 622300 **Publications and Legal Notices** **$ 500.00**

Phone Directories
Advertisements

Account 622600 **Special Departmental Expenses** **$ 6,000.00**

Appreciation Dinner
Awards and Recognition
Other Miscellaneous Expenses

Account 62260104 **Fire Prevention** **$ 4,500.00**

Fire Prevention Materials for School Programs
Public Education Supplies

Account 623800 **Miscellaneous Expenses** **$ 2,000.00**

Miscellaneous Expense

Account 624000 **Firefighter Safety Gear** **$ 20,000.00**

Personal Protective Equipment (PPE) – Structure and Wildland

Account 624600 **Department Expense (Household)** **$ 30,000.00**

Wellness Physicals
Entry Physicals
Pulmonary Function Tests
TB Tests
Vaccines
General Household Supplies
Uniform Allowance – Career Staff
Flowers and Gifts

Account 624900 **Utilities** **$ 18,000.00**

P G & E Station1 and Station 2
Garbage Pick-up (Dumpster)
Sewer and Water – City of Escalon
Cable Television

Account 626000 **Maintenance Structures and Grounds** **$ 8,000.00**

Cleaning Supplies
Maintenance Supplies
Facility Upgrades
Structural Maintenance and Repairs
Maintenance of Station Grounds

Account 626900 **Small Tools and Equipment** **$ 7,000.00**

Shop Tools
Equipment Upgrades
New Equipment

Account 62320001 **Workers Compensation Insurance** **$ 109,000.00**

Fire Risk Management Services (FRMS) – Career, Reserve, Volunteer and Administrative Personnel

Account 623600 **Insurance Casualty** **$ 32,000.00**

Volunteer Fireman's Insurance Services (VFIS) – Liability, Casualty, Apparatus and Equipment

Account 638100 **Taxes and Assessments** **$ 1,000.00**

San Joaquin Mosquito and Vector Control
San Joaquin County Flood Survey
Miscellaneous Taxes and Assessment

Account 63310001 **Interest on Bonds** **$ 0.00**

Miscellaneous Interest/Bonds

Account 641100	**Structure Improvements**	**$ 7,000.00**

Repairs, Upgrades and Improvements Structures and Grounds Station 1 and Station 2

Account 645100	**New Equipment**	**$ 9,000.00**

New Equipment Purchases
Equipment Upgrades

Sub Total	**All Accounts**	**$ 1,484,800.00**
Account 670100	**Contingencies**	**$ 70,000.00**
Total Budget	**All Accounts**	**$ 1,573,800.00**

Capital Plan

2026-2027

Engine Lease Payment	**$ 35,427.00**
Annual Lease Payment – Rosenbauer	
Upgrades/Repairs to 1994 Pierce	**$ 25,000.00**
Computers and Office Upgrades	**$ 15,000.00**
Cal Fire Volunteer Fire Capacity Funding (If Awarded)	**$ 6,000.00**
50% Funding for PPE	
Total Capital Expenditures	**$ 81,427.00**

Escalon Consolidated Fire Protection District

1749 Coley Avenue
Escalon, CA 95320
Phone 209-838-7500
Fax 209-838-3926

NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS

Resolution No. 26-4

RESOLUTION OF THE GOVERNING BODY OF THE

ESCALON CONSOLIDATED FIRE PROTECTION DISTRICT

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE REGISTRAR OF VOTERS.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on November 3, 2026; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
Zach Hogan		Regular
Joe Camara		Regular
Mickey Schilber		Regular

2. Said Directors for this District are elected in the following manner:

✓ At Large.
There are no divisions in the District; all voters within the District vote for all candidates.

___ By Division.
Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

___ Qualified by Division-Elected at Large.
Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

___ Qualified by Division-Elected at Large.
Directors must be a landowner. Multiple ownerships can designate a single owner to cast a vote or cast pro rata share.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed **200** words.
  (Specify either 200 or 400 words)

- The cost of the Candidate Statement shall be paid by the **Candidate.**
  (Specify Candidate or District)

MEASURE(S) TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)
(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below)

4. Said District **does not** request that the following measure(s) be decided at this election.
   (Specify does or does not)

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

  (See attached wording marked Exhibit(s) ________)

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by a **run-off election.**
  (Specify lot or runoff election)

- The Registrar of Voters is **requested** to provide election services. If the District requests the San Joaquin County Registrar of Voters Office to provide election services, all applicable costs will be paid for by the District.
  (Specify requested or not requested)

6. The District hereby certifies that (please check one):

___ There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

✓ There have been no District boundary changes since our last election.

BE IT RESOLVED that the Board of Supervisors of the County of San Joaquin is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;

2. Authorize and direct the Registrar of Voters Office, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on ___________________, 20___.

AYES:

NOES:

ABSENT:

ATTEST: ______________________
SECRETARY OF THE BOARD

____
CHAIR OF THE BOARD

(Seal)