

Item A.

Update Job Description for General Manager

Discussion/Action – Proposed by Directors Deel and Unger

The General Manager's Job Description changes are mainly minor. Major revision is 2300.2.

POLICY TITLE: Job Description - General Manager

POLICY NUMBER: 2300

2300.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager ~~General Manager~~ administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The General Manager ~~He/she~~ has general charge, responsibility and control over all property of the District.

2300.1.1 The General Manager ~~He/she~~ attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 The General Manager ~~He/she~~ employs such assistants and other employees as ~~he/shethey~~ deems necessary for the proper administration of the District and the proper cooperation of the works of the District. Compensation shall be set by the Board of Directors. The General Manager ~~He/she~~ shall delegate authority at ~~his/her~~their discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. ~~His/her~~Their personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 The General Manager ~~He/she~~ maintains cordial relations with all persons entitled to the services of the District, ~~and attemptss~~ to resolve all public and employee complaints. ~~He/she~~, and shall encourage citizen participation in the affairs of the District.

2300.1.4 The General Manager ~~He/she~~ seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. ~~He/she~~ and shall translate the goals and objectives of the Board to the community.

2300.1.5 The General Manager ~~He/she~~ shall manage the District budget, conducting studies, and making oral and written presentations.

2300.2 Required Qualifications. ~~He/she shall have a minimum of five years of experience in an increasingly responsible public agency management position. He/she shall possess a valid California driver's license.~~

2300.2 Required Qualifications. The General Manager 1) shall have a minimum of five (5) years of experience in an increasingly responsible public agency management position or similar experience; 2) shall possess a valid California driver's license; 3) shall annually complete a minimum of 4 hours (or equivalent) continuing education related to the duties of the position.

2300.3 Desirable Qualifications: The ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Revised, Approved and Adopted _____ *January 25, 2022*

Signature _____, Title _____

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POLICY TITLE: Overview of the General Manager's Role
POLICY NUMBER: 1050

1050.1 The General Manager is an employee of the District and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.

JRM B.

Update Job Description for District Treasurer

Discussion/Action – Proposed by Directors Deel and Unger

The District Treasurer's Job Description was revised in 2020 but as long as we were working on the Job Descriptions there were a few minor updates that would bring it current with other Job Descriptions.

POLICY TITLE: Job Description - District Treasurer

POLICY NUMBER: 2370

2370.1 Under supervision of the General Manager is responsible for managing the budget and expenditures of the District and performs the duties of an Accountant.

2370.1.1 The District Treasurer is responsible for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity, and makes or designates others to make deposits and withdrawals.

2370.1.2 The District Treasurer, in cooperation with the General Manager, the Fire Department Chief Assistant Chief and the Budget Committee maintains the annual budget.

2370.1.3 The District Treasurer, in cooperation with the General Manager, makes recommendations to the Board of Directors for transfers to and from the Reserve Accounts per Policy #3030 Reserve Policy.

2370.1.4 The District Treasurer will review and approve reimbursement requests per Policy #4025.4.1 Expenditure Reimbursement.

2370.1.5 The District Treasurer in cooperation with the General Manager will-shall provide information for the Annual Audit.

2370.2 The District Treasurer shall attend and provide a current budget report for the Board of Directors at their monthly meetings.

2370.3 ~~Desirable-Required~~ Qualifications. The District Treasurer ~~He/She should~~-shall have a thorough knowledge of the principles and practices of creating a budget, financial record keeping, principles of accounting and computerized accounting.

2370.4 ~~Desirable~~ Qualifications. The District Treasurer ~~He/she should~~-will have knowledge of modern office methods, and practices, and equipment.

2370.4.1 The District Treasurer ~~He/she should~~-will have the ability to maintain cooperative relationships with those contacted in the course of work.

Revised, Approved and Adopted ~~July 28, 2020~~ January 25, 2022

Signature _____, Title _____

Proposed Job Description for Office Assistant

Discussion/Action - Proposed by Directors Deel and Unger

There is no Job Description for the position of Office Assistant creating one would make our Job Description Policies more complete.

POLICY TITLE: Job Description - Office Assistant

POLICY NUMBER: 2365

2365.1 Under direct supervision of the General Manager: acts as Office Assistant to District Staff. Performs the duties of receptionist/customer service. Performs a wide variety of document preparation, data entry, entry-level accounting and general office support involving extensive public contact work. Performs other related work as required.

2365.2 ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be required and assigned.

2365.2.1 Serves as receptionist and customer service representative, greets the public and provides information on routine questions and directs complex technical questions or unusual requests to appropriate staff members; takes and relays messages performs a wide variety of office assistance and general office support work including document preparation, filing, answering the telephone and assisting the public; performs kitchen duties as required; types forms, memoranda, and miscellaneous correspondence, sets up and maintains a variety of files; sorts and files documents and registers information; collects, sorts, date stamps and distributes mail; prepares and sends out welcome letters/packets to new customers; orders and maintains adequate office supplies; receives, prepares receipts, records and deposits funds; assists accounting class staff with duties involving the receipt, balancing and posting of cash funds; and the gathering, assembling, tabulating, checking and filing of financial data; responsible for maintaining office equipment in working order and arranging training; assists accounting class staff with duties involving data entry of accounts payable, purchase orders and timesheet distribution information; performs the duties of other office support staff in a backup and fill-in capacity as needed.

2365.3 DISTINGUISHING CHARACTERISTICS: Office Assistant is the entrance level for office support employees. Incumbents in this class work under supervision in any of the work areas specified in the definition above. They perform less complex tasks and receive on-the-job training in the performance of more complex duties. Incumbents will be assigned specific duties according to the District's needs and the individual's ability. As an incumbent gains skill and performs more difficult work through experience and training and a desired level of proficiency is reached, promotion to a higher level classification can be reasonably expected.

2365.3.1 QUALIFICATION REQUIREMENTS: Knowledgeable in receptionist

and telephone techniques, basic accounting concepts, math, filing and recordkeeping procedures, standard office machines, equipment and software. Proper use of English language, spelling, grammar and punctuation.

Ability to meet the public with courtesy and tact. Perform routine office assistance and office support work. Learn office methods, rules and policies. Understand and carry out oral and written directions. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

2365.3.2 EDUCATION AND/OR EXPERIENCE: Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be: Minimum Education: High School diploma and/or equivalent. No experience required.

2365.3.3 LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

2365.3.4 PHYSICAL DEMANDS: Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time. Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The employee must occasionally lift and/or move up to 20 pounds.

2365.3.5 WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Adopted January 25, 2022

Signature _____, Title

Agenda Item D.

Update Job Description for District Secretary

Discussion/Action – Proposed by Directors Deel and Unger

The District Secretary's Job Description changes are mainly minor.

POLICY TITLE: Job Description - District Secretary

POLICY NUMBER: 2360

2360.1 Under supervision of the General Manager: acts as Secretary to the Board of Directors, General Manager, and District Accountant/Treasurer, and District Clerk.

2360.1.1 The District Secretary ~~serves as secretary to the General Manager,~~ attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

2360.1.2 The District Secretary prepares agendas and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

2360.2 ~~Desirable~~ Required Qualifications. The District Secretary ~~He/she should~~ shall have knowledge of: ~~modern~~ modern office methods, practices, ~~and~~ equipment; and techniques of business letter and report writing. The District Secretary shall annually complete 4 hours continuing education related to the duties of this position.

2360.2.1 The District Secretary ~~He/she should~~ shall have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take Board material and minutes quickly and accurately, and maintain cooperative relationships with those contacted in the course of work.

Revised, Approved and Adopted _____ January 25, 2022

Signature _____, Title _____

Newberry Springs Fire Department Office Administrator Job Description

Performs a variety of clerical and administrative work in keeping official records, providing administrative support to command staff and assisting in the administration of the standard operating guidelines and policies of the fire department.

The administrative works under the direction of the Fire Chief and Assistant Fire Chief.

Essential Duties and Responsibilities:

- *Answers telephones and routes callers or provides information as required.*
- *Receives, stamps and distributes incoming mail, process outgoing mail; maintains follow-ups. Composes, types and edits correspondence, reports and other written material requiring judgement as to content, accuracy and completeness.*
- *Works with Billing Company to ensure accuracy of billing and records.*
- *Maintains lists, charts, books and other departmental reference materials for communication to staff.*
- *Assist with Budgeting.*
- *Assist with preparing purchase requests.*
- *Maintain personnel file.*
- *Enter records into records management system as required.*
- *Assist with planning and hosting public events.*
- *Performs other duties within the Fire Department and Township as directed by Fire Chief.*

Newberry CSD Salary Schedule 2021/2022		Step A (As of 7/1/2021)	Step B	Step C	Step D	Step E	10 Years Service = Step E+5%	15 Years Service Step E+7.5%	20 Years Service Step E+10%
Newberry CSD 2021/2022	Board Secretary	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56	2,613.34	2,674.11
Newberry CSD 2021/2022	General Manager	12,000.00	12,600.00	13,230.00	13,891.50	14,586.08	15,315.38	15,680.03	16,044.68
Newberry CSD 2021/2022	Office Assistant	8,500.00	8,925.00	9,371.25	9,839.81	10,331.80	10,848.39	11,106.69	11,364.98
Newberry CSD 2021/2022	Treasurer	4,500.00	4,725.00	4,961.25	5,209.31	5,469.78	5,743.27	5,880.01	6,016.76
Newberry CSD 2021/2022	Fire Dept. Office Administrator	9,000.00	9,450.00	9,922.50	10,418.63	10,939.56	11,486.53	11,760.02	12,033.51
Salary Increases are dependent on Employee evaluation and taking training to further develop job skills.									

The Process:

Searched for Salary Schedule for an existing CSD. Found Cambria CSD's current Salary Schedule.
 Determined their yearly Step increases to be 5%.
 Set up a Newberry CSD Salary Schedule that includes each employee; entered July 1, 2021 Salary as Step A.
 Step A amounts are Budgeted amounts.
 Following Cambria CSD's schedule, extended Steps through Step E then 20 Years.
 Each Step or Year receiving a 5% increase over the prior year until Step E.
 Next Step is 10 Years of Service @ 5%; 15 Years of Service @ 7.5%; 20 Years of Service @ 10%.
 Then for comparison, I extended the Yearly Salary to show the Weekly (12 hrs/week) wages and finally the hourly amount.
 We need a Job Description for our FD Office Administrator and their hours to more accurately complete the table.
 Minimum hourly wage for 2022 is \$14 for employees with 25 or less employees; \$15 with 26 or more employees.

This information is not part of the Schedule.

Step A Weekly for 52 Weeks		Per hr@12hr per week
38.46	\$ 3.21	2,000.00
230.77	\$ 19.23	12,000.00
163.46	\$ 13.62	8,500.00
86.54	\$ 7.21	4,500.00
173.08	\$ 14.42	9,000.00

These figures show hourly amounts based on our currently 12 hr/week work schedule.

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

REGULAR MEETING MINUTES

January 25, 2022

Call the meeting to order- 6:16 p.m.

Pledge of Allegiance

President Springer asked all present to recite the Pledge of Allegiance.

Roll Call.

Present:

President Springer.
Director Roberts.
Director Paulsen
Director Unger

Absent: Director Deel

Also Present: General Manager Jodi Howard, Fire Chief Lanier, Asst. Fire Chief Rogers and members of the public.

1. Approval of Agenda

Motion Director Paulsen to approve agenda as written. Seconded Director Roberts.

Vote: **Unanimous**

Motion Passed

2. Public Comments:

a. General Public-

Community Reports- Newberrycsd.net website

Sheriff Report- Newberrycsd.net website

3. Reports

a. General Manager- Well complete

Ballfield 80% Complete

Working on District Audit.

b. Fire Department- Fire Dept. Report attached newberrycsd.net website.

c. Air Quality Monitoring Report-

d. Civic Hub- Available Properties Report-

4. Agenda Items- Discussion/Possible Action

a. Guest Speakers from Clearway and Blattner to Address Dust Control from Daggett/Newberry Springs Solar Site.

James Kelly let the residents of Newberry know at any time there is an issue to be addressed he would be willing to come to any CSD Meeting.

Mike Daggett Solar Project Manager- showed plots maps of the solar site to show the residents how they would apply the binder solution to keep the Dust from blowing through the valley.

b. Revise Policy #2300 General Manager

Motion Director Springer to table this to next meeting.

Seconded Director Unger

Vote: Unanimous

Motion Passed

c. Revise Policy# 2370 District Treasurer

Tabled to next meeting with revisions

d. Create Job Description: Policy#2365 Office Assistant

Tabled to next meeting with revisions

e. Revise Policy#2360 District Secretary

Tabled to next meeting with revisions

f. Create Job Description- Policy#2380 Fire Department Office Administrator

Tabled to next meeting with revisions

g. Create Policy- Policy#___ Fire Letter/Conditioning Requirements

Tabled to next meeting with revisions

h. Create Policy#__Rate Schedule- Construction Conditioning

Tabled to next meeting with revisions

i. Create Policy#__ Newberry CSD Salary Schedule

Tabled to next meeting

j. Discussion on the Appropriate Salary Increase for the General Manager.

Tabled to next meeting

k. CSD Write a Letter to the School District Requesting Possible Speed Bumps, Crosswalk, Flashing Lights in Front of Newberry Elementary.

Newberry CSD and School District write a letter to Public Works stating The safety concerns needing to be addressed at Newberry Elementary School.

l. Update Ballfield/Park

Ballfield fencing is 80 % Complete.

Move forward with grading and sprinkler system for ballfield.

Park Equipment has tentative start date of March 2022.

m. Update CSD Park/Fire Water Delivery Project.

Fire Dept. water delivery project completed.

Possible start date of park equipment mid-march 2022.

n. Approval of Minutes for November 15, 2021

Motion Director Unger to approve Nov.15 min. Seconded Director Roberts

Vote: **Unanimous**

Motion Passed

o. Approve Bills Paid and Presented

Motion Director Unger accept bills paid and presented. Seconded Director Roberts.

Vote: **Unanimous**

Motion Passed

5. Old and New Business-

6. Directors Comments (1 min)

Director Paulsen- Thanked Mike Matsen said he was an asset to the Community.

Director Springer- Attended Funeral for Fallen Fire Fighter *Engineer David Spink- May He Rest In Peace.*

7. Adjournment 9:02 p.m.

Board Secretary

Board President

Newberry Community Services District

Profit and Loss Detail
January 26 - February 18, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Expenses							
1000.0 Administrative-Subtotal							
1003.0 Auditor Expense							
02/09/2022	Check	18648	David B. Whitford Jr.	financial report filing	120 Checking Account	875.00	875.00
Total for 1003.0 Auditor Expense						\$875.00	
1010.0 Office Expenses							
1010.2 Office Equipment-Maint/Repair							
01/27/2022	Check	18641	De Lage Landen Financial Services	service contract Jan	120 Checking Account	58.07	58.07
Total for 1010.2 Office Equipment-Maint/Repair						\$58.07	
1010.5 Annex Telephone/Fax							
01/27/2022	Check	18642	Verizon Wireless	acct 572433818	120 Checking Account	23.15	23.15
Total for 1010.5 Annex Telephone/Fax						\$23.15	
1010.6 Subscriptions/Memberships, Adm							
02/04/2022	Check	18645	Streamline	Web membership Jan & Feb	120 Checking Account	100.00	100.00
Total for 1010.6 Subscriptions/Memberships, Adm						\$100.00	
1010.7 Annex Internet							
01/27/2022	Check	18642	Verizon Wireless	acct 572433818	120 Checking Account	40.01	40.01
01/27/2022	Check	18637	Frontier Communications	CSD internet	120 Checking Account	108.48	148.49
Total for 1010.7 Annex Internet						\$148.49	
Total for 1010.0 Office Expenses						\$329.71	
1012.0 Admin Personnel Expenses							
1012.8 Workers Comp Insurance							
01/27/2022	Check	18643	Fire Agencies Self Insurance System	7/1/21 to 9/30/21, 1st Quarter	120 Checking Account	2,193.00	2,193.00
Total for 1012.8 Workers Comp Insurance						\$2,193.00	
Total for 1012.0 Admin Personnel Expenses						\$2,193.00	
Total for 1000.0 Administrative-Subtotal						\$3,397.71	
2000.0 Parks and Recreation - Subtotal							
2002.0 Community Center Expenses							
2002.2 CC-Electricity							
01/27/2022	Check	18635	SCE	Svc acct #8002019569	120 Checking Account	209.31	209.31
01/27/2022	Check	18636	SCE	Svc Acct #8003736471	120 Checking Account	12.11	221.42
Total for 2002.2 CC-Electricity						\$221.42	
2002.4 CC-Contract Labor/Cleaning							
02/10/2022	Check	18655	Daphne Lanier	cleaning Feb	120 Checking Account	300.00	300.00
Total for 2002.4 CC-Contract Labor/Cleaning						\$300.00	
2002.7 Pest Control							
01/27/2022	Check	18640	Clark Pest Control	CSD pest control	120 Checking Account	52.00	52.00
Total for 2002.7 Pest Control						\$52.00	
Total for 2002.0 Community Center Expenses						\$573.42	
2003.0 Ground Expenses							
2003.1 Grounds-Landscaping							
02/09/2022	Check	18646	Mike Matson	Landscaping Feb	120 Checking Account	425.00	425.00
Total for 2003.1 Grounds-Landscaping						\$425.00	
2003.2 Grounds-Disposal Services							
02/09/2022	Check	18651	Desert Disposal	CSD phone	120 Checking Account	166.36	166.36
Total for 2003.2 Grounds-Disposal Services						\$166.36	
2003.4 Grounds Maint/Repair							
02/09/2022	Check	18654	Home Depot	paint supplies, lawn tools for maint	120 Checking Account	325.42	325.42
02/09/2022	Check	18646	Mike Matson	Maintenance Feb	120 Checking Account	75.00	400.42
02/09/2022	Check	18654	Home Depot	yellow paint for poles	120 Checking Account	286.47	686.89
Total for 2003.4 Grounds Maint/Repair						\$686.89	
2003.7 Grounds-Capital Improvement							
02/09/2022	Check	18647	C&M Fence Co.	Ball Field fencing, Bal due	120 Checking Account	34,000.00	34,000.00
Total for 2003.7 Grounds-Capital Improvement						\$34,000.00	
2003.8 Grounds-Electric							
01/27/2022	Check	18634	SCE	Park lights	120 Checking Account	32.28	32.28
Total for 2003.8 Grounds-Electric						\$32.28	
Total for 2003.0 Ground Expenses						\$35,310.53	
Total for 2000.0 Parks and Recreation - Subtotal						\$35,883.95	

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
3000.0 Municipal Services-Subtotal							
3001.0 Electric - Street Lights							
02/09/2022	Check	18652	SCE	street lights	120 Checking Account	643.56	643.56
Total for 3001.0 Electric - Street Lights						\$643.56	
Total for 3000.0 Municipal Services-Subtotal						\$643.56	
4000.0 Fire Department - Subtotal							
4003.0 FD-Equipment Expense							
4003.1 FD-Equip Exp, Fuel							
01/28/2022	Expense	4003.1	Newberry Chevron	Wt392 miles4917	US Bank	104.95	104.95
02/09/2022	Check	18653	Silver Valley Unified School District	Fuel charge Jan	120 Checking Account	293.85	398.80
02/16/2022	Expense	4003.1	Newberry Chevron	E392 miles 81105	US Bank	106.93	505.73
Total for 4003.1 FD-Equip Exp, Fuel						\$505.73	
4003.2 FD-Vehicle Maint/Repair							
01/27/2022	Check	18633	Elite Auto and Fleet	Replace fuel lines on 2006 Ford F550	120 Checking Account	1,384.98	1,384.98
Total for 4003.2 FD-Vehicle Maint/Repair						\$1,384.98	
Total for 4003.0 FD-Equipment Expense						\$1,890.71	
4004.0 FD-Equip Exp, Non-Vehicle							
4004.3 FD-Equip Exp, NV, First Aid Sup							
01/26/2022	Expense	4004.3	Amazon	Disposable face mask x100	US Bank	26.82	26.82
Total for 4004.3 FD-Equip Exp, NV, First Aid Sup						\$26.82	
Total for 4004.0 FD-Equip Exp, Non-Vehicle						\$26.82	
4006.0 FD-Station Expenses							
4006.1 FD-Station Exp, Internet							
01/27/2022	Check	18638	Frontier Communications	FD phone	120 Checking Account	55.71	55.71
01/27/2022	Check	18642	Verizon Wireless	acct 572433818	120 Checking Account	192.40	248.11
02/09/2022	Check	18649	Frontier Communications	CSD internet	120 Checking Account	67.90	316.01
Total for 4006.1 FD-Station Exp, Internet						\$316.01	
4006.6 FD-Station Exp, Electric							
01/27/2022	Check	18634	SCE	FD	120 Checking Account	327.89	327.89
Total for 4006.6 FD-Station Exp, Electric						\$327.89	
4006.8 FD-Station Exp, Trash Service							
02/09/2022	Check	18650	Desert Disposal	FD trash service	120 Checking Account	46.38	46.38
Total for 4006.8 FD-Station Exp, Trash Service						\$46.38	
Total for 4006.0 FD-Station Expenses						\$690.28	
4007.0 FD-Firefighter Personnel Exp							
4007.6 FD-Perssonel Exp, Training Exp							
01/27/2022	Check	18644	Kevin Brammer	CPR/EMT skills recert	120 Checking Account	125.00	125.00
01/27/2022	Check	18644	Kevin Brammer	CEU Program	120 Checking Account	62.25	187.25
Total for 4007.6 FD-Perssonel Exp, Training Exp						\$187.25	
Total for 4007.0 FD-Firefighter Personnel Exp						\$187.25	
Total for 4000.0 Fire Department - Subtotal						\$2,795.06	
Total for Expenses						\$42,720.28	
Net Income						\$ -42,720.28	