



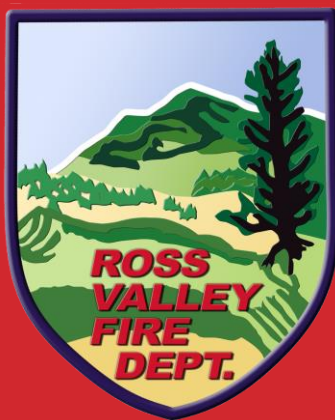
# **ROSS VALLEY FIRE DEPARTMENT**

**ANNUAL REPORT 2012-2013**

**PREPARE · PREVENT · PROTECT**

# TABLE OF CONTENTS

History	1
Letter from the Chief	2
Communities Served	3
Accomplishments	4
Goals 2013-2014	4
Merger	5
Board of Directors	6
RVFD Affiliations	6
Organizational Chart	7
Personnel Achievements	8
Financial Summary	9
Training	11
Explorer Program	14
Volunteer Firefighter Program	15
Prevention	16
Community Services	17
Fire-Flow Updates	19
EMS Services	20
Service Level Objectives	21
Incident Response	22
Apparatus and Vehicle Report	27



Cover Photography      Scott Porter  
Design & Production      Molly English

Ross Valley Fire Department © 2013

## HISTORY

Organized fire protection in the upper Ross Valley dates back to the early 1900's. In 1907 The San Anselmo Independent Volunteer Fire Department was established. Fairfax and Ross soon followed, establishing volunteer fire departments in 1910.

These volunteer fire departments, through the years, added full-time paid firefighters to augment the volunteer firefighters to address increased demand for fire protection services. The Sleepy Hollow Fire Protection District was formed in the 1949; the District contracted with the Town of San Anselmo to provide fire protection services.

July 1, 1982, the Fairfax and San Anselmo fire departments merged to form the Ross Valley Fire Department (RVFD), which is administered under a joint powers agreement (JPA). The original JPA provided fire protection to Fairfax, San Anselmo, and the unincorporated county area known as Sleepy Hollow. The Department was governed by two voting members from each Town and one non-voting member from the Sleepy Hollow Fire Protection District

July 1, 2010, the Sleepy Hollow Fire Protection District became a full member of the joint powers agreement. The governing board was expanded to six voting members, two from each of the member agencies.

July 1, 2012, the joint powers agreement was expanded once again to include the Town of Ross. With the addition of the Town of Ross, the governing board was expanded to eight voting members, two from each of the member agencies. The former Ross Fire Department personnel, with the exception of the Fire Chief, joined RVFD, adding six full time positions and a fourth fire station to the JPA.

### Ross Valley Fire Department

RVFD currently has 33 full-time paid employees: 1 fire chief, 3 battalion chiefs, 12 captains, 15 firefighter/engineers, 1 administrative assistant and 1 fire inspector. In addition, RVFD has an active volunteer force of 15 members.

# LETTER FROM THE CHIEF

On behalf of the members of the Ross Valley Fire Department, I am pleased to present the Fiscal-Year 2012/2013 Annual Report. The annual report provides an overview of the past year as well as the Department in general.

July 1, 2012 marked the 30<sup>th</sup> anniversary of the Ross Valley Fire Joint Powers Agreement (JPA). More importantly, it was also the date the JPA was expanded to include the Ross Fire Department. Prior to the merger, the two departments had worked closely together for many years, and over the years there had been multiple discussions of merging the departments. The latest round of discussions started in early 2011 and after many public meetings and workshops, the Ross Valley Fire JPA was expanded to include the Town of Ross.



This annual report represents the first 12 months of operation of the expanded JPA. The first year was filled with Department personnel working toward standardization of equipment, policies and procedures. Personnel also spent considerable time cross training and expanding jurisdictional knowledge.

The JPA expansion created additional workload in fire prevention and general administration. Construction plan reviews and inspections increased by 23% from the previous year. For administration, the increased workload was the result of the inclusion of a fourth jurisdiction and the additional firefighter staff.

In December, a series of winter storms battered the Ross Valley, which brought localized flooding and threatened to bring yet another round of widespread flooding to the Ross Valley. Once again response policies were put to the test, and as a result of the early December storm, policies and procedures were improved to provide further coordination between the Ross Valley communities.

RVFD continued many programs from previous years including: Community Emergency Response Teams (CERT) training, Get Ready Ross Valley, CPR training, Engine Company Inspections, and others.

The year also brought many changes in RVFD Personnel. There were two retirements, three promotions, and three new appointments.

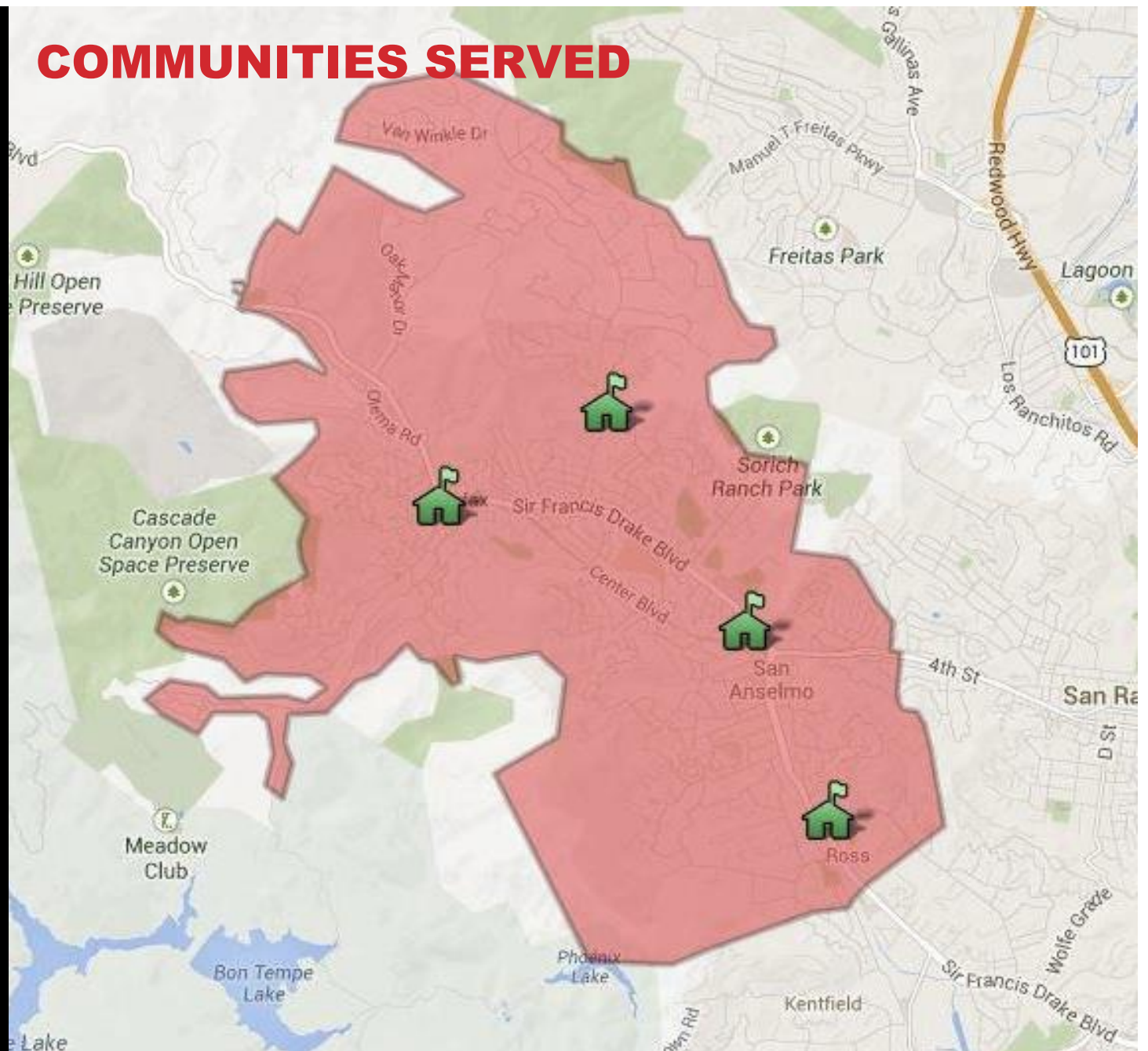
Overall, once again, it has been a very busy and successful year for Ross Valley Fire.

The annual report provides the opportunity to illustrate the continued commitment and outstanding work of the men and women of the Ross Valley Fire Department. We hope that you find the report informative.

Sincerely,  
*Roger Meagor*

Fire Chief

# COMMUNITIES SERVED



## OVERVIEW

Ross, San Anselmo, Fairfax, and Sleepy Hollow are located in a narrow valley that runs from the southeast to the northwest, with a main travel artery that runs through it, Sir Francis Drake Boulevard. The Towns have small but well developed commercial areas along and adjacent to Sir Francis Drake Boulevard in the valley floor.

Residential neighborhoods extend from the valley floor in all directions. Sleepy Hollow is an unincorporated residential neighborhood that extends north from San Anselmo along Butterfield Road. The remainder of the land surrounding the valley is undeveloped wildland, watershed, or dedicated open space utilized primarily for conservation and recreational activities. The topography of the valley creates unique challenges for response teams due to narrow streets and poor access, often resulting in extended travel times.

# ACCOMPLISHMENTS

- Expansion of JPA to include Town of Ross
- New Fire Flow Plan completed. Several pipeline projects, added hydrants
- New apparatus replacement and funding plan
- Network server upgrade
- Record Management System update
- Major mapping upgrade
- Website- updated and expanded
- Two Firefighters trained as Haz-Mat Technicians and joined the Marin County Haz-Mat Response Team(HMRT)
- Participated in Countywide Technology Grant
- Year-end budget surplus
- Integrated/coordinated flood preparation and response throughout Ross Valley
- Sidewalk CPR - 206 citizens trained
- Bi-monthly citizen CPR classes- 120 citizens trained
- CERT and Get Ready Programs
- Volunteer Firefighter Regional Academy – Including monthly regional drills
- Trained and added four new volunteer firefighters – State Certified
- Equipment and fire engine standardization
- Mobile Live Fire Trainer – Regional training RVFD, SRFD, MCFD
- Policy and Procedure alignment with merged agencies
- Firefighters participated in annual Alisa Ann Ruch Burn Relay, MDA Fill The Boot, MDA summer camp, and Susan G. Komen breast cancer awareness
- Co-hosted with SA Recreation, Breakfast with Santa
- Instituted new online training records management system
- One Battalion Chief and two Captains promoted
- Two new Firefighter/Engineers
- Joined California Firefighter Joint Apprenticeship program
- Logged over 4,600 training hours

# GOALS 2013-14

- Facilitate the Adoption of 2013 Fire Code: Fairfax, Ross, San Anselmo, Sleepy Hollow
- Fire prevention fee schedule review and update
- Prevention website update
- Seek grant funds to replace aging self-contained breathing apparatus
- Policy and procedure manual update
- Fire Chief recruitment
- Work with MMWD to complete FY13/14 Fire Flow Improvement Plan projects
- Dominican University Leadership Program – Two additional personnel to complete leadership program
- Personnel development – Firefighter through Battalion Chief



First Board Meeting of the new JPA , June 2012

## MERGER

On July 1, 2012, after years of study, a year and a half of discussions, and many public meetings, the Ross Valley Fire Department and the Ross Fire Department merged fire services, expanding the Ross Valley Fire Department Joint Powers Agreement. The merger of the two fire departments was based on the reality that it would not only improve service but also reduce cost. Former Ross Councilman Scot Hunter, who was a member of the town public safety committee, was quoted as saying "Consolidation of services is one of the few ways available to government to provide constituents with better quality service and at the same time save money. It's win-win any way you look at it."

The expansion of the Joint Powers Agreement added the Ross Fire Station and 6 fulltime personnel to the Department. Ross Fire Chief Tom Vallee, after 37 years of service with the Town of Ross, began a well-deserved retirement. The merger brought together two quality fire departments into a single organization; improving coordination, training, emergency response, and other fire department services.

Subsequent advantages of merging include:

- Reduced overhead cost
- Agencies sharing administration cost
- Reduction in duplication of equipment and efforts
- Improved firefighter and community safety
- Expanded on duty response force
- Reliable back up during multiple calls for service
- Improved emergency response during medium and large incidents
- Common training and operational procedures

Captain Jim Popken, who spent 10 years with the Ross Fire Department, sums up the merger after the first year, "Everything is better– emergency response, community service, fire prevention. The increased staffing allows for specialization and reduced duplication which has optimized resources and the delivery of services."



# RVFD BOARD OF DIRECTORS

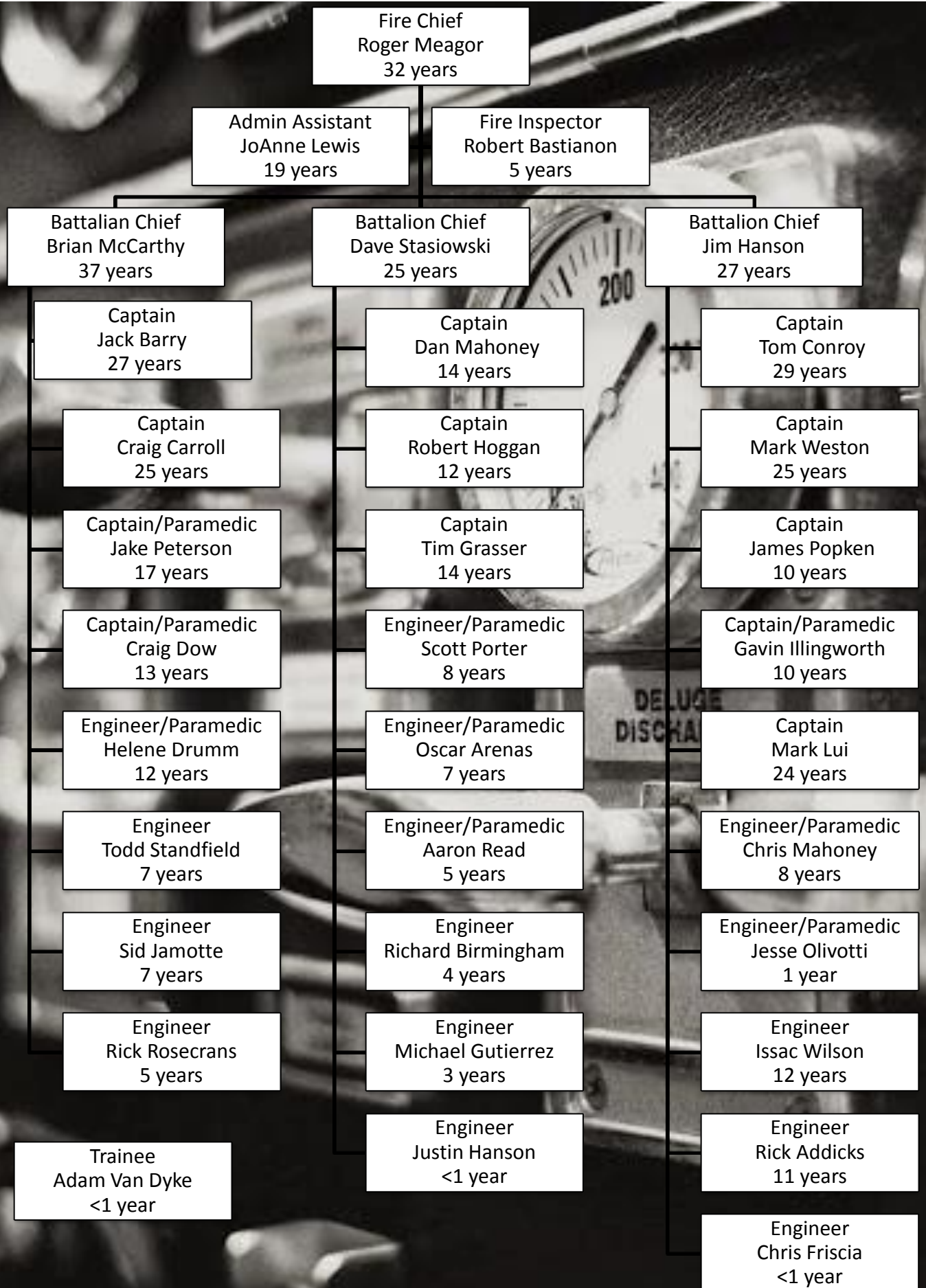


Pictured: Frank Berto, Jeff Kroot, Kathleen Hoertkorn, Richard Shortall, Carla Small, John Reed, David Weinsoff and Tom McInerney (not pictured).

## RVFD AFFILIATIONS

California Fire Explorer Association  
Marin County Hazardous Materials Team  
Marin County Operation Chiefs  
Marin County Training Officers  
Marin County Fire Prevention Officers  
Marin County Fire Chiefs' Association  
Government Finance Officer Association  
Administrative Fire Services Section, CFCA  
California Fire Chiefs Association (CFCA)  
Fire Safe Marin Board of Directors  
Fire Agencies Self Insurance System Board of Directors  
Ross Valley Paramedic Authority  
Marin County Urban Search and Rescue

**Captain Gavin Illingworth, Secretary**  
**Mike Gutierrez, Chris Mahoney**  
**Battalion Chief Brian McCarthy**  
**Battalion Chief Dave Stasiowski**  
**Rob Bastianon, President**  
**Chief Roger Meagor**  
**JoAnne Lewis**  
**JoAnne Lewis**  
**Chief Roger Meagor**  
**Chief Roger Meagor**  
**Chief Roger Meagor, Treasurer**  
**Battalion Chief Jim Hanson**  
**Captain Jake Peterson, Rick Addicks,**  
**Isaac Wilson**





# PERSONNEL ACHIEVEMENTS

## Appointments



**Adam Van Dyke**  
Firefighter Trainee



**Chris Friscia**  
Firefighter/Engineer



**Justin Hanson**  
Firefighter/Engineer

## Promotions



**Dave Stasiowski**  
Battalion Chief



**Craig Dow**  
Captain



**Mark Lui**  
Captain

## Retirements



**Greg McGrath**  
Battalion Chief



**Rick Marshall**  
Captain

# FINANCIAL SUMMARY

The following information is based on unaudited year-end estimates. The annual financial audit report will be completed later this fall and will be presented at the November 2013 Fire Board meeting.

## Financial Highlights

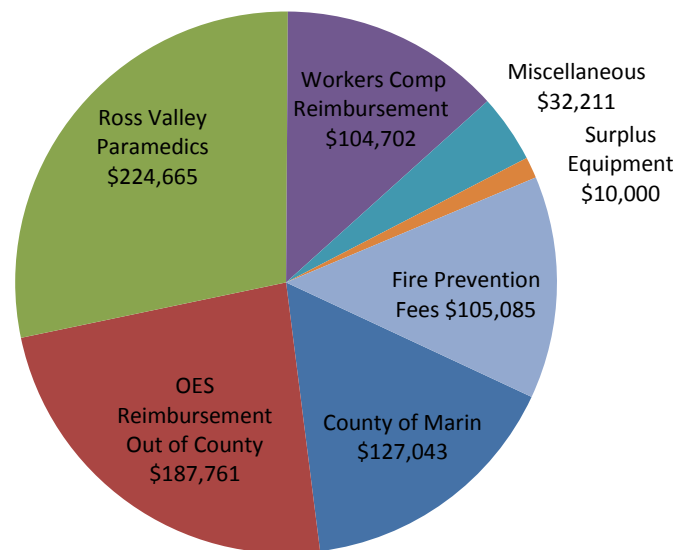
- JPA Expansion reduces fire service cost for Member agencies
- Year-end budget surplus of \$305,815
- Unassigned Fund balance increased from \$0 to \$245,845 in first year of Expanded JPA
- Established a funding plan for fire engine and support vehicle purchases through year 2025

## Revenues

RVFD's main source of revenue is through the contribution of the JPA member agencies; these contributions represent 90.5% of total revenues.

In addition to member contributions, RVFD receives a variety of outside revenues, which include fire prevention fees, contracts for service with Ross Valley Paramedic Authority and the County of Marin, and several other sources. Total revenues for Fiscal Year-end 2013 are \$8,283,379. Revenues exceeded expenses by \$305,815.

Outside Revenue 2012-1013



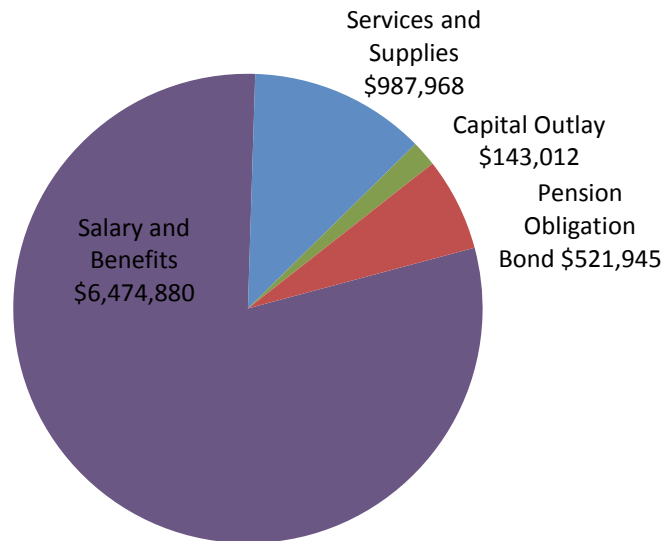
## Historical Member Contribution

Over the past five years RVFD has worked extensively to limit Member contribution increases. In 2011 there were employee concessions which reduced employer pension cost. The JPA was expanded in 2010 to include Sleepy Hollow and in 2012 to include the Town of Ross. Over the five-year period member contributions increased 7.5% or 1.5% annually.

Fiscal Year	San Anselmo	Δ	Fairfax	Δ	Sleepy Hollow	Δ	Ross	Δ
2013-14	3,137,615	1.9%	1,803,293	1.9%	990,647	1.9%	1,619,527	-3.0%
2012-13	3,079,707	1.9%	1,770,077	1.9%	972,361	1.9%	1,670,097	
2011-12	3,022,255	0.0%	1,736,769	0.0%	954,096	-9.4%		
2010-11	3,022,255	-24.0%	1,736,796	0.0%	1,052,596			
2009-10	3,976,420	3.6%	1,736,827	3.6%				

## Expenses

Employee related costs account for 86% of the Department's expenses. Services and Supplies and Capital Outlay account for the remaining 14%.



## Reserves

In conjunction with the JPA expansion, on June 30, 2012, cash reserves held by the JPA, with the exception of Compensated Absence Reserves, were designated as Prior Authority Reserves. Prior Authority Reserves belong to Fairfax, San Anselmo and Sleepy Hollow (Prior Authority Members). These reserves are designated to be used to offset future contributions by the Prior Authority Members.

Authority Reserves are reserves accumulated by the Expanded JPA

Authority Reserves	FYE 2012	FYE 2013	Projected FYE 2014
Unassigned	-	245,845	245,845
Apparatus Replacement	-	23,886	153,886
Compensated Absences	160,000	254,139	29,489
<b>Total</b>	<b>\$160,000</b>	<b>\$523,870</b>	<b>\$429,220</b>
Prior Authority Reserves	FYE 2012	FYE 2013	Projected FYE 2014
Apparatus Replacement	73,844	73,844	-
Sleepy Hollow	82,169	47,383	22,333
San Anselmo	260,282	150,094	70,744
Fairfax	149,577	86,255	40,655
<b>Total</b>	<b>\$565,872</b>	<b>\$ 357,576</b>	<b>\$133,732</b>

## Apparatus Replacement Fund

In April, the Fire Board approved an apparatus replacement schedule and tentative funding plan to address fire engine and support vehicle replacement through year 2025. The funding plan includes \$218,383 for FYE14 and incrementally increases to \$309,231 in FYE25. FYE14 includes \$88,383 for the 2010 fire engine lease purchase payment and \$130,000 for future purchases. (The apparatus replacement schedule can be found on page 28 of this report).

# TRAINING

Ross Valley Fire Department strives to provide the highest quality training, instruction and evaluation to our members. We deliver the most meaningful and realistic training possible while ensuring personal safety. This is intended to prepare our department to serve our community in the most efficient and effective means possible, and to ensure personal safety as we deliver this service. The Training Division is responsible for the on-going training of all in-service companies. With the numerous requirements placed upon the fire service today by the many regulatory agencies, (NFPA, ISO, OSHA, ANSI, CCR, and Regional EMS), the Training Division coordinates the training needed to comply with established regulations.

In 2012-13, the Training Division experienced one of its most active training years ever. Many factors contributed to this years increased activity level and are detailed below. Of special note was the consolidation of Ross and Ross Valley Fire Departments. This merger initiated the need for cross-training and jurisdictional knowledge that will continue for several years, and result in a much more effective and efficient workforce.

RVFD personnel logged over 4,600 hours of training in the following areas.

## EMS

Ross Valley Fire employees train extensively on Emergency Medical services. In 2012-13 we logged in excess of 1,200 hours of training in this field. This includes yearly Emergency Medical Technician refresher training (February-May), RVPA Medical Director Dr. Bason-Mitchel monthly in service training, and Engine Company individual/multi-company training. In addition, our Paramedics attend off duty continuing educational training (32 hours per medic, per year from RVPA – total 288 hours), and a new online patient care reporting system was implemented by Marin County Emergency Medical Services Agency, which required a considerable amount of training.

## Training & Education

In the 2012-13 fiscal year, RVFD supported wide-ranging employee development through outside training and education. This is done as part of the Employee Development Program and consists of courses designed to prepare the employee for advancement, department need, and general position development. Examples of each of these types of training and education are as follows: California State Fire Marshal Level 1 Fire Officer and Level 2 Chief Officer course tracts prepare an employee for advancement to the rank of Acting Captain, Captain, Acting Battalion Chief and Battalion Chief; California Fire Mechanics Academy courses, Urban Search and Rescue Team, and Hazardous Materials Team prepare employees to fulfill a department need of maintaining and repairing our equipment and vehicle fleet, skills required for our OES fire engine and preparation for natural disasters/events; and conferences (administrative, fire operations, leadership), other California State Fire Marshal courses (Prevention, Driver/Operator), and National Wildfire Coordinating Group courses are examples of general position development for all employees.

Most of this training and education is conducted while off duty and is not part of the day to day operations. All employees have the opportunity to participate and we must prioritize the employee development based on current needs and financial constraints of the department. In the near future, as our newer employees move forward with their employee development plans, the department will be outmatched with demand versus current funding.



## **Recruit Training Program**

As new employees are hired into the department, they go through extensive recruit training during their first year of employment. This is somewhat unique to our organization due to the fact we operate as two-person Engine Companies. The recruit training is divided into two separate segments – Firefighter and Engineer training. By the end of their recruit training, the new member must function as an apparatus driver/operator. The initial recruit training is conducted while the new member is working a 40 hour workweek to maximize the amount of training hours and utilize all department personnel. This is particularly time consuming for our personnel, and in addition affects all other department functions.

In 2012-13, after extensive Recruit Engineer training, we promoted two Apprentice Firefighters to full time Firefighter/Engineers. All training was conducted by on duty personnel using multiple Engine Companies on a daily basis. Collectively, they logged over 650 hours of Recruit Engineer training. Each shift has a Captain that coordinates the daily training activities of new recruits, under the direction of the Training Officer.

## **Fire Fighting Operations**

In addition to all of the above training and education, RVFD personnel are constantly training on a daily basis as individuals, engine companies, multi-company, and entire shifts. This training includes the following areas:

Incident Command and Control  
Structural/Vehicle/Wildland Firefighting  
Fire Investigation  
Vehicle Rescue  
Hazardous Materials  
Disaster Preparedness, Response, Mitigation

Report Writing  
Management, Supervision, and Leadership  
Software Training  
Special Operations – Rope Rescue, Confined Space and Swift Water Awareness  
County-wide Operations and Mutual Aid



## **Block Training**

Our personnel participate in a Block Training Program with other Marin County fire agencies. The objective is to provide a standardized, valid, all risk regional training and curriculum program for all agencies involved.

The goals are to: emphasize on manipulative evolutions; improve access to didactic and manipulative information; utilize pre-established area coverage matrixes; minimize impact on daily department operations; utilize Marin County standardized evolutions manual; consistent and standardized county wide curriculum and instruction.

A different core topic is covered in each Block, with an emphasis on a specific area of study. A cadre of multi-agency, subject matter experts develops the curriculum for each Block.

In 2012-13 department personnel conducted well over 550 hours of Block training.

## **Mobile Live Fire Trainer**

RVFD acquired the Mobile Live Fire Trainer in 2003, as part of the Assistance to Firefighter Grant process. The Trainer is utilized as a platform for many different types of training evolutions within our department. Examples include: fire behavior analysis during recruit firefighter training, search and rescue operations, ventilation, Engine Company/multi-company attack evolutions, and hose handling techniques, to name a few. In addition, several other fire departments utilize the Trainer for recruit and ongoing training. This is either done on site (at our fire station), or off site at a location determined by the requesting fire department. Over the last 10 years, the Trainer has been instrumental in teaching our personnel how to safely operate under live fire conditions.

## **TargetSolutions**

In November 2012, the Training Division transitioned to a new online training and records management system. The system is called TargetSolutions and makes scheduling, delivering, tracking and reporting training easier and more efficient than ever before.

The extensive online library hosts numerous types of training, including EMS, NFPA 1001, 1021, and 1500 series fire training, OSHA, motor vehicle safety, and human resources. In addition, the system can track all compliance training activities and generate comprehensive data reports for agencies such as ISO and CFFJAC.

TargetSolutions is an excellent tool and allows remote access from any location, keeping Engine Companies in their zones and delivering consistent training. For example, the first session of each Block Training is delivered through TargetSolutions to all participating agencies.



## EXPLORER PROGRAM

The program is designed to build character and develop leadership skills that will help Explorers as they advance within the Program and prepare for academies as well as other career opportunities. By participating in the Fire Explorer Program, the individuals gain personal confidence, learn to use firefighting equipment, develop mechanical skills, and increase their physical fitness level, as well as their knowledge of the fire service.

One of the most important aspects of the program is the training the Explorers receive and the skills they develop over the period of their enrollment. The Ross Valley Fire Department strives to bring the Explorers to a higher level of training by putting them through training exercises that would push even some seasoned firefighters to the limit of their knowledge as well as their manipulative skills. Some of the training exercises include pulling hose lines, raising ladders, as well as fire line construction and wildland firefighting hose lays. The most demanding, as well as the most enjoyable for the Explorers is the use of the Ross Valley Fire Departments Mobile Live Fire Trainer and the annual California Explorer Academy.

The Program currently has 10 Explorers ranging in age from 16 -20. Recently, two of the Explorers have left the program to become RVFD volunteer firefighters and a third is a first-year seasonal firefighter with Marin County Fire. Three Explorers are currently enrolled at Santa Rosa Junior College, two in the EMT program and one in the Firefighter 1 Academy.



## **VOLUNTEER FIREFIGHTER PROGRAM**

Ross Valley Fire Department has a long tradition of volunteer firefighting, and has one of the few remaining volunteer firefighting programs in Marin. RVFD volunteers undergo extensive training and require certification to many of the same standards of a professional firefighter. As residents of Ross, Fairfax, San Anselmo, and Sleepy Hollow, volunteer firefighters contribute their time helping protect the community they live in.

Our volunteer program is comprised of a diverse group of 15 dedicated individuals of all ages, backgrounds and professions looking to serve their community and gain skills in the fire service. Volunteer firefighters augment the full-time, paid personnel during fires, large incidents, or multiple simultaneous incidents. Volunteers train every Wednesday. In addition they have the opportunity to ride along and work shifts with a Ross Valley engine company.

In 2012-13, Ross Valley Fire Department added 4 new volunteer firefighters to the organization. After extensive training and successful completion of the new Marin County Volunteer Recruit Academy, they became fully operational volunteer firefighters. In addition to the new Academy, RVFD is now participating in regional volunteer drills on a monthly basis. Several departments within Marin are participating and sharing their resources to increase the knowledge and experience of all volunteer firefighters. In the past year RVFD volunteers have logged over 450 hours of training.



# PREVENTION

## Year in Review

- 103 Design Reviews
- 186 Residential and Commercial Construction Permits
- 102 Fire Sprinkler, Fire Alarm, and Fire Engineering System Submissions
- 389 Engine Company Commercial Inspections
- 333 Resale Inspections
- 6 Prevention Education Articles published to [www.rossvalleyfire.org](http://www.rossvalleyfire.org)

The primary intent of the Fire Prevention activities is the protection of life and property through fire codes and education. The RVFD is responsible for enforcing State and local codes and ordinances related to fire safety: Review plans and issue permits, attend construction meetings, perform site visits, complete periodic commercial inspection, defensible space inspections, investigate potentially hazardous conditions as reported by citizens, as well as disseminating fire prevention education to the community. Fire Prevention code enforcement activities are led by Fire Inspector Robert Bastianon. The Fire Chief is the “Fire Marshal” and as such is responsible for code interpretations and approving alternate materials and methods. Engine company personnel are also extensively involved in fire prevention activities, including commercial and defensible space inspections and public education.

Defensible space refers to the area surrounding a building that is mitigated to protect it from wildfires. Along with the quality of a building’s fire resistive construction, adequate defensible space is one of the most important factors in determining a building’s ability to survive a wildfire. Each year engine company personnel survey the neighborhoods, in many cases meeting with residents to discuss defensible space. RVFD also provides education material on the website and in formal and informal presentations.

In 2011 RVFD issued 407 defensible space notices. In 2012 RVFD the number of notices was reduced to 127. RVFD believes that the many years of inspections and education accounts for the reduction in violation notices.

## Upcoming in Prevention

On July 1, 2013, the State of California adopted new fire codes. The 2013 California Fire Code will go into effect on January 1, 2014. In preparation for the adoption, the Marin County Fire Prevention Officers Association is leading a county-wide initiative to provide amendments for local adoption.

RVFD is currently in the process of researching and reviewing the Fee Schedule.

## Wildland Urban Interface (WUI)

The Wildland Urban Interface (WUI), pronounced ‘woo-ee’, is a “geographical area where structures and other human development meets or intermingles with wildland and vegetative fuels.” The purpose of the WUI is to decrease the threat of life and property from wildfire.

The majority of Ross Valley is in the geographical limits of the WUI, and as a result greatly affects building codes and standards.



91 year old CERT student extinguishes fire during Nov. 2012

## COMMUNITY SERVICES

### **Community Emergency Response Teams (CERT)**

Community Emergency Response Training (CERT) is a 16-hour disaster preparedness course designed to facilitate the organization and self-sufficiency of neighborhoods within the community. Ross Valley Fire Department is a member of Marin County CERT Program and participates as part of the Central Marin Zone. Two classes are taught each year at College of Marin as part of the Central Marin program. Countywide 2012-2013 graduated 122 students from 8 classes.

In 2011 Marin County CERT was awarded a grant from State Homeland Security. The grant provides a countywide coordinator and funds to purchase equipment and supplies to support the program.

In May 2012 Engineer/Paramedic Chris Mahoney led a team of firefighters, which included Firefighter Justin Hanson, in teaching a county-wide advanced CERT training drill; this was a full class of 25 students from across Marin County and involved hours of planning and a long day of setup, teaching, and breakdown. The class was a tremendous success.

## CPR

Ross Valley Fire Department offers American Heart Association HeartSaver CPR classes to the public. Students learn how to perform CPR and how to relieve airway obstructions or choking in adults, children and infants. The class is geared for non-health care professionals who want to be ready in case of an emergency. In the last year, 88 residents attended these courses, as well as 32 staff members from the Ross School.

In addition to the citizen CPR program RVFD participates in the annual Sidewalk CPR – “Hands Only CPR” event. This technique, approved by the American Heart Association, does not require mouth to mouth breathing to save a life. In five to ten minutes, citizens are taught how they can help save the life of someone who has suffered a sudden cardiac arrest. This program is being replicated across the State of California. A total of 2,129 people were trained at 20 sites across the County this year; 206 people by Ross Valley Fire Department.

## Tours

Tours of the four stations are offered year round. In 2012/2013 there were over 23 station tours with more than 325 visitors. Tours include fire station walk-throughs and demonstrations of gear, equipment and fire engines. Visitors are taught how to call 9-1-1, kids are taught “Stop-Drop-and-Roll”, and what to do when a smoke alarm sounds, as well as disaster preparedness tips.

## Website

In July 2012, the RVFD website was upgraded to a new Content Management System, Joomla 2.5. The upgrade allows the site to work equally well on mobile devices as it does on desktop web browsers. In the last 5 years, website usage on mobile devices has grown from less than 1% to more than 40%.

The upgrade allows for faster load times and manages a greater volume of website visitors at any given time. The improved responsiveness is especially

crucial during floods and fires, when web traffic spikes. Organizational updates make the site easier to navigate, with improved handling of meeting agendas, board packets, calendars, and news.

Additional content updates in the upcoming year will largely focus on Prevention topics: permitting, codes/standards, defensible space, construction FAQ, etc. Prevention is in preproduction and is scheduled for launch in 2014.

The screenshot shows the Ross Valley Fire Department website's 'SMOKE & CARBON MONOXIDE ALARMS' page. It includes a navigation menu with links for HOME, SERVICES, PREVENTION, ABOUT US, NEWS AND EVENTS, and CONTACT US. A search bar and a MEMBERS LOGIN button are also visible. Below the title, there are two floor plan diagrams. The 'Multi Story Residence' diagram shows a house with a chimney, a finished basement, and rooms including two bedrooms, a hall, living room, and kitchen. The 'Single Story Residence' diagram shows a house with rooms including a bedroom, living room, kitchen, dining room, and another bedroom. A key indicates that red circles represent Smoke Alarms, blue diamonds represent CO Alarms, and red diamonds represent Both or Combination alarms. The diagrams show the placement of these alarms in various rooms across both residence types.

# FIRE-FLOW UPDATES

Fire-flow is the measure of how much water can be delivered by a water system, through one or more hydrants, to fight a fire at a specific location; or the optimum amount (standard) of water firefighters require for a theoretical fire at a specific location.

Fire-flow is one of the core ways fire departments evaluate their ability to fight fires. As such it is vital that areas with an inadequate supply are addressed. In the Ross Valley, the primary source of inadequate fire-flow is the patchwork-like domestic water system that dates back to the early 1900's.

The Marin County Fire Chiefs, working jointly with MMWD, created a first-ever master plan to improve fire-flow in Central and Southern Marin. The master plan addressed the need for higher water flow for fighting fires, and to help ensure the integrity of water transmission system in the event of a major earthquake. The plan was implemented in 1996 through an annual \$75 parcel fee, raising \$62 million as part of a \$77 million effort.

Over the last 15 years, many improvements have been made to the water system in upper Ross Valley. Unfortunately, there were insufficient funds to address all low-flow areas. In 2008 RVFD embarked on an extensive evaluation of the current fire-flow system, identifying areas that still lacked adequate fire-flow.

In 2012, MMWD renewed the parcel tax for an additional 19 years. The new Fire-Flow Improvement Plan (FFIP) included the needs identified by the Ross Fire Department, and the Ross Valley Fire Department 2008 evaluation. Over the next 15 years, an estimated \$14.6 million will be spent in fire-flow improvements from Ross through Fairfax. RVFD personnel are working closely with MMWD in the final design of each project, including the addition of fire hydrants as needed. Two projects have been completed in San Anselmo, and the Hillside Area project in Fairfax will begin in the very near future.

## SUMMARY OF PROJECTS

Year	Town	Project	Replacement Pipe (Feet)	Estimated Cost
*2013	San Anselmo	Brookside Area	4,400	\$1,043,250
*2013	San Anselmo	Foss Avenue	800	\$120,750
2013	Fairfax	Hillside Area	3,585	\$672,000
2014	Fairfax	Oak/Toyon Area	3,400	\$715,500
2015	Sleepy Hollow	Legend/Fawn Area	4,275	\$929,000
2016	San Anselmo	Oak / Laurel	1,825	\$398,250
2016	Ross	Upper Road	3,225	\$683,250
2017	Ross	Baywood/Pomeroy	4,775	\$1,012,500
2017	Sleepy Hollow	Deer Hollow / Van Tassel	4,100	\$861,000
2018	San Anselmo	Hillside/Forest/Landsdale	6,125	\$1,295,500
2019	Ross	Norwood, Southwood, Redwood, Bridge	6,350	\$1,334,000
2020	San Anselmo	Morningside / Brookside Area	3,500	\$876,750
2020	Fairfax	Rock Ridge, Archangel, San Miguel, Scenic	2,575	\$750,750
2021	San Anselmo	Los Angeles / Monterey & Cordone Area	5,575	\$1,170,750
2023	Ross	Winship / Baywood Area	4,125	\$888,250
2023	San Anselmo	Hawthorne Area	3,500	\$735,000
2025	San Anselmo	Prospect Area	1,775	\$375,250
2027	San Anselmo	Melville, Calumet, Sequoia Areas	4,175	\$ 756,000
<b>Total</b>			<b>68,085</b>	<b>\$14,617,750</b>

\* Completed Projects

# EMS SERVICES

The Ross Valley Fire Department provides first response Emergency Medical Service with EMT's and Paramedics. The biggest differences between paramedics and EMTs are the training and the scope of practice (what they are allowed to do). Basic EMTs usually receive 120 to 150 hours of basic training, while paramedics receive anywhere from 1,200 hours to 1,800 hours of training.

The differences between EMTs and paramedics can be summed up by the ability to break the skin. Paramedics can give shots as well as use more advanced airway management devices to support breathing. Basic EMTs are usually restricted to using oxygen, glucose, asthma and epinephrine auto-injectors (a common exception to the no-needles rule). Paramedics are trained in the use of 30-40 medications, depending on the state.



RVFD has provided EMT certified staff for more than 30 years. Ross Valley Paramedic Authority has operated a paramedic transport ambulance out of the Ross fire station since the mid 1980's. In 2003, in partnership with Ross Valley Paramedic Authority, RVFD began providing engine company based paramedics. Thanks to this partnership, paramedics are positioned strategically on the engine companies at the Butterfield and Fairfax fire stations; thus allowing us to dramatically reduce response time for Advanced Life Support patient care.

Fire and paramedic crews arrive within minutes of receiving a call for help and work together to treat the patient and stabilize the situation. Paramedic personnel, in essence, bring the hospital emergency room to the patient. In critical situations, it can mean the difference between life and death. Medical intervention is provided at the scene and the patient is then transported to the emergency room in a state-of-the-art ambulance transport unit, which increases chances for the patient to make a full recovery.

We are proud of the advanced emergency medical care that we provide including the delivery of advanced treatments and diagnostic services once only available in the hospital setting. These services include 12 lead ECG to determine early heart attack notifications, heart defibrillation, blood glucose testing as well as CPAP (continuous positive airway pressure), a treatment that uses mild air pressure to keep the airways open.

In the fiscal year 2012-2013 the Ross Valley Fire Department responded to 836 priority medical incidents. A paramedic engine company responded to 550 of the 836 incidents.

# SERVICE LEVEL OBJECTIVES

In 2005, the Ross Valley Fire Department established service level objectives using national standards, risk assessment tools, and concentration and distribution studies as part of the Standards of Cover process. The following is a summary of the primary service level objectives, established as part of the 2005 study, and the 2012-2013 compliance.

## Priority Responses

To maintain a Code 3 service capability based on Total Reflex Time that will ensure on scene arrival of the first unit within of 8 minutes of receipt of a 911 call in 90% of requests for service. Total Reflex Time begins with the receipt of a 911 call and ends when firefighters arrive at the scene.

**RVFD responded to 93% of ALL priority incidents within 8 minutes.**

**RVFD responded to 93% of EMS priority incidents within 8 minutes.**

**RVFD Paramedics made first ALS contact on 65% of EMS priority incidents.**

## Wildland Fire Response

To maintain a Code 3 service capability, based on Total Reflex Time that will ensure on scene initiation of wildland structural fire protection with first arriving unit within 8 minutes from receipt of a 911 call in 90% of responses to all areas served.

**RVFD responded to 8 wildland fires, 100% were in compliance.**

## Effective Response Force – Building Fires

Critical tasking measurements show that an Effective Response Force of 14 personnel is required for a typical Single Family Dwelling. In 2005 the Department's initial objective was to assemble 14 personnel on the scene in 10 minutes. Concentration studies determined this to be unrealistic. To improve the concentration of resources to include 14 personnel in 10 minutes would require additional staffing at fire stations. The time difference would not be cost effective, especially with limited fires. A 14 personnel in 15 minutes standard was set.

In order to achieve 14 personnel on scene it is necessary to utilize all four Ross Valley Fire Department engines, Medic 18, and an immediate call back of off duty personnel/volunteers. The jurisdiction's geographic layout creates extended response times for Medic 18 and Engine 18 to the far end of Station 20 and Station 21's zones. Today mutual aid augments the effective response force need as well. In fiscal year 2012-2013 there were 6 incidents which required the 14 person response force.

**RVFD assembled the effective response force on 100% of the building fire incidents.**

## Confinement – Building Fires

To confine 90% of all structure fires within 30 minutes of receipt of a 911 call to area of involvement as reported by first arriving unit, using an effective response force of 14 firefighters.

**RVFD responded to 10 structure fires, 100% were confined within 30 minutes to the area of involvement as reported by first arriving unit.**

# INCIDENT RESPONSE OVERVIEW

RVFD responds to a broad range of incidents, many are emergent in nature, but some are routine service calls that residents have no one else to call on. The following is a brief explanation of each type of incident response:

**Medical** – mostly emergent in nature, this includes life threatening events such as cardiac arrest, trauma (broken bones, soft tissue injury, falls), chronic illnesses (heart disease, diabetes, asthma), and other minor illnesses.

**Good Intent** – incidents we were dispatched to and cancelled en route, smoke checks, people left scene prior to our arrival, and no call found in the area dispatched.

**False Alarms** – this includes calls such as fire alarm activations due to malfunction or unintentional in nature (burnt food, steam from shower).

**Service Calls** – non emergency calls for service, such as, water problems, tree down, invalid assist, lock outs, and assist police department.

**Hazardous Conditions** – incidents such as natural gas main breaks, power lines down, gasoline spills, and electrical problems.

**Fires** – they include buildings, vegetation, vehicles, cooking, and small miscellaneous/debris fires.

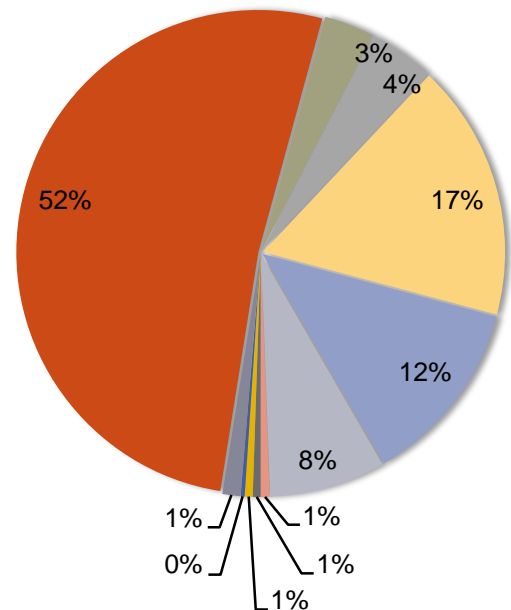
**Severe Weather** – these types of incidents are high wind, flood, and post-earthquake assessments.

In addition, RVFD participates in county-wide and state mutual aid systems. This is a reciprocity agreement between agencies to provide assistance when needed. An example would be when we provide an engine to Kentfield Fire Department when a building fire occurs. In 2012-13, there were several instances our department received mutual aid, while working fires, other agencies provided coverage at our stations. We provide state wide mutual aid, sending equipment and personnel to major incidents throughout the state. In 2012-13, we provided 180 mutual aid responses.

Furthermore, RVFD provides automatic aid responses to several areas bordering our jurisdiction. The County of Marin contracts with RVFD to provide emergency response services to areas such as Oak Manor outside Fairfax, the end of San Francisco Boulevard in San Anselmo, and Phoenix Lake in Ross. In 2012-13, we provided 121 automatic aid responses.

## Total Incidents

- Building Fire, 10
- Grass and Brush Fire, 10
- Vehicle Fire, 5
- Other Fire, 23
- Medical, 986
- Vehicle Accident, 64
- Hazardous Conditions, 84
- Service Call, 327
- Good Intent, 238
- False Alarms, 143
- Severe Weather, 11



# STATION 18

## Location

33 Sir Francis Drake Boulevard, Town of Ross, CA

## Built

1927 (1995 addition, minor remodels)

## Engines

First due Type 1 Fire Engine

Reserve Type 1 Fire Engine

Ross Valley Paramedic Authority (RVPA) Transport Ambulance

## Staff

1 Fire Captain

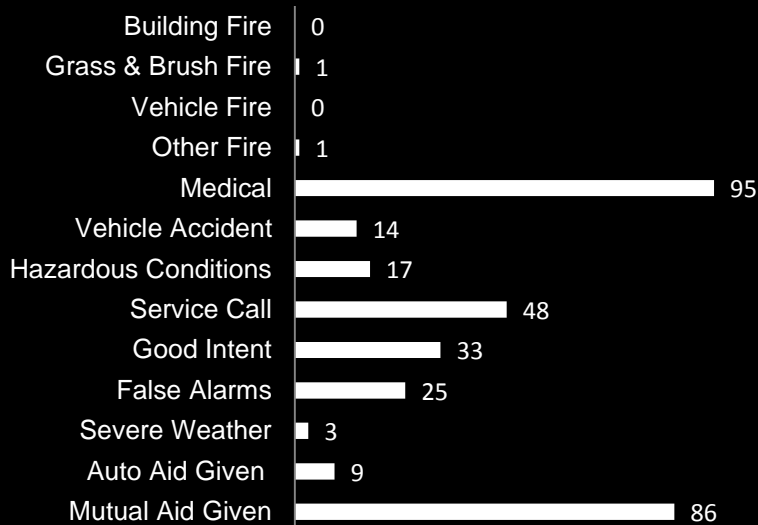
1 Engineer/Firefighter

2 Marin County Fire Department Firefighter Paramedics (RVPA Transport Ambulance)

## Notable Buildings

Ross School, Ross Town Hall, St John Episcopal Church, Cedars of Marin, Branson School, St Anselm Church, Marin Art and Garden Center

## STATION 18 CALLS





# STATION 19

## Location

777 San Anselmo Avenue, Town of San Anselmo  
(Administrative Headquarters)

## Built

1977 (extensive remodel 2009)

## Engines

First due Type 1 Fire Engine  
Reserve Type 1 Fire Engine

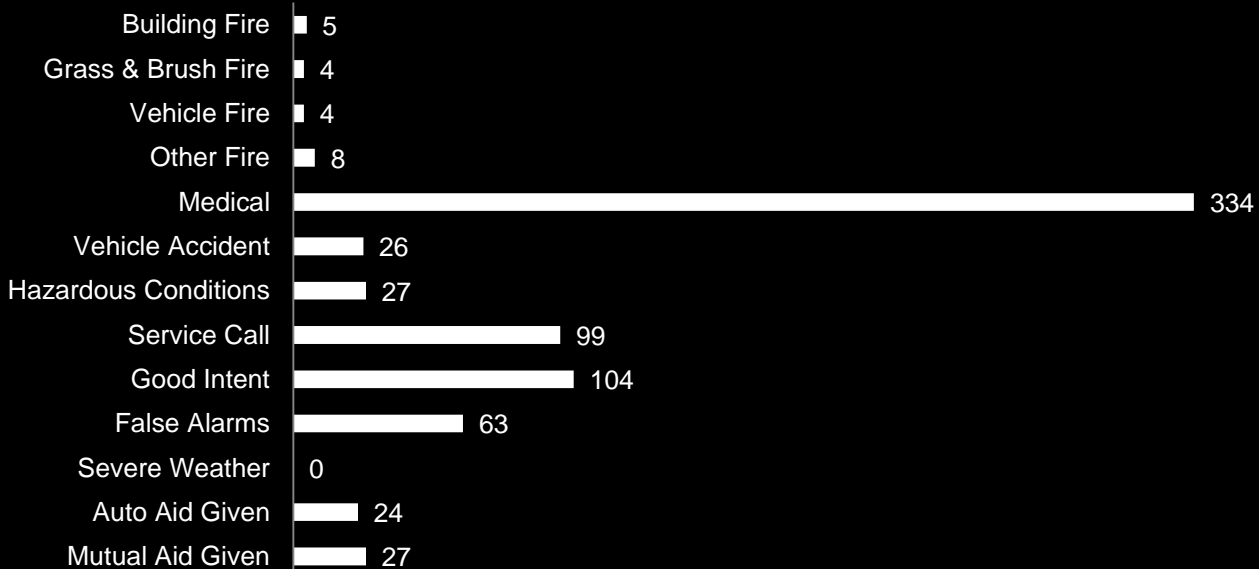
## Staff

1 Fire Chief  
1 Battalion Chief  
1 Administrative Assistant  
1 Fire Inspector  
1 Captain  
1 Engineer/Firefighter

## Notable Buildings

First Presbyterian Church, San Anselmo Town Hall, San Francisco Theological Seminary, St. Anselm School, St. Nicholas Orthodox Church, Wade Thomas Elementary School, Sir Francis Drake High School

## STATION 19 CALLS



# STATION 20

## Location

150 Butterfield Road, Town of San Anselmo

## Built

1961 (Minor Remodels)

## Engines

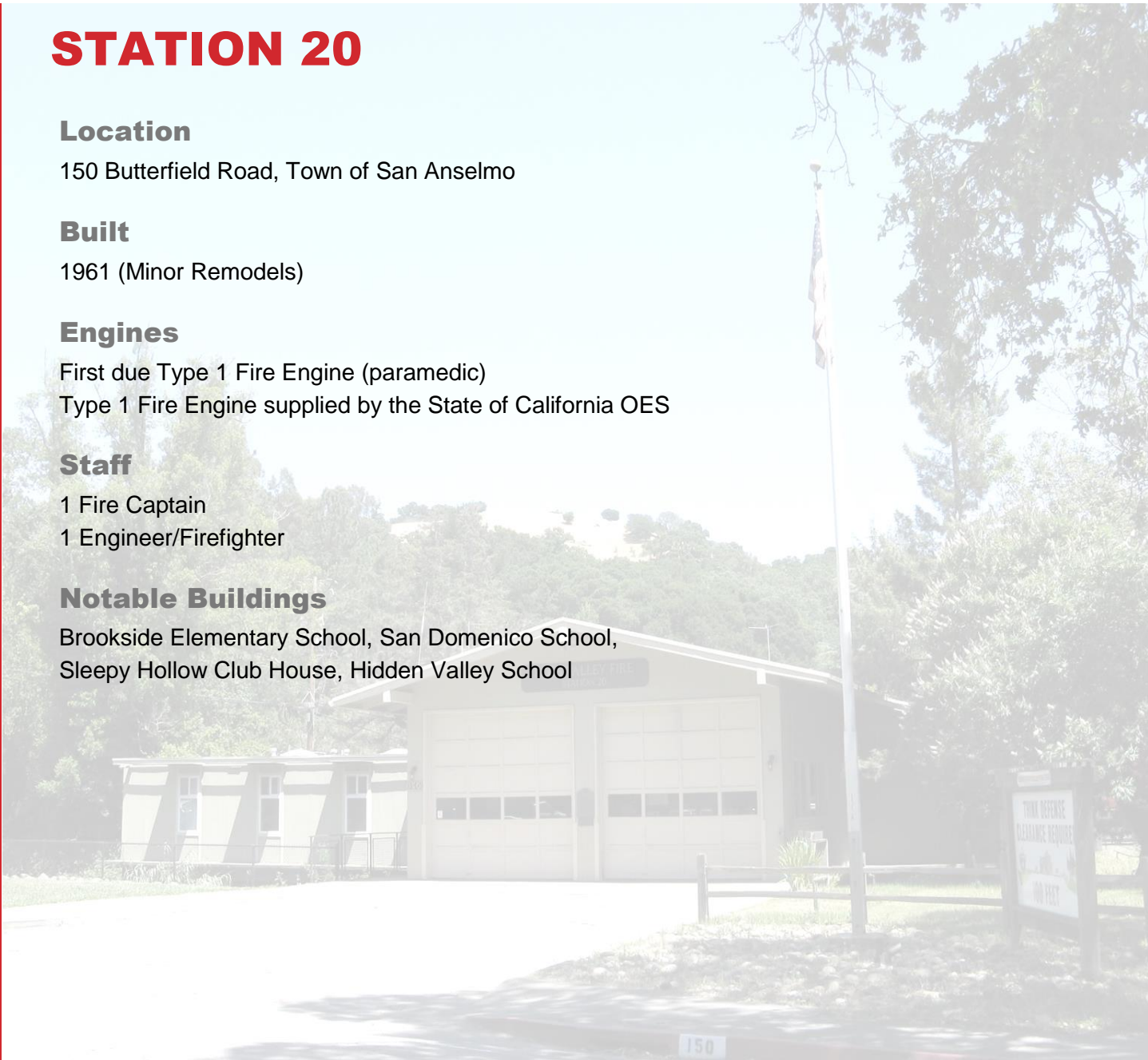
First due Type 1 Fire Engine (paramedic)  
Type 1 Fire Engine supplied by the State of California OES

## Staff

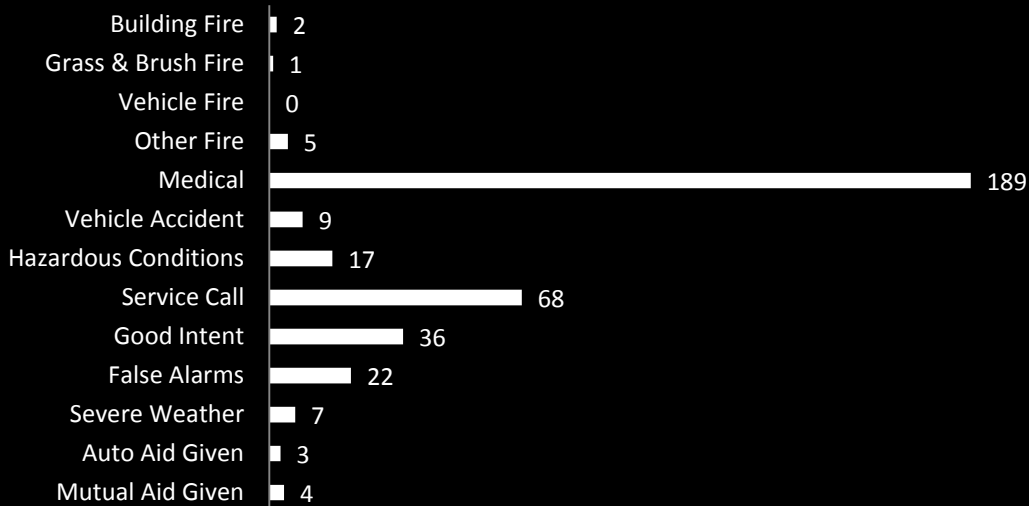
1 Fire Captain  
1 Engineer/Firefighter

## Notable Buildings

Brookside Elementary School, San Domenico School,  
Sleepy Hollow Club House, Hidden Valley School



## STATION 20 CALLS



# STATION 21

## Location

10 Park Road, Town of Fairfax

## Built

1974 (Minor Remodel, 2007)

## Engines

First due Type 1 Fire Engine (paramedic)  
Type 3 Fire Engine

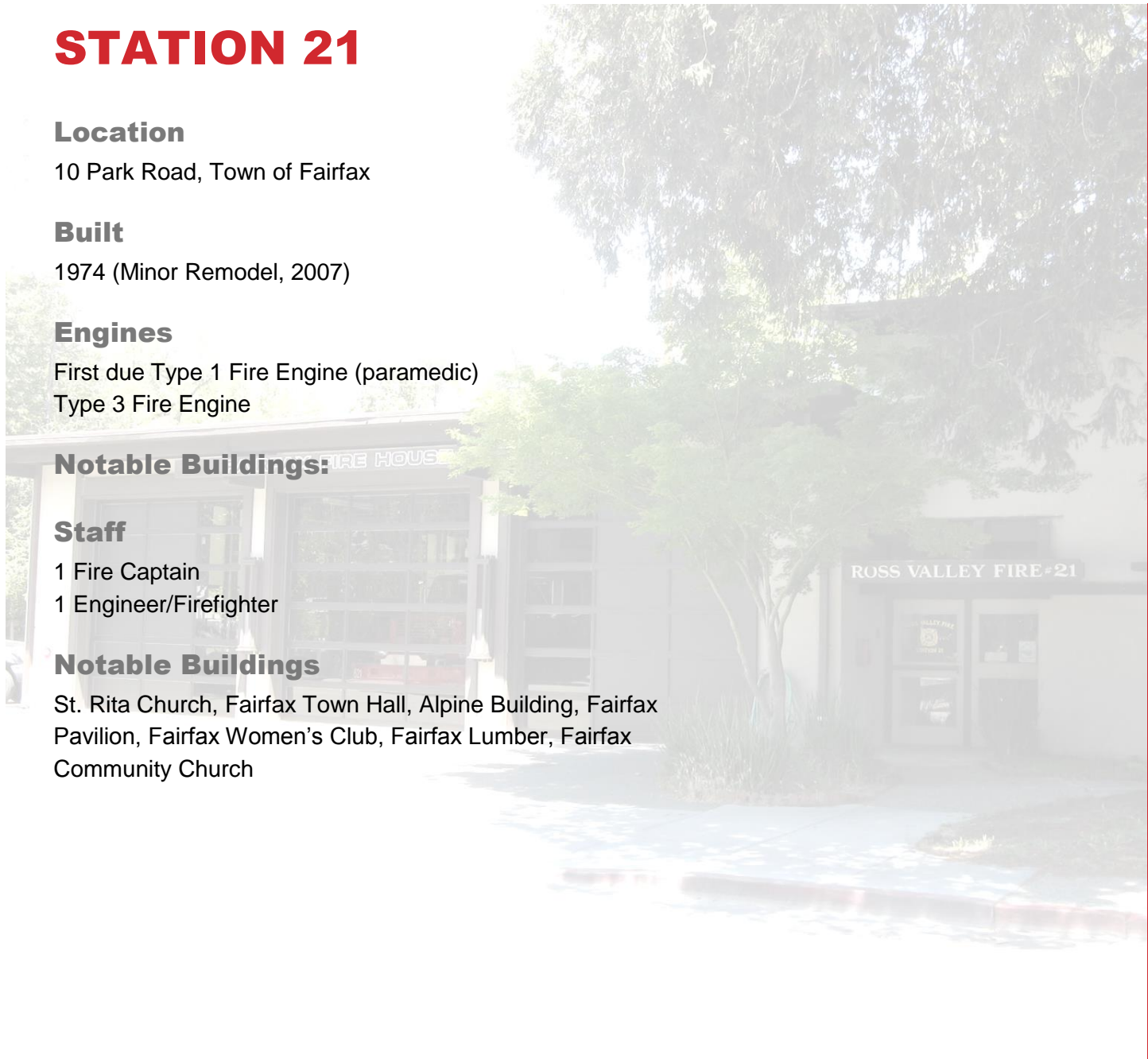
## Notable Buildings:

### Staff

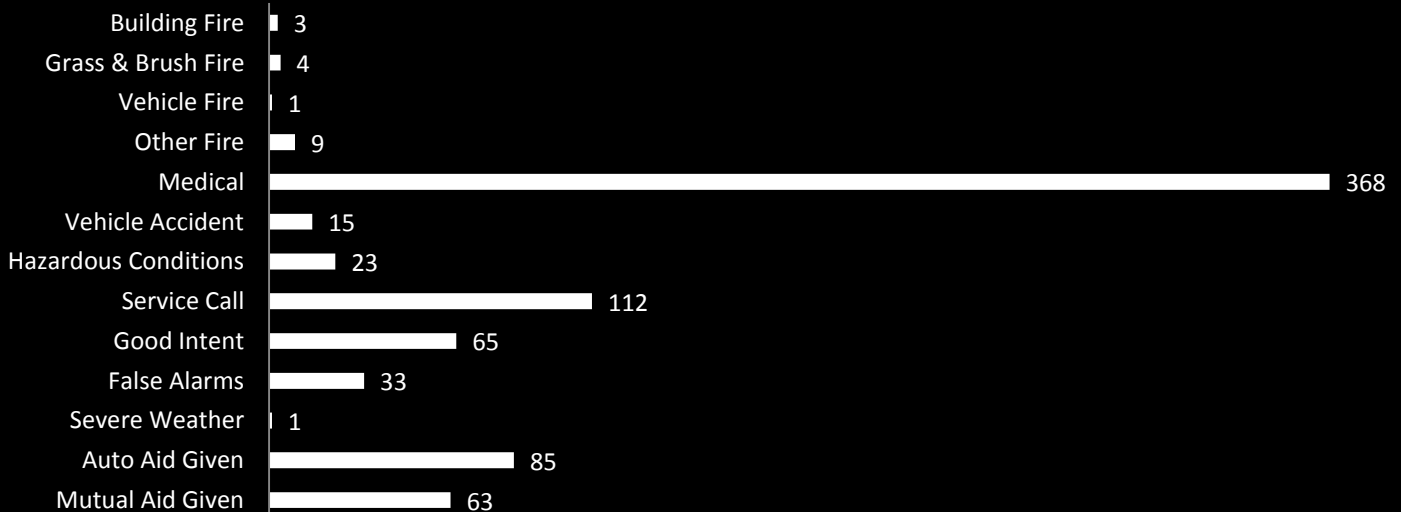
1 Fire Captain  
1 Engineer/Firefighter

### Notable Buildings

St. Rita Church, Fairfax Town Hall, Alpine Building, Fairfax Pavilion, Fairfax Women's Club, Fairfax Lumber, Fairfax Community Church



## STATION 21 CALLS



# APPARATUS AND VEHICLES

RVFD has an apparatus and vehicle fleet that consists of 8 fire engines, 2 command vehicles, and multiple utility staff vehicles. Fire engines remain in first run service for 15 years and then in reserve status for an additional 5 to 9 years. Command and staff vehicles have a service life of 10 years, utility vehicles 15 years.

Fire engines are essentially the firefighter's "tool box". RVFD fire engines carry a wide variety of equipment to address the many types of incidents firefighters respond to. Additionally fire engines are equipped with large capacity pumps capable of delivering 1,250 gallons per minute of water and carry more than 2,000 feet of fire hose and 500 gallons of water.

Engines	Batt	E18	E19	E20	E21	E22	E23	E621	OES	U18	U19	Total
<b>Total Incidents</b>	116	376	643	267	713	206	75	48	21	7	5	2,477

## Apparatus



**Type 1 Engines**      **Number in Fleet: 6**  
**First Response: 4**  
**Reserve: 2**

Type I Engines are the number one unit and main-stay of the department, responding to all incidents (fire suppression, medical calls, motor vehicle accidents, extrication, and more) in and out of jurisdiction.

All Type I Engines are equipped with all-wheel steering allowing for increased maneuverability. This feature is especially important when timely responses are necessary and vehicles must efficiently navigate narrow town roads inherent in valley topographies.



**Type 3 Engine**      **Number in Fleet: 1**  
**First Response: 1**  
**Reserve: 0**

Type III Engines, are 4-wheel drive apparatus utilized when responding to incidences in remote areas inaccessible to a Type I engine, including wildland fires (grass, brush and timber), medical aids and rescues.

The Type III Engine is smaller and more maneuverable, allowing it to negotiate narrow roads, small and tight fire roads and steep terrain.

## 12 Year Apparatus Replacement Schedule

Vehicle and Purchase Date	Years as First-Run Vehicles	Vehicle Becomes Reserve	Vehicle Needs Replacement	Total Years In Service	Cost At Purchase	Anticipated Replacement Cost *
Type 3 (1998)	17	2015	2015	22	182,961	390,000
Type 1 (1995)	15	2010	2015	20	230,000	577,425
Type 1 (1996)	10	2006	2018	22	204,864	630,968
Type 1 (2000)	15	2015	2021	21	270,000	689,476
Type 1 (2003)	15	2018	2025	22	330,000	776,011
Type 1 (2006)	15	2021	2030	24	442,632	899,609
Type 1 (2010)	15	2025	2033	23	498,092	983,027
Utility(1999)	15	2014	2016	17	25,192	44,640
Command (2002)	12	2014	2014	12	28,167	47,500
Utility (2008)	15	2024	2024	20	24,258	47,358
Command (2008)	10	2018	2018	10	38,404	48,500
Prevention (2007)	11	2018	2018	11	25,653	36,000
Utility (2008)	15	2023	2023	15	34,213	48,500

\* Replacement Cost is based on a 3% annual inflation factor



**OES Engine**

**Number in Fleet: 1**  
**First Response: 1**  
**Reserve: 0**

The OES Engine is owned by the CAL Office of Emergency Services and provided to RVFD under the condition that when an all-risk response team is requested, RVFD provide four personnel to staff the engine and respond for anywhere from 48 hours to over a month. The OES Engine may also be utilized as necessary in the RVFD jurisdiction.

The OES Engine is a HME Type 1 Interface designed for the tough, demanding terrain that is the hallmark of California wildfire and interface firefighting.

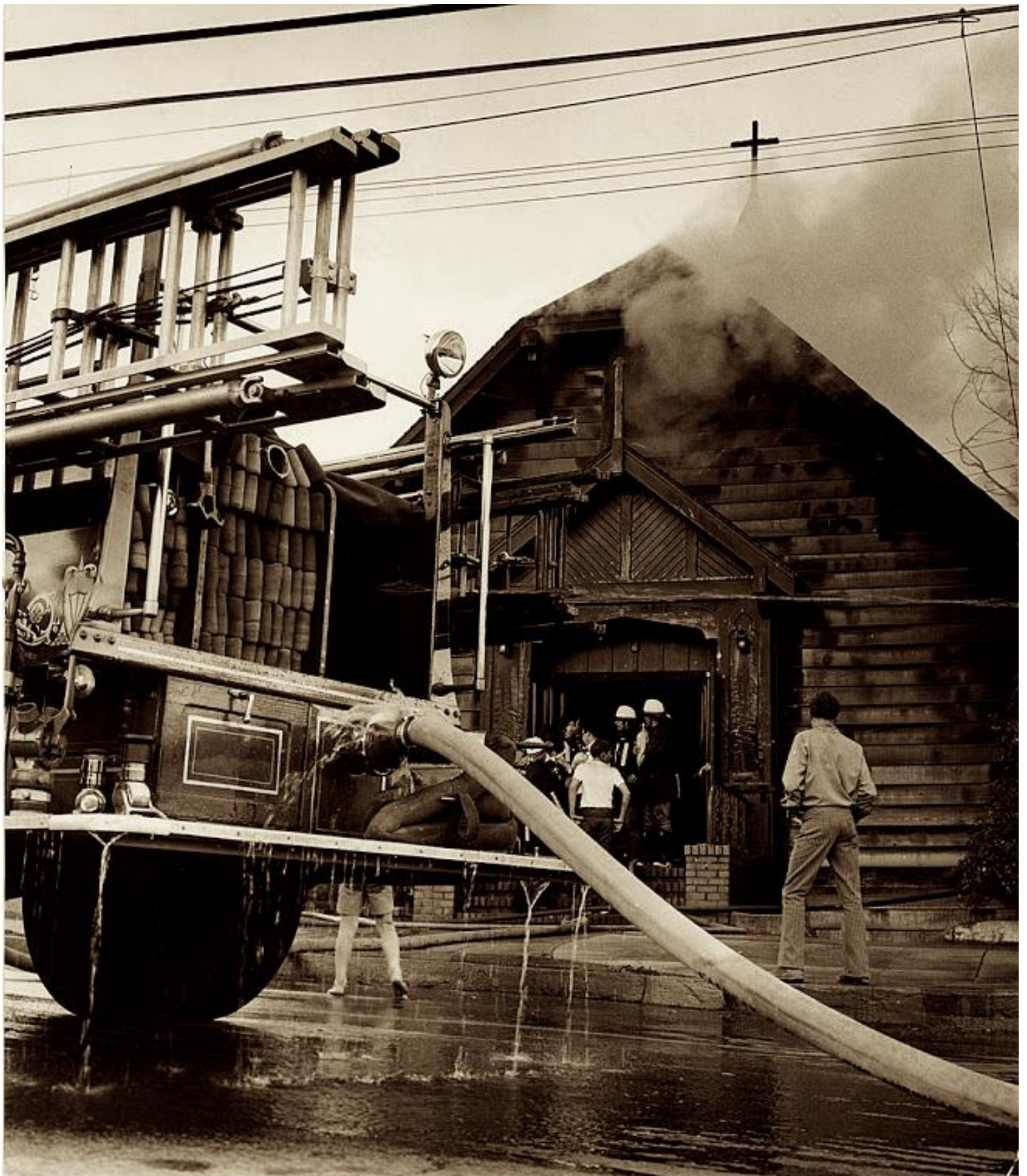


**Support Vehicles**

**Number in Fleet: 7**

RVFD currently maintains a variety of staff vehicles in order to meet the public safety needs of the jurisdiction: city streets, undeveloped wildlands, and developed urban residential neighborhoods.

These vehicles include: Fire Chief Command Vehicle, Battalion Chief Command Vehicle, Utility Vehicles, Inspector Vehicle and a sedan.



**100+ Years of Service**

**1907-2013**

