



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

Mark Mills
FIRE CHIEF

**Board of Directors Meeting
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960
Wednesday, March 8th, 2017
6:30pm**

Open time for public expression. The public is welcome to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or that the need to take action arose following posting of the agenda.

Presentation to retired Executive Officer Debbie Stutsman

1. Board requests for future agenda items, questions and comments to staff, staff miscellaneous items
2. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.
 - a) Acknowledge and file check number 19466 – 19493 issued during month of February
 - b) Chief's Update
 - c) Call report and out of jurisdiction report
 - d) Current Financial Report
 - e) Minutes from February 8, 2017 Board Meeting
3. Approve the Memorandum of Understanding with the International Association of Firefighters Local 1775
4. Approve the Memorandum of Understanding with the Ross Valley Fire Chief Officers Association
5. Adopt Resolution 17-01 A Resolution of the Ross Valley Fire Department amending the salary schedule for the Administrative Assistant and for the Fire Inspectors
6. Adopt Resolution 17-02 A Resolution of the Ross Valley Fire Department Adopting the Proposed Budget Revisions to the FY 2016-2017 Budget for the Ross Valley Fire Department
7. Approve surplus and donation of Interspiro Self Contained Breathing Apparatus (SCBA)
8. Approve changes to the check signing process for the payroll account
9. Next meeting – scheduled for Wednesday, April 12, 2017, Ross Valley Fire Department, 777 San Anselmo Ave., San Anselmo.


JoAnne Lewis, Administrative Assistant

This agenda was posted in accordance with #54954.2 and #54954.3 of the Government Code. Any writings or documents provided to a majority of the Board regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at the Fire Station located at 777 San Anselmo Ave., San Anselmo. AMERICAN SIGN LANGUAGE INTERPRETERS AND ASSISTIVE LISTENING DEVICES MAY BE REQUESTED BY CALLING (415) 258-4686 AT LEAST 72 HOURS IN ADVANCE. COPIES OF DOCUMENTS ARE AVAILABLE IN ACCESSIBLE FORMATS UPON REQUEST.

Committed to the protection of life, property, and environment.
SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 02/01/2017 - 02/28/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-Accounts Payable						
01133	Aaron William Read	02/10/2017	Regular	0.00	75.00	19466
<u>1-12-2017</u>	Invoice	02/10/2017	Training and Education	0.00	75.00	
01137	Adam T. Van Dyke	02/10/2017	Regular	0.00	500.00	19467
<u>10/24-10/27</u>	Invoice	02/10/2017	Training and Education	0.00	250.00	
<u>9/19-9/22/2016</u>	Invoice	02/10/2017	Training and Education	0.00	250.00	
01100	Arrow International Inc	02/10/2017	Regular	0.00	1,205.89	19468
<u>94498839</u>	Invoice	02/10/2017	Paramedic Response Supplies	0.00	1,205.89	
01026	AT&T Calnet	02/10/2017	Regular	0.00	969.44	19469
<u>9115169</u>	Invoice	02/10/2017	Telephone	0.00	18.65	
<u>9115171</u>	Invoice	02/10/2017	Telephone	0.00	495.09	
<u>9115172</u>	Invoice	02/10/2017	Telephone	0.00	22.75	
<u>9115393</u>	Invoice	02/10/2017	Telephone	0.00	18.49	
<u>9186451</u>	Invoice	02/10/2017	Telephone	0.00	138.15	
<u>9186452</u>	Invoice	02/10/2017	Telephone	0.00	138.15	
<u>9186454</u>	Invoice	02/10/2017	Telephone	0.00	138.16	
01059	AT&T Mobility	02/10/2017	Regular	0.00	2,293.80	19470
<u>01232017</u>	Invoice	02/10/2017	Telephone	0.00	2,293.80	
01075	Batteries Plus Bulbs	02/10/2017	Regular	0.00	775.33	19471
<u>308-206982-01</u>	Invoice	02/10/2017	Bldg Maint Sta 19	0.00	604.24	
<u>308-207002</u>	Invoice	02/10/2017	Breathing Apparatus	0.00	171.09	
01054	BoundTree Medical	02/10/2017	Regular	0.00	615.72	19472
<u>82384502</u>	Invoice	02/10/2017	Emergency Medical Supplies	0.00	6.94	
<u>82388509</u>	Invoice	02/10/2017	Emergency Medical Supplies	0.00	34.75	
<u>82399952</u>	Invoice	02/10/2017	Paramedic Response Supplies	0.00	574.03	
01136	David E. Stasiowski	02/10/2017	Regular	0.00	75.00	19473
<u>1/12/2017</u>	Invoice	02/10/2017	Training and Education	0.00	75.00	
01109	David Frederick Addicks	02/10/2017	Regular	0.00	75.00	19474
<u>1/12/17</u>	Invoice	02/10/2017	Training and Education	0.00	75.00	
01064	Everbank Commercial Finance Inc	02/10/2017	Regular	0.00	204.45	19475
<u>20191921 01/07/...</u>	Invoice	02/10/2017	Other Contract Services	0.00	204.45	
01170	Fairfax Chamber of Commerce	02/10/2017	Regular	0.00	60.00	19476
<u>01/15/17</u>	Invoice	02/10/2017	Publications and Dues	0.00	60.00	
01017	Fairfax Lumber	02/10/2017	Regular	0.00	123.27	19477
<u>131482</u>	Invoice	02/10/2017	Bldg Maint Sta 21	0.00	35.32	
<u>132445</u>	Invoice	02/10/2017	General Dept Supplies	0.00	87.95	
01172	Ferguson Enterprises Inc	02/10/2017	Regular	0.00	16,318.70	19478
<u>1243001</u>	Invoice	02/10/2017	Hydrants	0.00	16,318.70	
01049	Fishman Supply Company	02/10/2017	Regular	0.00	573.48	19479
<u>1062629</u>	Invoice	02/10/2017	General Dept Supplies	0.00	212.45	
<u>1065768</u>	Invoice	02/10/2017	General Dept Supplies	0.00	361.03	
01007	Golden Gate Petroleum	02/10/2017	Regular	0.00	1,030.71	19480
<u>693939</u>	Invoice	02/10/2017	Fuel	0.00	400.57	
<u>694308</u>	Invoice	02/10/2017	Fuel	0.00	630.14	

Check Report

Date Range: 02/01/2017 - 02/28/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
01079	Hannibal's Inc.	02/10/2017	Regular	0.00	892.00	19481
<u>23370</u>	Invoice	02/10/2017	Bldg Maint Sta 19	0.00	892.00	
01034	Liebert Cassidy Whitmore	02/10/2017	Regular	0.00	286.00	19482
<u>1433778</u>	Invoice	02/10/2017	Attorney/Legal Fees	0.00	286.00	
01035	Marin County Sheriff's Office	02/10/2017	Regular	0.00	38,495.25	19483
<u>10198</u>	Invoice	02/10/2017	Dispatch	0.00	38,495.25	
01037	Marin Municipal Water District	02/10/2017	Regular	0.00	599.50	19484
<u>3759 1/11/17</u>	Invoice	02/10/2017	Water	0.00	204.25	
<u>4240 1/9/2017</u>	Invoice	02/10/2017	Water	0.00	84.45	
<u>8069 1/12/17</u>	Invoice	02/10/2017	Water	0.00	124.35	
<u>8815F 1/9/2017</u>	Invoice	02/10/2017	Water	0.00	62.15	
<u>8816F 1/12/17</u>	Invoice	02/10/2017	Water	0.00	62.15	
<u>8817F 1/11/17</u>	Invoice	02/10/2017	Water	0.00	62.15	
01097	MidAmerica	02/10/2017	Regular	0.00	558.00	19485
<u>MAR0000002661</u>	Invoice	02/10/2017	Retirees' Health Insurance	0.00	558.00	
01173	Opperman & Son	02/10/2017	Regular	0.00	198.96	19486
<u>1270170001</u>	Invoice	02/10/2017	Parts Vehicle	0.00	198.96	
01134	Patrick Rosecrans	02/10/2017	Regular	0.00	450.00	19487
<u>1/4/17</u>	Invoice	02/10/2017	Training and Education	0.00	450.00	
01020	PG&E	02/10/2017	Regular	0.00	162.83	19488
<u>27Jan17 Stmt</u>	Invoice	02/10/2017	Gas & Electric	0.00	162.83	
01056	R & S Erection	02/10/2017	Regular	0.00	1,125.00	19489
<u>76987</u>	Invoice	02/10/2017	Bldg Maint Sta 19	0.00	375.00	
<u>77085</u>	Invoice	02/10/2017	Bldg Maint Sta 18	0.00	750.00	
01171	San Anselmo Chamber of Commerce	02/10/2017	Regular	0.00	125.00	19490
<u>2017</u>	Invoice	02/10/2017	Publications and Dues	0.00	125.00	
01011	Tyler Technologies Inc	02/10/2017	Regular	0.00	1,592.49	19491
<u>025-180193</u>	Invoice	02/10/2017	Computer Software/Support	0.00	1,592.49	
01098	Verizon Wireless	02/10/2017	Regular	0.00	391.08	19492
<u>9779273983</u>	Invoice	02/10/2017	Telephone	0.00	391.08	
01047	XMR Fire Emergency Svcs Consulting	02/10/2017	Regular	0.00	3,973.75	19493
<u>2017-003</u>	Invoice	02/10/2017	Web Page Design and Maint	0.00	3,973.75	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	28	0.00	73,745.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	47	28	0.00	73,745.65

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	2/2017	73,745.65
			<u>73,745.65</u>

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: March 8, 2017

To: Board of Directors
From: Mark E. Mills, Fire Chief
Subject: Chief's Update

RECOMMENDATION:

For the Board's information

FLEET

FACILITIES

Station 18

Station 19 – portable generator in place and in service

Station 20

Station 21

No other significant changes or repairs are being made at this time.

**PERSONNEL
ACTIVITIES**

**FIRE PREVENTION
Plan Submittals**

Planning	8
Building	12
Fire Protection	9

<u>Ross</u>	<u>San Anselmo</u>	<u>Sleepy Hollow</u>	<u>Fairfax</u>	<u>Corte Madera</u>
3	16	3	6	1

AGENDA ITEM # 2B
Date 3/8/17

Engine Company Inspections

State Mandated	1
Periodic	9

Inspections

State Mandated	41
Re-inspection	2
Sprinkler Hydro	7
Sprinkler Hydro Re-insp.	1
Sprinkler Final	5
Fire Alarm	1
Hood & Duct	1
UG Fireline	2
PV (Solar)	2
Project Final	3
Re-inspection	1
VMP	0
Resale Inspections	16
Re-inspections	8
Hazard Insp	3

Ross
8

San Anselmo
58

Sleepy Hollow
4

Fairfax
28

Corte Madera
1

BC Stasiowski attended:

2/3 - Facility Captains meeting, Fleet division meeting

2/4 - Attended SHFPD Public Planning meeting, attended B Shift Fire Officer development training

2/5 - Operations Area conference call for storm preparation, NWS conference call

2/9 - Shift conference call for storm preparation, meeting with Wedge Roofing, meeting with MCFD Battalion 1514 and Engine 19 for controlled substances

2/10 - Meeting with Battalion 15 for controlled substances, Finance Department meeting
2/15 - Attended Town of San Anselmo staff meeting, attended shift SCBA training
2/16 - Attended EMT training
2/24 - Attended Debbie Stutsman retirement dinner
2/27 - Attended promotional examination meeting, attended Town of San Anselmo staff party for Debbie Stutsman
2/28 - Attended teleconference BC meeting
3/2 - Attended RVPA meeting

BC Mahoney attended:

2/8- Fire Board Presentation (CPR Life Saver)
2/10- Payroll Meeting
2/14- San Anselmo Council Meeting (Fire Department Update)
2/15- Type 3 Committee (Engine Field Inspections)
2/17- Meeting with Lando/IJ for news story on creek gauges
2/24- Debbie Stustman Retirement Party
2/27- Debbie Stutsman Retirement Staff Party
2/28- Marin County Fire Investigation Meeting
3/1- Managers Meeting
3/6- North Bay Incident Management Training
3/7- Marin County Operations Meeting

BC Tim Grasser attended:

Chief Mills attended:

Ross Valley Fire Dept

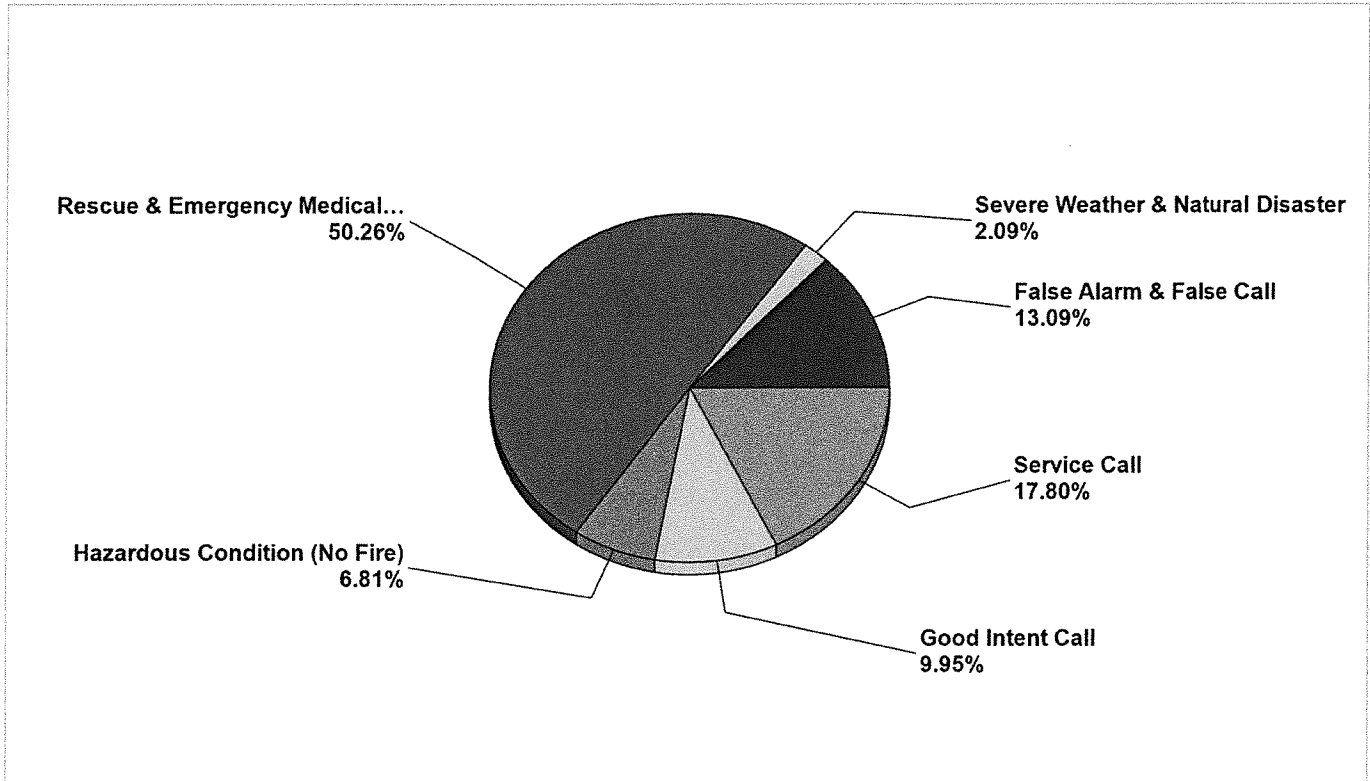
San Anselmo, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2017 | End Date: 02/28/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	96	50.26%
Hazardous Condition (No Fire)	13	6.81%
Service Call	34	17.80%
Good Intent Call	19	9.95%
False Alarm & False Call	25	13.09%
Severe Weather & Natural Disaster	4	2.09%
TOTAL	191	100.00%

AGENDA ITEM # 20
Date 3/8/17

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
321 - EMS call, excluding vehicle accident with injury	94	49.21%
322 - Motor vehicle accident with injuries	1	0.52%
324 - Motor vehicle accident with no injuries.	1	0.52%
400 - Hazardous condition, other	3	1.57%
412 - Gas leak (natural gas or LPG)	1	0.52%
413 - Oil or other combustible liquid spill	1	0.52%
440 - Electrical wiring/equipment problem, other	1	0.52%
444 - Power line down	6	3.14%
445 - Arcing, shorted electrical equipment	1	0.52%
500 - Service Call, other	2	1.05%
520 - Water problem, other	2	1.05%
522 - Water or steam leak	1	0.52%
550 - Public service assistance, other	3	1.57%
551 - Assist police or other governmental agency	1	0.52%
553 - Public service	13	6.81%
554 - Assist invalid	11	5.76%
571 - Cover assignment, standby, moveup	1	0.52%
611 - Dispatched & cancelled en route	14	7.33%
622 - No incident found on arrival at dispatch address	2	1.05%
651 - Smoke scare, odor of smoke	3	1.57%
700 - False alarm or false call, other	1	0.52%
732 - Extinguishing system activation due to malfunction	1	0.52%
733 - Smoke detector activation due to malfunction	1	0.52%
734 - Heat detector activation due to malfunction	1	0.52%
735 - Alarm system sounded due to malfunction	3	1.57%
736 - CO detector activation due to malfunction	4	2.09%
743 - Smoke detector activation, no fire - unintentional	4	2.09%
744 - Detector activation, no fire - unintentional	6	3.14%
745 - Alarm system activation, no fire - unintentional	4	2.09%
800 - Severe weather or natural disaster, other	3	1.57%
812 - Flood assessment	1	0.52%
TOTAL INCIDENTS:	191	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Ross Valley Fire Dept

San Anselmo, CA

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Incident Type Count per Station for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
321 - EMS call, excluding vehicle accident with injury	13
400 - Hazardous condition, other	2
444 - Power line down	3
520 - Water problem, other	1
550 - Public service assistance, other	1
553 - Public service	3
554 - Assist invalid	1
611 - Dispatched & cancelled en route	4
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	1
734 - Heat detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	2
800 - Severe weather or natural disaster, other	2
812 - Flood assessment	1

Incidents for 18 - Station 18 : 39

Station: 19 - STATION 19	
321 - EMS call, excluding vehicle accident with injury	25
324 - Motor vehicle accident with no injuries.	1
400 - Hazardous condition, other	1
413 - Oil or other combustible liquid spill	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	1
520 - Water problem, other	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	1
553 - Public service	4

Only REVIEWED incidents included.



**EMERGENCY
REPORTING**

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INCIDENT TYPE	# INCIDENTS
554 - Assist invalid	4
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	6
622 - No incident found on arrival at dispatch address	1
732 - Extinguishing system activation due to malfunction	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	3
745 - Alarm system activation, no fire - unintentional	2

Incidents for 19 - Station 19: 61

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	16
444 - Power line down	1
554 - Assist invalid	1
736 - CO detector activation due to malfunction	3
745 - Alarm system activation, no fire - unintentional	2

Incidents for 20 - Station 20: 23

Station: 21 - STATION 21	
321 - EMS call, excluding vehicle accident with injury	40
322 - Motor vehicle accident with injuries	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
500 - Service Call, other	2
522 - Water or steam leak	1
553 - Public service	6
554 - Assist invalid	5
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	1
800 - Severe weather or natural disaster, other	1

Incidents for 21 - Station 21: 68

Only REVIEWED incidents included.

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
475 - MEMBER CONTRIBUTIONS	8,696,039.00	8,696,039.00	628,061.84	5,698,600.44	-2,997,438.56	65.53 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	657,875.00	721,198.00	62,916.57	444,485.91	-276,712.09	61.63 %
Revenue Total:	9,353,914.00	9,417,237.00	690,978.41	6,143,086.35	-3,274,150.65	65.23 %
Expense						
600 - SALARIES AND WAGES	4,607,121.00	4,625,842.00	394,105.75	3,053,209.79	1,572,632.21	66.00 %
601 - RETIREMENT	1,119,895.00	1,119,895.00	111,547.81	756,114.41	363,780.59	67.52 %
602 - EMPLOYEE BENEFITS	1,692,083.00	1,692,083.00	68,177.12	824,037.30	868,045.70	48.70 %
610 - TRAINING	35,500.00	35,500.00	3,193.60	15,212.17	20,287.83	42.85 %
611 - OUTSIDE SERVICES	391,808.00	391,808.00	45,259.09	310,539.66	81,268.34	79.26 %
613 - PUBLICATION / DUES	7,200.00	7,200.00	185.00	5,385.04	1,814.96	74.79 %
614 - MAINTENANCE	10,275.00	10,275.00	0.00	9,301.26	973.74	90.52 %
615 - BUILDING MAINTENANCE	6,000.00	66,000.00	2,656.56	17,630.75	48,369.25	26.71 %
616 - VEHICLE MAINTENANCE	90,000.00	90,650.00	-148.54	39,970.44	50,679.56	44.09 %
617 - UTILITIES	51,600.00	51,600.00	4,416.65	40,238.67	11,361.33	77.98 %
620 - OFFICE SUPPLIES	5,500.00	5,500.00	0.00	1,589.36	3,910.64	28.90 %
622 - DEPARTMENT SUPPLIES	78,600.00	119,941.00	-73.95	33,418.48	86,522.52	27.86 %
624 - VOLUNTEER SUPPLIES	500.00	500.00	0.00	554.51	-54.51	110.90 %
625 - FURNISHINGS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
629 - MISCELLANEOUS	45,800.00	62,125.00	1,229.67	21,963.24	40,161.76	35.35 %
630 - EQUIPMENT	42,600.00	42,600.00	0.00	11,631.35	30,968.65	27.30 %
631 - CAPITAL OUTLAY	55,841.00	62,341.00	16,318.70	19,565.03	42,775.97	31.38 %
640 - PRINCIPAL	592,514.00	592,514.00	49,693.22	392,607.43	199,906.57	66.26 %
641 - INTEREST	11,346.00	11,346.00	757.62	9,419.94	1,926.06	83.02 %
642 - ISSUANCE COSTS	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
644 - MERA BOND PAYMENT	38,231.00	38,231.00	0.00	38,272.45	-41.45	100.11 %
670 - TRANSFERS OUT	467,800.00	467,800.00	0.00	467,800.00	0.00	100.00 %
Expense Total:	9,353,914.00	9,497,451.00	697,318.30	6,068,461.28	3,428,989.72	63.90 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	-80,214.00	-6,339.89	74,625.07	154,839.07	-93.03 %
Report Surplus (Deficit):	0.00	-80,214.00	-6,339.89	74,625.07	154,839.07	-93.03 %

AGENDA ITEM # 2 D
 Date 3/8/17



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 02/28/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>01.00.47501.00</u>	FAIRFAX	1,750,142.00	1,750,142.00	145,845.25	1,166,762.00	-583,380.00	33.33 %
<u>01.00.47502.00</u>	ROSS	1,754,649.00	1,754,649.00	146,220.75	1,169,766.00	-584,883.00	33.33 %
<u>01.00.47503.00</u>	SAN ANSELMO	3,045,097.00	3,045,097.00	253,758.08	2,082,290.15	-962,806.85	31.62 %
<u>01.00.47504.00</u>	SLEEPY HOLLOW	961,451.00	961,451.00	0.00	560,846.44	-400,604.56	41.67 %
<u>01.00.47505.00</u>	PRIOR AUTHORITY SIDE FUND PYMNT	603,860.00	603,860.00	41,917.92	367,549.44	-236,310.56	39.13 %
<u>01.00.47507.00</u>	PRIOR AUTHORITY RETIREE HEALTH	154,475.00	154,475.00	10,723.08	91,873.39	-62,601.61	40.53 %
<u>01.00.47508.00</u>	PRIOR AUTHORITY MERA BOND	34,291.00	34,291.00	2,380.34	20,871.80	-13,419.20	39.13 %
<u>01.00.47510.00</u>	PRIOR AUTHORITY RETIREMENT	392,074.00	392,074.00	27,216.42	238,641.22	-153,432.78	39.13 %
<u>01.00.49501.00</u>	COUNTY OF MARIN	144,697.00	144,697.00	0.00	2,149.75	-142,547.25	98.51 %
<u>01.00.49504.00</u>	RVPA REIMBURSEMENT MEDIC PROG	199,091.00	199,091.00	0.00	0.00	-199,091.00	100.00 %
<u>01.00.49506.00</u>	RVPA RENTAL	27,446.00	27,446.00	0.00	28,131.66	685.66	102.50 %
<u>01.00.49507.00</u>	LAIF INTEREST	1,800.00	1,800.00	0.00	1,905.69	105.69	105.87 %
<u>01.00.49509.00</u>	RVPA EMS TRAINING/SUPPLY REIMB.	47,341.00	95,182.00	0.00	89,941.52	-5,240.48	5.51 %
<u>01.00.49510.00</u>	PLAN CHECKING FEES	167,400.00	167,400.00	19,294.62	173,067.80	5,667.80	103.39 %
<u>01.00.49511.00</u>	RE-SALE INSPECTION FEES	46,500.00	46,500.00	4,125.95	23,959.13	-22,540.87	48.47 %
<u>01.00.49512.00</u>	MISCELLANEOUS INCOME	2,500.00	2,500.00	0.00	3,990.41	1,490.41	159.62 %
<u>01.00.49513.00</u>	WORKERS COMP REIMBURSEMENT	0.00	0.00	37,981.25	69,738.48	69,738.48	0.00 %
<u>01.00.49514.00</u>	MLFT REIMBURSEMENT	5,000.00	5,000.00	0.00	2,000.00	-3,000.00	60.00 %
<u>01.00.49515.00</u>	CHIPPER PROGRAM	0.00	0.00	0.00	3,200.00	3,200.00	0.00 %
<u>01.00.49524.00</u>	TECHNOLOGY FEES	16,100.00	16,100.00	1,514.75	14,434.47	-1,665.53	10.34 %
<u>01.00.49525.00</u>	TRAINING REIMB	0.00	0.00	0.00	17,000.00	17,000.00	0.00 %
<u>01.00.49526.18</u>	STATION MAINT REVENUE #18	0.00	2,285.00	0.00	2,285.00	0.00	0.00 %
<u>01.00.49526.19</u>	STATION MAINT REVENUE #19	0.00	1,047.00	0.00	1,047.00	0.00	0.00 %
<u>01.00.49526.20</u>	STATION MAINT REVENUE #20	0.00	6,163.00	0.00	6,163.00	0.00	0.00 %
<u>01.00.49526.21</u>	STATION MAINT REVENUE #21	0.00	5,987.00	0.00	5,472.00	-515.00	8.60 %
Department: 00 - UNDESIGNATED Total:		9,353,914.00	9,417,237.00	690,978.41	6,143,086.35	-3,274,150.65	34.77 %
Revenue Total:		9,353,914.00	9,417,237.00	690,978.41	6,143,086.35	-3,274,150.65	34.77 %
Expense							
Department: 00 - UNDESIGNATED							
<u>01.00.60000.00</u>	REGULAR SALARIES	3,565,990.00	3,565,990.00	297,927.58	2,282,850.68	1,283,139.32	35.98 %
<u>01.00.60010.00</u>	TEMPORARY HIRE	5,000.00	23,721.00	0.00	15,988.50	7,732.50	32.60 %
<u>01.00.60020.00</u>	MINIMUM STAFFING	538,000.00	538,000.00	0.00	319,677.92	218,322.08	40.58 %
<u>01.00.60021.00</u>	HOURLY OVERTIME	63,000.00	63,000.00	67,398.26	211,670.92	-148,670.92	-235.99 %
<u>01.00.60024.00</u>	SHIFT DIFFERENTIAL OT	40,000.00	40,000.00	2,422.95	15,328.96	24,671.04	61.68 %
<u>01.00.60026.00</u>	OT TRAINING	35,000.00	35,000.00	4,736.95	9,084.65	25,915.35	74.04 %
<u>01.00.60027.00</u>	HOLIDAY	166,260.00	166,260.00	13,173.19	106,286.05	59,973.95	36.07 %
<u>01.00.60028.00</u>	PARAMEDIC TRAINING OVERTIME	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<u>01.00.60029.00</u>	FLSA O/T	93,771.00	93,771.00	7,309.45	59,445.89	34,325.11	36.61 %
<u>01.00.60030.00</u>	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<u>01.00.60035.00</u>	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	21,273.88	28,726.12	57.45 %
<u>01.00.60039.00</u>	EXECUTIVE OFFICER	3,600.00	3,600.00	322.95	2,445.90	1,154.10	32.06 %
<u>01.00.60040.00</u>	BOARD MEMBER STIPEND	8,000.00	8,000.00	645.90	4,507.10	3,492.90	43.66 %
<u>01.00.60060.00</u>	VOLUNTEER RESPONSE/STANDBY	0.00	0.00	-200.00	0.00	0.00	0.00 %
<u>01.00.60100.00</u>	RETIREMENT	1,119,895.00	1,119,895.00	111,547.81	756,114.41	363,780.59	32.48 %
<u>01.00.60200.00</u>	CAFETERIA HEALTH PLAN	784,107.00	784,107.00	54,124.36	511,128.46	272,978.54	34.81 %
<u>01.00.60210.00</u>	RETIREE HEALTH SAVINGS MATCH	10,948.00	10,948.00	942.24	7,537.92	3,410.08	31.15 %
<u>01.00.60220.00</u>	MEDICARE	65,892.00	65,892.00	0.00	34,285.30	31,606.70	47.97 %
<u>01.00.60221.00</u>	HOUSING ALLOWANCE	49,200.00	49,200.00	3,647.43	31,594.89	17,605.11	35.78 %
<u>01.00.60223.00</u>	UNIFORM REIMBURSEMENT	24,480.00	24,480.00	1,945.52	15,650.97	8,829.03	36.07 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 02/28/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>01.00.60225.00</u>	EDUCATION REIMBURSEMENT	87,456.00	87,456.00	6,959.57	58,458.43	28,997.57	33.16 %
<u>01.00.60231.00</u>	RETIRES' HEALTH INSURANCE	670,000.00	670,000.00	558.00	165,381.33	504,618.67	75.32 %
<u>01.00.61000.00</u>	TRAINING & EDUCATION	35,500.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61103.00</u>	AUDIT & BOOKKEEPING SERVICES	15,000.00	0.00	-204.29	0.00	0.00	0.00 %
<u>01.00.61104.00</u>	PAYROLL SERVICE FEES	4,000.00	0.00	-740.67	0.00	0.00	0.00 %
<u>01.00.61105.00</u>	OTHER CONTRACT SERVICES	24,949.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61107.00</u>	ATTORNEY/LEGAL FEES	6,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61112.00</u>	PERS ADMINISTRATION FEE	2,500.00	0.00	-482.61	0.00	0.00	0.00 %
<u>01.00.61120.00</u>	CONTRACT SERVICES - TOWN OF SA	80,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	17,250.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61122.00</u>	WEB PAGE DESIGN AND MAINT.	6,100.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61127.00</u>	PHYSICALS	18,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61129.00</u>	HIRING EXPENSES	3,500.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61300.00</u>	PUBLICATIONS & DUES	4,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61410.00</u>	EQUIPMENT MAINTENANCE	4,275.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61500.00</u>	BUILDING MAINT. AND LANDSCAPING	6,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61600.00</u>	REPAIRS VEHICLE	90,000.00	0.00	73.06	0.00	0.00	0.00 %
<u>01.00.61702.00</u>	GAS & ELECTRIC	23,750.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61703.00</u>	WATER	3,850.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61704.00</u>	SEWER	2,500.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.61705.00</u>	TELEPHONE	21,500.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.62900.00</u>	GENERAL MAINTENANCE SUPPLIES	2,600.00	2,600.00	0.00	2,279.21	320.79	12.34 %
<u>01.00.62988.00</u>	FUEL	30,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.62989.00</u>	PARTS VEHICLE	3,200.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.62999.00</u>	CONTINGENCY	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<u>01.00.63040.00</u>	APPLIANCES	2,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.63041.00</u>	OFFICE EQUIPMENT	12,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.63042.00</u>	EXERCISE EQUIPMENT	12,500.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.63044.00</u>	TECHNOLOGY PURCHASES	16,100.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.64010.00</u>	PRINCIPAL-PRIOR AUTH. PEN. BOND	592,514.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.64110.00</u>	INTEREST-PRIOR AUTH. PEN. BOND	11,346.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.64200.00</u>	FEES	1,200.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.00.67099.00</u>	TRANSFERS OUT	467,800.00	467,800.00	0.00	467,800.00	0.00	0.00 %
Department: 00 - UNDESIGNATED Total:		8,924,533.00	7,893,720.00	572,107.65	5,098,791.37	2,794,928.63	35.41 %
Department: 05 - ADMINISTRATION							
<u>01.05.61103.00</u>	AUDIT & BOOKEEPING SERVICES	0.00	15,000.00	1,101.44	17,634.85	-2,634.85	-17.57 %
<u>01.05.61104.00</u>	PAYROLL SERVICE FEE	0.00	4,000.00	740.67	1,852.24	2,147.76	53.69 %
<u>01.05.61105.00</u>	OTHER CONTRACT SERVICES	0.00	24,949.00	204.45	28,132.25	-3,183.25	-12.76 %
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	0.00	6,000.00	286.00	12,299.00	-6,299.00	-104.98 %
<u>01.05.61112.00</u>	PERS ADMINISTRATIVE FEE	0.00	2,500.00	482.61	1,931.92	568.08	22.72 %
<u>01.05.61120.00</u>	OTHER CONTRACT SERVICES-SAN AN...	0.00	80,000.00	0.00	80,043.40	-43.40	-0.05 %
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	0.00	17,250.00	1,592.49	15,346.28	1,903.72	11.04 %
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND MAINTENAN...	0.00	6,100.00	3,973.75	7,909.55	-1,809.55	-29.66 %
<u>01.05.61125.00</u>	OTHER SERVICES AND SUPPLIES	0.00	0.00	-190.00	0.00	0.00	0.00 %
<u>01.05.61127.00</u>	PHYSICALS	0.00	18,000.00	0.00	11,614.75	6,385.25	35.47 %
<u>01.05.61129.00</u>	HIRING EXPENSES	0.00	3,500.00	0.00	294.00	3,206.00	91.60 %
<u>01.05.61300.00</u>	PUBLICATIONS AND DUES	0.00	4,000.00	185.00	3,261.04	738.96	18.47 %
<u>01.05.62000.00</u>	OFFICE SUPPLIES	4,500.00	4,500.00	0.00	1,191.62	3,308.38	73.52 %
<u>01.05.62003.00</u>	POSTAGE	1,000.00	1,000.00	0.00	397.74	602.26	60.23 %
<u>01.05.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	0.00	20,000.00	1,139.78	12,105.84	7,894.16	39.47 %
<u>01.05.62202.00</u>	DEPARTMENTAL SUPPLIES	0.00	0.00	404.05	404.05	-404.05	0.00 %
<u>01.05.64010.00</u>	PRINCIPAL-PRIOR AUTH PENSION BO...	0.00	592,514.00	49,693.22	392,607.43	199,906.57	33.74 %
<u>01.05.64110.00</u>	INTEREST - PRIOR AUTHORITY PENSI...	0.00	11,346.00	757.62	9,419.94	1,926.06	16.98 %
<u>01.05.64200.00</u>	FEES	0.00	1,200.00	0.00	0.00	1,200.00	100.00 %
Department: 05 - ADMINISTRATION Total:		5,500.00	811,859.00	60,371.08	596,445.90	215,413.10	26.53 %
Department: 10 - OPERATIONS							
<u>01.10.60060.01</u>	VOLUNTEER RESPONSE/STANDBY	0.00	12,900.00	368.52	1,673.30	11,226.70	87.03 %
<u>01.10.60063.01</u>	VOLUNTEER DRILLS	0.00	4,000.00	0.00	0.00	4,000.00	100.00 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 02/28/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>01.10.60064.01</u>	VOLUNTEER LENGTH OF SERVICE	0.00	3,200.00	0.00	2,800.00	400.00	12.50 %
<u>01.10.60065.02</u>	EXPLORER POST	0.00	4,400.00	0.00	0.00	4,400.00	100.00 %
<u>01.10.61000.00</u>	TRAINING AND EDUCATION	0.00	35,500.00	3,193.60	15,212.17	20,287.83	57.15 %
<u>01.10.61100.00</u>	DISPATCH	153,981.00	153,981.00	38,495.25	119,324.48	34,656.52	22.51 %
<u>01.10.61101.00</u>	RADIO REPAIR	4,000.00	4,000.00	0.00	1,327.13	2,672.87	66.82 %
<u>01.10.61102.00</u>	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>01.10.61103.00</u>	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	0.00	3,284.03	-3,284.03	0.00 %
<u>01.10.61108.00</u>	HAZARDOUS MATERIAL CONTRACT	10,500.00	10,500.00	0.00	8,925.00	1,575.00	15.00 %
<u>01.10.61110.00</u>	MERA OPERATING EXPENSE	40,528.00	40,528.00	0.00	0.00	40,528.00	100.00 %
<u>01.10.61301.01</u>	VOLUNTEER DUES	0.00	3,200.00	0.00	2,124.00	1,076.00	33.63 %
<u>01.10.61402.00</u>	HYDRANT MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<u>01.10.61410.00</u>	EQUIPMENT MAINTENANCE	0.00	4,275.00	0.00	7,809.83	-3,534.83	-82.69 %
<u>01.10.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	20,000.00	0.00	-139.81	0.00	0.00	0.00 %
<u>01.10.62202.00</u>	DEPARTMENTAL SUPPLIES	0.00	0.00	-404.05	0.00	0.00	0.00 %
<u>01.10.62203.00</u>	EMERGENCY RESPONSE SUPPLIES	4,000.00	4,000.00	-2,079.65	4,546.48	-546.48	-13.66 %
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SUPPLIES	12,000.00	59,841.00	792.95	8,809.35	51,031.65	85.28 %
<u>01.10.62205.00</u>	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	41.69	1,522.81	5,977.19	79.70 %
<u>01.10.62210.00</u>	BREATHING APPARATUS	5,700.00	5,700.00	171.09	171.09	5,528.91	97.00 %
<u>01.10.62211.00</u>	BREATHING APPARATUS-CONTRACT	6,900.00	6,900.00	0.00	385.61	6,514.39	94.41 %
<u>01.10.62213.00</u>	PROTECTIVE CLOTHING	8,000.00	8,000.00	0.00	2,307.50	5,692.50	71.16 %
<u>01.10.62215.00</u>	TOOLS/EQUIPMENT	6,500.00	6,500.00	0.00	69.33	6,430.67	98.93 %
<u>01.10.62220.00</u>	COMMUNITY EDUCATION & PREP.	0.00	0.00	0.00	1,978.21	-1,978.21	0.00 %
<u>01.10.62401.01</u>	VOLUNTEER SUPPLIES	0.00	500.00	0.00	554.51	-54.51	-10.90 %
<u>01.10.63131.00</u>	EQUIPMENT	0.00	0.00	437.79	2,862.22	-2,862.22	0.00 %
<u>01.10.63140.00</u>	HYDRANTS	0.00	16,600.00	16,318.70	16,318.70	281.30	1.69 %
<u>01.10.63150.00</u>	COMMUNICATIONS EQUIPMENT	0.00	10,000.00	0.00	384.11	9,615.89	96.16 %
<u>01.10.63160.00</u>	TURNOUTS	0.00	14,241.00	0.00	0.00	14,241.00	100.00 %
<u>01.10.64401.00</u>	MERA BOND PAYMENT PRIOR AUTH...	38,231.00	38,231.00	0.00	38,272.45	-41.45	-0.11 %
Department: 10 - OPERATIONS Total:		320,840.00	457,497.00	57,196.08	240,662.31	216,834.69	47.40 %
Department: 12 - DO NOT USE							
<u>01.12.60060.00</u>	VOLUNTEER RESPONSE/STANDBY	12,900.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.12.60063.00</u>	DRILLS	4,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.12.60064.00</u>	VOLUNTEER LENGTH OF SERVICE	3,200.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.12.61301.00</u>	VOLUNTEER DUES	3,200.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.12.62401.00</u>	VOLUNTEER SUPPLIES	500.00	0.00	0.00	0.00	0.00	0.00 %
Department: 12 - DO NOT USE Total:		23,800.00	0.00	0.00	0.00	0.00	0.00 %
Department: 13 - DO NOT USE							
<u>01.13.60065.00</u>	EXPLORER POST	4,400.00	0.00	0.00	0.00	0.00	0.00 %
Department: 13 - DO NOT USE Total:		4,400.00	0.00	0.00	0.00	0.00	0.00 %
Department: 14 - FACILITIES							
<u>01.14.61500.00</u>	BUILDING MAINTENANCE AND LAND...	0.00	6,000.00	0.00	6,010.89	-10.89	-0.18 %
<u>01.14.61500.18</u>	BUILDING MAINTENANCE STATION 18	0.00	15,000.00	750.00	1,226.38	13,773.62	91.82 %
<u>01.14.61500.19</u>	BUILDING MAINTENANCE STATION 19	0.00	15,000.00	1,871.24	7,562.19	7,437.81	49.59 %
<u>01.14.61500.20</u>	BUILDING MAINTENANCE STATION 20	0.00	15,000.00	0.00	262.81	14,737.19	98.25 %
<u>01.14.61500.21</u>	BUILDING MAINTENANCE STATION 21	0.00	15,000.00	35.32	2,568.48	12,431.52	82.88 %
<u>01.14.61702.00</u>	GAS AND ELECTRIC	0.00	23,750.00	162.83	13,452.93	10,297.07	43.36 %
<u>01.14.61703.00</u>	WATER	0.00	3,850.00	599.50	2,510.25	1,339.75	34.80 %
<u>01.14.61704.00</u>	SEWER	0.00	2,500.00	0.00	2,231.60	268.40	10.74 %
<u>01.14.61705.00</u>	TELEPHONE	0.00	21,500.00	3,654.32	22,043.89	-543.89	-2.53 %
<u>01.14.62501.00</u>	FURNISHINGS	0.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<u>01.14.63040.00</u>	APPLIANCES	0.00	2,000.00	0.00	588.50	1,411.50	70.58 %
<u>01.14.63041.00</u>	OFFICE EQUIPMENT	0.00	12,000.00	0.00	193.53	11,806.47	98.39 %
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	0.00	12,500.00	0.00	4,175.64	8,324.36	66.59 %
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASES	0.00	16,100.00	0.00	6,673.68	9,426.32	58.55 %
Department: 14 - FACILITIES Total:		0.00	162,700.00	7,073.21	69,500.77	93,199.23	57.28 %
Department: 15 - COMMUNITY RISK REDUCTION							
<u>01.15.61131.00</u>	FIRE PREVENTION	4,500.00	4,500.00	0.00	620.78	3,879.22	86.20 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 02/28/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>01.15.62220.00</u>	COMMUNITY EDUCATION & PREP.	8,000.00	8,000.00	0.00	1,118.21	6,881.79	86.02 %
Department: 15 - COMMUNITY RISK REDUCTION Total:		12,500.00	12,500.00	0.00	1,738.99	10,761.01	86.09 %
Department: 20 - TRAINING							
<u>01.20.60020.00</u>	OVERTIME	0.00	0.00	0.00	176.04	-176.04	0.00 %
Department: 20 - TRAINING Total:		0.00	0.00	0.00	176.04	-176.04	0.00 %
Department: 25 - FLEET							
<u>01.25.61411.00</u>	BURN TRAILER MAINTENANCE	0.00	4,000.00	0.00	1,491.43	2,508.57	62.71 %
<u>01.25.61600.00</u>	REPAIRS VEHICLE	0.00	90,650.00	-221.60	39,970.44	50,679.56	55.91 %
<u>01.25.62988.00</u>	FUEL	0.00	46,235.00	1,030.71	18,118.56	28,116.44	60.81 %
<u>01.25.62989.00</u>	PARTS VEHICLE	0.00	3,200.00	198.96	1,565.47	1,634.53	51.08 %
<u>01.25.63130.00</u>	APPARATUS AND EQUIPMENT	0.00	15,000.00	-437.79	0.00	15,000.00	100.00 %
Department: 25 - FLEET Total:		0.00	159,085.00	570.28	61,145.90	97,939.10	61.56 %
Expense Total:		9,291,573.00	9,497,361.00	697,318.30	6,068,461.28	3,428,899.72	36.10 %
Fund: 01 - GENERAL FUND Surplus (Deficit):		62,341.00	-80,124.00	-6,339.89	74,625.07	154,749.07	193.14 %
Fund: 05 - MUTUAL AID FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>05.00.49502.00</u>	OES REIMBURSEMENT OUT OF COUN...	0.00	0.00	20,182.18	118,809.51	118,809.51	0.00 %
Department: 00 - UNDESIGNATED Total:		0.00	0.00	20,182.18	118,809.51	118,809.51	0.00 %
Revenue Total:		0.00	0.00	20,182.18	118,809.51	118,809.51	0.00 %
Expense							
Department: 00 - UNDESIGNATED							
<u>05.00.60000.00</u>	REGULAR SALARIES	0.00	0.00	0.00	8,252.64	-8,252.64	0.00 %
<u>05.00.60022.00</u>	REIMBURSED OVERTIME	0.00	0.00	0.00	16,700.04	-16,700.04	0.00 %
<u>05.00.60025.00</u>	OT OES RESPONSE	0.00	0.00	0.00	89,650.69	-89,650.69	0.00 %
<u>05.00.61201.00</u>	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	184.14	-184.14	0.00 %
<u>05.00.61202.00</u>	MEALS AND LODGING	0.00	0.00	0.00	3,370.89	-3,370.89	0.00 %
Department: 00 - UNDESIGNATED Total:		0.00	0.00	0.00	118,158.40	-118,158.40	0.00 %
Expense Total:		0.00	0.00	0.00	118,158.40	-118,158.40	0.00 %
Fund: 05 - MUTUAL AID FUND Surplus (Deficit):		0.00	0.00	20,182.18	651.11	651.11	0.00 %
Fund: 10 - INSURANCE FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>10.00.51999.00</u>	TRANSFERS IN	467,800.00	467,800.00	0.00	467,800.00	0.00	0.00 %
Department: 00 - UNDESIGNATED Total:		467,800.00	467,800.00	0.00	467,800.00	0.00	0.00 %
Revenue Total:		467,800.00	467,800.00	0.00	467,800.00	0.00	0.00 %
Expense							
Department: 00 - UNDESIGNATED							
<u>10.00.60215.00</u>	WORKERS' COMPENSATION INSURA...	443,000.00	443,000.00	0.00	344,218.32	98,781.68	22.30 %
<u>10.00.61113.00</u>	WORKERS COMP CLAIMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>10.00.61115.00</u>	LIABILITY INSURANCE	24,500.00	24,500.00	0.00	17,698.83	6,801.17	27.76 %
Department: 00 - UNDESIGNATED Total:		467,800.00	467,800.00	0.00	361,917.15	105,882.85	22.63 %
Expense Total:		467,800.00	467,800.00	0.00	361,917.15	105,882.85	22.63 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):		0.00	0.00	0.00	105,882.85	105,882.85	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY							
Expense							
Department: 00 - UNDESIGNATED							
<u>25.00.60000.00</u>	SALARIES	0.00	0.00	0.00	90,792.90	-90,792.90	0.00 %
<u>25.00.60025.00</u>	OT OES RESPONSE	0.00	0.00	0.00	445.68	-445.68	0.00 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 02/28/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>25.00.60028.00</u> PARAMEDIC TRAINING OVERTIME	0.00	0.00	1,619.58	2,624.85	-2,624.85	0.00 %
Department: 00 - UNDESIGNATED Total:	0.00	0.00	1,619.58	93,863.43	-93,863.43	0.00 %
Expense Total:	0.00	0.00	1,619.58	93,863.43	-93,863.43	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Total:	0.00	0.00	1,619.58	93,863.43	-93,863.43	0.00 %
Report Surplus (Deficit):	62,341.00	-80,124.00	12,222.71	87,295.60	167,419.60	208.95 %

Group Summary

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	9,353,914.00	9,417,237.00	690,978.41	6,143,086.35	-3,274,150.65	34.77 %
Revenue Total:	9,353,914.00	9,417,237.00	690,978.41	6,143,086.35	-3,274,150.65	34.77 %
Expense						
00 - UNDESIGNATED	8,924,533.00	7,893,720.00	572,107.65	5,098,791.37	2,794,928.63	35.41 %
05 - ADMINISTRATION	5,500.00	811,859.00	60,371.08	596,445.90	215,413.10	26.53 %
10 - OPERATIONS	320,840.00	457,497.00	57,196.08	240,662.31	216,834.69	47.40 %
12 - DO NOT USE	23,800.00	0.00	0.00	0.00	0.00	0.00 %
13 - DO NOT USE	4,400.00	0.00	0.00	0.00	0.00	0.00 %
14 - FACILITIES	0.00	162,700.00	7,073.21	69,500.77	93,199.23	57.28 %
15 - COMMUNITY RISK REDUCTION	12,500.00	12,500.00	0.00	1,738.99	10,761.01	86.09 %
20 - TRAINING	0.00	0.00	0.00	176.04	-176.04	0.00 %
25 - FLEET	0.00	159,085.00	570.28	61,145.90	97,939.10	61.56 %
Expense Total:	9,291,573.00	9,497,361.00	697,318.30	6,068,461.28	3,428,899.72	36.10 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	62,341.00	-80,124.00	-6,339.89	74,625.07	154,749.07	193.14 %
Fund: 05 - MUTUAL AID FUND						
Revenue						
00 - UNDESIGNATED	0.00	0.00	20,182.18	118,809.51	118,809.51	0.00 %
Revenue Total:	0.00	0.00	20,182.18	118,809.51	118,809.51	0.00 %
Expense						
00 - UNDESIGNATED	0.00	0.00	0.00	118,158.40	-118,158.40	0.00 %
Expense Total:	0.00	0.00	0.00	118,158.40	-118,158.40	0.00 %
Fund: 05 - MUTUAL AID FUND Surplus (Deficit):	0.00	0.00	20,182.18	651.11	651.11	0.00 %
Fund: 10 - INSURANCE FUND						
Revenue						
00 - UNDESIGNATED	467,800.00	467,800.00	0.00	467,800.00	0.00	0.00 %
Revenue Total:	467,800.00	467,800.00	0.00	467,800.00	0.00	0.00 %
Expense						
00 - UNDESIGNATED	467,800.00	467,800.00	0.00	361,917.15	105,882.85	22.63 %
Expense Total:	467,800.00	467,800.00	0.00	361,917.15	105,882.85	22.63 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):	0.00	0.00	0.00	105,882.85	105,882.85	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY						
Expense						
00 - UNDESIGNATED	0.00	0.00	1,619.58	93,863.43	-93,863.43	0.00 %
Expense Total:	0.00	0.00	1,619.58	93,863.43	-93,863.43	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Total:	0.00	0.00	1,619.58	93,863.43	-93,863.43	0.00 %
Report Surplus (Deficit):	62,341.00	-80,124.00	12,222.71	87,295.60	167,419.60	208.95 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	62,341.00	-80,124.00	-6,339.89	74,625.07	154,749.07
05 - MUTUAL AID FUND	0.00	0.00	20,182.18	651.11	651.11
10 - INSURANCE FUND	0.00	0.00	0.00	105,882.85	105,882.85
25 - ROSS VALLEY PARAMEDIC AUTI	0.00	0.00	-1,619.58	-93,863.43	-93,863.43
Report Surplus (Deficit):	62,341.00	-80,124.00	12,222.71	87,295.60	167,419.60

**Ross Valley Fire Board
Meeting Minutes
February 8, 2017**

Board present: Shortall, Reed, McInerney, Breckus, Weinsoff, Greene
Staff present: Mills, Mahoney, Lewis
Board absent: Kuhl, Finn
Staff absent: Toy

President McInerney requested that Agenda Items 4, 5, 6, 7 and 9 be tabled until the March 8th meeting as not all documentation was completed tonight. Board agreed.

President McInerney also moved the Closed Session to end of meeting. Board agreed.

Open time: no members of the public wished to address the board.

Board requests: Member Green requested an update on the Mollenkopf item.

Presentation of CPR Lifesaver Awards – Chief Mills explained the CPR Save program. Battalion Chief Mahoney explained the call that occurred during the storm on January 8th. A person collapsed on the sidewalk on Sir Francis Drake Blvd. and went into cardiac arrest. The CPR Lifesaver Pins were presented to Captain Scott Porter, Captain Jake Peterson, Captain Rob Hoggan, Captain Mark Lui, Engineer Firefighter Adam Van Dyke, Engineer/Firefighter Chris Friscia, and Volunteer Firefighter John Miller.

Consent Agenda: With one correction to the minutes. All ayes.

Chief Mills gave the board shift calendars that were prepared by Engineer Richard Birmingham and Administrative Assistant JoAnne Lewis.

Chief Mills explained that the FDAC Conference is coming up in April and invited 2 members of the board to attend the with Battalion Chief Mahoney – Member Shortall stated he will attend and other board members will notify BC Mahoney if they are interested in attending.

Item 8 Weather Stations: Chief Mills presented the staff report and gave a portion of the background and introduced Todd Lando to explain the system. President McInerney asked if implementing the proposed changes would make the system more reliable. Mr. Lando replied that the system is reliable and these changes would increase that reliability. Lengthy discussion about how the creek gauges work and how it is processed. In addition there was discussion about the other aspects of the report – weather stations. Staff will bring back more information and further recommendations at a future staff meeting.

Minutes respectfully submitted.


JoAnne Lewis
Administrative Assistant

AGENDA ITEM # 28
Date 3/8/17

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: March 8, 2017

To: Board of Directors

From: RVFD Management Committee
Garrett Toy, Fairfax Town Manager (Executive Officer)
Dave Donery, San Anselmo Town Manager
Joe Chinn, Ross Town Manager

Subject: Approval of Memoranda of Understanding with the International Association of Firefighters Local 1775 and the Ross Valley Fire Chief Officers Association and adoption of a resolution for amendments to the salary schedule for the Administrative Assistant and Fire Inspector classifications

RECOMMENDATION:

1. Approval of the July 1, 2016 – June 30, 2019 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775
2. Approval of the July 1, 2016 – June 30, 2019 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the Ross Valley Fire Chief Officers Association
3. Approval of a resolution to amend the salary schedule for the Administrative Assistant and Fire Inspector
4. Authorize the Executive Officer to do everything necessary and appropriate to execute and implement the MOU including making minor revisions to the MOU as it pertains to the cash-in-lieu provision.

BACKGROUND:

The Executive Officer, Garrett Toy and Joe Chinn, the Town Manager of Ross, with the Fire Chief and Debbie Stutsman, retired Town Manager of San Anselmo, serving as technical advisors, have been meeting with the representatives of the Ross Valley Firefighter's Association and the Ross Valley Fire Chief Officer's Association to reach agreement for new Memoranda of Understanding (MOU).

DISCUSSION:

The changes to the current MOUs which expired on June 30, 2016 are described below. The proposed salary increases retroactive to January 1, 2017 will add approximately \$120,000 in salary and benefit costs to RVFD, which will require

AGENDA ITEM # 3, 4, 5
3/8/17

mid-year budget adjustment. The Board will be considering the Mid-year Budget Report and recommended adjustments later on this evening's agenda.

Legal counsel is still working on the structure of cash-in-lieu payments being allocated to deferred comp or retirement health accounts. The structure must comply with RVFD's IRS Section 125 cafeteria plan. As a result, the MOU's may need to be modified in the future regarding this structure. The Bargaining Groups prepared the attached letter confirming our mutual understanding that any revisions to the MOU would only apply to the cash-in-lieu provision as described below. We are recommending that the Board authorize the Executive Officer to make modifications, as needed, to the MOU as it pertains to the cash-in-lieu provision, including signing the attached letter.

FIREFIGHTERS LOCAL 1775 MOU

The following summarizes the key amendments to the MOU:

Terms:

Three year contract, 7/1/16 to 6/30/19

Salary:

Salary increases as follows:

Effective 1/1/2017 (Section 2. SALARIES):

Engineers	4%
Captains	4%

Effective 7/1/2017

Engineers	4%
Captains	4%

Effective 7/1/2018

Engineers	3%
Captains	3%

Education Incentive Policy- Reduced the required continued education and training for the second level incentive from 20 hours to 15 hours. Added language to clarify eligible classes and training that qualify toward continued education.

Cash-in-lieu medical payments- Cash-in-lieu payments will be deposited into an employee's deferred compensation or retirement health savings account.

Overtime FLSA language- Added language regarding the current practice of calculating overtime.

General Revisions- Made minor revisions to the MOU for better clarity or to update lists. These revisions do not impact RVFD financially or operationally.

BATTALION CHIEFS (BC's) AGREEMENT

The following summarizes the key amendments to the BC's MOU:

Terms:

Three year contract, 7/1/16 to 6/30/19

Salary:

Salary increases as follows:

Effective 1/1/2017 (Section 2. SALARIES):

Battalion Chiefs 4%

Effective 7/1/2017

Battalion Chiefs 4%

Effective 7/1/2018

Battalion Chiefs 4%

Education Incentive Policy- Same revisions as firefighters

Cash-in-lieu medical payments- Same revisions as firefighters

Overtime FLSA language- Same revisions as firefighters

In-District Living Allowance- Revised section to match the existing language in the firefighters MOU. The impact is that one BC will now qualify for the \$200/month allowance whereby before he only qualified for the \$100/month allowance.

Comp time reduction- Revised section to reduce the BC comp time cap from 240hr to 120hr

Acting Fire Chief- Added language to reflect the current practice that a BC assigned to work as the acting Fire Chief will receive additional compensation at a rate equal to 15% above step C in the Battalion Chief's salary schedule for all hours in an acting status.

Acting BC language: Added language to clarify who may act as Battalion Chief and include a provision to allow BC's the first right of refusal for overtime.

General Revisions- Made minor revisions to the MOU for better clarity or to update lists. These revisions do not impact RVFD financially or operationally.

ADMINISTRATIVE ASSISTANT AND FIRE INSPECTOR

The resolution revises the salary schedule to increase the Administrative Assistant and Fire Inspector salary ranges the same as the firefighters and to clarify that cash-in-lieu of medical payments will be deposited into the employee's deferred compensation or retirement health savings account.

FISCAL IMPACT

The total fiscal impact for the proposed MOU revisions including salary increases is estimated at \$119,454 in FY16-17, \$248,464 in FY17-18 and \$256,943 in FY 18-19.

Position	Total for FY16-17 (6 months)
Engineers and Captains – 27 positions (2 vacant)	\$98,524
Battalion Chiefs – 3 positions	\$13,158
Administrative Assistant	\$1,785
Fire Inspector – 2 positions	\$5,987
TOTAL 2016	\$119,454

Attachment:

Firefighter MOU with exhibits
Battalion Chief MOU with exhibits
Administrative Assistant and Fire Inspector Resolution

** In an effort to reduce the paper used for the packet, the red-lined version of both of the MOUs are available on our website with the other board packet items.



**INTERNATIONAL ASSOCIATION OF FIREFIGHTER'S, L1775
ROSS VALLEY FIREFIGHTER'S ASSOCIATION**

777 San Anselmo Ave, San Anselmo, CA 94960

Side Letter RE: "Cash In Lieu" Benefit

During the term of this MOU, both parties agree to meet and confer to discuss language changes to Section 8 Health Benefits, subsection b: Cafeteria Plan for the purpose of removing the "Cash in Lieu" payment from the regular rate of pay calculation. The payment would instead be made to either the employees deferred compensation account or Retirement Health Saving Plan whichever they choose.

No other section of the MOU will open for negotiation without mutual agreement of the Ross Valley Firefighter's Association and Ross Valley Fire Department.

This side letter will expire with the term of the 16-19 MOU.

RVFFA
Sid Jamotte

Ross Valley Fire Department
Garrett Toy

3/3/2017



**INTERNATIONAL ASSOCIATION OF FIREFIGHTER'S, L1775
ROSS VALLEY CHIEF OFFICER'S ASSOCIATION**

777 San Anselmo Ave, San Anselmo, CA 94960

Side Letter RE: "Cash In Lieu" Benefit

During the term of this MOU, both parties agree to meet and confer to discuss language changes to Section 13 Health Benefits, subsection c: Cafeteria Plan for the purpose of removing the "Cash in Lieu" payment from the regular rate of pay calculation. The payment would instead be made to either the employees deferred compensation account or Retirement Health Saving Plan whichever they choose.

No other section of the MOU will open for negotiation without mutual agreement of the Ross Valley Chief Officer's Association and Ross Valley Fire Department.

This side letter will expire with the term of the 16-19 MOU.

RVCOA
Tim Grasser

Ross Valley Fire Department
Garrett Toy

3/3/2017

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 17-01

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDING THE SALARY SCHEDULES FOR THE ADMINISTRATIVE ASSISTANT and THE FIRE INSPECTOR

WHEREAS, Ross Valley Fire Department Resolution 15-07 and 15-08 established the salary, benefits, and working conditions for the Administrative Assistant and the Fire Inspector; and

WHEREAS, Resolution 15-07 and 15-08 call for the Fire Board to review the Administrative Assistant's and Fire Inspector's salary and benefits annually; and

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Department adopts the following salary schedule and amendment to the Cafeteria Plan for the Administrative Assistant and Fire Inspector effective January 1, 2017;

Administrative Assistant	Step A 5,687	Step B 6,008	Step C 6,309	Step D 6,623	Step E 6,956
Effective July 1, 2017:	Step A 5,914	Step B 6,248	Step C 6,561	Step D 6,888	Step E 7,234
Effective July 1, 2018:	Step A 6,091	Step B 6,435	Step C 6,758	Step D 7,095	Step E 7,451
Fire Inspector	Step A 7,284	Step B 7,649	Step C 8,033	Step D 8,434	Step E 8,856
Effective July 1, 2017:	Step A 7,575	Step B 7,955	Step C 8,354	Step D 8,771	Step E 9,210
Effective July 1, 2018:	Step A 7,802	Step B 8,194	Step C 8,605	Step D 9,034	Step E 9,486

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Cafeteria Plan: The Authority's monthly contribution to the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash-in-lieu of medical payments to the employee. The cash-in-lieu payment, however, cannot exceed \$320 per month and shall be deposited into the employee's deferred compensation or retirement health savings accounts.

I do hereby certify that the above Resolution 17-01 is a true and correct copy as passed by the Ross Valley Fire Board on March 8, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Thomas McInerney, President

JoAnne Lewis, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 8, 2017

TO: Ross Valley Fire Department Board

FROM: Daria Carrillo, Finance Director

SUBJECT: 2016-2017 Mid-Year Budget Review

RECOMMENDATION

That the Fire Board approve the attached resolution amending the 2016-2017 Budget.

BACKGROUND

On June 8, 2016, the Fire Board approved Resolution No. 16-04 adopting the 2016-2017 Budget. Since that time, new information has become available.

MID YEAR BUDGET REVISION RECOMMENDATIONS

GENERAL FUND

REVENUES

1. Increase Training Reimbursement by \$17,000.

No revenue was budget for Training Reimbursements. To date, \$17,000 has been received.

2. Increase Plan Checking Fees by \$74,400.

As of February 28, the revenue received for Plan Checking is \$173,068 or 103% of the budgeted amount. As only 67% of the fiscal year has elapsed, it seems likely that the Fire Department will collect another \$74,400 this year, approximately half of what it collected through January 26.

3. Increase Technology Fees by \$5,600.

7% of revenue collected for Plan Checking Fees and for Resale Inspection Fees is transferred to the Technology Fees account.

4. Increase Worker's Compensation Reimbursement by \$69,700.

No reimbursement was budgeted for worker's compensation. \$69,738 has been received to date.

AGENDA ITEM # 6
Date 3/8/17

EXPENDITURES AND TRANSFERS

1. Increase Salaries and Benefits by \$119,454 to reflect 4% salary increase effective January 1, 2017.

A salary agreement was reached with Firefighters and Battalion Chiefs. These employees will receive a 4% salary increase effective January 1, 2017. The total increase to expenditures as a result of this salary increase is \$111,682. This includes salaries, benefits and overtime. Miscellaneous employees, including the Administrative Assistant and Fire Inspectors, will also receive a 4% salary increase which will result in a total increase to expenditures of \$7772.

2. Add \$5,600 for Technology Purchases

This increase is the same amount as the increase in technology fees.

3. Add \$250,000 transfer to Vehicle Fund for Apparatus Replacement.

The General Fund ending fund balance increased by \$373,182 in the 2015-2016 fiscal year. No transfer to the Vehicle Fund was budgeted in the current year. This \$250,000 would bring the Vehicle Fund total to \$541,434.

4. Add \$40,000 transfer to SCBA Fund.

This transfer will bring the total of this fund to \$120,000. This fund is for the purchase of breathing apparatus.

5. Add \$17,000 in Training Expenditures.

This will offset the increase to training revenue and will have no effect on the ending fund balance.

FISCAL IMPACT OF MID-YEAR BUDGET CHANGE

The total ending balance for all funds as of June 30, 2016 was \$1,304,605. The undesignated reserve in the general fund was \$882,092. The current budget for 2016-2017 anticipates a reduction of \$80,214 in the general fund ending balance due to items that were budgeted but not spent being carried over into the current year.

As a result of this budget revision, the undesignated reserve as of June 30, 2017 is estimated to be \$536,524. The ending balance for the Vehicle Fund will be \$541,424 and the ending balance for the SCBA Fund will be \$120,000.

Respectfully submitted,

Daria Carrillo, Finance Director

Attachment #1: Resolution 17-02 A Resolution of the Fire Board of the Ross Valley Fire Department Amending the FY 2016-2017 Budget

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION NO. 17-02

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS
ADOPTING THE PROPOSED BUDGET REVISIONS TO THE FY 2016-2017 BUDGET FOR THE
ROSS VALLEY FIRE DEPARTMENT**

WHEREAS, the Ross Valley Fire Board adopted the 2016-2017 fiscal year budget by Resolution No. 16-04 on June 8, 2016; and

WHEREAS, new information on projected revenues and expenditures has emerged since adoption of the 2016-2017 budget,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the 2016-2017 budget be amended as follows:

GENERAL FUND

The revenue budget is hereby revised as follows:

Training Reimbursement	Increase Training Reimbursement by \$17,000 for payments received through February 2017.
Plan Checking Fees	Increase Plan Checking Fees by \$74,400 based on revenue received through February 2017.
Technology Fees	Increase Technology Fees based by \$5,600 based on revenue received through February 2017.
Workers' Comp Reimbursement	Increase by \$69,700 for reimbursements received through February 2017.

The expenditure budget is hereby revised as follows:

Salaries and Benefits	Increase Salaries and Benefits by \$119,454 to reflect 4% salary increase effective January 1, 2017.
Technology Purchases	Increase by \$5,600 to reflect increased revenue budget.
Transfers Out	Increase Transfers to Other Funds by \$290,000. This includes \$250,000 to Vehicle Fund for apparatus replacement and \$40,000 for SCBA Fund for breathing apparatus.

VEHICLE FUND

The budget is hereby revised as follows:

Increase to Transfers In: Add \$250,000 transfer from General Fund.

SCBA FUND

The budget is hereby revised as follows:

Increase to Transfers In: Add \$40,000 transfer from General Fund.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Board at a regular meeting thereof, held on the 8th day of March, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, President

ATTEST:

JoAnne Lewis, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of March 8, 2017

To: Board of Directors

From: Engineer Rick Rosecrans
Mark Mills, Fire Chief

Subject: Surplus of Interspiro SCBA (Self-Contained Breathing Apparatus)
Equipment

RECOMMENDATION:

For the Board to receive the report, discuss and authorize staff to surplus and donate SCBAs to Firefighters Without Borders.

BACKGROUND:

In 2014, the Ross Valley Fire Department received a \$309,959 Assistance to Firefighters Grant to replace our aging and outdated SCBA's (Self-Contained Breathing Apparatus). The SCBA's were no longer serviceable, and had reached the end of their lifespan. The inventory of SCBA equipment includes: 37 back plates with harnesses, 58 facemasks, 4 RIC packs, specialty tools for maintenance, and 93 compressed air cylinders. The Department's intention was to sell this used Interspiro SCBA equipment, but these attempts have been unsuccessful. During the past few years, an overwhelmingly large number of used SCBA's have flooded the market, in part due to numerous agencies in Marin County replacing their SCBA's. Additionally, attempts to sell the equipment to SCBA distributors and volunteer organizations have been futile.

DISCUSSION:

The staff proposes we surplus the used SCBA's through a donation to Firefighters Without Borders or other charitable organization.

FISCAL IMPACT:

There would be no fiscal impact to the Ross Valley Fire Department.

Attachment: Letter from Firefighters Without Borders

AGENDA ITEM # 7
Date 3/8/17



THE MISSION OF FIREFIGHTERS WITHOUT BORDERS CANADA IS TO ASSIST THE EMERGENCY SERVICE AGENCIES OF DEVELOPING NATIONS, BY HELPING TO IMPROVE THEIR ABILITY TO EFFECTIVELY PROVIDE A HIGHER LEVEL OF EMERGENCY SERVICES TO THEIR COMMUNITIES.

March 3, 2017

Ross Valley Fire Department.

My name is Angel Landaverde Member of Firefighters Without Borders. Our mission is to assist developing countries with donations of used fire apparatus, ambulances, and firefighting and medical equipment. We also deploy to these countries to deliver training in a wide variety of firefighting and medical subjects. We have delivered 20 training deployments to date in El Salvador, Panama, Paraguay, Peru, Mexico and Guatemala. We have also delivered 20 fire trucks and ambulances to the Dominican Republic, El Salvador, and Peru. In addition, we have delivered over 50 tons of firefighting and medical equipment to Belize, Dominican Republic, El Salvador, Mexico, Nicaragua, Paraguay, Peru, the Philippines and Guatemala.

We are a group of current and retired firefighters and other interested individuals. We volunteer our own time to do the work of FWB, and pay our own airfares for deployments. Since forming in 2008, we have expanded across Canada and USA.

We have a long list of partner companies and agencies that assist in getting this equipment to the countries we assist.

With this letter, we would like to approach the Ross Valley Fire Department to request any possible donations of used SCBA's. Any items donated to FWB would become our property and absolve RVFD of any liability. We in turn donate this equipment to the countries we assist with the agreement that there will be no liability and that the receiving country is responsible for the care and maintenance of the equipment.

If RVFD is able to donate any equipment or apparatus to us, we will then begin the process to collect it and have it shipped to one of the countries we assist. Please feel free to share this request letter with any other agencies in your area as well that may want to be part of this program.

The apparatus and equipment we donate goes to countries that are much less fortunate than we are here in North America. We provide training on the equipment we donate and it is eagerly received in these countries, and will see many more years of use.

Our website can be found at www.fwbcanada.ca

If you have any questions about our organization or this request letter, please feel free to contact me.

Sincerely;

Angel Landaverde
Firefighter/Paramedic

Ross Valley Fire Department
Staff Report
February 28, 2017

For the meeting of March 8, 2017

TO: Ross Valley Fire Board

FROM: Daria Carrillo, Finance and Administrative Services Director

SUBJECT: Change in policy regarding required signatures on checks

RECOMMENDATION

That the Fire Board approve a change to the check signing policy that would allow another Town Manager, a Battalion Chief or the Finance and Administrative Services Director to sign checks written on the payroll account in excess of \$5,000 in the absence of the Executive Officer.

BACKGROUND

The Fire Department's operating bank account and payroll account are at Bank of America. Both of these accounts require two signatures for checks in excess of \$2,000. The Executive Officer's signature is required for checks in excess of \$5,000.

San Anselmo is now using Tyler Technologies Incode financial software to process the Fire Department payroll. All payroll related payments, such as checks for deductions from employees' paychecks for medical insurance and deferred compensation, as well as Fire Department expenses related to payroll such as payments for retirement and medical insurance, are automatically processed by checks from the payroll account. Having checks automatically processed ensures that there is no chance of error with regard to forgetting to pay a vendor or in posting these items to the general ledger. The only exception is that payroll taxes are paid electronically as required by the tax collection agencies.

This is a change from the previous system where some vendors were paid online and because checks in excess of \$5,000 require the signature of the Executive Officer, there is now a possibility of delay in mailing these checks if the Executive Officer is not available to sign the checks.

The proposed new policy would not change the requirements for the operating account but would require the Executive Officer's signature on checks from the payroll checking account in excess of \$5,000 only if he is available. In the event that he is not available, another Town Manager, a Battalion Chief or the Finance and Administrative Services Director would sign the check in his absence.

Respectfully submitted,

Daria Carrillo
Finance & Administrative Services Director

AGENDA ITEM # 8
Date 3/8/17