



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, April 12th, 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.

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 19494 – 19552 issued during month of March
 - b) Chief's Update
 - c) Call report and out of jurisdiction report
 - d) Current Budget Report Summary
 - e) Minutes from March 8, 2017 Board Meeting
 - f) Adopt Resolution 17-03 A Resolution Approving Salaries for all Ross Valley Fire Department employees for the 2016-17 Fiscal Year
3. Presentation: Captain Todd Standfield and Engineer Sid Jamotte
4. Weather Stations/Creek Monitoring Gauges – IT Recommendations
5. Next meeting – scheduled for Wednesday, May 10, 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

HEADQUARTERS: 777 San Anselmo Avenue, San Anselmo, CA 94960 TEL: (415) 258-4686 FAX: (415) 258-4689 www.rossvalleyfire.org



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 03/01/2017 - 03/31/2017

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						
01175	Alisen Stasiowski	03/01/2017	Regular	0.00	487.50	19494
<u>February 2017</u>	Invoice	02/28/2017	Temporary Hire	0.00	487.50	
01100	Arrow International Inc	03/01/2017	Regular	0.00	267.00	19495
<u>94296414-2</u>	Invoice	02/28/2017	Paramedic Response Supplies	0.00	267.00	
01059	AT&T Mobility	03/01/2017	Regular	0.00	2,319.84	19496
<u>02232017</u>	Invoice	02/28/2017	Telephone	0.00	2,319.84	
01054	BoundTree Medical	03/01/2017	Regular	0.00	1,330.22	19497
<u>82406598</u>	Invoice	02/28/2017	Paramedic Response Supplies	0.00	281.50	
<u>82414764</u>	Invoice	02/28/2017	Emergency Medical Supplies	0.00	1,048.72	
01176	Costco Wholesale	03/01/2017	Regular	0.00	165.00	19498
<u>April 2017</u>	Invoice	02/28/2017	Publications and Dues	0.00	165.00	
01015	Curtis Tools	03/01/2017	Regular	0.00	4,822.42	19499
<u>Sales Order 312732</u>	Invoice	02/28/2017	Apparatus and Equipment	0.00	1,476.84	
<u>Sales Order 317453</u>	Invoice	02/28/2017	Apparatus nd Equipment	0.00	3,345.58	
01064	Everbank Commercial Finance Inc	03/01/2017	Regular	0.00	428.90	19500
<u>02072017</u>	Invoice	02/28/2017	General Dept Supplies	0.00	428.90	
01177	Fire Plaque	03/01/2017	Regular	0.00	329.00	19501
<u>02-23-2017</u>	Invoice	02/28/2017	Contingency	0.00	329.00	
01007	Golden Gate Petroleum	03/01/2017	Regular	0.00	1,611.07	19502
<u>694676</u>	Invoice	02/28/2017	Fuel	0.00	190.92	
<u>695036</u>	Invoice	02/28/2017	Fuel	0.00	573.82	
<u>695396</u>	Invoice	02/28/2017	Fuel	0.00	846.33	
01050	Golden State Emergency Veh Svc	03/01/2017	Regular	0.00	12,094.96	19503
<u>WI000885</u>	Invoice	02/28/2017	Repairs Vehicle	0.00	12,094.96	
01079	Hannibal's Inc.	03/01/2017	Regular	0.00	35.74	19504
<u>23379</u>	Invoice	02/28/2017	Bldg Maint Sta 19	0.00	35.74	
01034	Liebert Cassidy Whitmore	03/01/2017	Regular	0.00	2,500.00	19505
<u>1435554</u>	Invoice	02/28/2017	Legal Fees	0.00	2,500.00	
01158	P.E.R.S. Health	03/01/2017	Regular	0.00	4,335.03	19506
<u>02272017 WR</u>	Invoice	02/28/2017	Retiree Premiums and Admin Fee	0.00	4,335.03	
01179	Postal Services Plus	03/01/2017	Regular	0.00	81.00	19507
<u>January 2017</u>	Invoice	02/28/2017	Fire Prevention	0.00	81.00	
01095	Richards Watson Gershon	03/01/2017	Regular	0.00	3,185.97	19508
<u>210466</u>	Invoice	02/28/2017	Legal Fees	0.00	3,185.97	
01181	Royce Wintermute	03/01/2017	Regular	0.00	105.00	19509
<u>22Feb17 CR</u>	Invoice	02/28/2017	Volunteer Response/Standby	0.00	105.00	
01178	The Pinman	03/01/2017	Regular	0.00	30.00	19510
<u>413</u>	Invoice	02/28/2017	Emergency Response Supplies	0.00	30.00	
01180	The Rules Guys	03/01/2017	Regular	0.00	525.00	19511
<u>AM16020</u>	Invoice	02/28/2017	Publications and Dues	0.00	300.00	
<u>AM17029</u>	Invoice	02/28/2017	Dues and Publications	0.00	225.00	

Check Report

Date Range: 03/01/2017 - 03/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
01026	AT&T Calnet	03/09/2017	03/09/2017 Regular	0.00	973.56	19512
<u>2115 2/25</u>	Invoice	03/09/2017	Telephone	0.00	143.78	
<u>2116 2/25</u>	Invoice	03/09/2017	Telephone	0.00	143.78	
<u>2118 2/25</u>	Invoice	03/09/2017	Telephone	0.00	143.78	
<u>8982 2/10</u>	Invoice	03/09/2017	Telephone	0.00	18.54	
<u>8984 2/10</u>	Invoice	03/09/2017	Telephone	0.00	482.62	
<u>8985 2/10</u>	Invoice	03/09/2017	Telephone	0.00	22.66	
<u>9206 2/10</u>	Invoice	03/09/2017	Telephone	0.00	18.40	
01088	Daniel W Hom CPA	03/09/2017	03/09/2017 Regular	0.00	245.22	19513
<u>2017-130</u>	Invoice	03/09/2017	Audit and Bookkeeping	0.00	245.22	
01183	Digital Combustion Inc	03/09/2017	03/09/2017 Regular	0.00	425.00	19514
<u>1681</u>	Invoice	03/09/2017	Training and Education	0.00	425.00	
01017	Fairfax Lumber	03/09/2017	03/09/2017 Regular	0.00	127.83	19515
<u>134480</u>	Invoice	03/09/2017	Bldg Maint Sta 20	0.00	46.56	
<u>2/28/2017 Stmt</u>	Invoice	03/09/2017	Bldg Maint Sta 20	0.00	81.27	
01087	Gavin Illingworth	03/09/2017	03/09/2017 Regular	0.00	200.00	19516
<u>3/31/17</u>	Invoice	03/09/2017	Training and Education	0.00	200.00	
01007	Golden Gate Petroleum	03/09/2017	03/09/2017 Regular	0.00	585.73	19517
<u>695724</u>	Invoice	03/09/2017	Fuel	0.00	585.73	
01082	Leete Generators	03/09/2017	03/09/2017 Regular	0.00	442.32	19518
<u>27066</u>	Invoice	03/09/2017	Bldg Maint St 21	0.00	442.32	
01020	PG&E	03/09/2017	03/09/2017 Regular	0.00	1,397.49	19519
<u>28Feb17 Stmt</u>	Invoice	03/09/2017	Utilities	0.00	1,397.49	
01182	The Copy Shop	03/09/2017	03/09/2017 Regular	0.00	621.30	19520
<u>6192</u>	Invoice	03/09/2017	Fire Prevention	0.00	621.30	
01024	Totally Computer Inc	03/09/2017	03/09/2017 Regular	0.00	3,939.26	19521
<u>20124</u>	Invoice	03/09/2017	Office Equipment	0.00	3,939.26	
01073	U S Bank	03/09/2017	03/09/2017 Regular	0.00	10,215.70	19522
<u>23Jan17 Stmt</u>	Invoice	03/09/2017	Credit Card Payments	0.00	10,215.70	
	Void	03/09/2017	03/09/2017 Regular	0.00	0.00	19523
01148	Brian Costello	03/13/2017	03/13/2017 Regular	0.00	1,325.39	19524
<u>2017-1</u>	Invoice	03/13/2017	Computer Software/Support	0.00	1,325.39	
01082	Leete Generators	03/13/2017	03/13/2017 Regular	0.00	587.82	19525
<u>27155</u>	Invoice	03/13/2017	Bldg Maint Sta 20	0.00	587.82	
01157	P.E.R.S.	03/13/2017	03/13/2017 Regular	0.00	32,155.72	19526
<u>14920771</u>	Invoice	03/13/2017	Retirement	0.00	32,146.96	
<u>14920780</u>	Invoice	03/13/2017	Retirement	0.00	8.76	
01184	Marin County Fire Chiefs Association	03/15/2017	03/15/2017 Regular	0.00	130.00	19527
<u>18Mar17 Event</u>	Invoice	03/15/2017	General Dept Expense	0.00	130.00	
01175	Alisen Stasiowski	03/29/2017	03/29/2017 Regular	0.00	284.75	19528
<u>Feb 25-Mar 25</u>	Invoice	03/29/2017	Temporary Hire	0.00	284.75	
01026	AT&T Calnet	03/29/2017	03/29/2017 Regular	0.00	557.10	19529
<u>9387864</u>	Invoice	03/29/2017	Telephone	0.00	18.57	
<u>9387866</u>	Invoice	03/29/2017	Telephone	0.00	497.38	
<u>9387867</u>	Invoice	03/29/2017	Telephone	0.00	22.71	
<u>9388088</u>	Invoice	03/29/2017	Telephone	0.00	18.44	
01075	Batteries Plus Bulbs	03/29/2017	03/29/2017 Regular	0.00	39.13	19530
<u>308-376309</u>	Invoice	03/29/2017	Bldg Maint Sta 19	0.00	39.13	

Check Report

Date Range: 03/01/2017 - 03/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
01054	BoundTree Medical	03/29/2017	Regular	0.00	1,980.34	19531
<u>82424152</u>	Invoice	03/29/2017	Emergency Med Supplies	0.00	848.96	
<u>82426836</u>	Invoice	03/29/2017	Emergency Med Supplies	0.00	29.45	
<u>82431411</u>	Invoice	03/29/2017	Emergency Med Supplies	0.00	24.75	
<u>98686249</u>	Invoice	03/29/2017	Emergency Med Supplies	0.00	1,077.18	
01076	Burrous Brothers Company	03/29/2017	Regular	0.00	1,410.20	19532
<u>Order 5351</u>	Invoice	03/29/2017	Bldg Maint Sta 19	0.00	731.00	
<u>Order 5355</u>	Invoice	03/29/2017	Bldg Maint Sta 21	0.00	679.20	
01004	CAPF	03/29/2017	Regular	0.00	735.00	19533
<u>April 2017</u>	Invoice	03/29/2017	Insurance Premiums	0.00	735.00	
01186	CPS HR Consulting	03/29/2017	Regular	0.00	383.90	19534
<u>SOP43735</u>	Invoice	03/29/2017	Hiring Expenses	0.00	383.90	
01015	Curtis Tools	03/29/2017	Regular	0.00	13,513.28	19535
<u>INV84559</u>	Invoice	03/29/2017	Turnouts	0.00	13,513.28	
01125	Daniel J. Mahoney	03/29/2017	Regular	0.00	881.00	19536
<u>1/17-20 Reimb</u>	Invoice	03/29/2017	Training and Education	0.00	681.00	
<u>10/27-28</u>	Invoice	03/29/2017	Training and Education	0.00	200.00	
01109	David Frederick Addicks	03/29/2017	Regular	0.00	295.00	19537
<u>3-27-17</u>	Invoice	03/29/2017	Training and Education	0.00	295.00	
01102	Discovery Office Systems	03/29/2017	Regular	0.00	337.12	19538
<u>55E1371947</u>	Invoice	03/29/2017	Genl Dept Supplies	0.00	337.12	
01064	Everbank Commercial Finance Inc	03/29/2017	Regular	0.00	448.90	19539
<u>7Mar17 Inv</u>	Invoice	03/29/2017	Genl Dept Supplies	0.00	448.90	
01017	Fairfax Lumber	03/29/2017	Regular	0.00	132.08	19540
<u>135167</u>	Invoice	03/29/2017	Bldg Maint Sta 19	0.00	58.10	
<u>135337</u>	Invoice	03/29/2017	Training and Education	0.00	73.98	
01049	Fishman Supply Company	03/29/2017	Regular	0.00	81.40	19541
<u>1070163</u>	Invoice	03/29/2017	Genl Dept Supplies	0.00	81.40	
01034	Liebert Cassidy Whitmore	03/29/2017	Regular	0.00	673.00	19542
<u>1436750</u>	Invoice	03/29/2017	Legal Svcs	0.00	673.00	
01090	Lynx Technologies Inc	03/29/2017	Regular	0.00	603.75	19543
<u>8140</u>	Invoice	03/29/2017	Hydrant Maintenance	0.00	603.75	
01036	Marin County Tax Collector	03/29/2017	Regular	0.00	167.17	19544
<u>Jan 2017 Ext Chgs</u>	Invoice	03/29/2017	Radio Repair	0.00	167.17	
01037	Marin Municipal Water District	03/29/2017	Regular	0.00	528.74	19545
<u>3759 10Mar17</u>	Invoice	03/29/2017	Water	0.00	114.85	
<u>4240 7Mar17</u>	Invoice	03/29/2017	Water	0.00	84.45	
<u>8069 13Mar17</u>	Invoice	03/29/2017	Water	0.00	135.75	
<u>8815F 7Mar17</u>	Invoice	03/29/2017	Water	0.00	65.77	
<u>8816F 13Mar17</u>	Invoice	03/29/2017	Water	0.00	62.15	
<u>8817F 10Mar17</u>	Invoice	03/29/2017	Water	0.00	65.77	
01093	Martin & Harris	03/29/2017	Regular	0.00	120.00	19546
<u>528592</u>	Invoice	03/29/2017	Appliances	0.00	120.00	
01056	R & S Erection	03/29/2017	Regular	0.00	653.50	19547
<u>77280</u>	Invoice	03/29/2017	Bldg Maint Sta 21	0.00	653.50	
01095	Richards Watson Gershon	03/29/2017	Regular	0.00	152.00	19548
<u>210877</u>	Invoice	03/29/2017	Legal Fees	0.00	152.00	
01185	The Ed Jones Co Inc	03/29/2017	Regular	0.00	92.83	19549

Check Report

Date Range: 03/01/2017 - 03/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>18393</u>	Invoice	03/29/2017	Emergency Response Supplies	0.00	92.83	
01073	U S Bank	03/29/2017	Regular	0.00	13,721.06	19550
<u>22Feb17 Stmt</u>	Invoice	03/29/2017	Cr Card Charges	0.00	13,721.06	
	Void	03/29/2017	Regular	0.00	0.00	19551
01047	XMR Fire Emergency Svcs Consulting	03/29/2017	Regular	0.00	8,212.25	19552
<u>2017-009</u>	Invoice	03/29/2017	Web Page Svcs	0.00	3,306.00	
<u>2017-011</u>	Invoice	03/29/2017	Web Page Svcs	0.00	4,906.25	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	85	57	0.00	134,029.49
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	85	59	0.00	134,029.49

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	3/2017	134,029.49
			<u>134,029.49</u>

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: April 12, 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	10
Building	36
Fire Protection	20

<u>Ross</u>	<u>San Anselmo</u>	<u>Sleepy Hollow</u>	<u>Fairfax</u>	<u>Corte Madera</u>
7	20	4	9	26

AGENDA ITEM # 2B
Date 4/12/17

Engine Company Inspections

State Mandated	13
Periodic	18
Re-Inspections	2

Inspections

State Mandated	37
Re-inspection	8

Periodic Insp	6
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Sprinkler Hydro	3
Sprinkler Hydro Re-insp.	
Sprinkler Final	10
Sprinkler Final Re-Insp	3

Fire Alarm	1
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Hood & Duct

UG Fireline	1
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PV (Solar)	1
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Project Final	6
Re-inspection	

VMP	1
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Resale Inspections	32
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Re-inspections	4
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Hazard Insp	2
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<u>Ross</u>	<u>San Anselmo</u>	<u>Sleepy Hollow</u>	<u>Fairfax</u>	<u>Corte Madera</u>
24	83	8	25	8

BC Stasiwoski attended:

3/12 - Regional Volunteer Academy at Station 20
3/18 - B Shift meeting and After Action Review
3/23 - B Shift Battalion Block Training
3/29 - BC's meeting, meeting with B1514
3/30 - EMT Training, Type 3 meeting

BC Mahoney attended:

3/9 - Ross Town Council Meeting (Fire department Update)
3/13 - North Bay Incident Management Team training
3/15 - Budget meeting San Anselmo Finance
3/15 - FEMA Recovery Meeting
3/16 - Marin County Fire Chiefs meeting
3/18 - Marin County Fire Chiefs Installation Dinner
3/21 - Work in office for Chief Mills
3/23 - Meeting with Garrett Toy/LCW
3/27 - CAD Contract Meeting
3/28 - Type 3 Committee meeting
3/31 - Meeting with Dave Donery
4/3 - Working group meeting with Chief Mark Brown (Mutual Threat Zone)
4/4 - Marin County Operations meeting
4/4 - 4/7 FDAC Conference (Monterey)
4/12 - MCFD Captains assessment center

BC Tim Grasser attended:

March 9 Tech meeting at Marin Commons
March 15 Shift training
March 16 EMS Training
March 20 Captains written exam
March 21 Battalion block drill
March 22 Meeting with IAFF
March 27 EMS training
March 29 Chief Officer's meeting
April 3 EMS Training

Chief Mills attended:

Ross Valley Fire Dept

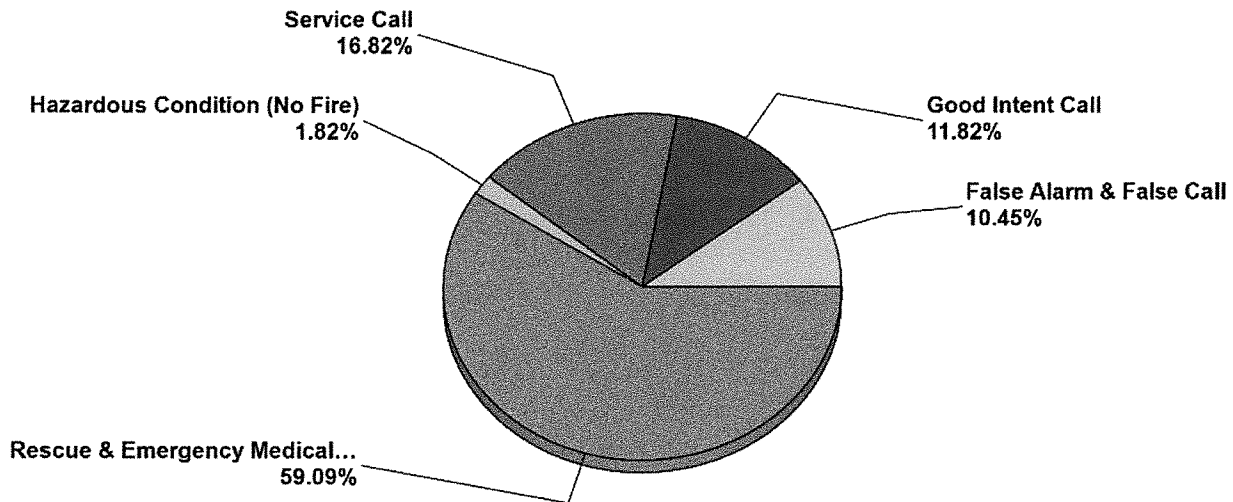
San Anselmo, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2017 | End Date: 03/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	130	59.09%
Hazardous Condition (No Fire)	4	1.82%
Service Call	37	16.82%
Good Intent Call	26	11.82%
False Alarm & False Call	23	10.45%
TOTAL	220	100.00%

AGENDA ITEM # 2C
Date 4/12/17

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
300 - Rescue, EMS incident, other	1	0.45%
321 - EMS call, excluding vehicle accident with injury	117	53.18%
322 - Motor vehicle accident with injuries	6	2.73%
324 - Motor vehicle accident with no injuries.	6	2.73%
412 - Gas leak (natural gas or LPG)	1	0.45%
421 - Chemical hazard (no spill or leak)	1	0.45%
422 - Chemical spill or leak	1	0.45%
440 - Electrical wiring/equipment problem, other	1	0.45%
510 - Person in distress, other	1	0.45%
520 - Water problem, other	1	0.45%
522 - Water or steam leak	1	0.45%
531 - Smoke or odor removal	1	0.45%
541 - Animal problem	1	0.45%
550 - Public service assistance, other	3	1.36%
551 - Assist police or other governmental agency	1	0.45%
552 - Police matter	1	0.45%
553 - Public service	14	6.36%
554 - Assist invalid	9	4.09%
571 - Cover assignment, standby, moveup	4	1.82%
600 - Good intent call, other	2	0.91%
611 - Dispatched & cancelled en route	21	9.55%
622 - No incident found on arrival at dispatch address	3	1.36%
700 - False alarm or false call, other	3	1.36%
712 - Direct tie to FD, malicious false alarm	1	0.45%
730 - System malfunction, other	2	0.91%
733 - Smoke detector activation due to malfunction	1	0.45%
735 - Alarm system sounded due to malfunction	2	0.91%
736 - CO detector activation due to malfunction	3	1.36%
740 - Unintentional transmission of alarm, other	1	0.45%
743 - Smoke detector activation, no fire - unintentional	6	2.73%
744 - Detector activation, no fire - unintentional	2	0.91%
745 - Alarm system activation, no fire - unintentional	2	0.91%
TOTAL INCIDENTS:	220	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

This report was generated on 4/5/2017 11:44:38 AM



Incident Type Count per Station for Date Range

Start Date: 03/01/2017 | End Date: 03/31/2017

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
321 - EMS call, excluding vehicle accident with injury	10
324 - Motor vehicle accident with no injuries.	2
412 - Gas leak (natural gas or LPG)	1
422 - Chemical spill or leak	1
550 - Public service assistance, other	2
552 - Police matter	1
553 - Public service	3
554 - Assist invalid	1
571 - Cover assignment, standby, moveup	4
611 - Dispatched & cancelled en route	4
730 - System malfunction, other	1
744 - Detector activation, no fire - unintentional	1

Incidents for 18 - Station 18 : 31

Station: 19 - STATION 19	
321 - EMS call, excluding vehicle accident with injury	33
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	3
421 - Chemical hazard (no spill or leak)	1
522 - Water or steam leak	1
541 - Animal problem	1
550 - Public service assistance, other	1
553 - Public service	3
554 - Assist invalid	5
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	1
700 - False alarm or false call, other	3
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
736 - CO detector activation due to malfunction	2
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

Incidents for 19 - Station 19: 68

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	29
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
510 - Person in distress, other	1
553 - Public service	1
554 - Assist invalid	3
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	2
743 - Smoke detector activation, no fire - unintentional	1

Incidents for 20 - Station 20: 44

Station: 21 - STATION 21	
300 - Rescue, EMS incident, other	1
321 - EMS call, excluding vehicle accident with injury	45
322 - Motor vehicle accident with injuries	2
440 - Electrical wiring/equipment problem, other	1
520 - Water problem, other	1
531 - Smoke or odor removal	1
551 - Assist police or other governmental agency	1
553 - Public service	7
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	8
712 - Direct tie to FD, malicious false alarm	1
730 - System malfunction, other	1
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	4
745 - Alarm system activation, no fire - unintentional	1

Incidents for 21 - Station 21: 77

Only REVIEWED incidents included.



Budget Report

For Fiscal: 2016-2017 Period Ending: 03/31/2017

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	724,669.84	6,423,270.28	-2,272,768.72	73.86 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	657,875.00	721,198.00	59,452.86	503,929.77	-217,268.23	69.87 %
Revenue Total:	9,353,914.00	9,417,237.00	784,122.70	6,927,200.05	-2,490,036.95	73.56 %
Expense						
600 - SALARIES AND WAGES	4,607,121.00	4,625,842.00	359,263.43	3,413,065.72	1,212,776.28	73.78 %
601 - RETIREMENT	1,119,895.00	1,119,895.00	107,795.01	866,534.35	253,360.65	77.38 %
602 - EMPLOYEE BENEFITS	1,692,083.00	1,692,083.00	71,623.85	895,661.15	796,421.85	52.93 %
610 - TRAINING	35,500.00	35,500.00	3,555.29	21,267.46	14,232.54	59.91 %
611 - OUTSIDE SERVICES	391,808.00	391,808.00	12,288.58	326,585.71	65,222.29	83.35 %
613 - PUBLICATION / DUES	7,200.00	7,200.00	0.00	6,075.04	1,124.96	84.38 %
614 - MAINTENANCE	6,275.00	10,275.00	603.75	9,905.01	369.99	96.40 %
615 - BUILDING MAINTENANCE	6,000.00	66,000.00	4,053.39	21,719.88	44,280.12	32.91 %
616 - VEHICLE MAINTENANCE	90,000.00	90,650.00	7,994.16	60,059.56	30,590.44	66.25 %
617 - UTILITIES	51,600.00	51,600.00	4,538.91	47,097.42	4,502.58	91.27 %
620 - OFFICE SUPPLIES	5,500.00	5,500.00	543.94	2,133.30	3,366.70	38.79 %
622 - DEPARTMENT SUPPLIES	78,600.00	126,441.00	13,380.16	48,854.76	77,586.24	38.64 %
624 - VOLUNTEER SUPPLIES	500.00	500.00	0.00	554.51	-54.51	110.90 %
625 - FURNISHINGS	0.00	2,500.00	1,364.81	1,364.81	1,135.19	54.59 %
629 - MISCELLANEOUS	45,800.00	62,035.00	1,015.39	24,918.70	37,116.30	40.17 %
630 - EQUIPMENT	42,600.00	42,600.00	5,874.73	17,506.08	25,093.92	41.09 %
631 - CAPITAL OUTLAY	0.00	55,841.00	15,652.49	40,039.94	15,801.06	71.70 %
640 - PRINCIPAL	592,514.00	592,514.00	49,818.69	442,426.12	150,087.88	74.67 %
641 - INTEREST	11,346.00	11,346.00	632.15	10,052.09	1,293.91	88.60 %
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	290,000.00	757,800.00	-290,000.00	161.99 %
Expense Total:	9,291,573.00	9,497,361.00	949,998.73	7,051,894.06	2,445,466.94	74.25 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	62,341.00	-80,124.00	-165,876.03	-124,694.01	-44,570.01	155.63 %
Report Surplus (Deficit):	62,341.00	-80,124.00	-165,876.03	-124,694.01	-44,570.01	155.63 %

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

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

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

Board requests: Member Greene passed on appreciation from Ted and Lisa Wight for the Department's assistance during one of the storm events.

Consent: M/S Greene/Breckus to approve consent as presented. All Ayes.

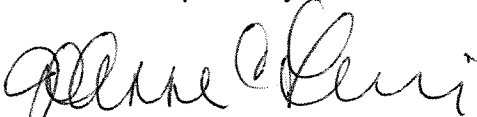
Approve Memorandum of Understanding: Executive Office Toy presented the staff report and covered the items in the MOU that have been updated and revised. There is continuing discussion regarding the Cash in Lieu payments. He also explained the Chief Officers agreement and their revisions. The Executive Officer is looking for the Board approval for the MOUs and the side letters. M/S Breckus/Kuhl to approve the MOUS subject to negotiations and to enter into the side letter as presented. Applies to approve all 3 resolutions. All ayes.

Resolution 17-02 A resolution of the Ross Valley Fire Department adopting the proposed budget revisions to the FY 2016-17 Budget for the RVFD. Finance Director Daria Carillo presented the staff report and explained the modifications to the budget and transfers to other funds. M/S Breckus/ Greene to adopt resolution as presented. All ayes.

Approve surplus and donation of Interspiro SCBA. Acting Chief Mahoney presented the staff report and explained the status of the old SCBAs. M/S Greene/Breckus to approve recommendation. All ayes.

Approve changes to the check signing process: Finance Director presented the staff report and explained the reasoning behind the changes. Member Weinsoff put out a recommendation to change banks from Bank of America to a more local bank. Brief discussion was held regarding processes of approving and paying department bills. M/S Greene/Breckus to approve recommendation as presented. All ayes.

Minutes respectfully submitted.



JoAnne Lewis
Administrative Assistant

AGENDA ITEM # 28
Date 4/20/17

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of April 12, 2017

TO: Ross Valley Fire Department Board of Directors

FROM: Daria Carrillo, Finance & Admin Services Director

SUBJECT: Publicly Available Pay Schedule

RECOMMENDATION

That the Fire Department Board of Directors approve the attached resolution adopting a Publicly Available Pay Schedule in accordance with California Public Employees Retirement System (CalPERS) regulations.

BACKGROUND AND DISCUSSION

In 2011, Cal PERS adopted regulations setting forth the required elements necessary to meet the definition of a publicly available pay schedules. The required elements are as follows:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

Currently, the information contained in the attached salary schedule is available in the Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775 as well as in the MOU between Ross Valley Fire Department and the Ross Valley Fire Chief Officers Association and in Resolutions 17-01. However, CalPERS regulations require that all of the information be included in one document.

AGENDA ITEM # 4F
Date 4/12/17

FISCAL IMPACT:

There is no fiscal impact associated with publishing the attached document on the Fire Department's website.

Respectfully submitted,

Daria Carrillo
Finance and Admin Services Director

Attachment #1: Resolution No. 17-03, A Resolution Approving Salaries for all Ross Valley Fire Department employees for the 2016-2017 fiscal year.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION NO. 17-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSS VALLEY FIRE DEPARTMENT APPROVING A PUBLICLY AVAILABLE PAY SCHEUDLE

WHEREAS, the governing body of the Ross Valley Fire Department has the authority to implement Government Code Section 20636 (b) (1);

WHEREAS, the governing body of the Ross Valley Fire Department has adopted salary schedules for all Town positions;

WHEREAS, one of the requirements for Government Code Section 20636 (b) (1) is the adoption by the governing body of the Ross Valley Fire Department of a Publicly Available Pay Schedule;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Ross Valley Fire Department adopts the attached Publicly Available Pay Schedule for the 2016-2017 fiscal year,

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on the 12th day of April 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, President

ATTEST:

JoAnne Lewis, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT		
SALARY SCHEDULE - January 1, 2017		
Monthly Salaries		
Classification Title		
	Low	High
Administrative Assistant	5,687	6,956
Battalion Chief	10,872	12,081
Fire Captain	7,810	9,493
Fire Chief		15,970
Firefighter/Engineer	6,718	8,166
Fire Inspector	7,284	8,856
NOTES:		
1. Fire Chief is paid a flat rate, no salary schedule.		
2. Fire Chief's salary is effective February 24, 2016.		

ROSS VALLEY FIRE DEPARTMENT STAFF REPORT

Meeting of April 12, 2017

To: Board of Directors

From: Battalion Chief Dan Mahoney

Subject: Budget breakdown for dedicated Ross Valley Fire Department weather stations at Station 20, Station 21, creek camera for Station 18, increased system reliability and maintenance costs.

RECOMMENDATION:

For the Board to receive report, discuss and provide direction to staff.

BACKGROUND:

Staff was given direction at the February board meeting to provide a detailed breakdown of costs to purchase, install and maintain a weather station at Station 20 and Station 21. A request was also made to include a newly installed creek camera at Station 18. Reliability has been an issue in the past with our current system. The breakdown also identifies increased reliability to the system.

DISCUSSION:

The RVFD creek level monitoring and notification system consists of internet connected creek gauges and weather stations strategically located at Stations 18, 19, 20, and 21. To continue service at current levels, some critical hardware upgrades are necessary. Based on feedback from the community and Board of Directors, options for service improvements are included, below.

Current hardware status is:

Station 18

- County Creek Gauge (functioning)
- USGS Creek gauge (functioning)
- Camera (none exists, needed)

Station 19

- RVFD Creek Gauge (functioning)
- Creek Gauge Server (requires replacement)
- Weather station (requires replacement)

AGENDA ITEM #

4

Date

4/12/17

Station 20

- RVFD Creek Gauge (functioning)
- Weather Station (needed, none exists)

Station 21

- RVFD Creek Gauge (functioning)
- Creek Gauge Server (requires replacement)
- Weather station (requires replacement)

County of Marin Flood Control Zone 9 Engineer Felix Meneau confirmed in a teleconference March 23 that the County of DWR/FERP Grant includes funding to replace or add weather stations at Fire Stations 19, 20, and 21 in 2017. These weather stations will utilize the County's "Alert 2" technology for communications, and a web based interface will allow embedding of real-time data on www.rossvalleyfire.org for public viewing.

FISCAL IMPACT:

Weather Stations

Option 1

County of Marin provides and installs 3 new "Alert 2" stations at 19, 20, and 21 through DWR/FERP grant.

- Total Cost - \$0

Option 2

RVFD purchases and installs 3 new Davis Instruments "Vantage Vue" cellular weather stations and installs them at 19, 20, and 21.

- Weather Station: \$2,000 (each)
- Data for weather station: \$500 per year (each)
- Installation: \$1100 per station
- Total cost for new weather stations at 19, 20, 21: \$10,800 (startup cost)

Creek Gauge Costs

Existing cost- Creek Gauge Maintenance (Eyasco): \$2,686 for annual service, \$675 mid-season Alert system testing and configuration for Station 19, 20, 21. \$3,361(total)

Critical- Server and UPS upgrades at Stations 19 and 21: \$4,500 Hardware, \$3,000 Labor. \$7,500 (total)

Critical- Web Hosting: Server scaling to increases in web traffic related to weather and floods (2016-2017 10 days at \$225 per day): \$2,250 (total)

Optional- Dedicated internet service for camera at 800 San Anselmo Ave. \$840 (total)

Camera

Cameras: Video hosting and storage for cameras: \$600 (yearly)

- Optional: New camera at Station 18. Hardware \$1,200, Installation \$600. \$1,800

Staff Time

- 2015-2016 Rainfall Season, 59 hours: \$4,425
- 2016-2017 Rainfall Season, 163 Hours to date: \$12,225
- 2017-2018 Rainfall Season - \$8,325 (based on 2 year average)

Maris Lawson
160 Oakland Ave
San Anselmo, CA
905 215 2721

Thank you so very
much for your help today!
You saved me from a panic
attack. You are all wonderful
humans!

Ⓚ & Ⓜ

Maris & Robbie
Lawson

To: Ross Valley Fire Department 3 Station 18 crew,

The end of my medic internship is somehow already upon us. I want to thank you all for the support and respect I received while going through my internship, both on calls and while at the fire house. This has been a major learning experience for me and each of you contributed to my overall great and positive experience on M18. I hope to see you all in the future and don't hesitate to reach out to me in any way, for any reason. (415) 847-3723

t.pastalka@gmail.com

With Respect & Gratitude,

Tommy "Little Quads" "sailor" Pastalka

