



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

Mark Mills
FIRE CHIEF

NOTE TIME CHANGE

**Board of Directors Meeting
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960
Wednesday, June 14, 2017
6:00pm**

Announce adjournment to Closed Session:

Conference with Legal Counsel – Existing Litigation Government Code Section 54956.9(d)(1) Ross Valley Fire Department v. Richard Mollenkopf, Marin County Superior Court, Case No. CIV 166651.

Announce action, if any, from Closed Session

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 19578 - 19621 issued during month of May
 - b) Chief's Update
 - c) Call report and out of jurisdiction report
 - d) Current Budget Report Summary
 - e) Minutes from May 10, 2017 Board Meeting
3. Adopt Resolution 17-05 Adopting the Ross Valley Fire Department Budget for Fiscal Year 17-18
4. Adopt Resolution 17-06 approving Side Letters with the International Association of Firefighters Local 1775 and the Ross Valley Fire Chiefs Association
5. Next meeting – scheduled for Wednesday, July 12, 2017, Ross Valley Fire Department, 777 San Anselmo Ave., San Anselmo – start time will be 6:00pm.


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: 05/01/2017 - 05/31/2017

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						
01050	Golden State Emergency Veh Svc	05/18/2017	Regular	0.00	-5,595.25	19568
01157	P.E.R.S.	05/01/2017	Regular	0.00	1.00	19578
<u>1May17 PERS</u>	Invoice	05/01/2017	15Apr17 PERS	0.00	1.00	
01162	FDAC Employee Benefit Authority	05/01/2017	Regular	0.00	4.00	19579
<u>1May2017 WR</u>	Invoice	05/01/2017	Insur Premium	0.00	4.00	
01158	P.E.R.S. Health	05/01/2017	Regular	0.00	4,335.03	19580
<u>1May2017 WR</u>	Invoice	05/01/2017	Retirees & Admin Fees	0.00	4,335.03	
01133	Aaron William Read	05/02/2017	Regular	0.00	450.00	19581
<u>4/4-4/7</u>	Invoice	05/02/2017	Training and Education	0.00	250.00	
<u>7/9</u>	Invoice	05/02/2017	Training and Education	0.00	200.00	
01175	Alisen Stasiowski	05/02/2017	Regular	0.00	440.00	19582
<u>March 25-April 2</u>	Invoice	05/02/2017	Temporary Hire	0.00	440.00	
01100	Arrow International Inc	05/02/2017	Regular	0.00	1,196.25	19583
<u>Order 3408278</u>	Invoice	05/02/2017	Paramedic Response Supplies	0.00	1,196.25	
01012	AT&T	05/02/2017	Regular	0.00	6.10	19584
<u>415 453 4014</u>	Invoice	05/02/2017	Telephone	0.00	6.10	
01026	AT&T Calnet	05/02/2017	Regular	0.00	559.96	19585
<u>9521229</u>	Invoice	05/02/2017	Telephone	0.00	18.50	
<u>9521231</u>	Invoice	05/02/2017	Telephone	0.00	500.31	
<u>9521232</u>	Invoice	05/02/2017	Telephone	0.00	22.71	
<u>9521453</u>	Invoice	05/02/2017	Telephone	0.00	18.44	
01059	AT&T Mobility	05/02/2017	Regular	0.00	47.71	19586
<u>04232017</u>	Invoice	05/02/2017	Telephone	0.00	47.71	
01054	BoundTree Medical	05/02/2017	Regular	0.00	2,221.30	19587
<u>82456330</u>	Invoice	05/02/2017	Paramedic Response Supplies	0.00	1,978.86	
<u>82460349</u>	Invoice	05/02/2017	Paramedic Response Supplies	0.00	158.75	
<u>82466993</u>	Invoice	05/02/2017	Emergency Medical Supplies	0.00	14.79	
<u>82469691</u>	Invoice	05/02/2017	Emergency Med Supplies	0.00	68.90	
01124	Christopher Mahoney	05/02/2017	Regular	0.00	190.00	19588
<u>4-13</u>	Invoice	05/02/2017	Training and Education	0.00	190.00	
01114	Craig A. Dow	05/02/2017	Regular	0.00	185.00	19589
<u>4-27</u>	Invoice	05/02/2017	Training and Education	0.00	185.00	
01017	Fairfax Lumber	05/02/2017	Regular	0.00	107.22	19590
<u>133544</u>	Invoice	05/02/2017	Bldg Maint Sta 20	0.00	29.33	
<u>137526</u>	Invoice	05/02/2017	Bldg Maint Sta 20	0.00	77.89	
01049	Fishman Supply Company	05/02/2017	Regular	0.00	42.35	19591
<u>1074243.1</u>	Invoice	05/02/2017	Genl Dept Supplies	0.00	42.35	
01007	Golden Gate Petroleum	05/02/2017	Regular	0.00	575.37	19592
<u>698005</u>	Invoice	05/02/2017	Fuel	0.00	575.37	
01115	Helene Sophia Drumm	05/02/2017	Regular	0.00	200.00	19593
<u>4-1</u>	Invoice	05/02/2017	Training and Education	0.00	200.00	
01034	Liebert Cassidy Whitmore	05/02/2017	Regular	0.00	2,106.00	19594

Check Report

Date Range: 05/01/2017 - 05/31/2017

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>1438400</u>	Invoice	05/02/2017	Legal Svcs	0.00	962.00	
<u>1438401</u>	Invoice	05/02/2017	Legal Fees	0.00	1,144.00	
01189	Marin Professional Firefighters-IAFF Local 1775	05/02/2017	Regular	0.00	1,000.00	19595
<u>383</u>	Invoice	05/02/2017	Exercise Equipment	0.00	1,000.00	
01018	Mark Mills	05/02/2017	Regular	0.00	39.67	19596
<u>Uber Invoice</u>	Invoice	05/02/2017	Contingency	0.00	39.67	
01097	MidAmerica	05/02/2017	Regular	0.00	558.00	19597
<u>MAR 3771</u>	Invoice	05/02/2017	Retirees' Health Insurance	0.00	558.00	
01095	Richards Watson Gershon	05/02/2017	Regular	0.00	722.00	19598
<u>211282</u>	Invoice	05/02/2017	Legal Fees	0.00	722.00	
01190	Trace Analytics LLC	05/02/2017	Regular	0.00	500.00	19599
<u>17-6635</u>	Invoice	05/02/2017	Breathing Apparatus Contract	0.00	500.00	
01047	XMR Fire Emergency Svcs Consulting	05/02/2017	Regular	0.00	712.50	19600
<u>2017-030</u>	Invoice	05/02/2017	Web Page Design & Maint	0.00	712.50	
01000	American Messaging	05/10/2017	Regular	0.00	279.73	19601
<u>W4106073RE</u>	Invoice	05/10/2017	Dispatch	0.00	279.73	
01026	AT&T Calnet	05/10/2017	Regular	0.00	427.48	19602
<u>9594716</u>	Invoice	05/10/2017	Telephone	0.00	142.47	
<u>9594717</u>	Invoice	05/10/2017	Telephone	0.00	142.53	
<u>9594719</u>	Invoice	05/10/2017	Telephone	0.00	142.48	
01165	CES Company	05/10/2017	Regular	0.00	152.65	19603
<u>Quote 17-28779</u>	Invoice	05/10/2017	Bldg Maint Sta 21	0.00	152.65	
01088	Daniel W Hom CPA	05/10/2017	Regular	0.00	572.18	19604
<u>2017-138</u>	Invoice	05/10/2017	Auditing and Bookkeeping Svcs	0.00	572.18	
01007	Golden Gate Petroleum	05/10/2017	Regular	0.00	1,159.03	19605
<u>696095</u>	Invoice	05/10/2017	Fuel	0.00	238.80	
<u>698729</u>	Invoice	05/10/2017	Fuel	0.00	676.60	
<u>699092</u>	Invoice	05/10/2017	Fuel	0.00	243.63	
01035	Marin County Sheriff's Office	05/10/2017	Regular	0.00	38,495.25	19606
<u>10278</u>	Invoice	05/10/2017	Dispatch	0.00	38,495.25	
01020	PG&E	05/10/2017	Regular	0.00	857.11	19607
<u>4/28/17 Stmt</u>	Invoice	05/10/2017	Utilities	0.00	857.11	
01188	Staples Credit Plan	05/10/2017	Regular	0.00	170.55	19608
<u>18May17 Stmt</u>	Invoice	05/10/2017	Office Equipment	0.00	170.55	
01092	Stroupe Petroleum	05/10/2017	Regular	0.00	738.82	19609
<u>17507</u>	Invoice	05/10/2017	Fuel	0.00	738.82	
01098	Verizon Wireless	05/10/2017	Regular	0.00	294.88	19610
<u>9784563669</u>	Invoice	05/10/2017	Telephone	0.00	294.88	
01014	Allstar Fire Equipment Inc	05/19/2017	Regular	0.00	860.00	19611
<u>198111</u>	Invoice	05/18/2017	Breathing Apparatus Contract	0.00	860.00	
01100	Arrow International Inc	05/19/2017	Regular	0.00	2,809.95	19612
<u>Invoice 94749993</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	1,205.89	
<u>Order Conf 3429</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	1,604.06	
01054	BoundTree Medical	05/19/2017	Regular	0.00	2,706.55	19613
<u>82474663</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	17.76	
<u>82476051</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	866.03	
<u>82478748</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	131.76	

Check Report

Date Range: 05/01/2017 - 05/31/2017

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>82480171</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	350.41	
<u>82485572</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	70.20	
<u>82486936</u>	Invoice	05/18/2017	Paramedic Response Supplies	0.00	1,270.39	
01191	FabWorx Inc	05/19/2017	Regular	0.00	2,842.81	19614
<u>5388</u>	Invoice	05/18/2017	Bldg Maint Station 19	0.00	2,842.81	
01049	Fishman Supply Company	05/19/2017	Regular	0.00	81.40	19615
<u>1076463</u>	Invoice	05/18/2017	Genl Dept Supplies	0.00	81.40	
01052	HRdirect	05/19/2017	Regular	0.00	46.22	19616
<u>INV5362013</u>	Invoice	05/18/2017	Publications and Dues	0.00	46.22	
01184	Marin County Fire Chiefs Association	05/19/2017	Regular	0.00	210.87	19617
<u>Fire Chief Banquet</u>	Invoice	05/18/2017	One Attendee	0.00	65.00	
<u>MarinMap Invoice</u>	Invoice	05/18/2017	Annual Dues for Membership	0.00	145.87	
01037	Marin Municipal Water District	05/19/2017	Regular	0.00	529.10	19618
<u>3759 5/10/17</u>	Invoice	05/18/2017	Water	0.00	118.65	
<u>4240 5/8/17</u>	Invoice	05/18/2017	Water	0.00	88.25	
<u>8069 5/11/17</u>	Invoice	05/18/2017	Water	0.00	135.75	
<u>8815F 5/8/17</u>	Invoice	05/18/2017	Water	0.00	62.15	
<u>8816F 5/11/17</u>	Invoice	05/18/2017	Water	0.00	62.15	
<u>8817F 5/10/17</u>	Invoice	05/18/2017	Water	0.00	62.15	
01095	Richards Watson Gershon	05/19/2017	Regular	0.00	209.00	19619
<u>211737</u>	Invoice	05/18/2017	Legal Svcs	0.00	209.00	
01192	Tactron Inc	05/19/2017	Regular	0.00	1,130.00	19620
<u>17-520</u>	Invoice	05/18/2017	Equipment	0.00	1,130.00	
01147	Town of Ross	05/19/2017	Regular	0.00	6,750.00	19621
<u>Q3 FYE17</u>	Invoice	05/18/2017	Utilities and Water	0.00	3,375.00	
<u>QTR4 FYE17</u>	Invoice	05/18/2017	Utilities and Water	0.00	3,375.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	44	0.00	77,523.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-5,595.25
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	70	45	0.00	71,927.79

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	5/2017	71,927.79
			<u>71,927.79</u>

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

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 service

Station 20

Station 21

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

**PERSONNEL
ACTIVITIES**

FIRE PREVENTION

Plan Submittals

Planning	6
Building	27
Fire Protection	10

Ross
13

San Anselmo
11

Sleepy Hollow
0

Fairfax
7

Corte Madera
12

AGENDA ITEM # 2B
Date 6/14/17

Engine Company Inspections

State Mandated	2
Periodic	16
Re-Inspections	1

Inspections

State Mandated	6
Re-inspection	14
Periodic Insp	
Sprinkler Hydro	4
Sprinkler Hydro Re-insp.	
Sprinkler Final	10
Sprinkler Final Re-Insp	4
Fire Alarm	4
Re-inspection	2
Hood & Duct	1
UG Fireline	1
PV (Solar)	1
Project Final	2
Re-inspection	
VMP	
Resale Inspections	48
Re-inspections	6
Hazard Insp	3
Tent/Special Event	3

Ross
9

San Anselmo
64

Sleepy Hollow
6

Fairfax
39

Corte Madera
10

Chief's Activities

BC Stasiowski attended:

- 5/10 - attended Fire Board meeting
- 5/11 - attended Station 18 Facilities meeting with Capt. Hoggan and staff
- 5/15 - cover BC Grasser for Captain's examination
- 5/16 - meeting with BC Grasser
- 5/17 - attended FAIRA webinar and meeting with Joe Chinn
- 5/19 - cover Acting Fire Chief Mahoney
- 5/22 - attended budget meeting with BC's Grasser and Mahoney
- 5/23 - attended mandatory EMS B Shift training
- 5/28-29 - Off vacation
- 5/30 - cover Acting Fire Chief Mahoney
- 5/31 - cover Acting Fire Chief Mahoney, attended meeting with Sean Condry and Rob Johnstone for Station 19 and Station 20 facilities
- 6/3 - attended B Shift Haz Mat training
- 6/5 - cover Acting Fire Chief Mahoney
- 6/9 - attended mandatory EMS B Shift training
- 6/11 - cover Acting Fire Chief Mahoney

BC Mahoney attended:

- 5/15- Fire Captains Assessment Center
- 5/16- Strike Team Leader Class
- 5/16- Meeting with Rich Shortall (Sleepy Hollow Defensible Space)
- 5/17- Meeting with Joe Chinn (Station 18 Facilities)
- 5/18- Finance meeting
- 5/19- Facilities Meeting
- 5/20- Evacuation Drill (Mill Valley)
- 5/22- End of year budget meeting
- 5/22- Meeting with Roger Meagor regarding MCFD contract calculations for 17-18.
- 5/23- Meeting with Chief Shurtz/Pomi regarding fire prevention services
- 5/24- Managers meeting
- 5/26- Bring new finance director (Helen) on fire station tour
- 5/31- Meeting with SA DPW and Chief Stasiowski
- 6/1- Meeting with Chief Webber regarding MCFD contract (negotiation period)
- 6/5- Marin County Operations Meeting
- 6/7- Managers Meeting
- 6/7- Fairfax Town Counsel Presentation
- 6/8- Meeting Chief Pomi (Grand Jury Reports)

Ross Valley Fire Dept

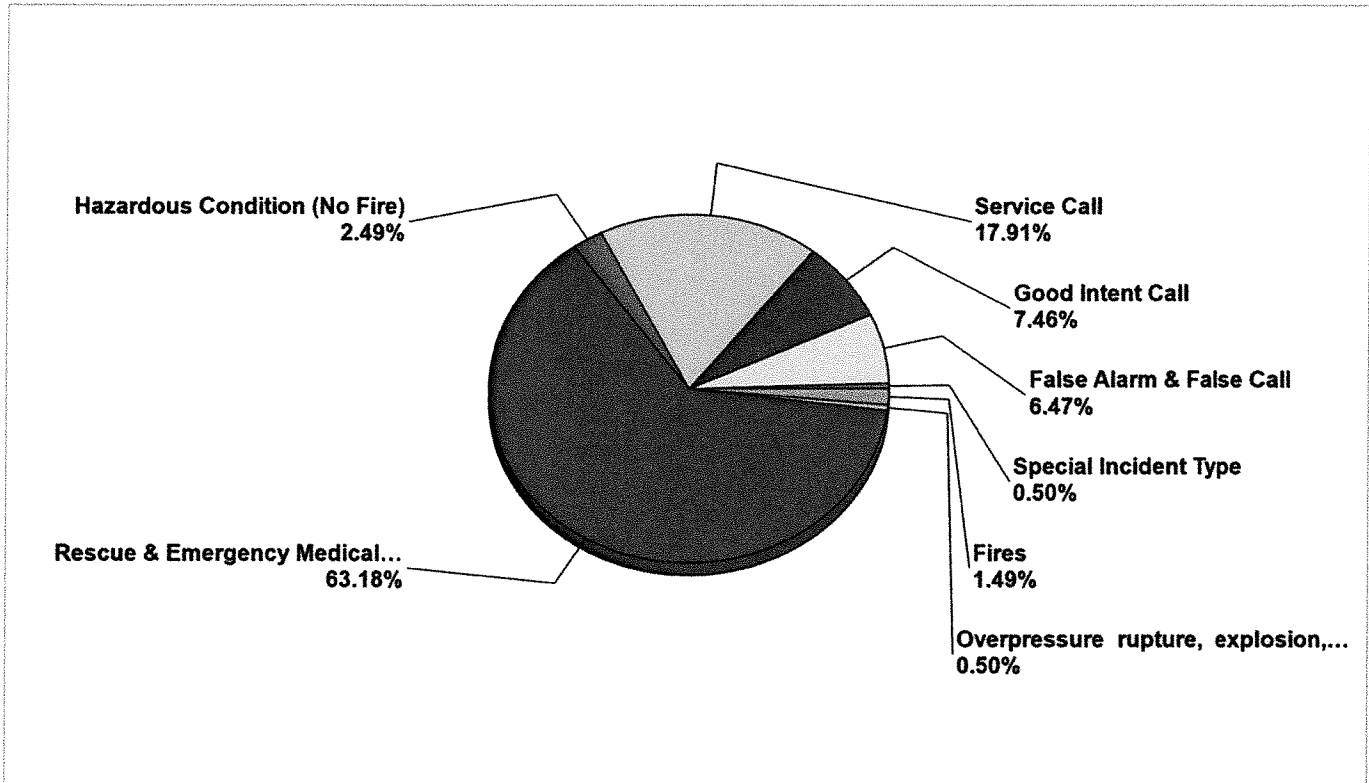
San Anselmo, CA

This report was generated on 6/9/2017 10:15:40 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2017 | End Date: 05/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.49%
Overpressure rupture, explosion, overheating - no fire	1	0.50%
Rescue & Emergency Medical Service	127	63.18%
Hazardous Condition (No Fire)	5	2.49%
Service Call	36	17.91%
Good Intent Call	15	7.46%
False Alarm & False Call	13	6.47%
Special Incident Type	1	0.50%
TOTAL	201	100.00%

AGENDA ITEM # 20
 Date 6/14/17

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
113 - Cooking fire, confined to container	1	0.50%
114 - Chimney or flue fire, confined to chimney or flue	1	0.50%
116 - Fuel burner/boiler malfunction, fire confined	1	0.50%
251 - Excessive heat, scorch burns with no ignition	1	0.50%
321 - EMS call, excluding vehicle accident with injury	118	58.71%
322 - Motor vehicle accident with injuries	2	1.00%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	1.49%
324 - Motor vehicle accident with no injuries.	3	1.49%
353 - Removal of victim(s) from stalled elevator	1	0.50%
412 - Gas leak (natural gas or LPG)	1	0.50%
440 - Electrical wiring/equipment problem, other	2	1.00%
444 - Power line down	2	1.00%
500 - Service Call, other	1	0.50%
531 - Smoke or odor removal	1	0.50%
550 - Public service assistance, other	3	1.49%
553 - Public service	12	5.97%
554 - Assist invalid	16	7.96%
571 - Cover assignment, standby, moveup	3	1.49%
600 - Good intent call, other	1	0.50%
611 - Dispatched & cancelled en route	9	4.48%
622 - No incident found on arrival at dispatch address	3	1.49%
651 - Smoke scare, odor of smoke	1	0.50%
653 - Smoke from barbecue, tar kettle	1	0.50%
733 - Smoke detector activation due to malfunction	2	1.00%
734 - Heat detector activation due to malfunction	1	0.50%
735 - Alarm system sounded due to malfunction	1	0.50%
736 - CO detector activation due to malfunction	2	1.00%
743 - Smoke detector activation, no fire - unintentional	5	2.49%
744 - Detector activation, no fire - unintentional	1	0.50%
745 - Alarm system activation, no fire - unintentional	1	0.50%
900 - Special type of incident, other	1	0.50%
TOTAL INCIDENTS:	201	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 6/9/2017 10:15:59 AM



Incident Type Count per Station for Date Range

Start Date: 05/01/2017 | End Date: 05/31/2017

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
321 - EMS call, excluding vehicle accident with injury	12
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	1
553 - Public service	2
554 - Assist invalid	4
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	1
745 - Alarm system activation, no fire - unintentional	1
900 - Special type of incident, other	1

Incidents for 18 - Station 18 : 28

Station: 19 - STATION 19	
114 - Chimney or flue fire, confined to chimney or flue	1
251 - Excessive heat, scorch burns with no ignition	1
321 - EMS call, excluding vehicle accident with injury	39
323 - Motor vehicle/pedestrian accident (MV Ped)	2
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
550 - Public service assistance, other	3
553 - Public service	5
554 - Assist invalid	6
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	1
733 - Smoke detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
744 - Detector activation, no fire - unintentional	1

Incidents for 19 - Station 19: 67

Station: 20 - STATION 20	
113 - Cooking fire, confined to container	1
321 - EMS call, excluding vehicle accident with injury	16
322 - Motor vehicle accident with injuries	1
323 - Motor vehicle/pedestrian accident (MV Ped)	1
553 - Public service	2
554 - Assist invalid	4
571 - Cover assignment, standby, moveup	2
622 - No incident found on arrival at dispatch address	1
653 - Smoke from barbecue, tar kettle	1
733 - Smoke detector activation due to malfunction	1
734 - Heat detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

Incidents for 20 - Station 20: 33

Station: 21 - STATION 21	
116 - Fuel burner/boiler malfunction, fire confined	1
321 - EMS call, excluding vehicle accident with injury	51
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	2
353 - Removal of victim(s) from stalled elevator	1
440 - Electrical wiring/equipment problem, other	1
500 - Service Call, other	1
531 - Smoke or odor removal	1
553 - Public service	3
554 - Assist invalid	2
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	1
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	3

Incidents for 21 - Station 21: 73

Only REVIEWED incidents included.



Ross Valley Fire, CA

Budget Report Group Summary

For Fiscal: 2016-2017 Period Ending: 05/31/2017

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	7,872,609.96	-823,429.04	90.53 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	657,875.00	887,898.00	54,917.98	748,296.39	-139,601.61	84.28 %
Revenue Total:	9,353,914.00	9,583,937.00	779,587.82	8,620,906.35	-963,030.65	89.95 %
Expense						
600 - SALARIES AND WAGES	4,607,121.00	4,720,614.00	426,002.97	4,305,243.55	415,370.45	91.20 %
601 - RETIREMENT	1,119,895.00	1,141,741.00	77,700.28	1,040,304.39	101,436.61	91.12 %
602 - EMPLOYEE BENEFITS	1,692,083.00	1,694,919.00	127,824.32	1,121,411.65	573,507.35	66.16 %
610 - TRAINING	35,500.00	52,500.00	382.60	21,652.05	30,847.95	41.24 %
611 - OUTSIDE SERVICES	391,808.00	391,808.00	43,675.23	375,542.31	16,265.69	95.85 %
613 - PUBLICATION / DUES	7,200.00	7,200.00	46.22	6,156.26	1,043.74	85.50 %
614 - MAINTENANCE	10,275.00	10,275.00	0.00	9,905.01	369.99	96.40 %
615 - BUILDING MAINTENANCE	6,000.00	66,000.00	3,102.68	28,835.84	37,164.16	43.69 %
616 - VEHICLE MAINTENANCE	90,000.00	90,650.00	-5,595.25	61,689.19	28,960.81	68.05 %
617 - UTILITIES	51,600.00	51,600.00	9,472.34	58,856.29	-7,256.29	114.06 %
620 - OFFICE SUPPLIES	5,500.00	5,500.00	0.00	2,254.58	3,245.42	40.99 %
622 - DEPARTMENT SUPPLIES	78,600.00	119,941.00	10,417.80	69,333.98	50,607.02	57.81 %
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	1,364.81	1,135.19	54.59 %
629 - MISCELLANEOUS	45,800.00	62,125.00	2,512.89	30,118.28	32,006.72	48.48 %
630 - EQUIPMENT	42,600.00	48,200.00	1,170.55	23,564.18	24,635.82	48.89 %
631 - CAPITAL OUTLAY	55,841.00	62,341.00	1,340.87	41,611.93	20,729.07	66.75 %
640 - PRINCIPAL	592,514.00	592,514.00	50,070.60	542,441.21	50,072.79	91.55 %
641 - INTEREST	11,346.00	11,346.00	380.24	10,938.68	407.32	96.41 %
642 - ISSUANCE COSTS	1,200.00	1,200.00	0.00	0.60	1,199.40	0.05 %
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	757,800.00	0.00	757,800.00	0.00	100.00 %
Expense Total:	9,353,914.00	9,929,505.00	748,504.34	8,547,851.75	1,381,653.25	86.09 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	-345,568.00	31,083.48	73,054.60	418,622.60	-21.14 %
Report Surplus (Deficit):	0.00	-345,568.00	31,083.48	73,054.60	418,622.60	-21.14 %

AGENDA ITEM # 2 D
Date 6/14/17

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	-345,568.00	31,083.48	73,054.60	418,622.60
Report Surplus (Deficit):	0.00	-345,568.00	31,083.48	73,054.60	418,622.60



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 05/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
<u>01.00.47501.00</u>	FAIRFAX	1,750,142.00	1,750,142.00	145,845.25	1,604,297.75	-145,844.25	91.67 %
<u>01.00.47502.00</u>	ROSS	1,754,649.00	1,754,649.00	146,220.75	1,608,428.25	-146,220.75	91.67 %
<u>01.00.47503.00</u>	SAN ANSELMO	3,045,097.00	3,045,097.00	201,532.57	2,791,338.88	-253,758.12	91.67 %
<u>01.00.47504.00</u>	SLEEPY HOLLOW	961,451.00	961,451.00	96,608.00	817,696.28	-143,754.72	85.05 %
<u>01.00.47505.00</u>	PRIOR AUTHORITY SIDE FUND PYM	603,860.00	603,860.00	68,538.09	536,730.87	-67,129.13	88.88 %
<u>01.00.47507.00</u>	PRIOR AUTHORITY RETIREE HEALTH	154,475.00	154,475.00	17,532.83	135,151.88	-19,323.12	87.49 %
<u>01.00.47508.00</u>	PRIOR AUTHORITY MERA BOND	34,291.00	34,291.00	3,892.01	30,478.99	-3,812.01	88.88 %
<u>01.00.47510.00</u>	PRIOR AUTHORITY RETIREMENT	392,074.00	392,074.00	44,500.34	348,487.06	-43,586.94	88.88 %
<u>01.00.49500.00</u>	OUTSIDE REVENUE	0.00	0.00	0.00	-53.46	-53.46	0.00 %
<u>01.00.49501.00</u>	COUNTY OF MARIN	144,697.00	144,697.00	0.00	2,149.75	-142,547.25	1.49 %
<u>01.00.49504.00</u>	RVPA REIMBURSEMENT MEDIC PR	199,091.00	199,091.00	0.00	139,665.00	-59,426.00	70.15 %
<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 REIM	47,341.00	95,182.00	0.00	99,644.35	4,462.35	104.69 %
<u>01.00.49510.00</u>	PLAN CHECKING FEES	167,400.00	241,800.00	40,762.27	284,411.76	42,611.76	117.62 %
<u>01.00.49511.00</u>	RE-SALE INSPECTION FEES	46,500.00	46,500.00	3,362.68	34,488.11	-12,011.89	74.17 %
<u>01.00.49512.00</u>	MISCELLANEOUS INCOME	2,500.00	2,500.00	570.14	5,075.84	2,575.84	203.03 %
<u>01.00.49513.00</u>	WORKERS COMP REIMBURSEMENT	0.00	69,700.00	4,513.72	92,790.69	23,090.69	133.13 %
<u>01.00.49514.00</u>	MLFT REIMBURSEMENT	5,000.00	5,000.00	0.00	2,000.00	-3,000.00	40.00 %
<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	21,700.00	5,709.17	22,920.00	1,220.00	105.62 %
<u>01.00.49525.00</u>	TRAINING REIMB	0.00	17,000.00	0.00	17,000.00	0.00	100.00 %
<u>01.00.49526.18</u>	STATION MAINT REVENUE #18	0.00	2,285.00	0.00	2,285.00	0.00	100.00 %
<u>01.00.49526.19</u>	STATION MAINT REVENUE #19	0.00	1,047.00	0.00	1,047.00	0.00	100.00 %
<u>01.00.49526.20</u>	STATION MAINT REVENUE #20	0.00	6,163.00	0.00	6,163.00	0.00	100.00 %
<u>01.00.49526.21</u>	STATION MAINT REVENUE #21	0.00	5,987.00	0.00	5,472.00	-515.00	91.40 %
	Revenue Total:	9,353,914.00	9,583,937.00	779,587.82	8,620,906.35	-963,030.65	89.95 %
Expense							
<u>01.00.60000.00</u>	REGULAR SALARIES	3,565,990.00	3,634,022.00	308,745.63	3,188,046.78	445,975.22	87.73 %
<u>01.00.60010.00</u>	TEMPORARY HIRE	5,000.00	23,721.00	440.00	17,200.75	6,520.25	72.51 %
<u>01.00.60020.00</u>	MINIMUM STAFFING	538,000.00	548,760.00	62,184.52	689,480.64	-140,720.64	125.64 %
<u>01.00.60021.00</u>	HOURLY OVERTIME	63,000.00	73,752.00	14,272.37	83,485.39	-9,733.39	113.20 %
<u>01.00.60024.00</u>	SHIFT DIFFERENTIAL OT	40,000.00	40,000.00	4,054.60	28,194.59	11,805.41	70.49 %
<u>01.00.60026.00</u>	OT TRAINING	35,000.00	35,000.00	11,354.00	28,437.73	6,562.27	81.25 %
<u>01.00.60027.00</u>	HOLIDAY	166,260.00	169,674.00	13,920.07	147,134.75	22,539.25	86.72 %
<u>01.00.60028.00</u>	PARAMEDIC TRAINING OVERTIME	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<u>01.00.60029.00</u>	FLSA O/T	93,771.00	95,585.00	7,547.98	81,831.62	13,753.38	85.61 %
<u>01.00.60030.00</u>	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
<u>01.00.60035.00</u>	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	21,273.88	28,726.12	42.55 %
<u>01.00.60039.00</u>	EXECUTIVE OFFICER	3,600.00	3,600.00	322.95	3,414.75	185.25	94.85 %
<u>01.00.60040.00</u>	BOARD MEMBER STIPEND	8,000.00	8,000.00	861.20	6,767.75	1,232.25	84.60 %
<u>01.00.60100.00</u>	RETIREMENT	1,119,895.00	1,141,741.00	77,700.28	1,040,304.39	101,436.61	91.12 %
<u>01.00.60200.00</u>	CAFETERIA HEALTH PLAN	784,107.00	784,107.00	53,744.36	678,317.94	105,789.06	86.51 %
<u>01.00.60210.00</u>	RETIREE HEALTH SAVINGS MATCH	10,948.00	10,948.00	942.24	10,364.64	583.36	94.67 %
<u>01.00.60220.00</u>	MEDICARE	65,892.00	66,962.00	0.00	34,285.30	32,676.70	51.20 %
<u>01.00.60221.00</u>	HOUSING ALLOWANCE	49,200.00	49,200.00	3,546.38	42,436.80	6,763.20	86.25 %
<u>01.00.60223.00</u>	UNIFORM REIMBURSEMENT	24,480.00	24,480.00	1,945.63	21,487.83	2,992.17	87.78 %
<u>01.00.60225.00</u>	EDUCATION REIMBURSEMENT	87,456.00	89,222.00	6,770.34	79,964.60	9,257.40	89.62 %
<u>01.00.60231.00</u>	RETIREES' HEALTH INSURANCE	670,000.00	670,000.00	60,875.37	254,554.54	415,445.46	37.99 %
<u>01.00.61103.00</u>	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	141.29	330.91	-330.91	0.00 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 05/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.00.62900.00</u>	GENERAL MAINTENANCE SUPPLIES	2,600.00	2,600.00	0.00	2,279.21	320.79	87.66 %
<u>01.00.62999.00</u>	CONTINGENCY	10,000.00	10,000.00	39.67	368.67	9,631.33	3.69 %
<u>01.00.63041.00</u>	OFFICE EQUIPMENT	0.00	0.00	170.55	170.55	-170.55	0.00 %
<u>01.00.64200.00</u>	FEES	0.00	0.00	0.00	0.60	-0.60	0.00 %
<u>01.00.67099.00</u>	TRANSFERS OUT	467,800.00	757,800.00	0.00	757,800.00	0.00	100.00 %
<u>01.05.61103.00</u>	AUDIT & BOOKEEPING SERVICES	15,000.00	15,000.00	770.43	22,488.57	-7,488.57	149.92 %
<u>01.05.61104.00</u>	PAYROLL SERVICE FEE	4,000.00	4,000.00	0.00	1,852.24	2,147.76	46.31 %
<u>01.05.61105.00</u>	OTHER CONTRACT SERVICES	24,949.00	24,949.00	0.00	28,132.25	-3,183.25	112.76 %
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	6,000.00	6,000.00	3,037.00	19,346.97	-13,346.97	322.45 %
<u>01.05.61112.00</u>	PERS ADMINISTRATIVE FEE	2,500.00	2,500.00	239.03	2,648.96	-148.96	105.96 %
<u>01.05.61120.00</u>	OTHER CONTRACT SERVICES-SAN A	80,000.00	80,000.00	0.00	80,043.40	-43.40	100.05 %
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	17,250.00	17,250.00	0.00	16,874.71	375.29	97.82 %
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND MAINTENA	6,100.00	6,100.00	712.50	19,780.12	-13,680.12	324.26 %
<u>01.05.61125.00</u>	OTHER SERVICES AND SUPPLIES	0.00	0.00	0.00	21.57	-21.57	0.00 %
<u>01.05.61127.00</u>	PHYSICALS	18,000.00	18,000.00	0.00	11,729.75	6,270.25	65.17 %
<u>01.05.61129.00</u>	HIRING EXPENSES	3,500.00	3,500.00	0.00	677.90	2,822.10	19.37 %
<u>01.05.61300.00</u>	PUBLICATIONS AND DUES	4,000.00	4,000.00	46.22	4,032.26	-32.26	100.81 %
<u>01.05.62000.00</u>	OFFICE SUPPLIES	4,500.00	4,500.00	0.00	1,603.58	2,896.42	35.64 %
<u>01.05.62003.00</u>	POSTAGE	1,000.00	1,000.00	0.00	651.00	349.00	65.10 %
<u>01.05.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	20,000.00	20,000.00	123.75	19,543.28	456.72	97.72 %
<u>01.05.64010.00</u>	PRINCIPAL-PRIOR AUTH PENSION B	592,514.00	592,514.00	50,070.60	542,441.21	50,072.79	91.55 %
<u>01.05.64110.00</u>	INTEREST - PRIOR AUTHORITY PENS	11,346.00	11,346.00	380.24	10,938.68	407.32	96.41 %
<u>01.05.64200.00</u>	FEES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
<u>01.10.60060.01</u>	VOLUNTEER SHIFT PAY/DRILLS	12,900.00	12,900.00	2,299.65	5,223.66	7,676.34	40.49 %
<u>01.10.60063.01</u>	VOLUNTEER DRILLS	4,000.00	4,000.00	0.00	1,408.22	2,591.78	35.21 %
<u>01.10.60064.01</u>	VOLUNTEER LENGTH OF SERVICE	3,200.00	3,200.00	0.00	2,800.00	400.00	87.50 %
<u>01.10.60065.02</u>	EXPLORER POST	4,400.00	4,400.00	0.00	367.00	4,033.00	8.34 %
<u>01.10.61000.00</u>	TRAINING AND EDUCATION	35,500.00	52,500.00	382.60	21,652.05	30,847.95	41.24 %
<u>01.10.61100.00</u>	DISPATCH	153,981.00	153,981.00	38,774.98	117,694.39	36,286.61	76.43 %
<u>01.10.61101.00</u>	RADIO REPAIR	4,000.00	4,000.00	0.00	1,494.30	2,505.70	37.36 %
<u>01.10.61102.00</u>	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	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	85.00 %
<u>01.10.61110.00</u>	MERA OPERATING EXPENSE	40,528.00	40,528.00	0.00	40,528.00	0.00	100.00 %
<u>01.10.61301.01</u>	VOLUNTEER DUES	3,200.00	3,200.00	0.00	2,124.00	1,076.00	66.38 %
<u>01.10.61402.00</u>	HYDRANT MAINTENANCE	2,000.00	2,000.00	0.00	603.75	1,396.25	30.19 %
<u>01.10.61410.00</u>	EQUIPMENT MAINTENANCE	4,275.00	4,275.00	0.00	7,809.83	-3,534.83	182.69 %
<u>01.10.62203.00</u>	EMERGENCY RESPONSE SUPPLIES	4,000.00	4,000.00	0.00	6,007.40	-2,007.40	150.19 %
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SUPPLIES	12,000.00	59,841.00	8,850.36	25,909.40	33,931.60	43.30 %
<u>01.10.62205.00</u>	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	83.69	7,643.37	-143.37	101.91 %
<u>01.10.62210.00</u>	BREATHING APPARATUS	5,700.00	5,700.00	0.00	171.09	5,528.91	3.00 %
<u>01.10.62211.00</u>	BREATHING APPARATUS-CONTRACT	6,900.00	6,900.00	1,360.00	3,130.61	3,769.39	45.37 %
<u>01.10.62213.00</u>	PROTECTIVE CLOTHING	8,000.00	8,000.00	0.00	2,307.50	5,692.50	28.84 %
<u>01.10.62215.00</u>	TOOLS/EQUIPMENT	6,500.00	0.00	0.00	0.00	0.00	0.00 %
<u>01.10.62220.00</u>	COMMUNITY EDUCATION & PREP.	0.00	0.00	0.00	1,524.91	-1,524.91	0.00 %
<u>01.10.62401.01</u>	VOLUNTEER SUPPLIES	500.00	500.00	0.00	554.51	-54.51	110.90 %
<u>01.10.63131.00</u>	EQUIPMENT	0.00	21,500.00	1,340.87	5,164.51	16,335.49	24.02 %
<u>01.10.63140.00</u>	HYDRANTS	16,600.00	16,600.00	0.00	16,318.70	281.30	98.31 %
<u>01.10.63150.00</u>	COMMUNICATIONS EQUIPMENT	10,000.00	10,000.00	0.00	384.11	9,615.89	3.84 %
<u>01.10.63160.00</u>	TURNOUTS	14,241.00	14,241.00	0.00	13,513.28	727.72	94.89 %
<u>01.10.64401.00</u>	MERA BOND PAYMENT PRIOR AUT	38,231.00	38,231.00	0.00	38,272.45	-41.45	100.11 %
<u>01.14.61500.00</u>	BUILDING MAINTENANCE AND LAN	0.00	6,000.00	0.00	6,010.89	-10.89	100.18 %
<u>01.14.61500.18</u>	BUILDING MAINTENANCE STATION	0.00	15,000.00	0.00	2,369.19	12,630.81	15.79 %
<u>01.14.61500.19</u>	BUILDING MAINTENANCE STATION	0.00	15,000.00	2,842.81	11,268.97	3,731.03	75.13 %
<u>01.14.61500.20</u>	BUILDING MAINTENANCE STATION	6,000.00	15,000.00	107.22	4,658.24	10,341.76	31.05 %
<u>01.14.61500.21</u>	BUILDING MAINTENANCE STATION	0.00	15,000.00	152.65	4,528.55	10,471.45	30.19 %
<u>01.14.61702.00</u>	GAS AND ELECTRIC	23,750.00	23,750.00	6,999.11	23,161.86	588.14	97.52 %
<u>01.14.61703.00</u>	WATER	3,850.00	3,850.00	1,137.10	4,176.09	-326.09	108.47 %
<u>01.14.61704.00</u>	SEWER	2,500.00	2,500.00	0.00	2,231.60	268.40	89.26 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 05/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.14.61705.00</u>	TELEPHONE	21,500.00	21,500.00	1,336.13	29,286.74	-7,786.74	136.22 %
<u>01.14.62501.00</u>	FURNISHINGS	2,500.00	2,500.00	0.00	1,364.81	1,135.19	54.59 %
<u>01.14.63040.00</u>	APPLIANCES	2,000.00	2,000.00	0.00	752.09	1,247.91	37.60 %
<u>01.14.63041.00</u>	OFFICE EQUIPMENT	12,000.00	12,000.00	0.00	5,762.47	6,237.53	48.02 %
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	12,500.00	12,500.00	1,000.00	7,018.52	5,481.48	56.15 %
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASES	16,100.00	21,700.00	0.00	9,860.55	11,839.45	45.44 %
<u>01.15.61131.00</u>	FIRE PREVENTION	4,500.00	4,500.00	0.00	2,973.27	1,526.73	66.07 %
<u>01.15.62220.00</u>	COMMUNITY EDUCATION & PREP.	8,000.00	8,000.00	0.00	3,096.42	4,903.58	38.71 %
<u>01.20.60020.00</u>	OVERTIME	0.00	0.00	0.00	176.04	-176.04	0.00 %
<u>01.25.61411.00</u>	BURN TRAILER MAINTENANCE	4,000.00	4,000.00	0.00	1,491.43	2,508.57	37.29 %
<u>01.25.61600.00</u>	REPAIRS VEHICLE	90,000.00	90,650.00	-5,595.25	61,689.19	28,960.81	68.05 %
<u>01.25.62988.00</u>	FUEL	30,000.00	46,325.00	2,473.22	25,419.73	20,905.27	54.87 %
<u>01.25.62989.00</u>	PARTS VEHICLE	3,200.00	3,200.00	0.00	2,050.67	1,149.33	64.08 %
<u>01.25.63130.00</u>	APPARATUS AND EQUIPMENT	15,000.00	0.00	0.00	6,231.33	-6,231.33	0.00 %
	Expense Total:	9,353,914.00	9,929,505.00	748,504.34	8,547,851.75	1,381,653.25	86.09 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	-345,568.00	31,083.48	73,054.60	418,622.60	-21.14 %
Fund: 05 - MUTUAL AID FUND							
Revenue							
<u>05.00.49502.00</u>	OES REIMBURSEMENT OUT OF CO	0.00	0.00	83,785.89	227,260.84	227,260.84	0.00 %
	Revenue Total:	0.00	0.00	83,785.89	227,260.84	227,260.84	0.00 %
Expense							
<u>05.00.60021.00</u>	HOURLY OVERTIME	0.00	0.00	0.00	27.00	-27.00	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	95,641.10	-95,641.10	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 %
	Expense Total:	0.00	0.00	0.00	115,923.17	-115,923.17	0.00 %
	Fund: 05 - MUTUAL AID FUND Surplus (Deficit):	0.00	0.00	83,785.89	111,337.67	111,337.67	0.00 %
Fund: 10 - INSURANCE FUND							
Revenue							
<u>10.00.51999.00</u>	TRANSFERS IN	467,800.00	467,800.00	0.00	467,800.00	0.00	100.00 %
	Revenue Total:	467,800.00	467,800.00	0.00	467,800.00	0.00	100.00 %
Expense							
<u>10.00.60215.00</u>	WORKERS' COMPENSATION INSUR	443,000.00	443,000.00	0.00	457,879.32	-14,879.32	103.36 %
<u>10.00.61113.00</u>	WORKERS COMP CLAIMS	300.00	300.00	0.00	0.00	300.00	0.00 %
<u>10.00.61115.00</u>	LIABILITY INSURANCE	24,500.00	24,500.00	0.00	17,698.83	6,801.17	72.24 %
	Expense Total:	467,800.00	467,800.00	0.00	475,578.15	-7,778.15	101.66 %
	Fund: 10 - INSURANCE FUND Surplus (Deficit):	0.00	0.00	0.00	-7,778.15	-7,778.15	0.00 %
Fund: 15 - VEHICLE FUND							
Revenue							
<u>15.00.51999.00</u>	TRANSFERS IN	0.00	250,000.00	0.00	250,000.00	0.00	100.00 %
	Revenue Total:	0.00	250,000.00	0.00	250,000.00	0.00	100.00 %
	Fund: 15 - VEHICLE FUND Total:	0.00	250,000.00	0.00	250,000.00	0.00	100.00 %
Fund: 16 - SCBA Fund							
Revenue							
<u>16.00.51999.00</u>	TRANSFERS IN	0.00	40,000.00	0.00	40,000.00	0.00	100.00 %
	Revenue Total:	0.00	40,000.00	0.00	40,000.00	0.00	100.00 %
	Fund: 16 - SCBA Fund Total:	0.00	40,000.00	0.00	40,000.00	0.00	100.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY							
Expense							
<u>25.00.60000.00</u>	SALARIES	0.00	0.00	0.00	140,308.74	-140,308.74	0.00 %
<u>25.00.60025.00</u>	OT OES RESPONSE	0.00	0.00	0.00	1,157.34	-1,157.34	0.00 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 05/31/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>25.00.60028.00</u> PARAMEDIC TRAINING OVERTIME	0.00	0.00	822.22	5,501.03	-5,501.03	0.00 %
Expense Total:	0.00	0.00	822.22	146,967.11	-146,967.11	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Total:	0.00	0.00	822.22	146,967.11	-146,967.11	0.00 %
Report Surplus (Deficit):	0.00	-55,568.00	114,047.15	319,647.01	375,215.01	-575.24 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue	9,353,914.00	9,583,937.00	779,587.82	8,620,906.35	-963,030.65	89.95 %
Expense	9,353,914.00	9,929,505.00	748,504.34	8,547,851.75	1,381,653.25	86.09 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	-345,568.00	31,083.48	73,054.60	418,622.60	-21.14 %
Fund: 05 - MUTUAL AID FUND						
Revenue	0.00	0.00	83,785.89	227,260.84	227,260.84	0.00 %
Expense	0.00	0.00	0.00	115,923.17	-115,923.17	0.00 %
Fund: 05 - MUTUAL AID FUND Surplus (Deficit):	0.00	0.00	83,785.89	111,337.67	111,337.67	0.00 %
Fund: 10 - INSURANCE FUND						
Revenue	467,800.00	467,800.00	0.00	467,800.00	0.00	100.00 %
Expense	467,800.00	467,800.00	0.00	475,578.15	-7,778.15	101.66 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):	0.00	0.00	0.00	-7,778.15	-7,778.15	0.00 %
Fund: 15 - VEHICLE FUND						
Revenue	0.00	250,000.00	0.00	250,000.00	0.00	100.00 %
Fund: 15 - VEHICLE FUND Total:	0.00	250,000.00	0.00	250,000.00	0.00	100.00 %
Fund: 16 - SCBA Fund						
Revenue	0.00	40,000.00	0.00	40,000.00	0.00	100.00 %
Fund: 16 - SCBA Fund Total:	0.00	40,000.00	0.00	40,000.00	0.00	100.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY						
Expense	0.00	0.00	822.22	146,967.11	-146,967.11	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Total:	0.00	0.00	822.22	146,967.11	-146,967.11	0.00 %
Report Surplus (Deficit):	0.00	-55,568.00	114,047.15	319,647.01	375,215.01	-575.24 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	-345,568.00	31,083.48	73,054.60	418,622.60
05 - MUTUAL AID FUND	0.00	0.00	83,785.89	111,337.67	111,337.67
10 - INSURANCE FUND	0.00	0.00	0.00	-7,778.15	-7,778.15
15 - VEHICLE FUND	0.00	250,000.00	0.00	250,000.00	0.00
16 - SCBA Fund	0.00	40,000.00	0.00	40,000.00	0.00
25 - ROSS VALLEY PARAMEDIC AU	0.00	0.00	-822.22	-146,967.11	-146,967.11
Report Surplus (Deficit):	0.00	-55,568.00	114,047.15	319,647.01	375,215.01

Ross Valley Fire Department
Board Meeting Minutes
May 10, 2017

Board Present: McInerney, Greene, Shortall, Kuhl, Breckus, Weinsoff, Finn, Reed

Staff Present: Toy, Mahoney

Meeting called to order and adjourned to Closed Session.

Closed session: Board provided direction to staff.

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

President McInerney introduced new Finance Director Helen Yu Scott to the board. She will be working with the Department, replacing Daria Carrillo.

Consent agenda: M/S Weinsoff/Greene as presented. All ayes.

New Fire Inspector position/Fire Marshal Discussion and direction to staff. Acting Chief Mahoney presented the staff report and background regarding the proposed changes to the Fire Prevention operations. The Department would enter into a shared services agreement with the Corte Madera, Larkspur, and Kentfield Fire Departments for Prevention services. Discussion regarding the importance of the Fire Marshal position and the careful consideration that needs to occur in the selection of a Fire Marshal given the job duties and decisions that can need to be made within the jurisdiction. Member Finn asked why the other fire departments are going away from their own fire prevention services and coming to the Department. It may be because the Department is becoming a known expert within the county, as Novato FPD is with their billing services. Further discussion regarding the actual duties and functions of the positions, what the costs would be, and how the costs would be distributed between the agencies. What do the individual towns gain by this agreement? There would be a designated Fire Inspector/Fire Marshal on duty each day and creates an actual Fire Prevention Bureau within the valley. A lengthy discussion occurred regarding the Board concerns about taking on this proposed agreement – the concerns were the revenue stream, not having a revenue “bonus” for the department. The fees can only cover the costs. How will one additional position be able to provide the additional services for the expanded area? There needs to be a deeper look into the numbers, the additional costs that would go along with the position – i.e. a car, technology, location/office, etc. This needs to be further discussed and the details explained in more details. Would there be a need for a second new Inspector? That would need to be looked into as well. Concerns were raised regarding what would happen if the fees collected did not cover the expenses for the position. Acting Chief Mahoney agreed and explained that this was an initial report brought to the board for input and discussion. President McInerney encapsulated the concerns raised by the Board – continue to look into this, however, to keep the concerns in mind - risks if the agreement does not work, what are

AGENDA ITEM # 28
Date 6/14/17

the benefits to the department, work load with the addition of the other agencies, is two years a long enough time to evaluate the program, what about reciprocity for the other agencies. This is being looked at as a stepping stone for other shared services between the departments. There was also a discussion regarding the Fire Codes and how they are similar/different between the agencies. They are mostly standardized throughout the county. Acting Chief Mahoney will look further into this item and bring back more details to a future board meeting, taking into account the discussions and recommendations.

Adopt Resolution 17-04 A resolution of the Ross Valley Fire Department approving the settlement agreement and general release with the firefighters of the Ross Valley Fire Department. Discussion regarding the details in the agreement. M/S Greene/Reed to adopt as presented. All ayes.

Presentation and discussion of the Draft FY 17/18 Budget. Acting Chief Mahoney presented the staff report and explained the variations in the new Budget. Discussion ensued regarding various items in the budget and the increases, vehicle replacement fund, and PERS costs. During the preliminary budget discussions, the Management Committee met with the Acting Fire Chief and went through each item in the budget to determine what changes, if any, would need to be made to that line item. There was also a discussion regarding pre-paying the PERS side fund versus obtaining a separate bond for the amount as the amount in the side fund is not a set number at this time. With regards to non-contract revenue, information was provided regarding the contracts that the department has with other agencies for Auto Aid and paramedic services. Discussion regarding setting up meetings in the future for contract negotiations.

Next meeting is scheduled for Wednesday, June 14, 2017 at 6:00pm.

Minutes respectfully submitted,



JoAnne Lewis
Administrative Assistant

(via recording of meeting)

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: June 14, 2017

To: Board of Directors
From: Dan Mahoney, Acting Fire Chief and Helen Yu-Scott, Finance Director
Subject: FY 2017/2018 Budget Adoption

RECOMMENDATION:

That the Board approves Resolution 17-05 a resolution adopting the budget for the Ross Valley Fire Department for the fiscal year commencing July 1, 2017.

BACKGROUND:

The JPA requires, no later than June 1st of each year, that the Executive Officer and the Fire Chief recommend to the Board a budget for the ensuing fiscal year. No later than June 15th of each year, the Board shall adopt a budget for the ensuing year.

As part of this year's budget document, we have included summary pages for the General Fund and all other funds. These summary pages include revenues, expenditures, as well as beginning and ending fund balances.

The budget includes an increase of \$557,623 in contributions from the four member agencies. This increase is comprised of an 8.62% increase for the Town of Ross and 5.86% for the other three agencies, for an overall combined increase of 6.41%.

DISCUSSION:

The FY 2017/18 budget was prepared by staff using revenue and expense projections for the next fiscal year. The total proposed operating budget for FY 2017/18 is \$10,411,591, which includes \$9,853,591 for the General Fund (Operating - \$9,315,145 and Transfer Out - \$538,446), \$338,446 for Insurance Fund, and \$219,554 for Ross Valley Paramedic Authority Fund. The Operating Budget is funded by member contributions of \$2,233,861 from Fairfax, \$1,905,821 from Ross, \$3,886,800 from San Anselmo, and \$1,227,180 from Sleepy Hollow. There are outside revenues of \$612,796 for General Fund and \$219,554 for Ross Valley Paramedic Authority Fund.

There are several items that have contributed to the General Fund Operating Budget increase of \$499,677 (5.3%):

- A transfer of \$200,000 to the Vehicle Fund is included. In FY 2016/17, this was not included in the Adopted Budget but after the close of the FY2015/16, it was determined that there was sufficient ending fund balance to make a transfer of

\$250,000. The \$250,000 was included in the mid-year budget revision. The transfer took place from the ending fund balance.

- Transfer to Insurance Fund has decreased by \$129,354 based on the most recent workers compensation and liability insurance information available.
- Expenditures related to regular salaries and benefits (excludes PERS retirement) have increased by \$273,096. This increase is due to a 4% negotiated pay increase, effective July 1, 2017, for all employees except the Fire Chief. The Fire Chief will receive a "California Consumer Price Index" (CPI) adjustment on February 24, 2018. An additional \$24,000 was added after the May 10, 2017 staff report, to fund a Captain's position at step E instead of step A.
- PERS retirement has increased by \$462,945. This includes an additional payment of \$275,000 to PERS for unfunded liability.
- No increases are included for the cafeteria health plan. The cafeteria plan is based on the Kaiser family rate. It is estimated that the budgeted amount for the FY 2016/17 cafeteria plan will be sufficient for FY 2017/18.
- Retiree health insurance has increased by \$26,858 in accordance with the latest actuarial valuation. This includes the required contribution to fund the annual required contribution (ARC) to the CalPERS trust for other post-employment benefit programs (OPEB).
- The paramedic portion of pay, as well as the payment for paramedic services is now included in a separate Ross Valley Paramedic Authority Fund. This reimbursement was previously included in the FY 16/17 Adopted Budget. The change results in a decrease in other revenues as well as a corresponding reduction in expenditures. There is no net impact to the ending fund balance of member contributions.
- Station maintenance of \$15,000 per fire station is included in both revenue and expenditures, therefore having no effect on the ending balance or member contributions. Please note that member agencies' budget for the \$15,000 is separate from their member contributions. After the books for FY 2016/17 are closed, each member agency will be billed separately in order to bring the balance in each account back to \$15,000.
- The agreement for fire protection services between Ross Valley Fire Department and Marin County Fire Department is due to expire on June 30, 2017. The County and RVFD staff have agreed that this service agreement should be extended for one year to allow both parties sufficient time to reevaluate the cost of services and renegotiate terms of the agreement as appropriate. The County has agreed to begin negotiations in mid-July of this year. The FY 2017/18 "outside revenue" line item of \$159,620 reflects the extended contract terms.
- The Department has two Firefighter positions that are currently vacant. The hiring process will begin soon, and a hire date is anticipated around November 1, 2017.

By not funding these two positions until then, the Department anticipates cost savings of approximately \$87,000 in personnel related costs.

Side Fund Contributions:

In FY 2016/17, the total side fund payment for San Anselmo, Fairfax, and Sleepy Hollow was \$603,860. For FY 2017/18 the payment falls to \$50,451 because of the repayment of the pension obligation bonds. Staff recommended that prior authority members agencies consider taking a portion of the savings to make a pre-payment towards the department's retirement unfunded liability. The prior authority members approved the recommendation and moved forward with a 4% increase of contribution to fund the pre-payment.

The additional contribution included in this budget is as follows:

San Anselmo:	\$145,475
Fairfax:	\$83,600
Sleepy Hollow:	\$45,925

SUMMARY/FISCAL IMPACT:

The total proposed operating budget for FY 2017/18 is \$10,411,591. The operating budget is funded by members' contributions and service charges. The General Fund expenditures have increased by \$499,677 compared to the FY 2016/17 Adopted Budget.

ATTACHMENT:

Attachment # 1 – FY 2017/18 General Fund Proposed Budget
Attachment # 2 – FY 2017/18 All Other Funds Proposed Budget
Attachment # 3 – Fire Service Cost by Agency



**Ross Valley Department
General Fund**

	2016-2017 Original Total Budget	2016-2017 Revised Total Budget	2016-2017 Estimated Actuals	2017-18 Proposed Budget	Proposed V Adopted Difference
Beginning Balance	933,171	933,171	933,171	562,682	(370,489)
Revenue					
Department: 00 - UNDESIGNATED					
Member Contributions					
FAIRFAX	1,750,142	1,750,142	1,750,142	1,861,708	111,566
ROSS	1,754,649	1,754,649	1,754,649	1,866,503	111,854
SAN ANSELMO	3,045,097	3,045,097	3,045,097	3,239,213	194,116
SLEEPY HOLLOW	961,451	961,451	961,451	1,022,741	61,290
PRIOR AUTHORITY SIDE FUND PYMNT	603,860	603,860	603,860	50,451	(553,409)
PRIOR AUTHORITY RETIREE HEALTH	154,475	154,475	154,475	198,007	43,532
PRIOR AUTHORITY MERA BOND	34,291	34,291	34,291	38,250	3,959
PRIOR AUTHORITY RETIREMENT	392,074	392,074	392,074	495,709	103,635
PRE-PAYMENT PRIOR AUTHORITY RETIREMENT	0	0	0	275,000	275,000
PRIOR YEAR ADJUSTMENT	0	0	0	6,080	6,080
APPARATUS REPLACEMENT	0	0	0	200,000	200,000
Total	8,696,039	8,696,039	8,696,039	9,253,662	557,623
Outside Revenues					
COUNTY OF MARIN	144,697	144,697	144,697	159,620	14,923
RVPA REIMBURSEMENT MEDIC PROG	199,091	199,091	0	0	(199,091)
RVPA RENTAL	27,446	27,446	28,132	28,835	1,389
LAIF INTEREST	1,800	1,800	2,500	2,500	700
RVPA EMS TRAINING/SUPPLY REIMB.	47,341	95,182	100,178	47,341	0
PLAN CHECKING FEES	167,400	241,800	241,800	241,800	74,400
RE-SALE INSPECTION FEES	46,500	46,500	46,500	46,500	0
MISCELLANEOUS INCOME	2,500	2,500	4,626	2,500	0
WORKERS COMP REIMBURSEMENT	0	69,700	90,000	0	0
MLFT REIMBURSEMENT	5,000	5,000	2,000	2,000	(3,000)
CHIPPER PROGRAM	0	0	3,200	0	0
TECHNOLOGY FEES	16,100	21,700	21,700	21,700	5,600
TRAINING REIMB	0	17,000	17,000	0	0
STATION MAINT REVENUE #18	0	2,285	2,285	15,000	15,000
STATION MAINT REVENUE #19	0	1,047	1,047	15,000	15,000
STATION MAINT REVENUE #20	0	6,163	6,163	15,000	15,000
STATION MAINT REVENUE #21	0	5,987	5,987	15,000	15,000
Total	657,875	887,898	717,814	612,796	(45,079)
Total Revenues	9,353,914	9,583,937	9,413,853	9,866,458	512,544



**Ross Valley Department
General Fund**

	2016-2017 Original Total Budget	2016-2017 Revised Total Budget	2016-2017 Estimated Actuals	2017-18 Proposed Budget	Proposed V Adopted Difference
Expenditures					
Department: 00 - UNDESIGNATED					
REGULAR SALARIES	3,565,990	3,634,022	3,448,000	3,816,400	250,410
TEMPORARY HIRE	5,000	23,721	23,721	5,000	0
MINIMUM STAFFING OT	538,000	548,760	745,100	601,040	63,040
HOURLY OVERTIME	63,000	73,752	78,000	81,000	18,000
SHIFT DIFFERENTIAL OT	40,000	40,000	30,000	40,000	0
OT TRAINING	35,000	35,000	20,000	35,000	0
HOLIDAY	166,260	169,674	169,674	178,662	12,402
PARAMEDIC TRAINING OVERTIME	10,000	10,000	0	0	(10,000)
FLSA O/T	93,771	95,585	91,000	99,457	5,686
S/L BUY BACK	4,000	4,000	0	4,000	0
RETIRED S/L COMPENSATION	50,000	50,000	22,000	50,000	0
EXECUTIVE OFFICER	3,600	3,600	3,600	3,600	0
BOARD MEMBER STIPEND	8,000	8,000	8,000	8,000	0
RETIREMENT	1,119,895	1,141,741	1,141,741	1,582,840	462,945
CAFETERIA HEALTH PLAN	784,107	784,107	750,000	784,107	0
RETIREE HEALTH SAVINGS MATCH	10,948	10,948	11,670	15,834	4,886
MEDICARE	65,892	66,962	50,000	68,590	2,698
HOUSING ALLOWANCE	49,200	49,200	49,200	51,600	2,400
UNIFORM REIMBURSEMENT	24,480	24,480	23,500	24,480	0
EDUCATION REIMBURSEMENT	87,456	89,222	89,222	96,731	9,275
RETIREE'S HEALTH INSURANCE	670,000	670,000	670,000	696,858	26,858
GENERAL MAINTENANCE SUPPLIES	2,600	2,600	2,600	0	(2,600)
CONTINGENCY	10,000	10,000	329	10,000	0
TRANSFERS OUT	467,800	757,800	757,800	538,446	70,646
Total Undesignated	7,874,999	8,303,174	8,185,157	8,791,645	916,646
Department: 05 - ADMINISTRATION					
AUDIT & BOOKKEEPING SERVICES	15,000	15,000	22,000	22,000	7,000
PAYROLL SERVICE FEE	4,000	4,000	1,852	0	(4,000)
OTHER CONTRACT SERVICES	24,949	24,949	30,000	25,000	51
ATTORNEY/LEGAL FEES	6,000	6,000	20,000	10,000	4,000
PERS ADMINISTRATIVE FEE	2,500	2,500	2,500	2,800	300
OTHER CONTRACT SERVICES-SAN ANSELMO	80,000	80,000	80,000	80,000	0
COMPUTER SOFTWARE/SUPPORT	17,250	17,250	17,250	37,250	20,000
WEB PAGE DESIGN AND MAINTENANCE	6,100	6,100	16,300	6,100	0
PHYSICALS	18,000	18,000	18,000	21,000	3,000
HIRING EXPENSES	3,500	3,500	2,000	4,000	500
PUBLICATIONS AND DUES	4,000	4,000	4,000	4,000	0
OFFICE SUPPLIES	4,500	4,500	2,500	4,500	0
POSTAGE	1,000	1,000	750	1,000	0
GENERAL DEPARTMENT SUPPLIES	20,000	20,000	20,000	8,000	(12,000)
PRINCIPAL-PRIOR AUTH PENSION BOND	592,514	592,514	592,514	50,324	(542,190)
INTEREST - PRIOR AUTHORITY PENSION BOND	11,346	11,346	11,346	127	(11,219)
FEES	1,200	1,200	1,200	0	(1,200)



**Ross Valley Department
General Fund**

	2016-2017 Original Total Budget	2016-2017 Revised Total Budget	2016-2017 Estimated Actuals	2017-18 Proposed Budget	Proposed V Adopted Difference
Total Administration	811,859	811,859	842,212	276,101	(535,758)
Department: 10 - OPERATIONS					
VOLUNTEER SHIFT PAY/DRILLS	12,900	12,900	6,000	17,400	4,500
VOLUNTEER DRILLS	4,000	4,000	2,000	0	(4,000)
VOLUNTEER LENGTH OF SERVICE	3,200	3,200	3,200	3,200	0
EXPLORER POST	4,400	4,400	2,200	4,400	0
TRAINING AND EDUCATION	35,500	52,500	52,500	35,500	0
DISPATCH	153,981	153,981	153,981	158,662	4,681
RADIO REPAIR	4,000	4,000	4,000	4,000	0
HAZARDOUS MATERIAL REMOVAL	1,000	1,000	1,000	1,000	0
HAZARDOUS MATERIAL CONTRACT	10,500	10,500	10,500	8,925	(1,575)
MERA OPERATING EXPENSE	40,528	40,528	40,528	42,365	1,837
VOLUNTEER DUES	3,200	3,200	3,200	3,200	0
HYDRANT MAINTENANCE	2,000	2,000	2,000	2,000	0
EQUIPMENT MAINTENANCE	4,275	4,275	7,810	7,800	3,525
EMERGENCY RESPONSE SUPPLIES	4,000	4,000	5,511	4,000	0
PARAMEDIC RESPONSE SUPPLIES	12,000	59,841	20,000	17,000	5,000
EMERGENCY MEDICAL SUPPLIES	7,500	7,500	5,000	7,500	0
BREATHING APPARATUS	5,700	5,700	4,000	5,700	0
BREATHING APPARATUS-CONTRACT	6,900	6,900	6,900	6,900	0
PROTECTIVE CLOTHING	8,000	8,000	6,000	8,000	0
TOOLS/EQUIPMENT	6,500	0	0	0	(6,500)
VOLUNTEER SUPPLIES	500	500	555	0	(500)
EQUIPMENT	0	21,500	10,000	21,500	21,500
HYDRANTS	16,600	16,600	16,600	16,600	0
COMMUNICATIONS EQUIPMENT	10,000	10,000	6,000	10,000	0
TURNOUTS	14,241	14,241	14,241	14,241	0
MERA BOND PAYMENT PRIOR AUTHORITY	38,231	38,231	38,272	38,249	18
Total Operations	409,656	489,497	421,998	438,142	28,486
Department: 14 - FACILITIES					
BUILDING MAINTENANCE AND LANDSCAPING	0	6,000	8,000	6,000	6,000
BUILDING MAINTENANCE STATION 18	0	15,000	15,000	15,000	15,000
BUILDING MAINTENANCE STATION 19	0	15,000	15,000	15,000	15,000
BUILDING MAINTENANCE STATION 20	6,000	15,000	15,000	15,000	9,000
BUILDING MAINTENANCE STATION 21	0	15,000	15,000	15,000	15,000
GAS AND ELECTRIC	23,750	23,750	23,750	24,344	594
WATER	3,850	3,850	3,850	3,946	96
SEWER	2,500	2,500	2,500	2,563	63
TELEPHONE	21,500	21,500	35,000	35,000	13,500
FURNISHINGS	2,500	2,500	2,500	2,500	0
JANITORIAL MAINTENANCE SUPPLIES	0	0	0	14,600	14,600
APPLIANCES	2,000	2,000	2,000	0	(2,000)
OFFICE EQUIPMENT	12,000	12,000	12,000	11,000	(1,000)
EXERCISE EQUIPMENT	12,500	12,500	12,500	12,500	0



**Ross Valley Department
General Fund**

	2016-2017 Original Total Budget	2016-2017 Revised Total Budget	2016-2017 Estimated Actuals	2017-18 Proposed Budget	Proposed V Adopted Difference
TECHNOLOGY PURCHASES	16,100	21,700	21,700	21,700	5,600
Total Facilities	102,700	168,300	183,800	194,153	91,453
Department: 15 - COMMUNITY RISK REDUCTION					
FIRE PREVENTION	4,500	4,500	2,000	4,500	0
COMMUNITY EDUCATION & PREP.	8,000	8,000	5,000	8,000	0
Total Community Risk Reduction	12,500	12,500	7,000	12,500	0
Department: 25 - FLEET					
BURN TRAILER MAINTENANCE	4,000	4,000	4,000	4,100	100
REPAIRS VEHICLE	90,000	90,650	90,650	100,000	10,000
FUEL	30,000	46,325	46,325	30,750	750
PARTS VEHICLE	3,200	3,200	3,200	6,200	3,000
APPARATUS AND EQUIPMENT	15,000	0	0	0	(15,000)
Total Fleet	142,200	144,175	144,175	141,050	-1,150
Total Expenditures	9,353,914	9,929,505	9,784,342	9,853,591	499,677
Increase/Decrease to Ending Fund Balance	0	-345,568	-370,489	12,867	12,868
Ending Fund Balance	933,171	587,603	562,682	575,549	-357,621

ROSS VALLEY FIRE DEPARTMENT

FY 2017-2018 Proposed Budget

Fire Service Cost by Agency

	San Anselmo	Fairfax	Sleepy Hollow	Ross	Total
Contribution	3,239,213	1,861,708	1,022,741	1,866,503	7,990,165
Side Fund	26,689	15,337	8,425		50,451
Retirement Unfunded Liability	262,230	150,696	82,783		495,709
Vehicle Replacement Fund	81,080	46,600	25,600	46,720	200,000
OPEB Prior Liability	104,746	60,194	33,067		198,007
MERA Bond	20,234	11,628	6,388		38,250
Sub Total	3,734,192	2,146,163	1,179,004	1,913,223	8,972,582
Pre-payment to Retirement Unfunded Liability	145,475	83,600	45,925		275,000
Prior year adjustment	7,133	4,098	2,251	(7,402)	6,080
Total	3,886,800	2,233,861	1,227,180	1,905,821	9,253,662
16/17 contribution	3,671,803	2,110,291	1,159,296	1,754,649	8,696,039
Change	214,997	123,570	67,884	151,172	557,623
	5.86%	5.86%	5.86%	8.62%	

ROSS VALLEY FIRE DEPARTMENT						
<u>FY 2017-18 All Other Funds Proposed Budget</u>						
	2016-17 Adopted Budget	2016-17 Revised Budget	2016-17 Estimated Actuals	2017-18 Proposed Budget	Adopted v Proposed Difference	
<u>Fund 05 - Mutual Aid Fund</u>						
Beginning Balance:	\$ -	\$ -	\$ -	\$ 168,119		
Revenue/Transfer In	-	-	286,452	-	-	-
Expenditure/Transfer Out	-	-	118,333	-	-	-
Operating Surplus/Deficit	-	-	168,119	-	-	-
Ending Balance:	\$ -	\$ -	\$ 168,119	\$ 168,119		
<u>Fund 10 - Insurance Fund</u>						
Beginning Balance:	\$ -	\$ -	\$ -	\$ -		
Revenue/Transfer In	467,800	467,800	467,800	338,446	(129,354)	
Expenditure/Transfer Out	467,800	467,800	467,800	338,446	(129,354)	
Operating Surplus/Deficit	-	-	-	-	-	-
Ending Balance:	\$ -	\$ -	\$ -	\$ -		
<u>Fund 15 - Vehicle Fund</u>						
Beginning Balance:	\$ 291,434	\$ 291,434	\$ 291,434	\$ 541,434		
Revenue/Transfer In	-	250,000	250,000	200,000	200,000	
Expenditure/Transfer Out	-	-	-	-	-	-
Operating Surplus/Deficit	-	250,000	250,000	200,000	200,000	
Ending Balance:	\$ 291,434	\$ 541,434	\$ 541,434	\$ 741,434		
<u>Fund 16 - Self-contained Breathing Apparatus (SCBA)</u>						
Beginning Balance:	\$ 80,000	\$ 80,000	\$ 80,000	\$ 120,000		
Revenue/Transfer In	-	40,000	40,000	-	-	-
Expenditure/Transfer Out	-	-	-	-	-	-
Operating Surplus/Deficit	-	40,000	40,000	-	-	-
Ending Balance:	\$ 80,000	\$ 120,000	\$ 120,000	\$ 120,000		
<u>Fund 25 - Ross Valley Paramedic Authority</u>						
Beginning Balance:	\$ -	\$ -	\$ -	\$ -		
Revenue/Transfer In	-	-	199,091	219,554	219,554	
Expenditure/Transfer Out	-	-	199,091	219,554	219,554	
Operating Surplus/Deficit	-	-	-	-	-	-
Ending Balance:	\$ -	\$ -	\$ -	\$ -		

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 17-05

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS
ADOPTING THE BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT
FOR THE FISCAL YEAR COMMENCING
JULY 1, 2017**

BE IT RESOLVED that the budget of the Ross Valley Fire Department for the fiscal year commencing July 1, 2017, is hereby adopted and consisting of the following appropriations:

General Fund budget includes the following:

Revenues:

Town of Fairfax	\$2,233,861
Town of Ross	\$1,905,821
Town of San Anselmo	\$3,886,800
Sleepy Hollow FPD	\$1,227,180
Outside Sources	\$612,796
Total:	\$9,866,458

Expenditures:

Salaries and Benefits	\$8,192,399
Services and Supplies	\$902,254
Capital Outlay	\$110,041
Contingency	\$60,000
Debt Service	\$50,451
Transfer Out	\$538,446
Total:	\$9,853,591

Fund Balances:

Assigned:

Compensated Absences: \$106,020

Unassigned \$469,529

Mutual Aid Fund Balance: \$168,119

Vehicle Fund Balance: \$741,434

**Self-contained Breathing Apparatus
Fund (SCBA) Fund Balance: \$120,000**

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 14th day of June, 2017 by the following vote, to wit:

Ayes:

Noes:

Absent:

Thomas McInerney, President

Abstain:

JoAnne Lewis, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: June 14, 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: Adopt resolution approving Side Letters with the International Association of Firefighters Local 1775 and the Ross Valley Fire Chief Officers Association regarding revisions to cash-in-lieu payments and applying similar revisions to Administrative Assistant and Fire Inspector positions

RECOMMENDATION:

Adopt resolution approving Side Letters with International Association of Firefighters Local 1775 and Ross Valley Fire Chief Officers Association regarding cash-in-lieu payments and applying similar revisions to Administrative Assistant and Fire Inspector positions.

BACKGROUND:

In March 2017, the Ross Valley Fire Department (RVFD) Board approved new Memoranda of Understanding (MOU's) with the Ross Valley Firefighter's Association and the Ross Valley Fire Chief Officer's Association. At that time, one outstanding issue in the MOU's was the language addressing cash-in-lieu payments. We stated legal counsel was still working on the structure of cash-in-lieu payments being allocated to deferred comp or retirement health accounts. The issue was that the structure must comply with RVFD's IRS Section 125 cafeteria plan. We also noted that the MOU's may need to be modified in the future regarding this structure.

DISCUSSION:

Since March 2017, the RVFD negotiating team has been discussing alternative language with the represented groups. Attached are the side letters containing the agreed upon language which complies with IRS Section 125 regulations. The primary revision is that RVFD contribution for cash-in-lieu payments was reduced from \$320 per month to \$270 per month. However, we agreed that the cash-in-lieu payment will be increased to \$320 per month if FLSA is amended or a final and binding federal court ruling is made which would allow cash-in-lieu payments to be excluded from the regular rate of pay. The increase would be effective the pay period after the Authority informs the Association in writing of its desire to no longer include cash-in-lieu payments in the regular rate of pay calculation. The recommended resolution also applies this change in the cash-in-lieu payments to the Administrative Assistant and Fire Inspector positions. The change would take effect the next pay period after Board approval.

AGENDA ITEM # 4
Date 6/14/17

RESOLUTION NO. 17-06

**A RESOLUTION OF THE BOARD OF THE ROSS VALLEY FIRE DEPARTMENT
APPROVING SIDE LETTERS WITH INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS LOCAL 1775 AND ROSS VALLEY FIRE CHIEF OFFICERS
ASSOCIATION REGARDING CASH-IN-LIEU PAYMENTS**

Whereas, on March 8, 2017 the Ross Valley Fire Department ("RVFD") approved new Memoranda of Understanding (MOU's) with the Ross Valley Firefighter's Association ("RVFF") and the Ross Valley Fire Chief Officer's Association ("RVFCO"); and

Whereas, one outstanding issue in the MOU's was the language addressing cash-in-lieu payments; and

Whereas, since March 2017, the RVFD negotiating team has been discussing alternative language with RVFF and RVFCO regarding cash-in-lieu payments; and

Whereas, RVFD has reached agreement with RVFF and RVFCO regarding cash-in-payments; and

Whereas, these revisions will also apply to the Administrative Assistant and Fire Inspector positions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Ross Valley Fire Department hereby approves the Side Letters as attached in Exhibit A and authorizes the Executive Officer and Fire Chief to do everything necessary and appropriate to execute and implement the Side Letters and to apply the revisions in cash-in-lieu payments to the Administrative Assistant and Fire Inspector positions.

The Foregoing Resolution was adopted at a special meeting of the Board of the Ross Valley Fire Department held on June 14, 2017, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Thomas McInerney, President

JoAnne Lewis, Administrative Assistant

SIDE LETTER TO MEMORANDUM OF UNDERSTANDING

Between

ROSS VALLEY FIRE DEPARTMENT

And

ROSS VALLEY FIRE CHIEF OFFICERS ASSOCIATION

The authorized representatives of the Parties have met and conferred pursuant to the "Side Letter RE: 'Cash In Lieu' Benefit" and present the following joint recommendation to the Ross Valley Fire Department Board of Directors for amendment of the existing Memorandum of Understanding (MOU):

Section 1. Section 13 (Health Benefits), Paragraph b (Cafeteria Plan) is amended to read in full as follows:

- b. **Cafeteria Plan:** The Authority will provide a benefit program whereby the Authority will make a fixed donation to each employee's account during each month for benefits, and the employee will be given the maximum amount of flexibility allowed by the various plans to apply the contribution to the benefit(s) he/she prefers. For the term of this contract, the amount of 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 \$270 per month. Cash-in-lieu will be increased to \$320 per month if FLSA is amended or a final and binding federal court ruling is made which would allow cash-in-lieu payments to be excluded from the regular rate of pay. The increase would be effective the pay period after the Authority informs the Association in writing of its desire to no longer include cash-in-lieu payments in the regular rate of pay calculation.

Section 2. This amendment is effective _____, 2017. Except as expressly modified by this Side Letter, all provisions of the MOU shall remain in full force and effect. This Side Letter will expire with the term of the existing MOU, which currently has a designated ending date of June 30, 2019.

Ross Valley Fire Chief Officers Association
Name: _____

Ross Valley Fire Department
Garrett Toy

SIDE LETTER TO MEMORANDUM OF UNDERSTANDING

Between

ROSS VALLEY FIRE DEPARTMENT

And

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 1775

The authorized representatives of the Parties have met and conferred pursuant to the "Side Letter RE: 'Cash In Lieu' Benefit" and present the following joint recommendation to the Ross Valley Fire Department Board of Directors for amendment of the existing Memorandum of Understanding (MOU):

Section 1. Section 13 (Health Benefits), Paragraph b (Cafeteria Plan) is amended to read in full as follows:

- b. **Cafeteria Plan:** The Authority will provide a benefit program whereby the Authority will make a fixed donation to each employee's account during each month for benefits, and the employee will be given the maximum amount of flexibility allowed by the various plans to apply the contribution to the benefit(s) he/she prefers. For the term of this contract, the amount of 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 \$270 per month. Cash-in-lieu will be increased to \$320 per month if FLSA is amended or a final and binding federal court ruling is made which would allow cash-in-lieu payments to be excluded from the regular rate of pay. The increase would be effective the pay period after the Authority informs the Association in writing of its desire to no longer include cash-in-lieu payments in the regular rate of pay calculation.

Section 2. This amendment is effective _____, 2017. Except as expressly modified by this Side Letter, all provisions of the MOU shall remain in full force and effect. This Side Letter will expire with the term of the existing MOU, which currently has a designated ending date of June 30, 2019.

Association (Local 1775)
Name: _____

Ross Valley Fire Department
Garrett Toy

Ilena - thank you I had a really fun
time and learned about epepens

thank you
even though
i was not
there - c.c.

Thank you for taking time out of
your day to bring hands-on education
and unforgettable memories to the
Wade Thomas Elementary students!

-STEAM team

Thank you for coming!

Thank you we had fun!

Thank you it would not be the
~~same~~ same without you!

Lena
K D

AGENDA ITEM # Misc
Date 10/14/17