



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

**Board of Directors Meeting
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960
Wednesday, December 13, 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 19841 – 19873 issued during month of November
 - b) Call report and out of jurisdiction report
 - c) Current Budget Report
 - d) Minutes from November 8, 2017 Board Meeting
3. Presentation and acceptance of Annual Financial Audit for FY 16-17, Maze and Associates
4. Shared Services/Fire Chief – presentation and discussion

Next meeting – scheduled for Wednesday, January 10, 2018, Ross Valley Fire Department, 777 San Anselmo Ave., San Anselmo.



JoAnne Lewis, Administrative Assistant

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

Committed to the protection of life, property, and environment.

SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
01133	Aaron William Read	11/01/2017	Regular	0.00	195.00	19841
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>18Oct17 Training</u>	Invoice	11/01/2017	Training and Education	0.00	195.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		195.00	
			Training and Education			
01059	AT&T Mobility	11/01/2017	Regular	0.00	1,173.22	19842
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>10232017</u>	Invoice	11/01/2017	Telephone	0.00	1,173.22	
	<u>01.14.61705.00</u>		TELEPHONE		1,173.22	
			Telephone			
01075	Batteries Plus Bulbs	11/01/2017	Regular	0.00	262.91	19843
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>308-389272</u>	Invoice	11/01/2017	General Dept Supplies	0.00	262.91	
	<u>01.05.62200.00</u>		GENERAL DEPARTMENT S		262.91	
			General Dept Supplies			
01054	BoundTree Medical	11/01/2017	Regular	0.00	451.40	19844
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>82649274</u>	Invoice	11/01/2017	Paramedic Response Supplies	0.00	57.64	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		57.64	
			Paramedic Response Supplies			
<u>82655193</u>	Invoice	11/01/2017	Emergency Medical Supplies	0.00	250.10	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		250.10	
			Emergency Medical Supplies			
<u>82658103</u>	Invoice	11/01/2017	Paramedic Response Supplies	0.00	143.66	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		143.66	
			Paramedic Response Supplies			
01148	Brian Costello	11/01/2017	Regular	0.00	720.00	19845
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>2017-5</u>	Invoice	11/01/2017	Computer Software/Support	0.00	720.00	
	<u>01.05.61121.00</u>		COMPUTER SOFTWARE/S		720.00	
			Computer Software/Support			
01017	Fairfax Lumber	11/01/2017	Regular	0.00	106.80	19846
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>138401</u>	Invoice	11/01/2017	Office Supplies	0.00	6.37	
	<u>01.05.62000.00</u>		OFFICE SUPPLIES		6.37	
			Office Supplies			
<u>149655</u>	Invoice	11/01/2017	Emergency Response Supplies	0.00	100.43	
	<u>01.10.62203.00</u>		EMERGENCY RESPONSE S		100.43	
			Emergency Response Supplies			
01007	Golden Gate Petroleum	11/01/2017	Regular	0.00	517.56	19847
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>709064</u>	Invoice	11/01/2017	Fuel	0.00	517.56	
	<u>01.25.62988.00</u>		FUEL		517.56	
			Fuel			
01218	John Paul da Roza	11/01/2017	Regular	0.00	60.00	19848

Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>26Sept17</u>	Invoice	11/01/2017	Volunteer Shift Pay/Drills	0.00	60.00	
	<u>01.10.60060.01</u>		VOLUNTEER SHIFT PAY/D		60.00	
01219	New Pig Corporation	11/01/2017	Regular	0.00	111.28	19849
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4781100-00</u>	Invoice	11/01/2017	Emergency Response Supplies	0.00	111.28	
	<u>01.10.62203.00</u>		EMERGENCY RESPONSE S		111.28	
01020	PG&E	11/01/2017	Regular	0.00	1,663.37	19850
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>24Oct17 Stmt</u>	Invoice	11/01/2017	Utilities	0.00	1,663.37	
	<u>01.14.61702.00</u>		GAS AND ELECTRIC		1,663.37	
01056	R & S Erection	11/01/2017	Regular	0.00	360.00	19851
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>78052</u>	Invoice	11/01/2017	Bldg Maint Station 18	0.00	360.00	
	<u>01.14.61500.18</u>		BUILDING MAINTENANCE		360.00	
01122	Sid Jamotte	11/01/2017	Regular	0.00	300.00	19852
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>9Oct17 Training</u>	Invoice	11/01/2017	Education and Training	0.00	300.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		300.00	
01185	The Ed Jones Co Inc	11/01/2017	Regular	0.00	1,194.50	19853
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>40451</u>	Invoice	11/01/2017	General Dept Supplies	0.00	1,194.50	
	<u>01.05.62200.00</u>		GENERAL DEPARTMENT S		1,194.50	
01147	Town of Ross	11/01/2017	Regular	0.00	4,844.00	19854
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>QTR 1 FYE 18</u>	Invoice	11/01/2017	Water	0.00	4,844.00	
	<u>01.14.61703.00</u>		WATER		4,844.00	
01013	AFLAC Business Services	11/02/2017	Regular	0.00	37.00	19855
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>WR 11022017</u>	Invoice	11/02/2017	Insurance Premium	0.00	37.00	
	<u>01.00.20271.00</u>		AFLAC P/R DEDUCTION		37.00	
01018	Mark Mills	11/13/2017	Regular	0.00	3,963.00	19856
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>WR11152017</u>	Invoice	11/13/2017	Disability Advance	0.00	3,963.00	
	<u>01.00.12003.00</u>		DISABILITY ADVANCE PAY		3,963.00	
01000	American Messaging	11/20/2017	Regular	0.00	149.02	19857
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>W4106073RK</u>	Invoice	11/17/2017	Dispatch	0.00	149.02	
	<u>01.10.61100.00</u>		DISPATCH		149.02	
01026	AT&T Calnet	11/20/2017	Regular	0.00	477.27	19858

Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>10421379</u>	Invoice	11/17/2017	Telephone	0.00	159.09	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		159.09	
<u>10421380</u>	Invoice	11/17/2017	Telephone	0.00	159.09	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		159.09	
<u>10421382</u>	Invoice	11/17/2017	Telephone	0.00	159.09	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		159.09	
01054	BoundTree Medical	11/20/2017	Regular	0.00	1,685.19	19859
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>82667687</u>	Invoice	11/17/2017	Paramedic Response Supplies	0.00	349.49	
	<u>01.10.62204.00</u>	PARAMEDIC RESPONSE S	Paramedic Response Supplies		349.49	
<u>82670443</u>	Invoice	11/17/2017	Paramedic Response Supplies	0.00	7.84	
	<u>01.10.62204.00</u>	PARAMEDIC RESPONSE S	Paramedic Response Supplies		7.84	
<u>82671856</u>	Invoice	11/17/2017	Paramedic Response Supplies	0.00	15.68	
	<u>01.10.62204.00</u>	PARAMEDIC RESPONSE S	Paramedic Response Supplies		15.68	
<u>82677505</u>	Invoice	11/17/2017	Paramedic Response Supplies	0.00	719.11	
	<u>01.10.62204.00</u>	PARAMEDIC RESPONSE S	Paramedic Response Supplies		719.11	
<u>82678918</u>	Invoice	11/17/2017	Paramedic Response Supplies	0.00	35.23	
	<u>01.10.62204.00</u>	PARAMEDIC RESPONSE S	Paramedic Response Supplies		35.23	
<u>82681821</u>	Invoice	11/17/2017	Emergency Medical Supplies	0.00	48.93	
	<u>01.10.62205.00</u>	EMERGENCY MEDICAL SU	Emergency Medical Supplies		48.93	
<u>82684509</u>	Invoice	11/17/2017	Paramedic Response Supplies	0.00	508.91	
	<u>01.10.62204.00</u>	PARAMEDIC RESPONSE S	Paramedic Response Supplies		508.91	
01153	Burton's Fire Inc	11/20/2017	Regular	0.00	56.46	19860
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>538963</u>	Invoice	11/17/2017	Parts Vehicle	0.00	56.46	
	<u>01.25.62989.00</u>	PARTS VEHICLE	Parts Vehicle		56.46	
01149	Eyasco Inc	11/20/2017	Regular	0.00	5,876.80	19861
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4511</u>	Invoice	11/17/2017	Other Contract Svcs	0.00	5,876.80	
	<u>01.05.61105.00</u>	OTHER CONTRACT SERVI	Other Contract Svcs		5,876.80	
01017	Fairfax Lumber	11/20/2017	Regular	0.00	15.65	19862
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>151169</u>	Invoice	11/17/2017	Bldg Maint St 20	0.00	15.65	
	<u>01.14.61500.20</u>	BUILDING MAINTENANCE	Bldg Maint St 20		15.65	
01049	Fishman Supply Company	11/20/2017	Regular	0.00	253.16	19863
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1105386</u>	Invoice	11/17/2017	Janitorial Maint Supplies	0.00	253.16	
	<u>01.14.62206.00</u>	JANITORIAL MAINTENAN	Janitorial Maint Supplies		253.16	
01007	Golden Gate Petroleum	11/20/2017	Regular	0.00	2,879.49	19864
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>708223</u>	Invoice	11/17/2017	Fuel	0.00	558.70	
	<u>01.25.62988.00</u>	FUEL	Fuel		558.70	
<u>708641</u>	Invoice	11/17/2017	Fuel	0.00	765.44	

Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>01.25.62988.00</u>	FUEL	Fuel		765.44	
<u>709875</u>	Invoice	11/17/2017	Fuel	0.00	964.58	
	<u>01.25.62988.00</u>	FUEL	Fuel		964.58	
<u>710305</u>	Invoice	11/17/2017	Fuel	0.00	590.77	
	<u>01.25.62988.00</u>	FUEL	Fuel		590.77	
01050	Golden State Emergency Veh Svc	11/20/2017	Regular	0.00	28,800.97	19865
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>W1001321</u>	Invoice	11/17/2017	Repairs Vehicle	0.00	28,800.97	
	<u>01.25.61600.00</u>		REPAIRS VEHICLE		28,800.97	
01035	Marin County Sheriff's Office	11/20/2017	Regular	0.00	39,665.13	19866
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>10443</u>	Invoice	11/17/2017	Dispatch	0.00	39,665.13	
	<u>01.10.61100.00</u>		DISPATCH		39,665.13	
01044	Maze & Associates	11/20/2017	Regular	0.00	766.00	19867
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>26601</u>	Invoice	11/17/2017	Auditing and Bookkeeping	0.00	766.00	
	<u>01.05.61103.00</u>		AUDIT & BOOKKEEPING SE		766.00	
01095	Richards Watson Gershon	11/20/2017	Regular	0.00	247.00	19868
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>214268</u>	Invoice	11/17/2017	Legal Fees	0.00	247.00	
	<u>01.05.61107.00</u>		ATTORNEY/LEGAL FEES		247.00	
01122	Sid Jamotte	11/20/2017	Regular	0.00	300.00	19869
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>16Oct17</u>	Invoice	11/17/2017	Education and Training Reimb	0.00	300.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		300.00	
01188	Staples Credit Plan	11/20/2017	Regular	0.00	74.54	19870
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>24Oct17</u>	Invoice	11/17/2017	Office Supplies	0.00	74.54	
	<u>01.05.62000.00</u>		OFFICE SUPPLIES		74.54	
01011	Tyler Technologies Inc	11/20/2017	Regular	0.00	2,063.00	19871
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>025-199962</u>	Invoice	11/17/2017	Computer Software and Support	0.00	1,375.00	
	<u>01.05.61121.00</u>		COMPUTER SOFTWARE/S		1,375.00	
<u>025-204313</u>	Invoice	11/17/2017	Computer Software/Support	0.00	688.00	
	<u>01.05.61121.00</u>		COMPUTER SOFTWARE/S		688.00	
01098	Verizon Wireless	11/20/2017	Regular	0.00	550.50	19872
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>9795126205</u>	Invoice	11/17/2017	Telephone	0.00	550.50	
	<u>01.14.61705.00</u>		TELEPHONE		550.50	
01220	Brindlee Mountain Fire Apparatus	11/30/2017	Regular	0.00	1,000.00	19873

Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>DocuSign -1EBE4</u>	Invoice	11/30/2017	Apparatus Proceeds of Sale	0.00	1,000.00	
	<u>15.00.49512.00</u>	PROCEED OF SALES	Apparatus Proceeds of Sales		1,000.00	
01157	P.E.R.S.	11/16/2017	Bank Draft	0.00	41,332.60	DFT0000498
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0000790</u>	Invoice	11/30/2017	11.30.2017 PERS unfunded liability	0.00	41,332.60	
	<u>01.00.60100.00</u>	RETIREMENT	11.30.2017 PERS unfunded liabil		0.55	
	<u>01.00.60100.00</u>	RETIREMENT	11.30.2017 PERS unfunded liabil		22.98	
	<u>01.00.60100.00</u>	RETIREMENT	11.30.2017 PERS unfunded liabil		97.35	
	<u>01.00.60100.00</u>	RETIREMENT	11.30.2017 PERS unfunded liabil		41,211.72	
01097	MidAmerica	11/15/2017	Bank Draft	0.00	19,936.56	DFT0000499
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0000791</u>	Invoice	11/15/2017	MidAmerica retiree health reimb 12.1.17	0.00	19,936.56	
	<u>01.00.60231.00</u>	RETIRES' HEALTH INSUR	MidAmerica retiree health reim		19,936.56	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	33	0.00	100,820.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	61,269.16
EFT's	0	0	0.00	0.00
	50	35	0.00	162,089.38

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	33	0.00	100,820.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	61,269.16
EFT's	0	0	0.00	0.00
	50	35	0.00	162,089.38

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	11/2017	162,089.38
			162,089.38

Ross Valley Fire Dept

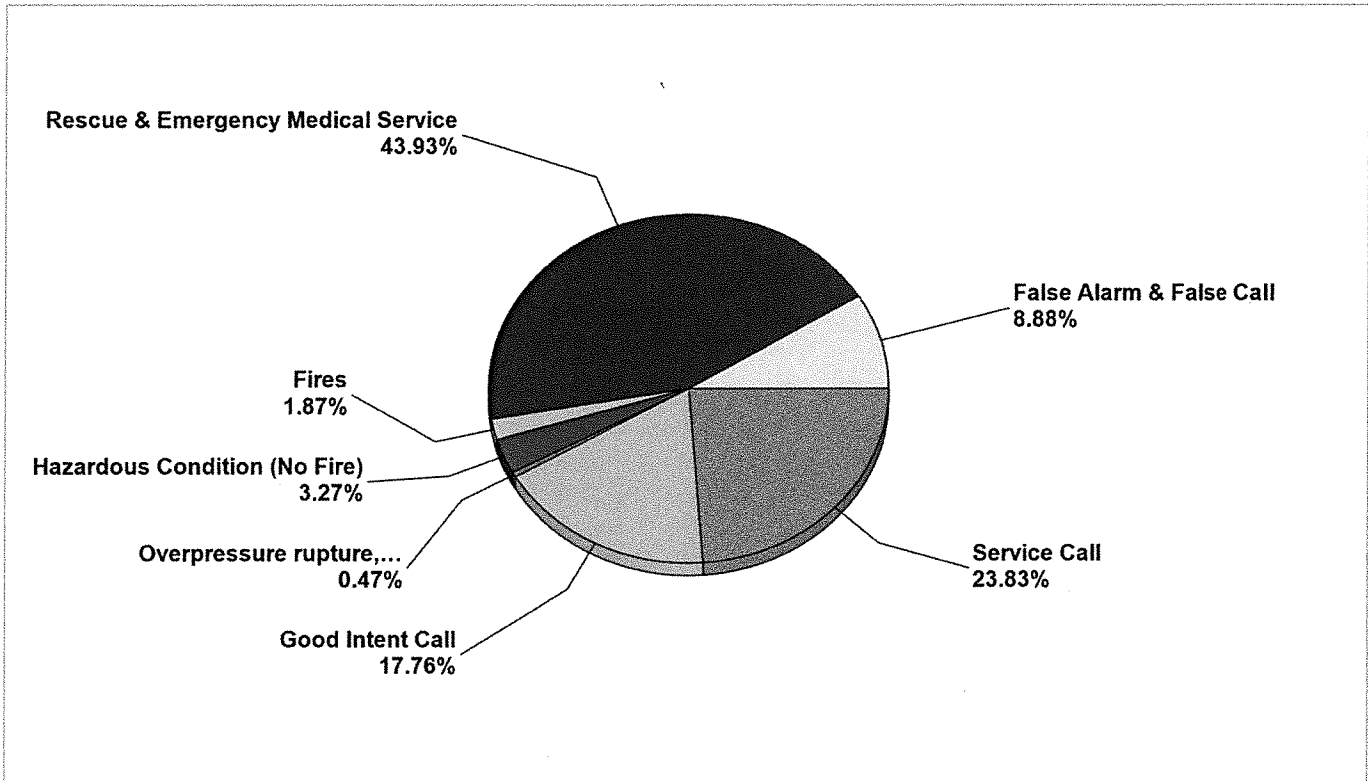
San Anselmo, CA

This report was generated on 12/7/2017 11:36:36 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2017 | End Date: 11/30/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	1.87%
Overpressure rupture, explosion, overheating - no fire	1	0.47%
Rescue & Emergency Medical Service	94	43.93%
Hazardous Condition (No Fire)	7	3.27%
Service Call	51	23.83%
Good Intent Call	38	17.76%
False Alarm & False Call	19	8.88%
TOTAL	214	100.00%

AGENDA ITEM # 2B
Date 12/13/17

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
100 - Fire, other	1	0.47%
111 - Building fire	1	0.47%
131 - Passenger vehicle fire	1	0.47%
140 - Natural vegetation fire, other	1	0.47%
251 - Excessive heat, scorch burns with no ignition	1	0.47%
321 - EMS call, excluding vehicle accident with injury	91	42.52%
322 - Motor vehicle accident with injuries	2	0.93%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.47%
400 - Hazardous condition, other	1	0.47%
410 - Combustible/flammable gas/liquid condition, other	1	0.47%
412 - Gas leak (natural gas or LPG)	1	0.47%
440 - Electrical wiring/equipment problem, other	1	0.47%
441 - Heat from short circuit (wiring), defective/worn	1	0.47%
444 - Power line down	1	0.47%
445 - Arcing, shorted electrical equipment	1	0.47%
511 - Lock-out	1	0.47%
550 - Public service assistance, other	9	4.21%
551 - Assist police or other governmental agency	1	0.47%
553 - Public service	22	10.28%
554 - Assist invalid	17	7.94%
571 - Cover assignment, standby, moveup	1	0.47%
600 - Good intent call, other	2	0.93%
611 - Dispatched & cancelled en route	20	9.35%
622 - No incident found on arrival at dispatch address	3	1.40%
650 - Steam, other gas mistaken for smoke, other	1	0.47%
651 - Smoke scare, odor of smoke	10	4.67%
652 - Steam, vapor, fog or dust thought to be smoke	2	0.93%
700 - False alarm or false call, other	4	1.87%
730 - System malfunction, other	1	0.47%
733 - Smoke detector activation due to malfunction	4	1.87%
735 - Alarm system sounded due to malfunction	1	0.47%
736 - CO detector activation due to malfunction	1	0.47%
740 - Unintentional transmission of alarm, other	1	0.47%
743 - Smoke detector activation, no fire - unintentional	4	1.87%
745 - Alarm system activation, no fire - unintentional	2	0.93%
746 - Carbon monoxide detector activation, no CO	1	0.47%
TOTAL INCIDENTS:	214	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 12/7/2017 11:37:09 AM



Incident Type Count per Station for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	8
412 - Gas leak (natural gas or LPG)	1
553 - Public service	5
554 - Assist invalid	2
611 - Dispatched & cancelled en route	7
650 - Steam, other gas mistaken for smoke, other	1
651 - Smoke scare, odor of smoke	2
733 - Smoke detector activation due to malfunction	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
# Incidents for 18 - Station 18 :	30

Station: 19 - STATION 19	
100 - Fire, other	1
140 - Natural vegetation fire, other	1
251 - Excessive heat, scorch burns with no ignition	1
321 - EMS call, excluding vehicle accident with injury	35
400 - Hazardous condition, other	1
440 - Electrical wiring/equipment problem, other	1
441 - Heat from short circuit (wiring), defective/worn	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	1
511 - Lock-out	1
550 - Public service assistance, other	5
551 - Assist police or other governmental agency	1
553 - Public service	14
554 - Assist invalid	7
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	2

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
651 - Smoke scare, odor of smoke	3
652 - Steam, vapor, fog or dust thought to be smoke	1
700 - False alarm or false call, other	1
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	1
740 - Unintentional transmission of alarm, other	1

Incidents for 19 - Station 19: 87

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	14
550 - Public service assistance, other	4
553 - Public service	1
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
700 - False alarm or false call, other	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1

Incidents for 20 - Station 20: 32

Station: 21 - STATION 21	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	34
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
410 - Combustible/flammable gas/liquid condition, other	1
553 - Public service	2
554 - Assist invalid	2
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	6
651 - Smoke scare, odor of smoke	5
652 - Steam, vapor, fog or dust thought to be smoke	1
700 - False alarm or false call, other	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	4

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
745 - Alarm system activation, no fire - unintentional	1

Incidents for 21 - Station 21: 65

Only REVIEWED incidents included.



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 11/30/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
Department: 00 - UNDESIGNATED						
01.00.47501.00	1,865,806.00	1,865,806.00	155,483.83	777,419.15	-1,088,386.85	41.67 %
01.00.47502.00	1,859,101.00	1,859,101.00	154,925.08	774,625.40	-1,084,475.60	41.67 %
01.00.47503.00	3,246,346.00	3,246,346.00	270,528.83	1,352,644.15	-1,893,701.85	41.67 %
01.00.47504.00	1,024,992.00	1,024,992.00	85,416.00	427,080.02	-597,911.98	41.67 %
01.00.47505.00	50,451.00	50,451.00	4,204.24	21,021.20	-29,429.80	41.67 %
01.00.47507.00	198,007.00	198,007.00	16,500.58	82,502.90	-115,504.10	41.67 %
01.00.47508.00	38,250.00	38,250.00	3,187.50	15,937.50	-22,312.50	41.67 %
01.00.47510.00	770,709.00	770,709.00	64,225.77	321,128.83	-449,580.17	41.67 %
01.00.49501.00	159,620.00	159,620.00	0.00	0.00	-159,620.00	0.00 %
01.00.49502.00	0.00	0.00	23,835.44	35,942.12	35,942.12	0.00 %
01.00.49503.00	0.00	0.00	-23,835.44	-23,835.44	-23,835.44	0.00 %
01.00.49506.00	28,835.00	28,835.00	0.00	14,417.48	-14,417.52	50.00 %
01.00.49507.00	2,500.00	2,500.00	0.00	1,610.73	-889.27	64.43 %
01.00.49509.00	47,341.00	47,341.00	0.00	0.00	-47,341.00	0.00 %
01.00.49510.00	241,800.00	241,800.00	10,418.57	115,904.48	-125,895.52	47.93 %
01.00.49511.00	46,500.00	46,500.00	3,357.30	15,739.32	-30,760.68	33.85 %
01.00.49512.00	2,500.00	2,500.00	201.00	-36,054.88	-38,554.88	1,442.20 %
01.00.49513.00	0.00	0.00	68,596.02	46,788.43	46,788.43	0.00 %
01.00.49514.00	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
01.00.49523.00	200,000.00	200,000.00	12,773.33	108,453.32	-91,546.68	54.23 %
01.00.49524.00	21,700.00	21,700.00	1,036.90	11,708.85	-9,991.15	53.96 %
01.00.49526.18	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.19	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.20	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.21	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
Department: 00 - UNDESIGNATED Total:	9,866,458.00	9,866,458.00	850,854.95	4,063,033.56	-5,803,424.44	41.18 %
Revenue Total:	9,866,458.00	9,866,458.00	850,854.95	4,063,033.56	-5,803,424.44	41.18 %
Expense						
Department: 00 - UNDESIGNATED						
01.00.60000.00	3,816,400.00	3,816,400.00	197,391.98	1,444,646.41	2,371,753.59	37.85 %
01.00.60010.00	5,000.00	5,000.00	10,214.88	31,284.35	-26,284.35	625.69 %
01.00.60020.00	601,040.00	601,040.00	98,929.70	457,894.13	143,145.87	76.18 %
01.00.60021.00	81,000.00	81,000.00	7,452.23	33,287.68	47,712.32	41.10 %
01.00.60024.00	40,000.00	40,000.00	2,513.61	8,129.60	31,870.40	20.32 %
01.00.60025.00	0.00	0.00	14,024.11	118,076.13	-118,076.13	0.00 %
01.00.60026.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
01.00.60027.00	178,662.00	178,662.00	13,454.12	67,840.79	110,821.21	37.97 %
01.00.60028.00	0.00	0.00	545.57	545.57	-545.57	0.00 %
01.00.60029.00	99,457.00	99,457.00	7,376.16	33,379.47	66,077.53	33.56 %
01.00.60030.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01.00.60035.00	50,000.00	50,000.00	59,465.01	59,465.01	-9,465.01	118.93 %
01.00.60039.00	8,000.00	8,000.00	208.20	1,500.00	6,500.00	18.75 %
01.00.60040.00	3,600.00	3,600.00	585.80	3,600.00	0.00	100.00 %
01.00.60100.00	1,582,840.00	1,582,840.00	99,483.40	501,297.49	1,081,542.51	31.67 %
01.00.60200.00	784,107.00	784,107.00	48,722.51	248,134.86	535,972.14	31.65 %
01.00.60210.00	15,834.00	15,834.00	849.30	4,368.28	11,465.72	27.59 %
01.00.60215.00	0.00	0.00	60,178.00	230,044.00	-230,044.00	0.00 %
01.00.60220.00	68,590.00	68,590.00	32,226.42	32,226.42	36,363.58	46.98 %
01.00.60221.00	51,600.00	51,600.00	3,221.43	17,057.20	34,542.80	33.06 %

AGENDA ITEM # 20
Date 12/13/17

Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.00.60223.00</u>	UNIFORM REIMBURSEMENT	24,480.00	24,480.00	1,751.76	8,940.82	15,539.18	36.52 %
<u>01.00.60225.00</u>	EDUCATION REIMBURSEMENT	96,731.00	96,731.00	6,797.82	34,621.21	62,109.79	35.79 %
<u>01.00.60231.00</u>	RETIREES' HEALTH INSURANCE	696,858.00	696,858.00	23,904.56	115,298.80	581,559.20	16.55 %
<u>01.00.61115.00</u>	LIABILITY INSURANCE	0.00	0.00	0.00	17,171.00	-17,171.00	0.00 %
<u>01.00.62999.00</u>	CONTINGENCY	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<u>01.00.67099.00</u>	TRANSFERS OUT	538,446.00	538,446.00	200,000.00	200,000.00	338,446.00	37.14 %
Department: 00 - UNDESIGNATED Total:		8,791,645.00	8,791,645.00	889,296.57	3,668,809.22	5,122,835.78	41.73 %
Department: 05 - ADMINISTRATION							
<u>01.05.61103.00</u>	AUDIT & BOOKEEPING SERVICES	22,000.00	22,000.00	1,003.85	11,988.00	10,012.00	54.49 %
<u>01.05.61105.00</u>	OTHER CONTRACT SERVICES	25,000.00	25,000.00	5,876.80	15,901.72	9,098.28	63.61 %
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	10,000.00	10,000.00	247.00	-1,231.00	11,231.00	-12.31 %
<u>01.05.61112.00</u>	PERS ADMINISTRATIVE FEE	2,800.00	2,800.00	241.53	990.12	1,809.88	35.36 %
<u>01.05.61120.00</u>	OTHER CONTRACT SERVICES-SAN A	80,000.00	80,000.00	0.00	20,000.00	60,000.00	25.00 %
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	37,250.00	37,250.00	2,783.00	8,295.50	28,954.50	22.27 %
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND MAINTENA	6,100.00	6,100.00	0.00	1,596.80	4,503.20	26.18 %
<u>01.05.61127.00</u>	PHYSICALS	21,000.00	21,000.00	0.00	667.70	20,332.30	3.18 %
<u>01.05.61129.00</u>	HIRING EXPENSES	4,000.00	4,000.00	0.00	3,868.00	132.00	96.70 %
<u>01.05.61300.00</u>	PUBLICATIONS AND DUES	4,000.00	4,000.00	0.00	2,185.60	1,814.40	54.64 %
<u>01.05.62000.00</u>	OFFICE SUPPLIES	4,500.00	4,500.00	80.91	691.50	3,808.50	15.37 %
<u>01.05.62003.00</u>	POSTAGE	1,000.00	1,000.00	0.00	31.98	968.02	3.20 %
<u>01.05.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	8,000.00	8,000.00	1,457.41	6,532.65	1,467.35	81.66 %
<u>01.05.64010.00</u>	PRINCIPAL-PRIOR AUTH PENSION B	50,324.00	50,324.00	0.00	50,323.77	0.23	100.00 %
<u>01.05.64110.00</u>	INTEREST - PRIOR AUTHORITY PENS	127.00	127.00	0.00	63.53	63.47	50.02 %
Department: 05 - ADMINISTRATION Total:		276,101.00	276,101.00	11,690.50	121,905.87	154,195.13	44.15 %
Department: 10 - OPERATIONS							
<u>01.10.60060.01</u>	VOLUNTEER SHIFT PAY/DRILLS	17,400.00	17,400.00	60.00	525.02	16,874.98	3.02 %
<u>01.10.60064.01</u>	VOLUNTEER LENGTH OF SERVICE	3,200.00	3,200.00	0.00	1,750.00	1,450.00	54.69 %
<u>01.10.60065.02</u>	EXPLORER POST	4,400.00	4,400.00	0.00	99.73	4,300.27	2.27 %
<u>01.10.61000.00</u>	TRAINING AND EDUCATION	35,500.00	35,500.00	795.00	5,177.97	30,322.03	14.59 %
<u>01.10.61100.00</u>	DISPATCH	158,662.00	158,662.00	39,814.15	80,161.13	78,500.87	50.52 %
<u>01.10.61101.00</u>	RADIO REPAIR	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
<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	8,925.00	8,925.00	0.00	8,925.00	0.00	100.00 %
<u>01.10.61110.00</u>	MERA OPERATING EXPENSE	42,365.00	42,365.00	0.00	41,292.00	1,073.00	97.47 %
<u>01.10.61301.01</u>	VOLUNTEER DUES	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
<u>01.10.61402.00</u>	HYDRANT MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<u>01.10.61410.00</u>	EQUIPMENT MAINTENANCE	7,800.00	7,800.00	0.00	421.11	7,378.89	5.40 %
<u>01.10.62203.00</u>	EMERGENCY RESPONSE SUPPLIES	4,000.00	4,000.00	211.71	351.93	3,648.07	8.80 %
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SUPPLIES	17,000.00	17,000.00	1,837.56	5,127.38	11,872.62	30.16 %
<u>01.10.62205.00</u>	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	299.03	1,813.96	5,686.04	24.19 %
<u>01.10.62210.00</u>	BREATHING APPARATUS	5,700.00	5,700.00	0.00	317.35	5,382.65	5.57 %
<u>01.10.62211.00</u>	BREATHING APPARATUS-CONTRACT	6,900.00	6,900.00	0.00	0.00	6,900.00	0.00 %
<u>01.10.62213.00</u>	PROTECTIVE CLOTHING	8,000.00	8,000.00	0.00	267.51	7,732.49	3.34 %
<u>01.10.63131.00</u>	EQUIPMENT	21,500.00	21,500.00	0.00	6,127.76	15,372.24	28.50 %
<u>01.10.63140.00</u>	HYDRANTS	16,600.00	16,600.00	0.00	0.00	16,600.00	0.00 %
<u>01.10.63150.00</u>	COMMUNICATIONS EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<u>01.10.63160.00</u>	TURNOUTS	14,241.00	14,241.00	0.00	0.00	14,241.00	0.00 %
<u>01.10.64401.00</u>	MERA BOND PAYMENT PRIOR AUT	38,249.00	38,249.00	0.00	38,249.45	-0.45	100.00 %
Department: 10 - OPERATIONS Total:		438,142.00	438,142.00	43,017.45	190,607.30	247,534.70	43.50 %
Department: 14 - FACILITIES							
<u>01.14.61500.00</u>	BUILDING MAINTENANCE AND LAN	6,000.00	6,000.00	0.00	78.04	5,921.96	1.30 %
<u>01.14.61500.18</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	360.00	1,785.23	13,214.77	11.90 %
<u>01.14.61500.19</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	1,984.00	13,016.00	13.23 %
<u>01.14.61500.20</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	15.65	250.49	14,749.51	1.67 %
<u>01.14.61500.21</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	2,505.67	12,494.33	16.70 %
<u>01.14.61702.00</u>	GAS AND ELECTRIC	24,344.00	24,344.00	1,663.37	4,668.66	19,675.34	19.18 %
<u>01.14.61703.00</u>	WATER	3,946.00	3,946.00	4,844.00	5,704.95	-1,758.95	144.58 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.14.61704.00</u>	SEWER	2,563.00	2,563.00	0.00	0.00	2,563.00	0.00 %
<u>01.14.61705.00</u>	TELEPHONE	35,000.00	35,000.00	2,200.99	12,030.69	22,969.31	34.37 %
<u>01.14.62206.00</u>	JANITORIAL MAINTENANCE SUPPLI	14,600.00	14,600.00	253.16	1,636.85	12,963.15	11.21 %
<u>01.14.62501.00</u>	FURNISHINGS	2,500.00	2,500.00	0.00	3,483.83	-983.83	139.35 %
<u>01.14.63041.00</u>	OFFICE EQUIPMENT	11,000.00	11,000.00	0.00	2,120.67	8,879.33	19.28 %
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	12,500.00	12,500.00	0.00	1,664.62	10,835.38	13.32 %
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASES	21,700.00	21,700.00	0.00	286.19	21,413.81	1.32 %
Department: 14 - FACILITIES Total:		194,153.00	194,153.00	9,337.17	38,199.89	155,953.11	19.68 %
Department: 15 - COMMUNITY RISK REDUCTION							
<u>01.15.60220.00</u>	PAYROLL TAXES	0.00	0.00	7.94	7.94	-7.94	0.00 %
<u>01.15.61131.00</u>	FIRE PREVENTION	4,500.00	4,500.00	0.00	245.38	4,254.62	5.45 %
<u>01.15.62200.00</u>	COMMUNITY EDUCATION & PREP.	8,000.00	8,000.00	2,561.00	2,624.87	5,375.13	32.81 %
Department: 15 - COMMUNITY RISK REDUCTION Total:		12,500.00	12,500.00	2,568.94	2,878.19	9,621.81	23.03 %
Department: 25 - FLEET							
<u>01.25.61411.00</u>	BURN TRAILER MAINTENANCE	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00 %
<u>01.25.61600.00</u>	REPAIRS VEHICLE	100,000.00	100,000.00	28,800.97	39,210.95	60,789.05	39.21 %
<u>01.25.62988.00</u>	FUEL	30,750.00	30,750.00	3,397.05	12,724.96	18,025.04	41.38 %
<u>01.25.62989.00</u>	PARTS VEHICLE	6,200.00	6,200.00	56.46	1,366.34	4,833.66	22.04 %
Department: 25 - FLEET Total:		141,050.00	141,050.00	32,254.48	53,302.25	87,747.75	37.79 %
Expense Total:		9,853,591.00	9,853,591.00	988,165.11	4,075,702.72	5,777,888.28	41.36 %
Fund: 01 - GENERAL FUND Surplus (Deficit):		12,867.00	12,867.00	-137,310.16	-12,669.16	-25,536.16	-98.46 %
Fund: 10 - INSURANCE FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>10.00.51999.00</u>	TRANSFERS IN	338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Department: 00 - UNDESIGNATED Total:		338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Revenue Total:		338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Expense							
Department: 00 - UNDESIGNATED							
<u>10.00.60215.00</u>	WORKERS' COMPENSATION INSUR	313,646.00	313,646.00	0.00	0.00	313,646.00	0.00 %
<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	0.00	24,500.00	0.00 %
Department: 00 - UNDESIGNATED Total:		338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Expense Total:		338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 15 - VEHICLE FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>15.00.49512.00</u>	PROCEED OF SALES	0.00	0.00	9,000.00	9,000.00	9,000.00	0.00 %
<u>15.00.51999.00</u>	TRANSFERS IN	200,000.00	200,000.00	200,000.00	200,000.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		200,000.00	200,000.00	209,000.00	209,000.00	9,000.00	104.50 %
Revenue Total:		200,000.00	200,000.00	209,000.00	209,000.00	9,000.00	104.50 %
Fund: 15 - VEHICLE FUND Total:		200,000.00	200,000.00	209,000.00	209,000.00	9,000.00	104.50 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY							
Revenue							
Department: 00 - UNDESIGNATED							
<u>25.00.49504.00</u>	RVPA REIMBURSEMENT MEDIC PR	219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Department: 00 - UNDESIGNATED Total:		219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Revenue Total:		219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Expense							
Department: 00 - UNDESIGNATED							
<u>25.00.60000.00</u>	SALARIES	190,240.00	190,240.00	0.00	0.00	190,240.00	0.00 %
<u>25.00.60025.00</u>	OT OES RESPONSE	1,624.00	1,624.00	0.00	0.00	1,624.00	0.00 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>25.00.60028.00</u> PARAMEDIC TRAINING OVERTIME	27,690.00	27,690.00	0.00	0.00	27,690.00	0.00 %
Department: 00 - UNDESIGNATED Total:	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Expense Total:	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00 %
Report Surplus (Deficit):	212,867.00	212,867.00	71,689.84	196,330.84	-16,536.16	92.23 %

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	9,866,458.00	9,866,458.00	850,854.95	4,063,033.56	-5,803,424.44	41.18 %
Revenue Total:	9,866,458.00	9,866,458.00	850,854.95	4,063,033.56	-5,803,424.44	41.18 %
Expense						
00 - UNDESIGNATED	8,791,645.00	8,791,645.00	889,296.57	3,668,809.22	5,122,835.78	41.73 %
05 - ADMINISTRATION	276,101.00	276,101.00	11,690.50	121,905.87	154,195.13	44.15 %
10 - OPERATIONS	438,142.00	438,142.00	43,017.45	190,607.30	247,534.70	43.50 %
14 - FACILITIES	194,153.00	194,153.00	9,337.17	38,199.89	155,953.11	19.68 %
15 - COMMUNITY RISK REDUCTION	12,500.00	12,500.00	2,568.94	2,878.19	9,621.81	23.03 %
25 - FLEET	141,050.00	141,050.00	32,254.48	53,302.25	87,747.75	37.79 %
Expense Total:	9,853,591.00	9,853,591.00	988,165.11	4,075,702.72	5,777,888.28	41.36 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	12,867.00	12,867.00	-137,310.16	-12,669.16	-25,536.16	-98.46 %
Fund: 10 - INSURANCE FUND						
Revenue						
00 - UNDESIGNATED	338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Revenue Total:	338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Expense						
00 - UNDESIGNATED	338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Expense Total:	338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 15 - VEHICLE FUND						
Revenue						
00 - UNDESIGNATED	200,000.00	200,000.00	209,000.00	209,000.00	9,000.00	104.50 %
Revenue Total:	200,000.00	200,000.00	209,000.00	209,000.00	9,000.00	104.50 %
Fund: 15 - VEHICLE FUND Total:	200,000.00	200,000.00	209,000.00	209,000.00	9,000.00	104.50 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY						
Revenue						
00 - UNDESIGNATED	219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Revenue Total:	219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Expense						
00 - UNDESIGNATED	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Expense Total:	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00 %
Report Surplus (Deficit):	212,867.00	212,867.00	71,689.84	196,330.84	-16,536.16	92.23 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	12,867.00	12,867.00	-137,310.16	-12,669.16	-25,536.16
10 - INSURANCE FUND	0.00	0.00	0.00	0.00	0.00
15 - VEHICLE FUND	200,000.00	200,000.00	209,000.00	209,000.00	9,000.00
25 - ROSS VALLEY PARAMEDIC AU	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	212,867.00	212,867.00	71,689.84	196,330.84	-16,536.16

Ross Valley Fire Board
Meeting Minutes
Wednesday, November 8, 2017 – 11/8/17

Board present: Brekhus, Brown, Finn, Green, Kuhl, Reed, Shortall, Weinsoff

Staff present: Toy, Chinn, Donery, Grasser, Mahoney, Meagor, Stasiowski,

Board requests: None.

Consent agenda: M/S Weinsoff /Greene to approve all items. All ayes.

Approve Sale of 1995 Pierce Type 1 Fire Engine- Acting Chief Meagor referred to his staff report noting the Board authorized the sale of the fire engine in September 2016 listing at \$42,500. In January 2017, it was reduced to \$25,000. After five months passed with two inquiries and no offers, the price was reduced to \$19,000. He reported RVFD received a \$10,000 offer from Foss Volunteer Fire Department, a small town located in west Oklahoma with 55,000 residents. The Fire Department is 100% volunteer, with twelve volunteers covering 60 square miles. Their annual budget is \$36,000. They are excited with the potential to purchase the engine. He added the following considerations: the market is saturated with used engines; due to limited space, the engine is stored outside; and although the department continues routine maintenance on the engine it is likely things will begin to fail due to lack of use. The fiscal impact of the sale gives RVFD \$9,000; Brindlee Mountain Fire Apparatus takes 10% or \$1,000. Acting Chief Meagor recommends the board accept the offer. He asked the Board if they had any questions. There was none. Member Brekhus asked for public comment. There were no public comments made. M/S Greene/Brown to approve the sale of the 1995 Pierce Type 1 Fire Engine to Foss Volunteer Fire Department for \$10,000. All ayes.

Public workshop-Shared Services/Fire Chief – Acting Chief Meagor introduced Kentfield Fire Chief Mark Pomi, Marin County Fire Chief Jason Weber, Deputy Fire Chief Mark Brown, Marin County Fire and Recording Secretary Mulkeen. He thanked B/C Grasser and the staff for putting together tonight's presentation/discussion points. He added that the visiting Fire Chiefs are attending to listen and observe this workshop to gather information to create a Shared Services proposal if interested.

Acting Chief Meagor advised the Board that the department sent out an RFP to recruiting firms to get quotes for the Fire Chief search. He reported he received five proposals ranging in cost from \$19,000 to \$30,000.

AGENDA ITEM # 2 D
Date 12/13/17

Acting Chief Meagor reviewed the power point presentation, which covered the history of Ross Valley Fire Department, general demographics of Marin County Fire Department and Kentfield Fire District.

The public workshop ensued gathering valuable input from board members, RFVD staff and Acting Chief Meagor. The final recommendation requested that interested agencies create presentations based on the discussion points and public comment to present to the RFVD Board and directed Acting Chief Meagor to generate the RFP for shared services. After presentations and discussion, the Board may choose to seek Fire Chief candidates.

Meeting adjourned at 10:10 pm.

Minutes respectfully submitted,

Sharon Mulkeen

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of December 13, 2017

TO: Ross Valley Fire Department Board

FROM: Helen Yu-Scott, Finance Director
Roger Meagor, Fire Chief

SUBJECT: Annual Independent Audit Report for Fiscal Year ending June 30, 2017

RECOMMENDATION

That the Fire Board accept the Annual Financial Report for the fiscal year ending June 30, 2017 prepared by Maze & Associates.

BACKGROUND

Maze & Associates have prepared the annual independent auditor's report and basic financial statements for the fiscal year ending June 30, 2017. Based on their examination of Fire Department records and procedures, they have issued an "unmodified" opinion. Copies of the documents are included in the Fire Board packet. Mark Wong of Maze & Associates will present the report to the Fire Board on December 13, 2017. Following action by the Fire Board, the document will be available for public viewing in the Fire Department lobby for a period of 30 days and will be posted on the Fire Board's website.

BASIC FINANCIAL STATEMENTS

The basic financial statements include a balance sheet and statement of revenues and expenditures to the Fire Department, and notes on a number of items designated by the auditor. This section also includes government-wide financial statements as required by the Governmental Accounting Standards Board (GASB) Statement #34. This information regarding the Fire Department's financial position include such items as valuation of the Fire Department's fixed assets, capitalization and depreciation of those assets, indebtedness related to those assets, and information on the debt service and employee benefit accruals.

At the highest summary level, the government-wide statements show that the Fire Department's net position is (\$6,347,830), which is an increase of \$607,795 as compared to last year. The increase is due mainly to a decrease in long term debt (pension obligation bonds). The negative net position is due to a prior period adjustment of \$9,262,218 which was recorded in the fiscal year 2014-2015. This adjustment was the result of the implementation of Governmental Accounting Standards Board Statement No. 68 (GASB 68) which requires the Fire Department to report its unfunded net pension liability in the government wide financial statements. The unfunded liability takes into account both employer and employee contributions, investment earnings and benefits paid out by the pension plan trustee, CalPERS. The annual expense is now reported and calculated based upon investment earnings, member pension contributions, less benefits paid out. A prior period adjustment to the Net Position was recorded in 2014-2015 to show the unfunded net pension liability as of the beginning of the 2014-2015 fiscal year.

AGENDA ITEM # 3
Date 12/13/17

The ending fund balance as of June 30, 2017 was \$1,503,570, an increase of \$198,965 as compared to \$1,304,605 as of June 30, 2016.

During the fiscal year 2015-16 audit, the auditor has recommended that since the Town of San Anselmo is now performing finance related functions for the Fire Department, that the procedures followed by the Town and Fire Department regarding various accounting and purchasing functions should be formally adopted by the Fire Board. However, this recommendation has not been implemented during fiscal year 2016-17. With the Acting Fire Chief coming on board in August 2017, some progress has been made. Staff will continue to develop policies and procedures to address the intent of these recommendations. The new policies and procedures will be presented to the Fire Board at a future meeting.

The conclusion presented in the independent auditor's report is that the basic financial statements present fairly, in all material respects, the financial position of the Fire Department as of June 30, 2017. This conclusion is known as a "clean audit."

CONCLUSION

The annual audit report outlined above provides the Fire Board with an overview of the fiscal condition of the Fire Department as of June 30, 2017. The recommended actions are to accept the auditor's report.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: December 13, 2017

To: Board of Directors

From: Roger Meagor, Acting Fire Chief
Management Committee- Garrett Toy, Executive Officer
David Donery, San Anselmo Town Manager
Joe Chinn, Ross Town Manager

Subject: Shared Services / Fire Chief

RECOMMENDATIONS:

- 1) For the Board to receive a presentation from Marin County Fire Chief Jason Weber
- 2) That the Board continues to explore both shared services and the recruitment for a Fire Chief.
- 3) That the Board directs staff to develop an RFP for the shared service option, while at the same time contracting with a recruiting firm to conduct the initial phases of the Fire Chief recruitment to see if there is a well-qualified group of candidates.
- 4) Authorize the Executive Officer to: a) spend up to \$15,000 for a firm to assist with the preparation of a RFP and b) spend up to \$23,000 for a recruitment firm.

BACKGROUND

At the September Board meeting, the Board considered two options to fill the Fire Chief vacancy created by the retirement of Chief Mills. The Board directed staff to explore a shared services option at the executive management level (Fire Chief). Staff was also directed to prepare a Request for Proposals (RFP), to be sent to executive recruiting firms to provide full recruitment services for the position of Fire Chief.

Following the September meeting, the Management Committee and Chief Meagor met with Chief Weber from Marin County Fire Department. Additionally, Chief Meagor met with Chief Pomi from Kentfield Fire District, the Ross Valley Fire Battalion Chiefs, and had a follow-up meeting with Chief Weber. The discussions involved looking at the basic concept of an executive management shared services arrangement.

At the October Board meeting, staff provided additional information regarding the shared service option. Staff was directed to include a public workshop on the agenda for the November Board meeting.

AGENDA ITEM # 4
Date 12/13/17

At the November Board meeting, a facilitated workshop was held to receive input from the Board, staff, and public. The workshop included a series of topics and questions which were used to assist in the discussion and the gathering of information. A summary of the comments is attached to this staff report.

DISCUSSION:

As a result of the November workshop, several next steps and options were identified.

- Have interested agencies make presentations at the Board's December meeting based on the discussions and public comments received at the November meeting.

Status: Chief Weber will make a presentation at the December meeting to provide additional information about Marin County Fire Department and to outline the general concepts for a shared service option between Marin County Fire Department and Ross Valley Fire Department.

- Develop a Request for Proposals (RFP) for the Shared Service option.

Recommendation: The Management Committee is recommending utilizing consulting services to assist with the RFP preparation and review. We are recommending that the Executive Officer be authorized to spend up to \$15,000 for services to assist with the preparation of the RFP. Staff does not have the capacity to prepare the RFP document, but most certainly has the time and expertise to assist a firm with the content of the RFP. Staff hopes to have some costs estimates available at the meeting. We would bring the RFP back to Board for approval before issuing it.

- For staff to contact the firms that responded to the Request for Proposals (RFP) for executive recruitment and ask them to provide a cost estimate for a limited scope of service. The scope would include the initial recruitment of candidates.

Status: In response to the RFP for executive recruitment services, five proposals were received with prices ranging from \$19,000 to \$30,000. The proposals were reviewed by the Management Committee. The Management Committee is recommending that two of the five be considered, Teri Black and Company and Bob Murray. The cost for full recruitment services is as follows: Teri Black & Company – \$20,000 plus expenses, not-to-exceed (NTE) \$10,000; Bob Murray – \$17,500 plus expenses, NTE \$6,500. The scope of services differs slightly between the proposals.

The two companies were asked to provide a cost estimate for a limited scope of service (Phase I). The scope would include the initial recruitment of candidates, which would give the opportunity to see if there is a well-qualified group of candidates prior to making a decision on whether to proceed with shared services or stand-alone fire chief. The cost for limited

scope of services is as follows: Teri Black & Company – \$15,000 plus expenses, NTE \$8,000; Bob Murray & Associates – \$14,500 plus expenses, NTE \$5,000.

If RVFD chooses to move forward with the interviews of the most qualified candidates, the additional costs would be as follows: Teri Black - \$5,000 plus expenses, NTE of \$2,000; Bob Murray - \$3,000 plus expenses, NTE \$1,000.

It should be noted the recruitment would not begin until January 2018. As part of the process, the recruitment firm does meet in person with Board members, staff, and key stakeholders to discuss the ideal candidate. With the upcoming holiday season, it would seem prudent to schedule these meetings in January.

Recommendation: Authorize the Executive Officer to spend up to \$23,000 for a recruitment firm for Phase I services. The Management Committee and Fire Chief would select one of the two firms identified above in December and coordinate with the firm to begin in January 2018.

RECOMMENDATION

As stated above, we are recommending that the Board receive the presentation from Chief Weber. That, prior to making a final decision on whether to proceed with the shared service option or stand-alone fire chief, the Department continues to explore both options; this would include the development of an RFP for the shared service option, while at the same time contracting with a recruiting firm to conduct the initial phases of the Fire Chief recruitment to see if there is a well-qualified group of candidates.

Both the Management Committee and Acting Fire Chief believe it would be premature to eliminate an option at this time. The added cost is minimal when compared to the overall impact such a decision will have on the organization. The cost will have a nominal effect on the departmental budget of \$10M. The preliminary timing for both the RFP and the recruitment process could coincide with a key decision point for the Board in March 2018. Ideally, the Board would be able to consider both the response(s) to the RFP and review the pool of potential candidates for Fire Chief at that time.

Other options for the Board to consider this evening are to only pursue the Shared Services model or only pursue the Fire Chief recruitment.

Attachment: Workshop Comments

Ross Valley Fire Shared Services/Fire Chief Workshop November 8, 2017

The following are the comments that were captured from the workshop exercise:

Department needs current and future:

- Performance management system
- Organization rebuilding
 - Fire Prevention – Inspections
 - Loss of Fire Inspector recently
 - Hire/Train 4 new firefighters in next year
 - Updating policies and procedures (Lexipol)
 - Facilities
 - Mentoring
 - Equipment
 - Capital Expenditures
 - Staffing Levels
 - One Voice for department
- Enhance response
- Advanced medical service
- Lifesaving – beyond fighting fires
- “This is an opportunity for the department”
- Cost effective options”
- County – (Sleepy Hollow) contracted with County
- Expanding the concept of prevention
- Prevention/Community involvement (CERT/Get READY Marin)
- Look at prescriptive burning for fire prevention
- For RVPD how organization would approach the division of labor/day to day
- Handling existing projects/needs if shared service model is selected – concern
- Public communication/engagement
- Balance Chief responsibility and high level staff (Deputy and BC) propose how these positions would work together (identify in RFP)
- Need scope clarity

Essential Job Functions/expectations of fire chief position:

- In the public/events, etc.
- Be at council meetings for fire related items
- Greater responsiveness than last 3 years
- Concern about availability of quality stand-alone chief candidates
- Choice
- In RFP: address issue of expectations around responsiveness
- Address concerns in RFP, allow response
- Responsiveness important, accountability
- Include list from PowerPoint/current job description

Stakeholder needs/Expectations

- Management committee meeting in person important
- Responsiveness – contact person is clear/address needs
- Clear chain of communication
- BC and Chief work as a management team
- Sleepy Hollow is not currently represented on the management team
- Strong leader(ship)
- Accessibility is important (Chief)
- Accountability is important (Chief)
- Physical presence of Chief – establish minimum time spent leading how would that look in shared services vs stand-alone chief
- Create vision, hold staff accountable through chain of command
- Do not design to an individual
- Create strategic plan, to include staff, training, equipment, etc.
- What is 5 year vision? Would shared services lead to merger?

Shared services option: Comments

- Reflex time for a shared services chief vs. a stand-alone chief
- Provides more admin depth
- Unique opportunity: status quo vs. new model “thinking out of the box”
- Potential for operational and financial efficiencies
- Two qualified shared services chiefs
- Accessibility of chief: shared services chiefs are here
- Close relationships exist between agencies
- Department cultures will be affected no matter what
- New hires add to/changes culture
- Chief sets tone/direction
- Cultures will merge to an unknown degree
- Cultures change with an organization when there is change
- Will there be fiscal benefits: probably not in this scenario (or either scenario)
- Uncertainty in shared services model
- Need to decide whether stand-alone chief recruitment would be effective before making choice
- Tough sell if it does not save money
- May not move past shared services model
- Limited potential for promotion past the battalion chief level
- Fire chief would have multiple bosses/potential conflict
- Will the fire chief have the capacity based on this model
- Would Ross’ fire station be eliminated? With Kentfield Agreement?
- Sleepy Hollow relationship has evolved, but has worked – rough points along the way– contract needs to be developed to assist and strengthen the JPA
- Depth is a strength (organizationally)
- Both sides need to benefits – addressed in RFP

- Fire Chief has big impact on the culture of organization
- Concerns expressed, it may not work

Stand-alone fire chief:

- Applicant pool may be limited
- Cost of living may be a recruitment hindrance
- Smaller agencies produce well rounded skills
- Existing salary among highest in county
- Greater accessibility
- 100% commitment to RVFD
- New perspective to the organization - Less depth is a challenge
- Unless perfect candidate exists, change is necessary
- Shared services chiefs are young and dedicated
- Fiscal strain to continue with stand-alone
- Less depth on the administrative side

Stakeholder Needs/expectations:

- Increased admin support – concern that models emphasize deputy chief
- If shared services is w/ County, deputy chief exists – calls to add admin deputy chief
- Need “to spell out” how organization will be structured and how it would operate to meet stated expectations
- Concern over finance support for larger dept
- Not “a merger” – contract for services
- Develop a strategic plan for RVFD
- Continue to advance the organization
- Important discussion for county + Kentfield to understand how they could be addressed

General Comments:

- Living in time with fire risk – good time opportunity to explore new ideas
- Opportunity to not be status quo – new direction
- Availability to develop positive relationships with those they lead
- Restore and rebuild relationships with stakeholders
- Uncertainty about shared services and the time it may take to develop and work
- Need buy-in from rank and file
- Do we commit \$ to develop RFP like we would for a recruitment – staff opinion is crucial
- Make choice based on an informed discussions
- Already collaborating and working together
- Established relationships will benefit agreement
- Time (Quality) is more valuable than just time
- Looking at org beyond just the fire chief
- Explore CMAA development for org development
- Operationally Marin County is exceptionally well run cooperative agencies, work seamlessly together
- Concern about turmoil of the direction taken (years, it will take to get to running model)
- Adequate time to evaluate Shared Services
- Moving too quickly?

Long-term vision:

- Costs could be addressed in future mergers
- "The devil is in the details" with any merger
- District concept is worth exploring
- Lot of pluses (+)
- Marin Co – wide fire dept? Can be too big
- If shared service agreement, structure in a way that would not obstruct future options
- Avoid poison pill – could lead to good future
- There were growing pains at each step of the JPA
- Ross needs to have decision making authority over any future mergers
- Shared services agreement could be approved at the board level

Next steps:

- Get feedback/response from shared services chiefs
- Move ahead w/ shared services
- Develop RFP, give it to 2 agencies
- Let chiefs digest this info and respond w/ comments
- RFP should reflect content on worksheets from public workshop
- Creating a comprehensive RFP is important
- Show benefits to RVFD in RFP responses
- What is the opinion of rank and file?
- To explore shared services option see what it could do for dept?
- Is the board interested in shared services because it's the best option for the organization or because they don't feel that a recruitment would not be successful?