



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

**Special Meeting
Board of Directors
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960
Wednesday, May 16, 2018
6:30pm**

Call to order.

1. 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.
2. Board requests for future agenda items, questions and comments to staff, staff miscellaneous items.
3. 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 20065 - 20117 issued during month of April
 - b) Call report and out of jurisdiction report
 - c) Current Budget Report
 - d) Minutes from April 11, 2018 Regular meeting and April 18, 2018 Special Board Meeting
4. Approval for staff to prepare a formal agreement for Marin County Fire Department to provide Fire Chief and administrative services for Ross Valley Fire Department
5. Presentation and provide direction on FY 18/19 Draft Budget.
6. Consideration and approval for cost sharing with the Town of San Anselmo for Station 19 emergency generator replacement

Next meeting – scheduled for Wednesday, June 13, 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

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



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 04/01/2018 - 04/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
01026	AT&T Calnet	04/05/2018	Regular	0.00	575.15	20065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
11040994	Invoice	04/04/2018	Telephone	0.00	19.20	
	<u>01.14.61705.00</u>		TELEPHONE		19.20	
11040996	Invoice	04/04/2018	Telephone	0.00	513.48	
	<u>01.14.61705.00</u>		TELEPHONE		513.48	
11040997	Invoice	04/04/2018	Telephone	0.00	23.36	
	<u>01.14.61705.00</u>		TELEPHONE		23.36	
11041218	Invoice	04/04/2018	Telephone	0.00	19.11	
	<u>01.14.61705.00</u>		TELEPHONE		19.11	
01054	BoundTree Medical	04/05/2018	Regular	0.00	987.98	20066
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
82791019	Invoice	04/04/2018	Emergency Medical Supplies	0.00	273.68	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		273.68	
82796905	Invoice	04/04/2018	Paramedic Response Supplies	0.00	497.14	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		497.14	
82796906	Invoice	04/04/2018	Paramedic Response Supplies	0.00	151.99	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		151.99	
82804525	Invoice	04/04/2018	Emergency Medical Supplies	0.00	65.17	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		65.17	
01226	CSG Consultants	04/05/2018	Regular	0.00	6,245.00	20067
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
16896	Invoice	04/04/2018	Other Contract Services	0.00	6,245.00	
	<u>01.05.61105.00</u>		OTHER CONTRACT SERVI		6,245.00	
01136	David E. Stasiowski	04/05/2018	Regular	0.00	199.00	20068
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
28Feb18 Training	Invoice	04/04/2018	Training and Education	0.00	199.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		199.00	
01102	Discovery Office Systems	04/05/2018	Regular	0.00	523.98	20069
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
55E1433128	Invoice	04/04/2018	Office Equipment	0.00	523.98	
	<u>01.14.63041.00</u>		OFFICE EQUIPMENT		523.98	
01006	FASIS	04/05/2018	Regular	0.00	24,670.00	20070
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
FASIS-2017-1583	Invoice	04/04/2018	Workers' Comp Premiums	0.00	24,670.00	
	<u>01.00.60215.00</u>		WORKERS' COMPENSATI		24,670.00	
01007	Golden Gate Petroleum	04/05/2018	Regular	0.00	3,154.43	20071

AGENDA ITEM # 3A
Date 5/16/18

Check Report

Date Range: 04/01/2018 - 04/30/2018

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>715708</u>	Invoice <u>01.25.62988.00</u>	04/04/2018	Fuel FUEL	0.00	957.90	
<u>7166140</u>	Invoice <u>01.25.62988.00</u>	04/04/2018	Fuel FUEL	0.00	587.97	
<u>717272</u>	Invoice <u>01.25.62988.00</u>	04/04/2018	Fuel FUEL	0.00	1,046.42	
<u>717632</u>	Invoice <u>01.25.62988.00</u>	04/04/2018	Fuel FUEL	0.00	562.14	
01037	Marin Municipal Water District	04/05/2018	Regular	0.00	462.51	20072
<u>3759 3/12/18</u>	Invoice <u>01.14.61703.00</u>	04/04/2018	Water WATER	0.00	176.29	
<u>8069 3/13/18</u>	Invoice <u>01.14.61703.00</u>	04/04/2018	Water WATER	0.00	133.52	
<u>8816F 3/13/18</u>	Invoice <u>01.14.61703.00</u>	04/04/2018	Water WATER	0.00	76.35	
<u>8817F 3/12/18</u>	Invoice <u>01.14.61703.00</u>	04/04/2018	Water WATER	0.00	76.35	
01238	Mary O'Brien	04/05/2018	Regular	0.00	346.94	20073
<u>28Mar18 DM</u>	Invoice <u>01.25.61600.00</u>	04/04/2018	Vehicle Repairs REPAIRS VEHICLE	0.00	346.94	
01112	Richard Colin Birmingham	04/05/2018	Regular	0.00	864.28	20074
<u>1Apr18 JL</u>	Invoice <u>01.10.60065.02</u>	04/04/2018	Explorer Post EXPLORER POST	0.00	864.28	
01096	Roy's Sewer Service Inc	04/05/2018	Regular	0.00	475.00	20075
<u>200229</u>	Invoice <u>01.14.61500.20</u>	04/04/2018	Bldg Maintenance Station 20 BUILDING MAINTENANCE	0.00	255.00	
<u>200360</u>	Invoice <u>01.14.61500.18</u>	04/04/2018	Bldg Maintenance Station 18 BUILDING MAINTENANCE	0.00	220.00	
01114	Craig A. Dow	04/10/2018	Regular	0.00	2,970.50	20076
<u>15Apr18 PR</u>	Invoice <u>01.00.12003.00</u>	04/10/2018	Disability Advance DISABILITY ADVANCE PAY	0.00	2,970.50	
01222	Sunshine Flooring	04/13/2018	Regular	0.00	1,300.00	20077
<u>975</u>	Invoice <u>01.14.61500.20</u>	04/13/2018	Building Maint Station 20 BUILDING MAINTENANCE	0.00	1,300.00	
01222	Sunshine Flooring	04/13/2018	Regular	0.00	2,558.10	20078

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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>P.O P200 4/12/18</u>	Invoice	04/13/2018	Building Maintenance Sta 20	0.00	2,558.10	
	<u>01.14.61500.20</u>	BUILDING MAINTENANCE	Building Maintenance Sta 20		2,558.10	
01058	Able Tire & Brake	04/19/2018	Regular	0.00	4,163.80	20079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>591538</u>	Invoice	04/18/2018	Repairs Vehicle	0.00	4,163.80	
	<u>01.25.61600.00</u>	REPAIRS VEHICLE	Repairs Vehicle		4,163.80	
01000	American Messaging	04/19/2018	Regular	0.00	148.98	20080
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>W4106073SD</u>	Invoice	04/18/2018	Dispatch	0.00	148.98	
	<u>01.10.61100.00</u>	DISPATCH	Dispatch		148.98	
01026	AT&T Calnet	04/19/2018	Regular	0.00	1,120.48	20081
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>11115789</u>	Invoice	04/18/2018	Telephone	0.00	183.82	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		183.82	
<u>11115790</u>	Invoice	04/18/2018	Telephone	0.00	183.32	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		183.32	
<u>11115792</u>	Invoice	04/18/2018	Telephone	0.00	183.32	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		183.32	
<u>11182210</u>	Invoice	04/18/2018	Telephone	0.00	19.21	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		19.21	
<u>11182212</u>	Invoice	04/18/2018	Telephone	0.00	508.19	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		508.19	
<u>11182213</u>	Invoice	04/18/2018	Telephone	0.00	23.44	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		23.44	
<u>11182434</u>	Invoice	04/18/2018	Telephone	0.00	19.18	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		19.18	
01059	AT&T Mobility	04/19/2018	Regular	0.00	1,032.55	20082
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>03232018</u>	Invoice	04/18/2018	Telephone	0.00	1,032.55	
	<u>01.14.61705.00</u>	TELEPHONE	Telephone		1,032.55	
01117	Bryan Galli	04/19/2018	Regular	0.00	174.66	20083
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>6Mar18 Training</u>	Invoice	04/18/2018	Training and Education	0.00	174.66	
	<u>01.10.61000.00</u>	TRAINING AND EDUCATIO	Training and Education		174.66	
01232	Citygate Associates, LLC	04/19/2018	Regular	0.00	574.88	20084
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>24526</u>	Invoice	04/18/2018	Other Contract Services	0.00	574.88	
	<u>01.05.61105.00</u>	OTHER CONTRACT SERVI	Other Contract Services		574.88	
01015	Curtis Tools	04/19/2018	Regular	0.00	1,482.14	20085
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>INV170881</u>	Invoice	04/18/2018	Protective Clothing	0.00	1,411.16	
	<u>01.10.62213.00</u>	PROTECTIVE CLOTHING	Protective Clothing		1,411.16	

Check Report

Date Range: 04/01/2018 - 04/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>INV172862</u>	Invoice <u>01.10.63131.00</u>	04/18/2018	Equipment EQUIPMENT	0.00	70.98	
01109	David Frederick Addicks	04/19/2018	Regular	0.00	365.99	20086
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>6Mar18 Training</u>	Invoice <u>01.10.61000.00</u>	04/18/2018	Education and Training TRAINING AND EDUCATIO	0.00	365.99	
			Education and Training		365.99	
01064	Everbank Commercial Finance Inc	04/19/2018	Regular	0.00	224.45	20087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7Apr18 Invoice</u>	Invoice <u>01.14.63041.00</u>	04/18/2018	Office Equipment OFFICE EQUIPMENT	0.00	224.45	
			Office Equipment		224.45	
01017	Fairfax Lumber	04/19/2018	Regular	0.00	34.40	20088
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>159245</u>	Invoice <u>01.05.62200.00</u>	04/18/2018	General Dept Supplies GENERAL DEPARTMENT S	0.00	23.51	
			General Dept Supplies		23.51	
<u>160528</u>	Invoice <u>01.14.61500.19</u>	04/18/2018	Building Maint Sta 19 BUILDING MAINTENANCE	0.00	10.89	
			Building Maint Sta 19		10.89	
01240	Ferguson Waterworks	04/19/2018	Regular	0.00	16,443.00	20089
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>Bid No B332145</u>	Invoice <u>01.10.63140.00</u>	04/18/2018	Hydrants HYDRANTS	0.00	16,443.00	
			Hydrants		16,443.00	
01049	Fishman Supply Company	04/19/2018	Regular	0.00	38.93	20090
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1127700</u>	Invoice <u>01.14.62206.00</u>	04/18/2018	Janitorial Supplies JANITORIAL MAINTENAN	0.00	38.93	
			Janitorial Supplies		38.93	
01007	Golden Gate Petroleum	04/19/2018	Regular	0.00	1,891.80	20091
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>717273</u>	Invoice <u>01.25.62988.00</u>	04/18/2018	Fuel FUEL	0.00	523.63	
			Fuel		523.63	
<u>718019</u>	Invoice <u>01.25.62988.00</u>	04/18/2018	Fuel FUEL	0.00	649.06	
			Fuel		649.06	
<u>718801</u>	Invoice <u>01.25.62988.00</u>	04/18/2018	Fuel FUEL	0.00	719.11	
			Fuel		719.11	
01050	Golden State Emergency Veh Svc	04/19/2018	Regular	0.00	10,953.26	20092
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>W1001527</u>	Invoice <u>01.25.61600.00</u>	04/18/2018	Repairs Vehicle REPAIRS VEHICLE	0.00	10,953.26	
			Repairs Vehicle		10,953.26	
01066	Kaiser Foundation Health Plan Inc	04/19/2018	Regular	0.00	115.00	20093
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>320900249037</u>	Invoice <u>01.05.61127.00</u>	04/18/2018	Physical HEALTH AND WELLNESS	0.00	115.00	
			Physical		115.00	
01090	Lynx Technologies Inc	04/19/2018	Regular	0.00	520.00	20094

Check Report

Date Range: 04/01/2018 - 04/30/2018

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Number	Account Name	Item Description	Distribution Amount		
<u>8421</u>	Invoice <u>01.05.61105.00</u>	04/18/2018	Other Contract Svcs OTHER CONTRACT SERVI	0.00	520.00	
01035	Marin County Sheriff's Office	04/19/2018	Regular	0.00	39,665.13	20095
<u>10655</u>	Invoice <u>01.10.61100.00</u>	04/18/2018	Dispatch DISPATCH	0.00	39,665.13	
01037	Marin Municipal Water District	04/19/2018	Regular	0.00	170.50	20096
<u>4240 8Mar18</u>	Invoice <u>01.14.61703.00</u>	04/18/2018	Water WATER	0.00	90.35	
<u>8815F 8Mar18</u>	Invoice <u>01.14.61703.00</u>	04/18/2018	Water WATER	0.00	80.15	
01103	Michael Anthony Gutierrez	04/19/2018	Regular	0.00	2,012.46	20097
<u>6Mar18 Training</u>	Invoice <u>01.10.61000.00</u>	04/19/2018	Training and Education TRAINING AND EDUCATIO	0.00	825.34	
<u>8Oct2017</u>	Invoice <u>01.15.62220.00</u>	04/19/2018	Community Education COMMUNITY EDUCATION	0.00	311.37	
<u>9Apr2018 Trainin</u>	Invoice <u>01.10.61000.00</u>	04/19/2018	Training and Education TRAINING AND EDUCATIO	0.00	875.75	
01097	MidAmerica	04/19/2018	Regular	0.00	576.00	20098
<u>6840</u>	Invoice <u>01.05.61105.00</u>	04/19/2018	Other Contract Services OTHER CONTRACT SERVI	0.00	576.00	
01234	Napa Auto Parts	04/19/2018	Regular	0.00	213.96	20099
<u>127-305813</u>	Invoice <u>01.25.61600.00</u>	04/19/2018	Repairs Vehicle REPAIRS VEHICLE	0.00	213.96	
01071	Occu-Med	04/19/2018	Regular	0.00	718.53	20100
<u>0418842</u>	Invoice <u>01.05.61127.00</u>	04/19/2018	Physical HEALTH AND WELLNESS	0.00	718.53	
01020	PG&E	04/19/2018	Regular	0.00	3,050.49	20101
<u>16Apr18 Stmt</u>	Invoice <u>01.14.61702.00</u>	04/19/2018	Utilities GAS AND ELECTRIC	0.00	1,279.91	
<u>4Apr18 Stmt</u>	Invoice <u>01.14.61702.00</u>	04/19/2018	Utilities GAS AND ELECTRIC	0.00	1,770.58	
01020	PG&E	04/19/2018	Regular	0.00	-3,050.49	20101
01010	Redwood Security Systems Inc	04/19/2018	Regular	0.00	495.00	20102

Check Report

Date Range: 04/01/2018 - 04/30/2018

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4015720</u>	Invoice	04/19/2018	Other Contract Services	0.00	495.00	
	<u>01.05.61105.00</u>		OTHER CONTRACT SERVI		495.00	
01112	Richard Colin Birmingham	04/19/2018	Regular	0.00	1,188.00	20103
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>21Aug2018 Traini</u>	Invoice	04/19/2018	Education and Training	0.00	594.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		594.00	
<u>30Aug18 Training</u>	Invoice	04/19/2018	Training and Education	0.00	594.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		594.00	
01121	Robert John Hoggan	04/19/2018	Regular	0.00	145.00	20104
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>181032</u>	Invoice	04/18/2018	Physical	0.00	145.00	
	<u>01.05.61127.00</u>		HEALTH AND WELLNESS		145.00	
01131	Scott W Poppe	04/19/2018	Regular	0.00	500.00	20105
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>12Feb18 Training</u>	Invoice	04/19/2018	Training and Education	0.00	500.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		500.00	
01188	Staples Credit Plan	04/19/2018	Regular	0.00	408.36	20106
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>17Apr18 Stmt</u>	Invoice	04/19/2018	Office Supplies	0.00	408.36	
	<u>01.05.62000.00</u>		OFFICE SUPPLIES		408.36	
01092	Stroupe Petroleum	04/19/2018	Regular	0.00	4,810.00	20107
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>9Apr18 Proposal</u>	Invoice	04/19/2018	Fuel	0.00	4,810.00	
	<u>01.25.62988.00</u>		FUEL		4,810.00	
01182	The Copy Shop	04/19/2018	Regular	0.00	66.16	20108
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>74794</u>	Invoice	04/19/2018	Community Ed and Prep	0.00	66.16	
	<u>01.15.62220.00</u>		COMMUNITY EDUCATION		66.16	
01024	Totally Computer Inc	04/19/2018	Regular	0.00	760.00	20109
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>20670</u>	Invoice	04/19/2018	Office Equipment	0.00	760.00	
	<u>01.14.63041.00</u>		OFFICE EQUIPMENT		760.00	
01144	Town of San Anselmo	04/19/2018	Regular	0.00	20,000.00	20110
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>2017-18-043</u>	Invoice	04/19/2018	Contract Services	0.00	20,000.00	
	<u>01.05.61120.00</u>		CONTRACT SERVICES-SAN		20,000.00	
01073	U S Bank	04/19/2018	Regular	0.00	10,185.22	20111

Check Report .

Date Range: 04/01/2018 - 04/30/2018

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>22Mar18 Stmt</u>	Invoice	04/19/2018	Credit Card Charges	0.00	10,185.22	
	<u>01.05.61122.00</u>		WEB PAGE DESIGN AND		191.66	
	<u>01.05.62003.00</u>		POSTAGE		53.43	
	<u>01.05.62200.00</u>		GENERAL DEPARTMENT S		257.43	
	<u>01.10.60064.01</u>		VOLUNTEER LENGTH OF S		298.75	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		68.05	
	<u>01.10.62220.00</u>		COMMUNITY EDUCATION		234.35	
	<u>01.10.63131.00</u>		EQUIPMENT		300.25	
	<u>01.10.63150.00</u>		COMMUNICATIONS EQUI		1,150.90	
	<u>01.14.61500.18</u>		BUILDING MAINTENANCE		1,046.67	
	<u>01.14.61500.21</u>		BUILDING MAINTENANCE		2,880.00	
	<u>01.14.61705.00</u>		TELEPHONE		602.45	
	<u>01.14.62206.00</u>		JANITORIAL MAINTENAN		395.11	
	<u>01.14.63042.00</u>		EXERCISE EQUIPMENT		2,561.68	
	<u>01.25.62988.00</u>		FUEL		110.50	
	<u>01.25.62989.00</u>		PARTS VEHICLE		33.99	
01098	Verizon Wireless	04/19/2018	Regular	0.00	1,352.76	20112
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>15Apr18 Stmt</u>	Invoice	04/19/2018	Telephone	0.00	1,352.76	
	<u>01.14.61705.00</u>		TELEPHONE		552.15	
	<u>01.14.63044.00</u>		TECHNOLOGY PURCHASE		800.61	
01020	PG&E	04/20/2018	Regular	0.00	1,770.58	20113
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4Apr2018 Stmt</u>	Invoice	04/20/2018	Utilities	0.00	1,770.58	
	<u>01.14.61702.00</u>		GAS AND ELECTRIC		1,770.58	
01114	Craig A. Dow	04/23/2018	Regular	0.00	2,970.00	20114
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>30April18</u>	Invoice	04/23/2018	Disability Advance	0.00	2,970.00	
	<u>01.00.12003.00</u>		DISABILITY ADVANCE PAY		2,970.00	
01013	AFLAC Business Services	04/24/2018	Regular	0.00	5.69	20115
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>April 2018</u>	Invoice	04/24/2018	April 2018 Premiums	0.00	5.69	
	<u>01.00.20271.00</u>		AFLAC P/R DEDUCTION		5.69	
01162	FDAC Employee Benefit Authority	04/24/2018	Regular	0.00	12.02	20116
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>May 2018</u>	Invoice	04/24/2018	May 2018 Premiums	0.00	12.02	
	<u>01.00.20280.00</u>		DENTAL WITHHELD		12.02	
01243	County of Marin	04/30/2018	Regular	0.00	936.00	20117
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>Grasser-EMT-Re-</u>	Invoice	04/30/2018	EMT Recertification - Tim Grasser	0.00	936.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		936.00	

Check Report

Date Range: 04/01/2018 - 04/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01157	P.E.R.S.	04/10/2018	Bank Draft	0.00	41,332.60	DFT0000736
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>INV0001146</u>	Invoice	04/10/2018	04.30.2018 PERS unfunded liability	0.00	41,332.60	
	<u>01.00.60100.00</u>		RETIREMENT		41,211.72	
	<u>01.00.60100.00</u>		RETIREMENT		97.35	
	<u>01.00.60100.00</u>		RETIREMENT		22.98	
	<u>01.00.60100.00</u>		RETIREMENT		0.55	
01097	MidAmerica	04/17/2018	Bank Draft	0.00	23,977.35	DFT0000737
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>INV0001147</u>	Invoice	04/17/2018	MidAmerica retiree health reimb 05.01.2	0.00	23,977.35	
	<u>01.00.60231.00</u>		RETIREE'S HEALTH INSUR		23,977.35	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	53	0.00	176,629.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,050.49
Bank Drafts	2	2	0.00	65,309.95
EFT's	0	0	0.00	0.00
	83	56	0.00	238,888.51

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	53	0.00	176,629.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,050.49
Bank Drafts	2	2	0.00	65,309.95
EFT's	0	0	0.00	0.00
	<u>83</u>	<u>56</u>	<u>0.00</u>	<u>238,888.51</u>

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	4/2018	<u>238,888.51</u>
			<u>238,888.51</u>

Ross Valley Fire Dept

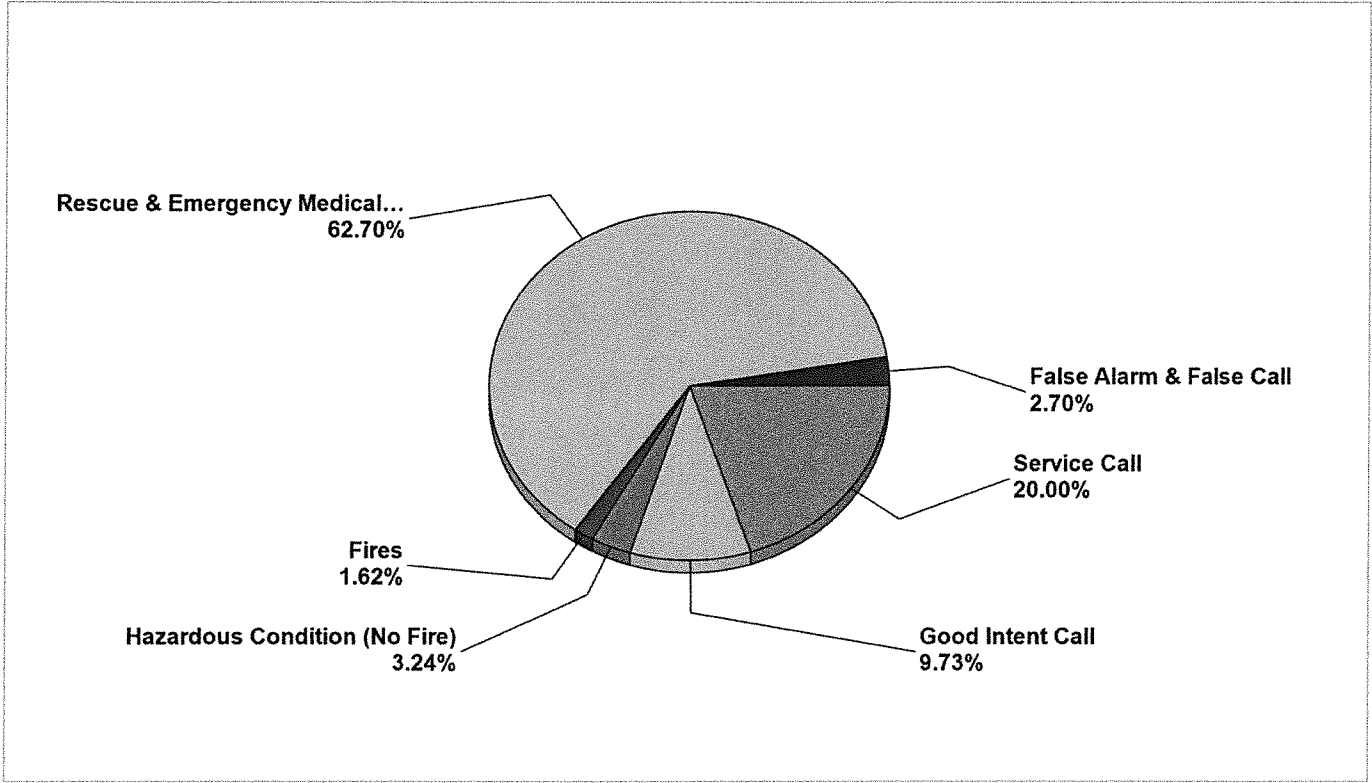
San Anselmo, CA

This report was generated on 5/11/2018 10:26:41 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2018 | End Date: 04/30/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.62%
Rescue & Emergency Medical Service	116	62.70%
Hazardous Condition (No Fire)	6	3.24%
Service Call	37	20.00%
Good Intent Call	18	9.73%
False Alarm & False Call	5	2.70%
TOTAL	185	100.00%

AGENDA ITEM # 5B
 Date 5/16/18

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
131 - Passenger vehicle fire	1	0.54%
160 - Special outside fire, other	1	0.54%
162 - Outside equipment fire	1	0.54%
321 - EMS call, excluding vehicle accident with injury	111	60.00%
322 - Motor vehicle accident with injuries	3	1.62%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.54%
324 - Motor vehicle accident with no injuries.	1	0.54%
412 - Gas leak (natural gas or LPG)	1	0.54%
421 - Chemical hazard (no spill or leak)	1	0.54%
440 - Electrical wiring/equipment problem, other	2	1.08%
445 - Arcing, shorted electrical equipment	2	1.08%
520 - Water problem, other	1	0.54%
550 - Public service assistance, other	5	2.70%
551 - Assist police or other governmental agency	1	0.54%
553 - Public service	20	10.81%
554 - Assist invalid	10	5.41%
600 - Good intent call, other	1	0.54%
611 - Dispatched & cancelled en route	11	5.95%
650 - Steam, other gas mistaken for smoke, other	1	0.54%
651 - Smoke scare, odor of smoke	5	2.70%
743 - Smoke detector activation, no fire - unintentional	4	2.16%
745 - Alarm system activation, no fire - unintentional	1	0.54%
TOTAL INCIDENTS:	185	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 5/11/2018 10:27:12 AM



Incident Type Count per Station for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
131 - Passenger vehicle fire	1
160 - Special outside fire, other	1
321 - EMS call, excluding vehicle accident with injury	17
520 - Water problem, other	1
553 - Public service	3
554 - Assist invalid	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	3
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

Incidents for 18 - Station 18 : 30

Station: 19 - STATION 19	
162 - Outside equipment fire	1
321 - EMS call, excluding vehicle accident with injury	38
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
421 - Chemical hazard (no spill or leak)	1
550 - Public service assistance, other	3
553 - Public service	12
554 - Assist invalid	6
611 - Dispatched & cancelled en route	3
650 - Steam, other gas mistaken for smoke, other	1
651 - Smoke scare, odor of smoke	2
743 - Smoke detector activation, no fire - unintentional	1

Incidents for 19 - Station 19: 70

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	18
322 - Motor vehicle accident with injuries	1

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
412 - Gas leak (natural gas or LPG)	1
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	2
# Incidents for 20 - Station 20:	
23	

Station: 21 - STATION 21	
321 - EMS call, excluding vehicle accident with injury	38
322 - Motor vehicle accident with injuries	1
323 - Motor vehicle/pedestrian accident (MV Ped)	1
440 - Electrical wiring/equipment problem, other	2
445 - Arcing, shorted electrical equipment	2
550 - Public service assistance, other	2
553 - Public service	5
554 - Assist invalid	3
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	3
743 - Smoke detector activation, no fire - unintentional	2
# Incidents for 21 - Station 21:	
62	

Only REVIEWED incidents included.



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 04/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>01.00.47501.00</u>	FAIRFAX	1,865,806.00	1,865,806.00	155,483.83	1,554,838.30	-310,967.70	83.33 %
<u>01.00.47502.00</u>	ROSS	1,859,101.00	1,859,101.00	154,925.08	1,549,250.80	-309,850.20	83.33 %
<u>01.00.47503.00</u>	SAN ANSELMO	3,246,346.00	3,246,346.00	270,528.83	2,705,288.30	-541,057.70	83.33 %
<u>01.00.47504.00</u>	SLEEPY HOLLOW	1,024,992.00	1,024,992.00	85,416.00	854,160.02	-170,831.98	83.33 %
<u>01.00.47505.00</u>	PRIOR AUTHORITY SIDE FUND PYM	50,451.00	50,451.00	4,204.24	42,042.40	-8,408.60	83.33 %
<u>01.00.47507.00</u>	PRIOR AUTHORITY RETIREE HEALTH	198,007.00	198,007.00	16,500.58	165,005.80	-33,001.20	83.33 %
<u>01.00.47508.00</u>	PRIOR AUTHORITY MERA BOND	38,250.00	38,250.00	3,187.50	31,875.00	-6,375.00	83.33 %
<u>01.00.47510.00</u>	PRIOR AUTHORITY RETIREMENT	770,709.00	770,709.00	64,225.77	642,257.68	-128,451.32	83.33 %
<u>01.00.49501.00</u>	COUNTY OF MARIN	159,620.00	159,620.00	159,620.00	159,620.00	0.00	100.00 %
<u>01.00.49502.00</u>	OES REIMBURSEMENT OUT OF CO	0.00	204,174.00	4,284.81	94,318.00	-109,856.00	46.19 %
<u>01.00.49503.00</u>	OES REIMB. PRIOR YEAR	0.00	8,224.00	0.00	8,223.96	-0.04	100.00 %
<u>01.00.49504.00</u>	RVPA REIMBURSEMENT MEDIC PR	0.00	199,000.00	0.00	0.00	-199,000.00	0.00 %
<u>01.00.49506.00</u>	RVPA RENTAL	28,835.00	28,835.00	0.00	28,834.95	-0.05	100.00 %
<u>01.00.49507.00</u>	LAIF INTEREST	2,500.00	2,500.00	2,226.95	5,649.34	3,149.34	225.97 %
<u>01.00.49509.00</u>	RVPA EMS TRAINING/SUPPLY REIM	47,341.00	47,341.00	0.00	0.00	-47,341.00	0.00 %
<u>01.00.49510.00</u>	PLAN CHECKING FEES	241,800.00	241,800.00	15,710.49	206,718.63	-35,081.37	85.49 %
<u>01.00.49511.00</u>	RE-SALE INSPECTION FEES	46,500.00	46,500.00	7,244.70	36,730.35	-9,769.65	78.99 %
<u>01.00.49512.00</u>	MISCELLANEOUS INCOME	2,500.00	2,500.00	190.00	802.91	-1,697.09	32.12 %
<u>01.00.49513.00</u>	WORKERS COMP REIMBURSEMENT	0.00	65,000.00	4,676.74	83,792.49	18,792.49	128.91 %
<u>01.00.49514.00</u>	MLFT REIMBURSEMENT	2,000.00	2,000.00	-2,345.14	0.00	-2,000.00	0.00 %
<u>01.00.49523.00</u>	APPARATUS REPLACEMENT	200,000.00	200,000.00	12,773.33	172,319.97	-27,680.03	86.16 %
<u>01.00.49524.00</u>	TECHNOLOGY FEES	21,700.00	21,700.00	1,727.81	20,124.31	-1,575.69	92.74 %
<u>01.00.49525.00</u>	TRAINING REIMB	0.00	0.00	-1,250.00	7,225.00	7,225.00	0.00 %
<u>01.00.49526.18</u>	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<u>01.00.49526.19</u>	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<u>01.00.49526.20</u>	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<u>01.00.49526.21</u>	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
Department: 00 - UNDESIGNATED Total:		9,866,458.00	10,342,856.00	959,331.52	8,369,078.21	-1,973,777.79	80.92 %
Revenue Total:		9,866,458.00	10,342,856.00	959,331.52	8,369,078.21	-1,973,777.79	80.92 %
Expense							
Department: 00 - UNDESIGNATED							
<u>01.00.60000.00</u>	REGULAR SALARIES	3,816,400.00	3,533,661.00	293,957.44	2,830,872.06	702,788.94	80.11 %
<u>01.00.60010.00</u>	TEMPORARY HIRE	5,000.00	96,000.00	7,002.30	68,385.57	27,614.43	71.23 %
<u>01.00.60020.00</u>	MINIMUM STAFFING	601,040.00	1,225,000.00	84,299.56	950,670.45	274,329.55	77.61 %
<u>01.00.60021.00</u>	HOURLY OVERTIME	81,000.00	81,000.00	3,821.14	62,559.03	18,440.97	77.23 %
<u>01.00.60024.00</u>	SHIFT DIFFERENTIAL OT	40,000.00	20,000.00	0.00	14,793.38	5,206.62	73.97 %
<u>01.00.60025.00</u>	OT OES RESPONSE	0.00	166,079.00	0.00	166,079.27	-0.27	100.00 %
<u>01.00.60026.00</u>	OT TRAINING	35,000.00	35,000.00	1,346.89	3,318.63	31,681.37	9.48 %
<u>01.00.60027.00</u>	HOLIDAY	178,662.00	165,967.00	12,605.84	130,580.80	35,386.20	78.68 %
<u>01.00.60028.00</u>	PARAMEDIC TRAINING OVERTIME	0.00	21,415.00	559.63	3,136.37	18,278.63	14.65 %
<u>01.00.60029.00</u>	FLSA O/T	99,457.00	89,696.00	6,899.22	67,686.52	22,009.48	75.46 %
<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	62,000.00	0.00	61,373.11	626.89	98.99 %
<u>01.00.60039.00</u>	EXECUTIVE OFFICER	8,000.00	3,600.00	300.00	3,000.00	600.00	83.33 %
<u>01.00.60040.00</u>	BOARD MEMBER STIPEND	3,600.00	8,000.00	1,600.00	7,400.00	600.00	92.50 %
<u>01.00.60100.00</u>	RETIREMENT	1,582,840.00	1,197,915.00	99,009.01	986,751.82	211,163.18	82.37 %
<u>01.00.60200.00</u>	CAFETERIA HEALTH PLAN	784,107.00	631,486.00	57,652.30	506,460.19	125,025.81	80.20 %
<u>01.00.60201.00</u>	HEALTH INSURANCE	0.00	0.00	-533.46	-533.46	533.46	0.00 %
<u>01.00.60210.00</u>	RETIREE HEALTH SAVINGS MATCH	15,834.00	13,711.00	1,528.74	9,633.94	4,077.06	70.26 %

AGENDA ITEM # 5C
Date 5/16/18

Budget Report

For Fiscal: 2017-2018 Period Ending: 04/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.00.60215.00</u>	WORKERS' COMPENSATION INSUR	0.00	350,638.00	24,670.00	350,553.00	85.00	99.98 %
<u>01.00.60220.00</u>	PAYROLL TAXES	68,590.00	77,308.00	5,796.85	60,756.18	16,551.82	78.59 %
<u>01.00.60221.00</u>	HOUSING ALLOWANCE	51,600.00	41,404.00	3,100.00	31,690.04	9,713.96	75.04 %
<u>01.00.60223.00</u>	UNIFORM REIMBURSEMENT	24,480.00	21,975.00	1,860.00	17,530.69	4,444.31	79.78 %
<u>01.00.60225.00</u>	EDUCATION REIMBURSEMENT	96,731.00	87,773.00	7,360.73	67,740.46	20,032.54	77.18 %
<u>01.00.60231.00</u>	RETIREES' HEALTH INSURANCE	696,858.00	971,858.00	28,233.35	253,513.22	718,344.78	26.09 %
<u>01.00.61113.00</u>	WORKERS COMP CLAIMS	0.00	300.00	0.00	0.00	300.00	0.00 %
<u>01.00.61115.00</u>	LIABILITY INSURANCE	0.00	24,500.00	0.00	17,171.00	7,329.00	70.09 %
<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	478,000.00	0.00	478,000.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		8,791,645.00	9,418,286.00	641,069.54	7,149,122.27	2,269,163.73	75.91 %
Department: 05 - ADMINISTRATION							
<u>01.05.61103.00</u>	AUDIT & BOOKEEPING SERVICES	22,000.00	29,500.00	289.06	21,419.16	8,080.84	72.61 %
<u>01.05.61105.00</u>	OTHER CONTRACT SERVICES	25,000.00	111,973.00	8,410.88	45,418.23	66,554.77	40.56 %
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	10,000.00	10,000.00	0.00	2,283.00	7,717.00	22.83 %
<u>01.05.61112.00</u>	PERS ADMINISTRATIVE FEE	2,800.00	2,800.00	254.60	2,234.26	565.74	79.80 %
<u>01.05.61120.00</u>	CONTRACT SERVICES-SAN ANSELM	80,000.00	80,000.00	20,000.00	60,000.00	20,000.00	75.00 %
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	37,250.00	37,250.00	0.00	14,581.13	22,668.87	39.14 %
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND MAINTENA	6,100.00	6,100.00	191.66	6,889.04	-789.04	112.94 %
<u>01.05.61127.00</u>	HEALTH AND WELLNESS	21,000.00	21,000.00	978.53	18,766.85	2,233.15	89.37 %
<u>01.05.61129.00</u>	HIRING EXPENSES	4,000.00	8,800.00	0.00	9,016.57	-216.57	102.46 %
<u>01.05.61300.00</u>	PUBLICATIONS AND DUES	4,000.00	4,000.00	0.00	2,781.98	1,218.02	69.55 %
<u>01.05.62000.00</u>	OFFICE SUPPLIES	4,500.00	4,500.00	408.36	2,757.32	1,742.68	61.27 %
<u>01.05.62003.00</u>	POSTAGE	1,000.00	1,000.00	53.43	301.28	698.72	30.13 %
<u>01.05.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	8,000.00	12,000.00	280.94	9,048.50	2,951.50	75.40 %
<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	379,374.00	30,867.46	245,884.62	133,489.38	64.81 %
Department: 10 - OPERATIONS							
<u>01.10.60060.01</u>	VOLUNTEER SHIFT PAY/DRILLS	17,400.00	17,400.00	140.00	1,410.02	15,989.98	8.10 %
<u>01.10.60064.01</u>	VOLUNTEER LENGTH OF SERVICE	3,200.00	3,200.00	298.75	5,309.00	-2,109.00	165.91 %
<u>01.10.60065.02</u>	EXPLORER POST	4,400.00	4,400.00	864.28	2,775.06	1,624.94	63.07 %
<u>01.10.60220.01</u>	PAYROLL TAXES - VOLUNTEER	0.00	0.00	2.03	9.57	-9.57	0.00 %
<u>01.10.61000.00</u>	TRAINING AND EDUCATION	35,500.00	35,500.00	3,882.79	17,145.34	18,354.66	48.30 %
<u>01.10.61100.00</u>	DISPATCH	158,662.00	158,662.00	39,814.11	160,307.06	-1,645.06	101.04 %
<u>01.10.61101.00</u>	RADIO REPAIR	4,000.00	4,000.00	0.00	843.93	3,156.07	21.10 %
<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	0.00	0.00	0.00	0.00	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	6,934.21	865.79	88.90 %
<u>01.10.62203.00</u>	EMERGENCY RESPONSE SUPPLIES	4,000.00	4,000.00	0.00	793.58	3,206.42	19.84 %
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SUPPLIES	17,000.00	17,000.00	649.13	18,779.09	-1,779.09	110.47 %
<u>01.10.62205.00</u>	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	338.85	4,171.98	3,328.02	55.63 %
<u>01.10.62210.00</u>	BREATHING APPARATUS	5,700.00	5,700.00	0.00	354.33	5,345.67	6.22 %
<u>01.10.62211.00</u>	BREATHING APPARATUS-CONTRACT	6,900.00	6,900.00	0.00	2,797.65	4,102.35	40.55 %
<u>01.10.62213.00</u>	PROTECTIVE CLOTHING	8,000.00	8,000.00	1,411.16	7,172.67	827.33	89.66 %
<u>01.10.62220.00</u>	COMMUNITY EDUCATION & PREP.	0.00	0.00	234.35	234.35	-234.35	0.00 %
<u>01.10.63131.00</u>	EQUIPMENT	21,500.00	21,500.00	371.23	17,977.74	3,522.26	83.62 %
<u>01.10.63140.00</u>	HYDRANTS	16,600.00	16,600.00	16,443.00	16,443.00	157.00	99.05 %
<u>01.10.63150.00</u>	COMMUNICATIONS EQUIPMENT	10,000.00	10,000.00	1,150.90	5,754.17	4,245.83	57.54 %
<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	434,942.00	65,600.58	357,679.20	77,262.80	82.24 %
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 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 04/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.14.61500.18</u>	BUILDING MAINTENANCE STATION	15,000.00	35,000.00	1,266.67	26,564.59	8,435.41	75.90 %
<u>01.14.61500.19</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	10.89	4,122.26	10,877.74	27.48 %
<u>01.14.61500.20</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	4,113.10	10,924.04	4,075.96	72.83 %
<u>01.14.61500.21</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	2,880.00	11,945.33	3,054.67	79.64 %
<u>01.14.61702.00</u>	GAS AND ELECTRIC	24,344.00	29,000.00	1,770.58	28,729.75	270.25	99.07 %
<u>01.14.61703.00</u>	WATER	3,946.00	5,000.00	633.01	5,255.92	-255.92	105.12 %
<u>01.14.61704.00</u>	SEWER	2,563.00	2,563.00	0.00	2,311.20	251.80	90.18 %
<u>01.14.61705.00</u>	TELEPHONE	35,000.00	35,000.00	3,882.78	28,751.07	6,248.93	82.15 %
<u>01.14.62206.00</u>	JANITORIAL MAINTENANCE SUPPLI	14,600.00	10,600.00	434.04	5,491.81	5,108.19	51.81 %
<u>01.14.62501.00</u>	FURNISHINGS	2,500.00	3,600.00	0.00	3,538.78	61.22	98.30 %
<u>01.14.63041.00</u>	OFFICE EQUIPMENT	11,000.00	11,000.00	1,508.43	6,173.96	4,826.04	56.13 %
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	12,500.00	12,500.00	2,561.68	9,996.34	2,503.66	79.97 %
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASES	21,700.00	21,700.00	800.61	1,086.80	20,613.20	5.01 %
	Department: 14 - FACILITIES Total:	194,153.00	216,963.00	19,861.79	144,969.89	71,993.11	66.82 %
	Department: 15 - COMMUNITY RISK REDUCTION						
<u>01.15.60220.00</u>	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	26.77	39.76	-39.76	0.00 %
<u>01.15.61131.00</u>	FIRE PREVENTION	4,500.00	4,500.00	0.00	2,179.20	2,320.80	48.43 %
<u>01.15.62220.00</u>	COMMUNITY EDUCATION & PREP.	8,000.00	8,000.00	2,379.71	8,072.98	-72.98	100.91 %
	Department: 15 - COMMUNITY RISK REDUCTION Total:	12,500.00	12,500.00	2,406.48	10,291.94	2,208.06	82.34 %
	Department: 25 - FLEET						
<u>01.25.61411.00</u>	BURN TRAILER MAINTENANCE	4,100.00	4,100.00	0.00	309.41	3,790.59	7.55 %
<u>01.25.61600.00</u>	REPAIRS VEHICLE	100,000.00	100,000.00	15,677.96	79,073.55	20,926.45	79.07 %
<u>01.25.62988.00</u>	FUEL	30,750.00	44,750.00	9,966.73	27,499.31	17,250.69	61.45 %
<u>01.25.62989.00</u>	PARTS VEHICLE	6,200.00	6,200.00	33.99	5,804.28	395.72	93.62 %
	Department: 25 - FLEET Total:	141,050.00	155,050.00	25,678.68	112,686.55	42,363.45	72.68 %
	Expense Total:	9,853,591.00	10,617,115.00	785,484.53	8,020,634.47	2,596,480.53	75.54 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	12,867.00	-274,259.00	173,846.99	348,443.74	622,702.74	-127.05 %
	Fund: 05 - MUTUAL AID FUND						
	Revenue						
	Department: 00 - UNDESIGNATED						
<u>05.00.49502.00</u>	OES REIMBURSEMENT OUT OF CO	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
	Revenue Total:	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
	Fund: 05 - MUTUAL AID FUND Total:	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
	Fund: 10 - INSURANCE FUND						
	Revenue						
	Department: 00 - UNDESIGNATED						
<u>10.00.51999.00</u>	TRANSFERS IN	338,446.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	338,446.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	338,446.00	0.00	0.00	0.00	0.00	0.00 %
	Expense						
	Department: 00 - UNDESIGNATED						
<u>10.00.60215.00</u>	WORKERS' COMPENSATION INSUR	313,646.00	0.00	0.00	0.00	0.00	0.00 %
<u>10.00.61113.00</u>	WORKERS COMP CLAIMS	300.00	0.00	0.00	0.00	0.00	0.00 %
<u>10.00.61115.00</u>	LIABILITY INSURANCE	24,500.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	338,446.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	338,446.00	0.00	0.00	0.00	0.00	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	0.00	9,000.00	9,000.00	0.00 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 04/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>15.00.51999.00</u>	TRANSFERS IN	200,000.00	478,000.00	0.00	478,000.00	0.00	100.00 %
	Department: 00 - UNDESIGNATED Total:	200,000.00	478,000.00	0.00	487,000.00	9,000.00	101.88 %
	Revenue Total:	200,000.00	478,000.00	0.00	487,000.00	9,000.00	101.88 %
Expense							
	Department: 00 - UNDESIGNATED						
<u>15.00.63154.00</u>	VEHICLE PURCHASE	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
	Expense Total:	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	200,000.00	45,302.00	0.00	487,000.00	441,698.00	1,075.01 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY							
Revenue							
	Department: 00 - UNDESIGNATED						
<u>25.00.49504.00</u>	RVPA REIMBURSEMENT MEDIC PR	219,554.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	219,554.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	219,554.00	0.00	0.00	0.00	0.00	0.00 %
Expense							
	Department: 00 - UNDESIGNATED						
<u>25.00.60000.00</u>	SALARIES	190,240.00	0.00	0.00	0.00	0.00	0.00 %
<u>25.00.60025.00</u>	OT OES RESPONSE	1,624.00	0.00	0.00	0.00	0.00	0.00 %
<u>25.00.60028.00</u>	PARAMEDIC TRAINING OVERTIME	27,690.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	219,554.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	219,554.00	0.00	0.00	0.00	0.00	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	-228,957.00	169,562.18	835,443.74	1,064,400.74	-364.89 %

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	10,342,856.00	959,331.52	8,369,078.21	-1,973,777.79	80.92 %
Revenue Total:	9,866,458.00	10,342,856.00	959,331.52	8,369,078.21	-1,973,777.79	80.92 %
Expense						
00 - UNDESIGNATED	8,791,645.00	9,418,286.00	641,069.54	7,149,122.27	2,269,163.73	75.91 %
05 - ADMINISTRATION	276,101.00	379,374.00	30,867.46	245,884.62	133,489.38	64.81 %
10 - OPERATIONS	438,142.00	434,942.00	65,600.58	357,679.20	77,262.80	82.24 %
14 - FACILITIES	194,153.00	216,963.00	19,861.79	144,969.89	71,993.11	66.82 %
15 - COMMUNITY RISK REDUCTION	12,500.00	12,500.00	2,406.48	10,291.94	2,208.06	82.34 %
25 - FLEET	141,050.00	155,050.00	25,678.68	112,686.55	42,363.45	72.68 %
Expense Total:	9,853,591.00	10,617,115.00	785,484.53	8,020,634.47	2,596,480.53	75.54 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	12,867.00	-274,259.00	173,846.99	348,443.74	622,702.74	-127.05 %
Fund: 05 - MUTUAL AID FUND						
Revenue						
00 - UNDESIGNATED	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
Revenue Total:	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
Fund: 05 - MUTUAL AID FUND Total:	0.00	0.00	-4,284.81	0.00	0.00	0.00 %
Fund: 10 - INSURANCE FUND						
Revenue						
00 - UNDESIGNATED	338,446.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Total:	338,446.00	0.00	0.00	0.00	0.00	0.00 %
Expense						
00 - UNDESIGNATED	338,446.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	338,446.00	0.00	0.00	0.00	0.00	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	478,000.00	0.00	487,000.00	9,000.00	101.88 %
Revenue Total:	200,000.00	478,000.00	0.00	487,000.00	9,000.00	101.88 %
Expense						
00 - UNDESIGNATED	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
Expense Total:	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	200,000.00	45,302.00	0.00	487,000.00	441,698.00	1,075.01 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY						
Revenue						
00 - UNDESIGNATED	219,554.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Total:	219,554.00	0.00	0.00	0.00	0.00	0.00 %
Expense						
00 - UNDESIGNATED	219,554.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	219,554.00	0.00	0.00	0.00	0.00	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	-228,957.00	169,562.18	835,443.74	1,064,400.74	-364.89 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	12,867.00	-274,259.00	173,846.99	348,443.74	622,702.74
05 - MUTUAL AID FUND	0.00	0.00	-4,284.81	0.00	0.00
10 - INSURANCE FUND	0.00	0.00	0.00	0.00	0.00
15 - VEHICLE FUND	200,000.00	45,302.00	0.00	487,000.00	441,698.00
25 - ROSS VALLEY PARAMEDIC AU	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	212,867.00	-228,957.00	169,562.18	835,443.74	1,064,400.74

Ross Valley Fire Board meeting
Wednesday, April 11, 2018
Ross Valley Fire Department

Board members present: Brekhus, Kuhl, Reed, Brown, Shortall, Finn, Lacques, Greene

Meeting opened and board went into closed session.

No reportable action from closed session.

Open time: Steve Lamb, San Anselmo – he was wondering how close to the end of hours for Acting Chief Meagor is before it runs out. Staff has been following the hours and he will be okay through the end of June.

Consent Agenda: M/S to approve Consent Agenda as presented: Greene/Kuhl.


Report on Fire Prevention Activities: the consensus of the board was to move this item to a future meeting.

Appoint representative to MERA Board of Directors: Acting Chief Meagor reviewed the staff report and explained that we need the replacement members for this board. Member Shortall spoke that there is a time commitment for this board. Discussion about who should attend these meetings. Battalion chief Grasser has been attending meetings currently. Member Shortall offered to be the alternate. Battalion Chief Tim Grasser would be listed as the primary. M/S Greene/Brown to adopt Resolution 18-03 – A Resolution of the Ross Valley Fire Department Appointing a Representative and Alternates to the Marin Emergency Radio Authority Board of Directors. All ayes.

Update on the status of Fire Chief Recruitment and Executive Management shared services. Acting Chief Meagor presented the staff report and requested that there be a special meeting next Wednesday, April 18, 2018. Member Lacques asked what the scope of the executive summary is. Acting Chief Meagor replied that it will present what services MCFD would be providing, key components, scope of services and the delivery model that MCFD would be utilizing. All board members will be able to be at the special meeting.

Meeting adjourned at 9:05pm.

Minutes respectfully submitted,


JoAnne Lewis
Administrative Assistant

AGENDA ITEM # 30
Date 5/11/18

Ross Valley Fire Department
Special Board Meeting
Wednesday, April 18th, 2018
San Anselmo Council Chambers

Board members present: Brekhus, Kuhl, Greene, Brown, Lacques, Reed, Finn, Shortall

President Brekhus called to order and moved into closed session.

No reportable action from the Closed Session.

Discussion/consideration of summary report for a shared service agreement for Fire Chief and administrative services with Marin County Fire Department: Acting Chief Roger Meagor gave an overview of the staff report and what will be covered in the presentation.

Acting Chief Roger Meagor then began the presentation with the background of how we arrived to this meeting.

He then turned the presentation over to Marin County Fire Chief (MCFD) Jason Weber for his portion of the presentation.

Following his presentation, President Brekhus opened the discussion with what the next steps would include and whether the board would like to go further with the creation of a draft agreement for services.

Member Lacques asked questions regarding the employees – they would be separate employees from the RVFD employees. He also asked if the Chief was currently performing the responsibilities that would be done by the county fire employees. Acting Chief Meagor replied that the Battalion Chiefs, Administrative Assistant, Captains, Fire Inspector, etc. perform those responsibilities. Discussion ensued about what functions would be separated out throughout the staff. The intention is to hire someone who has the experience to perform budgeting, strategic planning, etc. in order to relieve the administrative duties the shift Battalion Chiefs are currently performing. And it is also important for all personnel to understand the budget and keep within budgets. Discussion about the various aspects of the various positions that would be supported by MCFD personnel.

Item was opened to comments from the public: Steve Lamb, San Anselmo. He would be interested to hear the staffs' opinion of this proposal. He had a question regarding the percentages on the Cost and Terms page. He noticed there was an error in the calculations. Chief Weber appreciated the information and responded that he would like to hold the baseline on the amount that was presented and not change the bottom line.

Captain Todd Standfield, Association President for the local union. He would like to share with the Board how the firefighters feel about which decision they would support. Will the shared services model enhance our service to our communities? Our organization needs to begin to change to meet the newer demands and requests for service that the public is asking for. The members support the shared services option.

President Brekhus asked the board members if they are comfortable going forward with this before moving forward with the drafting of a proposal.

Member Greene suggested waiting for a future meeting to make the decision.

Member Shortall asked for what the sense was from each board member where they are with their decision on which option to pursue.

Member Greene overall really appreciates the presentation, especially where the words “soft and squishy stuff” can be used. He feels it does make sense at this time to move towards shared services, with economies of scale, at the beginning they may be small, but can increase in scope. He thinks we should do it, because the firefighters want it, as an organizational proposition it makes sense in terms of management, finance and working with Chief Weber who has thought this through and is comfortable with public presentation. Speaking for San Anselmo, he feels we should go forward.

Member Kuhl is in favor of going forward with this Shared Services. If we go into this shared services, people in the positions if they leave, we may not have say in if they are no longer County employees.

Member Lacques agrees with what Member Greene said. He appreciates the work of Chief Weber and Chief Meagor that it is becoming clearer what functions would be performed. Is looking forward to seeing the draft contract. There are a lot of advantages to the shared services. The cost control of 3% is very important to him and wants to build into the contract to review the contract during year 4 in order to evaluate and decide about going forward.

Member Reed echoes the comments from the other board members. The nature of the fire service is evolving and changing, having a larger pool of expertise. He supports the idea. This is a “team sport” and everyone should be on the same page, maybe having a sub-committee of the board and “take the temperature” of the agreement and deal with any issues that may arise during the agreement.

Member Finn appreciates the hard work of the chiefs, the strengths are many, the weaknesses are few, and there are 9 positions in MCFD that would integrate easily into the RVFD organization. Versus having a stand-alone, unknown entity that would come into the department. RVPA contracts with the county for medics. Sleepy Hollow also collaborated for inspections, SHFPD has a long history with MCFD as well. This isn't a takeover by MCFD, we are asking the county to lend us bandwidth that we can use. He also had concerns about succession planning, and was happy to hear the succession planning that the Chief uses. The percentage costs, the JPA stays intact and untouched. There will be wordsmithing that will need to be done to put this agreement together. Can use other agencies agreements as a stepping stone for the agreement. Our mission is more critical than ever, that we need more depth, especially after the fires last October.

Member Shortall had concerns about this initially, appreciates the amount of work that the Chiefs put into this presentation. There is so much more expectations from the community that are really substantial. Agrees that this is organizational structure not a personnel structure. Also appreciates the 3% cap. He has had the opportunity to work with various members of the MCFD over the past year, feels it is a very strong team. It is a very good cultural fit. Knows that wouldn't be true for all departments in the county. Is very excited about this.

Member Brown had two concerns about this. The firefighters and the general public. San Anselmo has brought this up at other council meetings. After hearing from Labor that they are supporting this shared services proposal. The public expects us to provide service and this will

enhance the RVFD abilities to provide that increased service. Appreciates that the board went down both paths to look at the stand-alone option as well, efficiencies, etc. He supports this proposal.

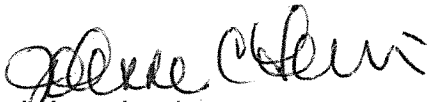
President Brekhus stated that this has been an interesting process and is impressed by the presentation. She wishes that this was coming down the road in five years instead of now, however supports the idea of shared services. Has concerns that this will weaken the ability to cancel the contract and go back to a "stand alone" fire department, if a Town has a disaster, or can no longer pay into the JPA. Would like to go back to the Council to have a discussion this item for their council. Would like to suggest having the item placed on the May meeting for final decision.

Discussion ensued about what the next steps would be to move forward and what to discuss in open session and which to discuss in closed session. The direction should be whether to move forward with the development of the contract. It was agreed to have Chief Weber and Acting Chief Meagor bring a short presentation to each Town Council for their input and information. Board discussed and agreed to suspend the recruitment for fire chief.

Discussion about whether to move the May fire board meeting to the following Wednesday May 16th in order to provide time for the Chiefs to attend all three council meetings. M/S Greene/Lacques to move the May board meeting to May 16th. All ayes.

Meeting adjourned.


Minutes respectfully submitted,



JoAnne Lewis
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: May 16, 2018

To: Board of Directors
From:  Roger Meagor, Acting Fire Chief
Subject: Executive Management Shared Services and Fire Chief Recruitment

RECOMMENDATIONS:

That the Board directs staff to move forward with preparing a formal agreement for Marin County Fire Department to provide Fire Chief and administrative services for Ross Valley Fire Department.

BACKGROUND

Since September, Ross Valley Fire has been exploring options to fill the vacant Fire Chief position. The options include conducting a traditional Fire Chief recruitment or entering into an agreement with another fire agency to provide a Fire Chief and administrative services. In November the Department held a public workshop to receive input from the Board, Department staff, and public. At the December Board meeting, Marin County Fire Chief Jason Weber gave a presentation outlining the basic concept of a shared service option. Following the presentation, in consideration of the discussions to date, the Board directed staff to continue to explore both options, traditional fire chief recruitment and a shared service agreement with the Marin County Fire Department.

DISCUSSION:

At the regular April meeting the Board reviewed the candidate pool for Fire Chief. A week later, at a special meeting of the Board, the Board received the Executive Summary for Marin County Fire Department to provide executive management and administrative services for the Department. Following the presentation of the Executive Summary, the Board indicated support for the shared service option, however reached consensus that each of the councils should have an opportunity to consider the options prior to the Board making a final decision on how best to proceed.

At the direction of the Board, staff has begun the initial phase to develop a formal agreement for a contract for service with the Marin County Fire Department for executive management and administrative services. The Fire Chief recruitment process is currently on hold pending the Board's decision on which option to move forward with.

Over the course of the last several weeks the Executive Summary was presented to each of the three town councils.

AGENDA ITEM #

4


Date

5/16/18

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: May 16, 2018

To: Board of Directors

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

Subject: Fiscal Year 2018/19 Proposed Budget

RECOMMENDATION:

That the Board review and consider the proposed Fiscal Year 2018/19 budget and provide recommendations to staff. Recommended changes by the Board will be incorporated into the budget that will be submitted for approval at the June meeting.

DISCUSSION/ANALYSIS:

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.

The FY 2018/19 budget was prepared by staff using revenue and expense projections for the next fiscal year. The total proposed General Fund budget for FY 2018/19 is \$10,595,984, which includes \$10,295,984 for the Operating Budget and a fund transfer of \$300,000 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions of \$2,336,936 from Fairfax, \$2,017,965 from Ross, \$4,065,275 from San Anselmo, and \$1,283,806 from Sleepy Hollow. Additionally, the Towns contribute up to \$15,000 annual for each fire station. Outside revenues are estimated at \$821,756.

Vehicle/SCBA Fund: In addition to the \$300,000 transfer from the General Fund, there is a \$135,000 transfer from the Apparatus Replacement reserves to fund the purchase of a Type 3 Fire Engine approved by the Board in FY2017/18.

The Total General Fund expenses have increased by \$742,393. Multiple items have contributed to the increase, including:

- A transfer of \$300,000 to the Vehicle Fund which is a \$100,000 increase from FY2017/18.
- Workers compensation premium increase of \$238,305 from FY2017/18 adopted budget.
- Increase for regular salaries and benefits due to negotiated pay increases, 4% for Battalion Chief and 3% for Firefighter/Engineers, Captains, Administrative Assistant and Fire Inspector.

- CalPERS unfunded liability payment increased by \$124,000. Additionally, Employer Contribution Rates for both Classic and PEPRAs have increases.

Other budget impacts include:

- The Department has one Firefighter/Engineer position that is currently vacant; this position has been funded for the second half of the fiscal year. There is also one vacant Fire Inspector position; this position has not been funded for the upcoming fiscal year. Other Contract Services includes \$82,000 for contract fire inspector services.
- As part of the FY2017/18 mid-year budget revision, the Ross Valley Paramedic Authority Fund and the Insurance Fund were closed with revenue and expenses returning to the General Fund
- The FY 2017/18 included the final payment for 2012 Pension Obligation Bond and a contribution of an additional \$275,000 toward the OPEB unfunded liability. The proposed budget continues the additional contribution for OPEB.
- During the budget development, in consideration of the increased expenses, staff and management have made considerable effort to limit cost increases.

FISCAL IMPACT:

The total proposed operating budget for FY 2018/19 is \$10,595,984, which includes \$10,295,984 for the Operating Budget and a fund transfer of \$300,000 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions of \$2,336,936 from Fairfax, \$2,017,965 from Ross, \$4,065,275 from San Anselmo, and \$1,283,806 from Sleepy Hollow. Additionally the Towns contribute up to \$15,000 annual for each fire station. Outside revenues are estimated at \$821,756. Member contribution increases include: \$178,495 for San Anselmo, \$103,075 for Fairfax, \$56,626 for Sleepy Hollow and \$112,124 for Ross.

The estimated total beginning fund balance for FY 2018/19 is \$1,866,478 of which \$1,019,434 is Apparatus Replacement, \$622,778 is Unassigned, \$94,020 is Compensated Absences, \$10,246 is Prior Authority, and \$120,000 is Breathing Apparatus.

Estimated ending fund balance is \$1,721,232 of which \$884,434 is Apparatus Replacement, \$622,778 is Unassigned, \$94,020 is Compensated Absences, and \$120,000 Breathing Apparatus.

Attachment: FY 2018/19 Proposed Budget

Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018			2018-2019	
		Adpoted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
Fund: 01 - GENERAL FUND						
Revenue						
Department: 00 - UNDESIGNATED						
01.00.47501.00	FAIRFAX	1,865,806	1,865,806	1,865,806	1,938,905	73,099
01.00.47502.00	ROSS	1,859,101	1,859,101	1,859,101	1,947,855	88,754
01.00.47503.00	SAN ANSELMO	3,246,346	3,246,346	3,246,346	3,372,695	126,349
01.00.47504.00	SLEEPY HOLLOW	1,024,992	1,024,992	1,024,992	1,065,150	40,158
01.00.47505.00	PRIOR AUTHORITY SIDE FUND PYMNT	50,451	50,451	50,451	-	(50,451)
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	198,007	198,007	198,007	394,757	196,750
01.00.47508.00	PRIOR AUTHORITY MERA BOND	38,250	38,250	38,250	38,288	38
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	770,709	770,709	770,709	646,332	(124,377)
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROGRAM	-	199,000	209,398	219,210	219,210
01.00.49501.00	COUNTY OF MARIN	159,620	159,620	159,620	197,500	37,880
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	204,174	229,669	-	-
01.00.49503.00	OES REIMB. PRIOR YEAR	-	8,224	8,224	-	-
01.00.49506.00	RVPA RENTAL	28,835	28,835	28,835	29,556	721
01.00.49507.00	LAIF INTEREST	2,500	2,500	7,000	7,000	4,500
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,341	47,341	47,290	47,290	(51)
01.00.49510.00	PLAN CHECKING FEES	241,800	241,800	248,000	250,000	8,200
01.00.49511.00	RE-SALE INSPECTION FEES	46,500	46,500	37,071	37,000	(9,500)
01.00.49512.00	MISCELLANEOUS INCOME	2,500	2,500	1,000	2,500	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	65,000	85,000	-	-
01.00.49514.00	MLFT REIMBURSEMENT	2,000	2,000	-	-	(2,000)
01.00.49516.00	GRANT/DONATIONS	-	-	-	10,000	10,000
01.00.49523.00	APPARATUS REPLACEMENT	200,000	200,000	200,000	300,000	100,000
01.00.49524.00	TECHNOLOGY FEES	21,700	21,700	25,531	21,700	-
01.00.49525.00	TRAINING REIMBURSEMENT	-	-	7,225	-	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	15,000	15,000	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	15,000	15,000	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	15,000	15,000	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	15,000	15,000	-
Total Revenue		<u>9,866,458</u>	<u>10,342,856</u>	<u>10,407,525</u>	<u>10,585,738</u>	<u>719,280</u>
Expense						
Department: 00 - UNDESIGNATED						
01.00.60000.00	REGULAR SALARIES	3,816,400	3,533,661	3,487,711	3,894,873	78,473
01.00.60010.00	TEMPORARY HIRE	5,000	96,000	96,000	20,000	15,000
01.00.60020.00	MINIMUM STAFFING	601,040	1,225,000	1,200,000	700,000	98,960
01.00.60021.00	HOURLY OVERTIME	81,000	81,000	81,000	83,000	2,000
01.00.60024.00	SHIFT DIFFERENTIAL OT	40,000	20,000	20,000	20,000	(20,000)
01.00.60025.00	OT OES RESPONSE	-	166,079	166,079	-	-
01.00.60026.00	OT TRAINING	35,000	35,000	35,000	40,000	5,000
01.00.60027.00	HOLIDAY	178,662	165,967	156,306	181,977	3,315
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	-	21,415	21,415	27,437	27,437
01.00.60029.00	FLSA O/T	99,457	89,696	82,000	105,183	5,726
01.00.60030.00	S/L BUY BACK	4,000	4,000	4,000	4,000	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000	62,000	61,373	50,000	-
01.00.60039.00	EXECUTIVE OFFICER	3,600	3,600	3,600	3,600	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000	8,000	8,000	8,000	-
01.00.60100.00	RETIREMENT	1,582,840	1,197,915	1,197,915	1,445,132	(137,708)
01.00.60200.00	CAFETERIA HEALTH PLAN	784,107	631,486	631,400	733,946	(50,161)
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	15,834	13,711	12,700	19,364	3,530
01.00.60215.00	WORKERS' COMPENSATION INSURANCE	-	350,638	350,638	551,951	551,951
01.00.61113.00	WORKERS COMP CLAIMS	-	300	-	-	-
01.00.60220.00	PAYROLL TAXES	68,590	77,308	77,308	78,543	9,953

Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018		2018-2019		
		Adpoted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
01.00.60221.00	HOUSING ALLOWANCE	51,600	41,404	38,890	44,400	(7,200)
01.00.60223.00	UNIFORM REIMBURSEMENT	24,480	21,975	21,975	24,120	(360)
01.00.60225.00	EDUCATION REIMBURSEMENT	96,731	87,773	84,495	102,546	5,815
01.00.60231.00	RETIREES' HEALTH INSURANCE	696,858	971,858	971,858	877,913	181,055
01.00.61115.00	LIABILITY INSURANCE	-	24,500	24,500	26,950	26,950
01.00.62999.00	CONTINGENCY	10,000	10,000	-	20,000	10,000
01.00.67099.00	TRANSFERS OUT - INSURANCE	338,446	-	-	-	(338,446)
01.00.67099.00	TRANSFERS OUT - APPARATUS	200,000	478,000	478,000	300,000	100,000
Total Undesignated	-	8,791,645	9,418,286	9,312,163	9,362,935	571,290
Department: 05 - ADMINISTRATION						
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	22,000	29,500	29,500	26,000	4,000
01.05.61105.00	OTHER CONTRACT SERVICES	25,000	111,973	100,000	131,316	106,316
01.05.61107.00	ATTORNEY/LEGAL FEES	10,000	10,000	10,000	10,000	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,800	2,800	2,800	2,800	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	80,000	80,000	80,000	80,000	-
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	37,250	37,250	37,250	25,000	(12,250)
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	6,100	6,100	8,000	8,000	1,900
01.05.61127.00	HEALTH AND WELLNESS	21,000	21,000	20,000	24,690	3,690
01.05.61129.00	HIRING EXPENSES	4,000	8,800	10,000	5,300	1,300
01.05.61300.00	PUBLICATIONS AND DUES	4,000	4,000	4,000	4,000	-
01.05.62000.00	OFFICE SUPPLIES	4,500	4,500	4,500	4,500	-
01.05.62003.00	POSTAGE	1,000	1,000	1,000	1,000	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	8,000	12,000	12,000	12,000	4,000
01.05.64010.00	PRINCIPAL-PRIOR AUTH PENSION BOND	50,324	50,324	50,325	-	(50,324)
01.05.64110.00	INTEREST - PRIOR AUTHORITY PENSION BOND	127	127	64	-	(127)
Total Administration		276,101	379,374	369,439	334,606	58,505
Department: 10 - OPERATIONS						
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,400	17,400	17,400	17,400	-
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	3,200	3,200	3,200	3,200	-
01.10.60065.02	EXPLORER POST	4,400	4,400	4,400	15,825	11,425
01.10.60220.01	PAYROLL TAXES	-	-	-	-	-
01.10.61000.00	TRAINING AND EDUCATION	35,500	35,500	42,725	40,000	4,500
01.10.61100.00	DISPATCH	158,662	158,662	158,662	164,678	6,016
01.10.61101.00	RADIO REPAIR	4,000	4,000	4,000	4,000	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000	1,000	1,000	1,000	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	8,925	8,925	8,925	8,925	-
01.10.61110.00	MERA OPERATING EXPENSE	42,365	42,365	41,292	41,473	(892)
01.10.61301.01	VOLUNTEER DUES	3,200	-	-	-	(3,200)
01.10.61402.00	HYDRANT MAINTENANCE	2,000	2,000	2,000	2,000	-
01.10.61410.00	EQUIPMENT MAINTENANCE	7,800	7,800	7,800	10,896	3,096
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,000	4,000	4,000	4,000	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	17,000	17,000	20,000	20,000	3,000
01.10.62205.00	EMERGENCY MEDICAL SUPPLIES	7,500	7,500	7,500	7,500	-
01.10.62210.00	BREATHING APPARATUS	5,700	5,700	5,000	5,700	-
01.10.62211.00	BREATHING APPARATUS-CONTRACT	6,900	6,900	7,173	6,900	-
01.10.62213.00	PROTECTIVE CLOTHING	8,000	8,000	8,000	10,000	2,000
01.10.63131.00	EQUIPMENT	21,500	21,500	21,500	21,500	-
01.10.63140.00	HYDRANTS	16,600	16,600	16,600	21,000	4,400
01.10.63150.00	COMMUNICATIONS EQUIPMENT	10,000	10,000	10,000	15,000	5,000
01.10.63160.00	TURNOUTS	14,241	14,241	14,241	15,765	1,524
01.10.63165.00	GRANT EXPENSE - VFA EQUIPMENT	-	-	-	20,000	20,000
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTHORITY	38,249	38,249	38,249	38,288	39
Total Operations		438,142	434,942	443,667	495,050	56,908

Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018		2018-2019		Change
		Adpoted Budget	Revised Budget	Estimated Actual	Proposed Budget	
01.14.61500.00	BUILDING MAINTENANCE AND LANDSCAPING	6,000	6,000	6,000	16,000	10,000
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000	35,000	35,000	15,000	-
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000	15,000	15,000	15,000	-
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000	15,000	15,000	15,000	-
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000	15,000	15,000	15,000	-
01.14.61702.00	GAS AND ELECTRIC	24,344	29,000	36,000	36,000	11,656
01.14.61703.00	WATER	3,946	5,000	6,685	6,750	2,804
01.14.61704.00	SEWER	2,563	2,563	2,563	2,563	-
01.14.61705.00	TELEPHONE	35,000	35,000	38,750	40,000	5,000
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	14,600	10,600	10,600	9,780	(4,820)
01.14.62501.00	FURNISHINGS	2,500	3,600	3,600	6,000	3,500
01.14.63040.00	APPLIANCES	-	-	-	6,000	6,000
01.14.63041.00	OFFICE EQUIPMENT	11,000	11,000	11,000	11,000	-
01.14.63042.00	EXERCISE EQUIPMENT	12,500	12,500	12,500	12,500	-
01.14.63044.00	TECHNOLOGY PURCHASES	21,700	21,700	21,700	21,700	-
Total Facilities		194,153	216,963	229,398	228,293	34,140
Department: 15 - COMMUNITY RISK REDUCTION						
01.15.61131.00	FIRE PREVENTION	4,500	4,500	4,500	4,500	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,000	8,000	8,500	8,500	500
Total Community Risk Reduction		12,500	12,500	13,000	13,000	500
Department: 25 - FLEET						
01.25.61411.00	BURN TRAILER MAINTENANCE	4,100	4,100	4,000	9,100	5,000
01.25.61600.00	REPAIRS VEHICLE	100,000	100,000	100,000	107,500	7,500
01.25.62988.00	FUEL	30,750	44,750	44,750	36,000	5,250
01.25.62989.00	PARTS VEHICLE	6,200	6,200	6,200	9,500	3,300
Total Fleet		141,050	155,050	154,950	162,100	21,050
Total Expenses		9,853,591	10,617,115	10,522,617	10,595,984	742,393

Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018		2018-2019		
		Adpoted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
Fund: 10 - INSURANCE FUND						
Revenue						
Department: 00 - UNDESIGNATED						
10.00.51999.00	TRANSFERS IN	338,446	-	-	-	(338,446)
Expense						
Department: 00 - UNDESIGNATED						
10.00.60215.00	WORKERS' COMPENSATION INSURANCE	313,646	-	-	-	(313,646)
10.00.61113.00	WORKERS COMP CLAIMS	300	-	-	-	(300)
10.00.61115.00	LIABILITY INSURANCE	24,500	-	-	-	(24,500)
	Total Expenses	338,446	-	-	-	(338,446)
 Fund: 15 - VEHICLE FUND / SCBA						
Revenue						
Department: 00 - UNDESIGNATED						
15.00.49512.00	PROCEED OF SALES	-	-	-	-	-
15.00.51999.00	TRANSFERS IN	200,000	478,000	478,000	300,000	100,000
	Total Revenue	200,000	478,000	478,000	300,000	100,000
Expense						
Department: 00 - UNDESIGNATED						
	FIRE ENGINE PURCHASE	-	432,698	-	435,000	435,000
	Total Expenses	-	432,698	-	435,000	435,000
 Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY						
Revenue						
Department: 00 - UNDESIGNATED						
25.00.49504.00	RVPA REIMBURSEMENT MEDIC PROGRAM	219,554	-	-	-	(219,554)
Expense						
Department: 00 - UNDESIGNATED						
25.00.60000.00	SALARIES	190,240	-	-	-	(190,240)
25.00.60025.00	OT OES RESPONSE	1,624	-	-	-	(1,624)
25.00.60028.00	PARAMEDIC TRAINING OVERTIME	27,690	-	-	-	(27,690)
	Total Expenses	219,554	-	-	-	(219,554)

Ross Valley Fire Department - 2018-2019 Proposed Budget

Summary

	2017-2018			2018-2019	
	Adpoted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
Fund: 01 - GENERAL FUND					
Beginning Fund Balance	842,136	842,136	842,136	727,044	(115,092)
Revenue					
00 - UNDESIGNATED	9,866,458	10,342,856	10,407,525	10,585,738	719,280
Expense					
00 - UNDESIGNATED	8,791,645	9,418,286	9,312,163	9,362,935	571,290
05 - ADMINISTRATION	276,101	379,374	369,439	334,606	58,505
10 - OPERATIONS	438,142	434,942	443,667	495,050	56,908
14 - FACILITIES	194,153	216,963	229,398	228,293	34,140
15 - COMMUNITY RISK REDUCTION	12,500	12,500	13,000	13,000	500
25 - FLEET	141,050	155,050	154,950	162,100	21,050
Total Expense	9,853,591	10,617,115	10,522,617	10,595,984	742,393
Ending Fund Balance	855,003	567,877	727,044	716,798	(138,205)
Fund: 10 - INSURANCE FUND - Closed					
Beginning Fund Balance	-	-	-	-	-
Revenue					
00 - UNDESIGNATED	338,446	-	-	-	(338,446)
Expense					
00 - UNDESIGNATED	338,446	-	-	-	(338,446)
Ending Fund Balance	-	-	-	-	-
Fund: 15 - APPARATUS FUND/SCBA					
Beginning Fund Balance	661,434	661,434	661,434	1,139,434	478,000
Revenue					
00 - UNDESIGNATED	200,000	478,000	478,000	300,000	100,000
Expense					
00 - UNDESIGNATED	-	432,698	-	435,000	435,000
Ending Fund Balance	861,434	706,736	1,139,434	1,004,434	143,000
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY - Closed					
Beginning Fund Balance	-	-	-	-	-
Revenue					
00 - UNDESIGNATED	219,554	-	-	-	(219,554)
Expense					
00 - UNDESIGNATED	219,554	-	-	-	(219,554)
Ending Fund Balance	-	-	-	-	-
Beginning Fund Balance - All Funds	1,503,570	1,503,570	1,503,570	1,866,478	362,908
Total Revenue - All Funds	10,624,458	10,820,856	10,885,525	10,885,738	261,280
Total Expense - All Funds	10,411,591	11,049,813	10,522,617	11,030,984	619,393
Surplus/(Deficit)	212,867	(228,957)	362,908	(145,246)	(358,113)
Ending Fund Balance - All Funds	1,716,437	1,274,613	1,866,478	1,721,232	4,795
Fund Balances	2017-2018	2017-2018	2017-2018	2018-2019	
Pension Obligation Bonds	1,246	-	-	-	(1,246)
Compensated Absences	106,020	94,020	94,020	94,020	(12,000)
Prior Authority	-	10,246	10,246	-	-
Apparatus Replacement	741,434	586,736	1,019,434	884,434	143,000
Breathing Apparatus	120,000	120,000	120,000	120,000	-
Technology	-	-	-	-	-
Unassigned	747,737	463,611	622,778	622,778	(124,959)
Total	1,716,437	1,274,613	1,866,478	1,721,232	4,795

ROSS VALLEY FIRE DEPARTMENT


FY 2018-2019 Proposed Budget

Fire Service Cost by Agency

	San Anselmo	Fairfax	Sleepy Hollow	Ross	Total
Base Contribution	3,378,115	1,942,020	1,066,861	1,947,855	8,334,851
Side Fund	0	0	0		-
Retirement Unfunded Liability	341,910	196,485	107,937		646,332
Vehicle Replacement Fund	121,590	69,900	38,400	70,110	300,000
Prior year adjustment	(5,420)	(3,115)	(1,711)		(10,246)
OPEB Prior Liability	208,826	120,006	65,924		394,757
MERA Bond	20,254	11,640	6,394		38,288
Sub Total	4,065,275	2,336,936	1,283,806	2,017,965	9,703,982
Total	4,065,275	2,336,936	1,283,806	2,017,965	9,703,982
17/18 contribution	3,886,781	2,233,861	1,227,180	1,905,841	9,253,662
Change	178,495	103,075	56,626	112,124	450,320
	4.59%	4.61%	4.61%	5.88%	

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: May 16, 2018

To: Board of Directors
From:  Roger Meagor, Acting Fire Chief
Subject: Emergency Generator Replacement – Station 19

RECOMMENDATIONS:

That the Board consider the allocation of \$20,000 for Station 19 emergency generator replacement.

BACKGROUND

Over a year ago the emergency generator at Station 19 failed. As a temporary option the Town of San Anselmo has been renting a generator to ensure that the fire station has emergency power in the event of a power outage. The Joint Powers Agreement provides that the town owning a fire station is responsible for maintenance, repair, replacement and improvements to the building structure, mechanical systems, electrical, plumbing and exterior infrastructure. The towns are not responsible for fire service operations (e.g., hose dryer, radio systems, computer network, etc.).

DISCUSSION:

The Town of San Anselmo is requesting that the Department share in the cost of replacing the generator. The estimated cost for replacement, which includes 60KW diesel generator, a new emergency transfer switch and installation, is \$60,000. The power capability of the new generator has been increased to meet the current fire stations demands.

The Town is asking for this consideration based on the recognition that Station 19, in addition to being a standard fire station, is also the location of Department's administration, fire prevention services, and on duty Battalion Chief.

For additional consideration, last July the Board approved a similar accommodation for the Town of Ross for the relocation of Station 18 fitness room in the amount of \$21,194.

The Town is requesting the Department pay one-third the cost for an amount not to exceed \$20,000.

FISACAL IMPACT:

If approved, \$20,000 will increase the Station 19 expense line item in current fiscal-year's General Fund budget. The expenditure will reduce the Undesignated Reserves by \$20,000.

AGENDA ITEM # 6

Date 5/16/18



OFFICE OF THE FIRE CHIEF VENTURA FIRE DEPARTMENT

David M. Endaya
FIRE CHIEF

May 1, 2018

Acting Fire Chief Roger Meagor
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960

Dear Chief Meagor:

I would like to take this opportunity to thank you and your staff for working side-by-side with us during the Thomas Fire. This was the largest wildfire in California history, and our community will be dealing with the aftermath of this event for a long time.

In my 20+ years in the fire service, I have never encountered a wildfire of this magnitude. It took the support and coordination of various agencies from all over the country, including 8,000 firefighters, 1,000 fire apparatus, and multiple aircraft all working together to fight this fire.

I know your agency was impacted by sharing your valuable staff and resources with us. Without the support of your personnel, the destruction would have been insurmountable, and there are no words to completely express our gratitude.

Please let your staff know that we are forever grateful for their support during this devastating and historic event. It was an honor to work with such dedicated individuals and inspiring to witness the effective collaboration and teamwork between the various agencies involved in this catastrophic event.

Sincerely,

David Endaya
Fire Chief

