

# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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**Board of Directors  
Ross Valley Fire Department  
777 San Anselmo Ave.  
San Anselmo, CA 94960  
Wednesday, June 13, 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 20118 – 20149 issued during month of May
  - b) Call report and out of jurisdiction report
  - c) Current Budget Report
  - d) Minutes from May 16, 2018 Special Board Meeting
  - e) Adopt Resolution 18-05 A Resolution of the Board of Directors of the Ross Valley Fire Department approving a Publicly Available Pay Schedule
4. Discussion/consideration of agreement for Marin County Fire Department to provide Fire Chief and administrative services for Ross Valley Fire Department
5. Adopt Resolution 18-06 A Resolution of the Ross Valley Fire Department adopting the Ross Valley Fire Department Budget for Fiscal Year 18-19
6. Report on Wildland Fire Prevention Activities

Next meeting – scheduled for Wednesday, July 11, 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**

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



Ross Valley Fire, CA

# Check Report

By Check Number

Date Range: 05/01/2018 - 05/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-Accounts Payable</b>						
01137	Adam T. Van Dyke	05/03/2018	Regular	0.00	550.00	20118
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>9Apr18 Class</u>	Invoice	05/03/2018	Training & Education	0.00	550.00	
	<u>01.10.61000.00</u>		TRAINING AND EDUCATIO		550.00	
			Training & Education			
01000	American Messaging	05/03/2018	Regular	0.00	148.98	20119
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>W4106073SE</u>	Invoice	05/03/2018	Dispatch	0.00	148.98	
	<u>01.10.61100.00</u>		DISPATCH		148.98	
			Dispatch			
01026	AT&T Calnet	05/03/2018	Regular	0.00	549.57	20120
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>11252832</u>	Invoice	05/03/2018	Telephone	0.00	183.19	
	<u>01.14.61705.00</u>		TELEPHONE		183.19	
			Telephone			
<u>11252833</u>	Invoice	05/03/2018	Telephone	0.00	183.19	
	<u>01.14.61705.00</u>		TELEPHONE		183.19	
			Telephone			
<u>11252835</u>	Invoice	05/03/2018	Telephone	0.00	183.19	
	<u>01.14.61705.00</u>		TELEPHONE		183.19	
			Telephone			
01059	AT&T Mobility	05/03/2018	Regular	0.00	1,044.61	20121
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>04232018</u>	Invoice	05/03/2018	Telephone	0.00	1,044.61	
	<u>01.14.61705.00</u>		TELEPHONE		1,044.61	
			Telephone			
01224	Bob Murray & Associates	05/03/2018	Regular	0.00	6,051.71	20122
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>7689</u>	Invoice	05/03/2018	Other Contract Services	0.00	6,051.71	
	<u>01.05.61105.00</u>		OTHER CONTRACT SERVI		6,051.71	
			Other Contract Services			
01054	BoundTree Medical	05/03/2018	Regular	0.00	356.55	20123
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>82824543</u>	Invoice	05/03/2018	Emergency Med Supplies	0.00	311.18	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		311.18	
			Emergency Med Supplies			
<u>82833153</u>	Invoice	05/03/2018	Emergency Med Supplies	0.00	43.39	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		43.39	
			Emergency Med Supplies			
<u>82839539</u>	Invoice	05/03/2018	Emergency Med Supplies	0.00	1.98	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		1.98	
			Emergency Med Supplies			
01226	CSG Consultants	05/03/2018	Regular	0.00	6,852.50	20124
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>17527</u>	Invoice	05/03/2018	Other Contract Services	0.00	6,852.50	
	<u>01.05.61105.00</u>		OTHER CONTRACT SERVI		6,852.50	
			Other Contract Services			
01007	Golden Gate Petroleum	05/03/2018	Regular	0.00	743.71	20125

## Check Report

Date Range: 05/01/2018 - 05/31/2018

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>719145</u>	Invoice	05/03/2018	Fuel	0.00	743.71	
	<u>01.25.62988.00</u>	FUEL	Fuel		743.71	
01244	Interstate Traffic Control Products Inc	05/03/2018	Regular	0.00	736.75	20126
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>224588</u>	Invoice	05/03/2018	Hydrant Maintenance	0.00	736.75	
	<u>01.10.61402.00</u>	HYDRANT MAINTENANCE	Hydrant Maintenance		736.75	
01129	Jesse R Olivotti	05/03/2018	Regular	0.00	200.00	20127
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>13Mar18 Class</u>	Invoice	05/03/2018	Training and Education	0.00	200.00	
	<u>01.10.61000.00</u>	TRAINING AND EDUCATIO	Training and Education		200.00	
01200	Kronos Inc	05/03/2018	Regular	0.00	4,470.00	20128
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>Quote 605139-1</u>	Invoice	05/03/2018	Computer Software/Support	0.00	4,470.00	
	<u>01.05.61121.00</u>	COMPUTER SOFTWARE/S	Computer Software/Support		4,470.00	
01184	Marin County Fire Chiefs Association	05/03/2018	Regular	0.00	645.00	20129
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>101</u>	Invoice	05/03/2018	Training and Education	0.00	645.00	
	<u>01.10.61000.00</u>	TRAINING AND EDUCATIO	Training and Education		645.00	
01142	Otis Guy Teaching Svcs	05/03/2018	Regular	0.00	7,200.00	20130
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>044</u>	Invoice	05/03/2018	Training and Education	0.00	7,200.00	
	<u>01.10.61000.00</u>	TRAINING AND EDUCATIO	Training and Education		7,200.00	
01020	PG&E	05/03/2018	Regular	0.00	1,171.41	20131
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>24Apr18 Stmt</u>	Invoice	05/03/2018	Utilities	0.00	1,171.41	
	<u>01.14.61702.00</u>	GAS AND ELECTRIC	Utilities		1,171.41	
01095	Richards Watson Gershon	05/03/2018	Regular	0.00	494.00	20132
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>216437</u>	Invoice	05/03/2018	Atty/Legal Fees	0.00	494.00	
	<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	Atty/Legal Fees		494.00	
01188	Staples Credit Plan	05/03/2018	Regular	0.00	638.27	20133
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>18May18</u>	Invoice	05/03/2018	Office Supplies	0.00	638.27	
	<u>01.05.62000.00</u>	OFFICE SUPPLIES	Office Supplies		638.27	
01092	Stroupe Petroleum	05/03/2018	Regular	0.00	1,550.87	20134
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<u>0000020801</u>	Invoice	05/03/2018	Repairs and Maintenance	0.00	624.37	
	<u>01.25.62988.00</u>	FUEL	Repairs and Maintenance		624.37	
<u>0000020802</u>	Invoice	05/03/2018	Repairs and Maintenance	0.00	926.50	

## Check Report

Date Range: 05/01/2018 - 05/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>01.25.62988.00</u>	FUEL	Repairs and Maintenance		926.50	
01073	U S Bank	05/03/2018	Regular	0.00	3,604.18	20135
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>April 23 2018</u>	Invoice	05/03/2018	Credit Card Charges	0.00	3,604.18	
<u>01.00.63041.00</u>	OFFICE EQUIPMENT	Credit Card Charges	26.44			
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/S	Credit Card Charges	185.24			
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND	Credit Card Charges	191.66			
<u>01.05.62000.00</u>	OFFICE SUPPLIES	Credit Card Charges	99.55			
<u>01.05.62003.00</u>	POSTAGE	Credit Card Charges	15.99			
<u>01.05.62200.00</u>	GENERAL DEPARTMENT S	Credit Card Charges	722.15			
<u>01.10.61000.00</u>	TRAINING AND EDUCATIO	Credit Card Charges	77.84			
<u>01.10.62203.00</u>	EMERGENCY RESPONSE S	Credit Card Charges	112.61			
<u>01.10.63131.00</u>	EQUIPMENT	Credit Card Charges	505.82			
<u>01.14.61500.19</u>	BUILDING MAINTENANCE	Credit Card Charges	19.99			
<u>01.14.61705.00</u>	TELEPHONE	Credit Card Charges	554.60			
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	Credit Card Charges	139.02			
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASE	Credit Card Charges	230.40			
<u>01.25.61600.00</u>	REPAIRS VEHICLE	Credit Card Charges	617.90			
<u>01.25.62989.00</u>	PARTS VEHICLE	Credit Card Charges	104.97			
01098	Verizon Wireless	05/03/2018	Regular	0.00	551.59	20136
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>9806006590</u>	Invoice	05/03/2018	April Statement Account 842101678-0000	0.00	551.59	
<u>01.14.61705.00</u>	TELEPHONE	April Statement Account 84210	551.59			
01114	Craig A. Dow	05/15/2018	Regular	0.00	2,970.50	20137
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>05.15.18 payroll</u>	Invoice	05/15/2018	Disability Advance	0.00	2,970.50	
<u>01.00.12003.00</u>	DISABILITY ADVANCE PAY	Disability Advance	2,970.50			
01015	Curtis Tools	05/17/2018	Regular	0.00	145.02	20138
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>INV177010</u>	Invoice	05/15/2018	3x12' CPLD 2.5NH White Dura-Built 800 D	0.00	145.02	
<u>01.10.63131.00</u>	EQUIPMENT	3x12' CPLD 2.5NH White Dura-B	145.02			
01064	Everbank Commercial Finance Inc	05/17/2018	Regular	0.00	204.45	20139
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>5252324</u>	Invoice	05/15/2018	Office Equipment	0.00	204.45	
<u>01.14.63041.00</u>	OFFICE EQUIPMENT	Office Equipment	204.45			
01006	FASIS	05/17/2018	Regular	0.00	69,291.72	20140
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>FASIS-2018-0240</u>	Invoice	05/15/2018	Claim #17001557 & Claim #17001945	0.00	69,291.72	
<u>01.00.60000.00</u>	REGULAR SALARIES	Claim #17001557 & Claim #170	69,291.72			
01172	Ferguson Enterprises Inc	05/17/2018	Regular	0.00	376.28	20141
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>1367766</u>	Invoice	05/15/2018	6x12 Wet Barl Hyd Ext	0.00	376.28	
<u>01.10.61402.00</u>	HYDRANT MAINTENANCE	6x12 Wet Barl Hyd Ext	376.28			
01150	Fire Safety Supply Inc	05/17/2018	Regular	0.00	23.61	20142

## Check Report

Date Range: 05/01/2018 - 05/31/2018

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>108959</u>	Invoice	05/15/2018	Safety Supplies	0.00	23.61	
	<u>01.10.61410.00</u>		EQUIPMENT MAINTENAN		23.61	
01049	Fishman Supply Company	05/17/2018	Regular	0.00	487.44	20143
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>1130615</u>	Invoice	05/15/2018	Cleaning/Bathroom Supplies	0.00	487.44	
	<u>01.14.62206.00</u>		JANITORIAL MAINTENAN		487.44	
01007	Golden Gate Petroleum	05/17/2018	Regular	0.00	2,128.04	20144
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>718084</u>	Invoice	05/15/2018	Fuel	0.00	596.32	
	<u>01.25.62988.00</u>		FUEL		596.32	
<u>719550</u>	Invoice	05/15/2018	Fuel	0.00	1,057.51	
	<u>01.25.62988.00</u>		FUEL		1,057.51	
<u>719552</u>	Invoice	05/16/2018	Fuel	0.00	182.35	
	<u>01.25.62988.00</u>		FUEL		182.35	
<u>719933</u>	Invoice	05/15/2018	Fuel	0.00	291.86	
	<u>01.25.62988.00</u>		FUEL		291.86	
01090	Lynx Technologies Inc	05/17/2018	Regular	0.00	225.00	20145
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>8440</u>	Invoice	05/15/2018	Adjust two MTZ boundaries	0.00	225.00	
	<u>01.05.61125.00</u>		OTHER SERVICES AND SU		225.00	
01036	Marin County Tax Collector	05/17/2018	Regular	0.00	1,187.04	20146
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>2018-1437</u>	Invoice	05/15/2018	Print Shop Services	0.00	1,187.04	
	<u>01.15.61131.00</u>		FIRE PREVENTION		1,187.04	
01194	Physio-Control Inc	05/17/2018	Regular	0.00	313.20	20147
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>118029294</u>	Invoice	05/15/2018	Laryngoscope Battery and Blades	0.00	313.20	
	<u>01.10.62205.00</u>		EMERGENCY MEDICAL SU		313.20	
01047	XMR Fire Emergency Svcs Consulting	05/17/2018	Regular	0.00	6,270.58	20148
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>2018-030</u>	Invoice	05/15/2018	Contract Fire Inspector/Consulting Svcs M	0.00	4,607.50	
	<u>01.05.61105.00</u>		OTHER CONTRACT SERVI		4,607.50	
<u>2018-032</u>	Invoice	05/15/2018	Creek and Weather Monitoring Q1-2018	0.00	1,242.50	
	<u>01.05.61121.00</u>		COMPUTER SOFTWARE/S		1,242.50	
<u>2018-034</u>	Invoice	05/15/2018	RVFD Hazard Notice Door Hangers - Printi	0.00	420.58	
	<u>01.15.61131.00</u>		FIRE PREVENTION		420.58	
01114	Craig A. Dow	05/31/2018	Regular	0.00	2,970.50	20149
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>05312018PR</u>	Invoice	05/31/2018	Disability Advance	0.00	2,970.50	
	<u>01.00.12003.00</u>		DISABILITY ADVANCE PAY		2,970.50	

Check Report

Date Range: 05/01/2018 - 05/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01097	MidAmerica	05/16/2018	Bank Draft	0.00	23,977.35	DFT0000770
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>INV0001203</u>	Invoice	05/16/2018	MidAmerica retiree health reimb 06.01.2	0.00	23,977.35	
	<u>01.00.60231.00</u>		RETIRES' HEALTH INSUR		23,977.35	
01157	P.E.R.S.	05/10/2018	Bank Draft	0.00	41,332.60	DFT0000771
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>INV0001204</u>	Invoice	05/10/2018	05.31.2018 PERS unfunded liability	0.00	41,332.60	
	<u>01.00.60100.00</u>	RETIREMENT	05.31.2018 PERS unfunded liabil		0.55	
	<u>01.00.60100.00</u>	RETIREMENT	05.31.2018 PERS unfunded liabil		41,211.72	
	<u>01.00.60100.00</u>	RETIREMENT	05.31.2018 PERS unfunded liabil		22.98	
	<u>01.00.60100.00</u>	RETIREMENT	05.31.2018 PERS unfunded liabil		97.35	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	32	0.00	124,153.08
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	65,309.95
EFT's	0	0	0.00	0.00
	<b>44</b>	<b>34</b>	<b>0.00</b>	<b>189,463.03</b>

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	32	0.00	124,153.08
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	65,309.95
EFT's	0	0	0.00	0.00
	44	34	0.00	189,463.03

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	5/2018	189,463.03
			189,463.03

# Ross Valley Fire Dept

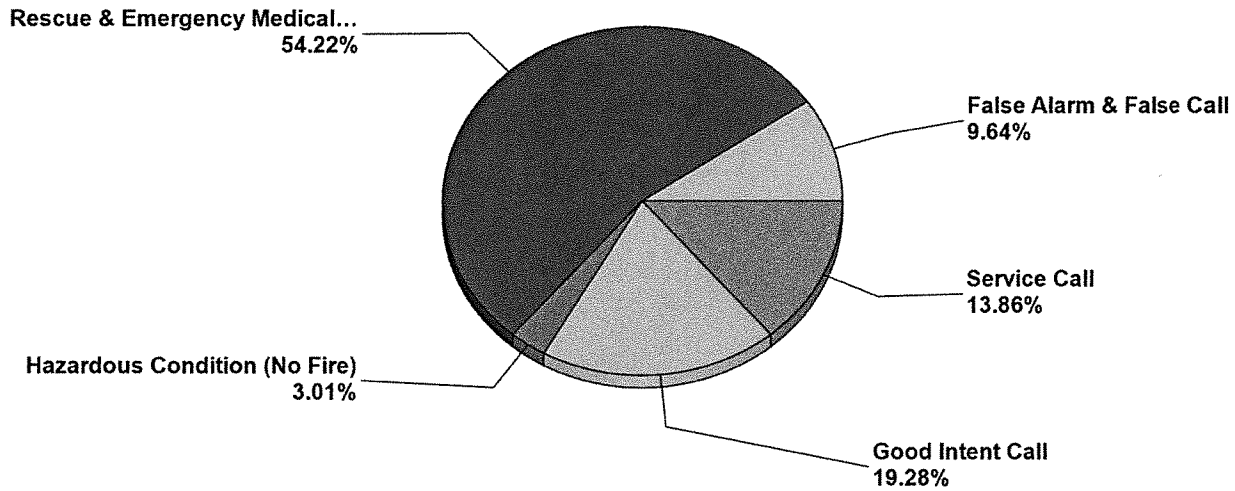
San Anselmo, CA

This report was generated on 6/7/2018 4:28:03 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2018 | End Date: 05/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	90	54.22%
Hazardous Condition (No Fire)	5	3.01%
Service Call	23	13.86%
Good Intent Call	32	19.28%
False Alarm & False Call	16	9.64%
TOTAL	166	100.00%

AGENDA ITEM # 3B  
Date 6/13/18

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
320 - Emergency medical service, other	1	0.60%
321 - EMS call, excluding vehicle accident with injury	85	51.20%
322 - Motor vehicle accident with injuries	1	0.60%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.60%
351 - Extrication of victim(s) from building/structure	1	0.60%
353 - Removal of victim(s) from stalled elevator	1	0.60%
400 - Hazardous condition, other	1	0.60%
412 - Gas leak (natural gas or LPG)	2	1.20%
444 - Power line down	2	1.20%
511 - Lock-out	1	0.60%
550 - Public service assistance, other	4	2.41%
553 - Public service	11	6.63%
554 - Assist invalid	6	3.61%
571 - Cover assignment, standby, moveup	1	0.60%
600 - Good intent call, other	3	1.81%
611 - Dispatched & cancelled en route	22	13.25%
622 - No incident found on arrival at dispatch address	2	1.20%
651 - Smoke scare, odor of smoke	4	2.41%
653 - Smoke from barbecue, tar kettle	1	0.60%
700 - False alarm or false call, other	4	2.41%
735 - Alarm system sounded due to malfunction	1	0.60%
736 - CO detector activation due to malfunction	2	1.20%
740 - Unintentional transmission of alarm, other	2	1.20%
743 - Smoke detector activation, no fire - unintentional	3	1.81%
744 - Detector activation, no fire - unintentional	2	1.20%
745 - Alarm system activation, no fire - unintentional	2	1.20%
TOTAL INCIDENTS:	166	100.00%

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

# Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 6/7/2018 4:28:26 PM



## Incident Type Count per Station for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018

INCIDENT TYPE	# INCIDENTS
<b>Station: 18 - STATION 18</b>	
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	12
322 - Motor vehicle accident with injuries	1
550 - Public service assistance, other	1
553 - Public service	1
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	4
651 - Smoke scare, odor of smoke	1
653 - Smoke from barbecue, tar kettle	1
700 - False alarm or false call, other	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	1

# Incidents for 18 - Station 18 : 30

<b>Station: 19 - STATION 19</b>	
321 - EMS call, excluding vehicle accident with injury	22
353 - Removal of victim(s) from stalled elevator	1
400 - Hazardous condition, other	1
444 - Power line down	1
511 - Lock-out	1
550 - Public service assistance, other	2
553 - Public service	4
554 - Assist invalid	2
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	6
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1

Only REVIEWED incidents included.



**EMERGENCY  
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INCIDENT TYPE	# INCIDENTS
700 - False alarm or false call, other	1
735 - Alarm system sounded due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1

**# Incidents for 19 - Station 19: 47**

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	11
412 - Gas leak (natural gas or LPG)	1
553 - Public service	4
554 - Assist invalid	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	1
700 - False alarm or false call, other	1
745 - Alarm system activation, no fire - unintentional	1

**# Incidents for 20 - Station 20: 26**

Station: 21 - STATION 21	
321 - EMS call, excluding vehicle accident with injury	40
323 - Motor vehicle/pedestrian accident (MV Ped)	1
351 - Extrication of victim(s) from building/structure	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
550 - Public service assistance, other	1
553 - Public service	2
554 - Assist invalid	3
611 - Dispatched & cancelled en route	7
651 - Smoke scare, odor of smoke	2
700 - False alarm or false call, other	1
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1

**# Incidents for 21 - Station 21: 63**

Only REVIEWED incidents included.



Ross Valley Fire, CA

# Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 05/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<u>01.00.47501.00</u>	FAIRFAX	1,865,806.00	1,865,806.00	155,483.83	1,710,322.13	-155,483.87	91.67 %
<u>01.00.47502.00</u>	ROSS	1,859,101.00	1,859,101.00	154,925.08	1,704,175.88	-154,925.12	91.67 %
<u>01.00.47503.00</u>	SAN ANSELMO	3,246,346.00	3,246,346.00	270,528.83	2,975,817.13	-270,528.87	91.67 %
<u>01.00.47504.00</u>	SLEEPY HOLLOW	1,024,992.00	1,024,992.00	85,416.00	939,576.02	-85,415.98	91.67 %
<u>01.00.47505.00</u>	PRIOR AUTHORITY SIDE FUND PYM	50,451.00	50,451.00	4,204.24	46,246.64	-4,204.36	91.67 %
<u>01.00.47507.00</u>	PRIOR AUTHORITY RETIREE HEALTH	198,007.00	198,007.00	16,500.58	181,506.38	-16,500.62	91.67 %
<u>01.00.47508.00</u>	PRIOR AUTHORITY MERA BOND	38,250.00	38,250.00	3,187.50	35,062.50	-3,187.50	91.67 %
<u>01.00.47510.00</u>	PRIOR AUTHORITY RETIREMENT	770,709.00	770,709.00	64,225.77	706,483.45	-64,225.55	91.67 %
<u>01.00.49501.00</u>	COUNTY OF MARIN	159,620.00	159,620.00	0.00	159,620.00	0.00	100.00 %
<u>01.00.49502.00</u>	OES REIMBURSEMENT OUT OF CO	0.00	204,174.00	214,982.65	309,300.65	105,126.65	151.49 %
<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	209,398.46	209,398.46	10,398.46	105.23 %
<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	0.00	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	47,290.00	47,290.00	-51.00	99.89 %
<u>01.00.49510.00</u>	PLAN CHECKING FEES	241,800.00	241,800.00	22,986.02	229,704.65	-12,095.35	95.00 %
<u>01.00.49511.00</u>	RE-SALE INSPECTION FEES	46,500.00	46,500.00	8,286.30	45,016.65	-1,483.35	96.81 %
<u>01.00.49512.00</u>	MISCELLANEOUS INCOME	2,500.00	2,500.00	286.36	1,089.27	-1,410.73	43.57 %
<u>01.00.49513.00</u>	WORKERS COMP REIMBURSEMENT	0.00	65,000.00	3,599.89	87,392.38	22,392.38	134.45 %
<u>01.00.49514.00</u>	MLFT REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<u>01.00.49523.00</u>	APPARATUS REPLACEMENT	200,000.00	200,000.00	12,773.33	185,093.30	-14,906.70	92.55 %
<u>01.00.49524.00</u>	TECHNOLOGY FEES	21,700.00	21,700.00	2,353.84	22,478.15	778.15	103.59 %
<u>01.00.49525.00</u>	TRAINING REIMB	0.00	0.00	0.00	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 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>9,866,458.00</b>	<b>10,342,856.00</b>	<b>1,276,428.68</b>	<b>9,645,506.89</b>	<b>-697,349.11</b>	<b>93.26 %</b>
<b>Revenue Total:</b>		<b>9,866,458.00</b>	<b>10,342,856.00</b>	<b>1,276,428.68</b>	<b>9,645,506.89</b>	<b>-697,349.11</b>	<b>93.26 %</b>
<b>Expense</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<u>01.00.60000.00</u>	REGULAR SALARIES	3,816,400.00	3,533,661.00	366,122.23	3,196,994.29	336,666.71	90.47 %
<u>01.00.60010.00</u>	TEMPORARY HIRE	5,000.00	96,000.00	7,002.30	75,387.87	20,612.13	78.53 %
<u>01.00.60020.00</u>	MINIMUM STAFFING	601,040.00	1,225,000.00	105,241.20	1,055,911.65	169,088.35	86.20 %
<u>01.00.60021.00</u>	HOURLY OVERTIME	81,000.00	81,000.00	1,991.83	64,550.86	16,449.14	79.69 %
<u>01.00.60024.00</u>	SHIFT DIFFERENTIAL OT	40,000.00	20,000.00	707.71	15,501.09	4,498.91	77.51 %
<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	3,797.50	7,116.13	27,883.87	20.33 %
<u>01.00.60027.00</u>	HOLIDAY	178,662.00	165,967.00	12,877.36	143,458.16	22,508.84	86.44 %
<u>01.00.60028.00</u>	PARAMEDIC TRAINING OVERTIME	0.00	21,415.00	0.00	3,136.37	18,278.63	14.65 %
<u>01.00.60029.00</u>	FLSA O/T	99,457.00	89,696.00	7,063.42	74,749.94	14,946.06	83.34 %
<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	3,300.00	300.00	91.67 %
<u>01.00.60040.00</u>	BOARD MEMBER STIPEND	3,600.00	8,000.00	700.00	8,100.00	-100.00	101.25 %
<u>01.00.60100.00</u>	RETIREMENT	1,582,840.00	1,197,915.00	99,160.43	1,085,912.25	112,002.75	90.65 %
<u>01.00.60200.00</u>	CAFETERIA HEALTH PLAN	784,107.00	631,486.00	59,682.57	566,142.76	65,343.24	89.65 %
<u>01.00.60201.00</u>	HEALTH INSURANCE	0.00	0.00	0.00	-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	11,162.68	2,548.32	81.41 %

**Budget Report**

**For Fiscal: 2017-2018 Period Ending: 05/31/2018**

		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	0.00	350,553.00	85.00	99.98 %
<u>01.00.60220.00</u>	PAYROLL TAXES	68,590.00	77,308.00	6,114.05	66,870.23	10,437.77	86.50 %
<u>01.00.60221.00</u>	HOUSING ALLOWANCE	51,600.00	41,404.00	3,600.00	35,290.04	6,113.96	85.23 %
<u>01.00.60223.00</u>	UNIFORM REIMBURSEMENT	24,480.00	21,975.00	1,860.00	19,390.69	2,584.31	88.24 %
<u>01.00.60225.00</u>	EDUCATION REIMBURSEMENT	96,731.00	87,773.00	8,141.36	75,881.82	11,891.18	86.45 %
<u>01.00.60231.00</u>	RETIREES' HEALTH INSURANCE	696,858.00	971,858.00	28,233.35	281,746.57	690,111.43	28.99 %
<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>01.00.63041.00</u>	OFFICE EQUIPMENT	0.00	0.00	26.44	26.44	-26.44	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 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>8,791,645.00</b>	<b>9,418,286.00</b>	<b>714,150.49</b>	<b>7,863,272.76</b>	<b>1,555,013.24</b>	<b>83.49 %</b>
<b>Department: 05 - ADMINISTRATION</b>							
<u>01.05.61103.00</u>	AUDIT & BOOKEEPING SERVICES	22,000.00	29,500.00	421.21	21,840.37	7,659.63	74.04 %
<u>01.05.61105.00</u>	OTHER CONTRACT SERVICES	25,000.00	111,973.00	17,511.71	62,929.94	49,043.06	56.20 %
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	10,000.00	10,000.00	494.00	2,777.00	7,223.00	27.77 %
<u>01.05.61112.00</u>	PERS ADMINISTRATIVE FEE	2,800.00	2,800.00	272.41	2,506.67	293.33	89.52 %
<u>01.05.61120.00</u>	CONTRACT SERVICES-SAN ANSELM	80,000.00	80,000.00	0.00	60,000.00	20,000.00	75.00 %
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	37,250.00	37,250.00	5,897.74	20,478.87	16,771.13	54.98 %
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND MAINTENA	6,100.00	6,100.00	191.66	7,080.70	-980.70	116.08 %
<u>01.05.61125.00</u>	OTHER SERVICES AND SUPPLIES	0.00	0.00	225.00	225.00	-225.00	0.00 %
<u>01.05.61127.00</u>	HEALTH AND WELLNESS	21,000.00	21,000.00	0.00	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	737.82	3,495.14	1,004.86	77.67 %
<u>01.05.62003.00</u>	POSTAGE	1,000.00	1,000.00	15.99	317.27	682.73	31.73 %
<u>01.05.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	8,000.00	12,000.00	722.15	9,770.65	2,229.35	81.42 %
<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 %
<b>Department: 05 - ADMINISTRATION Total:</b>		<b>276,101.00</b>	<b>379,374.00</b>	<b>26,489.69</b>	<b>272,374.31</b>	<b>106,999.69</b>	<b>71.80 %</b>
<b>Department: 10 - OPERATIONS</b>							
<u>01.10.60060.01</u>	VOLUNTEER SHIFT PAY/DRILLS	17,400.00	17,400.00	523.89	1,933.91	15,466.09	11.11 %
<u>01.10.60064.01</u>	VOLUNTEER LENGTH OF SERVICE	3,200.00	3,200.00	0.00	5,309.00	-2,109.00	165.91 %
<u>01.10.60065.02</u>	EXPLORER POST	4,400.00	4,400.00	0.00	2,775.06	1,624.94	63.07 %
<u>01.10.60220.01</u>	PAYROLL TAXES - VOLUNTEER	0.00	0.00	7.46	17.03	-17.03	0.00 %
<u>01.10.61000.00</u>	TRAINING AND EDUCATION	35,500.00	35,500.00	8,672.84	25,818.18	9,681.82	72.73 %
<u>01.10.61100.00</u>	DISPATCH	158,662.00	158,662.00	148.98	160,456.04	-1,794.04	101.13 %
<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	1,113.03	1,113.03	886.97	55.65 %
<u>01.10.61410.00</u>	EQUIPMENT MAINTENANCE	7,800.00	7,800.00	23.61	6,957.82	842.18	89.20 %
<u>01.10.62203.00</u>	EMERGENCY RESPONSE SUPPLIES	4,000.00	4,000.00	112.61	906.19	3,093.81	22.65 %
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SUPPLIES	17,000.00	17,000.00	0.00	18,779.09	-1,779.09	110.47 %
<u>01.10.62205.00</u>	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	669.75	4,841.73	2,658.27	64.56 %
<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	0.00	7,172.67	827.33	89.66 %
<u>01.10.62220.00</u>	COMMUNITY EDUCATION & PREP.	0.00	0.00	0.00	234.35	-234.35	0.00 %
<u>01.10.63131.00</u>	EQUIPMENT	21,500.00	21,500.00	-5,117.52	12,860.22	8,639.78	59.81 %
<u>01.10.63140.00</u>	HYDRANTS	16,600.00	16,600.00	0.00	16,443.00	157.00	99.05 %
<u>01.10.63150.00</u>	COMMUNICATIONS EQUIPMENT	10,000.00	10,000.00	0.00	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 %
<b>Department: 10 - OPERATIONS Total:</b>		<b>438,142.00</b>	<b>434,942.00</b>	<b>6,154.65</b>	<b>363,833.85</b>	<b>71,108.15</b>	<b>83.65 %</b>

## Budget Report

For Fiscal: 2017-2018 Period Ending: 05/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Department: 14 - FACILITIES</b>							
<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	35,000.00	0.00	26,564.59	8,435.41	75.90 %
<u>01.14.61500.19</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	19.99	4,142.25	10,857.75	27.62 %
<u>01.14.61500.20</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	10,924.04	4,075.96	72.83 %
<u>01.14.61500.21</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	11,945.33	3,054.67	79.64 %
<u>01.14.61702.00</u>	GAS AND ELECTRIC	24,344.00	29,000.00	1,171.41	29,901.16	-901.16	103.11 %
<u>01.14.61703.00</u>	WATER	3,946.00	5,000.00	0.00	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	2,700.37	31,451.44	3,548.56	89.86 %
<u>01.14.62206.00</u>	JANITORIAL MAINTENANCE SUPPLI	14,600.00	10,600.00	487.44	5,979.25	4,620.75	56.41 %
<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	204.45	6,378.41	4,621.59	57.99 %
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	12,500.00	12,500.00	139.02	10,135.36	2,364.64	81.08 %
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASES	21,700.00	21,700.00	230.40	1,317.20	20,382.80	6.07 %
<b>Department: 14 - FACILITIES Total:</b>		<b>194,153.00</b>	<b>216,963.00</b>	<b>4,953.08</b>	<b>149,922.97</b>	<b>67,040.03</b>	<b>69.10 %</b>
<b>Department: 15 - COMMUNITY RISK REDUCTION</b>							
<u>01.15.60220.00</u>	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	0.00	39.76	-39.76	0.00 %
<u>01.15.61131.00</u>	FIRE PREVENTION	4,500.00	4,500.00	1,607.62	3,786.82	713.18	84.15 %
<u>01.15.62220.00</u>	COMMUNITY EDUCATION & PREP.	8,000.00	8,000.00	0.00	8,072.98	-72.98	100.91 %
<b>Department: 15 - COMMUNITY RISK REDUCTION Total:</b>		<b>12,500.00</b>	<b>12,500.00</b>	<b>1,607.62</b>	<b>11,899.56</b>	<b>600.44</b>	<b>95.20 %</b>
<b>Department: 25 - FLEET</b>							
<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	617.90	79,691.45	20,308.55	79.69 %
<u>01.25.62988.00</u>	FUEL	30,750.00	44,750.00	4,422.62	31,921.93	12,828.07	71.33 %
<u>01.25.62989.00</u>	PARTS VEHICLE	6,200.00	6,200.00	104.97	5,909.25	290.75	95.31 %
<b>Department: 25 - FLEET Total:</b>		<b>141,050.00</b>	<b>155,050.00</b>	<b>5,145.49</b>	<b>117,832.04</b>	<b>37,217.96</b>	<b>76.00 %</b>
<b>Expense Total:</b>		<b>9,853,591.00</b>	<b>10,617,115.00</b>	<b>758,501.02</b>	<b>8,779,135.49</b>	<b>1,837,979.51</b>	<b>82.69 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>		<b>12,867.00</b>	<b>-274,259.00</b>	<b>517,927.66</b>	<b>866,371.40</b>	<b>1,140,630.40</b>	<b>-315.90 %</b>
<b>Fund: 10 - INSURANCE FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<u>10.00.51999.00</u>	TRANSFERS IN	338,446.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>338,446.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Revenue Total:</b>		<b>338,446.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<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 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>338,446.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>338,446.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Fund: 10 - INSURANCE FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Fund: 15 - VEHICLE FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<u>15.00.49512.00</u>	PROCEED OF SALES	0.00	0.00	0.00	9,000.00	9,000.00	0.00 %
<u>15.00.51999.00</u>	TRANSFERS IN	200,000.00	478,000.00	0.00	478,000.00	0.00	100.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>200,000.00</b>	<b>478,000.00</b>	<b>0.00</b>	<b>487,000.00</b>	<b>9,000.00</b>	<b>101.88 %</b>
<b>Revenue Total:</b>		<b>200,000.00</b>	<b>478,000.00</b>	<b>0.00</b>	<b>487,000.00</b>	<b>9,000.00</b>	<b>101.88 %</b>

Budget Report

For Fiscal: 2017-2018 Period Ending: 05/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>						
<b>Department: 00 - UNDESIGNATED</b>						
<u>15.00.63154.00</u> VEHICLE PURCHASE	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>	<b>0.00</b>	<b>432,698.00</b>	<b>0.00</b>	<b>0.00</b>	<b>432,698.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>	<b>0.00</b>	<b>432,698.00</b>	<b>0.00</b>	<b>0.00</b>	<b>432,698.00</b>	<b>0.00 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>200,000.00</b>	<b>45,302.00</b>	<b>0.00</b>	<b>487,000.00</b>	<b>441,698.00</b>	<b>1,075.01 %</b>
<b>Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY</b>						
<b>Revenue</b>						
<b>Department: 00 - UNDESIGNATED</b>						
<u>25.00.49504.00</u> RVPA REIMBURSEMENT MEDIC PR	219,554.00	0.00	0.00	0.00	0.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>	<b>219,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Revenue Total:</b>	<b>219,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense</b>						
<b>Department: 00 - UNDESIGNATED</b>						
<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 %
<b>Department: 00 - UNDESIGNATED Total:</b>	<b>219,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>	<b>219,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>212,867.00</b>	<b>-228,957.00</b>	<b>517,927.66</b>	<b>1,353,371.40</b>	<b>1,582,328.40</b>	<b>-591.10 %</b>

## Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	9,866,458.00	10,342,856.00	1,276,428.68	9,645,506.89	-697,349.11	93.26 %
<b>Revenue Total:</b>	<b>9,866,458.00</b>	<b>10,342,856.00</b>	<b>1,276,428.68</b>	<b>9,645,506.89</b>	<b>-697,349.11</b>	<b>93.26 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	8,791,645.00	9,418,286.00	714,150.49	7,863,272.76	1,555,013.24	83.49 %
05 - ADMINISTRATION	276,101.00	379,374.00	26,489.69	272,374.31	106,999.69	71.80 %
10 - OPERATIONS	438,142.00	434,942.00	6,154.65	363,833.85	71,108.15	83.65 %
14 - FACILITIES	194,153.00	216,963.00	4,953.08	149,922.97	67,040.03	69.10 %
15 - COMMUNITY RISK REDUCTION	12,500.00	12,500.00	1,607.62	11,899.56	600.44	95.20 %
25 - FLEET	141,050.00	155,050.00	5,145.49	117,832.04	37,217.96	76.00 %
<b>Expense Total:</b>	<b>9,853,591.00</b>	<b>10,617,115.00</b>	<b>758,501.02</b>	<b>8,779,135.49</b>	<b>1,837,979.51</b>	<b>82.69 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>12,867.00</b>	<b>-274,259.00</b>	<b>517,927.66</b>	<b>866,371.40</b>	<b>1,140,630.40</b>	<b>-315.90 %</b>
<b>Fund: 10 - INSURANCE FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	338,446.00	0.00	0.00	0.00	0.00	0.00 %
<b>Revenue Total:</b>	<b>338,446.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	338,446.00	0.00	0.00	0.00	0.00	0.00 %
<b>Expense Total:</b>	<b>338,446.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Fund: 10 - INSURANCE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	200,000.00	478,000.00	0.00	487,000.00	9,000.00	101.88 %
<b>Revenue Total:</b>	<b>200,000.00</b>	<b>478,000.00</b>	<b>0.00</b>	<b>487,000.00</b>	<b>9,000.00</b>	<b>101.88 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	0.00	432,698.00	0.00	0.00	432,698.00	0.00 %
<b>Expense Total:</b>	<b>0.00</b>	<b>432,698.00</b>	<b>0.00</b>	<b>0.00</b>	<b>432,698.00</b>	<b>0.00 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>200,000.00</b>	<b>45,302.00</b>	<b>0.00</b>	<b>487,000.00</b>	<b>441,698.00</b>	<b>1,075.01 %</b>
<b>Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	219,554.00	0.00	0.00	0.00	0.00	0.00 %
<b>Revenue Total:</b>	<b>219,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	219,554.00	0.00	0.00	0.00	0.00	0.00 %
<b>Expense Total:</b>	<b>219,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>212,867.00</b>	<b>-228,957.00</b>	<b>517,927.66</b>	<b>1,353,371.40</b>	<b>1,582,328.40</b>	<b>-591.10 %</b>



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	517,927.66	866,371.40	1,140,630.40
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	517,927.66	1,353,371.40	1,582,328.40

Ross Valley Fire Board  
Meeting Minutes  
Wednesday, May 16, 2018

Board present: Shortall, Brown, Reed, Finn, Brekhus, Goddard (for Lacques), Kuhl, Greene

Open time: no public comment.

**Board requests for future agenda items, staff miscellaneous items:** Member Reed (for Member Lacques) asked about the fire prevention item to be placed on future agenda.

**Consent agenda:** M/S Greene/Reed to approve consent agenda. All ayes.

**Approval for staff to prepare a formal agreement for Marin County Fire Department (MCFD) to provide Fire Chief and administrative services for RVFD.** Acting Chief Meagor provided the staff report and that all 3 councils provided feedback and support for the shared services option. The legal counsels have begun the process of putting together a draft agreement. No members of the board had questions regarding the status. M/S Shortall/Greene to provide guidance to the chiefs and continue with the process. In addition, to suspend the Fire Chief recruitment. All ayes.

**Presentation and provide direction on FY 18/19 Draft Budget:** Chief Meagor provided the staff report and presented the details on the Draft Budget. He explained the changes to the expenses and where the increases are. They include the transfer to the vehicle replacement fund, workers compensation increases, agreed upon raises for all personnel, and there were increases to the CalPERS costs. Member Shortall asked about the Pension Obligation Bond and if we are considering another bond. Executive Officer responded that they are exploring the idea of prepaying the unfunded liability or into a Section 115 fund option that would provide flexibility to smooth out payments. This item will be brought back to the board in the future for discussion. Member Finn asked if there would be more out of county responses, and if there should be amounts budgeted. Acting Chief responded that we do not put the out of county figures in the budget as they are "moving targets". President Brekhus asked if the amount reimbursed by the County of Marin is for the responses to the county areas. There is discussions occurring to increase the contracted amount to approximately \$200,000. He explained how the agreement was created and the numbers were agreed to in the current agreement.

Steve Lamb, San Anselmo, asked about the reserve fund and if the department has a policy about reserves or has a target amount. Acting Chief Meagor replied that there is a fund policy, and there is a suggested amount that should be in the reserve fund.

AGENDA ITEM # 30  
Date 6/13/18

**Consideration and approval for cost sharing with the Town of San Anselmo for Station 19 emergency generator replacement.** Acting Chief Meagor provided the staff report and explained the generator costs and replacement costs. This amount will reduce the reserves by \$20,000. This is to replace the original generator that was installed in 1977. M/S Greene/Shortall to approve replacement as recommended. All ayes.

Adjourned to the next meeting scheduled for Wednesday, June 13, 2018.


Minutes respectfully submitted,

A handwritten signature in cursive script, appearing to read 'JoAnne Lewis', written in black ink.

JoAnne Lewis  
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the Meeting of June 13, 2018

TO: Ross Valley Fire Department Board of Directors  
FROM: JoAnne Lewis, Administrative Assistant   
SUBJECT: Publicly Available Pay Schedule

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**RECOMMENDATION**

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

**BACKGROUND AND DISCUSSION**

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

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

**FISCAL IMPACT:**

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

**Attachment #1:** Resolution No. 18-05, A Resolution Approving Salaries for all Ross Valley Fire Department employees for the 2018-2019 fiscal year.

AGENDA ITEM # 3C  
Date 6/13/18

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION NO. 18-05**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Ross Valley Fire Department adopts the following Publicly Available Pay Schedule for the 2018-2019 fiscal year,

**SALARY SCHEDULE - July 1, 2018**

**Monthly Salaries**

<b>Classification Title</b>	<b>Low</b>	<b>High</b>
Administrative Assistant	6,091	7,451
Battalion Chief	11,759	13,066
Fire Captain	8,367	10,169
Fire Chief		15,970
Firefighter/Engineer	7,197	8,748
Fire Inspector	7,802	9,486

**NOTES:**

1. Fire Chief salary effective February 1, 2017

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on the 13<sup>th</sup> day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:


\_\_\_\_\_  
Elizabeth Brekhus, President

ATTEST:

\_\_\_\_\_  
JoAnne Lewis, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: June 13, 2018

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

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**RECOMMENDATIONS:**

That the Board reviews the draft agreement for the Marin County Fire Department to provide Fire Chief and administrative services for Ross Valley Fire Department.

**BACKGROUND**

In September, Ross Valley Fire began exploring options to fill the vacant Fire Chief position. The options included 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.

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 Fire Chief and administrative services for the Department. At the May meeting, the Board voted unanimously to suspend the traditional fire chief recruitment and to direct staff work with legal counsel to develop an agreement for Marin County Fire Department to provide Fire Chief and administrative services for Ross Valley Fire Department.

**DISCUSSION:**

As directed by the Board, Ross Valley Fire and Marin County Fire staff working with legal counsels have developed draft agreement for Board consideration. Recommendations by the Board will be incorporated into the final agreement, which will be brought back to the Board for final approval.

Attachment: Draft MOU between the County of Marin Fire Department and the Ross Valley Fire Department for shared services from the Marin County Fire Department to the Ross Valley Fire Department.

AGENDA ITEM # 4  
Date 6/13/18

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF MARIN FIRE DEPARTMENT AND  
THE ROSS VALLEY FIRE DEPARTMENT FOR SHARED SERVICES  
FROM THE MARIN COUNTY FIRE DEPARTMENT TO THE ROSS  
VALLEY FIRE DEPARTMENT**

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**July 1, 2018**

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# MEMORANDUM OF UNDERSTANDING

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## Memorandum of Understanding

This **Memorandum of Understanding** (hereinafter referred to as **MOU and/or Agreement**) is entered into and is effective July 1, 2018 (the "Effective Date") by and between the ROSS VALLEY FIRE DEPARTMENT (RVFD) and the COUNTY OF MARIN/MARIN COUNTY FIRE DEPARTMENT (MCFD) for fire executive management and administrative services provided by MCFD to RVFD as set forth herein.

### RECITALS

A. Ross Valley Fire Department was formed pursuant to a Joint Powers Agreement, currently in the form of an Amended and Restated Joint Powers Agreement, as further amended, between the Town of Fairfax, the Town of San Anselmo, Sleepy Hollow Fire Protection District and the Town of Ross, as a separate public agency under the Joint Exercise of Powers Act, commencing at Government Code Section 6500.

B. The County of Marin is a political subdivision of the State of California and a general law county. The Marin County Fire Department is a sub-division and department of the County of Marin. Marin County Fire Department is not a separate public or legal entity.

C. The RVFD has a vacancy in the permanent position of Fire Chief and has explored options for traditional staffing and for securing equivalent functions through a contract for services.

D. The Parties have discussed a contract proposal for Executive Management Shared Services where equivalent fire chief services will be provided to RVFD by the MCFD. Administrative support functions traditionally provided by the Fire Chief will be provided to RVFD by MCFD under the supervision and direction of the MCFD Fire Chief utilizing MCFD sworn and civilian staff with expertise in the applicable areas of fire administration and operations. At its May 16, 2018 meeting, the RVFD Board of Directors authorized preparation of this formal agreement based on the concept in the proposal presented in the Staff Report (with supplemental PowerPoint presentation) for the meeting of April 18, 2018.

**NOW THEREFORE**, the purpose and intent of this Agreement is to set forth the current terms, conditions, requirements and procedures that shall govern and control

the provision of services by MCFD to RVFD as authorized by the Joint Exercise of Powers Act (Government Code Sections 6500, et seq.) and/or Government Code Section 54981 which expressly permits the parties to contract for such services with each other.

## **MEMORANDUM OF UNDERSTANDING/AGREEMENT**

**RVFD and MCFD, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:**

### **SECTION 1. Term of AGREEMENT**

This Agreement shall commence on the above-stated Effective Date and shall continue in full force and effect for five years.

### **SECTION 2. No Separate Entity Created**

The parties do not intend to create a separate public agency through this Agreement.

### **SECTION 3. MCFD As Independent Contractor**

MCFD at all times and for all purposes under this Agreement is an independent contractor and shall not be deemed an agent, servant or employee of RVFD, nor is this Agreement to be construed as a partnership, joint venture or association by MCFD with RVFD.

### **SECTION 4. Employees of Each Party**

The employees of each party are intended to remain exclusively employees of the applicable party. Nothing in this Agreement is intended to change the employment relationship or to establish a joint employment or co-employment relationship. Each party will continue to be responsible for all compensation provided to its employees.

### **SECTION 5. Terms Defined**

The "Board of Directors," "President" or "Board President," "Executive Officer" and "RVFD Management Committee" are those bodies or officials as established under the RVFD joint powers agreement, as amended from time to time.

Reference to MCFD includes the County of Marin.

## **SECTION 6. Services To Be Rendered**

MCFD will provide the executive management and administration services described in Appendix "A." RVFD will continue to provide the staff and support services outlined in Appendix "B." Deliverables for year one and for years two through five are listed in Appendix "C." The deliverables may be further refined in writing with details and deadlines. Any agreed refinement will be signed by the MCFD Fire Chief and the RVFD Executive Officer and may not alter the underlying terms of this Agreement.

## **SECTION 7. Compensation For Services Rendered**

The terms and conditions for compensation to MCFD for its support services provided under this Agreement are set forth in Appendix "D."

## **SECTION 8. Performance Review**

RVFD reserves the right at any time to review MCFD's performance under this Agreement and agrees to provide to MCFD the results of its review. MCFD agrees to cooperate with any and all requests for information and documents related to any such review.

## **SECTION 9. Health & Safety Concerns**

If any provisions of this Agreement are violated by MCFD in a manner that presents a possible or potential danger to the public health and safety, RVFD's Executive Officer shall notify MCFD's Fire Chief of the alleged violation by telephone and in writing, with a copy of such notification sent to County's Chief Administrative Officer. If MCFD fails to correct the violation within fourteen (14) days after receipt of written notice, RVFD may suspend this Agreement until such violation has been corrected. The decision of RVFD as to the existence of a contract violation and its resolution shall be final, but MCFD shall be permitted to present its response to the RVFD's Board of Directors either in writing or orally or both before any such final decision is rendered.

## **SECTION 10. [Reserved]**

## **SECTION 11. [Reserved]**

## **SECTION 12. Agreement Not for Benefit of Third Parties**

This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever.

### **SECTION 13. Hold Harmless & Indemnification**

RVFD and MCFD each agree to defend, indemnify and hold harmless the other, and the other's officers, agents and employees, against any and all liabilities, injuries or damages caused by the intentional or negligent acts, errors or omissions of their own respective employees, agents or representatives in connection with their performance and duties under the terms and provisions of this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of concurrent negligence or liability of the parties, liability shall be apportioned between RVFD and MCFD under the doctrine of comparative fault as established under California law.

### **SECTION 15. Insurance**

MCFD shall carry at its own expense during the full term of this Agreement the insurance coverages specified in Appendix "E." MCFD is self-insured and has insurance coverage over and above the self-insurance amount and also has umbrella coverage. MCFD shall provide a current endorsement of such coverages (on the general liability endorsement form attached hereto as Appendix "F") to RVFD within ten (10) days of the Effective Date of this Agreement. RVFD agrees to accept MCFD's self-insurance program in lieu of the applicable portions of the required commercial insurance coverage.

### **SECTION 16. Conflict of Interest**

Both RVFD and MCFD warrant and covenant that they presently have no interest in, nor shall any interest be hereinafter acquired, in any matter which will render the services required under the provisions of this Agreement a violation of any applicable state, local or federal law. RVFD and MCFD further warrant that no officer or employee of theirs has influenced or participated in a decision to award this Agreement which has or may confer a benefit, pecuniary or otherwise, in a manner which would violate State law. In the event that any conflict of interest or violation of this section should nevertheless hereafter arise, that party shall promptly notify the other of the existence of the conflict such that all appropriate action immediately may be undertaken.

### **SECTION 17. Assignability**

MCFD shall not assign all or any portion of this Agreement. With the prior written consent of the Executive Officer, MCFD may use a qualified outside vendor or consultant to assist with the preparation of studies, standards or plans, but may not assign any of MCFD's related duties under this Agreement.

## **SECTION 18. Dispute Resolution Process**

Should any disagreement or dispute between RVFD and MCFD arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, the parties will attempt to resolve such dispute informally by a meeting with representatives of each party. If, after a good faith attempt by both parties to resolve the dispute informally, no resolution can be reached, the parties shall submit such dispute to mandatory mediation before an agreed upon mediator, each party to pay an equal share of the mediation fees and each party to pay its own attorneys' fees and legal costs. Should RVFD and MCFD be unable to agree upon a mediator, they shall agree upon a mediation service and shall have that service select a mediator for them. Should mediation be unsuccessful, then RVFD and MCFD each agree that they shall submit their dispute to binding arbitration before a mutually-agreeable arbitrator. If they cannot agree upon an arbitrator, they shall select an arbitration service which shall select an arbitrator for them. RVFD and MCFD each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs and it is hereby agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. RVFD and MCFD hereby expressly waive any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the mandatory mediation and binding arbitration process specified above. However, in emergency or extraordinary circumstances, each or both parties may seek equitable or injunctive relief to preserve the status quo pending occurrence of the mediation/arbitration process herein specified. It is the express intent of both RVFD and MCFD to have any and all disputes under this Agreement resolved by the above-specified mediation/arbitration process and in as timely and economical manner as possible.

## **SECTION 19. Default**

Subject to any extensions of time by mutual consent of the parties in writing, any failure of either party to timely perform any material obligation of this Agreement shall constitute an event of default as to that party, if (i) such defaulting party does not cure such failure within thirty (30) days following receipt of written notice of default from the other party, where such failure is of a nature that can be cured within such thirty (30) day period, or (ii) if such failure is not of a nature which can be cured within a thirty (30) day period, the allegedly defaulting party does not, within said thirty (30) day period, commence substantial efforts to cure such failure or thereafter does not, within a reasonable period of time, prosecute to completion with diligence and continuity the curing of the failure. The time to cure may be extended in writing at the discretion of the party giving notice. Any notice of default given hereunder shall be served on the other party and shall specify in detail the nature of the failure(s) in performance which the

noticing party claims constitutes the event of default and the manner in which such default may be satisfactorily cured in accordance with the terms and conditions of this Agreement. Failure of a party to timely cure or commence and diligently prosecute to completion the cure of a material default of this Agreement shall entitle the non-defaulting party to terminate this Agreement in accordance with the termination provisions set forth herein and/or to pursue all other remedies available under the dispute resolution process set forth in Section 18 above.

## **SECTION 20. Equal Opportunity & Non-Discrimination**

MCFD and all its employees while performing under this Agreement shall comply with the equal opportunity and non-discrimination provisions of all applicable federal, state and local laws, statutes and ordinances. MCFD and its employees shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual preference, marital status, age, physical or mental disability, or any other status protected by law, in any matters related to access to or provision of services or related to employment.

## **SECTION 21. Termination**

This Agreement may be terminated prior to the end of its stated term (see Section 1) by one year written notice given by either party to the other party.

## **SECTION 22. Amendments**

This Agreement shall not be further amended or modified at any time and in any respect whatsoever except in writing and by both parties hereto. RVFD and MCFD each agrees that it will make no claim at any time that this Agreement has been orally amended or modified, and each agrees that no oral waiver, amendment or modification shall be effective for any purpose.

## **SECTION 23. Breach & Enforcement**

This Agreement may be pleaded as a full and complete defense to, and may be used as the basis for a petition/motion against, any action, suit or other proceeding which may be instituted, prosecuted or maintained in breach of this Agreement, including but not limited to a petition/motion to compel mediation and/or arbitration.

## **SECTION 24. Severability**

Should any provision of this Agreement be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected

thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

## **SECTION 25. Governing Law**

This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California, with venue agreed to be within the County of Marin. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RVFD or MCFD.

## **SECTION 26. Parties' Representations**

RVFD and MCFD each represent and acknowledge that, in executing this Agreement, they do not rely, and have not relied, upon any representation or statement made by any of their agents, representatives or attorneys with regard to the subject matter, basis or fact of this Agreement or otherwise.

## **SECTION 27. Binding Upon Successors**

This Agreement shall be binding upon the parties and their administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the parties, and each of them, and their administrators, representatives, executors, successors and assigns.

## **SECTION 28. Headings**

The section headings and titles contained in this Agreement are for convenience and reference only and are not intended to define, limit, or describe the scope of any provision of this Agreement.

## **SECTION 29. Consent**

Whenever any consent or approval is required by this Agreement, such consent or approval shall not be unreasonably withheld, conditioned, or delayed, except as otherwise specifically set forth herein.

## **SECTION 30. Designated Representatives**

The Executive Officer of RVFD is its designated representative and will administer this Agreement on its behalf. MCFD's Fire Chief is its designated representative. Changes in designated representatives shall occur by advance written notice to the other party.

## **SECTION 31. Notices**

All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the parties to be served as follows:

If to RVFD:

President of the Board of Directors  
Ross Valley Fire Department  
777 San Anselmo Ave,  
San Anselmo, CA 94960

If to MCFD:

Fire Chief, County of Marin  
PO Box 518  
Woodacre, CA 94973

Each party shall provide the other with telephonic and written notice of any change of address as soon as practicable. Notices given by personal delivery or acknowledged shall be effective immediately.

## **SECTION 32. Appendices**

The following appendices to this Agreement are attached hereto and incorporated by reference as though fully set forth herein:

Appendix A	MCFD EXECUTIVE MANAGEMENT AND ADMINISTRATIVE SERVICES
Appendix B	CONTINUING RVFD ADMINISTRATIVE SERVICES
Appendix C	DELIVERABLES
Appendix D	COMPENSATION
Appendix E	STANDARD INSURANCE REQUIREMENTS
Appendix F	GENERAL LIABILITY ENDORSEMENT FORM



### **SECTION 33. Execution In Counterparts**

This Agreement may be executed on behalf of the parties in one or more counterparts, all of which collectively shall constitute one document and Agreement.

### **SECTION 34. Effective Date**

The effective date of this Agreement is the date set forth in the first paragraph hereof, once this Agreement is fully executed by each of the parties' representatives set forth below.

**IN WITNESS WHEREOF** the parties hereto have entered into and executed this Agreement as follows:

**MARIN COUNTY FIRE DEPARTMENT**

Attest:

\_\_\_\_\_  
Clerk, BOS

By: \_\_\_\_\_  
Damon Connolly, President, BOS

**ROSS VALLEY FIRE DEPARTMENT**

By: \_\_\_\_\_  
President, Board of Directors

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## **APPENDIX A**

### **MCFD EXECUTIVE MANAGEMENT AND ADMINISTRATIVE SERVICES**

#### **Scope of Services:**

MCFD will utilize the following staff members to provide services as defined by this agreement - Fire Chief, Deputy Chief-Operations, Deputy Director of Fire, Fire Marshal, Battalion Chief-Wildfire Protection, Battalion Chief-Training, Battalion Chief- EMS, Administrative Services Manager, Administrative Services Associate, and other MCFD staff as determined necessary by the MCFD. Where required by law or RVFD rules or requirements, MCFD will designate individuals to serve in specified functions or positions, but such individuals shall continue to be under control of and report to MCFD.

#### **The MCFD will provide the following services:**

**Executive Management:** MCFD will provide the following Fire Chief services: Under general direction of the Executive Officer, Management Committee and the Board of Directors will direct, lead, manage, and oversee the activities and operations of the Department including general administration, finance, fire prevention, suppression, training, fire investigation, emergency medical services and public education. Services will include on-call duty on a regular, routine basis for consultation and actual response beyond the normal business hours.

#### **Essential Functions:**

- Attend all RVFD Board of Directors meetings in person, unless otherwise excused.
- Attend all RVFD Management Committee meetings, unless otherwise excused.
- Directs and oversees the activities of the Fire Department
- Plans, implements, and reviews departmental short and long-range goals
- Develops general policies for the administration of the department
- Evaluates needs and makes recommendations for construction/renovation of fire stations and the purchase of apparatus and equipment
- Develops annual budget and controls expenditures

- Represents the Department at meetings with elected officials and outside agencies; explain and interpret Department programs, policies, activities, budget, and operations
- Negotiate on sensitive issues and issues involving but not limited to: budgeting, department direction, employee issues and resolutions, equipment, supplies tools, operational methods and implementation
- Develops recommendations for the protection of life and property within the jurisdiction of the Department
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Identify opportunities for improvement; direct the implementation of changes, maintain an efficient and cost effective emergency response system
- Maintain discipline and ethical standards set forth within Department
- Assumes command of all Department operations, as needed, during emergency and non-emergency events as appropriate
- Formulates and supervises the development and implementation of minimum standards, technical competency, training standards, safety compliance, inspections, fire prevention, education, emergency medical unless otherwise excused.
- Performs contract negotiations with other agencies both private and public for cooperative and financial agreements

**Finance:** MCFD will provide management and oversight for financial services and administration, including preparing the annual operating budget, controlling expenditures, conducting long-term financial planning, recommend financial policies, purchasing and contract administration.

**Human Resources:** MCFD will manage human resource functions including benefit administration, performance management, labor law requirements, employee hiring and development, and health and wellness.

**Community Risk Reduction:** MCFD will provide management and general oversight of the department's community risk reduction programs, including fire prevention and public education. MCFD will provide Fire Marshal services to include fire code development and enforcement. Interpret and apply laws, regulations, ordinance, and codes for specific applications as the Fire Marshal for the Department.

**Emergency Medical Services (EMS):** MCFD will provide management and general oversight of the Department's EMS program.

**Training:** MCFD will provide general coordination of the Department's training program. Ensure compliance with State and Federal requirements.

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## **APPENDIX B**

### **CONTINUING RVFD ADMINISTRATIVE SERVICES**

**Administrative Assistant:** The RVFD Administrative Assistant will continue to support finance, human resources, public information, and other general administrative functions.

**Department Training Officer:** A RVFD Battalion Chief will continue to serve as the Department training officer.

**Fire Inspectors:** RVFD personnel will continue to meet the day-to-day fire inspection needs of the Department.

**Basic Financial and Payroll Services:** RVFD will continue to provide for basic financial services, including accounts receivable/payable and payroll processing for RVFD employees. These services are currently provided by agreement with the Town of San Anselmo.

## **APPENDIX C**

### **DELIVERABLES**

The following items have been identified as key deliverables to implement the executive management and administrative transition and begin to address the current priorities of the Department. It is understood that many of these items will require routine updates and attention of MCFD. These items are derived from public meetings and the concept proposal presented at the Ross Valley Fire Department Board of Directors meeting on April 18, 2018. The PowerPoint presentation and staff report are available for reference under public record with Ross Valley Fire Department. In the event of a conflict between the concept proposal and this Agreement or this Appendix, the Agreement or this Appendix will take precedence, in that order.

#### **Year One and/or ongoing:**

- Ensure the Department will continue to respond to the needs of the community's citizens and visitors and to deliver the best possible public service attainable.
- Review and gain an understanding of the Department's administrative functions, programs, policies, procedures, etc.
- Develop and maintain relationships with the communities, community leaders and elected officials ensuring the Department is well represented to stakeholders and constituents.
- Develop and maintain strong working relationships with Department Heads within the three towns.
- Conduct a review of the Department's current policies and procedures and implement the Lexipol policy management software.
- Complete the integration of the finance agreement with the Town of San Anselmo, including best practice cross checks and audit trail information.
- Implement employee performance management system.
- Evaluate the Departments infrastructure and capital assets needs.

#### **Two to five-year deliverables:**

- Develop a 5-year Strategic Plan
- Development of Department wide Community Wildfire Protection Plan
- Update RVFD Standards of Cover

- Complete policy and procedure update
- Long-term financial outlook and options for sustainability
- Work with Towns to develop a capital facility (fire stations) master plan for long term major rehab, code compliance and, if needed, eventual replacement.

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## APPENDIX D COMPENSATION

For the first year of service, RVFD will pay MCFD \$295,583 for services under this Agreement, inclusive of all compensation, costs, expenses and fees. The amount will be prorated and paid twice yearly, in arrears. MCFD will issue the initial invoice six months after the Effective Date, with subsequent invoices each half year (six months) for service during the preceding six months. RVFD will make payment for all undisputed sums within 30 days of receiving the invoice.

The method for determining the first year fee and its breakdown is summarized in the table below. The fee will be adjusted annually, starting on the anniversary of this Agreement, based on the methodology used in the table and subject to MCFD labor costs associated with the identified positions. Regardless of the calculated increase, the maximum increase that will apply year-to-year is 3% during the term of this Agreement.

As part of the annual performance evaluation, the parties may mutually agree to changes in the percentage allocation of personnel in the table below based on actual experience. However, agreement to a percent change in allocation does not change the 3% maximum annual limit on increases.

The identification of positions is intended to identify services and functions rather than individuals. This methodology is used to provide a convenient and reproducible process that can be used for future fee adjustments. It is not intended to designate specific individuals or control the methods or means by which MCFD achieves the results required under the Agreement.

Position	Salary	Full Cost	RVFD %	Year 1
Fire Chief	\$ 214,968	\$ 395,541	30%	\$ 118,662
Deputy Fire Chief	\$ 189,987	\$ 349,576	10%	\$ 34,958
Deputy Director of Fire	\$ 155,979	\$ 246,447	15%	\$ 36,967
Fire Marshal	\$ 178,443	\$ 328,335	10%	\$ 32,834
Veg Mngt / WF Protection BC	\$ 178,443	\$ 328,335	7%	\$ 22,983
EMS	\$ 178,443	\$ 328,335	3%	\$ 8,208
Training	\$ 178,443	\$ 328,335	5%	\$ 16,417
Administrative Services Assoc.	\$ 82,875	\$ 130,943	12%	\$ 15,713
Administrative Services Manager	\$ 111,904	\$ 176,808	5%	\$ 8,840
<b>Total</b>				<b>\$ 295,583</b>

## Appendix E

### STANDARD INSURANCE REQUIREMENTS

Prior to rendering services provided by the terms and conditions of this Agreement, MCFD "Contractor or its subcontractor" for purposes of these insurance requirements, shall acquire and maintain during the term of this Agreement, insurance coverage, through and with an insurer acceptable to RVFD, naming the RVFD and its officials, employees, and volunteers as additional insured, (hereinafter referred to as "the insurance"). The limits of insurance herein shall not limit the liability of the Contractor hereunder.

1. Except for professional liability coverage said policies shall be in effect until final acceptance of contractor's work by RVFD and shall provide that they may not be canceled without first providing RVFD with thirty (30) days written notice of such intended cancellation. If Contractor fails to maintain the insurance provided herein, RVFD may, but is not required to, secure such insurance and deduct the cost thereof from any funds owing to Contractor.
2. Minimum Scope of Insurance. Contractor shall procure insurance covering general liability, automobile liability, and worker's compensation. Coverage shall be at least as broad as:
  - a) Insurance Services Office (ISO) Commercial General Liability Occurrence form number CG 0001 or equivalent ISO form. A non-ISO form must be reviewed by the RVFD prior to acceptance of the Agreement.
  - b) Except as otherwise provided in (e)(ii)(bb) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" and Endorsement CA 0029.
  - c) Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.
  - d) Professional Errors and Omissions Liability Insurance, coverage form subject to RVFD Approval.
3. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:
  - a) General Liability and Automobile Liability Coverages. RVFD and its officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on

behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the RVFD, its officials, employees or volunteers.

- i) The Contractor's insurance coverage shall be primary insurance as respects the RVFD, its officials, employees and volunteers and any other insureds under this contract. Any insurance or self-insurance maintained by the RVFD, its officials, employees and volunteer or other insureds shall be excess of the Contractor's insurance and shall not contribute with it.
  - ii) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the RVFD, its officials, employees and volunteers or other insureds under this contract.
  - iii) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- b) Worker's Compensation and Employers Liability Coverage.
  - c) Professional Errors and Omissions insurance.
    - 1. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the RVFD.
4. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII if admitted. A non-admitted insurer shall have a Best's rating of no less than A-X.
5. Minimum Limits of Insurance. Contractors shall maintain limits no less than:
- a) Commercial General Liability: One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage with a general aggregate limit of \$2,000,000.

- b) Automobile Liability: Subject to the option of the RVFD either: (aa) \$1,000,000 combined single limit per accident for bodily injury or property damage or; (bb) Personal Automobile liability coverage of \$500,000 bodily injury and property damage.
  - c) Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and Employers Liability limits of One Million Dollars (\$1,000,000) per accident.
  - d) Professional Errors and Omissions Liability: Policy limits of not less than One Million Dollars (\$1,000,000) per incident and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars (\$2,500). Coverage may be made on a claims-made basis with a "Retro Date" either prior to the date of the Contract or the Beginning of the Contract work. If claims-made, coverage must extend to a minimum of twelve (12) months beyond completion of project. If coverage is canceled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of twelve (12) months after completion of contract work.
6. [Reserved.]
7. Deductibles and Self-Insured retentions. Except as otherwise provided in this Agreement, any deductibles or self-insured retentions must be declared to and approved by the RVFD. At the option of the RVFD either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the RVFD, its officials and employees; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
8. Verification of Coverage. Contractor shall furnish the RVFD with Certificate(s) of Insurance and with original endorsement(s) affecting coverage required by this clause. The certificate(s) and endorsement(s) for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) and endorsement(s) are to be on forms provided by the RVFD or on forms received and approved by the RVFD before work commences. The RVFD reserves the right to require complete, certified copies of all required insurance policies, at any time.
9. Contractor shall not render services under the terms and conditions of this Agreement unless each type of insurance coverage and endorsement is in

effect and Contractor has delivered the certificate(s) of insurance and endorsement(s) to RVFD as previously described. If Contractor shall fail to procure and maintain said insurance, RVFD may, but shall not be required to, procure and maintain the same, and the premiums of such insurance shall be paid by Contractor to RVFD upon demand. The policies of insurance provided herein which are to be provided by Contractor shall be for a period of not less than one year, it being understood and agreed that thirty (30) days prior to the expiration of any policy of insurance, Contractor will deliver to RVFD a renewal or new policy to take the place of the policy expiring.

10. RVFD shall have the right to request such further coverages and/or endorsements on the insurance as RVFD deems necessary, at Contractor's expense. The amounts, insurance policy forms, endorsement(s) and insurer(s) issuing the insurance shall be satisfactory to RVFD in its sole and absolute discretion.

Appendix F

**GENERAL LIABILITY ENDORSEMENT FORM**


[Attach Form.]

DRAFT

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: June 13, 2018

To: Board of Directors

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

Subject: Fiscal Year 2018/19 Proposed Budget

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**RECOMMENDATION:**

That the Board approves Resolution 18-06 a resolution adopting the budget for the Ross Valley Fire Department for the fiscal year commencing July 1, 2018.

**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 15<sup>th</sup> 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 \$10,606,253, which includes \$10,306,253 for the Operating Budget and a fund transfer of \$300,000 to the Vehicle/SCBA Fund. The Operating Budget is funded by the following member contributions: Fairfax \$2,338,863, Ross \$2,019,897, San Anselmo \$4,068,627, Sleepy Hollow \$1,284,864, and Prior Authority reserves \$10,246. Additionally, the Towns contribute up to \$15,000 annual for each fire station. Outside revenues are estimated at \$823,756.

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 \$752,662. 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 employees 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.
- With the proposal for the Marin County Fire Department to provide executive management and administrative services, The Fire Chief position has been removed from the budget and a new line item "Contract Services-MCFD" has been added.
- 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 the 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 General Fund budget for FY 2018/19 is \$10,606,253, which includes \$10,306,253 for the Operating Budget and a fund transfer of \$300,000 to the Vehicle/SCBA Fund. The Operating Budget is funded by the following member contributions: Fairfax \$2,338,863, Ross \$2,019,897, San Anselmo \$4,068,627, Sleepy Hollow \$1,284,864, and Prior Authority reserves \$10,246. Additionally the Towns contribute up to \$15,000 annual for each fire station. Outside revenues are estimated at \$823,756. Member contribution increases include: \$181,846 for San Anselmo, \$105,002 for Fairfax, \$57,685 for Sleepy Hollow and \$114,056 for Ross.

Estimated beginning fund balances for FY 2018/19: Apparatus Replacement \$1,019,434, Unassigned \$622,620, Compensated Absences \$94,020, Prior Authority \$10,246, Breathing Apparatus \$120,000, Technology \$27,478, with a total fund balance of \$1,893,798

Estimated ending fund balances FY 2018/19: Apparatus Replacement \$884,434, Unassigned \$622,620, Compensated Absences \$94,020, Breathing Apparatus \$120,000, Technology \$27,478, with a total fund balance of \$1,748,552.

Attachment: FY 2018/19 Proposed Budget  
Resolution 18-06



## Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018			2018-2019	Change	
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget		
<b>Fund: 01 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - NON-DEPARTMENTAL</b>							
01.00.47501.00	FAIRFAX	1,865,806	1,865,806	1,865,806	1,940,832	75,026	
01.00.47502.00	ROSS	1,859,101	1,859,101	1,859,101	1,949,787	90,686	
01.00.47503.00	SAN ANSELMO	3,246,346	3,246,346	3,246,346	3,376,046	129,700	
01.00.47504.00	SLEEPY HOLLOW	1,024,992	1,024,992	1,024,992	1,066,208	41,216	
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	244,000	245,000	3,200	
01.00.49511.00	RE-SALE INSPECTION FEES	46,500	46,500	42,000	44,000	(2,500)	
01.00.49512.00	MISCELLANEOUS INCOME	2,500	2,500	1,000	2,500	-	
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	65,000	92,000	-	-	
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	21,700	21,700	-	
01.00.49525.00	TRAINING REIMBURSEMENT	-	-	7,225	-	-	
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	4,242	15,000	-	
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	4,142	15,000	-	
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	10,924	15,000	-	
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	11,945	15,000	-	
Total Revenue		9,866,458	10,342,856	10,382,877	10,596,007	729,549	
<b>Expense</b>							
<b>Department: 00 - NON-DEPARTMENTAL</b>							
01.00.60000.00	REGULAR SALARIES	3,816,400	3,533,661	3,487,711	3,703,233	(113,167)	
01.00.60010.00	TEMPORARY HIRE	5,000	96,000	90,000	15,000	10,000	
01.00.60020.00	MINIMUM STAFFING	601,040	1,225,000	1,225,000	680,000	78,960	
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	18,000	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	25,000	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	22,000	22,000	
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	4,200	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	9,000	8,000	-	
01.00.60100.00	RETIREMENT	1,582,840	1,197,915	1,197,915	1,405,860	(176,980)	
01.00.60200.00	CAFETERIA HEALTH PLAN	784,107	631,486	631,400	709,006	(75,101)	
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	78,101	9,511	

## Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018			2018-2019	Change
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	
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	-	15,000	5,000
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
<b>Total Non-Departmental</b>		<b>8,791,645</b>	<b>9,418,286</b>	<b>9,320,363</b>	<b>9,071,205</b>	<b>279,560</b>
<b>Department: 05 - ADMINISTRATION</b>						
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
01.05.61106.00	CONTRACT SERVICES - MCFD	-	-	-	300,000	300,000
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)
<b>Total Administration</b>		<b>276,101</b>	<b>379,374</b>	<b>369,439</b>	<b>634,606</b>	<b>358,505</b>
<b>Department: 10 - OPERATIONS</b>						
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,400	17,400	8,000	16,600	(800)
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	3,200	3,200	5,309	4,000	800
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	36,000	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
<b>Total Operations</b>		<b>438,142</b>	<b>434,942</b>	<b>429,651</b>	<b>495,050</b>	<b>56,908</b>

## Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018		2018-2019		
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
<hr/>						
Department: 14 - FACILITIES						
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	26,565	15,000	-
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000	15,000	4,242	15,000	-
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000	15,000	4,142	15,000	-
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000	15,000	10,924	15,000	-
01.14.61702.00	GAS AND ELECTRIC	24,344	29,000	42,000	40,000	15,656
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	38,000	3,000
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	3,675	21,700	-
Total Facilities		194,153	216,963	183,246	230,293	36,140
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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
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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
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Total Expenses		9,853,591	10,617,115	10,470,649	10,606,253	752,662

## Ross Valley Fire Department - 2018-2019 Proposed Budget

		2017-2018		2018-2019		
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
<hr/>						
<b>Fund: 10 - INSURANCE FUND</b>						
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)
<hr/>						
<b>Fund: 15 - VEHICLE FUND / SCBA</b>						
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
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<b>Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY</b>						
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)
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# Ross Valley Fire Department - 2018-2019 Proposed Budget

## Summary

	2017-2018			2018-2019	
	Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change
<b>Fund: 01 - GENERAL FUND</b>					
Beginning Fund Balance	842,136	842,136	842,136	754,364	(87,772)
Revenue					
00 - NON-DEPARTMENTAL	9,866,458	10,342,856	10,382,877	10,596,007	729,549
Expense					
00 - NON-DEPARTMENTAL	8,791,645	9,418,286	9,320,363	9,071,205	279,560
05 - ADMINISTRATION	276,101	379,374	369,439	634,606	358,505
10 - OPERATIONS	438,142	434,942	429,651	495,050	56,908
14 - FACILITIES	194,153	216,963	183,246	230,293	36,140
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	10,470,649	10,606,253	752,662
Ending Fund Balance	855,003	567,877	754,364	744,118	(110,885)
<b>Fund: 10 - INSURANCE FUND - Closed</b>					
Beginning Fund Balance	-	-	-	-	-
Revenue					
00 - UNDESIGNATED	338,446	-	-	-	(338,446)
Expense					
00 - UNDESIGNATED	338,446	-	-	-	(338,446)
Ending Fund Balance	-	-	-	-	-
<b>Fund: 15 - APPARATUS FUND/SCBA</b>					
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
<b>Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY - Closed</b>					
Beginning Fund Balance	-	-	-	-	-
Revenue					
00 - UNDESIGNATED	219,554	-	-	-	(219,554)
Expense					
00 - UNDESIGNATED	219,554	-	-	-	(219,554)
Ending Fund Balance	-	-	-	-	-
<b>Beginning Fund Balance - All Funds</b>	<b>1,503,570</b>	<b>1,503,570</b>	<b>1,503,570</b>	<b>1,893,798</b>	<b>390,228</b>
Total Revenue - All Funds	10,624,458	10,820,856	10,860,877	10,896,007	271,549
Total Expense - All Funds	10,411,591	11,049,813	10,470,649	11,041,253	629,662
Surplus/(Deficit)	212,867	(228,957)	390,228	(145,246)	(358,113)
<b>Ending Fund Balance - All Funds</b>	<b>1,716,437</b>	<b>1,274,613</b>	<b>1,893,798</b>	<b>1,748,552</b>	<b>32,115</b>
<b>Fund Balances</b>	<b>2017-2018</b>	<b>2017-2018</b>	<b>2017-2018</b>	<b>2018-2019</b>	
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			27,478	27,478	27,478
Unassigned	747,737	463,611	622,620	622,620	(125,117)
<b>Total</b>	<b>1,716,437</b>	<b>1,274,613</b>	<b>1,893,798</b>	<b>1,748,552</b>	<b>32,115</b>

**ROSS VALLEY FIRE DEPARTMENT**  
**FY 2018-2019 Proposed Budget**

**Fire Service Cost by Agency**

	San Anselmo	Fairfax	Sleepy Hollow	Ross	Total
Base Contribution	3,381,467	1,943,947	1,067,919	1,949,787	8,343,120
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	4,068,627	2,338,863	1,284,864	2,019,897	9,712,251
<b>Total</b>	<b>4,068,627</b>	<b>2,338,863</b>	<b>1,284,864</b>	<b>2,019,897</b>	<b>9,712,251</b>
17/18 contribution	3,886,781	2,233,861	1,227,180	1,905,841	9,253,662
<b>Change</b>	<b>181,846</b>	<b>105,002</b>	<b>57,685</b>	<b>114,056</b>	<b>458,589</b>
	4.68%	4.70%	4.70%	5.98%	

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 18-06**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS  
ADOPTING THE BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT  
FOR THE FISCAL YEAR COMMENCING  
JULY 1, 2018**

BE IT RESOLVED that the budget of the Ross Valley Fire Department for the fiscal year commencing July 1, 2018, is hereby adopted and consisting of the following appropriations:

**General Fund budget includes the following:**

**Revenues:**

Town of Fairfax	\$2,353,863
Town of Ross	\$2,034,897
Town of San Anselmo	\$4,098,627
Sleepy Hollow FPD	\$1,284,864
Outside Sources	\$823,756
From reserves	\$10,246
Total:	<b>\$10,606,253</b>

**Expenditures:**

Salaries and Benefits	\$8,774,180
Services and Supplies	\$1,372,609
Capital Outlay	\$144,465
Contingency	\$15,000
Transfer Out	\$300,000
Total:	<b>\$10,606,253</b>

**Fund Balances:**

Assigned

Compensated Absences	\$106,020
Apparatus Replacement	\$884,434
Breathing Apparatus	\$120,000

Restricted

Technology	\$27,478
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Unassigned	\$622,620
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**Vehicle/SCBA Fund:**

<b>Transfer- in:</b> General Fund	\$300,000
<b>Expenditures:</b>	\$435,000
<b>Fund Balance:</b>	\$884,434

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 13<sup>th</sup> day of June, 2018 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

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Elizabeth Brekhus, President

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JoAnne Lewis, Administrative Assistant



**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: June 13, 2018

To: Board of Directors

From: Roger Meagor, Acting Fire Chief  
Dan Mahoney, Battalion Chief

Subject: Wildland Fire Prevention 2018

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**RECOMMENDATIONS:**

1. That the Board acknowledge and file the report.
2. That the Board provide direction to staff as appropriate.

**BACKGROUND:**

At the February Board meeting, FIRESafe Marin (Todd Lando and Rich Shortall) gave a presentation which included an overview of FIRESafe Marin, local fire history, FireWise Communities and the recent Sleepy Hollow Prevention efforts.

**DISCUSSION:**

As a result of the presentation and the discussion that followed, staff would like to update the Board on current fire prevention efforts and potential options for additional outreach.

**Engine Company Defensible Space Inspections:** Each year the Department performs engine company level defensible space inspections. The original engine company inspection program actually began in the late 1970's in San Anselmo. The program has gone through multiple changes through the years. For this year's efforts the program utilizes engine company personnel to conduct initial assessment and inspections in targeted areas. Follow-up inspections will be completed utilizing contract personnel. Staff is estimating the personnel will issue a least 150 correction notices.

**Resale Inspections:** All homes sold in Ross, San Anselmo, and Fairfax receive a Fire Department resale inspection. Fire Department personnel check for compliance with defensible space requirements. Last year there were 285 inspections.

**Construction Inspections:** All construction projects within the Wildland-Urban Interface (WUI), which require a Fire Department inspection, must also meet defensible space requirements. Projects that meet the definition of a "substantial remodel" in the WUI are required to complete a vegetation management plan. Last year the department processed 182 construction projects and 12 vegetation management plans.

AGENDA ITEM # 6

Date 6/13/18

**Fire Hazard Complaints:** Each year the Department receives dozens of fire hazard complaints. This year, in the wake of the October fires, we anticipate the number of complaints to increase substantially. Citizens can report a fire hazard via our website or by calling the fire department. All complaints are followed up by Department personnel. Last year the Department received 34 hazard complaints.

**FireWise Communities:** The Department, in partnership with FIRESafe Marin, encourages and supports Firewise Communities. Since last September, Fairfax has added one FireWise Community and three other neighborhoods are working through the approval process.

**Grant Funding:** For the past several years the Department has received multiple small grants from PG&E through FIRESafe Marin, as well as funding from FIRESafe Marin to support chipper days. This year, the Department submitted additional grant requests to PG&E for vegetation removal along roadways. Unfortunately, the Department was not awarded a grant this year.

**Additional Options:** The Department has explored options for expanding the number of defensible space inspections, similar to the effort Sleepy Hollow Fire Protection District completed last year. Sleepy Hollow FPD, utilizing Marin County Fire Department seasonal staff, completed approximately 930 house by house inspections over a 10 day period. Approximately 400 notices were written. Follow up inspections were conducted by another round of seasonal fire inspectors over several days. If it appeared the homeowner was making an effort to complete the work, no additional follow up inspection or contact was completed. XMR Consulting coordinated the overall program, and conducted some of the initial and follow up inspections.

A similar "Enhanced Inspection Program" conducted by Ross Valley Fire would require contracting with a program coordinator to develop and manage the program. The coordinator would: conduct high hazard inspections; respond to questions and public information requests; conduct public relations including by social media and direct mail/email; develop education and training materials; organize inspection maps, planning and training; supervise seasonal inspectors; documentation, data collection, GIS, and mapping of inspection results; and pre and post-inspection outcomes.

Ross Valley Fire has over 6,000 parcels within the Wildland-Urban Interface. The Department explored utilizing Marin County Fire Department seasonal personnel (a crew of 9-10 seasonal inspectors and 1 supervisor) to conduct a defined number of wildfire hazard inspections in a targeted high-hazard area. For this year Marin County Fire indicated they could potentially provide 3 days of their seasonal inspectors for initial inspections, which would likely complete 250 initial inspections. Because of the tight timeline, we were unable to utilize County seasonals.

**Conclusion:** Staff is continuing with current efforts including the engine company inspections, resale inspections, constructions inspections, hazard complaint follow-up, and FireWise Communities support and expansion. The Department has added a contract inspector to assist with the engine company inspection program and hazard complaint follow-up. Additionally, the Department will continue to seek grant funding.

Staff is recommending, that prior to next fire season, the Department consider expanding the defensible space inspection program utilizing the Sleepy Hollow model. The individual Towns may also want to consider spending additional funds to support roadside clearance and roadside chipper projects.

**FISCAL IMPACT:**

Contract inspector to support current programs is approximately \$15,000.

May 8, 2018

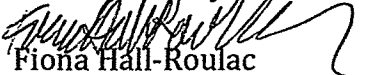
Dear Captain Todd Standfield,

I wanted to thank you for your work on February 18, 2014 at 7:30 in the morning. You arrived at the scene in Fairfax to find my mother nonresponsive and me, the daughter, in hysterics. You and your team handled the situation in a kind, and professional manner with a great deal of compassion. The response time was quite remarkable and I know that you and your team played an integral role in her making the kind of recovery that she did. As my mom said later to me, time is tissue. You saved her life and without what you and your team did she would be dead. I had been attempting CPR when you and your team arrived and don't know how long you worked on her but know there is nothing I can say or do to truly thank you all for the miraculous work that was done. In that moment I was realizing the fact that I was the only child and the sole decision maker regarding her care, the kindness and astonishing pace displayed by your team was remarkable. I recall sitting in the front seat of the ambulance on the way to Marin General Hospital and the driver provided a great deal of compassion for me. There is nothing I can truly say as a thank you for saving my mother's life and providing a great deal of support to me in the most difficult moment of my life.

My mother, a registered nurse at Kaiser, ended up suffering from a ruptured brain aneurysm. After going to Marin General Hospital she was transferred to UCSF where the chief neurosurgeon performed a craniotomy on her after coming back early from vacation. Her rehab was at Kaiser Vallejo where she was did a great deal of work with various therapies, including occupation, speech, and a great deal of physical therapy to help her regain her strength after being in bed for nearly a month. She was able to return to work after six months and truly made a remarkable recovery. Her ruptured aneurysm changed our lives. I was twenty-two at the time and this experience forced me to grow up quickly. No longer was school my number one priority, ensuring my mother would recover was. You and the other first responders and nurses changed the trajectory of my career and life. I now am in the process of completing my prerequisite courses to go to nursing school. My mother on the other hand has made a great deal of healthy lifestyle changes. I have the upmost respect for all of the amazing work that you and your team does.

Without your help my mother would not be here today. I hope to be able to meet you in person to thank you for all that you and your team did for my mother. While there is nothing that can be said or done as an appropriate thank you for saving my mother's life I thank you from the bottom of my heart.

Thank you very much,

  
Fiona Hall-Roulac

AGENDA ITEM # wise  
Date 4/13/18