



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

---

**Board of Directors**  
**Ross Valley Fire Department**  
**777 San Anselmo Ave.**  
**San Anselmo, CA 94960**  
**Wednesday, September 11<sup>th</sup>, 2019**  
**6:30 pm**

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. Chief Report – Verbal update by Chief Weber
4. 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 Check Register issued during August
  - b) Call report and out of jurisdiction report
  - c) Current Budget Report
  - d) Minutes from the August 14<sup>th</sup>, 2019 Board Meeting
5. Standards of Cover Presentation by Stewart Gary, CityGate Associates

Next meeting – scheduled for Wednesday, October 9<sup>th</sup>, 2019, Ross Valley Fire Department, 777 San Anselmo Ave. San Anselmo.

JoAnne Lewis, Administrative Assistant

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

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

**SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW**

---

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



Ross Valley Fire, CA

# Budget Report Group Summary

For Fiscal: 2019-2020 Period Ending: 08/31/2019

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
475 - MEMBER CONTRIBUTIONS	9,809,090.00	9,809,090.00	817,423.25	1,634,848.34	-8,174,241.66	16.67 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,348,364.00	1,348,364.00	48,821.16	57,463.07	-1,290,900.93	4.26 %
<b>Revenue Total:</b>	<b>11,157,454.00</b>	<b>11,157,454.00</b>	<b>866,244.41</b>	<b>1,692,311.41</b>	<b>-9,465,142.59</b>	<b>15.17 %</b>
<b>Expense</b>						
600 - SALARIES AND WAGES	5,321,657.00	5,321,657.00	429,711.86	820,686.29	4,500,970.71	15.42 %
601 - RETIREMENT	1,663,029.00	1,663,029.00	68,051.72	921,826.08	741,202.92	55.43 %
602 - EMPLOYEE BENEFITS	2,363,610.00	2,363,610.00	104,285.79	352,947.30	2,010,662.70	14.93 %
610 - TRAINING	40,000.00	40,000.00	207.58	207.58	39,792.42	0.52 %
611 - OUTSIDE SERVICES	823,560.00	823,560.00	74,705.23	174,209.20	649,350.80	21.15 %
613 - PUBLICATION / DUES	4,000.00	4,000.00	412.50	4,298.22	-298.22	107.46 %
614 - MAINTENANCE	22,200.00	22,200.00	5,175.50	175.50	22,024.50	0.79 %
615 - BUILDING MAINTENANCE	76,500.00	76,500.00	5,304.82	4,873.11	71,626.89	6.37 %
616 - VEHICLE MAINTENANCE	114,600.00	114,600.00	30,932.65	30,932.65	83,667.35	26.99 %
617 - UTILITIES	91,100.00	91,100.00	4,074.27	5,816.57	85,283.43	6.38 %
620 - OFFICE SUPPLIES	5,500.00	5,500.00	0.00	86.11	5,413.89	1.57 %
622 - DEPARTMENT SUPPLIES	91,700.00	91,700.00	3,155.02	11,673.99	80,026.01	12.73 %
625 - FURNISHINGS	5,000.00	5,000.00	321.88	0.00	5,000.00	0.00 %
629 - MISCELLANEOUS	61,400.00	61,400.00	1,092.21	3,598.15	57,801.85	5.86 %
630 - EQUIPMENT	47,400.00	47,400.00	686.36	491.41	46,908.59	1.04 %
631 - CAPITAL OUTLAY	76,000.00	76,000.00	14,311.55	3,891.64	72,108.36	5.12 %
644 - MERA BOND PAYMENT	38,198.00	38,198.00	0.00	0.00	38,198.00	0.00 %
670 - TRANSFERS OUT	312,000.00	312,000.00	0.00	0.00	312,000.00	0.00 %
<b>Expense Total:</b>	<b>11,157,454.00</b>	<b>11,157,454.00</b>	<b>742,428.94</b>	<b>2,335,713.80</b>	<b>8,821,740.20</b>	<b>20.93 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>123,815.47</b>	<b>-643,402.39</b>	<b>-643,402.39</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>123,815.47</b>	<b>-643,402.39</b>	<b>-643,402.39</b>	<b>0.00 %</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	123,815.47	-643,402.39	-643,402.39
Report Surplus (Deficit):	0.00	0.00	123,815.47	-643,402.39	-643,402.39

# Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 9/10/2019 9:46:17 AM



## Incident Type Count per Station for Date Range

Start Date: 08/01/2019 | End Date: 08/31/2019

INCIDENT TYPE	# INCIDENTS
<b>Station: 00 - MUTUAL AID RESOURCES</b>	
421 - Chemical hazard (no spill or leak)	1
<b># Incidents for 00 - Mutual Aid Resources:</b>	
	<b>1</b>

<b>Station: 18 - STATION 18</b>	
321 - EMS call, excluding vehicle accident with injury	8
522 - Water or steam leak	1
550 - Public service assistance, other	1
553 - Public service	3
554 - Assist invalid	1
611 - Dispatched & cancelled en route	5
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	2
744 - Detector activation, no fire - unintentional	1
<b># Incidents for 18 - Station 18 :</b>	
	<b>23</b>

<b>Station: 19 - STATION 19</b>	
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	28
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	3
500 - Service Call, other	1
553 - Public service	10
554 - Assist invalid	6
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	3
651 - Smoke scare, odor of smoke	4

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
652 - Steam, vapor, fog or dust thought to be smoke	1
700 - False alarm or false call, other	3
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	3
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1

# Incidents for 19 - Station 19: 77

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	18
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
550 - Public service assistance, other	2
553 - Public service	7
554 - Assist invalid	1
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	2
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1

# Incidents for 20 - Station 20: 39

Station: 21 - STATION 21	
141 - Forest, woods or wildland fire	1
321 - EMS call, excluding vehicle accident with injury	49
322 - Motor vehicle accident with injuries	2
444 - Power line down	1
531 - Smoke or odor removal	2
550 - Public service assistance, other	2
553 - Public service	4
554 - Assist invalid	2
561 - Unauthorized burning	1
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	4

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
651 - Smoke scare, odor of smoke	7
733 - Smoke detector activation due to malfunction	2
736 - CO detector activation due to malfunction	1
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3

**# Incidents for 21 - Station 21: 91**

Only REVIEWED incidents included.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

**For the meeting of September 11, 2019**

**To: Board of Directors Jason**

**From: Weber, Fire Chief**

**Subject: Standards of Coverage Presentation by CityGate Associates**

---

**Recommendation:**

The Board receive a presentation from Stewart Gary, Principal, Citygate Associations LLC. on the Ross Valley Fire Department's (RVFD) "Standards of Coverage Assessment." Provide feedback and direction to Staff.

**Discussion:**

In the past year, the Ross Valley Fire Department (RVFD) has had to assess fire services related to multiple long-term decisions surrounding facilities and services levels. In 2005 prior to the merger of Ross Fire Department with the Ross Valley Fire Department, a Standards of Coverage (SOC) Assessment was completed by RVFD which did not include the Town of Ross. The RVFD retained Citygate Associates to conduct a comprehensive SOC assessment to provide a foundation for future fire service planning. The goal of the assessment is to identify both current services and desired service levels and then to assess the Department's ability to provide them. Another goal of this assessment is an analysis of the impact on the current level of services if the fire engine in the Town of Ross was relocated, and alternatively, the fire engine and ambulance were relocated from their present location in the Town of Ross..

Citygate's Standards of Coverage and community risk assessment studies are performed in accordance with the methodology outlined in *Community Risk Assessment: Standards of Cover* (6<sup>th</sup> ed.) as published by the Commission of Fire Accreditation International (CFAI). This approach uses local risk and demographics to determine the level of protection best fitting a community's needs. In the United States, there is no federal or state regulation requiring a specific minimum level of fire services. Each community is expected to understand the local fire and non-fire risks and its ability to pay, and then choose its level of fire services. If fire services are provided, federal and state regulations specify how to provide fire services safely for the public and for the personnel providing the services.

The project included the following eight elements of the Standards of Coverage process:

#### Standards of Coverage Process Elements

SOC Element		Description
1	Existing Deployment Policies	A review of current agency deployment policies.
2	Community Outcome Expectations	A review of the community's expectations relative to the agency's response to emergencies.
3	Community Risk Assessment	A review of the assets at risk within the community.
4	Critical Task Study	A review of the essential tasks that must be performed and the personnel required to deliver a stated outcome for an Effective Response Force (ERF).
5	Distribution Study	A review of the spacing of initial response (first-due) resources, typically engines, to control routine emergencies.
6	Concentration Study	A review of the spacing of fire stations so that larger or more complex emergencies receive sufficient resources in a timely manner (Effective Response Force).
7	Reliability and Historical Response Effectiveness Studies	Using recent prior response statistics, determining the percentage of conformance to established response performance goals the existing deployment system delivers.
8	Overall Evaluation	Proposing Standards of Coverage statements by risk type as appropriate.

Source: CFAI *Community Risk Assessment: Standards of Cover*, 6<sup>th</sup> edition

#### **Fiscal Impact:**

There is no fiscal impact receiving the Standards of Coverage presentation other than staff time spent already assisting in the development of this report and presentation.

If the Board agrees, this item will be added to the November agenda to give the Board time to review the report in more detail; at that meeting, the Board may consider adopting standards and/or recommendations provided within the report.





**Ross Valley Fire Board**  
**Meeting Minutes**  
August 14, 2019

**Board Present:** Brekhus, Brown, Shortall, Finn, Lacques, Kuhl, Reed

**Board Absent:** Greene

**Staff Present:** Weber, Brown, Yeager, Grasser, Toy

Open time: none

Board requests: none

**Chief Report:** Defensible space and inspection program, a lot of success to date, won't be able to hit the 3,800 inspections, the positive is that residents are happy to be able to speak to someone direct regarding their individual property. There is only 55-60% passing rate. There have been numerous complaints coming in from residents. It has been a successful program so far. It is also the one-year anniversary of the agreement between RVFD and MCFD. Staff will bring back a report within in the next month or so, with an update of the agreement and where the deliverables are.

**Marin Wildfire Prevention Authority Presentation** – Chief Weber presented a report on the initiative that will be going before the voters in March 2020.

Discussion and questions and answers regarding the proposed initiative.

**Consent agenda:** M/S Reed/Brown all ayes. Kuhl, Reed, Lacques, Finn, Shortall, Brown, Brekhus

**Adopt and Approval:** Deputy Director Yeager presented the staff report and explained that there were no changes from the prior discussions.

M/S Finn/Reed to Adopt Resolution 19-06 – as presented.

Adopt Resolution 19-07 - as presented

Adopt Resolution 19-08 - as presented.

Approval of the July 1, 2019 – June 30, 2022 – MOU for the RVFD and the IAFF Local 1775 Firefighters

Approval of the July 1, 2019 – June 30, 2022 – MOU for the RVFD and the RVFCOA

All ayes: Kuhl, Reed, Lacques, Finn, Shortall, Brown, Brekhus.

Absent: Greene

Next meeting scheduled for Wednesday, September 11, 2019.

Minutes respectfully submitted  
s/JoAnne Lewis