



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

Board of Directors
Ross Valley Fire Department
<https://zoom.us/j/99047758256>
Webinar ID: 990 4775 8256

Phone: 669-900-3683

For callers *9 to raise your hand *6 to mute/unmute

Wednesday, July 8th, 2020

6:30 pm

Call to order – 6:30pm

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 June
 - b) Call report and out of jurisdiction report
 - c) Current Budget Report
 - d) Minutes from the June 10th, 2020 Board Meeting
5. Evacuation Exercises Saturday, July 18th and Defensible Space Program – Verbal update by Chief Weber
6. Resolution 20-05 updates to the Administrative Assistant Job Class and update on recruitment – Deputy Director Yeager
7. Resolution 20-06 recognizing JoAnne Lewis' retirement – Chief Weber

Next meeting – scheduled for Wednesday, September 9, 2020, Location TBD .

s/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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Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01054	BoundTree Medical	06/04/2020	Regular	0.00	2,036.14	21242
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
83533020	Invoice	06/04/2020	GLOVES SUPRENO, BERMICIDAL WIPES, DI	0.00	402.07	
	01.10.62204.00		PARAMEDIC RESPONSE S		402.07	
83536905	Invoice	06/04/2020	VERSA PRO RED ICB BAG	0.00	256.64	
	01.10.62204.00		PARAMEDIC RESPONSE S		256.64	
83538817	Invoice	06/04/2020	INTUBATION ULTRA MINIBAG, BLUE 11.5I	0.00	152.39	
	01.10.62204.00		PARAMEDIC RESPONSE S		152.39	
83542406	Invoice	06/04/2020	CALCIUM CHLORIDE 1GM. 10ML LUER JET	0.00	117.00	
	01.10.62204.00		PARAMEDIC RESPONSE S		117.00	
83550172	Invoice	06/04/2020	LIQUID SOAP ANTIMICROBIAL BOTTLE WI	0.00	149.93	
	01.10.62204.00		PARAMEDIC RESPONSE S		149.93	
83571671	Invoice	06/04/2020	MUCOSAL ATOMIZATION DEVICE, EXTRIC	0.00	527.11	
	01.10.62204.00		PARAMEDIC RESPONSE S		527.11	
83571672	Invoice	06/04/2020	CURAPLEX HOT PACK - LARGE - 6.69IN X 7	0.00	4.60	
	01.10.62204.00		PARAMEDIC RESPONSE S		4.60	
83607511	Invoice	06/04/2020	DRUG VIAL ADAPTER DUAL CANNULA DE	0.00	426.40	
	01.10.62204.00		PARAMEDIC RESPONSE S		426.40	
01099	Marin County Fire Department	06/04/2020	Regular	0.00	152,225.24	21243
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2020RVFD - SHAR	Invoice	06/04/2020	(2) 50% OF CONTRACT SERVICES FOR 19-2	0.00	152,225.24	
	01.05.61106.00		CONTRACT SERVICES - M		152,225.24	
01144	Town of San Anselmo	06/05/2020	Regular	0.00	20,600.00	21244
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2019-20 MISC15	Invoice	06/04/2020	4TH QTER FY19-20 FINANCIAL SVCS FOR R	0.00	20,600.00	
	01.05.61120.00		CONTRACT SERVICES-SAN		20,600.00	
			4TH QTER FY19-20 FINANCIAL S		20,600.00	
01054	BoundTree Medical	06/11/2020	Regular	0.00	59.90	21245
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
83642287	Invoice	06/11/2020	MEDICAL SUPPLIES	0.00	59.90	
	01.10.62204.00		PARAMEDIC RESPONSE S		59.90	
01272	Diesel Direct West Inc	06/11/2020	Regular	0.00	1,810.35	21246
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
83593867	Invoice	06/11/2020	GASOLINE UNL	0.00	271.18	
	01.25.62988.00		FUEL		271.18	
83593868	Invoice	06/11/2020	ULSD CLEAR	0.00	667.95	
	01.25.62988.00		FUEL		667.95	
83609980	Invoice	06/11/2020	GASOLINE UNL	0.00	180.33	
	01.25.62988.00		FUEL		180.33	
83609981	Invoice	06/11/2020	ULSD CLEAR	0.00	690.89	
	01.25.62988.00		FUEL		690.89	

Check Report

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01314	EAN SERVICES, LLC	06/11/2020	Regular	0.00	805.28	21247
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
24598350	Invoice	06/11/2020	RENTAL AGREEMENT 8ZW3F8	0.00	805.28	
	01.10.61901.00		DISASTER COORDINATIO		805.28	
			RENTAL AGREEMENT 8ZW3F8			
01025	Emergency Reporting/Turnout TopCo, LLC DBA	06/11/2020	Regular	0.00	8,574.00	21248
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
202015359	Invoice	06/11/2020	RECURRING SUBSCRIPTION	0.00	8,574.00	
	01.05.61121.00		COMPUTER SOFTWARE/S		8,574.00	
			RECURRING SUBSCRIPTION			
01017	Fairfax Lumber	06/11/2020	Regular	0.00	3,143.46	21249
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
207812	Invoice	06/11/2020	A19 LED RED - 16 GA BLACK REBAR TIE WI	0.00	14.00	
	01.14.61500.00		BUILDING MAINTENANCE		14.00	
			A19 LED RED - 16 GA BLACK REB			
208044	Invoice	06/11/2020	THERMOSTAT PRGRMBL 7 DAY	0.00	73.56	
	01.14.61500.19		BUILDING MAINTENANCE		73.56	
			THERMOSTAT PRGRMBL 7 DAY			
208202	Invoice	06/11/2020	SUPPLIES	0.00	19.61	
	01.05.62200.00		GENERAL DEPARTMENT S		19.61	
			SUPPLIES			
208285	Invoice	06/11/2020	SUPPLIES	0.00	96.23	
	01.14.61500.20		BUILDING MAINTENANCE		96.23	
			SUPPLIES			
404453	Invoice	06/11/2020	GRILL GENII E410	0.00	2,940.06	
	01.14.62501.00		FURNISHINGS		2,940.06	
			GRILL GENII E410			
01079	Hannibal's Inc.	06/11/2020	Regular	0.00	5,875.00	21250
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
24275	Invoice	06/11/2020	REPLACEMENT OF FLUORECENT PLUS LAB	0.00	5,875.00	
	01.14.61500.20		BUILDING MAINTENANCE		5,875.00	
			REPLACEMENT OF FLUORECENT			
01200	Kronos Inc	06/11/2020	Regular	0.00	2,946.57	21251
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
11609225	Invoice	06/11/2020	WORKFORCE TELESTAFF	0.00	2,946.57	
	01.05.61121.00		COMPUTER SOFTWARE/S		2,946.57	
			WORKFORCE TELESTAFF			
01028	L. N. Curtis and Sons	06/11/2020	Regular	0.00	142.32	21252
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV390990	Invoice	06/11/2020	JUMBO LOK, W/BLACK STRAP	0.00	142.32	
	15.00.63154.00		VEHICLE PURCHASE		142.32	
			JUMBO OLK, W/BLACK STRAP			
01099	Marin County Fire Department	06/11/2020	Regular	0.00	61,390.00	21253
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0002640	Invoice	06/11/2020	DEFENSIBLE SPACE SERVICE PROVIDED SU	0.00	61,390.00	
	01.05.61106.00		CONTRACT SERVICES - M		61,390.00	
			DEFENSIBLE SPACE SERVICE PRO			
01342	Mystery Ranch Ltd.	06/11/2020	Regular	0.00	2,698.80	21254
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SO190793	Invoice	06/11/2020	HOT SPEED CAL SPEC- BLACK	0.00	2,698.80	
	01.10.62213.00		PROTECTIVE CLOTHING		2,698.80	
			HOT SPEED CAL SPEC- BLACK			
01071	Occu-Med	06/11/2020	Regular	0.00	258.75	21255

Check Report

Date Range: 06/01/2020 - 06/30/2020

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		
0620842	Invoice 01.05.61129.00	06/11/2020	AMRION VILLANUEVA FIREFIGHTER SERIE HIRING EXPENSES	0.00	258.75	
01020	PG&E	06/11/2020	Regular	0.00	14,412.83	21256
5908022875-8 05	Invoice 01.14.61702.00	06/11/2020	5908022875-8 05-26-20 GAS AND ELECTRIC	0.00	14,412.83	
01343	Precision Hryo Inc	06/11/2020	Regular	0.00	1,575.00	21257
5-27-20-0 Ross V	Invoice 01.10.62211.00	06/11/2020	CYLINDERS TESTED BREATHING APPARATUS-C	0.00	1,575.00	
01188	Staples Credit Plan	06/11/2020	Regular	0.00	780.34	21258
INV 05-24-20	Invoice 01.05.62000.00	06/11/2020	6035 5178 6555 2391 OFFICE SUPPLIES	0.00	780.34	
01255	TIAA Commercial Bank Inc.	06/11/2020	Regular	0.00	463.77	21259
7263475	Invoice 01.05.61105.00	06/11/2020	20429048 OTHER CONTRACT SERVI	0.00	463.77	
01011	Tyler Technologies Inc	06/11/2020	Regular	0.00	6,381.41	21260
025-297296	Invoice 01.05.61105.00	06/11/2020	MAINT JUL 2020 TO JUNE 2021 OTHER CONTRACT SERVI	0.00	6,381.41	
01098	Verizon Wireless	06/11/2020	Regular	0.00	131.55	21261
9855298571	Invoice 01.14.61705.00	06/11/2020	APRIL 24 - MAY 23 ACCOUNT SUMMARY TELEPHONE	0.00	131.55	
01326	AMAZON.COM SERVICES LLC	06/22/2020	Regular	0.00	295.32	21262
1XC3-FHTX-WG1	Invoice 01.14.61500.00	06/22/2020	1XC3-FHTX-WG1R BUILDING MAINTENANCE	0.00	295.32	
01026	AT&T Calnet	06/22/2020	Regular	0.00	2,428.50	21263
000014866661	Invoice 01.14.61705.00	06/22/2020	BAN 9391026573 TELEPHONE	0.00	59.38	
000014866663	Invoice 01.14.61705.00	06/22/2020	BAN 9391026575 TELEPHONE	0.00	2,238.14	
000014866664	Invoice 01.14.61705.00	06/22/2020	BAN 9391026577 TELEPHONE	0.00	71.91	
000014866885	Invoice 01.14.61705.00	06/22/2020	BAN 9391031636 TELEPHONE	0.00	59.07	
01272	Diesel Direct West Inc	06/22/2020	Regular	0.00	684.68	21264

Check Report

Date Range: 06/01/2020 - 06/30/2020

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		
83618580	Invoice	06/22/2020	ULSD CLEAR	0.00	684.68	
	01.25.62988.00	FUEL	ULSD CLEAR		684.68	
01332	Jones Garage Door Co. Inc	06/22/2020	Regular	0.00	689.00	21265
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
49527	Invoice	06/22/2020	DIAGNOSE ANS REPAIR APP BAY DOOR OP	0.00	689.00	
	01.14.61500.21	BUILDING MAINTENANCE	DIAGNOSE ANS REPAIR APP BAY		689.00	
01066	Kaiser Foundation Health Plan Inc	06/22/2020	Regular	0.00	140.00	21266
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
06-09-2020 3209	Invoice	06/09/2020	06-09-2020 320900249037	0.00	140.00	
	01.05.61127.00	HEALTH AND WELLNESS	06-09-2020 320900249037		140.00	
01028	L. N. Curtis and Sons	06/22/2020	Regular	0.00	6,426.67	21267
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
563596	Invoice	06/22/2020	SAFETY GEAR	0.00	448.59	
	15.00.63154.00	VEHICLE PURCHASE	SAFETY GEAR		448.59	
567377	Invoice	06/22/2020	SAFETY GEAR	0.00	5,978.08	
	01.10.60065.02	EXPLORER POST	SAFETY GEAR		5,978.08	
01234	Napa Auto Parts	06/22/2020	Regular	0.00	86.51	21268
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
528186	Invoice	06/22/2020	BLUE DEF 2.5 GAL	0.00	86.51	
	01.25.62988.00	FUEL	BLUE DEF 2.5 GAL		86.51	
01344	NELSON	06/22/2020	Regular	0.00	944.00	21269
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6322859	Invoice	06/22/2020	MORRIS, MARY TIMESHEET 8227054-823	0.00	944.00	
	01.00.60010.00	TEMPORARY HIRE	MORRIS, MARY TIMESHEET 822		944.00	
01299	Onix Networking Corporation	06/22/2020	Regular	0.00	6,048.00	21270
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2004847	Invoice	06/22/2020	G SUITE BUSINESS 12 MONTH	0.00	6,048.00	
	01.05.61121.00	COMPUTER SOFTWARE/S	G SUITE BUSINESS 12 MONTH		6,048.00	
01020	PG&E	06/22/2020	Regular	0.00	226.66	21271
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0205261893-7 06	Invoice	06/22/2020	0205261893-7 06-12-2020	0.00	226.66	
	01.14.61702.00	GAS AND ELECTRIC	0205261893-7 06-12-2020		226.66	
01326	AMAZON.COM SERVICES LLC	06/22/2020	Regular	0.00	65.04	21272
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1VWP-6PTL-91RP	Invoice	06/22/2020	TECH ARMOR BALLISTIC GLASS	0.00	65.04	
	01.10.63150.00	COMMUNICATIONS EQUI	TECH ARMOR BALLISTIC GLASS		65.04	
01345	A.T.O.M	06/25/2020	Regular	0.00	120.00	21273

Check Report

Date Range: 06/01/2020 - 06/30/2020

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		
4309-C	Invoice	06/25/2020	THERMADOR RANGE - MODEL #PRDS486	0.00	120.00	
	01.14.61500.18		BUILDING MAINTENANCE THERMADOR RANGE - MODEL #		120.00	
01000	American Messaging	06/25/2020	Regular	0.00	110.42	21274
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
W4106073UF	Invoice	06/25/2020	SERVICE FROM 06/01/20 TO 06/30/20	0.00	110.42	
	01.10.63150.00		COMMUNICATIONS EQUI SERVICE FROM 06/01/20 TO 06/		110.42	
01054	BoundTree Medical	06/25/2020	Regular	0.00	417.71	21275
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
83663150	Invoice	06/25/2020	CURAPLEX STRAPS SET 5 FT 2 PC ORANGE	0.00	8.75	
	01.10.62204.00		PARAMEDIC RESPONSE S CURAPLEX STRAPS SET 5 FT 2 PC		8.75	
83663151	Invoice	06/25/2020	CURAPLEX, KING LTS-D, ELECTRODES ,PED	0.00	408.96	
	01.10.62204.00		PARAMEDIC RESPONSE S CURAPLEX, KING LTS-D, ELECTR		408.96	
01313	Comcast	06/25/2020	Regular	0.00	614.94	21276
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
8155_30_008_014	Invoice	06/25/2020	SERVICE FROM MAY 28 TO JUN 27, 202	0.00	145.01	
	01.14.61705.00		TELEPHONE SERVICE FROM MAY 28 TO JUN		145.01	
8155_30_008_014	Invoice	06/25/2020	SERVICE FROM APR28 TO MAY 27, 2020	0.00	145.01	
	01.14.61705.00		TELEPHONE SERVICE FROM APR28 TO MAY 2		145.01	
8155_30_009_017	Invoice	06/25/2020	SERVICE FROM JUN 02 TO JUL 01, 2020	0.00	139.96	
	01.14.61705.00		TELEPHONE SERVICE FROM JUN 02 TO JUL 0		139.96	
8155_30_009_017	Invoice	06/25/2020	SERVICE FROM JUN 02 TO JUL 01, 2020	0.00	184.96	
	01.14.61705.00		TELEPHONE SERVICE FROM JUN 02 TO JUL 0		184.96	
01049	Fishman Supply Company	06/25/2020	Regular	0.00	1,840.64	21277
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1257216	Invoice	06/25/2020	TOWLES TORK, SPRAY BOTTLE	0.00	1,712.31	
	01.14.62206.00		JANITORIAL MAINTENAN TOWLES TORK, SPRAY BOTTLE		1,712.31	
1257216.1	Invoice	06/25/2020	SPONGE SCOCHBRITE SCRUB	0.00	128.33	
	01.14.62206.00		JANITORIAL MAINTENAN SPONGE SCOCHBRITE SCRUB		128.33	
01028	L. N. Curtis and Sons	06/25/2020	Regular	0.00	5,161.38	21278
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV380269	Invoice	06/25/2020	4.5 NHFLHSW X 3.5NHM X 3.5NHM X	0.00	4,538.14	
	15.00.63154.00		VEHICLE PURCHASE 4.5 NHFLHSW X 3.5NHM X 3.5N		4,538.14	
INV395851	Invoice	06/25/2020	6' NEW YORKER WOOD PIKE POLE	0.00	92.44	
	15.00.63154.00		VEHICLE PURCHASE 6' NEW YORKER WOOD PKIE PL		92.44	
INV396535	Invoice	06/25/2020	32" 8# POLISHED FLATHEAD, 30" PRO-BAR	0.00	530.80	
	01.10.63131.00		EQUIPMENT 32" 8# POLISHED FLATHEAD, 30		530.80	
01089	Life-Assist Inc	06/25/2020	Regular	0.00	185.57	21279
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1012000	Invoice	06/25/2020	MORRISON RESTRAINT, SPEED CLIP , ORA	0.00	94.07	
	01.10.62204.00		PARAMEDIC RESPONSE S MORRISON RESTRAINT, SPEED C		94.07	
1012116	Invoice	06/25/2020	EPINEPHRINE 1:10,000 1MG, 10 ML LIFES	0.00	91.50	
	01.10.62204.00		PARAMEDIC RESPONSE S EPINEPHRINE 1:10,000 1MG, 10		91.50	
01211	Mark Clementi PhD	06/25/2020	Regular	0.00	1,468.00	21280

Check Report

Date Range: 06/01/2020 - 06/30/2020

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		
06-15-20	Invoice	06/25/2020	ROYCE WINTERMUTE AND MARIO VILLAN	0.00	1,468.00	
	01.05.61129.00		HIRING EXPENSES		1,468.00	
01278	Silverado Avionics Inc	06/25/2020	Regular	0.00	8,256.12	21281
9935	Invoice	06/25/2020	BK VHF, 5000CH, 6 WATT P-25 DIGITAL	0.00	8,256.12	
	01.10.63150.00		COMMUNICATIONS EQUI		8,256.12	
01296	WATERSHED LLC	06/25/2020	Regular	0.00	1,310.96	21282
0081012-IN	Invoice	06/25/2020	SF-BRAVO-A42	0.00	1,310.96	
	01.10.62213.00		PROTECTIVE CLOTHING		1,310.96	
01079	Hannibal's Inc.	06/26/2020	Regular	0.00	980.00	21283
28291	Invoice	06/26/2020	ELECTRICIAN LABOR AND MAETERIAL	0.00	980.00	
	01.14.61500.21		BUILDING MAINTENANCE		980.00	
01295	Grier Argall Plumbing Inc	06/30/2020	Regular	0.00	900.00	21284
WO#8131	Invoice	06/30/2020	SANITATION SINK INSTALATION. INSTALL	0.00	900.00	
	01.14.61500.21		BUILDING MAINTENANCE		900.00	
01097	MidAmerica	06/23/2020	Bank Draft	0.00	27,066.39	DFT0001886
INV0002643	Invoice	06/23/2020	MidAmerica retiree health reimb 07.01.2	0.00	27,066.39	
	01.00.60231.00		RETIREES' HEALTH INSUR		27,066.39	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	43	0.00	325,710.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	27,066.39
EFT's	0	0	0.00	0.00
	70	44	0.00	352,777.22

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	43	0.00	325,710.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	27,066.39
EFT's	0	0	0.00	0.00
	70	44	0.00	352,777.22

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	6/2020	352,777.22
			352,777.22

Ross Valley Fire Dept

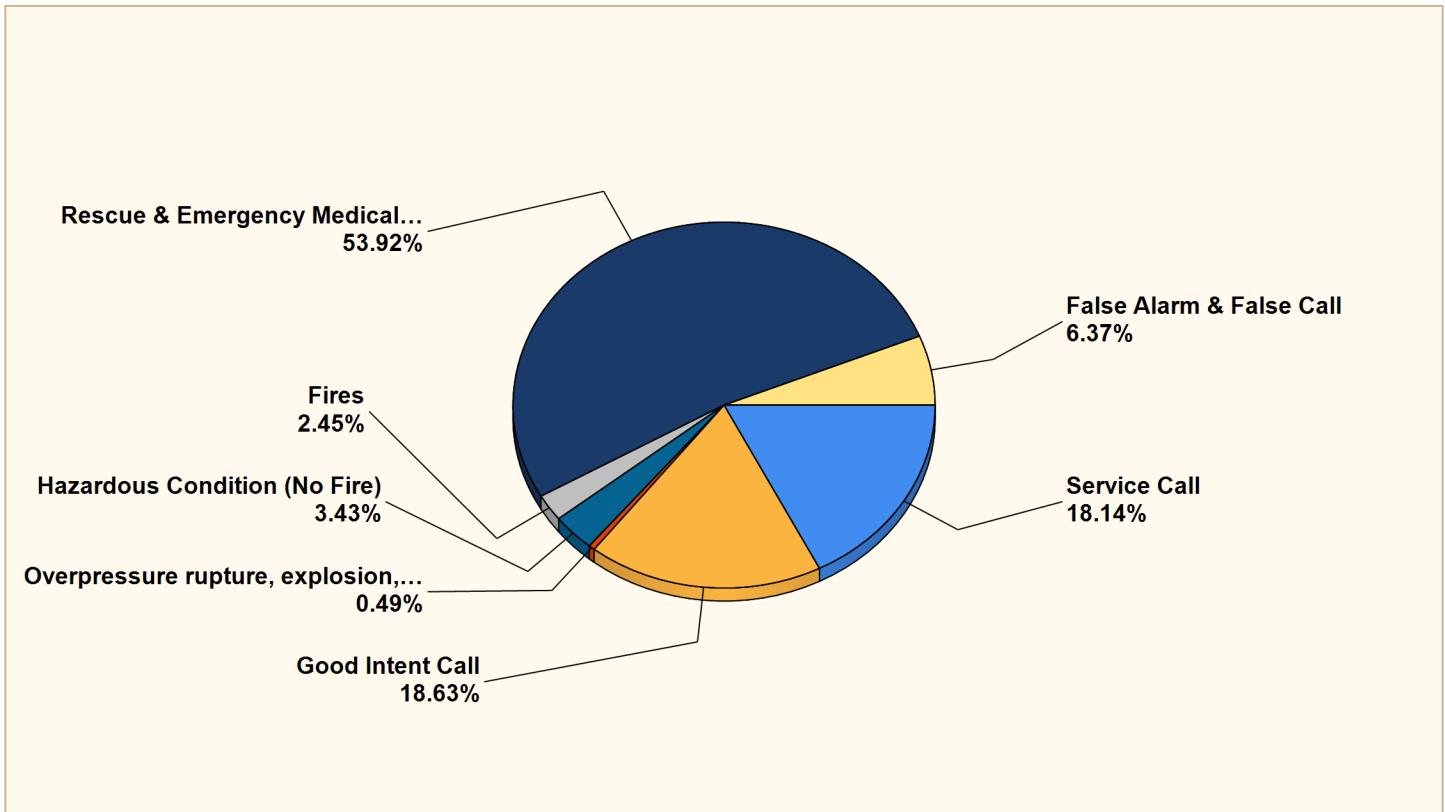
San Anselmo, CA

This report was generated on 7/2/2020 3:45:32 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2020 | End Date: 06/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.45%
Overpressure rupture, explosion, overheating - no fire	1	0.49%
Rescue & Emergency Medical Service	110	53.92%
Hazardous Condition (No Fire)	7	3.43%
Service Call	37	18.14%
Good Intent Call	38	18.63%
False Alarm & False Call	13	6.37%
TOTAL	211	103.43%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	2	0.95%
113 - Cooking fire, confined to container	1	0.47%
131 - Passenger vehicle fire	1	0.47%
140 - Natural vegetation fire, other	1	0.47%
251 - Excessive heat, scorch burns with no ignition	1	0.47%
321 - EMS call, excluding vehicle accident with injury	104	49.29%
322 - Motor vehicle accident with injuries	6	2.84%
412 - Gas leak (natural gas or LPG)	2	0.95%
444 - Power line down	5	2.37%
500 - Service Call, other	2	0.95%
550 - Public service assistance, other	3	1.42%
551 - Assist police or other governmental agency	2	0.95%
553 - Public service	12	5.69%
554 - Assist invalid	15	7.11%
571 - Cover assignment, standby, moveup	3	1.42%
611 - Dispatched & cancelled en route	19	9.00%
622 - No incident found on arrival at dispatch address	3	1.42%
650 - Steam, other gas mistaken for smoke, other	1	0.47%
651 - Smoke scare, odor of smoke	15	7.11%
733 - Smoke detector activation due to malfunction	3	1.42%
735 - Alarm system sounded due to malfunction	1	0.47%
736 - CO detector activation due to malfunction	1	0.47%
740 - Unintentional transmission of alarm, other	1	0.47%
741 - Sprinkler activation, no fire - unintentional	1	0.47%
743 - Smoke detector activation, no fire - unintentional	2	0.95%
745 - Alarm system activation, no fire - unintentional	4	1.90%
TOTAL INCIDENTS:	211	99.97%

Only REVIEWED and/or LOCKED IMPORTED incidents are 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 7/2/2020 3:44:15 PM



Incident Type Count per Station for Date Range

Start Date: 06/01/2020 | End Date: 06/30/2020

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18 Ross	
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	15
412 - Gas leak (natural gas or LPG)	1
550 - Public service assistance, other	2
553 - Public service	3
554 - Assist invalid	1
571 - Cover assignment, standby, moveup	3
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	1
650 - Steam, other gas mistaken for smoke, other	1
735 - Alarm system sounded due to malfunction	1
745 - Alarm system activation, no fire - unintentional	2
# Incidents for 18 - Station 18 :	36

Station: 19 - STATION 19 777 San Anselmo Ave.	
100 - Fire, other	2
113 - Cooking fire, confined to container	1
131 - Passenger vehicle fire	1
251 - Excessive heat, scorch burns with no ignition	1
321 - EMS call, excluding vehicle accident with injury	27
322 - Motor vehicle accident with injuries	3
444 - Power line down	4
500 - Service Call, other	1
551 - Assist police or other governmental agency	1
553 - Public service	5
554 - Assist invalid	7
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	6
733 - Smoke detector activation due to malfunction	1

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
# Incidents for 19 - Station 19:	
68	

Station: 20 - STATION 20 150 Butterfield Rd.	
321 - EMS call, excluding vehicle accident with injury	17
412 - Gas leak (natural gas or LPG)	1
500 - Service Call, other	1
553 - Public service	1
554 - Assist invalid	4
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	1
# Incidents for 20 - Station 20:	
29	

Station: 21 - STATION 21 10 Park Rd. Fairfax	
321 - EMS call, excluding vehicle accident with injury	45
322 - Motor vehicle accident with injuries	3
444 - Power line down	1
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	1
553 - Public service	3
554 - Assist invalid	3
611 - Dispatched & cancelled en route	7
651 - Smoke scare, odor of smoke	8
733 - Smoke detector activation due to malfunction	1
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	2
# Incidents for 21 - Station 21:	
78	

Only REVIEWED incidents included.



Ross Valley Fire, CA

Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
01.00.47501.00	FAIRFAX	2,046,152.00	2,046,152.00	170,512.75	2,046,153.00	1.00	100.00 %
01.00.47502.00	ROSS	2,052,299.00	2,052,299.00	171,025.00	2,052,300.00	1.00	100.00 %
01.00.47503.00	SAN ANSELMO	3,559,251.00	3,559,251.00	296,604.17	3,559,250.04	-0.96	100.00 %
01.00.47504.00	SLEEPY HOLLOW	1,124,067.00	1,124,067.00	93,672.17	1,124,066.04	-0.96	100.00 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	176,994.00	176,994.00	14,749.49	176,993.88	-0.12	100.00 %
01.00.47508.00	PRIOR AUTHORITY MERA BOND	38,198.00	38,198.00	3,183.17	38,198.04	0.04	100.00 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	812,129.00	812,129.00	67,677.42	812,129.04	0.04	100.00 %
01.00.49501.00	COUNTY OF MARIN	211,685.00	211,685.00	213,414.00	213,414.00	1,729.00	100.82 %
01.00.49502.00	OES REIMBURSEMENT OUT OF CO	0.00	193,003.00	0.00	198,993.84	5,990.84	103.10 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PR	232,394.00	250,623.00	246,873.00	246,873.00	-3,750.00	98.50 %
01.00.49506.00	RVPA RENTAL	30,295.00	30,295.00	30,294.72	30,294.72	-0.28	100.00 %
01.00.49507.00	LAIF INTEREST	7,000.00	12,000.00	0.00	10,531.76	-1,468.24	87.76 %
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIM	47,290.00	47,290.00	0.00	47,290.00	0.00	100.00 %
01.00.49510.00	PLAN CHECKING FEES	245,000.00	245,000.00	16,127.04	224,226.55	-20,773.45	91.52 %
01.00.49511.00	RE-SALE INSPECTION FEES	44,000.00	44,000.00	5,818.73	49,223.49	5,223.49	111.87 %
01.00.49512.00	MISCELLANEOUS INCOME	2,500.00	7,000.00	288.37	7,879.87	879.87	112.57 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	54,000.00	0.00	58,568.77	4,568.77	108.46 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	134,500.00	134,500.00	3,500.00	20,167.00	-114,333.00	14.99 %
01.00.49523.00	APPARATUS REPLACEMENT	312,000.00	312,000.00	26,000.00	312,000.00	0.00	100.00 %
01.00.49524.00	TECHNOLOGY FEES	21,700.00	21,700.00	1,651.83	20,582.32	-1,117.68	94.85 %
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
Department: 00 - UNDESIGNATED Total:		11,157,454.00	11,432,186.00	1,361,391.86	11,249,135.36	-183,050.64	98.40 %
Revenue Total:		11,157,454.00	11,432,186.00	1,361,391.86	11,249,135.36	-183,050.64	98.40 %
Expense							
Department: 00 - UNDESIGNATED							
01.00.60000.00	REGULAR SALARIES	4,030,350.00	4,069,160.00	301,014.86	3,657,409.22	411,750.78	89.88 %
01.00.60010.00	TEMPORARY HIRE	15,450.00	15,450.00	10,698.00	33,673.00	-18,223.00	217.95 %
01.00.60020.00	MINIMUM STAFFING	700,400.00	700,400.00	90,120.99	853,145.79	-152,745.79	121.81 %
01.00.60021.00	HOURLY OVERTIME	85,490.00	85,490.00	9,971.15	95,285.54	-9,795.54	111.46 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	20,600.00	20,600.00	1,468.18	28,679.05	-8,079.05	139.22 %
01.00.60025.00	OT OES RESPONSE	0.00	139,372.00	3,682.31	143,053.92	-3,681.92	102.64 %
01.00.60026.00	OT TRAINING	45,700.00	45,700.00	2,127.32	20,692.26	25,007.74	45.28 %
01.00.60027.00	HOLIDAY	189,460.00	191,320.00	14,017.60	174,906.27	16,413.73	91.42 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	22,000.00	22,000.00	0.00	4,164.95	17,835.05	18.93 %
01.00.60029.00	FLSA O/T	109,507.00	110,547.00	6,537.63	79,769.18	30,777.82	72.16 %
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01.00.60035.00	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	45,343.04	4,656.96	90.69 %
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	3,600.00	0.00	100.00 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	8,400.00	-400.00	105.00 %
01.00.60100.00	RETIREMENT	1,663,029.00	1,671,259.00	63,627.84	1,569,620.13	101,638.87	93.92 %
01.00.60200.00	CAFETERIA HEALTH PLAN	759,014.00	759,014.00	58,960.81	648,773.10	110,240.90	85.48 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	23,557.00	23,727.00	1,441.60	19,191.31	4,535.69	80.88 %
01.00.60215.00	WORKERS' COMPENSATION INSUR	568,510.00	568,510.00	0.00	578,303.00	-9,793.00	101.72 %
01.00.60220.00	PAYROLL TAXES	80,170.00	80,790.00	12,237.29	82,251.70	-1,461.70	101.81 %
01.00.60221.00	HOUSING ALLOWANCE	45,600.00	45,600.00	3,200.00	39,547.88	6,052.12	86.73 %
01.00.60223.00	UNIFORM REIMBURSEMENT	25,200.00	25,200.00	1,800.00	21,871.87	3,328.13	86.79 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01.00.60225.00	EDUCATION REIMBURSEMENT	108,744.00	109,814.00	7,801.10	99,103.59	10,710.41	90.25 %
01.00.60231.00	RETIREES' HEALTH INSURANCE	750,115.00	750,115.00	398,288.18	777,181.39	-27,066.39	103.61 %
01.00.61115.00	LIABILITY INSURANCE	27,759.00	27,759.00	0.00	15,194.00	12,565.00	54.74 %
01.00.62999.00	CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01.00.67099.00	TRANSFERS OUT	312,000.00	312,000.00	0.00	312,000.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		9,663,255.00	9,854,427.00	988,094.86	9,311,160.19	543,266.81	94.49 %
Department: 05 - ADMINISTRATION							
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	23,500.00	23,500.00	483.31	18,836.20	4,663.80	80.15 %
01.05.61105.00	OTHER CONTRACT SERVICES	50,800.00	50,800.00	13,499.18	118,209.39	-67,409.39	232.70 %
01.05.61106.00	CONTRACT SERVICES - MCFD	309,000.00	309,000.00	213,615.24	365,840.49	-56,840.49	118.39 %
01.05.61107.00	ATTORNEY/LEGAL FEES	10,300.00	10,300.00	342.00	4,160.00	6,140.00	40.39 %
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	240.75	2,669.29	230.71	92.04 %
01.05.61120.00	CONTRACT SERVICES-SAN ANSELM	82,400.00	82,400.00	20,600.00	82,400.00	0.00	100.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	25,750.00	25,750.00	17,568.57	38,722.34	-12,972.34	150.38 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENA	8,200.00	8,200.00	0.00	3,400.18	4,799.82	41.47 %
01.05.61127.00	HEALTH AND WELLNESS	25,000.00	25,000.00	7,450.00	11,465.00	13,535.00	45.86 %
01.05.61129.00	HIRING EXPENSES	12,000.00	12,000.00	1,726.75	15,154.65	-3,154.65	126.29 %
01.05.61300.00	PUBLICATIONS AND DUES	4,000.00	4,000.00	0.00	4,583.94	-583.94	114.60 %
01.05.62000.00	OFFICE SUPPLIES	4,500.00	4,500.00	780.34	2,835.95	1,664.05	63.02 %
01.05.62003.00	POSTAGE	1,000.00	1,000.00	0.00	1,446.74	-446.74	144.67 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,000.00	12,000.00	19.61	13,061.91	-1,061.91	108.85 %
Department: 05 - ADMINISTRATION Total:		571,350.00	571,350.00	276,325.75	682,786.08	-111,436.08	119.50 %
Department: 10 - OPERATIONS							
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,000.00	17,000.00	240.00	3,940.00	13,060.00	23.18 %
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	2,260.73	1,839.27	55.14 %
01.10.60065.02	EXPLORER POST	16,000.00	16,000.00	5,978.08	18,890.73	-2,890.73	118.07 %
01.10.60220.00	PAYROLL TAXES	0.00	0.00	3.48	8.70	-8.70	0.00 %
01.10.60220.01	PAYROLL TAXES - VOLUNTEER	2,700.00	2,700.00	14.88	292.71	2,407.29	10.84 %
01.10.61000.00	TRAINING AND EDUCATION	40,000.00	40,000.00	733.00	22,000.78	17,999.22	55.00 %
01.10.61100.00	DISPATCH	183,404.00	183,404.00	0.00	183,404.76	-0.76	100.00 %
01.10.61101.00	RADIO REPAIR	5,000.00	5,000.00	0.00	4,109.02	890.98	82.18 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	9,200.00	9,200.00	0.00	8,925.00	275.00	97.01 %
01.10.61110.00	MERA OPERATING EXPENSE	42,747.00	42,747.00	0.00	46,728.00	-3,981.00	109.31 %
01.10.61402.00	HYDRANT MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01.10.61410.00	EQUIPMENT MAINTENANCE	10,900.00	10,900.00	0.00	10,118.23	781.77	92.83 %
01.10.61901.00	DISASTER COORDINATION	0.00	0.00	805.28	5,536.38	-5,536.38	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,100.00	4,100.00	0.00	567.00	3,533.00	13.83 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	21,000.00	21,000.00	2,761.82	21,231.43	-231.43	101.10 %
01.10.62205.00	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	0.00	7,425.24	74.76	99.00 %
01.10.62210.00	BREATHING APPARATUS	5,900.00	5,900.00	2,254.45	3,628.81	2,271.19	61.51 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	1,575.00	3,392.51	3,707.49	47.78 %
01.10.62213.00	PROTECTIVE CLOTHING	15,300.00	15,300.00	4,009.76	14,447.46	852.54	94.43 %
01.10.63131.00	EQUIPMENT	20,000.00	20,000.00	530.80	15,893.70	4,106.30	79.47 %
01.10.63140.00	HYDRANTS	19,000.00	19,000.00	0.00	17,813.25	1,186.75	93.75 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	8,431.58	20,347.97	652.03	96.90 %
01.10.63160.00	TURNOUTS	16,000.00	16,000.00	0.00	7,246.02	8,753.98	45.29 %
01.10.64401.00	MERA BOND PAYMENT PRIOR AUT	38,198.00	38,198.00	0.00	34,216.80	3,981.20	89.58 %
Department: 10 - OPERATIONS Total:		509,149.00	509,149.00	27,338.13	452,425.23	56,723.77	88.86 %
Department: 14 - FACILITIES							
01.14.61500.00	BUILDING MAINTENANCE AND LAN	16,500.00	16,500.00	398.94	61,943.14	-45,443.14	375.41 %
01.14.61500.18	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	120.00	2,863.28	12,136.72	19.09 %
01.14.61500.19	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	73.56	4,023.57	10,976.43	26.82 %
01.14.61500.20	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	5,971.23	10,282.95	4,717.05	68.55 %
01.14.61500.21	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	2,569.00	6,480.09	8,519.91	43.20 %
01.14.61702.00	GAS AND ELECTRIC	41,200.00	41,200.00	14,639.49	52,744.13	-11,544.13	128.02 %
01.14.61703.00	WATER	7,000.00	7,000.00	0.00	7,702.41	-702.41	110.03 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01.14.61704.00	SEWER	2,600.00	2,600.00	0.00	3,219.35	-619.35	123.82 %
01.14.61705.00	TELEPHONE	40,300.00	40,300.00	3,174.99	40,822.79	-522.79	101.30 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI	10,000.00	10,000.00	1,864.84	9,126.37	873.63	91.26 %
01.14.62501.00	FURNISHINGS	5,000.00	5,000.00	2,940.06	3,986.18	1,013.82	79.72 %
01.14.63040.00	APPLIANCES	5,000.00	5,000.00	0.00	1,386.65	3,613.35	27.73 %
01.14.63041.00	OFFICE EQUIPMENT	10,000.00	10,000.00	0.00	2,360.37	7,639.63	23.60 %
01.14.63042.00	EXERCISE EQUIPMENT	10,000.00	10,000.00	0.00	10,049.98	-49.98	100.50 %
01.14.63044.00	TECHNOLOGY PURCHASES	22,400.00	22,400.00	0.00	7,818.95	14,581.05	34.91 %
	Department: 14 - FACILITIES Total:	230,000.00	230,000.00	31,752.11	224,810.21	5,189.79	97.74 %
	Department: 15 - COMMUNITY RISK REDUCTION						
01.15.60220.00	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	0.00	15.99	-15.99	0.00 %
01.15.61131.00	FIRE PREVENTION	4,600.00	4,600.00	0.00	9,772.45	-5,172.45	212.44 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	4,209.79	4,590.21	47.84 %
	Department: 15 - COMMUNITY RISK REDUCTION Total:	13,400.00	13,400.00	0.00	13,998.23	-598.23	104.46 %
	Department: 25 - FLEET						
01.25.61411.00	BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	2,976.98	6,323.02	32.01 %
01.25.61600.00	REPAIRS VEHICLE	105,000.00	105,000.00	0.00	104,683.13	316.87	99.70 %
01.25.61601.00	VEHICLE LEASE	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00 %
01.25.62988.00	FUEL	37,000.00	37,000.00	4,112.35	33,795.60	3,204.40	91.34 %
01.25.62989.00	PARTS VEHICLE	9,400.00	9,400.00	0.00	10,452.03	-1,052.03	111.19 %
	Department: 25 - FLEET Total:	170,300.00	170,300.00	4,112.35	151,907.74	18,392.26	89.20 %
	Expense Total:	11,157,454.00	11,348,626.00	1,327,623.20	10,837,087.68	511,538.32	95.49 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	83,560.00	33,768.66	412,047.68	328,487.68	493.12 %
	Fund: 15 - VEHICLE FUND						
	Revenue						
	Department: 00 - UNDESIGNATED						
15.00.51999.00	TRANSFERS IN	312,000.00	312,000.00	0.00	312,000.00	0.00	100.00 %
	Department: 00 - UNDESIGNATED Total:	312,000.00	312,000.00	0.00	312,000.00	0.00	100.00 %
	Revenue Total:	312,000.00	312,000.00	0.00	312,000.00	0.00	100.00 %
	Expense						
	Department: 00 - UNDESIGNATED						
15.00.63154.00	VEHICLE PURCHASE	730,000.00	730,000.00	8,867.66	1,981,072.16	-1,251,072.16	271.38 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	133,456.00	133,456.00	0.00	133,455.81	0.19	100.00 %
15.00.64110.00	LEASE PAYMENT - INTEREST	21,256.00	21,256.00	0.00	21,256.05	-0.05	100.00 %
	Department: 00 - UNDESIGNATED Total:	884,712.00	884,712.00	8,867.66	2,135,784.02	-1,251,072.02	241.41 %
	Expense Total:	884,712.00	884,712.00	8,867.66	2,135,784.02	-1,251,072.02	241.41 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-572,712.00	-572,712.00	-8,867.66	-1,823,784.02	-1,251,072.02	318.45 %
	Report Surplus (Deficit):	-572,712.00	-489,152.00	24,901.00	-1,411,736.34	-922,584.34	288.61 %

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	11,157,454.00	11,432,186.00	1,361,391.86	11,249,135.36	-183,050.64	98.40 %
Revenue Total:	11,157,454.00	11,432,186.00	1,361,391.86	11,249,135.36	-183,050.64	98.40 %
Expense						
00 - UNDESIGNATED	9,663,255.00	9,854,427.00	988,094.86	9,311,160.19	543,266.81	94.49 %
05 - ADMINISTRATION	571,350.00	571,350.00	276,325.75	682,786.08	-111,436.08	119.50 %
10 - OPERATIONS	509,149.00	509,149.00	27,338.13	452,425.23	56,723.77	88.86 %
14 - FACILITIES	230,000.00	230,000.00	31,752.11	224,810.21	5,189.79	97.74 %
15 - COMMUNITY RISK REDUCTION	13,400.00	13,400.00	0.00	13,998.23	-598.23	104.46 %
25 - FLEET	170,300.00	170,300.00	4,112.35	151,907.74	18,392.26	89.20 %
Expense Total:	11,157,454.00	11,348,626.00	1,327,623.20	10,837,087.68	511,538.32	95.49 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	83,560.00	33,768.66	412,047.68	328,487.68	493.12 %
Fund: 15 - VEHICLE FUND						
Revenue						
00 - UNDESIGNATED	312,000.00	312,000.00	0.00	312,000.00	0.00	100.00 %
Revenue Total:	312,000.00	312,000.00	0.00	312,000.00	0.00	100.00 %
Expense						
00 - UNDESIGNATED	884,712.00	884,712.00	8,867.66	2,135,784.02	-1,251,072.02	241.41 %
Expense Total:	884,712.00	884,712.00	8,867.66	2,135,784.02	-1,251,072.02	241.41 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-572,712.00	-572,712.00	-8,867.66	-1,823,784.02	-1,251,072.02	318.45 %
Report Surplus (Deficit):	-572,712.00	-489,152.00	24,901.00	-1,411,736.34	-922,584.34	288.61 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	83,560.00	33,768.66	412,047.68	328,487.68
15 - VEHICLE FUND	-572,712.00	-572,712.00	-8,867.66	-1,823,784.02	-1,251,072.02
Report Surplus (Deficit):	-572,712.00	-489,152.00	24,901.00	-1,411,736.34	-922,584.34

Ross Valley Fire Board
Meeting Minutes
June 10, 2020

All Board Members and Staff present, via Zoom meeting.

Meeting called to order at 6:30pm

Open time for public expression: No public.

Board requests: Member Finn asked about the delivery of the new engines. Both engines have arrived and one has been returned for warranty work. The other should be in service soon. Type 3 is in process of driver training and should be in service soon as well.

Chiefs report: The firefighters have done a fantastic job in keeping healthy and have participated in keeping the fire stations healthy and clean. Their due diligence wearing PPE and has resulted with Ross Valley has had no cases of Covid. Regular testing is occurring for all members. There has been antibody testing on all personnel, with all results negative. There have been new cases in the county, however, no new hospitalizations. Moving forward in a cautious manner, will reopen stations when appropriate. Fire Prevention has been successful in plan checks, inspections and reviews, etc. The FPOs have also created best practices for completing inspections, etc. The Dspace inspectors have begun their inspections throughout the Ross Valley from County through to Corte Madera. Moving forward with recruitment for new Administrative Assistant, flyer will be going out this week.

Consent Agenda: M/S Burdo/Kuhl to approve consent agenda as presented. Board polled. All ayes.

Ross Valley FD Local Disaster preparedness Concept: Chief Weber presented the staff report and the background of how to prepare across the county. The idea is to establish a part time non-benefited position to serve to coordinate the neighborhoods. The goal is to have neighbors helping neighbors. The program will use FireWise neighborhoods to contact neighborhoods, etc. Discussion regarding the position, where the funds would come from, how the structure would be set up, what discussion have been held, and if some of the funding would come from Measure C funds.

Jody Timms, spoke on the work that is being done throughout the county and what networking is occurring to share what is being done throughout the county. And also is supporting this proposal and that it should move forward.

Sarah Robinson, Age Friendly San Anselmo, Age Friendly Marin. She reiterated what Jody said and that San Anselmo is working on the same thing, to coordinate the volunteers that are stepping up to help their neighbors.

Member Goddard thanked them for their support and hard work for this program.

This item will be brought back to the board for further discussion.

Update on Fire Safe Marin, MWPA, DSpace Program, etc: President Shortall presented an update on the program that will be presented, after the shelter in place ends, presentations will resume, workshops for contractors and landscape professionals. FireSafe Marin produced YouTube videos, available on their YouTube channel. There are several that are available, they are short and provide a lot of information. Working with movie theaters to also present videos during the previews, more robust newsletter with more information, updates, etc. More outreach in the print media as well. Update to website, more robust, and will try to translate material into bi-lingual. Schools are getting ready to revise their program, however, at this time it is unclear when that will resume. Calls into FireSafe Marin has been receiving a lot of requests for information, and the response to requests turnaround has been improved. They have been working with Master Gardeners to increase their demonstration garden program. The next is Chipper Days, there is discussion about increasing the Chipper Days availability. They will be actively coordinating with agencies throughout Marin. There will be a computer program that will be utilized to track the amount of brush that is chipped, what type, where, etc. They would like to extend the Red Flag Warning sign program throughout the county. NOAA weather radios will be purchased for distribution throughout Marin. The alert radios will be distributed throughout the county to determine the coverage ability.

Chief Weber presented an update on MWPA and DSpace Program: He reported that the inspections have started, and that all four members of the JPA will have inspections in various areas throughout their areas. Expects to exceed 15,000 reviews this year. This will be informational inspections and not enforcement this year. Expecting similar compliance as last year. Chris Brown will be the leader for the Inspectors this year. A revised timeline will be provided as it becomes available.

MWPA: Most attention is evacuation routes in the areas, home hardening, still has grant working on evacuation routes, Fairfax is wrapping up evacuation maps, another grant in the works for other agencies in the JPA. Working with Public Works Directors to identify areas that need more immediate attention.

The plan will be to hold at least one evacuation drill in each community, once the Covid restrictions are released.

Consideration of Adoption of Resolution 20-04: Chief Weber thanked Helen and Kevin and the Battalion Chiefs for their hard work in putting together this budget. The budget presented tonight is considered a safe move forward, with a meeting in the fall to determine what changes to the budget would need to be made. Deputy Director of Fire Yeager presented the changes from the proposed budget from the last meeting. The OPEB figures came back less than what was initially decided. There were other

changes made, including a fund was created with prior authority funds to be held in the event of smoothing that may be needed in the budget.

M/S Breckus/Burdo to Adopt Resolution 20-04 as presented. Board polled. All ayes.

Next meeting scheduled for Wednesday, July 8th, 2020, Location TBD.

Minutes respectfully submitted,

s/JoAnne Lewis
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: July 8, 2020

To: Board of Directors
From: Jason Weber, Fire Chief
Subject: Information on July 18 Evacuation Drill

RECOMMENDATION:

No action needed, this is informational for the Board

DISCUSSION:

Ross Valley Fire Department and Marin Wildfire Prevention Authority, in cooperation with Central Marin, Ross, Fairfax police departments, and the Marin County Sheriff, will conduct an evacuation drill on Saturday, July 18, 2020. The flyer for the evacuation drill is included as informational for the Board.

FISCAL IMPACT:

The evacuation drill is part of the RVFD baseline approved budget, no additional budget required.



ROSS VALLEY FIRE DEPARTMENT &
MARIN WILDFIRE PREVENTION
AUTHORITY



In cooperation with
Central Marin, Ross, Fairfax
Police Departments and Marin County Sheriff

2020 EVACUATION DRILL

Saturday, July 18, 2020

Morning Session: 9-12 (Fairfax and Sleepy Hollow)

Afternoon Session: 1-3 (San Anselmo and Ross)

Due to COVID restrictions, this will be a drive-through event. At no time should any participant get out of their car.

On **Saturday, July 18, 2020**, the Ross Valley Fire Department, Marin County Sheriff Department and Fairfax, Central Marin, and Ross Police Departments will conduct an emergency drill – a local event that will help emergency preparedness efforts in YOUR neighborhood.

All residents on the following roads listed below will receive a notification from ALERT MARIN to participate in this **VOLUNTARY EVACUATION**. If you are not registered with ALERT MARIN, please visit <https://www.marinsheriff.org/services/emergency-services/alert-marin> to register and find information when Alert Marin is used (ACTION is needed, such as wildfire, evacuation, flood) and when Nixle is used (INFORMATION is shared, such as road closures, police activity, and general public safety information).

This annual drill rotates through the RVFD service area and allows us to test our alert and warning systems that will be used in an emergency.

The drill begins on **Saturday, July 18th at 9:00 a.m.** with an activation of the AlertMarin Emergency Notification System; you must be registered with Alert Marin to receive notifications.

Please visit these sites for emergency preparedness information: www.firesafemarin.org

And www.readymarin.org

Directions for the drill

1. Identify what zone you live in. See the street list below. This will provide you with either a morning or afternoon session you will participate in:
 - i. Morning session 9:00am -12:00pm (Zone 1, Zone 2, Zone 3)
 - ii. Afternoon session 1:00pm- 3:00pm (Zone 4, Zone 5, Zone 6)

****Please note, this is an annual drill that rotates neighborhoods. Not all neighborhoods are included****

2. Based on the Zone you live in, you will be notified at either 9:00am or 1:00pm.
3. Once residents receive an Alert Marin message, you should proceed to the evacuation center at **1327 Sir Francis Drake Blvd, San Anselmo (Drake High School)**
4. Safely evacuate by auto to Drake High School and into the parking lot
5. Follow the instructions by onsite personnel. DO NOT GET OUT OF YOUR VEHICLE. Due to COVID restrictions, all participants will remain in their vehicle AT ALL TIMES.
6. Emergency Preparedness information will be handed out to vehicles in a drive-thru style with social distance protocols in place. Please remain in your vehicle and ensure you have a face covering.

Street List

Zone 1 (*Forest Zone*)

Forest Zone

Center Boulevard (address 421 - 780)

Landsdale Avenue

Hooper Lane

Baywood Court

Alder Court

Pastori Avenue

San Anselmo Avenue

Elm Avenue

Morton Lane

Plumas Avenue

Elm Court

Floribel Avenue

Scenic Avenue

Canyon Road

Ivy Lane

Summit Road

Francis Avenue

Spruce Avenue

Deer Park Lane

Humbolt Avenue

Vista Lane

Foothill Road

Glen Road

Creek Road

Forest Avenue

Power Lane

Summer Avenue

Wesson Lane

Blackberry Lane

Creek Road

Dominga Avenue

Court Lane

Bridge Court

Sherman Street

Napa Avenue

Mono Avenue

Inyo Avenue

Main Court

Pacheco Avenue

Bolinas Road

Broadway

Zone 2 (*Deer Park Zone*)

Hillside Drive

Power Lane

Crest Road

Forest Avenue

Blackberry Lane

Creek Road

Bolinas Road

Forest Terrace

Crescent Lane

Meerna Avenue

Deer Park Drive

Spring Lane

Porteous Avenue
 Barker Avenue
 Wood Lane
 Ivy Lane
 Fawn Ridge

Zone 3 *(Herrera Zone)*

Suffield Avenue
 Hawthorne Avenue
 Rutherford Avenue
 Camino De Herrera
 Bennett Avenue
 West Ct
 East Ct
 Valley Road
 Traxler Road
 Fairview Ct
 Hill Crest Ct
 Skyline
 Rosemont Avenue
 Herrera Ct
 Martha Lane
 Oakwood Avenue
 Carlson Ct
 Carlson Avenue
 Rancho Drive
 Woodside Drive
 Idlewood Drive
 Lilian Ct
 Cherne Lane
 Woodside Ct
 Woodside Drive
 Kenrick Avenue
 Baytree Lane

Oaksprings Drive
 Theresa Drive
 Timothy Avenue
 Michael Way
 Angela Avenue
 Sheila Ct

Zone 4 *(Sequoia Zone)*

Forbes Avenue
 Longwood Drive
 Hilldale Drive
 Carolina Avenue
 Island Drive
 Red hill Avenue
 Park Way
 Sequoia Drive
 Cottage Avenue
 Longview Avenue
 Jordan avenue
 Amberwood Lane
 Southview Terrace
 Oak Hill Drive
 Crooked Avenue
 Alpine Terrace
 Alpine Lane
 Jersey Avenue
 Golf Lane
 Alta Avenue
 Freita Lane
 Searles Lanes
 Grove Hill Avenue North

Grove Hill Avenue South
 Madera Avenue
 Millbrae Avenue
 Sunny Drive
 Cypress Avenue
 Westgate Way
 Rodgers Avenue
 Coogan Avenue
 Bungalow Avenue
 Ancho Vista Avenue
 Buena Vista
 Essex Street
 Boudier Lane
 Alemand
 Palm Lane
 Spaulding Street
 Luna Lane
 Loma Robles Drive
 Shaw Drive
 Sunny Hills Drive

Zone 5 (*Portions of Kent Zone*)

Sir Francis Drake Boulevard
 Lagunitas Road
 Woodside Way
 Thomas Ct
 Madrona Avenue
 Spring Road
 Bridge Road
 Willow Avenue
 Chestnut Avenue

Willow Hill Road
 Hillside Avenue
 Brookwood Lane
 Redwood Drive
 Poplar Avenue
 Ross Commons
 Allen Avenue
 Allen Lane

Zone 6 (*Portions of Kentfield Zone*)

Sir Francis Drake Boulevard
 Berry Lane
 Laurel Grove Avenue
 Walters Avenue
 Monte Alegre Road
 Canyon Road
 Bellagio Road
 Pomeroy Road
 Newell Road
 Crest Road
 Winding Way
 Skyland Way
 Skyview Road
 Makin Grade
 5,11,15,17,21,27,254,293,
 301,302,307
 Morrison Road
 Upper Toyon Drive
 303,313,320,325,337,341

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: July 8, 2020

To: Board of Directors

From: Jason Weber, Fire Chief
Kevin Yeager, Deputy Director of Fire

Subject: Administrative Assistant Compensation Package

RECOMMENDATION:

That the Board adopts Resolution 20-05, a resolution of the Ross Valley Fire Department revising Resolution 19-06, establishing the compensation package for the Administrative Assistant.

DISCUSSION:

The proposed changes to the resolution which establishes the salary and benefits for the Administrative Assistant include updating the salary and removing the education incentive.

With the retirement of the current Administrative Assistant, changes have been made to the salary; the new job class is now in line with other similar Administrative positions within the County.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 20-05

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING
RESOLUTION 19-06 ESTABLISHING THE COMPENSATION
PACKAGE FOR THE ADMINISTRATIVE ASSISTANT**

WHEREAS, Ross Valley Fire Department Resolution 19-06 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 19-06 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective July 16, 2020;

Administrative Assistant	Step A	Step B	Step C	Step D	Step E
	5,125	5,411	5,698	5,984	6,270

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Salary Adjustments: The Fire Board will review the Administrative Assistant's compensation annually.

Health Insurance after Retirement: The Authority agrees to maintain health insurance coverage and to pay the amount required by P.E.R.S. toward the premium cost thereof, provided the retiree remits to the Authority any further payment due, secures Medicare coverage when eligible, and subject to the following:

For retirees who meet the eligibility requirements for retiree healthcare insurance, the Authority's monthly contribution for the retiree and the retiree's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

Medicare eligible retirees must apply for and receive Medicare benefit to be eligible for full reimbursement.

Retirement: PERS Section 21354.5, 2.7 @55 for Miscellaneous Members
Employee pays 8% of the 8% employee contribution
"New Members" as defined by CalPERS, shall be subject to all provisions of the Public Employees' Pension Reform Act, PEPRRA.

Effective July 1, 2019 there is a vacation cap equal to 300 hours; for those over the 300 cap in hours on July 1, 2019, the cap becomes effective when the vacation accrual drops below 300 hours or on June 30, 2022, whichever occurs first.

Vacation Leave Schedule:

Hired after July 1, 2019	1 to 36 Months	10 days
	36 to 144 Months	15 days
	145 to 240 Months	20 days
	Over 240 Months	24 days

Holidays: 13 Days off per year: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast, Thanksgiving or holiday.

Sick Leave: 12 days per year

Uniform: Uniform allowance of \$60 per month.

Live-in-District: Live-in-district pay of \$100 per pay period.

Plan Health Insurance: The Authority's monthly contribution for employee and the employee's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

Cafeteria Plan: The Authority's monthly contribution to the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$1931.07, less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash back to the employee. The cash back, however, cannot exceed \$270 per month.

I do hereby certify that the above Resolution 20-05 is a true and correct copy as passed by the Ross Valley Fire Board on July 8, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Shortall, President

JoAnne Lewis, Administrative Assistant

Administrative Assistant

DEFINITION

Independently performs a variety of complex administrative and support tasks related to the administration of the Ross Valley Fire Department with a high degree of initiative and responsibility; and performs other work as assigned.

CLASS CHARACTERISTICS

Administrative Assistant provides the full range of office administrative services in addition to assuring the efficient operation of the Fire Department's business office. This position provides support to Fire Staff, which includes the Fire Chief, Deputy Fire Chief/Director, and Battalion Chiefs with expert knowledge of the Department's policies and procedures as well as expert knowledge of payroll and benefits for the Department. Responsibilities may also include coordination of workflow among multiple stations within the Department and with other departments and agencies; support of the Ross Valley Fire Board and Fire Board meetings.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

Note: These duties are only intended to present a descriptive summary of the range of duties and responsibilities of the Fire Department's Administrative Assistant. Therefore, this list of duties does not include all duties performed by the Administrative Assistant.

- Provides a variety of administrative support to department staff including receiving and screening visitors and calls, providing information, referring matters to appropriate staff and resolving complaints as appropriate; screening incoming correspondence and arranging items by priority for prompt response or action; acting as liaison to other departments and agencies; making appointments and travel arrangements; maintaining calendars; coordinating events and related logistics; and arranging and preparing materials for conferences and meetings.
- Provides general and confidential administrative support to Fire Staff
- Provides staff support to the Ross Valley Fire Board, commissions, committees, advisory boards, joint powers authorities, or the like; prepares and distributes agendas, staff reports, and other materials; takes, produces, and distributes minutes; and follows-up on actions as needed. Attends Board meetings and acts as the Clerk of the Board.
- Performs operational tasks such as monitoring budget and expenditures; processing payroll, accounts payable, receivables and expenses; preparing journal vouchers; administering Department's CalCard receipts and payment; requisitioning office supplies; acting as primary contact with vendors and service providers and making purchase recommendations; setting up and maintaining a variety of office files and records; completing personnel action

forms; supporting department recruitment efforts; performing on- and off-boarding of employees; checking and maintaining time reports, vacation, and sick leave records; and recommending changes in clerical and office procedures.

- Supports the Department's human resources, payroll, and benefits programs, acting as the expert for these programs and assist personnel with questions and changes regarding HR, payroll, and benefits
- Prepares and distributes a wide variety of correspondence, reports, contracts, grant applications, State and Federal reimbursement packets, and other materials from copy or verbal instructions. Composes routine correspondence. Reviews documents for completeness, accuracy, formatting, compliance with policies and procedures and appropriate English usages. Edits, formats, maintains and uploads content to department websites. Researches, compiles and organizes data for use in reports and special projects. Prepares routine to complex reports on administrative issues as directed.
- May take and transcribe oral dictation from notes, or transcribe from machine or web recordings.
- Coordinates and maintains monthly agenda items of the Ross Valley Fire Board by working with stakeholders to prepare staff reports according to meeting notice and Brown Act requirements.
- Administers department-specific computer systems and reporting to external agencies, including assisting Battalion Chiefs with the Department's staffing software and minimum staffing support; additionally includes coordinating with vendors or information technology staff; training and acting as resource to department staff; and troubleshooting minor problems as they arise.
- Arranges and coordinates continuing education classes and workshops for staff; may develop related materials as needed.
- Assists department by supporting Public Information requirements, Public Information Officer, and creating Press Releases. Additionally, posts to the Department's website and social media as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES

Any combination of education and experience that would demonstrate possession of the knowledge and skills listed.

Administrative Assistant: Typically, the equivalent to four years of substantial and increasingly responsible administrative support experience which includes at least two years as an advanced level administrative assistant providing management level support. Experience in a public sector or fire department environment or dealing with governmental, community and business representatives is desirable. College or business school training in a field related to the work is desirable.

KNOWLEDGE OF

- Standard office administrative practices and procedures including filing and retrieval systems, business correspondence formats and the operation of standard office equipment.
- Standard office applications including word processing, spreadsheet software and database systems, including both Microsoft and Google business productivity software
- Business English, including spelling, grammar, and punctuation.
- Basic arithmetic.
- Basic budgetary principals and practices.
- Accounting clerical policies and procedures related to the processing, reconciling, and recording of financial records and transactions.
- Procedures and forms related to processing payroll, benefits, and human resources records.

ABILITY TO

- Independently perform a variety of routine and complex administrative tasks.
- Learn the organization, services, programs, policies, and procedures of the Ross Valley Fire Department and Board.
- Learn basic organization, structure, and function of public agencies, including the roles of elected officials and appointed commissions and committees.
- Maintain highly sensitive and confidential information
- Interpret, apply, and explain departmental rules, regulations, ordinances, policies, and procedures.
- Independently compose letters, staff reports, and other correspondence.
- Compile and summarize data; prepare reports, correspondence, and other materials which may require researching and summarizing information from various sources.
- Monitor departmental contracts and budget accounts, including routine expenditures; perform tracking as appropriate.
- Work collaboratively with department staff and staff with shared service agreements
- Process accounting, human resources, payroll and purchasing transactions
- Perform basic mathematical calculations.
- Prepare and maintain accurate and concise records and reports.
- Communicate effectively both verbally and in written form sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy, and poise.
- Establish and maintain effective working relationships with those encountered during performance of duties.
- Type at an acceptable rate of speed

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: July 8, 2020

To: Board of Directors
From: Jason Weber, Fire Chief
Subject: Resolution 20-06, recognizing the retirement of JoAnne Lewis

RECOMMENDATION:

Staff recommends that the Board approve Resolution 20-06, recognizing the retirement of JoAnne Lewis after 27 years of being a part of the Ross Valley Fire family, providing excellent service to the community and the department.

DISCUSSION:

JoAnne Lewis, after 27 years of service, is retiring as our Administrative Assistant from the Ross Valley Fire Department. She has provided a lifetime of service and commitment to the greater Ross Valley, and while we're saddened at her departure, we are happy she'll be able to spend more time with family as she moves back East.

FISCAL IMPACT:

N/A

RESOLUTION
of
 THE BOARD OF DIRECTORS
 ROSS VALLEY FIRE DEPARTMENT

WHEREAS, the Ross Valley Fire Department (RVFD) provides Fire and EMS services in Fairfax, San Anselmo, Ross, Sleepy Hollow and certain unincorporated areas in Marin; and

WHEREAS, the RVFD is regularly engaged with the community providing customer service and community engagement; and

WHEREAS, the RVFD is reliant on the dedicated members of the Department to carry out the mission of the organization including countless partnerships and friendships in the community; and

WHEREAS, JoAnne Lewis has dedicated 27 years to the mission and vision of the RVFD; and

WHEREAS, on July 16, 2020, Joanne Lewis will stretch her wings and fly into retirement sailing East and into a new chapter in Pennsylvania; and

WHEREAS, JoAnne's dedication and service will shift from the RVFD community to caring for her mother and enjoying quality time with family; and

WHEREAS, Public information is critical to incident success and ensuring timely updates to the community, JoAnne served as the Department Public Information Officer ensuring timely and accurate information; and

WHEREAS, Joanne has provided invaluable administrative support to the RVFD Board over her 27 years; and

WHEREAS, JoAnne's office served as an informal gathering spot where friendships were fostered and RVFD members received countless hours of counseling and reassurance.

NOW, THEREFORE BE IT RESOLVED; The Ross Valley Fire Department recognizes JoAnne Lewis for 27 years of dedicated and unselfish service to RVFD, its community and co-workers; be it further

RESOLVED, JoAnne's dedication, commitment and established friendships will forever guide RVFD; be it further

RESOLVED, that JoAnne's skillful PIO skills kept all informed; be it further

RESOLVED, that the Ross Valley Fire Department expresses its deep appreciation to JoAnne Lewis on her retirement and 27 years of service on July 16, 2020.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Ross Valley Fire Department held this 8th day of July 2020.

Rich Shortall – RVFD Board President