



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

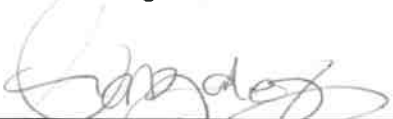
**Board of Directors**  
**Ross Valley Fire Department**  
<https://zoom.us/j/99047758256>  
Webinar ID: 990 4775 8256  
Phone: 669-900-3683

For callers \*9 to raise your hand \*6 to mute/unmute  
**Wednesday, November 18<sup>th</sup>, 2020**  
**5:45 pm**

Call to order – 5:45pm

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 Fire 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 October
  - b) Call report and out of jurisdiction report – October
  - c) Current Budget Report
  - d) Minutes from the October 14<sup>th</sup>, 2020 Board Meeting
  - e) Resolution 20-10 LAIF Account Signers
  - f) Resolution 20-21 Public Pay Schedule
  - g) Resolution 20-11 Recognizing Dir. John Reed Service
  - h) RVFD Financial Service Agreement
5. Disaster Coordinator Verbal Update – Chief Weber

Next meeting – Scheduled for Wednesday, January 13, 2021, Location TBD.



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s/Mariana Gonzalez, Administrative Assistant

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

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

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



Ross Valley Fire, CA

# Check Report

By Check Number

Date Range: 10/01/2020 - 10/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01026	AT&T Calnet	10/01/2020	Regular	0.00	1,181.97	21452
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
000015369081	Invoice	09/30/2020	8/25/20-9/24/20 - BAN 9391026581	0.00	393.99	
	01.14.61705.00		TELEPHONE		393.99	
000015369082	Invoice	09/30/2020	8/25/20-9/24/20 - BAN 9391026582	0.00	393.99	
	01.14.61705.00		TELEPHONE		393.99	
000015369084	Invoice	09/30/2020	8/25/20-9/24/20 - BAN 9391026584	0.00	393.99	
	01.14.61705.00		TELEPHONE		393.99	
01054	BoundTree Medical	10/01/2020	Regular	0.00	674.83	21453
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
83627155	Invoice	09/30/2020	MAY 2020 - AMIODARONE / EPINEPHRINE	0.00	78.30	
	01.10.62204.00		PARAMEDIC RESPONSE SU... MAY 2020 - AMIODARONE / EPIN...		78.30	
83655694	Invoice	09/30/2020	JUN 2020 - GAUZE/CURAPLEX/LANCET/CAT...	0.00	596.53	
	01.10.62204.00		PARAMEDIC RESPONSE SU... JUN 2020 - GAUZE/CURAPLEX/LA...		596.53	
01148	Brian Costello	10/01/2020	Regular	0.00	1,630.00	21454
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
7087-6	Invoice	09/30/2020	SEPT 2020 - RELOCATE GYM CABLE TO UPST...	0.00	1,630.00	
	01.05.61121.00		COMPUTER SOFTWARE/SU... SEPT 2020 - RELOCATE GYM CABLE..		1,630.00	
01202	CDCE Inc	10/01/2020	Regular	0.00	6,311.58	21455
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
137985	Invoice	09/30/2020	SEPT 2020 - IBR1700 ROUTER/MOBILE PACK...	0.00	6,311.58	
	15.00.63154.00		VEHICLE PURCHASE		6,311.58	
01272	Diesel Direct West Inc	10/01/2020	Regular	0.00	1,409.21	21456
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
83742750	Invoice	09/30/2020	SEPT 2020 - ULSD CLEAR - 200.1 GALLONS	0.00	704.81	
	01.25.62988.00		FUEL		704.81	
83750479	Invoice	09/30/2020	SEPT 2020 - ULSD CLEAR - 200.3 GALLONS	0.00	704.40	
	01.25.62988.00		FUEL		704.40	
01017	Fairfax Lumber	10/01/2020	Regular	0.00	189.88	21457
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
215210	Invoice	09/30/2020	SEPT 2020 - FLEX TAPE BLACK 4"X5'	0.00	14.16	
	01.05.62200.00		GENERAL DEPARTMENT S... SEPT 2020 - FLEX TAPE BLACK 4"X5'		14.16	
215220	Invoice	09/30/2020	SEPT 2020 - 4PK A19 60W LED / THERMOST...	0.00	83.36	
	01.14.61500.19		BUILDING MAINTENANCE ... SEPT 2020 - 4PK A19 60W LED / T...		83.36	
215221	Invoice	09/30/2020	SEPT 2020 - FLEX SEAL/STEEL HANDLE/FLEX ...	0.00	92.36	
	01.05.62200.00		GENERAL DEPARTMENT S... SEPT 2020 - FLEX SEAL/STEEL HA...		92.36	
01305	Kyocera Document Solution Northern California	10/01/2020	Regular	0.00	108.91	21458

AGENDA ITEM # 4A

Date 11/18/2020

Check Report

Date Range: 10/01/2020 - 10/31/2020

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			
<a href="#">55E1587751</a>	Invoice	09/30/2020	6/25/20-9/24/20 - LABOR/PARTS/DRUM/DE...	0.00	108.91	
<a href="#">01.05.62200.00</a>			GENERAL DEPARTMENT S...		108.91	
01036	Marin County Tax Collector	10/01/2020	Regular	0.00	1,613.70	21459
<a href="#">21805</a>	Invoice	09/30/2020	SEPT 2020 - RADIO SHOP SERVICES APRIL 20...	0.00	1,613.70	
<a href="#">01.10.61101.00</a>			RADIO REPAIR		1,613.70	
01020	PG&E	10/01/2020	Regular	0.00	1,628.92	21460
<a href="#">758-09302020</a>	Invoice	09/30/2020	758 - PARK RD & BOLINAS RD - 8/4/20-9/1/20	0.00	1,628.92	
<a href="#">01.14.61702.00</a>			GAS AND ELECTRIC		1,628.92	
01188	Staples Credit Plan	10/01/2020	Regular	0.00	538.33	21461
<a href="#">2624188651</a>	Invoice	09/30/2020	AUG 2020 - LOGITECH DESKTOP MK320/FLA...	0.00	3.38	
<a href="#">01.05.62000.00</a>			OFFICE SUPPLIES		3.38	
<a href="#">2634873691</a>	Invoice	09/30/2020	SEPT 2020 - DEFLECTO CUBE PLASTIC STO	0.00	42.61	
<a href="#">01.05.62000.00</a>			OFFICE SUPPLIES		42.61	
<a href="#">2635381501</a>	Invoice	09/30/2020	SEPT 2020 - DURACELL AA/DEFLECTO CUBE/...	0.00	322.15	
<a href="#">01.05.62000.00</a>			OFFICE SUPPLIES		322.15	
<a href="#">2647068001</a>	Invoice	09/30/2020	SEPT 2020 - DURACELL D/AVERY INDEX/BIC ...	0.00	170.19	
<a href="#">01.05.62000.00</a>			OFFICE SUPPLIES		170.19	
01356	Stryker Sales Corporation	10/01/2020	Regular	0.00	462.19	21462
<a href="#">3140550 M</a>	Invoice	09/30/2020	SEPT 2020 - BATTERY / LARYNGOSCOPE	0.00	134.85	
<a href="#">01.10.62204.00</a>			PARAMEDIC RESPONSE SU...		134.85	
<a href="#">3140551 M</a>	Invoice	09/30/2020	SEPT 2020 - M-LNCS DCI, ADULT REUSABLE S...	0.00	327.34	
<a href="#">01.10.62204.00</a>			PARAMEDIC RESPONSE SU...		327.34	
01004	CAPF	10/05/2020	Regular	0.00	13,588.00	21463
<a href="#">260092</a>	Invoice	10/05/2020	5/17/20-7/15/20 - VAN DYKE BENEFITS PAID	0.00	13,588.00	
<a href="#">01.00.49513.00</a>			WORKERS COMP REIMBUR...		13,588.00	
01073	U.S. Bank Corporate Payment System	10/06/2020	Regular	0.00	3,406.19	21464
<a href="#">INV0002843</a>	Invoice	10/06/2020	9/22/20 - LEWIS - STAMPS.COM - POSTAGE	0.00	17.99	
<a href="#">01.05.62003.00</a>			POSTAGE		17.99	
<a href="#">INV0002844</a>	Invoice	10/06/2020	9/22/20 - LEWIS - FASTRAK - TOLLS	0.00	25.00	
<a href="#">01.05.62200.00</a>			GENERAL DEPARTMENT S...		25.00	
<a href="#">INV0002845</a>	Invoice	10/06/2020	9/22/20 - GRASSER - BEST BUY - USB CABLES	0.00	43.58	
<a href="#">01.10.63150.00</a>			COMMUNICATIONS EQUI...		43.58	
<a href="#">INV0002846</a>	Invoice	10/06/2020	9/22/20 - PETERSON - USA CAR WASH	0.00	5.00	
<a href="#">01.10.62203.00</a>			EMERGENCY RESPONSE SU...		5.00	
<a href="#">INV0002847</a>	Invoice	10/06/2020	9/22/20 - PETERSON - USA CAR WASH	0.00	5.00	
<a href="#">01.10.62203.00</a>			EMERGENCY RESPONSE SU...		5.00	
<a href="#">INV0002848</a>	Invoice	10/06/2020	9/22/20 - PETERSON - CHEVRON - FUEL	0.00	110.60	

Check Report

Date Range: 10/01/2020 - 10/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - PETERSON - CHEVRON -...	110.60	
<a href="#">INV0002849</a>	Invoice	10/06/2020	9/22/20 - PETERSON - VALERO - FUEL	0.00	44.70	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - PETERSON - VALERO - F...	44.70	
<a href="#">INV0002850</a>	Invoice	10/06/2020	9/22/20 - BASTIANON - AMAZON-CA RESID/...	0.00	125.16	
	<a href="#">01.15.61131.00</a>		FIRE PREVENTION	9/22/20 - BASTIANON - AMAZON-...	125.16	
<a href="#">INV0002851</a>	Invoice	10/06/2020	9/22/20 - GUTIERREZ - O'REILLY - 1 GAL ANTI...	0.00	97.36	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE	9/22/20 - GUTIERREZ - O'REILLY - 1...	97.36	
<a href="#">INV0002852</a>	Invoice	10/06/2020	9/22/20 - GUTIERREZ - PETERBUILT - COOLA...	0.00	116.78	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE	9/22/20 - GUTIERREZ - PETERBUIL...	116.78	
<a href="#">INV0002853</a>	Invoice	10/06/2020	9/22/20 - GUTIERREZ - MOB ARMOR - IPAD ...	0.00	228.35	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE	9/22/20 - GUTIERREZ - MOB ARM...	228.35	
<a href="#">INV0002854</a>	Invoice	10/06/2020	9/22/20 - ROSECRANS - CHEVRON - FOOD P...	0.00	67.90	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - ROSECRANS - CHEVRON ..	67.90	
<a href="#">INV0002855</a>	Invoice	10/06/2020	9/22/20 - JAMOTTE - ELECTRONICS PLUS - S...	0.00	12.54	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT	9/22/20 - JAMOTTE - ELECTRONIC...	12.54	
<a href="#">INV0002856</a>	Invoice	10/06/2020	9/22/20 - ARENAS - ZORO TOOLS-ENGINE FU...	0.00	526.26	
	<a href="#">01.10.63131.00</a>		EQUIPMENT	9/22/20 - ARENAS - ZORO TOOLS-...	526.26	
<a href="#">INV0002857</a>	Invoice	10/06/2020	9/22/20 - ARENAS - AMAZON - RAIN BIRD IR...	0.00	33.35	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S...	9/22/20 - ARENAS - AMAZON - RA...	33.35	
<a href="#">INV0002858</a>	Invoice	10/06/2020	9/22/20 - ARENAS - AMAZON - SAFETY GLAS...	0.00	240.54	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE SU...	9/22/20 - ARENAS - AMAZON - SA...	240.54	
<a href="#">INV0002859</a>	Invoice	10/06/2020	9/22/20 - MAHONEY - JACKSON'S - PLATE C...	0.00	16.30	
	<a href="#">01.10.63131.00</a>		EQUIPMENT	9/22/20 - MAHONEY - JACKSON'S -...	16.30	
<a href="#">INV0002860</a>	Invoice	10/06/2020	9/22/20- MAHONEY-MARIN AUTO-SERVICE/...	0.00	566.89	
	<a href="#">01.25.61600.00</a>		REPAIRS VEHICLE	9/22/20- MAHONEY-MARIN AUTO...	566.89	
<a href="#">INV0002861</a>	Invoice	10/06/2020	9/22/20 -STANDFIELD-STERLING ROPE CO-1' ...	0.00	50.35	
	<a href="#">01.10.63131.00</a>		EQUIPMENT	9/22/20 -STANDFIELD-STERLING ...	50.35	
<a href="#">INV0002862</a>	Invoice	10/06/2020	9/22/20 - HOGGAN - WALGREENS - POISON ...	0.00	112.22	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - HOGGAN - WALGREENS ...	112.22	
<a href="#">INV0002863</a>	Invoice	10/06/2020	9/22/20 - HOGGAN - CVS - TENCU POISON I...	0.00	103.28	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - HOGGAN - CVS - TENCU...	103.28	
<a href="#">INV0002864</a>	Invoice	10/06/2020	9/22/20 - HOGGAN - GARAGE ORG-WORKB...	0.00	195.74	
	<a href="#">01.14.61500.21</a>		BUILDING MAINTENANCE ...	9/22/20 - HOGGAN - GARAGE OR...	195.74	
<a href="#">INV0002865</a>	Invoice	10/06/2020	9/22/20 - HOGGAN - HARBOR FREIGHT - HIT...	0.00	28.72	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE ...	9/22/20 - HOGGAN - HARBOR FRE...	28.72	
<a href="#">INV0002866</a>	Invoice	10/06/2020	9/22/20 - HOGGAN - ED JONES CO - BADGE /...	0.00	215.64	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES	9/22/20 - HOGGAN - ED JONES CO...	215.64	
<a href="#">INV0002867</a>	Invoice	10/06/2020	9/22/20 - ILLINGWORTH - IN-N-OUT BURGER...	0.00	224.60	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - ILLINGWORTH - IN-N-O...	224.60	
<a href="#">INV0002868</a>	Invoice	10/06/2020	9/22/20 - ILLINGWORTH - TACO SHOP - FO...	0.00	9.64	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - ILLINGWORTH - TACO ...	9.64	
<a href="#">INV0002869</a>	Invoice	10/06/2020	9/22/20 - ILLINGWORTH - LIQUID IV - ER SU...	0.00	182.70	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU...	9/22/20 - ILLINGWORTH - LIQUID ...	182.70	
	**Void**	10/06/2020	Regular	0.00	0.00	21465
01073	U.S. Bank Corporate Payment System	10/07/2020	Regular	0.00	0.70	21466
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0002870</a>	Invoice	10/07/2020	9/22/20 - BASTIANON - AMAZON - \$0.70 O...	0.00	0.70	
	<a href="#">01.15.61131.00</a>		FIRE PREVENTION	9/22/20 - BASTIANON - AMAZON -...	0.70	
01320	AAA Business Supplies & Interiors	10/08/2020	Regular	0.00	3,571.27	21467

Check Report

Date Range: 10/01/2020 - 10/31/2020

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		
<a href="#">2152144-0</a>	Invoice	10/08/2020	OCT 2020 - DRAFTING TABLES/CABINETS/DE...	0.00	3,571.27	
	<a href="#">01.14.62501.00</a>		FURNISHINGS		3,571.27	
01326	AMAZON.COM SERVICES LLC	10/08/2020	Regular	0.00	426.87	21468
<a href="#">1JFD-RFJN-TLX6</a>	Invoice	10/08/2020	SEPT 2020 - BROTHER TN-315BK TONER CAR...	0.00	198.51	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		198.51	
<a href="#">1V9K-T7GC-7DNL</a>	Invoice	10/08/2020	SEPT 2020 - FAN/TRAINING KIT/FOAM ROLL...	0.00	228.36	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		228.36	
01000	American Messaging	10/08/2020	Regular	0.00	47.62	21469
<a href="#">W4106073UJ</a>	Invoice	10/08/2020	10/1/20-10/31/20 - ACCOUNT NUMBER W4...	0.00	47.62	
	<a href="#">01.10.63150.00</a>		COMMUNICATIONS EQUI...		47.62	
01059	AT&T Mobility	10/08/2020	Regular	0.00	94.29	21470
<a href="#">287016675128XG</a>	Invoice	10/08/2020	8/16/20-9/15/20 - FOUNDATION ACCOUNT ...	0.00	94.29	
	<a href="#">01.14.61705.00</a>		TELEPHONE		94.29	
01054	BoundTree Medical	10/08/2020	Regular	0.00	260.88	21471
<a href="#">83709978</a>	Invoice	10/08/2020	JUL 2020 - INFRARED THERMOMETER/AIRFL...	0.00	216.61	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE SU...		216.61	
<a href="#">83794187</a>	Invoice	10/08/2020	OCT 2020 - SAFETY GLASSES - NEMESIS	0.00	44.27	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE SU...		44.27	
01313	Comcast	10/08/2020	Regular	0.00	1,181.25	21472
<a href="#">632-10082020</a>	Invoice	10/08/2020	9/28/20-10/27/20 - ACCOUNT NUMBER 815...	0.00	1,181.25	
	<a href="#">01.14.61705.00</a>		TELEPHONE		1,181.25	
01272	Diesel Direct West Inc	10/08/2020	Regular	0.00	932.76	21473
<a href="#">83758906</a>	Invoice	10/08/2020	OCT 2020 - ULSD CLEAR - 268.8 GALLONS	0.00	932.76	
	<a href="#">01.25.62988.00</a>		FUEL		932.76	
01017	Fairfax Lumber	10/08/2020	Regular	0.00	13.72	21474
<a href="#">215831</a>	Invoice	10/08/2020	OCT 2020 - STA 19 - KITCHEN SPRAY HEAD	0.00	13.72	
	<a href="#">01.14.61500.19</a>		BUILDING MAINTENANCE ...		13.72	
01006	FASIS	10/08/2020	Regular	0.00	105,597.00	21475
<a href="#">FASIS-2021-0400</a>	Invoice	10/08/2020	10/1/20-12/31/20 - WORKERS COMP CONTR...	0.00	105,597.00	
	<a href="#">01.00.60215.00</a>		WORKERS' COMPENSATIO...		105,597.00	
01079	Hannibal's Inc.	10/08/2020	Regular	0.00	850.00	21476

Check Report

Date Range: 10/01/2020 - 10/31/2020

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
24348	Invoice	10/08/2020	SEPT 2020 - STA 20-DEDICATED CIRCUIT FOR...	0.00	850.00	
			BUILDING MAINTENANCE ...		850.00	
			SEPT 2020 - STA 20-DEDICATED CI...			
01248	Lehr	10/08/2020	Regular	0.00	394.59	21477
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5151744	Invoice	10/08/2020	OCT 2020 - SUPER AUTO EJECT/WEATHERP...	0.00	394.59	
			PARTS VEHICLE		394.59	
			OCT 2020 - SUPER AUTO EJECT/W...			
01105	Lexipol LLC	10/08/2020	Regular	0.00	6,650.00	21478
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV6346	Invoice	10/08/2020	OCT 2020-ANNUAL FIRE POLICY MAN/TRAIN...	0.00	6,650.00	
			OTHER CONTRACT SERVICES		6,650.00	
			OCT 2020-ANNUAL FIRE POLICY ...			
01093	Martin & Harris	10/08/2020	Regular	0.00	1,169.91	21479
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
MH7293-0	Invoice	10/08/2020	SEPT 2020 - BOSCH 500 SERIES DISHWASHER...	0.00	1,169.91	
			APPLIANCES		1,169.91	
			SEPT 2020 - BOSCH 500 SERIES DI...			
01097	MidAmerica	10/08/2020	Regular	0.00	1,287.00	21480
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
MAR0000008107	Invoice	10/08/2020	JAN-MAR 2018 - HRA PROCESSING FEES	0.00	612.00	
			RETIREES' HEALTH INSURA...		612.00	
			JAN-MAR 2018 - HRA PROCESSING...			
MAR0000013660	Invoice	10/08/2020	MAR 2020 - 2Q19 ADMINISTRATION FEE (ER)	0.00	225.00	
			RETIREES' HEALTH INSURA...		225.00	
			MAR 2020 - 2Q19 ADMINISTRATI...			
MAR0000013651	Invoice	10/08/2020	MAR 2020 - 3Q19 ADMINISTRATION FEE (ER)	0.00	225.00	
			RETIREES' HEALTH INSURA...		225.00	
			MAR 2020 - 3Q19 ADMINISTRATI...			
MAR0000013662	Invoice	10/08/2020	MAR 2020 - 4Q19 ADMINISTRATION FEE (ER)	0.00	225.00	
			RETIREES' HEALTH INSURA...		225.00	
			MAR 2020 - 4Q19 ADMINISTRATI...			
01234	Napa Auto Parts	10/08/2020	Regular	0.00	1,594.85	21481
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
552367	Invoice	10/08/2020	SEPT 2020 - BATTERY (170)	0.00	404.67	
			PARTS VEHICLE		404.67	
			SEPT 2020 - BATTERY (170)			
555986	Invoice	10/08/2020	SEPT 2020 - SIX BATTERIES (170) - TOGGLE R...	0.00	1,190.18	
			PARTS VEHICLE		1,190.18	
			SEPT 2020 - SIX BATTERIES (170) - ...			
01010	Redwood Security Systems Inc	10/08/2020	Regular	0.00	495.00	21482
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
4068596	Invoice	10/08/2020	10/1/20-12/31/20 - STATION 20/21 FIRE M...	0.00	495.00	
			OTHER CONTRACT SERVICES		495.00	
			10/1/20-12/31/20 - STATION 20/...			
01182	The Copy Shop	10/08/2020	Regular	0.00	194.02	21483
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5517	Invoice	10/08/2020	SEPT 2020 - 500 BIG CARDS/500 BIG CARDS	0.00	194.02	
			GENERAL DEPARTMENT S...		194.02	
			SEPT 2020 - 500 BIG CARDS/500 B...			
01098	Verizon Wireless	10/08/2020	Regular	0.00	655.51	21484

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Date Range: 10/01/2020 - 10/31/2020

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			
<a href="#">9863533246</a>	Invoice	10/08/2020	9/24/20-10/23/20 - ACCOUNT NUMBER 842...	0.00	655.51	
	<a href="#">01.14.61705.00</a>		TELEPHONE		655.51	
01326	AMAZON.COM SERVICES LLC	10/21/2020	Regular	0.00	109.77	21485
<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>			
<a href="#">1M3F-WJWP-XP3P</a>	Invoice	10/20/2020	OCT 2020 - C/LIGHTENING CABLES / SCREEN...	0.00	79.35	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU... OCT 2020 - C/LIGHTENING CABLES...		79.35	
<a href="#">1WT7-6HPC-47KP</a>	Invoice	10/20/2020	OCT 2020 - CAMERA LENS PROTECTOR (2)	0.00	30.42	
	<a href="#">01.10.63150.00</a>		COMMUNICATIONS EQUI... OCT 2020 - CAMERA LENS PROTE...		30.42	
01015	Curtis Tools	10/21/2020	Regular	0.00	233.12	21486
<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>			
<a href="#">INV398514</a>	Invoice	10/20/2020	JUN 2020 - SHORT ADJUSTABLE HYDRANT W...	0.00	31.29	
	<a href="#">15.00.63154.00</a>		VEHICLE PURCHASE JUN 2020 - SHORT ADJUSTABLE H...		31.29	
<a href="#">INV427556</a>	Invoice	10/20/2020	SEPT 2020 - 3"X1000' 4 MIL BARRICADE TAPE	0.00	201.83	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE SU... SEPT 2020 - 3"X1000' 4 MIL BARRI...		201.83	
01332	Jones Garage Door Co. Inc	10/21/2020	Regular	0.00	445.00	21487
<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>			
<a href="#">49606</a>	Invoice	10/20/2020	OCT 2020 - TROUBLESHOOT/REPAIR OPERA...	0.00	445.00	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE ... OCT 2020 - TROUBLESHOOT/REPA...		445.00	
01179	Postal Services Plus	10/21/2020	Regular	0.00	22.24	21488
<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>			
<a href="#">2704</a>	Invoice	10/20/2020	SEPT 2020 - SHIPPING 1876 5417 4061	0.00	22.24	
	<a href="#">01.05.62003.00</a>		POSTAGE SEPT 2020 - SHIPPING 1876 5417 ...		22.24	
01255	TIAA Commercial Bank Inc.	10/21/2020	Regular	0.00	463.77	21489
<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>			
<a href="#">7591096</a>	Invoice	10/20/2020	OCT 2020 - CONTRACT NUMBER 20429048	0.00	463.77	
	<a href="#">01.05.61105.00</a>		OTHER CONTRACT SERVICES OCT 2020 - CONTRACT NUMBER 2...		463.77	
01147	Town of Ross	10/21/2020	Regular	0.00	5,985.00	21490
<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>			
<a href="#">QTR2 FYE21</a>	Invoice	10/20/2020	OCT 2020 - PG&E / WATER FOR OCT - DEC 2...	0.00	5,985.00	
	<a href="#">01.14.61702.00</a>		GAS AND ELECTRIC OCT 2020 - PG&E / WATER FOR O...		5,290.00	
	<a href="#">01.14.61703.00</a>		WATER OCT 2020 - PG&E / WATER FOR O...		695.00	
01026	AT&T Calnet	10/23/2020	Regular	0.00	751.57	21491
<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>			
<a href="#">000015433693</a>	Invoice	10/22/2020	9/10/20-10/9/20 - BAN9391026573	0.00	20.74	
	<a href="#">01.14.61705.00</a>		TELEPHONE 9/10/20-10/9/20 - BAN93910265...		20.74	
<a href="#">000015433695</a>	Invoice	10/22/2020	9/10/20-10/9/20 - BAN 9391026575	0.00	685.34	
	<a href="#">01.14.61705.00</a>		TELEPHONE 9/10/20-10/9/20 - BAN 93910265...		685.34	
<a href="#">000015433696</a>	Invoice	10/22/2020	9/10/20-10/9/20 - BAN 9391026577	0.00	24.88	
	<a href="#">01.14.61705.00</a>		TELEPHONE 9/10/20-10/9/20 - BAN 93910265...		24.88	
<a href="#">000015433917</a>	Invoice	10/22/2020	9/10/20-10/9/20 - BAN 93910316636	0.00	20.61	
	<a href="#">01.14.61705.00</a>		TELEPHONE 9/10/20-10/9/20 - BAN 93910316...		20.61	
01272	Diesel Direct West Inc	10/23/2020	Regular	0.00	743.02	21492

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Date Range: 10/01/2020 - 10/31/2020

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			
<a href="#">83774225</a>	Invoice	10/22/2020	OCT 2020 - GASOLINE UNL 55.4 GALLONS	0.00	206.49	
<a href="#">01.25.62988.00</a>	FUEL		OCT 2020 - GASOLINE UNL 55.4 G...		206.49	
<a href="#">83774226</a>	Invoice	10/22/2020	OCT 2020 - ULSD CLEAR 150.2 GALLONS	0.00	536.53	
<a href="#">01.25.62988.00</a>	FUEL		OCT 2020 - ULSD CLEAR 150.2 GA...		536.53	
01017	Fairfax Lumber	10/23/2020	Regular	0.00	87.39	21493
<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>			
<a href="#">315562</a>	Invoice	10/22/2020	OCT 2020 - STA 20 - SCREW LID / FASTENERS	0.00	11.76	
<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE ...		OCT 2020 - STA 20 - SCREW LID / ...		11.76	
<a href="#">216478</a>	Invoice	10/22/2020	OCT 2020 - STA 21 - DOUG FIR/GORILLA TAP...	0.00	75.63	
<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE ...		OCT 2020 - STA 21 - DOUG FIR/G...		75.63	
01286	IEDA, Inc.	10/23/2020	Regular	0.00	2,816.66	21494
<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>			
<a href="#">22962</a>	Invoice	10/22/2020	4/1/20-4/30/20 - LABOR RELATIONS CONSU...	0.00	1,408.33	
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES		4/1/20-4/30/20 - LABOR RELATIO...		1,408.33	
<a href="#">23028</a>	Invoice	10/22/2020	6/1/20-6/30/20 - LABOR RELATIONS CONSU...	0.00	1,408.33	
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES		6/1/20-6/30/20 - LABOR RELATIO...		1,408.33	
01267	James Barona	10/23/2020	Regular	0.00	435.00	21495
<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>			
<a href="#">INV0002898</a>	Invoice	10/22/2020	OCT 2020 - REIMBURSEMENT - ELITE COMM...	0.00	435.00	
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION		OCT 2020 - REIMBURSEMENT - EL...		435.00	
01035	Marin County Sheriff's Office	10/23/2020	Regular	0.00	46,471.38	21496
<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>			
<a href="#">11549</a>	Invoice	10/22/2020	OCT 2020-MOBILE DATA COMPUTERS/CAD ...	0.00	46,461.38	
<a href="#">01.10.61100.00</a>	DISPATCH		OCT 2020-MOBILE DATA COMPUT...		46,461.38	
<a href="#">11596</a>	Invoice	10/22/2020	OCT 2020 - ID BILLINGS JULY - SEPTEMBER 2...	0.00	10.00	
<a href="#">01.10.61100.00</a>	DISPATCH		OCT 2020 - ID BILLINGS JULY - SEP...		10.00	
01279	Marin Health & Human Services	10/23/2020	Regular	0.00	104.00	21497
<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>			
<a href="#">062618-2 OCT16</a>	Invoice	10/22/2020	OCT 2020 - BIRMINGHAM/POPPE EMT REN...	0.00	104.00	
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION		OCT 2020 - BIRMINGHAM/POPPE ...		104.00	
01234	Napa Auto Parts	10/23/2020	Regular	0.00	1,449.12	21498
<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>			
<a href="#">560335</a>	Invoice	10/22/2020	OCT 2020 - FITTING / TUBE-NYLON-BLACK	0.00	255.59	
<a href="#">01.25.62989.00</a>	PARTS VEHICLE		OCT 2020 - FITTING / TUBE-NYLON..		255.59	
<a href="#">561736</a>	Invoice	10/22/2020	OCT 2020 - GR HOSE / BATTERY / DEPOSIT	0.00	1,193.53	
<a href="#">01.25.61600.00</a>	REPAIRS VEHICLE		OCT 2020 - GR HOSE / BATTERY (6)..		1,193.53	
01020	PG&E	10/23/2020	Regular	0.00	241.17	21499
<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>			
<a href="#">937-10222020</a>	Invoice	10/22/2020	937 - 800-804 SAN ANSELMO AVE - 9/4/20-1...	0.00	241.17	
<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC		937 - 800-804 SAN ANSELMO AVE ...		241.17	
01095	Richards Watson Gershon	10/23/2020	Regular	0.00	247.00	21500



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Date Range: 10/01/2020 - 10/31/2020

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			
01146	Ross Valley Sanitary District	10/23/2020	Regular	0.00	3,993.60	21501
<u>IN100311</u>	Invoice	10/22/2020	OCT 2020 - PROFESSIONAL SERVICES THRO...	0.00	247.00	
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	OCT 2020 - PROFESSIONAL SERVI...			247.00	
01326	AMAZON.COM SERVICES LLC	10/29/2020	Regular	0.00	299.48	21502
<u>1DWH-VYNJ-4V4X</u>	Invoice	10/28/2020	OCT 2020 - NAPKIN HOLDER/DISH RACKS	0.00	115.24	
<u>01.05.62200.00</u>	GENERAL DEPARTMENT S...	OCT 2020 - NAPKIN HOLDER/DISH...			115.24	
<u>1LQH-CL49-339N</u>	Invoice	10/28/2020	OCT 2020 - STD LAMINATED P-TOUCH TAPE	0.00	30.96	
<u>01.05.62000.00</u>	OFFICE SUPPLIES	OCT 2020 - STD LAMINATED P-TO...			30.96	
<u>1RPM-9MXL-C149</u>	Invoice	10/28/2020	OCT 2020 - COMMERCIAL GRADE NSF	0.00	125.02	
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SU...	OCT 2020 - COMMERCIAL GRADE ...			125.02	
<u>1TJN-JDY3-FRK1</u>	Invoice	10/28/2020	OCT 2020 - REPLACEMENT FOR DYMO LABEL...	0.00	28.26	
<u>01.05.62000.00</u>	OFFICE SUPPLIES	OCT 2020 - REPLACEMENT FOR D...			28.26	
01012	AT&T	10/29/2020	Regular	0.00	55.28	21503
<u>287016675128X1...</u>	Invoice	10/28/2020	9/15/20-10/15/20-FOUNDATION ACCT 0308...	0.00	55.28	
<u>01.14.61705.00</u>	TELEPHONE	9/15/20-10/15/20-FOUNDATION ...			55.28	
01054	BoundTree Medical	10/29/2020	Regular	0.00	1,491.25	21504
<u>83813036</u>	Invoice	10/28/2020	OCT 2020 - MEDICAL SUPPLIES	0.00	939.64	
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SU...	OCT 2020 -			939.64	
<u>83814960</u>	Invoice	10/28/2020	OCT 2020 - CURAPLEX/FILTERLINE/SYRINGE...	0.00	537.79	
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SU...	OCT 2020 - CURAPLEX/FILTERLINE...			537.79	
<u>83814961</u>	Invoice	10/28/2020	OCT 2020 - CURAPLEX HOT PACK	0.00	13.82	
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SU...	OCT 2020 - CURAPLEX HOT PACK			13.82	
01231	buck's saw service, inc	10/29/2020	Regular	0.00	27.00	21505
<u>27845</u>	Invoice	10/28/2020	OCT 2020 - LABOR/GENERAL	0.00	27.00	
<u>01.10.63131.00</u>	EQUIPMENT	OCT 2020 - LABOR/GENERAL			27.00	
01272	Diesel Direct West Inc	10/29/2020	Regular	0.00	828.14	21506
<u>83784241</u>	Invoice	10/28/2020	OCT 2020 - GASOLINE UNL 52.2 GALLONS	0.00	197.40	
<u>01.25.62988.00</u>	FUEL	OCT 2020 - GASOLINE UNL 52.2 G...			197.40	
<u>83784242</u>	Invoice	10/28/2020	OCT 2020 - ULSD CLEAR 175.3 GALLONS	0.00	630.74	
<u>01.25.62988.00</u>	FUEL	OCT 2020 - ULSD CLEAR 175.3 GA...			630.74	
01017	Fairfax Lumber	10/29/2020	Regular	0.00	117.63	21507
<u>216941</u>	Invoice	10/28/2020	OCT 2020 - STA 19 - 4PK 100W LED	0.00	73.54	
<u>01.14.61500.19</u>	BUILDING MAINTENANCE ...	OCT 2020 - STA 19 - 4PK 100W LED			73.54	

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Date Range: 10/01/2020 - 10/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">216966</a>	Invoice	10/28/2020	OCT 2020 - STA 19 - 32W BULB	0.00	44.09	
	<a href="#">01.14.61500.19</a>		BUILDING MAINTENANCE ...		44.09	
01079	Hannibal's Inc.	10/29/2020	Regular	0.00	363.01	21508
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">24375</a>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	10/28/2020	OCT 2020 - ELECTRIAN LABOR AND MATERIA...	0.00	363.01	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE ...		363.01	
01181	Royce Wintermute	10/29/2020	Regular	0.00	417.12	21509
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0002924</a>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	10/28/2020	OCT 2020 - REPLACEMENT GEAR/OOC ASSG...	0.00	417.12	
	<a href="#">01.10.63131.00</a>		EQUIPMENT		417.12	
01357	The Knox Company	10/29/2020	Regular	0.00	5,520.16	21510
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">S00003088381-1</a>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	10/28/2020	OCT 2020 - OBS/RMA MEDVAULT	0.00	5,520.16	
	<a href="#">01.10.63131.00</a>		EQUIPMENT		5,520.16	
01097	MidAmerica	10/20/2020	Bank Draft	0.00	28,049.61	DFT0002124
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0002983</a>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	10/20/2020	MidAmerica Retiree Health Reimb 11.1.2020	0.00	28,049.61	
	<a href="#">01.00.60231.00</a>		RETIREES' HEALTH INSURA...		28,049.61	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	117	58	0.00	231,878.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	1	1	0.00	28,049.61
EFT's	0	0	0.00	0.00
	<b>118</b>	<b>60</b>	<b>0.00</b>	<b>259,928.44</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	117	58	0.00	231,878.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	1	1	0.00	28,049.61
EFT's	0	0	0.00	0.00
	<b>118</b>	<b>60</b>	<b>0.00</b>	<b>259,928.44</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	10/2020	259,928.44
			<b>259,928.44</b>



**Incident Type Count per Station for Date Range**

Start Date: 10/01/2020 | End Date: 10/31/2020

INCIDENT TYPE	# INCIDENTS
<b>Station: 18 - STATION 18</b> <i>ROSS</i>	
321 - EMS call, excluding vehicle accident with injury	11
444 - Power line down	1
550 - Public service assistance, other	2
553 - Public service	2
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	3
651 - Smoke scare, odor of smoke	4
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
<b># Incidents for 18 - Station 18 :</b>	<b>31</b>

<b>Station: 19 - STATION 19</b> <i>SA ANSELMO</i>	
321 - EMS call, excluding vehicle accident with injury	40
412 - Gas leak (natural gas or LPG)	2
444 - Power line down	1
550 - Public service assistance, other	2
553 - Public service	5
554 - Assist invalid	4
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	4
735 - Alarm system sounded due to malfunction	3
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
<b># Incidents for 19 - Station 19:</b>	<b>69</b>

<b>Station: 20 - STATION 20</b> <i>SLEEPY HOLLOW</i>	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	22
322 - Motor vehicle accident with injuries	1
444 - Power line down	1
531 - Smoke or odor removal	1
550 - Public service assistance, other	2
553 - Public service	7

Only REVIEWED incidents included.

**AGENDA ITEM #** *4 B*

**Date** *11/18/2020*



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554 - Assist invalid	3
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	5
733 - Smoke detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
<b># Incidents for 20 - Station 20:</b>	<b>50</b>

<b>Station: 21 - STATION 21</b> <i>FAIRFAX</i>	
321 - EMS call, excluding vehicle accident with injury	44
322 - Motor vehicle accident with injuries	1
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1
445 - Arcing, shorted electrical equipment	2
553 - Public service	3
554 - Assist invalid	7
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	12
700 - False alarm or false call, other	2
733 - Smoke detector activation due to malfunction	2
734 - Heat detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2
<b># Incidents for 21 - Station 21:</b>	<b>87</b>

Only REVIEWED incidents included.

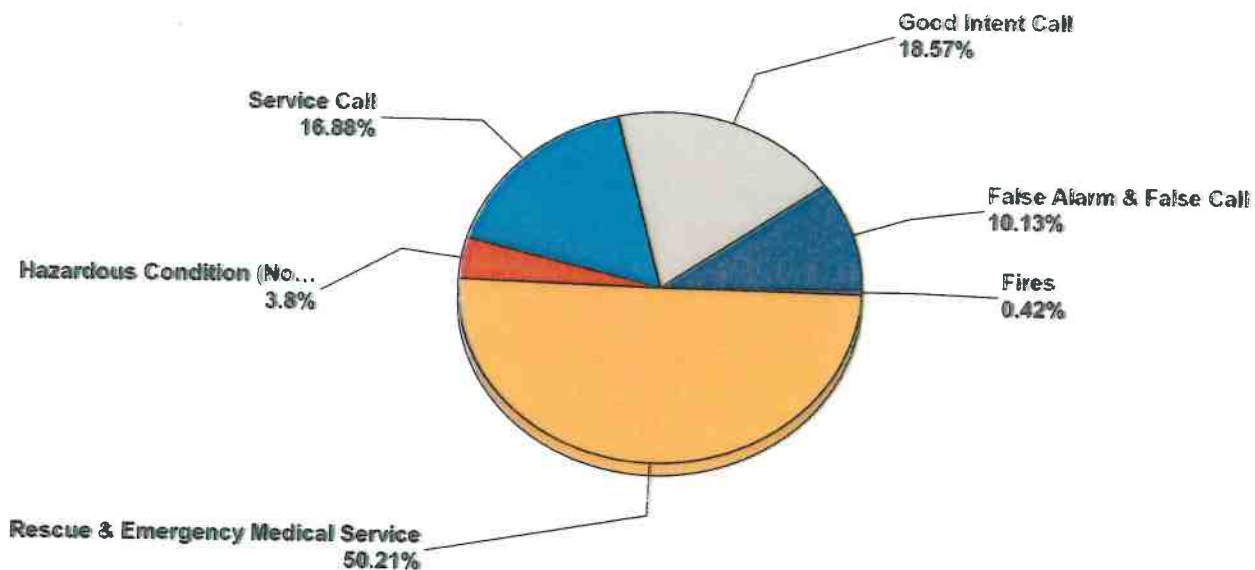


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**Breakdown by Major Incident Types for Date Range**

Zone(s): All Zones | Start Date: 10/01/2020 | End Date: 10/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.42%
Rescue & Emergency Medical Service	119	50.21%
Hazardous Condition (No Fire)	9	3.8%
Service Call	40	16.88%
Good Intent Call	44	18.57%
False Alarm & False Call	24	10.13%
<b>TOTAL</b>	<b>237</b>	<b>100%</b>

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**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	1	0.42%
321 - EMS call, excluding vehicle accident with injury	117	49.37%
322 - Motor vehicle accident with injuries	2	0.84%
412 - Gas leak (natural gas or LPG)	3	1.27%
440 - Electrical wiring/equipment problem, other	1	0.42%
444 - Power line down	3	1.27%
445 - Arcing, shorted electrical equipment	2	0.84%
531 - Smoke or odor removal	1	0.42%
550 - Public service assistance, other	6	2.53%
553 - Public service	17	7.17%
554 - Assist invalid	14	5.91%
571 - Cover assignment, standby, moveup	2	0.84%
600 - Good intent call, other	1	0.42%
611 - Dispatched & cancelled en route	14	5.91%
622 - No incident found on arrival at dispatch address	4	1.69%
651 - Smoke scare, odor of smoke	25	10.55%
700 - False alarm or false call, other	2	0.84%
733 - Smoke detector activation due to malfunction	4	1.69%
734 - Heat detector activation due to malfunction	1	0.42%
735 - Alarm system sounded due to malfunction	6	2.53%
736 - CO detector activation due to malfunction	1	0.42%
743 - Smoke detector activation, no fire - unintentional	5	2.11%
744 - Detector activation, no fire - unintentional	1	0.42%
745 - Alarm system activation, no fire - unintentional	4	1.69%
<b>TOTAL INCIDENTS:</b>	<b>237</b>	<b>100%</b>

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



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SubCategor...	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	10,070,291.00	10,070,291.00	839,190.92	3,356,763.68	-6,713,527.32	33.33 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,403,419.00	1,403,419.00	77,501.47	560,914.90	-842,504.10	39.97 %
<b>Revenue Total:</b>	<b>11,473,710.00</b>	<b>11,473,710.00</b>	<b>916,692.39</b>	<b>3,917,678.58</b>	<b>-7,556,031.42</b>	<b>34.14 %</b>
<b>Expense</b>						
600 - SALARIES AND WAGES	5,483,205.00	5,483,205.00	608,944.48	2,426,249.56	3,056,955.44	44.25 %
601 - RETIREMENT	1,890,706.00	1,890,706.00	74,068.64	1,211,071.02	679,634.98	64.05 %
602 - EMPLOYEE BENEFITS	2,141,541.00	2,141,541.00	221,555.30	694,550.83	1,446,990.17	32.43 %
610 - TRAINING	40,000.00	40,000.00	539.00	4,149.02	35,850.98	10.37 %
611 - OUTSIDE SERVICES	846,454.00	846,454.00	58,170.51	214,935.99	631,518.01	25.39 %
613 - PUBLICATION / DUES	9,300.00	9,300.00	0.00	9,395.72	-95.72	101.03 %
614 - MAINTENANCE	20,200.00	20,200.00	0.00	0.00	20,200.00	0.00 %
615 - BUILDING MAINTENANCE	76,500.00	76,500.00	2,101.21	13,504.92	62,995.08	17.65 %
616 - VEHICLE MAINTENANCE	119,600.00	119,600.00	1,760.42	5,570.93	114,029.07	4.66 %
617 - UTILITIES	98,722.00	98,722.00	12,957.67	33,371.09	65,350.91	33.80 %
619 - MISCELLANEOUS	3,500.00	3,500.00	0.00	489.68	3,010.32	13.99 %
620 - OFFICE SUPPLIES	5,550.00	5,550.00	-1,947.54	542.28	5,007.72	9.77 %
622 - DEPARTMENT SUPPLIES	95,820.00	95,820.00	3,552.77	25,714.07	70,105.93	26.84 %
625 - FURNISHINGS	6,000.00	6,000.00	3,571.27	3,571.27	2,428.73	59.52 %
629 - MISCELLANEOUS	61,400.00	61,400.00	-624.16	16,985.45	44,414.55	27.66 %
630 - EQUIPMENT	47,400.00	47,400.00	1,410.81	1,660.35	45,739.65	3.50 %
631 - CAPITAL OUTLAY	78,000.00	78,000.00	6,678.81	9,420.15	68,579.85	12.08 %
644 - MERA BOND PAYMENT	34,243.00	34,243.00	0.00	48,919.00	-14,676.00	142.86 %
670 - TRANSFERS OUT	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
<b>Expense Total:</b>	<b>11,386,364.00</b>	<b>11,386,364.00</b>	<b>992,739.19</b>	<b>5,048,324.33</b>	<b>6,338,039.67</b>	<b>44.34 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>87,346.00</b>	<b>87,346.00</b>	<b>-76,046.80</b>	<b>-1,130,645.75</b>	<b>-1,217,991.75</b>	<b>-1,294.44 %</b>
<b>Report Surplus (Deficit):</b>	<b>87,346.00</b>	<b>87,346.00</b>	<b>-76,046.80</b>	<b>-1,130,645.75</b>	<b>-1,217,991.75</b>	<b>-1,294.44 %</b>

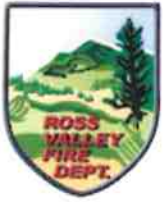
AGENDA ITEM # 4C

Date 11/18/2020



### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	87,346.00	87,346.00	-76,046.80	-1,130,645.75	-1,217,991.75
<b>Report Surplus (Deficit):</b>	<b>87,346.00</b>	<b>87,346.00</b>	<b>-76,046.80</b>	<b>-1,130,645.75</b>	<b>-1,217,991.75</b>



	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>						
<a href="#">01.00.47501.00</a>	FAIRFAX	2,102,866.00	2,102,866.00	173,026.08	692,104.32	-1,410,761.68 32.91 %
<a href="#">01.00.47502.00</a>	ROSS	2,082,551.00	2,082,551.00	173,545.92	694,183.68	-1,388,367.32 33.33 %
<a href="#">01.00.47503.00</a>	SAN ANSELMO	3,657,921.00	3,657,921.00	300,976.26	1,203,905.04	-2,454,015.96 32.91 %
<a href="#">01.00.47504.00</a>	SLEEPY HOLLOW	1,155,224.00	1,155,224.00	95,053.09	380,212.34	-775,011.66 32.91 %
<a href="#">01.00.47507.00</a>	PRIOR AUTHORITY RETIREE HEALTH	94,959.00	94,959.00	15,192.08	60,768.33	-34,190.67 63.99 %
<a href="#">01.00.47508.00</a>	PRIOR AUTHORITY MERA BOND	34,243.00	34,243.00	2,853.58	11,414.33	-22,828.67 33.33 %
<a href="#">01.00.47510.00</a>	PRIOR AUTHORITY RETIREMENT	942,527.00	942,527.00	78,543.91	314,175.64	-628,351.36 33.33 %
<a href="#">01.00.49501.00</a>	COUNTY OF MARIN	224,012.00	224,012.00	0.00	224,012.00	0.00 100.00 %
<a href="#">01.00.49504.00</a>	RVPA REIMBURSEMENT MEDIC PROG	258,142.00	258,142.00	0.00	64,535.50	-193,606.50 25.00 %
<a href="#">01.00.49506.00</a>	RVPA RENTAL	31,052.00	31,052.00	0.00	0.00	-31,052.00 0.00 %
<a href="#">01.00.49507.00</a>	LAIF INTEREST	7,000.00	7,000.00	1,340.24	1,340.24	-5,659.76 19.15 %
<a href="#">01.00.49509.00</a>	RVPA EMS TRAINING/SUPPLY REIMB.	47,290.00	47,290.00	0.00	47,290.00	0.00 100.00 %
<a href="#">01.00.49510.00</a>	PLAN CHECKING FEES	245,000.00	245,000.00	34,959.59	84,782.37	-160,217.63 34.61 %
<a href="#">01.00.49511.00</a>	RE-SALE INSPECTION FEES	44,000.00	44,000.00	4,417.50	22,156.13	-21,843.87 50.35 %
<a href="#">01.00.49512.00</a>	MISCELLANEOUS INCOME	2,500.00	2,500.00	0.00	1,399.01	-1,100.99 55.96 %
<a href="#">01.00.49513.00</a>	WORKERS COMP REIMBURSEMENT	0.00	0.00	-5,791.42	10,173.00	10,173.00 0.00 %
<a href="#">01.00.49517.00</a>	DISASTER COORDINATOR REIMB.	134,500.00	134,500.00	0.00	-13,333.00	-147,833.00 9.91 %
<a href="#">01.00.49523.00</a>	APPARATUS REPLACEMENT	328,223.00	328,223.00	27,351.92	109,407.68	-218,815.32 33.33 %
<a href="#">01.00.49524.00</a>	TECHNOLOGY FEES	21,700.00	21,700.00	2,963.87	9,151.97	-12,548.03 42.17 %
<a href="#">01.00.49526.18</a>	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
<a href="#">01.00.49526.19</a>	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
<a href="#">01.00.49526.20</a>	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
<a href="#">01.00.49526.21</a>	STATION MAINT REVENUE #21	15,000.00	15,000.00	12,259.77	0.00	-15,000.00 0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>11,473,710.00</b>	<b>11,473,710.00</b>	<b>916,692.39</b>	<b>3,917,678.58</b>	<b>-7,556,031.42 34.14 %</b>
<b>Revenue Total:</b>		<b>11,473,710.00</b>	<b>11,473,710.00</b>	<b>916,692.39</b>	<b>3,917,678.58</b>	<b>-7,556,031.42 34.14 %</b>
<b>Expense</b>						
<b>Department: 00 - UNDESIGNATED</b>						
<a href="#">01.00.60000.00</a>	REGULAR SALARIES	4,172,768.00	4,172,768.00	335,115.37	1,295,093.05	2,877,674.95 31.04 %
<a href="#">01.00.60010.00</a>	TEMPORARY HIRE	15,914.00	15,914.00	8,900.00	50,339.56	-34,425.56 316.32 %
<a href="#">01.00.60020.00</a>	MINIMUM STAFFING	721,412.00	721,412.00	153,785.39	456,510.33	264,901.67 63.28 %
<a href="#">01.00.60021.00</a>	HOURLY OVERTIME	88,055.00	88,055.00	15,377.59	55,574.88	32,480.12 63.11 %
<a href="#">01.00.60024.00</a>	SHIFT DIFFERENTIAL OT	21,218.00	21,218.00	140.59	1,810.14	19,407.86 8.53 %
<a href="#">01.00.60025.00</a>	OT OES RESPONSE	0.00	0.00	72,011.18	446,126.47	-446,126.47 0.00 %
<a href="#">01.00.60026.00</a>	OT TRAINING	54,000.00	54,000.00	0.00	460.16	53,539.84 0.85 %
<a href="#">01.00.60027.00</a>	HOLIDAY	195,891.00	195,891.00	15,006.20	59,760.36	136,130.64 30.51 %
<a href="#">01.00.60028.00</a>	PARAMEDIC TRAINING OVERTIME	22,660.00	22,660.00	0.00	0.00	22,660.00 0.00 %
<a href="#">01.00.60029.00</a>	FLSA O/T	95,587.00	95,587.00	7,268.16	24,883.71	70,703.29 26.03 %
<a href="#">01.00.60030.00</a>	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00 0.00 %
<a href="#">01.00.60035.00</a>	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	30,370.90	19,629.10 60.74 %
<a href="#">01.00.60039.00</a>	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	1,200.00	2,400.00 33.33 %
<a href="#">01.00.60040.00</a>	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	3,200.00	4,800.00 40.00 %
<a href="#">01.00.60100.00</a>	RETIREMENT	1,890,706.00	1,890,706.00	74,068.64	1,211,071.02	679,634.98 64.05 %
<a href="#">01.00.60200.00</a>	CAFETERIA HEALTH PLAN	793,674.00	793,674.00	56,193.17	222,375.06	571,298.94 28.02 %
<a href="#">01.00.60210.00</a>	RETIREE HEALTH SAVINGS MATCH	23,386.00	23,386.00	2,041.82	7,796.04	15,589.96 33.34 %
<a href="#">01.00.60215.00</a>	WORKERS' COMPENSATION INSURA...	430,000.00	430,000.00	105,597.00	211,194.00	218,806.00 49.11 %
<a href="#">01.00.60220.00</a>	PAYROLL TAXES	82,624.00	82,624.00	9,058.45	36,882.65	45,741.35 44.64 %
<a href="#">01.00.60221.00</a>	HOUSING ALLOWANCE	44,400.00	44,400.00	3,500.00	12,900.00	31,500.00 29.05 %
<a href="#">01.00.60223.00</a>	UNIFORM REIMBURSEMENT	24,120.00	24,120.00	1,920.00	7,515.00	16,605.00 31.16 %
<a href="#">01.00.60225.00</a>	EDUCATION REIMBURSEMENT	108,944.00	108,944.00	8,885.89	35,163.47	73,780.53 32.28 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.00.60231.00</a>	RETIREES' HEALTH INSURANCE	631,593.00	631,593.00	34,340.61	160,669.53	470,923.47	25.44 %
<a href="#">01.00.61115.00</a>	LIABILITY INSURANCE	28,600.00	28,600.00	0.00	26,895.00	1,705.00	94.04 %
<a href="#">01.00.62999.00</a>	CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">01.00.67099.00</a>	TRANSFERS OUT	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>9,854,375.00</b>	<b>9,854,375.00</b>	<b>904,310.06</b>	<b>4,686,014.33</b>	<b>5,168,360.67</b>	<b>47.55 %</b>
<b>Department: 05 - ADMINISTRATION</b>							
<a href="#">01.05.61103.00</a>	AUDIT & BOOKEEPING SERVICES	24,205.00	24,205.00	395.85	11,348.83	12,856.17	46.89 %
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES	50,800.00	50,800.00	10,425.43	20,387.51	30,412.49	40.13 %
<a href="#">01.05.61106.00</a>	CONTRACT SERVICES - MCFD	318,270.00	318,270.00	0.00	0.00	318,270.00	0.00 %
<a href="#">01.05.61107.00</a>	ATTORNEY/LEGAL FEES	10,610.00	10,610.00	247.00	1,083.00	9,527.00	10.21 %
<a href="#">01.05.61112.00</a>	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	210.00	850.72	2,049.28	29.34 %
<a href="#">01.05.61120.00</a>	CONTRACT SERVICES-SAN ANSELMO	84,900.00	84,900.00	0.00	21,225.00	63,675.00	25.00 %
<a href="#">01.05.61121.00</a>	COMPUTER SOFTWARE/SUPPORT	25,750.00	25,750.00	79.35	1,709.35	24,040.65	6.64 %
<a href="#">01.05.61122.00</a>	WEB PAGE DESIGN AND MAINTENAN...	8,200.00	8,200.00	0.00	399.00	7,801.00	4.87 %
<a href="#">01.05.61127.00</a>	HEALTH AND WELLNESS	25,000.00	25,000.00	0.00	230.00	24,770.00	0.92 %
<a href="#">01.05.61129.00</a>	HIRING EXPENSES	12,000.00	12,000.00	215.64	1,892.64	10,107.36	15.77 %
<a href="#">01.05.61300.00</a>	PUBLICATIONS AND DUES	9,300.00	9,300.00	0.00	9,395.72	-95.72	101.03 %
<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	4,500.00	4,500.00	-1,987.77	313.06	4,186.94	6.96 %
<a href="#">01.05.62003.00</a>	POSTAGE	1,050.00	1,050.00	40.23	229.22	820.78	21.83 %
<a href="#">01.05.62200.00</a>	GENERAL DEPARTMENT SUPPLIES	12,000.00	12,000.00	367.61	2,026.76	9,973.24	16.89 %
<b>Department: 05 - ADMINISTRATION Total:</b>		<b>589,485.00</b>	<b>589,485.00</b>	<b>9,993.34</b>	<b>71,090.81</b>	<b>518,394.19</b>	<b>12.06 %</b>
<b>Department: 10 - OPERATIONS</b>							
<a href="#">01.10.60060.01</a>	VOLUNTEER SHIFT PAY/DRILLS	17,000.00	17,000.00	240.00	720.00	16,280.00	4.24 %
<a href="#">01.10.60064.01</a>	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	200.00	3,900.00	4.88 %
<a href="#">01.10.60065.02</a>	EXPLORER POST	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
<a href="#">01.10.60220.00</a>	PAYROLL TAXES	0.00	0.00	3.48	10.44	-10.44	0.00 %
<a href="#">01.10.60220.01</a>	PAYROLL TAXES - VOLUNTEER	2,800.00	2,800.00	14.88	44.64	2,755.36	1.59 %
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION	40,000.00	40,000.00	539.00	4,149.02	35,850.98	10.37 %
<a href="#">01.10.61100.00</a>	DISPATCH	186,500.00	186,500.00	46,471.38	92,932.76	93,567.24	49.83 %
<a href="#">01.10.61101.00</a>	RADIO REPAIR	5,000.00	5,000.00	0.00	1,613.70	3,386.30	32.27 %
<a href="#">01.10.61102.00</a>	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">01.10.61108.00</a>	HAZARDOUS MATERIAL CONTRACT	9,200.00	9,200.00	0.00	0.00	9,200.00	0.00 %
<a href="#">01.10.61110.00</a>	MERA OPERATING EXPENSE	48,919.00	48,919.00	0.00	34,242.62	14,676.38	70.00 %
<a href="#">01.10.61410.00</a>	EQUIPMENT MAINTENANCE	10,900.00	10,900.00	0.00	0.00	10,900.00	0.00 %
<a href="#">01.10.61901.00</a>	DISASTER COORDINATION	3,500.00	3,500.00	0.00	489.68	3,010.32	13.99 %
<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE SUPPLIES	4,220.00	4,220.00	1,067.47	6,923.91	-2,703.91	164.07 %
<a href="#">01.10.62204.00</a>	PARAMEDIC RESPONSE SUPPLIES	32,500.00	32,500.00	2,117.69	12,944.67	19,555.33	39.83 %
<a href="#">01.10.62210.00</a>	BREATHING APPARATUS	5,900.00	5,900.00	0.00	0.00	5,900.00	0.00 %
<a href="#">01.10.62211.00</a>	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	0.00	2,682.32	4,417.68	37.78 %
<a href="#">01.10.62213.00</a>	PROTECTIVE CLOTHING	15,300.00	15,300.00	0.00	0.00	15,300.00	0.00 %
<a href="#">01.10.63131.00</a>	EQUIPMENT	20,000.00	20,000.00	6,557.19	8,661.90	11,338.10	43.31 %
<a href="#">01.10.63140.00</a>	HYDRANTS	21,000.00	21,000.00	0.00	0.00	21,000.00	0.00 %
<a href="#">01.10.63150.00</a>	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	121.62	758.25	20,241.75	3.61 %
<a href="#">01.10.63160.00</a>	TURNOUTS	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00 %
<a href="#">01.10.64401.00</a>	MERA BOND PAYMENT PRIOR AUTH...	34,243.00	34,243.00	0.00	48,919.00	-14,676.00	142.86 %
<b>Department: 10 - OPERATIONS Total:</b>		<b>515,182.00</b>	<b>515,182.00</b>	<b>57,132.71</b>	<b>215,292.91</b>	<b>299,889.09</b>	<b>41.79 %</b>
<b>Department: 14 - FACILITIES</b>							
<a href="#">01.14.61500.00</a>	BUILDING MAINTENANCE AND LAND...	16,500.00	16,500.00	28.72	384.53	16,115.47	2.33 %
<a href="#">01.14.61500.18</a>	BUILDING MAINTENANCE STATION 18	15,000.00	15,000.00	808.01	883.06	14,116.94	5.89 %
<a href="#">01.14.61500.19</a>	BUILDING MAINTENANCE STATION 19	15,000.00	15,000.00	131.35	1,678.15	13,321.85	11.19 %
<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE STATION 20	15,000.00	15,000.00	861.76	1,313.20	13,686.80	8.75 %
<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE STATION 21	15,000.00	15,000.00	271.37	9,245.98	5,754.02	61.64 %
<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC	42,500.00	42,500.00	5,531.17	14,197.99	28,302.01	33.41 %
<a href="#">01.14.61703.00</a>	WATER	7,210.00	7,210.00	695.00	2,733.12	4,476.88	37.91 %
<a href="#">01.14.61704.00</a>	SEWER	2,700.00	2,700.00	3,993.60	3,993.60	-1,293.60	147.91 %
<a href="#">01.14.61705.00</a>	TELEPHONE	46,312.00	46,312.00	2,737.90	12,446.38	33,865.62	26.88 %
<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE SUPPLIES	10,000.00	10,000.00	0.00	997.16	9,002.84	9.97 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 10/31/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.14.62501.00</a> FURNISHINGS	6,000.00	6,000.00	3,571.27	3,571.27	2,428.73	59.52 %
<a href="#">01.14.63040.00</a> APPLIANCES	5,000.00	5,000.00	1,169.91	1,169.91	3,830.09	23.40 %
<a href="#">01.14.63043.00</a> OFFICE EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<a href="#">01.14.63042.00</a> EXERCISE EQUIPMENT	10,000.00	10,000.00	240.90	397.94	9,602.06	3.98 %
<a href="#">01.14.63044.00</a> TECHNOLOGY PURCHASES	22,400.00	22,400.00	0.00	92.50	22,307.50	0.41 %
<b>Department: 14 - FACILITIES Total:</b>	<b>238,622.00</b>	<b>238,622.00</b>	<b>20,040.96</b>	<b>53,104.79</b>	<b>185,517.21</b>	<b>22.25 %</b>
<b>Department: 15 - COMMUNITY RISK REDUCTION</b>						
<a href="#">01.15.61131.00</a> FIRE PREVENTION	4,600.00	4,600.00	125.86	125.86	4,474.14	2.74 %
<a href="#">01.15.62220.00</a> COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	139.25	8,660.75	1.58 %
<b>Department: 15 - COMMUNITY RISK REDUCTION Total:</b>	<b>13,400.00</b>	<b>13,400.00</b>	<b>125.86</b>	<b>265.11</b>	<b>13,134.89</b>	<b>1.98 %</b>
<b>Department: 25 - FLEET</b>						
<a href="#">01.25.61411.00</a> BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	0.00	9,300.00	0.00 %
<a href="#">01.25.61600.00</a> REPAIRS VEHICLE	110,000.00	110,000.00	1,760.42	5,570.93	104,429.07	5.06 %
<a href="#">01.25.61601.00</a> VEHICLE LEASE	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00 %
<a href="#">01.25.62988.00</a> FUEL	37,000.00	37,000.00	-3,311.68	13,093.24	23,906.76	35.39 %
<a href="#">01.25.62989.00</a> PARTS VEHICLE	9,400.00	9,400.00	2,687.52	3,892.21	5,507.79	41.41 %
<b>Department: 25 - FLEET Total:</b>	<b>175,300.00</b>	<b>175,300.00</b>	<b>1,136.26</b>	<b>22,556.38</b>	<b>152,743.62</b>	<b>12.87 %</b>
<b>Expense Total:</b>	<b>11,386,364.00</b>	<b>11,386,364.00</b>	<b>992,739.19</b>	<b>5,048,324.33</b>	<b>6,338,039.67</b>	<b>44.34 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>87,346.00</b>	<b>87,346.00</b>	<b>-76,046.80</b>	<b>-1,130,645.75</b>	<b>-1,217,991.75</b>	<b>-1,294.44 %</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
<b>Department: 00 - UNDESIGNATED</b>						
<a href="#">15.00.51999.00</a> TRANSFERS IN	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>	<b>328,223.00</b>	<b>328,223.00</b>	<b>0.00</b>	<b>328,223.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Revenue Total:</b>	<b>328,223.00</b>	<b>328,223.00</b>	<b>0.00</b>	<b>328,223.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Expense</b>						
<b>Department: 00 - UNDESIGNATED</b>						
<a href="#">15.00.63154.00</a> VEHICLE PURCHASE	0.00	0.00	31.29	7,097.59	-7,097.59	0.00 %
<a href="#">15.00.64010.00</a> LEASE PAYMENT - PRINCIPAL	133,456.00	133,456.00	0.00	0.00	133,456.00	0.00 %
<a href="#">15.00.64110.00</a> LEASE PAYMENT - INTEREST	21,256.00	21,256.00	0.00	0.00	21,256.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>31.29</b>	<b>7,097.59</b>	<b>147,614.41</b>	<b>4.59 %</b>
<b>Expense Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>31.29</b>	<b>7,097.59</b>	<b>147,614.41</b>	<b>4.59 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>173,511.00</b>	<b>173,511.00</b>	<b>-31.29</b>	<b>321,125.41</b>	<b>147,614.41</b>	<b>185.07 %</b>
<b>Report Surplus (Deficit):</b>	<b>260,857.00</b>	<b>260,857.00</b>	<b>-76,078.09</b>	<b>-809,520.34</b>	<b>-1,070,377.34</b>	<b>-310.33 %</b>

**Group Summary**

Departmen...	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	11,473,710.00	11,473,710.00	916,692.39	3,917,678.58	-7,556,031.42	34.14 %
<b>Revenue Total:</b>	<b>11,473,710.00</b>	<b>11,473,710.00</b>	<b>916,692.39</b>	<b>3,917,678.58</b>	<b>-7,556,031.42</b>	<b>34.14 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	9,854,375.00	9,854,375.00	904,310.06	4,686,014.33	5,168,360.67	47.55 %
05 - ADMINISTRATION	589,485.00	589,485.00	9,993.34	71,090.81	518,394.19	12.06 %
10 - OPERATIONS	515,182.00	515,182.00	57,132.71	215,292.91	299,889.09	41.79 %
14 - FACILITIES	238,622.00	238,622.00	20,040.96	53,104.79	185,517.21	22.25 %
15 - COMMUNITY RISK REDUCTION	13,400.00	13,400.00	125.86	265.11	13,134.89	1.98 %
25 - FLEET	175,300.00	175,300.00	1,136.26	22,556.38	152,743.62	12.87 %
<b>Expense Total:</b>	<b>11,386,364.00</b>	<b>11,386,364.00</b>	<b>992,739.19</b>	<b>5,048,324.33</b>	<b>6,338,039.67</b>	<b>44.34 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>87,346.00</b>	<b>87,346.00</b>	<b>-76,046.80</b>	<b>-1,130,645.75</b>	<b>-1,217,991.75</b>	<b>-1,294.44 %</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
<b>Revenue Total:</b>	<b>328,223.00</b>	<b>328,223.00</b>	<b>0.00</b>	<b>328,223.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	154,712.00	154,712.00	31.29	7,097.59	147,614.41	4.59 %
<b>Expense Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>31.29</b>	<b>7,097.59</b>	<b>147,614.41</b>	<b>4.59 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>173,511.00</b>	<b>173,511.00</b>	<b>-31.29</b>	<b>321,125.41</b>	<b>147,614.41</b>	<b>185.07 %</b>
<b>Report Surplus (Deficit):</b>	<b>260,857.00</b>	<b>260,857.00</b>	<b>-76,078.09</b>	<b>-809,520.34</b>	<b>-1,070,377.34</b>	<b>-310.33 %</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	87,346.00	87,346.00	-76,046.80	-1,130,645.75	-1,217,991.75
15 - VEHICLE FUND	173,511.00	173,511.00	-31.29	321,125.41	147,614.41
<b>Report Surplus (Deficit):</b>	<b>260,857.00</b>	<b>260,857.00</b>	<b>-76,078.09</b>	<b>-809,520.34</b>	<b>-1,070,377.34</b>

Ross Valley Fire Board  
Meeting Minutes  
Called to order – 6:30pm  
Via Zoom meeting  
October 14, 2020

**Board Present:** Brekhus, Reed, Kuhl Greene, Burdo, Shortall, Finn, Goddard.

**Board absent:**

**Staff present:** Weber, Yeager.

**Town Managers Present:** Toy, Chinn, Donery.

1. **Open time for Public Expression:** Fairfax resident Max Edwards appreciated all the defensible space inspections, but is concerned that the enforcement of citations is not being exercised and wanted to express his full support enforcing them. Additionally, Mr. Edwards asked if it was possible to prohibit the sale of fire prone plants at landscape and hardware stores in the Ross Valley Fire jurisdiction. He also asked to extend the WUI designation to more flat areas, he believes new construction can alleviate the problem.
2. **Board requests/comments to staff:** Director Goddard requested a brief report that outlines staffing issues. She would like to know the overall cost and financial impact to fully staff all engines (i.e. 3 on in engines) and to cover what other options there are—all directors seconded her request. Executive Officer Toy will provide a basic report on the November meeting and Chief Weber will provide a brief report on his updates
3. **Report from Chief Weber:** We have another wind event coming. The Ross Valley Fire engines were essential in the Glass Fire, Chief Weber received a called from the Santa Rosa Fire Chief requesting aid. A pre-position task force was put in place in the county that included the OES engine staff from Ross Valley, and they were immediately sent to assist along with another 5 county engines. The aid of RVFD was essential and they all came together to assist with the Glass Fire. Kudos to the department and the firefighters for their willingness to support the incident.

Chief Weber visited the fire and it highlighted the important work done around the Marin Wild Fire Prevention Authority (MWPA) and the efficiency of their plan. While he was there, he noticed that it was not the fire front that was destroying properties, rather it was spot fires around homes. Chief Weber mentioned that he will cover alert systems and insurance coverage cancelations in his staff report.

We are all aware that the MVPA has appointed their new Executive Officer and due to that we lost our Deputy Chief. The Operations Committee—which includes the Managers and Chief Weber—are working on preparing the process for the 2021 work plan to prioritize; start the evacuation study in the RRP phase; and to partner with companies and/or universities to help the next 9 years of decision making. Locally we have projects in different stages: in progress, bidding, and environmental

compliance review (some of the projects will start in the spring). Chief Weber gave a brief update on the Disaster Coordinator position; the Labor Management Committee is working on the cost, hours and needs and the goal is to have a proposal by the November Board Meeting. He also mentioned that evacuation routes concerns have raised due to the use of parklets for outdoor dining and it was determined there is no impact since cars have been parked there originally.

Additionally, the Labor-Management committee is also discussing staffing issues and is making great progress.

Director Goddard asked about an alert Marin that went out that was very confusing. Chief Weber mentioned that a Wireless Emergency Alert (WEA)—which is an alert system that comes of cell towers activated from Napa, though it was not specific to Napa other counties received it. This happens when a cell tower goes down and since the alerts have an expiration, as soon as the cell tower comes back on, the alert goes out and this unfortunately, is one of the failures of our alert systems.

4. **Consent agenda:** M/S Burdo/Goddard – roll call vote, all ayes as long as September’s Board Meetings is updated. Director Greene requested to update item 3 - 6. He had asked whether it was anticipated that the Woodward Fire would continue burning until there was enough rain to put it out and Chief Weber had said “yes”, Director Greene believes it’s an important piece and should be mentioned. The updated September Board Meeting Minutes will be corrected. Director Finn did not ask for item 4 (f) to be pulled, but he wants to remind the Ross representatives that since he also serves on the RVPA, it needs to be considered as part of their overall planning; the lease runs until July 2024 and its unknown if the Ross project will be finished by then; therefore, they will have to make plans to either modify or terminate the lease.
5. **Emergency Alerting (Sirens)** – Chief Weber introduced our new Interim Deputy Chief Chris Martinelli. Regarding the systems available to us, Chief Weber mentioned different alert system tiers. The first one is social media platforms, used to send alerts, such as platforms are: Facebook, Twitter and Nixle—here, we won’t provide directives, it would send notices like police activity, road closure, etc.

The second one is alert Marin, managed through the Sheriff’s OES—this system does reverse 911, the way this works is that when residents sign up for services with companies like Comcast, AT&T, they have to register their equipment and provide their address and legally we have access to that information. The challenge with alert Marin is that for those using cell phone, they have to register their phone and location or they won’t get the alerts.

The third one is sirens horn speakers, the greater Ross Valley area has 4 sirens, located in the fire station at Ross, Town Hall in San Anselmo, Fairfax Corps Yard, and on Bolinas Rd. Lastly, we have Wireless Emergency Alert (WEA), it is cell tower base, it send over alerts but its limited to its characters, radio, television, nooa



radios. As a reminder, Law Enforcement and Fire Agencies in Marin County have adopted a lo-hi siren system and these sirens are from the World War II era and are fragile, some agencies are moving to the LRAD system, but those units are around \$100k each plus maintenance fees. FEMA offers some grants that cover preventive measures and we should start looking into it.

Director Shortall stated that Sleepy Hollow conducted a test to see how effective the system was and it was very disappointed, some people did not hear the alerts. It really depends on where you are and Sleepy Hollow decided not to install the alarm system.

Director Burdo asked if Nextdoor is being utilized. Chief Weber mentioned that alert Marin is linked to social media and that Nextdoor is added to it. But that resident should not rely on social media to get alerts.

Director Brekhus asked if we could look into other solutions, she mentioned the alert system used in Stinson Beach that works fine and people can hear it. Chief Weber mentioned that the alarms in Stinson Beach work well because of the topography, density, and canyons help with the transmission. And that although the test was not successful at Sleepy Hollow, the tool is useful, and we should look into grant opportunities and come up with cost and determine what the budget is to cover it.

Resident Jody Timms requested to broaden the type of alerts that are sent on Nixle, because some elderly or vulnerable people do not get alerts (i.e. send messages that tell people where cooling and heating centers are located.)

- 6. Insurance Cancellation** – Chief Weber mentioned that the Fire Department can be a resource to residents that are going through this. Under California Law, insurance companies have to give a 75-day cancellation notice. Further, he mentioned that United Policy Holders is an advocacy group for the insured in California and they have many resources and information pertaining to the laws regarding this issue. Chief Weber was recently introduced to a Wall Street Funder of “Reinsures” that insures insurance companies in California; the approach Chief Weber had with him was to find ways to work with insurance companies to reduce risks and stabilize the insurance market from a cost and loss perspective for with our current trajectory, no one is going to want to insure homes, especially high value homes. Moreover, Chef Weber also shared some data regarding insurance loss such as the total profit lost by California Homeowners Insurance during 2017 and 2018—this amount was twice its total profit for the past 26 years period. Additionally, reinsures are reprising and driving the cost up; modeling firms are using more sophisticated models as are we. We are currently updating our Community Wildfire Protection Plan (CWPP) and this information is needed to make informed decisions. Chief Weber also mentioned the California Fair Plan which is a last resource—it guaranties one will be insured, but one would have to purchase additional insurance; however, the cost is high and it only covers fire.

To support homeowners, Chief Weber recommended that any person that is having these issues reach out to us and the department can assist with defensible space inspection; we will use the California Standard Property Resource Code; document any issues and corrections that are made; and write a letter to the insurance company stating the resident meets the necessary requirements.

Director Shortall mentioned that he is also using Fair Plan for one of his properties and that United Policy Holders is a great advocate and is doing many things to support homeowners. Director Brekhus suggested that the new Fire JPA sends a notice that states “this community has enacted a bond that will fund blank amount of . . . ” to help residents. This notice should be sent along with the Fire Department letter.

Director Burdo highlighted the importance of providing education and that the Marin Wildfire Prevention Authority (MWPA) plays an important role. He also did a recap of the resources the Fire Department can provide to residents. Chief Weber mentioned that 84% of people are under insured and that homeowners need to make sure they are properly insured. Director Burdo asked for the United Policy Holder website, Chief Weber provided it to him ([www.uphelp.org](http://www.uphelp.org)) and Director Shortall mentioned that Firesafe Marin has a couple of webinars coming up in November and December of this year and sometime in April, 2021.

Director Greene asked if either Director Shortall or Chief Weber know of any action being taken in the state legislative level to address the circumstances of what is going to happen to people’s mortgages since the condition of all mortgages is adequate insurance if they cannot be insured. Director Shortall responded that here is where Fair Plan comes into play and that United Policy is working on getting some sort of credit for all the preventive measures the county is taking to prevent fires.

Resident Max Edwards asked if Chief Weber knew the sensitivity of the insurance modeling companies, he would like to know if they wait to see year over year decrease risk and no fire and the efforts taken or if they like to see more years of no fire.

- 7. Safer Grant – Chief Weber** – Chief Weber provided a Safer Grant report requested on the last board meeting. The Safer Grant is through FEMA, its purpose is to assist communities meet industry standards—the grant is given to Fire Departments to hire new firefighters. The Grant is for a 3-year term, the first two years it covers 75% of the full cost and the Agency pays the remaining 25%; the third year, it’s a 35% coverage with a 65% Agency match. Last year, FEMA provided 100% matching funds and the 3 years were fully covered with no Agency match. This grant is a great tool to start the additional personnel while we continue the staffing conversation. Chief Weber mentioned that while the grant is being utilized, we need to identify a funding source, so that when the 37 month comes, we do not have to lay off firefighters. On the County side, we received the Safer Grant for \$4.3M over three years to fund for six positions. Chief Weber’s recommendation is to consider the

Safer Grant when we have our Labor Management Committee meetings and that it really needs to be followed by a long-term sustainable funding source moving forward. Additionally, Chief Weber mentioned some of the limitations: (1) the Department is not required to keep the positions—but that is not really best practices, (2) cannot eliminate other positions, (3) does not cover overtime, etc.

Director Greene asked if there is any sort of competition for the grants and that if we do not get in line and complete the application soon enough the funds can be used up. He also asked if Chief Weber knew of any cases where the agency was upfront with candidates by letting them know, it can only offer 3 years, but the agency will try to keep them longer. Chief Weber responded that applications are all due on the same day, so the time they are submitted does not determine if we would get it and it is relatively competitive. Regarding the 3-year contract, Chief Weber responded that he does not know of a local situation, but it probably has happened.

Director Goddard asked when the Safer Grant came into existence and if there have been any discussions about it ending due to lack of funding. Deputy Director Fire mentioned that it started in 1974. Director Goddard just wanted confirmation that the grant was not ending next year.

8. **Discussion on November 11th, 2020, meeting (Veteran's day)** - Deputy Director Yeager asked if the Board wanted to have the meeting on a Holiday and that we normally do not have a December meeting.

Director Greene responded that Holidays are important, and Veteran's day is a National Holiday and should be respected. He votes for an alternative date. Director Shortall requested Deputy Director Yeager sends a doodle poll to the board with alternative dates. Deputy Director Yeager will send it out.

Executive Officer Toy suggested to have the meeting in December since we have had it sometimes in the past. Director Greene stated that he would not be in support of it, because there are a lot of issues that need attention. Director Goddard mentioned that the November meeting would be the closest we could get to thanking all Fire personnel for the amazing work they do in the field and behind the scene and to extend the community's gratitude for the work being done and would like to have the message be passed on to the entire department.

Next meeting is scheduled on November 18<sup>th</sup>, via zoom video conferencing.

Minutes respectfully submitted,



s/Mariana Gonzalez  
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: November 18<sup>th</sup>, 2020

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Update Resolution with Local Agency Investment Fund (LAIF)

**RECOMMENDATION:**

That the Board adopt Resolution 20-10 Authorizing Investment of Monies in Local Agency Investment Fund.

**BACKGROUND:**

In 1982, the Ross Valley Fire Board adopted resolution 82-5 authorizing various positions to make deposits or withdrawals of monies in the Local Agency Investment Fund (LAIF). And in 2006 Resolution 06-12 was adopted to reflect the current positions authorized to deposit and withdraw funds (copy attached).

**DISCUSSION:**

LAIF has requested that we file an updated resolution that reflects the current positions authorized to deposit and withdraw funds. Job titles included in Resolution 16-12 were the Executive Office, Administrative Assistant and Battalion Chief. Ross Valley Fire Department's current financial policies include the following positions: (1) Executive Officer, (2) Finance Director, (3) Administrative Assistant, and (4) Battalion Chief.

In order to meet LAIF's request, staff has prepared resolution 10-20 for your consideration and adoption.

**FISCAL IMPACT:**

The Utilization of LAIF for the short-term transfer of funds will increase the Department's interest income.

Attachment: Resolution 20-10, Resolution Authorizing Investment of Monies in LAIF  
Resolution 06-12, Resolution Authorizing Investment of Monies in LAIF

# Ross Valley Fire Service

## Resolution 20-10

### Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

**WHEREAS**, pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Ross Valley Fire Service Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Ross Valley Fire Service.

**NOW THEREFORE BE IT RESOLVED**, that the Ross Valley Fire Service Board of Directors does hereby authorize the deposit and withdrawal of Ross Valley Fire Service monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED**, that the following Ross Valley Fire and San Anselmo Finance Department officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

- Executive Officer
- Finance Director
- Battalion Chief
- Administrative Assistant

PASSED AND ADOPTED, by the Ross Valley Fire Service Fire Board, of Marin County, of the State of California on November 18<sup>th</sup>, 2020.

Ayes:  
Noes:  
Abstain:  
Absent:

---

Richard Shortall, President

---

Mariana Gonzalez, Administrative Assistant



**California State Treasurer's Office  
Local Agency Investment Fund (LAIF)**

**Authorization for Transfer of Funds**

Effective Date  
11/18/2020

Agency Name  
Ross Valley Fire Department

LAIF Account #  
1721001

Agency's LAIF Resolution # 20-10 or Resolution Date 11/18/2020

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Garret Toy	Executive Officer
Helen Yu-Scott	Finance Director
Tim Grasser	Battalion Chief
Dan Mahoeny	Battalion Chief
Gavin Illingworth	Battalion Chief
Mariana Gonzalez	Administrative Assistant

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature  
Mariana Gonzlaez

---

Print Name  
Administrative Assistant

---

Title  
415-258-4686 x10

---

Telephone

Signature  
Garret Toy

---

Print Name  
Executive Officer

---

Title  
415-458-2345

---

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Mariana Gonzalez	mgonzalez@rossvalleyfire.org
Helen Yu-Scott	hyu-scott@townofsananselmo.org

**Please email a scanned copy for review to [laif@treasurer.ca.gov](mailto:laif@treasurer.ca.gov).  
After approval is received, mail the original form to: State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001**

Ross Valley Fire Service

Resolution 06-12

Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

WHEREAS, pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Ross Valley Fire Service Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Ross Valley Fire Service.

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Fire Service Board of Directors does hereby authorize the deposit and withdrawal of Ross Valley Fire Service monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following Ross Valley Fire Service officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Linda Kelly Executive Officer	JoAnne Lewis Administrative Assistant	Brian McCarthy Battalion Chief	Joe Langlois Battalion Chief	Mike Denning Battalion Chief
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*Linda Kelly* \_\_\_\_\_ *JoAnne Lewis* \_\_\_\_\_ *Joe Langlois* \_\_\_\_\_

PASSED AND ADOPTED, by the Ross Valley Fire Service Fire Board, of Marin County, of the State of California on September 14<sup>th</sup>, 2006.

Ayes: 4  
Noes: 0  
Abstain: 0  
Absent: 0

*Peter Breen*  
Peter Breen, President

*JoAnne Lewis*  
JoAnne Lewis, Administrative Assistant



California State Treasurer's Office  
Local Agency Investment Fund (LAIF)

*mailed  
8/17*

Authorization for Transfer of Funds

Effective Date 7/1/2017 Agency Name Ross Valley Fire Department LAIF Account # 1721001

Agency's LAIF Resolution # 10-08 or Resolution Date \_\_\_\_\_

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. This authorization REPLACES AND SUPERCEDES all prior authorizations on file with LAIF for the transfer of funds.

Name	Title
Garrett Toy	Executive Officer
Dan Mahoney	Battalion Chief
Dave Stasiowski	Battalion Chief
Tim Grasser	Battalion Chief
JoAnne Lewis	Administrative Assistant

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

*[Signature]*  
 \_\_\_\_\_  
 Signature  
 JoAnne C Lewis  
 \_\_\_\_\_  
 Print Name  
 Administrative Assistant  
 \_\_\_\_\_  
 Title  
 415-258-4086 x10  
 \_\_\_\_\_  
 Telephone

*[Signature]*  
 \_\_\_\_\_  
 Signature  
 David Stasiowski  
 \_\_\_\_\_  
 Print Name  
 Battalion Chief  
 \_\_\_\_\_  
 Title  
 415-258-4088  
 \_\_\_\_\_  
 Telephone

Please provide email address to receive LAIF notifications.

Name	Email
JoAnne Lewis	jlewis@rossvalleyfire.org
Helen Yu-Scott	hyu-scott@townofsananselmo.org

Mail completed form to: State Treasurer's Office  
 Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001



**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the Meeting of November 18, 2020

TO: Ross Valley Fire Department Board of Directors  
FROM: Jason Weber, Fire Chief  
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 pursuant to Government Code Sections 20630, 20636, and 20636.1 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. 20-21, A Resolution Approving Salaries for all Ross Valley Fire Department employees for the 2020-2021 fiscal year.

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION NO. 20-21**

**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 2020-2021 fiscal year,

**SALARY SCHEDULE - July 1, 2020  
Monthly Salaries**

<b>Classification Title</b>	<b>Low</b>	<b>High</b>
Administrative Assistant	5,125	6,270
Battalion Chief	11,307	12,564
Fire Captain	8,123	9,873
Firefighter/Engineer	6,987	8,493
Sr. Fire Inspector	9,584	10,064
Fire Inspector	8,277	9,129
RVFD Executive Officer		300
RVFD Board of Directors		100

**NOTES:**

1. Executive Officer and Board of Directors received a stipend for each meeting attended.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on the 18<sup>th</sup> day of November 2020, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard Shortall, President

ATTEST:

\_\_\_\_\_  
Mariana Gonzalez, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of November 18, 2020

To: Board of Directors  
From: Jason Weber, Fire Chief  
Subject: Resolution 20-11, Recognizing the Service of Director John Reed

---

**RECOMMENDATION:**

Staff recommends that the Board approve Resolution 20-11, recognizing the service of Director John Reed after serving 8 years as a distinguished member of the Board of Directors of the Ross Valley Fire Department.

**DISCUSSION:**

Director John Reed, after eight years of service, will be leaving his position as a RVFD Board Member but will continue to be a strong advocate in the community for fire safety and preparedness. Director Reed has been a staunch advocate for protecting lives, property and the environments of Ross, San Anselmo, Sleepy Hollow and Fairfax through education, prevention and community service

The Ross Valley Fire Department Thanks Director Reed for his commitment and collaboration and we wish him the best in his future endeavors.

**FISCAL IMPACT:**

N/A

**AGENDA ITEM #** 49  
**Date** 11/18/2020

# **RESOLUTION OF APPRECIATION TO JOHN REED FOR SERVICE TO THE ROSS VALLEY FIRE DEPARTMENT**

## **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**, John Reed has served as a distinguished member of the Board of Directors of the Ross Valley Fire Department for the past 8 years; and

**WHEREAS**, Director Reed has been a staunch advocate for protecting lives, property and the environments of Ross, San Anselmo, Sleepy Hollow and Fairfax through education, prevention and community service; and

**WHEREAS**, Director Reed has strongly supported the need to work together in a professional and caring manner that is fair, honest respectful and ethical; and

**WHEREAS**, Director Reed has been a consistent source of advice, encouragement and support for the Ross Valley Fire Department and: and

**WHEREAS**, Director Reed will be leaving his position as a RVFD Board member but will continue to be a strong advocate in the community for fire safety and preparedness.

**NOW, THEREFORE BE IT RESOLVED**; the Ross Valley Fire Department Board of Directors expresses sincere appreciation to John Reed for his service to the Department, his support for our mission, his vision and leadership on projects to enhance public safety and promote the need for wildfire preparedness and for the example he has set in fostering collaboration among the municipalities of the Ross Valley.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Ross Valley Fire Department held this 18<sup>th</sup> day of November 2020.

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**Rich Shortall – RVFD Board President**

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the Meeting of November 18, 2020

TO: Ross Valley Fire Department Board of Directors  
FROM: Kevin Yeager, Deputy Director Fire  
SUBJECT: RVFD Financial Service Agreement

---

**RECOMMENDATION**

That the Board of Directors approve the attached RVFD Financial Service Agreement between the TOWN OF SAN ANSELMO (hereafter "TOWN") and the ROSS VALLEY FIRE DEPARTMENT (hereafter "RVFD") for financial services provided by TOWN to RVFD as set forth herein and to grant the Fire Chief or his/her designee the authority to make minor (non-fiscal) changes as needed to keep the document up to date and accurate.

**BACKGROUND AND DISCUSSION**

The Town of San Anselmo has been providing financial services to the Ross Valley Fire Department for the last several years. The attached agreement includes the scope and the roles and responsibilities between the Ross Valley Fire Department and the Town of San Anselmo. The services provided by the Town of San Anselmo include accounts payable, accounts receivable, payroll, and benefit payments.

**FISCAL IMPACT:**

There is no added fiscal impact for this agreement; it has already been budgeted in the current year budget (Fiscal 2021) that was adopted by your board in June 2020.

**Attachment #1:** RVFD Financial Service Agreement

AGENDA ITEM # 4 H  
Date 11/18/2020

## **Financial Services Agreement**

This Agreement, effective July 1, 2020 (the "Effective Date"), is entered into by and between the TOWN OF SAN ANSELMO (hereafter "TOWN") and the ROSS VALLEY FIRE DEPARTMENT (hereafter "RVFD") for financial services provided by TOWN to RVFD as set forth herein.

### **Recitals**

A. RVFD was formed in 1982 pursuant to a Joint Powers Agreement (JPA) by and among the Town of San Anselmo, and the Town of Fairfax, with contract services to the Sleepy Hollow to provide fire protection, emergency medical and related services within their territories.

B. In 2010, the Sleepy Hollow Fire Protection District joined the JPA as a full member.

C. In 2012, the Town of Ross joined the JPA.

NOW THEREFORE, the purpose and intent of this Agreement is to set forth the terms and conditions by which TOWN, commencing on the Effective Date, provides financial services to RVFD as authorized by the Joint Exercise of Powers Act (Government Code Sections 6500, *et seq.*) which expressly permits the parties to contract for such services with each other.

### **Agreement**

TOWN and RVFD, 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 of July 1, 2020 and shall continue in full force and effect for an indefinite term until terminated as set forth below.

#### **SECTION 2. Earlier Agreements Superseded**

This Agreement supersedes all other earlier verbal understandings or agreements between TOWN and RVFD for the provision of financial services, which earlier understandings and agreements are hereby revoked, terminated and are of no force or effect.

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

TOWN 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 TOWN with RVFD.

#### **SECTION 4. Financial Services Rendered By TOWN**

TOWN shall, for the consideration set forth in this Agreement, provide the financial services described in Exhibit A (entitled "Scope of Financial Services") attached hereto and by this reference incorporated herein.

#### **SECTION 5. Compensation for Financial Services Rendered**

The terms and conditions for compensation to TOWN for its provision of financial services to RVFD under this Agreement are set forth in Exhibit B (entitled "Compensation for Financial Services") attached hereto and incorporated herein by this reference.

#### **SECTION 6. Standard Accounting & Fiscal Practices**

Standard and sound public entity accounting and fiscal procedures and practices shall guide all TOWN personnel performing financial services under this Agreement. Both RVFD and TOWN shall have the opportunity to review and provide input during the formulation and identification of all such accounting and fiscal procedures and practices applicable to TOWN's performance hereunder.

#### **SECTION 7. Changes to Applicable Accounting Practices & Procedures**

RVFD reserves the right to modify the financial practices and standards applicable herein to conform with any changes required either by law or by it. Notice of such modifications shall be mailed to TOWN's manager at least thirty (30) days prior to the effective date of their implementation. TOWN will have thirty (30) days from time of notification to institute changes unless a different time period is agreed upon in writing by the parties.

#### **SECTION 8. Changes Required by Law**

The parties hereby acknowledge and agree that any changes or modification of law or formal accounting principles/standards that will affect the financial services being provided by TOWN under this Agreement shall be immediately addressed. The parties therefore agree to work together in advance of any such changes in order to eliminate and/or minimize any disruption to services and to provide for an orderly transition necessitated by any such changes.

#### **SECTION 9. Inspection & Ownership of Records**

TOWN upon reasonable notice given by RVFD shall make available all financial records involved in the performance of this Agreement for purposes of inspection by RVFD and/or its auditors and consultants. All ledgers, statements, checks, balance sheets, bank records and other such financial documents that TOWN prepares or obtains pursuant to this Agreement and which relate to the matters covered hereunder shall be the property of RVFD. TOWN hereby agrees to deliver these documents to RVFD upon termination of this Agreement. It is understood and agreed that all such

documents and materials, including but not limited to those described above and prepared pursuant to this Agreement, are exclusively the property of, and owned by, RVFD.

#### **SECTION 10. Confidentiality of Records**

TOWN shall hold in strict confidence all information, data and records pertaining to RVFD received or developed in the course of performing under this Agreement and will not disclose such confidential information to any person or entity, either during the term of this Agreement or at any time thereafter. For purposes of this section, confidential information is defined as all information disclosed to TOWN which relates to RVFD's past, present, and future activities, as well as activities under this Agreement, which does not otherwise constitute a public record under California law. TOWN is prohibited from disclosing or sharing any such information without the express authorization of RVFD unless compelled by law to do so.

#### **SECTION 11. Performance Review**

RVFD reserves the right at any time to audit and review TOWN's performance under this Agreement, and agrees to provide to TOWN the results of its review. TOWN agrees to cooperate with any and all requests for information and documents related to any such audit and review and, if necessary, to cooperate and provide information and material to outside auditors and consultants.

#### **SECTION 12. Financial Integrity Concerns**

If any act or omission under this Agreement by TOWN and its staff presents a perceived or potential risk to the public funds/monies being handled or controlled by TOWN on RVFD's behalf, RVFD's Executive Officer shall notify TOWN's Manager of the concern by telephone and in writing. If TOWN fails to correct the concern within fourteen (14) days after receipt of written notice, RVFD may suspend this Agreement until such time as this concern has been corrected. The decision of RVFD as to the existence of such a risk or concern and its resolution shall be final, but TOWN shall be permitted to present its response to the RVFD Board of Directors either in writing or orally or both before any such final decision is rendered.

#### **SECTION 13. Assignment of TOWN Personnel**

TOWN shall assign only competent employees/staff to perform the financial services it renders under this Agreement. TOWN shall not assign non-employees or outside/independent contractors to perform any such services without first obtaining the express authorization of RVFD to do so. In the event that RVFD requests at any time during the term of this Agreement that a particular TOWN employee cease performing services hereunder, TOWN agrees to carefully consider such request and, if possible, accede to it.



#### **SECTION 14. Hold Harmless & Indemnification**

TOWN and RVFD 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 TOWN and RVFD under the doctrine of comparative fault as established under California law.

#### **SECTION 15. Insurance**

TOWN shall carry at its own expense during the full term of this Agreement errors and omissions insurance for financial misfeasance/malfeasance in the minimum amount of one million dollars (\$1,000,000). The TOWN shall provide current proof of such insurance coverage to RVFD within ten (10) days of this Agreement being fully executed by each of the parties' representatives set forth below.

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

Both TOWN and RVFD warrant and covenant that they presently have no interest in, nor shall any interest be hereinafter acquired, in any matter which will render the financial services required under the provisions of this Agreement a violation of any applicable state, local or federal law. TOWN and RVFD each 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**

TOWN shall not assign all or any portion of this Agreement.

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

Should any disagreement or dispute between TOWN and RVFD arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, 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 TOWN and RVFD 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 TOWN and RVFD 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. TOWN and RVFD each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs, it hereby being agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. TOWN and RVFD 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 TOWN and RVFD 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 TOWN or RVFD 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 (3) 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 above.

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

TOWN 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. TOWN and its employees shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, age, physical or mental disability in any matters related to access to or provision of services, or related to employment.

**SECTION 21. Termination**

This Agreement may be terminated by sixty (60) days written notice being 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. TOWN and RVFD each agree 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 TOWN or RVFD.

**SECTION 26. Parties' Representations**

TOWN and RVFD 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. TOWN's manager 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:

Executive Officer  
Ross Valley Fire Department  
777 San Anselmo Ave.  
San Anselmo, CA 94960

If to TOWN:

Town Manager  
Town of San Anselmo  
525 San Anselmo Ave.  
San Anselmo, CA 94960

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. Execution in Counterparts**

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

**SECTION 33. 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:

**TOWN OF SAN ANSELMO**

Attest:

\_\_\_\_\_  
TOWN Clerk

By: \_\_\_\_\_  
David Donery, San Anselmo Town  
Manager

**ROSS VALLEY FIRE  
DEPARTMENT**

Attest:

\_\_\_\_\_  
RVFD Clerk

By: \_\_\_\_\_  
Garrett Toy, RVFD Executive Officer

## Exhibit A

### Scope of Financial Services

TOWN shall assign its employees/staff to exclusively maintain and administer RVFD's finances and financial records, which requires performance of the following functions:

Process of Accounts Payable and Accounts Receivable.

Process of payroll – including filing appropriate taxes, reports, and deposits.

Ensure premiums are paid timely.

In order to perform such financial services, TOWN employees/staff shall:

- Using its office space, computers, telephones, mail services and other administrative functions.
- Be reasonably available to perform the subject services during the normal work week and regular office hours.
- Meet regularly and communicate via telephone and email as often as necessary with RVFD personnel in order to perform the necessary scope of work.
- Devote such time to the performance of services as will be reasonably necessary to meet the standard of performance required under this Agreement.
- Maintain proper adequate and sufficient records, electronic or otherwise, to meet said performance standards.
- Maintain the security and confidentiality of such records.
- Maintain current balances at all times on funds held on RVFD's behalf.
- Once supporting documents received from the RVFD, make current and timely disbursements on RVFDs behalf to avoid any arrears, defaults, delinquencies, late charges or other such financial ramifications.
- Alert RVFD personnel to any cash flow problems a sufficient time in advance to remedy same.
- Any changes in this Scope of Services shall not be made or paid for unless negotiated and approved in advance in writing by both RVFD and TOWN by means of a properly-executed written addendum to this Agreement.

## Exhibit B

### Compensation for Financial Services

The below annual financial services fee is for all such services rendered by TOWN to RVFD pursuant to the foregoing Scope of Services (Exhibit A) for the period July 1, 2020 through June 30, 2021. This annual fee is subject to re-negotiation and may be updated/modified in each future year by means of an addendum to this Agreement without the necessity of amending this entire Agreement every year.

<u>Annual Fee:</u>	<u>For Period:</u>
\$ <u>84,900</u>	July 1, 2020 – June 30, 2021

RVFD shall pay the above annual fee to TOWN as follows: TOWN will invoice RVFD quarterly.

The foregoing annual fee is all-inclusive and covers any administrative or incidental costs incurred by TOWN. Thus, TOWN will not levy an additional charge for data requests, report preparation, telephone calls, , meetings and the like.

It is possible that RVFD may request TOWN to provide extraordinary or unusual financial services on its behalf that are not included under this Agreement and its scope of work. Such extraordinary services are subject to future negotiation and agreement by TOWN and RVFD and would not constitute a part of this Agreement.

All payments owed by RVFD to TOWN as compensation under this Agreement shall be paid within thirty (30) days of being due. All payments not made within thirty (30) days shall bear interest at the rate of one and one-half (1 ½) percent per month or the then-legal rate allowed.



## Exhibit C

### Accounting Workflow

The below workflow is for all such services rendered by TOWN to RVFD pursuant to the foregoing Scope of Services (Exhibit A) for the period July 1, 2020 through June 30, 2021. This workflow is subject to additions and deletions and may be updated/modified in each future year by means of an addendum to this Agreement without the necessity of amending this entire Agreement every year.

#### **Workflow – Accounts Payable:**

- RVFD: Invoice received, directed to appropriate Program Manager
- RVFD: Invoices shall be stamped, coded and approved and presented to Finance Department for payment. All invoices shall be paid as submitted.
- RVFD: Stamped, coded and approved invoices shall be sent to Finance for payment via electronic mail.
- RVFD: New Vendors will be setup by RVFD Administrative Assistant within the Tyler System with Cloud hosted server. TOWN will notify RVFD if vendor is not set up in system.
- TOWN: All invoices will be processed timely and all invoices will be paid within 10 days of receipt by Finance in order to ensure no late fees are incurred. AP schedule for 2020 as attached. Schedule shall be reviewed annually.
- TOWN: Based on the AP schedule, Finance personnel will set up the Tyler System auto signature feature. Two authorized signatures are required on all \$2,000 or more checks – Operating and Payroll generated checks.

#### **Cal Card – US BANK payment**

- RVFD: Create a summary excel sheet with employee name, merchant/GL code, amount, subtotal and total due.
- RVFD: The Department combined credit card statement will be utilized to combine all receipts and accounting coding for the statement.
- RVFD: Provide a copy of the receipt for all transactions. In the event of a lost or missing receipt, the CalCard Lost Receipt Form shall be completed and approved by the Battalion Chief, Deputy Director of Fire, Deputy Chief or Fire Chief.

TOWN: Finance will scan all paid bills and corresponding documents for storage.

TOWN: Payroll related recurring invoices are paid online, through secure websites. The payment information is stored electronically, as well as a hard copy placed in the General Journal Binder for review monthly by Department. This is the payment information to, for example, CalPERS for retirement and health payments. The information includes the data sent to PERS and the payment receipt. Any other vendor that is paid directly online.

TOWN: At the start of each month, a detail report of all revenue and expenditure transactions are sent to the RVFD for review. This report is generated each month and sent along with the Check Register. It shows all transactions for the current budget period. Once the Cloud hosted service became available. Town Finance Department will train the RVFD staff to run the reports themselves and ensure the RVFD staff have the ability to research transactions on their own.

**Workflow – Accounts Receivable: (current)**

- RVFD: Check received at Department – make sure check is written for the correct amount and signed
- RVFD: Receipt is written in numbered receipt book
- RVFD: White (original) copy is provided to customer
- RVFD: Yellow copy is attached to check
- RVFD: Pink copy remains in receipt book
- RVFD: Yellow copy and check are attached together and placed in the metal lock box
- Each week (or as often as appropriate) authorized personnel will notify Finance Department that checks and/or cash are available for deposit.
- At time of writing this Workflow, there is in process the creation of an electronic point of sale system, to work directly with the Tyler System.

The process for A/R will be updated once the new, updated POS feature is implemented.

**Credit Card Receipts:**

- RVFD: Signed credit card receipts will be retained at the RVFD
- RVFD: When checks are picked up, signed credit card receipts will also be given to Finance Department for processing
- RVFD: provide the transaction detail on the first business day of the month in order to close the month at a timely manner.

- RVFD: will copy TOWN on all the billing invoices, such as member agencies, OES, County of Marin, and Ross Valley Paramedic Authority. They will also provide copies of any Purchase Orders that are created.

### **Workflow – Bank Reconciliations:**

- Operating and Payroll bank statements are received at Department
- RVFD: opens and reviews statements
- RVFD: Contact Finance Director with any questions regarding items on statement
- RVFD: Administrative Assistant will initial and date the statements and send over to the Town Hall

### **Workflow – Payroll:**

- RVFD: Payroll reports are automatically emailed to Finance directly on the 4<sup>th</sup> and 18<sup>th</sup> of each month via the Telestaff Program.
- RVFD: Personnel Action Forms, new hire information, any other payroll related paperwork will be gathered, as appropriate and Payroll will receive a copy of related documents for the current payroll by the 4<sup>th</sup> and 18<sup>th</sup> of each month in order to be added to the process

### **Personnel Action Forms:**

- RVFD: PAF shall be completed with all appropriate information – i.e. Step increase, percentage raise, promotion
- RVFD personnel shall create necessary Personnel Action Forms (PAF). Town's payroll staff will help with the rates information as needed.
- RVFD: Completed PAFs shall be delivered to the Personnel Battalion Chief for review
- RVFD: Completed PAFs are then given to the Fire Chief, Deputy Fire Chief, or Deputy Director of Fire for final approval
- RVFD: Approved and signed PAFs are provided to Finance for inclusion into Payroll data. Originals are placed in personnel folders.

### **Payroll Changes:**

- Corrections which require an employee to reimburse monies to the Department due to an overpayment or underpayment will need to be approved in writing by

the Personnel Battalion Chief, Deputy Director of Fire and the employee before any such corrections are made to payroll.

- Minor corrections to overtime, sick, vacation and comp time can be authorized by the Personnel Battalion Chief

### **Reimbursements by employees:**

- TOWN: Annual review/audit of any payroll reimbursement by employee, with statement of account/amounts provided to each employee. As applicable.

### **Payroll Calculations:**

- Under direction of the Personnel Battalion Chief, Finance shall calculate payroll figures – including, but not limited to, budget estimates, raises, promotions

### **Human Resources**

#### **New Hires:**

- RVFD: New employee information will be scanned and emailed to Finance to enter into payroll system
- RVFD: Information includes:
  - Employee Information Sheet
  - Cover email with information regarding what benefit(s) the employee has signed up for
  - Copy of voided check/bank account information
  - Personnel Action Form – New Hire
  - W-4

### **Benefit Changes:**

#### **PERS Retirement:**

- RVFD: Administrative Assistant shall enter in new hire employee information into the myCalPERS system
- TOWN: Finance shall complete the Semi-monthly payroll within the myCalPERS system
- TOWN: Finance shall complete and pay the Semi-monthly payroll via electronic transfer

- TOWN: Finance shall enter in the completed transactions into the accounting system and General Journal Binder for monthly review

### **Health Plan**

- RVFD: Employee completes HBD 12 Form
- RVFD: Employee submits completed form to Administrative Assistant
- RVFD: Administrative Assistant completes changes in MyCalPERS
- RVFD: Administrative Assistant emails Finance with changes and effective date(s)
- TOWN: Finance shall make appropriate changes to Cafeteria Plan, payroll
- RVFD: HBD 12 Form is filed in Employee Personnel File

### **Deferred Compensation Plan (457 Plan)**

- RVFD: Employee completes appropriate change form for 457 plans
- RVFD: Employee submits completed form to Administrative Assistant
- RVFD: Administrative Assistant completes changes in 457 Plan websites
- RVFD: Administrative Assistant provides updated information to Finance for changes to payroll – amount, effective date
- TOWN: Finance shall make changes to payroll
- RVFD: Completed form is filed in Employee Personnel File

### **Dental/Vision/Life**

- RVFD: Employee completes EBA Employee Form
- RVFD: Employee submits completed form to Administrative Assistant
- RVFD: Administrative Assistant completes changes in FDAC EBA website
- RVFD: Administrative Assistant provides updated information via email to Finance for changes to payroll – with the amount, effective date
- TOWN: Finance shall make changes to payroll
- RVFD: Completed form is filed in Employee Personnel File

### **AFLAC**

- RVFD: Employee to contact AFLAC representative direct for information regarding plan, enrollment, etc.

- RVFD: Employee to provide Administrative Assistant completed enrollment or change form
- RVFD: Administrative Assistant will provide information to Finance – amount, effective date
- TOWN: Finance shall make changes to payroll
- RVFD: Completed form is filed in Employee Personnel File

**Cafeteria Plan:**

- RVFD Administrative Assistant: Per the Ross Valley Firefighters Association, Memorandum of Understanding, page 8, paragraph d – Health Benefits, Cafeteria Plan, “Employees will be given an annual statement of the amounts paid to each option.”
- RVFD Administrative Assistant: shall create a statement for each employee, outlining their Cafeteria Plan coverages and costs.
  - TOWN: Finance shall include this statement in the December 31<sup>st</sup> paycheck envelope

TO ROSS VALLEY

FIRE DEPT

I LOVE YOU

IN JAPAN

TO TRIP

I MISS YOU

LOVE NANCY S FANELL

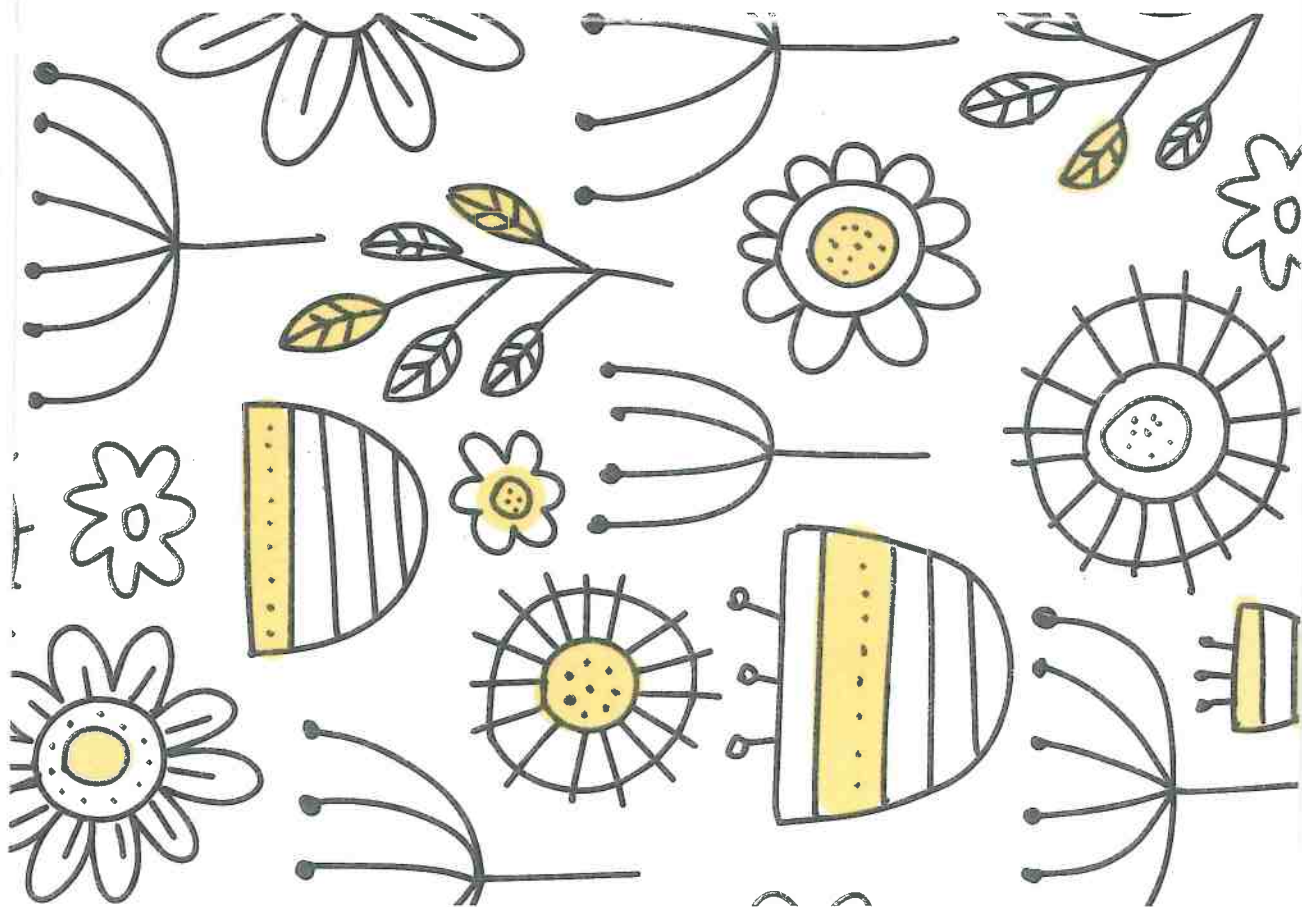
MAY 2020

DEAR FAIRFAX DEPARTMENT,

This is a belated thank you for allowing Fritz + his friends to spend his 4th birthday with you in February. Fireman Aaron gave them a wonderful tour - highlights of which were seeing him slide down the pole, and spraying the hose! We hope you are all keeping safe.

Thank you for all you do. Fritz thought you might like some ice cream at Good Earth.

♡ The Barthels



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Hello!

Sept 2020

We tried to send a thank  
you note to the Fairfax  
Fire Station for a tour they  
gave to my son and his  
friends last February and  
it was returned. Could  
you kindly make sure they  
receive it?

Thank you + stay safe!

kraejende® Kate Barthel 415 316 3140