



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, February 10th, 2021
6:00 pm – Badge Pinning Ceremony
6:30 pm RVFD Board Meeting

Call to order – 6:30pm

1. Open time for public expression. The public is welcome to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists and 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
 1. MWPA Update – MWPA Executive Officer Mark Brown
 2. Town of Ross Facility Update
 3. Labor-Management Committee Update
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 January
 - b) Call report and out of jurisdiction report – January
 - c) Current Budget Report
 - d) Minutes from the January 13th, 2021 Board Meeting
 - e) MOA Agreement
 - f) Resolution 21-03 Wildfire Mitigation Specialist - Defensible Space Lead
5. Resolution 21-02 Disaster Preparedness Coordinator – Chief Weber
6. Resolution 21-04 Midyear Budget Report - Deputy Director Yeager & Finance Director Helen Yu-Scott

Next meeting – Scheduled for Wednesday, March 10, 2021, Location TBD.

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: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
01012	AT&T	01/04/2021	Regular	0.00	55.55	21598
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
287016675128X1...	Invoice	01/04/2021	11.16.2020-12.15.2020 - FOUNDATION ACCT...	0.00	55.55	
	01.14.61705.00		TELEPHONE		55.55	
01026	AT&T Calnet	01/04/2021	Regular	0.00	1,195.02	21599
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000015797572	Invoice	01/04/2021	11/25/2020-12/24/2020 - BAN 9391026581	0.00	398.34	
	01.14.61705.00		TELEPHONE		398.34	
000015797573	Invoice	01/04/2021	11/25/2020-12/24/2020 - BAN 9391026582	0.00	398.34	
	01.14.61705.00		TELEPHONE		398.34	
000015797575	Invoice	01/04/2021	11/25/2020-12/24/2020 - BAN 9391026584	0.00	398.34	
	01.14.61705.00		TELEPHONE		398.34	
01075	Batteries Plus Bulbs	01/04/2021	Regular	0.00	65.13	21600
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
P34861256	Invoice	01/04/2021	DEC 2020 - LIGHTNING CABLE/DC CHARGER	0.00	65.13	
	01.05.62200.00		GENERAL DEPARTMENT S... DEC 2020 - LIGHTNING CABLE/DC ...		65.13	
01054	BoundTree Medical	01/04/2021	Regular	0.00	671.75	21601
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
83882851	Invoice	01/04/2021	DEC 2020 - MEDICAL SUPPLIES/TOOLS	0.00	671.75	
	01.10.62204.00		PARAMEDIC RESPONSE SU... DEC 2020 - MEDICAL SUPPLIES/T...		671.75	
01015	Curtis Tools	01/04/2021	Regular	0.00	5,752.16	21602
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV436014	Invoice	01/04/2021	OCT 2020 - CLASSIX JACKET/TURNOUTS	0.00	5,357.03	
	01.10.63160.00		TURNOUTS		5,357.03	
INV447915	Invoice	01/04/2021	DEC 2020 - E-18 REPAIR	0.00	395.13	
	01.10.63131.00		EQUIPMENT		395.13	
01272	Diesel Direct West Inc	01/04/2021	Regular	0.00	966.75	21603
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
83860766	Invoice	01/04/2021	DEC 2020 - GASOLINE UNL 63.8 GALLONS	0.00	253.81	
	01.25.62988.00		FUEL		253.81	
83860767	Invoice	01/04/2021	DEC 2020 - ULSD CLEAR 183.2 GALLONS	0.00	712.94	
	01.25.62988.00		FUEL		712.94	
01359	Foretezza Diversified Services, LLC	01/04/2021	Regular	0.00	1,400.00	21604
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
012-20	Invoice	01/04/2021	DEC 2020 - BACKGROUND INVESTG/NATE B...	0.00	1,400.00	
	01.05.61129.00		HIRING EXPENSES		1,400.00	
01248	Lehr	01/04/2021	Regular	0.00	418.75	21605

AGENDA ITEM # 4A

Date 02/10/21

Check Report

Date Range: 01/01/2021 - 01/31/2021

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		
SI55151	Invoice	01/04/2021	DEC 2020 - LED LAMPS/GROMMET	0.00	418.75	
	01.25.62989.00		PARTS VEHICLE		418.75	
01234	Napa Auto Parts	01/04/2021	Regular	0.00	108.89	21606
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
575776	Invoice	01/04/2021	DEC 2020 - BLUE DEF 2.5 GALLONS	0.00	108.89	
	01.25.62988.00		FUEL		108.89	
01020	PG&E	01/04/2021	Regular	0.00	1,922.23	21607
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
758-01042021	Invoice	01/04/2021	758 - PARK RD/BOLINAS/BUTTERFIELD/SA A...	0.00	1,922.23	
	01.14.61702.00		GAS AND ELECTRIC		1,922.23	
01010	Redwood Security Systems Inc	01/04/2021	Regular	0.00	495.00	21608
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
4073980	Invoice	01/04/2021	JAN 2021 - RVFD ST 20 & 21 - FIRE MONITOR...	0.00	495.00	
	01.05.61105.00		OTHER CONTRACT SERVICES		495.00	
01188	Staples Credit Plan	01/04/2021	Regular	0.00	733.12	21609
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2704725381	Invoice	01/04/2021	DEC 2020 - GEL PEN/PAPER/PERM MARKERS	0.00	85.12	
	01.05.62000.00		OFFICE SUPPLIES		85.12	
2708879861	Invoice	01/04/2021	DEC 2020 - PENDAFLEX CUTLESS 3TAB	0.00	20.43	
	01.05.62000.00		OFFICE SUPPLIES		20.43	
2708880521	Invoice	01/04/2021	DEC 2020 - STAPLES/MINTS/3RING BINDER	0.00	115.24	
	01.05.62000.00		OFFICE SUPPLIES		115.24	
2718710301	Invoice	01/04/2021	DEC 2020 - SOLO NEW YORK EVERYDAY LA	0.00	30.44	
	01.05.62000.00		OFFICE SUPPLIES		30.44	
2719618771	Invoice	01/04/2021	DEC 2020 - MAGENTA/CYAN/BLK TONER/ST...	0.00	349.80	
	01.05.62000.00		OFFICE SUPPLIES		349.80	
2719618871	Invoice	01/04/2021	DEC 2020 - MINI MEMO PADS	0.00	21.74	
	01.05.62000.00		OFFICE SUPPLIES		21.74	
2719621061	Invoice	01/04/2021	DEC 2020 - TRU RED HANGING FILE FOLDER	0.00	28.81	
	01.05.62000.00		OFFICE SUPPLIES		28.81	
2724234241	Invoice	01/04/2021	DEC 2020 - BLACK TONER	0.00	81.54	
	01.05.62000.00		OFFICE SUPPLIES		81.54	
01073	U.S. Bank Corporate Payment System	01/06/2021	Regular	0.00	6,209.59	21610
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0003100	Invoice	01/06/2021	12.14.2020 - MAHONEY - VIMEO.COM	0.00	20.00	
	01.10.61000.00		TRAINING AND EDUCATION		20.00	
INV0003101	Invoice	01/06/2021	12.17.2020 - MAHONEY - MARIN AUTO - SM...	0.00	196.81	
	01.25.61600.00		REPAIRS VEHICLE		196.81	
INV0003102	Invoice	01/06/2021	12.17.2020 - MAHONEY - MARIN AUTO - SM...	0.00	188.12	
	01.25.61600.00		REPAIRS VEHICLE		188.12	
INV0003103	Invoice	01/06/2021	12.3.2020 - BASTIANON - BESTBUY - LAPTOP	0.00	1,257.49	
	01.14.63044.00		TECHNOLOGY PURCHASES		1,257.49	
INV0003104	Invoice	01/06/2021	12.3.2020 - GRASSER - APPLE.COM - GOODR...	0.00	59.90	
	01.05.61121.00		COMPUTER SOFTWARE/SU...		59.90	
INV0003105	Invoice	01/06/2021	12.5.2020-GRASSER-APPLE-PARAM. PROTO...	0.00	9.99	

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.05.61121.00		COMPUTER SOFTWARE/SU...		9.99	
INV0003106	Invoice	01/06/2021	12.4.2020 - STANDFIELD-MYSTERY RANCH-F...	0.00	1,005.56	
	01.10.62213.00		PROTECTIVE CLOTHING		1,005.56	
INV0003107	Invoice	01/06/2021	11.29.2020 - ILLINGWORTH - COSTCO - ELEC...	0.00	788.98	
	01.10.61000.00		TRAINING AND EDUCATION		788.98	
INV0003108	Invoice	01/06/2021	12.11.20-HOGGAN-LOWES-STORAGE RAIL/T...	0.00	64.41	
	01.14.61500.21		BUILDING MAINTENANCE ...		64.41	
INV0003109	Invoice	01/06/2021	12.18.20 - ARENAS - AMAZON - CAMPING C...	0.00	93.49	
	01.10.63131.00		EQUIPMENT		93.49	
INV0003110	Invoice	01/06/2021	12.21.20 - JAMOTTE - FITNESS SUPERSTOR-...	0.00	73.68	
	01.14.63042.00		EXERCISE EQUIPMENT		73.68	
INV0003111	Invoice	01/06/2021	12.1.20 - ROSECRANS - AMAZON - AAA BATT...	0.00	63.68	
	01.10.62210.00		BREATHING APPARATUS		63.68	
INV0003112	Invoice	01/06/2021	11.23.20 - GONZALES - USPS STAMPS	0.00	100.00	
	01.05.62003.00		POSTAGE		100.00	
INV0003113	Invoice	01/06/2021	11.24.20 - GONZALES - STAMPS.COM	0.00	17.99	
	01.05.62003.00		POSTAGE		17.99	
INV0003114	Invoice	01/06/2021	11.25.20 - GONZALES - MONDAY.COM - ME...	0.00	99.00	
	01.05.61105.00		OTHER CONTRACT SERVICES		99.00	
INV0003115	Invoice	01/06/2021	12.8.20 - GONZALES - ADOBE - ACROBAT PR...	0.00	14.99	
	01.05.61121.00		COMPUTER SOFTWARE/SU...		14.99	
INV0003116	Invoice	01/06/2021	12.6.20-GUTTIEREZ-AMAZON-ELECTRIC RU...	0.00	1,630.16	
	15.00.63154.00		VEHICLE PURCHASE		1,630.16	
INV0003117	Invoice	01/06/2021	12.7.20 - GUTTIEREZ - SMRTSIGN - REFLECTI...	0.00	32.57	
	01.14.61500.00		BUILDING MAINTENANCE ...		32.57	
INV0003119	Invoice	01/06/2021	12.7.20 - GUTTIEREZ - COLLEGE OAK TOWIN...	0.00	330.00	
	01.25.61600.00		REPAIRS VEHICLE		330.00	
INV0003120	Invoice	01/06/2021	12.11.20 - GUTTIEREZ - OREILLY AUTO - WIR...	0.00	89.77	
	01.25.62989.00		PARTS VEHICLE		89.77	
INV0003121	Invoice	01/06/2021	12.18.20 - GUTTIEREZ - MARIN AUTO - SMOG..	0.00	73.00	
	01.25.61600.00		REPAIRS VEHICLE		73.00	
	Void	01/06/2021	Regular	0.00	0.00	21611
01285	360 Rescue LLC	01/07/2021	Regular	0.00	850.00	21612
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0003122	Invoice	01/07/2021	DEC 2020 - ROPE RESCUE TECH CLASS 12.4-1...	0.00	850.00	
	01.10.61000.00		TRAINING AND EDUCATION		850.00	
01285	360 Rescue LLC	01/07/2021	Regular	0.00	-850.00	21612
01326	AMAZON.COM SERVICES LLC	01/07/2021	Regular	0.00	308.79	21613
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1H11-4DCD-7NN4	Invoice	01/07/2021	DEC 2020 - LM TAPES FOR RECORDING	0.00	27.18	
	01.10.63131.00		EQUIPMENT		27.18	
1JYJ-KVPJ-GHRQ	Invoice	01/07/2021	DEC 2020 - NINJA PROFESSIONAL BLENDER	0.00	141.32	
	01.14.63040.00		APPLIANCES		141.32	
1MFF-FM91-74JH	Invoice	01/07/2021	DEC 2020 - AEO SOLAR WATER PUMP KIT	0.00	140.29	
	01.14.61500.00		BUILDING MAINTENANCE ...		140.29	
01000	American Messaging	01/07/2021	Regular	0.00	47.79	21614

Check Report

Date Range: 01/01/2021 - 01/31/2021

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		
W4106073VA	Invoice	01/07/2021	1.1.2021 - 1.31.2021 - ACCT # W4-106073	0.00	47.79	
	01.10.63150.00		COMMUNICATIONS EQUI...		47.79	
01054	BoundTree Medical	01/07/2021	Regular	0.00	766.12	21615
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
83898175	Invoice	01/07/2021	DEC 2020 - VARIOUS MEDICAL SUPPLIES	0.00	766.12	
	01.10.62204.00		PARAMEDIC RESPONSE SU... DEC 2020 - VARIOUS MEDICAL SU...		766.12	
01313	Comcast	01/07/2021	Regular	0.00	825.59	21616
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
632-01072021	Invoice	01/07/2021	632 - 33 SFD BLVD - 12.28.20-1.27.20	0.00	825.59	
	01.14.61705.00		TELEPHONE 632 - 33 SFD BLVD - 12.28.20-1.27...		825.59	
01272	Diesel Direct West Inc	01/07/2021	Regular	0.00	708.65	21617
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
83868046	Invoice	01/07/2021	JAN 2021 - GASOLINE UNL 16.3 GALLONS	0.00	65.44	
	01.25.62988.00		FUEL JAN 2021 - GASOLINE UNL 16.3 G...		65.44	
83868047	Invoice	01/07/2021	JAN 2021 - ULSD CLEAR 166.2 GALLONS	0.00	643.21	
	01.25.62988.00		FUEL JAN 2021 - ULSD CLEAR 166.2 GAL...		643.21	
01314	EAN SERVICES, LLC	01/07/2021	Regular	0.00	799.28	21618
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
26025164	Invoice	01/07/2021	DEC 2020 - ENTERPRISE RENT-A-CAR	0.00	799.28	
	01.10.61901.00		DISASTER COORDINATION DEC 2020 - ENTERPRISE RENT-A-C...		799.28	
01017	Fairfax Lumber	01/07/2021	Regular	0.00	68.23	21619
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
220908	Invoice	01/07/2021	JAN 2021 - STA 21 - DUCT TAPE/TIES/CABLE/...	0.00	59.05	
	01.05.62200.00		GENERAL DEPARTMENT S... JAN 2021 - STA 21 - DUCT TAPE/TI...		59.05	
220910	Invoice	01/07/2021	JAN 2021 - STA 21 - SAND PAPER	0.00	9.18	
	01.05.62200.00		GENERAL DEPARTMENT S... JAN 2021 - STA 21 - SAND PAPER		9.18	
01049	Fishman Supply Company	01/07/2021	Regular	0.00	1,102.43	21620
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1284747	Invoice	01/07/2021	DEC 2020 - PAPER TOWELS/SOAP/LAUNDRY...	0.00	974.28	
	01.14.62206.00		JANITORIAL MAINTENANCE... DEC 2020 - PAPER TOWELS/SOAP/...		974.28	
1284747.1	Invoice	01/07/2021	JAN 2021 - ANTIBACTERIAL LOTION SOAP RE...	0.00	128.15	
	01.14.62206.00		JANITORIAL MAINTENANCE... JAN 2021 - ANTIBACTERIAL LOTIO...		128.15	
01295	Grier Argall Plumbing Inc	01/07/2021	Regular	0.00	4,675.00	21621
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
13481	Invoice	01/07/2021	DEC 2020 - STA 20 - SANI SINK INSTALLATION	0.00	4,675.00	
	01.14.61500.20		BUILDING MAINTENANCE ... DEC 2020 - STA 20 - SANI SINK INS...		4,675.00	
01052	HRdirect	01/07/2021	Regular	0.00	195.72	21622
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV9711541	Invoice	01/07/2021	JAN 2021 - POSTER GUARD/ST/FED/LOCAL R...	0.00	97.86	
	01.05.61300.00		PUBLICATIONS AND DUES JAN 2021 - POSTER GUARD/ST/FE...		97.86	
INV9711542	Invoice	01/07/2021	JAN 2021 - POSTER GUARD/ST/FED/LOCAL R...	0.00	97.86	

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.05.61300.00	PUBLICATIONS AND DUES	JAN 2021 - POSTER GUARD/ST/FE...		97.86	
01329	Andrew Juric	01/13/2021	Regular	0.00	850.00	21623
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0003147	Invoice	01/13/2021	DEC 2020 - REIMB-ROPE RESCUE TECH CLASS..	0.00	850.00	
	01.10.61000.00	TRAINING AND EDUCATION	DEC 2020 - REIMB-ROPE RESCUE ...		850.00	
01329	Andrew Juric	01/19/2021	Regular	0.00	-850.00	21623
01026	AT&T Calnet	01/15/2021	Regular	0.00	739.06	21624
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000015863838	Invoice	01/14/2021	12.10.22-1.9.2021 - BAN 9391026573	0.00	21.79	
	01.14.61705.00	TELEPHONE	12.10.22-1.9.2021 - BAN 9391026...		21.79	
000015863840	Invoice	01/14/2021	12.10.20-1.9.2021 - BAN 9391026575	0.00	669.47	
	01.14.61705.00	TELEPHONE	12.10.20-1.9.2021 - BAN 9391026...		669.47	
000015863841	Invoice	01/14/2021	12.10.2020-1.9.2021 - BAN 9391026577	0.00	26.06	
	01.14.61705.00	TELEPHONE	12.10.2020-1.9.2021 - BAN 93910...		26.06	
000015864062	Invoice	01/14/2021	12.10.2020-1.9.2021 - BAN 9391031636	0.00	21.74	
	01.14.61705.00	TELEPHONE	12.10.2020-1.9.2021 - BAN 93910...		21.74	
01362	Cal-Pacific Reporting, Inc.	01/15/2021	Regular	0.00	326.50	21625
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6339	Invoice	01/14/2021	JAN 2021 - AUDIO TRANSCRIPT/BIRMINGH...	0.00	326.50	
	01.05.61107.00	ATTORNEY/LEGAL FEES	JAN 2021 - AUDIO TRANSCRIPT/BI...		326.50	
01167	DCS Testing & Equipment Inc	01/15/2021	Regular	0.00	5,783.80	21626
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18577	Invoice	01/14/2021	JAN 2021 - FIRE HOSE TESTING/GROUND LA...	0.00	5,783.80	
	01.10.61410.00	EQUIPMENT MAINTENANCE	JAN 2021 - FIRE HOSE TESTING/G...		5,783.80	
01272	Diesel Direct West Inc	01/15/2021	Regular	0.00	839.92	21627
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
83876556	Invoice	01/14/2021	JAN 2021 - GASOLINE UNL 23.5 GALLONS	0.00	96.32	
	01.25.62988.00	FUEL	JAN 2021 - GASOLINE UNL 23.5 G...		96.32	
83876557	Invoice	01/14/2021	JAN 2021 - ULSD CLEAR/187.5 GALLONS	0.00	743.60	
	01.25.62988.00	FUEL	JAN 2021 - ULSD CLEAR/187.5 GA...		743.60	
01017	Fairfax Lumber	01/15/2021	Regular	0.00	49.20	21628
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
221118	Invoice	01/14/2021	JAN 2021 - STA 20 - DUCT TAPE/ADAPTR/OX...	0.00	19.01	
	01.14.61500.20	BUILDING MAINTENANCE ...	JAN 2021 - STA 20 - DUCT TAPE/...		19.01	
221210	Invoice	01/14/2021	JAN 2021 - STA 21 - HANDLE THRD/LINER	0.00	12.54	
	01.14.61500.21	BUILDING MAINTENANCE ...	JAN 2021 - STA 21 - HANDLE THRD...		12.54	
221243	Invoice	01/14/2021	JAN 2021 - STA 19 - RAKE SPRING	0.00	17.65	
	01.14.61500.19	BUILDING MAINTENANCE ...	JAN 2021 - STA 19 - RAKE SPRING		17.65	
01363	Forster & Kroeger Landscape Maintenance, Inc.	01/15/2021	Regular	0.00	56,625.00	21629
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7353	Invoice	01/14/2021	NOV 2020 - FIRE FUEL REDUCTION - 10.26.20..	0.00	27,800.00	
	01.05.61105.00	OTHER CONTRACT SERVICES	NOV 2020 - FIRE FUEL REDUCTION...		27,800.00	
7399	Invoice	01/14/2021	JAN 2021 - FUEL FIRE REDUCTION - UPPER R...	0.00	14,575.00	
	01.05.61105.00	OTHER CONTRACT SERVICES	JAN 2021 - FUEL FIRE REDUCTION -..		14,575.00	

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7400	Invoice	01/14/2021	JAN 2021 - FIRE FUEL REDUCTION - UPPER R...	0.00	14,250.00	
	01.05.61105.00		OTHER CONTRACT SERVICES JAN 2021 - FIRE FUEL REDUCTION -..		14,250.00	
01050	Golden State Emergency Veh Svc	01/15/2021	Regular	0.00	3,147.31	21630
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
CI023292	Invoice	01/14/2021	JUN 2020 - PARTS/MAP BOX/LOOP/STRAP	0.00	3,147.31	
	15.00.63154.00		VEHICLE PURCHASE JUN 2020 - PARTS/MAP BOX/LOO...		3,147.31	
01295	Grier Argall Plumbing Inc	01/15/2021	Regular	0.00	285.00	21631
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
13527	Invoice	01/14/2021	DEC 2020 - BACKFLOW TEST ON 10.28.20/77...	0.00	285.00	
	01.14.61500.00		BUILDING MAINTENANCE ... DEC 2020 - BACKFLOW TEST ON 1...		285.00	
01079	Hannibal's Inc.	01/15/2021	Regular	0.00	416.01	21632
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
24429	Invoice	01/14/2021	JAN 2021 - ELECTRICIAN'S LABOR AND MAT...	0.00	416.01	
	01.14.61500.19		BUILDING MAINTENANCE ... JAN 2021 - ELECTRICIAN'S LABOR ...		416.01	
01044	Maze & Associates	01/15/2021	Regular	0.00	3,995.00	21633
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
38791	Invoice	01/14/2021	DEC 2020 - AUDIT FY2019-2020 - PROFESSI...	0.00	3,995.00	
	01.05.61103.00		AUDIT & BOOKEEPING SER... DEC 2020 - AUDIT FY2019-2020 - ...		3,995.00	
01276	Municipal Emergency Services	01/15/2021	Regular	0.00	2,022.54	21634
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
IN1510983	Invoice	01/14/2021	OCT 2020 - HHR ASSEMBLY/PAK TRACKER/C...	0.00	2,022.54	
	15.00.63154.00		VEHICLE PURCHASE OCT 2020 - HHR ASSEMBLY/PAK T...		2,022.54	
01255	TIAA Commercial Bank Inc.	01/15/2021	Regular	0.00	463.77	21635
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
7827748	Invoice	01/14/2021	JAN 2021 - CONTRACT NUMBER 20429048	0.00	463.77	
	01.05.61105.00		OTHER CONTRACT SERVICES JAN 2021 - CONTRACT NUMBER 2...		463.77	
01147	Town of Ross	01/15/2021	Regular	0.00	5,985.00	21636
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
QTR 3 FYE21	Invoice	01/14/2021	JAN 2021 - RVFD PG&E/RVFD WATER	0.00	5,985.00	
	01.14.61702.00		GAS AND ELECTRIC JAN 2021 - RVFD PG&E/RVFD WA...		5,290.00	
	01.14.61703.00		WATER JAN 2021 - RVFD PG&E/RVFD WA...		695.00	
01098	Verizon Wireless	01/15/2021	Regular	0.00	673.70	21637
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
9869852838	Invoice	01/14/2021	11.24.20-12.23.20 - ACCOUNT NUMBER 842...	0.00	673.70	
	01.14.61705.00		TELEPHONE 11.24.20-12.23.20 - ACCOUNT N...		673.70	
01059	AT&T Mobility	01/21/2021	Regular	0.00	431.12	21638
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
287301083016X0..	Invoice	01/21/2021	12/3/20-1/2/21 - FOUNDATION ACCOUNT #...	0.00	431.12	
	01.14.61705.00		TELEPHONE 12/3/20-1/2/21 - FOUNDATION A...		431.12	
01054	BoundTree Medical	01/21/2021	Regular	0.00	2,960.78	21639

Check Report

Date Range: 01/01/2021 - 01/31/2021

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		
83904297	Invoice	01/21/2021	JAN 2021 - IV SOLUTION, STERILE WATER, L... PARAMEDIC RESPONSE SU... JAN 2021 - IV SOLUTION, STERILE...	0.00	2,960.78	
	01.10.62204.00				2,960.78	
01029	Department of Justice	01/21/2021	Regular	0.00	49.00	21640
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
489469	Invoice	01/21/2021	JAN 2021 - FINGERPRINT APPS / FBI HIRING EXPENSES JAN 2021 - FINGERPRINT APPS / F...	0.00	49.00	
	01.05.61129.00				49.00	
01272	Diesel Direct West Inc	01/21/2021	Regular	0.00	475.53	21641
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
83885090	Invoice	01/21/2021	JAN 2021 - 119.6 GALLONS ULSD CLEAR FUEL JAN 2021 - 119.6 GALLONS ULSD ...	0.00	475.53	
	01.25.62988.00				475.53	
01017	Fairfax Lumber	01/21/2021	Regular	0.00	236.69	21642
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
221304	Invoice	01/21/2021	JAN 2021 - STA 20 - CARTRIDGE MOEN PLAST.. BUILDING MAINTENANCE ... JAN 2021 - STA 20 - CARTRIDGE ...	0.00	25.06	
	01.14.61500.20				25.06	
221345	Invoice	01/21/2021	JAN 2021 - STA 20 - THREAD SEAL TAPE/KIT... BUILDING MAINTENANCE ... JAN 2021 - STA 20 - THREAD SEAL ...	0.00	165.66	
	01.14.61500.20				165.66	
221370	Invoice	01/21/2021	JAN 2021 - STA 20 - CON STRT 1/2F X3/80D LF BUILDING MAINTENANCE ... JAN 2021 - STA 20 - CON STRT 1/2...	0.00	6.86	
	01.14.61500.20				6.86	
221382	Invoice	01/21/2021	JAN 2021 - STA 20 - DUALVALVE QT 1/2X3/8... BUILDING MAINTENANCE ... JAN 2021 - STA 20 - DUALVALVE Q...	0.00	14.70	
	01.14.61500.20				14.70	
221480	Invoice	01/21/2021	JAN 2021 - STA 21-HARDWARE, CORNER BR... BUILDING MAINTENANCE ... JAN 2021 - STA 21-HARDWARE, C...	0.00	24.41	
	01.14.61500.21				24.41	
01364	GARDENERS' GUILD	01/21/2021	Regular	0.00	1,479.00	21643
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
102719	Invoice	01/21/2021	DEC 2020 - STA 20 - GENERAL CLEAN UP BUILDING MAINTENANCE ... DEC 2020 - STA 20 - GENERAL CLE...	0.00	1,479.00	
	01.14.61500.00				1,479.00	
01066	Kaiser Foundation Health Plan Inc	01/21/2021	Regular	0.00	20.00	21644
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
320900249034	Invoice	01/21/2021	JAN 2021 - OCCUPATIONAL HEALTH SERVICES HEALTH AND WELLNESS JAN 2021 - OCCUPATIONAL HEAL...	0.00	20.00	
	01.05.61127.00				20.00	
01035	Marin County Sheriff's Office	01/21/2021	Regular	0.00	46,461.38	21645
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11632	Invoice	01/21/2021	JAN 2021 -MOBILE DATA/CAD/DISPATCH/A... DISPATCH JAN 2021 -MOBILE DATA/CAD/DIS...	0.00	46,461.38	
	01.10.61100.00				46,461.38	
01037	Marin Municipal Water District	01/21/2021	Regular	0.00	565.85	21646
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
087-01212021	Invoice	01/21/2021	087 - 777 SAN ANSELMO AVE - 11/7/20-1/7/... WATER 087 - 777 SAN ANSELMO AVE - 11...	0.00	222.13	
	01.14.61703.00				222.13	
135-01212021	Invoice	01/21/2021	135 - 14-18 PARK - 11/5/20-1/5/21 WATER 135 - 14-18 PARK - 11/5/20-1/5/21	0.00	77.20	
	01.14.61703.00				77.20	
263-01212021	Invoice	01/21/2021	263 - 14-18 PARK - 11/5/20-1/5/21 WATER 263 - 14-18 PARK - 11/5/20-1/5/21	0.00	90.57	
	01.14.61703.00				90.57	

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
868-01212021	Invoice 01.14.61703.00	01/21/2021	868 - 777 SAN ANSELMO AVE - 11/7/20-1/7/... WATER	0.00	90.57	
957-01212021	Invoice 01.14.61703.00	01/21/2021	957 - 800-804 SAN ANSELMO AVE - 11/7/20-... WATER	0.00	85.38	
01044	Maze & Associates	01/21/2021	Regular	0.00	840.00	21647
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
38854	Invoice 01.05.61103.00	01/21/2021	DEC 2020 - PROFESSIONAL SERVICES - AUDIT AUDIT & BOOKEEPING SER... DEC 2020 - PROFESSIONAL SERVIC...	0.00	840.00	
01144	Town of San Anselmo	01/21/2021	Regular	0.00	21,225.00	21648
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
NO.2020-21-MISC...	Invoice 01.05.61120.00	01/21/2021	JAN 2021 - SERVICES PROVIDED TO RVFD OC... CONTRACT SERVICES-SAN ... JAN 2021 - SERVICES PROVIDED T...	0.00	21,225.00	
01209	Air Exchange Inc	01/28/2021	Regular	0.00	1,714.27	21649
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
91603873	Invoice 01.14.61500.00	01/28/2021	JAN 2021 - STA 21 - LABOR AND TRAVEL BUILDING MAINTENANCE ... JAN 2021 - STA 21 - LABOR AND T...	0.00	1,714.27	
01326	AMAZON.COM SERVICES LLC	01/28/2021	Regular	0.00	150.26	21650
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1G1T-M6MK-9DX9	Invoice 01.10.63150.00	01/28/2021	JAN 2021 - GLASS SCREEN PROTECTOR/IPAD... COMMUNICATIONS EQUI... JAN 2021 - GLASS SCREEN PROTE...	0.00	27.12	
1MLQ-HR9C-MGT6	Invoice 01.14.61500.19	01/28/2021	JAN 2021 - TABLE LOCKS/BUCKLE CONNECT... BUILDING MAINTENANCE ... JAN 2021 - TABLE LOCKS/BUCKLE ...	0.00	18.46	
1MLQ-HR9C-MRHL	Invoice 01.25.61600.00	01/28/2021	JAN 2021 - BATTERY REPLACEMENT FOR GR... REPAIRS VEHICLE JAN 2021 - BATTERY REPLACEME...	0.00	43.49	
1VKC-R4MN-HQQH	Invoice 01.05.62200.00	01/28/2021	JAN 2021 - WOK/STIR FRY SPATULA/4PC SET GENERAL DEPARTMENT S... JAN 2021 - WOK/STIR FRY SPATUL...	0.00	61.19	
01059	AT&T Mobility	01/28/2021	Regular	0.00	55.93	21651
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
287016675128X0...	Invoice 01.14.61705.00	01/28/2021	12/16/2021-1/15/20121 - FOUNDATION AC... TELEPHONE 12/16/2021-1/15/20121 - FOUND...	0.00	55.93	
01075	Batteries Plus Bulbs	01/28/2021	Regular	0.00	27.56	21652
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
P21523728	Invoice 01.05.62200.00	01/28/2021	NOV 2019 - BATTERIES - STMNT PERIOD EN... GENERAL DEPARTMENT S... NOV 2019 - BATTERIES - STMNT P...	0.00	27.56	
01117	Bryan Galli	01/28/2021	Regular	0.00	380.00	21653
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
ECT00924-2020	Invoice 01.10.61000.00	01/28/2021	SEPT 2020 - GALLI - CSFT CHIEF FIRE OFC 3B ... TRAINING AND EDUCATION SEPT 2020 - GALLI - CSFT CHIEF FI...	0.00	380.00	
01272	Diesel Direct West Inc	01/28/2021	Regular	0.00	557.32	21654
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
83893916	Invoice 01.25.62988.00	01/28/2021	JAN 2021 - ULSD CLEAR 140.5 GALLONS FUEL JAN 2021 - ULSD CLEAR 140.5 GAL...	0.00	557.32	

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01017	Fairfax Lumber	01/28/2021	Regular	0.00	27.01	21655
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
221763	Invoice	01/28/2021	JAN 2021 - GEN DPT SUPL - SPRYPNT 2X GLS...	0.00	27.01	
	01.10.63140.00		HYDRANTS		27.01	
01244	Interstate Traffic Control Products Inc	01/28/2021	Regular	0.00	304.82	21656
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
242407	Invoice	01/28/2021	JAN 2021 - REFLECTIVE MARKER/ADHESIVE ...	0.00	304.82	
	01.10.63140.00		HYDRANTS		304.82	
01332	Jones Garage Door Co. Inc	01/28/2021	Regular	0.00	2,890.00	21657
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
49664	Invoice	01/28/2021	JAN 2021 - LEVL/RENSTLL DR/MOTR/RPLCE L...	0.00	2,890.00	
	01.14.61500.21		BUILDING MAINTENANCE ...		2,890.00	
01037	Marin Municipal Water District	01/28/2021	Regular	0.00	296.96	21658
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
256-01282021	Invoice	01/28/2021	256 - 150 BUTTERFIELD RD - 11/10/20-01/08...	0.00	90.57	
	01.14.61703.00		WATER		90.57	
354-01282021	Invoice	01/28/2021	354 - 150 BUTTERFIELD RD - 11/10/20-1/8/21	0.00	206.39	
	01.14.61703.00		WATER		206.39	
01071	Occu-Med	01/28/2021	Regular	0.00	496.00	21659
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0121842	Invoice	01/31/2020	JAN 2020 - BARSOCCHINI/FIREFIGHTER SERI...	0.00	496.00	
	01.05.61129.00		HIRING EXPENSES		496.00	
01020	PG&E	01/28/2021	Regular	0.00	343.65	21660
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
937-01282021	Invoice	01/28/2021	937 - 800-804 SAN ANSELMO AVE - 12/7/20...	0.00	343.65	
	01.14.61702.00		GAS AND ELECTRIC		343.65	
01095	Richards Watson Gershon	01/28/2021	Regular	0.00	817.00	21661
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
230291	Invoice	01/28/2021	JAN 2021 - 12609-0001 GENERAL/LEGAL FEES	0.00	817.00	
	01.05.61107.00		ATTORNEY/LEGAL FEES		817.00	
01365	Riverview International Trucks	01/28/2021	Regular	0.00	30,312.91	21662
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
286811	Invoice	01/28/2021	JAN 2021 - RADIATOR/ENGINE REPAIR	0.00	30,312.91	
	01.25.61600.00		REPAIRS VEHICLE		30,312.91	
01366	Schwaab, Inc	01/28/2021	Regular	0.00	82.70	21663
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5687404	Invoice	01/28/2021	JAN 2021 - FLASH PRE-INKED STMP/INK	0.00	82.70	
	01.05.62200.00		GENERAL DEPARTMENT S...		82.70	
01192	Tactron Inc	01/28/2021	Regular	0.00	34.78	21664

Check Report

Date Range: 01/01/2021 - 01/31/2021

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		
21-122	Invoice	01/28/2021	JAN 2021 - RED/YELLOW PASS NAME TAG (X...	0.00	34.78	
	01.10.63131.00	EQUIPMENT	JAN 2021 - RED/YELLOW PASS N...		34.78	
01151	Zoll	01/28/2021	Regular	0.00	630.00	21665
INV00073582	Invoice	01/28/2021	DEC 2020 - FireRMS ENTERPRISE ED - 1.1.21-...	0.00	630.00	
	01.05.61105.00	OTHER CONTRACT SERVICES	DEC 2020 - FireRMS ENTERPRISE ...		630.00	
01367	COULTER VENTURES, LLC	01/28/2021	Regular	0.00	2,199.25	21666
8331815	Invoice	01/28/2021	JAN 2021 - PULL-UP BAR /SWISS BRACKET /...	0.00	2,199.25	
	01.14.63042.00	EXERCISE EQUIPMENT	JAN 2021 - PULL-UP BAR /SWISS B...		2,199.25	
01097	MidAmerica	01/19/2021	Bank Draft	0.00	29,176.50	DFT0002259
MidAmerica Retir...	Invoice	01/19/2021	MidAmerica Retiree Health Reimb 2.1.2021	0.00	29,176.50	
	01.00.60231.00	RETIREEES' HEALTH INSURA...	MidAmerica Retiree Health Reimb...		29,176.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	125	68	0.00	228,608.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-1,700.00
Bank Drafts	1	1	0.00	29,176.50
EFT's	0	0	0.00	0.00
	126	72	0.00	256,084.62

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	125	68	0.00	228,608.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-1,700.00
Bank Drafts	1	1	0.00	29,176.50
EFT's	0	0	0.00	0.00
	126	72	0.00	256,084.62

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	1/2021	256,084.62
			256,084.62

Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 2/5/2021 5:57:24 PM



Incident Type Count per Station for Date Range

Start Date: 01/01/2021 | End Date: 01/31/2021

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18 ROSS	
321 - EMS call, excluding vehicle accident with injury	12
444 - Power line down	1
500 - Service Call, other	1
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	1
553 - Public service	2
554 - Assist invalid	1
611 - Dispatched & cancelled en route	2
736 - CO detector activation due to malfunction	1
746 - Carbon monoxide detector activation, no CO	1

Incidents for 18 - Station 18 : 23

Station: 19 - STATION 19 SAN ANSELMO	
111 - Building fire	1
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	28
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
510 - Person in distress, other	1
553 - Public service	3
554 - Assist invalid	2
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	6
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	1
733 - Smoke detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2

Incidents for 19 - Station 19: 52

Station: 20 - STATION 20 SLEEPY HOLLOW	
321 - EMS call, excluding vehicle accident with injury	13
412 - Gas leak (natural gas or LPG)	1
553 - Public service	2
554 - Assist invalid	1

Only REVIEWED incidents included.

AGENDA ITEM # 4B

Date 02/10/21



emergencyreporting.com
Doc Id: 857
Page # 1 of 2

INCIDENT TYPE	# INCIDENTS
611 - Dispatched & cancelled en route	1
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	1
# Incidents for 20 - Station 20:	20

Station: 21 - STATION 21 FAIRFAX	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	51
322 - Motor vehicle accident with injuries	1
323 - Motor vehicle/pedestrian accident (MV Ped)	1
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	2
444 - Power line down	1
500 - Service Call, other	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	1
553 - Public service	4
554 - Assist invalid	2
611 - Dispatched & cancelled en route	5
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	2
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	1
# Incidents for 21 - Station 21:	82

Only REVIEWED incidents included.

Ross Valley Fire Dept

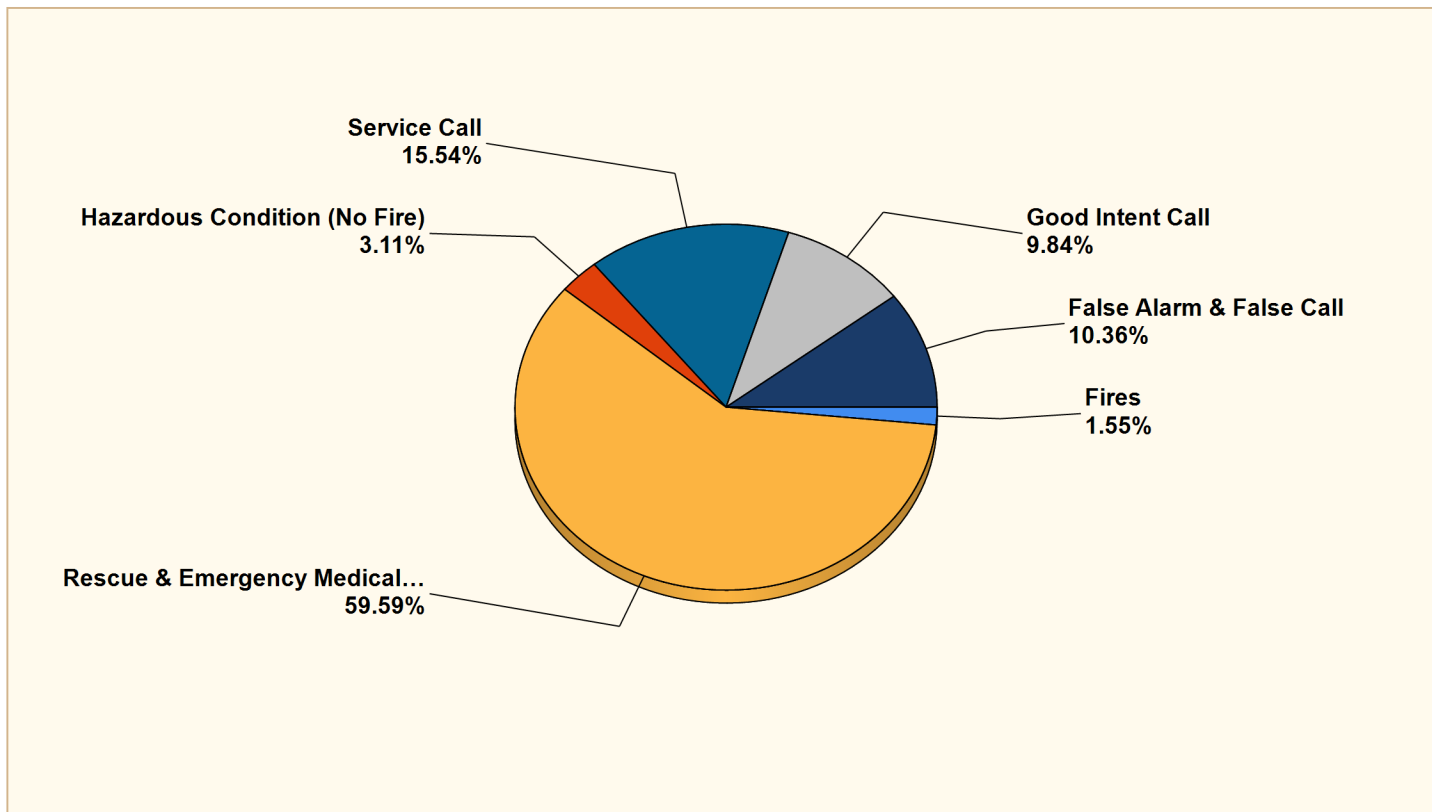
San Anselmo, CA

This report was generated on 2/5/2021 6:23:47 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 01/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.55%
Rescue & Emergency Medical Service	115	59.59%
Hazardous Condition (No Fire)	6	3.11%
Service Call	30	15.54%
Good Intent Call	19	9.84%
False Alarm & False Call	20	10.36%
TOTAL	193	100%

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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Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.04%
131 - Passenger vehicle fire	1	0.52%
321 - EMS call, excluding vehicle accident with injury	110	56.99%
322 - Motor vehicle accident with injuries	2	1.04%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.52%
324 - Motor vehicle accident with no injuries.	1	0.52%
351 - Extrication of victim(s) from building/structure	1	0.52%
412 - Gas leak (natural gas or LPG)	2	1.04%
424 - Carbon monoxide incident	2	1.04%
444 - Power line down	2	1.04%
500 - Service Call, other	2	1.04%
510 - Person in distress, other	1	0.52%
550 - Public service assistance, other	6	3.11%
551 - Assist police or other governmental agency	2	1.04%
553 - Public service	12	6.22%
554 - Assist invalid	6	3.11%
571 - Cover assignment, standby, moveup	1	0.52%
611 - Dispatched & cancelled en route	15	7.77%
622 - No incident found on arrival at dispatch address	1	0.52%
651 - Smoke scare, odor of smoke	3	1.55%
700 - False alarm or false call, other	2	1.04%
733 - Smoke detector activation due to malfunction	3	1.55%
735 - Alarm system sounded due to malfunction	3	1.55%
736 - CO detector activation due to malfunction	3	1.55%
743 - Smoke detector activation, no fire - unintentional	2	1.04%
745 - Alarm system activation, no fire - unintentional	5	2.59%
746 - Carbon monoxide detector activation, no CO	2	1.04%
TOTAL INCIDENTS:	193	100%

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





Ross Valley Fire, CA

Budget Report Group Summary

For Fiscal: 2020-2021 Period Ending: 01/31/2021

SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
475 - MEMBER CONTRIBUTIONS	10,070,291.00	10,070,291.00	839,190.92	5,874,336.44	-4,195,954.56	58.33 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,403,419.00	1,403,419.00	235,922.18	1,014,517.28	-388,901.72	72.29 %
Revenue Total:	11,473,710.00	11,473,710.00	1,075,113.10	6,888,853.72	-4,584,856.28	60.04 %
Expense						
600 - SALARIES AND WAGES	5,483,205.00	5,483,205.00	468,709.67	3,873,282.11	1,609,922.89	70.64 %
601 - RETIREMENT	1,890,706.00	1,890,706.00	72,315.46	1,428,802.28	461,903.72	75.57 %
602 - EMPLOYEE BENEFITS	2,141,541.00	2,141,541.00	117,792.61	1,043,117.64	1,098,423.36	48.71 %
610 - TRAINING	40,000.00	40,000.00	1,188.98	9,973.53	30,026.47	24.93 %
611 - OUTSIDE SERVICES	846,454.00	846,454.00	77,487.54	483,609.57	362,844.43	57.13 %
613 - PUBLICATION / DUES	9,300.00	9,300.00	195.72	9,591.44	-291.44	103.13 %
614 - MAINTENANCE	20,200.00	20,200.00	5,783.80	5,783.80	14,416.20	28.63 %
615 - BUILDING MAINTENANCE	76,500.00	76,500.00	12,000.90	28,470.95	48,029.05	37.22 %
616 - VEHICLE MAINTENANCE	119,600.00	119,600.00	31,144.33	57,004.09	62,595.91	47.66 %
617 - UTILITIES	98,722.00	98,722.00	13,089.66	66,328.26	32,393.74	67.19 %
619 - MISCELLANEOUS	3,500.00	3,500.00	799.28	1,288.96	2,211.04	36.83 %
620 - OFFICE SUPPLIES	5,550.00	5,550.00	851.11	2,283.76	3,266.24	41.15 %
622 - DEPARTMENT SUPPLIES	95,820.00	95,820.00	6,045.93	54,443.57	41,376.43	56.82 %
625 - FURNISHINGS	6,000.00	6,000.00	0.00	1,785.63	4,214.37	29.76 %
629 - MISCELLANEOUS	61,400.00	61,400.00	4,021.12	30,867.86	30,532.14	50.27 %
630 - EQUIPMENT	47,400.00	47,400.00	3,671.74	11,423.46	35,976.54	24.10 %
631 - CAPITAL OUTLAY	78,000.00	78,000.00	6,314.35	37,605.55	40,394.45	48.21 %
644 - MERA BOND PAYMENT	34,243.00	34,243.00	0.00	34,242.62	0.38	100.00 %
670 - TRANSFERS OUT	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
Expense Total:	11,386,364.00	11,386,364.00	821,412.20	7,508,128.08	3,878,235.92	65.94 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	87,346.00	87,346.00	253,700.90	-619,274.36	-706,620.36	-708.99 %
Report Surplus (Deficit):	87,346.00	87,346.00	253,700.90	-619,274.36	-706,620.36	-708.99 %

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	253,700.90	-619,274.36	-706,620.36
Report Surplus (Deficit):	87,346.00	87,346.00	253,700.90	-619,274.36	-706,620.36



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
01.00.47501.00	FAIRFAX	2,102,866.00	2,102,866.00	173,026.08	1,211,182.56	-891,683.44	57.60 %
01.00.47502.00	ROSS	2,082,551.00	2,082,551.00	173,545.92	1,214,821.44	-867,729.56	58.33 %
01.00.47503.00	SAN ANSELMO	3,657,921.00	3,657,921.00	300,976.26	2,106,833.82	-1,551,087.18	57.60 %
01.00.47504.00	SLEEPY HOLLOW	1,155,224.00	1,155,224.00	95,053.09	665,371.61	-489,852.39	57.60 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	94,959.00	94,959.00	15,192.08	106,344.57	11,385.57	111.99 %
01.00.47508.00	PRIOR AUTHORITY MERA BOND	34,243.00	34,243.00	2,853.58	19,975.07	-14,267.93	58.33 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	942,527.00	942,527.00	78,543.91	549,807.37	-392,719.63	58.33 %
01.00.49501.00	COUNTY OF MARIN	224,012.00	224,012.00	0.00	224,012.00	0.00	100.00 %
01.00.49502.00	OES REIMBURSEMENT OUT OF COUN...	0.00	0.00	164,973.39	222,138.51	222,138.51	0.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROG	258,142.00	258,142.00	0.00	64,535.50	-193,606.50	25.00 %
01.00.49506.00	RVPA RENTAL	31,052.00	31,052.00	0.00	31,052.08	0.08	100.00 %
01.00.49507.00	LAIF INTEREST	7,000.00	7,000.00	1,000.05	2,340.29	-4,659.71	33.43 %
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290.00	47,290.00	0.00	47,290.00	0.00	100.00 %
01.00.49510.00	PLAN CHECKING FEES	245,000.00	245,000.00	17,437.41	135,863.90	-109,136.10	55.45 %
01.00.49511.00	RE-SALE INSPECTION FEES	44,000.00	44,000.00	4,944.07	34,392.05	-9,607.95	78.16 %
01.00.49512.00	MISCELLANEOUS INCOME	2,500.00	2,500.00	0.00	1,750.29	-749.71	70.01 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	0.00	5,197.72	45,761.43	45,761.43	0.00 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	134,500.00	134,500.00	13,333.00	0.00	-134,500.00	0.00 %
01.00.49523.00	APPARATUS REPLACEMENT	328,223.00	328,223.00	27,351.92	191,463.44	-136,759.56	58.33 %
01.00.49524.00	TECHNOLOGY FEES	21,700.00	21,700.00	1,684.62	13,917.79	-7,782.21	64.14 %
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
Department: 00 - UNDESIGNATED Total:		11,473,710.00	11,473,710.00	1,075,113.10	6,888,853.72	-4,584,856.28	60.04 %
Revenue Total:		11,473,710.00	11,473,710.00	1,075,113.10	6,888,853.72	-4,584,856.28	60.04 %
Expense							
Department: 00 - UNDESIGNATED							
01.00.60000.00	REGULAR SALARIES	4,172,768.00	4,172,768.00	324,681.25	2,273,041.89	1,899,726.11	54.47 %
01.00.60010.00	TEMPORARY HIRE	15,914.00	15,914.00	4,252.50	64,389.56	-48,475.56	404.61 %
01.00.60020.00	MINIMUM STAFFING	721,412.00	721,412.00	105,000.40	796,179.84	-74,767.84	110.36 %
01.00.60021.00	HOURLY OVERTIME	88,055.00	88,055.00	8,978.76	76,034.06	12,020.94	86.35 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	21,218.00	21,218.00	0.00	3,343.82	17,874.18	15.76 %
01.00.60025.00	OT OES RESPONSE	0.00	0.00	0.00	460,079.15	-460,079.15	0.00 %
01.00.60026.00	OT TRAINING	54,000.00	54,000.00	1,964.44	4,513.28	49,486.72	8.36 %
01.00.60027.00	HOLIDAY	195,891.00	195,891.00	15,540.76	105,727.21	90,163.79	53.97 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	22,660.00	22,660.00	0.00	575.20	22,084.80	2.54 %
01.00.60029.00	FLSA O/T	95,587.00	95,587.00	7,291.56	46,454.15	49,132.85	48.60 %
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01.00.60035.00	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	33,436.95	16,563.05	66.87 %
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	2,100.00	1,500.00	58.33 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	700.00	5,500.00	2,500.00	68.75 %
01.00.60100.00	RETIREMENT	1,890,706.00	1,890,706.00	72,315.46	1,428,802.28	461,903.72	75.57 %
01.00.60200.00	CAFETERIA HEALTH PLAN	793,674.00	793,674.00	61,043.45	401,057.85	392,616.15	50.53 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	23,386.00	23,386.00	1,856.20	13,735.88	9,650.12	58.74 %
01.00.60215.00	WORKERS' COMPENSATION INSURA...	430,000.00	430,000.00	0.00	211,194.00	218,806.00	49.11 %
01.00.60220.00	PAYROLL TAXES	82,624.00	82,624.00	7,259.70	58,749.73	23,874.27	71.10 %
01.00.60221.00	HOUSING ALLOWANCE	44,400.00	44,400.00	3,100.00	22,200.00	22,200.00	50.00 %
01.00.60223.00	UNIFORM REIMBURSEMENT	24,120.00	24,120.00	1,890.00	13,227.00	10,893.00	54.84 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 01/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01.00.60225.00	EDUCATION REIMBURSEMENT	108,944.00	108,944.00	8,318.76	60,431.71	48,512.29	55.47 %
01.00.60231.00	RETIREES' HEALTH INSURANCE	631,593.00	631,593.00	34,324.50	262,466.39	369,126.61	41.56 %
01.00.61115.00	LIABILITY INSURANCE	28,600.00	28,600.00	0.00	26,895.00	1,705.00	94.04 %
01.00.62999.00	CONTINGENCY	15,000.00	15,000.00	0.00	870.50	14,129.50	5.80 %
01.00.67099.00	TRANSFERS OUT	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		9,854,375.00	9,854,375.00	658,817.74	6,699,228.45	3,155,146.55	67.98 %
Department: 05 - ADMINISTRATION							
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	24,205.00	24,205.00	5,194.32	17,515.38	6,689.62	72.36 %
01.05.61105.00	OTHER CONTRACT SERVICES	50,800.00	50,800.00	1,687.77	23,948.42	26,851.58	47.14 %
01.05.61106.00	CONTRACT SERVICES - MCFD	318,270.00	318,270.00	0.00	156,792.00	161,478.00	49.26 %
01.05.61107.00	ATTORNEY/LEGAL FEES	10,610.00	10,610.00	1,143.50	2,424.10	8,185.90	22.85 %
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	221.69	1,489.84	1,410.16	51.37 %
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	84,900.00	84,900.00	21,225.00	42,450.00	42,450.00	50.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	25,750.00	25,750.00	84.88	4,814.48	20,935.52	18.70 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENAN...	8,200.00	8,200.00	0.00	399.00	7,801.00	4.87 %
01.05.61127.00	HEALTH AND WELLNESS	25,000.00	25,000.00	20.00	3,182.00	21,818.00	12.73 %
01.05.61129.00	HIRING EXPENSES	12,000.00	12,000.00	1,449.00	6,288.64	5,711.36	52.41 %
01.05.61300.00	PUBLICATIONS AND DUES	9,300.00	9,300.00	195.72	9,591.44	-291.44	103.13 %
01.05.62000.00	OFFICE SUPPLIES	4,500.00	4,500.00	733.12	1,786.44	2,713.56	39.70 %
01.05.62003.00	POSTAGE	1,050.00	1,050.00	117.99	497.32	552.68	47.36 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,000.00	12,000.00	-369.09	1,991.04	10,008.96	16.59 %
Department: 05 - ADMINISTRATION Total:		589,485.00	589,485.00	31,703.90	273,170.10	316,314.90	46.34 %
Department: 10 - OPERATIONS							
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,000.00	17,000.00	0.00	720.00	16,280.00	4.24 %
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	1,187.00	2,913.00	28.95 %
01.10.60065.02	EXPLORER POST	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
01.10.60220.00	PAYROLL TAXES	0.00	0.00	0.00	10.44	-10.44	0.00 %
01.10.60220.01	PAYROLL TAXES - VOLUNTEER	2,800.00	2,800.00	0.00	44.64	2,755.36	1.59 %
01.10.61000.00	TRAINING AND EDUCATION	40,000.00	40,000.00	1,188.98	9,973.53	30,026.47	24.93 %
01.10.61100.00	DISPATCH	186,500.00	186,500.00	46,461.38	144,987.81	41,512.19	77.74 %
01.10.61101.00	RADIO REPAIR	5,000.00	5,000.00	0.00	3,289.58	1,710.42	65.79 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	9,200.00	9,200.00	0.00	0.00	9,200.00	0.00 %
01.10.61110.00	MERA OPERATING EXPENSE	48,919.00	48,919.00	0.00	48,919.00	0.00	100.00 %
01.10.61410.00	EQUIPMENT MAINTENANCE	10,900.00	10,900.00	5,783.80	5,783.80	5,116.20	53.06 %
01.10.61901.00	DISASTER COORDINATION	3,500.00	3,500.00	799.28	1,288.96	2,211.04	36.83 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,220.00	4,220.00	-155.30	8,590.01	-4,370.01	203.55 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	32,500.00	32,500.00	4,398.65	21,918.51	10,581.49	67.44 %
01.10.62210.00	BREATHING APPARATUS	5,900.00	5,900.00	63.68	63.68	5,836.32	1.08 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	0.00	5,561.98	1,538.02	78.34 %
01.10.62213.00	PROTECTIVE CLOTHING	15,300.00	15,300.00	1,005.56	12,856.05	2,443.95	84.03 %
01.10.63131.00	EQUIPMENT	20,000.00	20,000.00	550.58	11,471.25	8,528.75	57.36 %
01.10.63140.00	HYDRANTS	21,000.00	21,000.00	331.83	20,999.77	0.23	100.00 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	74.91	-222.50	21,222.50	-1.06 %
01.10.63160.00	TURNOUTS	16,000.00	16,000.00	5,357.03	5,357.03	10,642.97	33.48 %
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTH...	34,243.00	34,243.00	0.00	34,242.62	0.38	100.00 %
Department: 10 - OPERATIONS Total:		515,182.00	515,182.00	65,860.38	337,043.16	178,138.84	65.42 %
Department: 14 - FACILITIES							
01.14.61500.00	BUILDING MAINTENANCE AND LAND...	16,500.00	16,500.00	3,651.13	4,214.54	12,285.46	25.54 %
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000.00	15,000.00	0.00	883.06	14,116.94	5.89 %
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000.00	15,000.00	2,751.86	4,005.21	10,994.79	26.70 %
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000.00	15,000.00	2,606.55	6,864.72	8,135.28	45.76 %
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000.00	15,000.00	2,991.36	12,503.42	2,496.58	83.36 %
01.14.61702.00	GAS AND ELECTRIC	42,500.00	42,500.00	7,555.88	25,526.81	16,973.19	60.06 %
01.14.61703.00	WATER	7,210.00	7,210.00	1,557.81	9,816.11	-2,606.11	136.15 %
01.14.61704.00	SEWER	2,700.00	2,700.00	0.00	3,993.60	-1,293.60	147.91 %
01.14.61705.00	TELEPHONE	46,312.00	46,312.00	3,975.97	26,991.74	19,320.26	58.28 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 01/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000.00	10,000.00	1,102.43	3,323.05	6,676.95	33.23 %
01.14.62501.00	FURNISHINGS	6,000.00	6,000.00	0.00	1,785.63	4,214.37	29.76 %
01.14.63040.00	APPLIANCES	5,000.00	5,000.00	141.32	1,311.23	3,688.77	26.22 %
01.14.63041.00	OFFICE EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01.14.63042.00	EXERCISE EQUIPMENT	10,000.00	10,000.00	2,272.93	8,762.24	1,237.76	87.62 %
01.14.63044.00	TECHNOLOGY PURCHASES	22,400.00	22,400.00	1,257.49	1,349.99	21,050.01	6.03 %
	Department: 14 - FACILITIES Total:	238,622.00	238,622.00	29,864.73	111,331.35	127,290.65	46.66 %
	Department: 15 - COMMUNITY RISK REDUCTION						
01.15.61131.00	FIRE PREVENTION	4,600.00	4,600.00	0.00	214.32	4,385.68	4.66 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	139.25	8,660.75	1.58 %
	Department: 15 - COMMUNITY RISK REDUCTION Total:	13,400.00	13,400.00	0.00	353.57	13,046.43	2.64 %
	Department: 25 - FLEET						
01.25.61411.00	BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	0.00	9,300.00	0.00 %
01.25.61600.00	REPAIRS VEHICLE	110,000.00	110,000.00	31,144.33	57,004.09	52,995.91	51.82 %
01.25.61601.00	VEHICLE LEASE	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00 %
01.25.62988.00	FUEL	37,000.00	37,000.00	3,512.60	23,331.78	13,668.22	63.06 %
01.25.62989.00	PARTS VEHICLE	9,400.00	9,400.00	508.52	6,665.58	2,734.42	70.91 %
	Department: 25 - FLEET Total:	175,300.00	175,300.00	35,165.45	87,001.45	88,298.55	49.63 %
	Expense Total:	11,386,364.00	11,386,364.00	821,412.20	7,508,128.08	3,878,235.92	65.94 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	87,346.00	87,346.00	253,700.90	-619,274.36	-706,620.36	-708.99 %
	Fund: 15 - VEHICLE FUND						
	Revenue						
	Department: 00 - UNDESIGNATED						
15.00.51999.00	TRANSFERS IN	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
	Department: 00 - UNDESIGNATED Total:	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
	Revenue Total:	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
	Expense						
	Department: 00 - UNDESIGNATED						
15.00.63154.00	VEHICLE PURCHASE	0.00	0.00	6,800.01	14,486.14	-14,486.14	0.00 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	133,456.00	133,456.00	0.00	0.00	133,456.00	0.00 %
15.00.64110.00	LEASE PAYMENT - INTEREST	21,256.00	21,256.00	0.00	0.00	21,256.00	0.00 %
	Department: 00 - UNDESIGNATED Total:	154,712.00	154,712.00	6,800.01	14,486.14	140,225.86	9.36 %
	Expense Total:	154,712.00	154,712.00	6,800.01	14,486.14	140,225.86	9.36 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	173,511.00	173,511.00	-6,800.01	313,736.86	140,225.86	180.82 %
	Report Surplus (Deficit):	260,857.00	260,857.00	246,900.89	-305,537.50	-566,394.50	-117.13 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	11,473,710.00	11,473,710.00	1,075,113.10	6,888,853.72	-4,584,856.28	60.04 %
Revenue Total:	11,473,710.00	11,473,710.00	1,075,113.10	6,888,853.72	-4,584,856.28	60.04 %
Expense						
00 - UNDESIGNATED	9,854,375.00	9,854,375.00	658,817.74	6,699,228.45	3,155,146.55	67.98 %
05 - ADMINISTRATION	589,485.00	589,485.00	31,703.90	273,170.10	316,314.90	46.34 %
10 - OPERATIONS	515,182.00	515,182.00	65,860.38	337,043.16	178,138.84	65.42 %
14 - FACILITIES	238,622.00	238,622.00	29,864.73	111,331.35	127,290.65	46.66 %
15 - COMMUNITY RISK REDUCTION	13,400.00	13,400.00	0.00	353.57	13,046.43	2.64 %
25 - FLEET	175,300.00	175,300.00	35,165.45	87,001.45	88,298.55	49.63 %
Expense Total:	11,386,364.00	11,386,364.00	821,412.20	7,508,128.08	3,878,235.92	65.94 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	87,346.00	87,346.00	253,700.90	-619,274.36	-706,620.36	-708.99 %
Fund: 15 - VEHICLE FUND						
Revenue						
00 - UNDESIGNATED	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
Revenue Total:	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
Expense						
00 - UNDESIGNATED	154,712.00	154,712.00	6,800.01	14,486.14	140,225.86	9.36 %
Expense Total:	154,712.00	154,712.00	6,800.01	14,486.14	140,225.86	9.36 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	173,511.00	173,511.00	-6,800.01	313,736.86	140,225.86	180.82 %
Report Surplus (Deficit):	260,857.00	260,857.00	246,900.89	-305,537.50	-566,394.50	-117.13 %

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	253,700.90	-619,274.36	-706,620.36
15 - VEHICLE FUND	173,511.00	173,511.00	-6,800.01	313,736.86	140,225.86
Report Surplus (Deficit):	260,857.00	260,857.00	246,900.89	-305,537.50	-566,394.50

Ross Valley Fire Board
Meeting Minutes
Called to order – 6:30pm
Via Zoom meeting
January 13, 2021

Board Present: Hellman, Kuhl, Greene, Shortall, Finn, Goddard, Burdo, Brekhus

Board absent:

Staff present: Weber, Yeager, Yu-Scott, Auditor Yuen

Town Managers Present: Toy, Chinn, Donery.

1. **Election of President and Vice President:** Per Resolution 00-11 new officers are elected in January of each year; presidency and vice-presidency alternates between the member agencies. A member from San Anselmo is due to be elected as President, and a member from Ross is due to be elected as Vice-President. Per past practices, the previous year's Vice President would be elected President.

Brekhus thanked Dir. Shortall for the fantastic work he did for the Board as the 2020 President; she nominated Dir. Kuhl to serve as Vice President. Dir. Goddard also thanked Dir. Shortall for all the great work he has done for the Board and his involvement with FIRESafe Marin. Dir. Shortall/ Goddard second the nomination of Dir. Kuhl as Vice President.

Burdo amended the motion to include Dir. Greene as the President and Dir. Kuhl as the Vice President; Dir. Goddard Second the motion. Dir. Burdo also thanked Dir. Shortall for all the great work he has done. Dir. Greene also thanked Dir. Shortall for his service.

No public expression; M/S Burdo/Greene – roll call vote, all ayes

2. **Open time for Public Expression:** none
3. **Board requests/comments to staff:** Dir. Burdo/Goddard requested to have a follow-up report regarding staffing and the Labor-Management Committee. Dir. Burdo, Goddard, and Greene asked if this could be an agenda item. Chief Weber mentioned we had the Standards of Cover report last year, but he is happy to go over the report's highlights at a future date.

Goddard asked for a report on the agenda that goes over the Disaster Coordinator position and a report on updates regarding MWPA. Dir. Burdo/Greene would like to have MWPA Executive Officer Mark Brown give an update to the Board. Dir. Hellman asked for clarification regarding the Labor Management Committee and Dir. Greene explained that it is a subcommittee of the Board, and it meets monthly.

Dir. Greene asked for an update on the Ross survey from Manager Chinn, and Manager Chin stated that Chief Weber would give an update. Dir. Burdo/Greene

AGENDA ITEM # 4D
Date 02/10/21

asked to have perhaps a Ross update as an agenda item to ensure everyone is informed of the fiscal impact.

4. **Report from Chief Weber:** Chief Weber reported that the Department intends to have open and continuous recruitment; we hire a new Firefighter Paramedic, and we need one more. Chief Weber also reported that we have extended the FMLA to a month-to-month basis to deal with covid impacts. Dir. Burdo asked about the expiration and what it entails. Chief Weber responded that it expired in December of last year, but since we are still dealing with covid, he recommends keeping it. Dir. Burdo also asked about a positive covid test after getting the vaccination. If it is a single instance, Chief Weber responded that we do not have enough data to give an educated answer.

In regards to MWPA projects, we will have an update for the Board in February. We completed several defensible space inspections, and our goal is to work on evacuation routes and the chipper program. Ross is finished, San Anselmo and Fairfax are next. We intend to continue with the defensible space program this year. Regarding evacuation route work, MWPA is considering acquiring a software called Zonehaven; this program is a real-time very user-friendly evacuation plan tool. For more information, visit zonehaven.com. We are also working on the evacuation survey to make the necessary adjustments for the next nine years.

Dir. Goddard asked about funding for defensible space cleanup for low-income individuals and people who cannot do the work on their own. Chief Weber responded that the court had proposed about \$500k for low-income senior citizens and some agencies such as Novato have a grant program. It is anticipated that MWPA will have some grants and forward the information as it becomes available.

Dir. Kuhl asked about the Marin Civil Grand Jury report described as critical for not being well prepared in planning evacuation routes; he asked if the RVFD agency is being asked to respond. Chief Weber responded that the Towns are required to respond, but the agency is not. Chief Weber also answered that he believes we are well on our way to be prepared, and the work that MWPA is doing is essentially what the Grand Jury is asking for. Dir. Shortall mentioned that San Rafael is working in a program for low-income individuals, and he is happy to work with the Board to come up with a similar approach.

Chief Weber reported that we intend to bring the Disaster Coordinator packet to the Board in February.

Regarding Station 18, the Town of Ross is having their meeting tomorrow night, and it will have an update about the survey results. We will probably get an update about the developments in February. Manager Chinn mentioned that the staff report is available for anyone to see, and he is available for any questions. For the covid update, our Firefighters and Paramedics are heavily involved in the vaccination process and are excited to participate. Dir. Greene asked about the scope of

participation; Chief Weber responded that we are engaged in different projects, from logistics to giving the injections.

Resident Jody Timms would like to advocate for the Ross Valley Disaster Coordinator; this position is hugely needed.

5. **Consent agenda:** M/S Burdo/Brekhus – roll call vote, all ayes.
6. **Audit Presentation – FY 19/20 – Maze and Associates (Annual Audit Report 06-30-2020):** Deputy Director Yeager reported that we started working with the audit team last July. This year we will have Auditor Katherine Yuen give a presentation about the audit results.

Auditor Yuen gave a summary of the process, she mentioned they did an interim and a final audit. She would like to give a big thanks to Finance Dir. Helen Yu-Scott for her amazing work during the audit. The department received an “unmodified opinion” –this means we received a clean opinion; this is the highest opinion that can be granted. Also, no control deficiencies were noted.

Dir. Greene asked about the schedule of Other Matters in the Memorandum of Internal Control; he would like to know if the list of items is something the Department should adopt. Audit Yuen responded that those are accounting pronouncements that are mentioned as a reference for educational purposes. Finance Dir. Yu-Scott clarified that this applies to all agencies. Further, Dir. Greene also asked if the auditor keeps a list of all the corrected and uncorrected items. If the list is available for the board members, auditor Yuen responded that she does keep a list, and it is available for the Board. Additionally, Dir. Greene asked about the unassigned funds. Auditor Yuen responded that the category is based on the GASB45 definitions, and if needed, they can add more descriptions for next year's audit. Dir. Greene asked for it to be added and thanked both Auditor Yuen and Finance Dir. Yu-Scott.

M/S Kuhl/Goddard – roll call vote, all ayes.

Next meeting is scheduled on February 10th, via zoom video conferencing.

Minutes respectfully submitted,



s/Mariana Gonzalez
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 10, 2021

To: Board of Directors
From: Jason Weber, Fire Chief
Subject: Authorize the Fire Chief to enter into a Memorandum of Agreement with the County of Marin for public assistance in response to the Covid-19 Pandemic

RECOMMENDATION:

That the board authorizes the Fire Chief to enter into a Memorandum of Agreement with the County of Marin for public assistance in response to the Covid-19 Pandemic.

BACKGROUND:

On March 22, 2020, the President of the United States approved a Major Disaster Declaration for the State of California in connection to COVID-19 and ordered federal funding available to state, tribal and local governments for emergency protective measures, including direct federal assistance to bolster California's COVID-19 emergency response efforts.

Under this emergency declaration, state, local, tribal, and territorial (SLTT) government entities and certain private nonprofit (PNP) organizations are eligible to apply for assistance under the FEMA Public Assistance (PA) Program.

DISCUSSION:

Ross Valley Fire Department previously provided mutual aid consisting of disaster service workers from April 1, 2020 through December 31, 2020, to assist with emergency management services in connection with COVID-19 response. Further, Ross Valley Fire Department will continue providing mutual aid consisting of disaster service workers from January 1, 2021 through December 31, 2021 or through the termination of the local emergency, whichever occurs first.

In order to provide the mutual aid between the County of Marin and Ross Valley Fire Department, staff has prepared the MOA re Mutual Aid Agreement for your consideration and adoption.

FISCAL IMPACT:

This agreement will allow for the recovery of personnel costs and materials as outlined in the FEMA reimbursement policies including overtime costs and fringe benefit costs.

Attachment: MOA re Mutual Aid Agreement
FEMA Policy FP 104-009-19

AGENDA ITEM # 4E
Date 02/10/21

**MEMORANDUM OF AGREEMENT BETWEEN COUNTY OF MARIN AND
THE ROSS VALLEY FIRE DEPARTMENT PERTAINING TO ASSISTANCE
PROVIDED TO RESPOND TO THE COVID-19 PANDEMIC**

NOTE: Use of such an agreement does not guarantee state or federal reimbursement.

WHEREAS, this event and associated conditions will collectively be referred to as the Novel Coronavirus (COVID-19) response; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California as a result of COVID-19; and

WHEREAS, COVID-19 will impact the healthcare delivery system; and

WHEREAS, on March 3, 2020, the County Administrator, as the Assistant Director of Emergency Services, did proclaim the existence of a local emergency within Marin County due to COVID-19, which the Marin County Board of Supervisors ratified and continued at its meeting on March 10, 2020; and

WHEREAS, on March 13, 2020, President Trump, in Proclamation 9994, declared a National Emergency recognizing the threat that COVID-19 poses to the Nation's healthcare systems; and

WHEREAS, on March 3, 2020, and pursuant to the foregoing provisions, the Marin County Public Health Officer proclaimed the existence of a local health emergency due to COVID-19, which the Marin County Board of Supervisors ratified and continued at its meeting on March 10, 2020; and

WHEREAS, on March 19, 2020, Governor Gavin Newsom, to preserve health and safety, and to ensure the healthcare delivery system is capable of serving all California residents, issued Executive Order N-33-20, ordering all individuals living in California to stay home or at their place of residence, except as needed to maintain continuity of operations of the federal critical infrastructure sectors;

WHEREAS, on March 22, 2020, President Donald J. Trump approved a Major Disaster Declaration for the State of California in connection to COVID-19 and ordered federal funding available to state, tribal and local governments for emergency protective measures, including direct federal assistance to bolster California's COVID-19 emergency response efforts; and

WHEREAS, pursuant to the State of California Emergency Plan, California's emergency mutual aid system is designed to ensure additional resources are provided to a public entity whenever its own resources are overwhelmed or inadequate; and

WHEREAS, pursuant to the California Disaster and Civil Defense Master Mutual Aid Agreement and consistent with adopted mutual aid and emergency plans, public entities voluntarily furnish resources, services, and facilities in events of local emergencies and disasters, to cope with the problems of rescue, relief, evacuation, rehabilitation, and

reconstruction; and

WHEREAS, all mutual aid extended under said Master Mutual Aid Agreement and said plans is furnished in accordance with and pursuant to the provisions of the California Emergency Services Act (Govt. Code § 8550 et seq.) and other applicable provisions of law; and

WHEREAS, the Assistant Director of Emergency Services of the County of Marin requested the mutual aid assistance of the Ross Valley Fire Department to provide disaster service workers in connection with the COVID 19 response; and

WHEREAS, Ross Valley Fire Department previously provided mutual aid consisting of disaster service workers from April 1, 2020 through December 31, 2020 or through the termination of the local emergency, whichever occurs first, to assist with emergency management services in connection with COVID-19 response; and

WHEREAS, Ross Valley Fire Department will provide mutual aid consisting of disaster service workers from January 1, 2021 through December 31, 2021 or through the termination of the local emergency, whichever occurs first, to assist with emergency management services in connection with COVID-19 response; and

WHEREAS, Ross Valley Fire Department agrees to not seek reimbursement from the County of Marin for their own costs in providing DSWs but will track their own costs relating to its provision of DSWs related to the COVID-19 assistance and submit these to the County of Marin as soon as practicable so that the County of Marin will include these costs for FEMA reimbursement, noting that nothing in this agreement guarantees such reimbursement;

NOW, THEREFORE, IT IS AGREED by and between the County of Marin and the Ross Valley Fire Department that emergency management personnel provided under this MOA are public employees who, during disaster situations, are declared under California Government Code section 3100 to be Disaster Service Workers. Work-related injuries will be handled by the employing/providing agency/jurisdiction under its Workers Compensation, not the County of Marin's. Emergency management personnel must immediately report any injury suffered while deployed, to their assigned supervisor and home agency.

IT IS FURTHER AGREED, that emergency management personnel provided by the Ross Valley Fire Department under this MOA are Disaster Service Workers and employees of the Ross Valley Fire Department, and as such are provided the immunities, protections, and benefits of Disaster Service Workers, as provided in the California Emergency Services Act and other applicable law. Each party shall defend, indemnify, and hold the other party, its officials, officers, employees, agents, and volunteers, harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damage arising out of the performance of this MOA, but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officials, officers, employees, agents, or volunteers.

IT IS FURTHER AGREED that the County of Marin will not be responsible for repair/replacement costs of non-expendable equipment (e.g., vehicles, cell phones, laptop computers), unless the deployment of the equipment was specifically requested and documented by the County of Marin. The County of Marin is not responsible for normal wear and tear of the Ross Valley Fire Department's equipment.

IT IS FURTHER AGREED that this MOA constitutes the agreement between the County of Marin and the Ross Valley Fire Department for purpose of providing emergency management personnel, equipment, and/or materials and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this MOA or its construction or meaning of any term, this MOA shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this MOA.

IT IS FURTHER AGREED by and between the County of Marin and the Ross Valley Fire Department that all District employees will receive proper training and supervision and be provided with necessary equipment, including PPE. District will receive prior notice of the proposed schedule for each DSW and reserves the right to substitute staff and/or coordinate with the County to modify such schedules as needed. County will not authorize any overtime for Department's employees.

SIGNATURE PAGE FOLLOWS

**REQUESTING AGENCY
COUNTY OF MARIN**

Date: _____

Hyacinth Hinojosa
COVID-19 Emergency Operations Center Director
County of Marin
State of California

Approved as to form:
BRIAN E. WASHINGTON
County Counsel

By: Renee Giacomini Brewer
Assistant County Counsel

Ross Valley Fire Department
Date: _____

PROVIDING AGENCY

Name
Title



Coronavirus (COVID-19) Pandemic: Work Eligible for Public Assistance (Interim)

FEMA Policy FP 104-009-19

BACKGROUND

Under the President Donald J. Trump's March 13, 2020, Coronavirus (COVID-19) emergency declaration¹ and subsequent major disaster declarations for COVID-19, state, local, tribal, and territorial (SLTT) government entities and certain private nonprofit (PNP) organizations are eligible to apply for assistance under the FEMA Public Assistance (PA) Program.²

PURPOSE

This interim policy defines the framework, policy details, and requirements for determining the eligibility of work and costs under the PA Program to ensure consistent and appropriate implementation across all COVID-19 emergency and major disaster declarations. Except where specifically stated otherwise in this policy and other disaster specific COVID-19 policies, assistance is subject to PA Program requirements as defined in Version 3.1 of the *Public Assistance Program and Policy Guide (PAPPG)*.³

This interim policy supersedes the FEMA Fact Sheet dated March 19, 2020: *Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures*, for work performed on or after September 15, 2020. This interim policy will be updated or revised as required by changes in the status of the COVID-19 pandemic.

PRINCIPLES

- A. FEMA remains committed to providing support to meet emergency needs during the COVID-19 pandemic, specifically those critical actions that are necessary to save lives and protect public health and safety.
- B. FEMA will implement this policy and any assistance provided in a consistent manner through informed decision making and review of an applicant's supporting documentation.
- C. FEMA will engage with interagency partners, including the U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR), the Centers for Disease Control and Prevention (CDC), the Centers for Medicare and Medicaid Services (CMS), and the Health Resources and Services Administration (HRSA); the U.S. Department of Agriculture (USDA), and the U.S. Department of Housing

¹ <http://www.fema.gov/news-release/2020/03/13/covid-19-emergency-declaration>.

² See <https://www.fema.gov/assistance/public/program-overview> for more information.

³ Version 3.1 of the PAPPG is applicable to all COVID-19 declarations and is available on the FEMA website at www.fema.gov/sites/default/files/2020-03/public-assistance-program-and-policy-guide_v3.1_4-26-2018.pdf.



and Urban Development (HUD) among others, to ensure any assistance is provided in a coordinated manner without duplicating assistance.

REQUIREMENTS

A. APPLICABILITY

Outcome: To define the declarations, eligible applicants, and work to which this interim policy applies.

1. This policy applies to:
 - a. All Presidential emergency and major disaster declarations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 *et seq.* (the Stafford Act), as amended, issued for the COVID-19 pandemic.
 - b. This policy does not apply to any other emergency or major disaster declaration
 - c. Eligible PA applicants under the COVID-19 emergency declaration or any subsequent COVID-19 major disaster declaration.⁴
 - d. Work performed on or after September 15, 2020. Prior to this date, policies in place when the work was completed apply.

B. GENERAL ELIGIBILITY CONSIDERATIONS FOR COVID-19

Outcome: To define the overarching framework for all eligible work related to COVID-19 declarations.

1. Legal Responsibility:
 - a. To be eligible for PA, an item of work must be the legal responsibility of an eligible applicant.⁵ Measures to protect life, public health, and safety are generally the responsibility of SLTT governments.
 - b. Legally responsible SLTT governments may enter into formal agreements or contracts with private organizations, including PNP organizations, when necessary to carry out eligible emergency protective measures in response to the COVID-19 pandemic. In these cases, PA funding is provided to the legally responsible government entity, which would then pay the private entity for the provision of services under the formal agreement or contract.
 - c. In limited circumstances, essential components of a facility are urgently needed to save lives or protect health and safety, such as an emergency department of a PNP hospital. In these cases, PNPs that own or operate an eligible facility and perform eligible work, such as providing emergency, medical or custodial care services, may be eligible for reimbursement of costs as a PA applicant. For these PNP facilities and for COVID-19 declarations only, FEMA is waiving the primary use and primary ownership policies normally applicable to PNP

⁴ See *Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations* (April 2, 2020), www.fema.gov/fact-sheet/coronavirus-covid-19-pandemic-private-nonprofit-organizations, for more information on PNP applicant eligibility.

⁵ 44 C.F.R. § 206.223(a)(3).

entities that own or operate mixed-use facilities.⁶

2. To be eligible, claimed costs must be necessary in order to respond to the COVID-19 pandemic and be reasonable pursuant to federal regulations and federal cost principles. A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.⁷ All costs are subject to standard PA program eligibility and other federal requirements.⁸

C. WORK ELIGIBILITY

Outcome: To establish parameters for eligible work for COVID-19 declarations.

1. In accordance with sections 403 and 502 of the Stafford Act, emergency protective measures necessary to save lives and protect public health and safety, may be reimbursed under the PA program.
2. All work must be required as a direct result of the emergency or major disaster in accordance with 44 C.F.R. § 206.223(a)(1).
3. Only work associated with the performance of emergency protective measures specifically listed in this policy is eligible for PA in COVID-19-declared events.
4. FEMA may provide assistance only for the following emergency protective measures in response to COVID-19 declared events⁹:
 - a. Medical care, in accordance with COVID-19 specific policy or subsequent updates.¹⁰
 - b. Purchase and distribution of food, in accordance with COVID-19 specific policy or subsequent updates.¹¹
 - c. Non-congregate medical sheltering, in accordance with COVID-19 specific policy or subsequent updates.¹²
 - d. Operation of Emergency Operations Centers to direct and coordinate resources and response activities for COVID-19 declarations.¹³

⁶ See PAPPG V3.1 (2018), at page 16.

⁷ 2 CFR § 200.404.

⁸ See PAPPG V3.1 (2018), 2 CFR Part 200, and <https://www.fema.gov/grants/procurement> for additional guidance.

⁹ See www.fema.gov/media-collection/public-assistance-disaster-specific-guidance-covid-19-declarations for all COVID-19 related PA policies and other guidance.

¹⁰ Stafford Act, Section 403(a)(3)(B). For COVID-19 specific policy, see *Coronavirus (COVID-19) Pandemic: Medical Care Costs Eligible for Public Assistance (Interim)*, FEMA Policy FP 104-010-04 (May 9, 2020) and *Coronavirus (COVID-19) Pandemic: Alternate Care Site (ACS) "Warm Sites" Fact Sheet* (May 12, 2020).

¹¹ Stafford Act, Section 403(a)(3)(b). For COVID-19 specific policy, see *Coronavirus (COVID-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance*, FEMA Policy FP 104-010-03 (April 11, 2020).

¹² See *Public Assistance: Non-Congregate Sheltering Delegation of Authority Fact Sheet* (March 19, 2020), and *Coronavirus (COVID-19) Pandemic: Non-Congregate Sheltering Frequently Asked Questions* (March 31, 2020).

¹³ PAPPG, V3.1 (2018), at page 62.



- e. Communications to disseminate public information regarding health and safety measures and provide warnings about risks and hazards.¹⁴
 - f. Mass casualty management, including storage of human remains and mass mortuary services, as necessary to manage fatalities caused by COVID-19.¹⁵
 - g. Purchase and distribution of Personal Protective Equipment (PPE)¹⁶ that is directly related to the performance of otherwise eligible emergency work,¹⁷ or is provided to healthcare workers, patients with confirmed or suspected COVID-19 infection, and first responders.¹⁸
 - i. Funding for stockpiling a supply of eligible PPE is limited to a supply that is projected for up to 60 days from date of purchase.
 - ii. Funding for storing eligible PPE is limited to what is necessary to store a projected 60-day PPE supply.
5. FEMA may provide assistance for the following activities in response to COVID-19-declared events only when necessary to perform otherwise eligible emergency work listed in C.4:
- a. Purchase and distribution of face masks,¹⁹ including cloth facial coverings, provided to persons conducting eligible emergency work and/or in facilities where eligible emergency work is performed.
 - b. Temperature scanning, including purchase and distribution of hand-held temperature measuring devices and associated supplies, in facilities where eligible emergency work is performed.
 - c. Disinfection, in accordance with CDC guidance,²⁰ in facilities where eligible emergency work is performed, including purchase and provision of necessary supplies and equipment, and in excess of current operating costs.
 - d. Acquisition and installation of temporary physical barriers, such as plexiglass barriers, in facilities where eligible emergency work is conducted.

¹⁴ Stafford Act, Section 403(a)(3)(F) and (G), and PAPPG V3.1 (2018), at page 58.

¹⁵ See PAPPG V3.1 (2018), at page 58. For information on COVID-19-related fatality management see <https://asprtracie.hhs.gov/technical-resources/129/covid-19-fatality-management-resources/99>.

¹⁶ For this policy, PPE is defined to include items such as N95 and other filtering respirators, surgical masks, gloves, protective eyewear, face shields, and protective clothing (e.g., gowns).

¹⁷ PAPPG V3.1 (2018), at pages 21 and 63.

¹⁸ See www.fema.gov/fact-sheet/addressing-ppe-needs-non-healthcare-setting, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/firefighter-EMS.html>, and <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>. For this policy, the definition of first responder includes: emergency public safety, fire, law enforcement, emergency response, emergency medical, and related personnel that may interact with individuals infected with, or suspected to be infected with, COVID-19.

¹⁹ For this policy, face masks, such as cloth face coverings, that are not regulated by the U.S. Food and Drug Administration (FDA) are not considered PPE. Per FDA guidance, these face masks are not PPE, but may be used to prevent or slow the spread of COVID-19. See <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-surgical-masks-and-face-masks> and <https://www.fda.gov/medical-devices/emergency-situations-medical-devices/faqs-emergency-use-authorization-face-masks-non-surgical>.

²⁰ Work should be consistent with current PAPPG and public health guidance as it relates to disinfection recommendations. CDC provides disinfection guidance online at <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.



- e. Law enforcement and security.
- f. Training and technical assistance specific to the declared event.
- g. Reimbursement for force account overtime costs, costs related to hiring temporary employees, and contract labor costs associated with performance of eligible emergency protective measures.²¹
- h. Movement of equipment and supplies, including transportation and storage.
- i. Other work and costs delineated within COVID-19 policies referenced in C.4.

D. COORDINATION OF FUNDING

Outcome: To provide information on coordinating PA and other sources of federal funding.

1. Congress to date has authorized over \$3 trillion to multiple federal agencies to address the effects of the COVID-19 pandemic.
 - a. FEMA is closely coordinating with other federal agencies about the eligible uses of various COVID-19 funding resources and will continue to provide guidance to eligible applicants about where they can seek funding²².
 - b. A list of federal funding for COVID-19 is available at: <https://www.usa.gov/coronavirus>. General information about available federal funding needs may be found at www.grants.gov.
2. FEMA may provide PA funding to applicants for eligible work under the COVID-19 declarations that may also be eligible for funding under another federal agency's authorities.
 - a. Potential PA applicants may have the flexibility to determine which source of funding to use for their costs, subject to the purpose and eligibility requirements of each of the federal programs and funding sources.
 - b. If an eligible applicant applies for PA funding and then determines it will instead seek funding from another federal agency, the applicant should notify FEMA as soon as possible.
 - i. If FEMA has not awarded PA funding, the applicant should withdraw or amend their PA project application.
 - ii. If FEMA has already awarded PA funding, the applicant should request an updated version to their project worksheet to amend their PA project.
 - c. PA funding should not be considered funding of last resort. It is advisable that PA funding is considered concurrently with other federal agency programs and sources.
3. For certain types of work that may be eligible for funding under another agency's authorities, FEMA, in coordination with other federal agencies and after close examination of available CARES Act funding, has determined that it will not provide reimbursement through the PA program.

²¹ See PAPPG V3.1 (2018) at pages 23-26 for more on FEMA's labor policies.

²² FEMA has posted a [COVID-19 Resource Summary Report](#) that is a list of resources provided by the federal government since the start of the response to COVID-19. This list is provided as a point of reference and partners should directly consult with each agency to verify the applicability of a specific program.



- a. For example, COVID-19 contact tracing may be an emergency protective measure otherwise eligible for PA funding. However, in coordination with other federal agencies, FEMA has determined that PA is not the appropriate source of funding for COVID-19 contact tracing and there are other more appropriate sources of funding.²³
4. Section 312 of the Stafford Act prohibits all federal agencies from duplicating benefits for disaster relief.
- a. Multiple agencies having authority to expend funds for the same purpose is not, by itself, a duplication of benefits under Section 312.²⁴ However, all federal agencies are prohibited by Section 312 from paying applicants for the same work twice.
 - b. Recipients and subrecipients are ultimately responsible for ensuring that they do not receive payment for the same item of work twice. FEMA applicants must certify in the PA application process that assistance is not being duplicated.

E. TIME LIMITATIONS

Outcome: To provide time limitations for the completion of eligible work.

- 1. For all COVID-19 declarations, FEMA has extended the deadline in accordance with regulatory timeframes for emergency work at 44 C.F.R. § 206.204(d) beyond six months of the date of the declaration and will make notification 30 days prior to establishment of the deadline.

Keith Turi
Assistant Administrator, Recovery Directorate

September 1, 2020
Date

²³ See the CDC Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Disease (ELC) at <https://www.cdc.gov/ncezid/dpei/epidemiology-laboratory-capacity.html>.

²⁴ See FEMA Fact Sheet *Coronavirus Disease 2019 (COVID-19) Public Health Emergency: Coordinating Public Assistance and Other Sources of Federal Funding* (July 1, 2020) at <https://www.fema.gov/media-collection/public-assistance-disaster-specific-guidance-covid-19-declarations> for more information.

ADDITIONAL INFORMATION

REVIEW CYCLE

FEMA Policy #104-009-19, *Coronavirus (COVID-19) Pandemic: Work Eligible for Public Assistance (Interim)*, will be reviewed and evaluated regularly throughout the duration of the COVID-19 pandemic. The Assistant Administrator for the Recovery Directorate is responsible for authorizing any changes or updates. This policy will sunset with the closure of the national emergency declaration for COVID-19 and any subsequent major disaster declarations for COVID-19.

AUTHORITIES and REFERENCES

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5207, as amended
- Title 44 of the Code of Federal Regulations, Part 206, Subpart H
- Title 2 of the Code of Federal Regulations, Part 200

References

- *Public Assistance Program and Policy Guide*, Version 3.1

DEFINITIONS

To establish consistent terminology for purposes of implementing this policy, the following definitions are provided below. These definitions are specific to this policy and **may differ from definitions prescribed for the same or similar terms in other policies.**

1. **Personal Protective Equipment (PPE):** PPE refers to items such as N95 and other filtering respirators, surgical masks, gloves, protective eyewear, face shields, and protective clothing (e.g., gowns).
2. **First Responder:** First responder refers to emergency public safety, fire, law enforcement, emergency response, emergency medical, and related personnel that may interact with individuals infected with, or suspected to be infected with, COVID-19.

MONITORING AND EVALUATION

FEMA will closely monitor the implementation of this policy through close coordination with regional and field staff, as appropriate, as well as interagency partners and SLTT stakeholders.

QUESTIONS

Applicants should direct questions to their respective FEMA regional office.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 10, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Add one-year fixed term Wildfire Mitigation Specialist - Defensible Space Lead Position

RECOMMENDATION:

At this time, staff is recommending a one-year fixed-term position. This program and subsequent employees were initially to be under the employment and direction of MWPA. However, MWPA is still working to fully stand up and possibly incorporate this program and position into the MWPA next year.

This position will help manage and lead the defensible space inspection program, working closely with the Disaster Coordinator to implement critical aspects of wildfire preparedness in the Community. Therefore, we recommend that the board adopts Resolution No. 21-03 approving the addition of the 1.0 FTE Fixed Term Wildfire Mitigation Specialist - Defensible Space Lead Position for a one-year duration effective March 1, 2021, or when hired.

BACKGROUND:

In the Fall of 2017 and 2018, Northern California suffered devastating wildfires that highlighted the necessity for additional fire prevention and preparedness. Wildland fire protection and vegetation management are critical areas in preventing and managing wildfires. While we have taken many steps to prepare for wildfires, there is a need to do more. Therefore, the hiring of a one-year fixed-term Wildfire Mitigation Specialist - Defensible Space Lead –Non-Safety Position is imperative. The Wildfire Mitigation Specialist - Defensible Space Lead will:

- Coordinate all aspects of the MWPA Home Hardening & Defensible Space Program in The Greater Ross Valley Fire Agencies (Marin County Fire Department, Ross Valley Fire Department, Kentfield Fire Protection District, and Central Marin Fire Authority)
- Help coordinate elements of the Local Mitigation Initiatives in the Ross Valley area including but not limited to: Wildfire Structure Ignitability Mitigation Initiative, Vegetation Management Matching Grant Program, Home Hardening grant program, and Chipper Days Projects.
- Provide lead direction, training, and work review to assigned staff

On January 9, 2019, the staff provided a Defensible Space Inspection proposal. The proposal included multiple options to move forward with the program. Additionally, on October 9, 2019, staff provided a Defensible Space Program review to the board; this review outlined the progress and cost associated with the Defensible Space Inspection Program.

The Wildfire Mitigation Specialist - Defensible Space Lead’s employment with the Department shall be for a maximum limited term of one (1) year. It is understood and agreed that the Wildfire Mitigation Specialist - Defensible Space Lead serves as an at-will employee, meaning the employment with the Department may be terminated at any time with or without cause, and cause is not required.

AGENDA ITEM # 4F
Date 02/10/21

FISCAL IMPACT:

The annual salary is \$75,000 - \$90,000 plus up to \$22,443 in retirement and benefits. Ross Valley Fire Department's costs for this position are 100% offset by revenue through Marin Wildfire Prevention Authority's (MWPA) program for defensible space. Those MWPA member agencies participating in this program are billed through a per inspection formula that includes the cost of this position.

Attachment: Resolution 21-03, Resolution Wildfire Mitigation Specialist – Defensible Space Lead Position

Wildfire Mitigation Specialist - Defensible Space Lead Job Classification

Staff Report for Inspection Program

Staff Report for Defensible Space program Review

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 21-03

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ESTABLISHING THE POSITION AND COMPENSATION PACKAGE FOR THE WILDFIRE MITIGATION SPECIALIST - DEFENSIBLE SPACE LEAD

WHEREAS, Ross Valley Fire hereby establishes the limited term (one-year) full-time position of Wildfire Mitigation Specialist - Defensible Space Lead as a non-safety position within the Department; and

WHEREAS, the duties, responsibilities, and compensation of the Wildfire Mitigation Specialist - Defensible Space Lead have been compared with positions in other municipalities throughout the region; and

WHEREAS, the Wildfire Mitigation Specialist - Defensible Space Lead position will be funded by the Marin Wildfire Prevention Authority (MWPA); and

NOW THEREFORE BE IT RESOLVED, that the following are the salary and benefits for this position;

BE IT FURTHER RESOLVED, that the Ross Valley Fire Department adopts the following terms and conditions for the Wildfire Mitigation Specialist - Defensible Space Lead effective March 1, 2021 or when hire:

Wildfire Mitigation Specialist - Defensible Space Lead

Step A	Step B	Step C
6,250	6,875	7,500

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

Salary Adjustments: The Fire Board will review the Wildfire Mitigation Specialist - Defensible Space Lead's compensation annually.

Retirement: PERS PEPRRA for Miscellaneous Members

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15years	20 days
	16>years	25 days

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

Sick Leave: 12 days per year

Uniform: A uniform allowance of \$60 per month.

Cafeteria Plan: The amount of the cafeteria plan shall be an amount equal to the full single cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$813.64 per month. Any unused amount can be applied toward other benefits including dental, life, and disability.

I do hereby certify that the above Resolution 21-03 is a true and correct copy as passed by the Ross Valley Fire Board on February 10, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ford Greene, Board President

Mariana Gonzalez, Administrative Assistant

WILDFIRE MITIGATION SPECIALIST - DEFENSIBLE SPACE LEAD

SALARY RANGE

Full-Time (37.5 hours per week) / Fixed-Term Position

\$75,000 - \$90,00 per year (DOE)

Limited Benefits Available

DEFINITION

The Greater Ross Valley Fire Agencies (*Marin County Fire Department, Ross Valley Fire Department, Kentfield Fire Protection District, and Central Marin Fire Authority*) are seeking to fill the position of Defensible Space Lead position. Fixed-term appointments may be made for up to a one-year period. Continued appointment in this position is contingent upon funding and job performance. This is an “at will” position. This position has limited benefits available and will be fully funded through the Marin Wildfire Prevention Authority (MWPA).

Under general direction, develops, plans, oversees, and monitors vegetation management projects and/or programs, including projects related to fire fuel modification, working closely with local fire agencies, public land managers, non-governmental organizations, and adjacent private property owners; provides lead direction to assigned staff; manages the “Defensible Space” inspection program, and performs related duties as assigned.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

Note: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Provides lead direction, training, and work review to assigned staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Coordinates fuel management strategies and programs with adjacent landowners for the purposes of achieving broad ecosystem protection goals and managing human impacts to acceptable limits.
- Works closely with fire agencies, public landowners, private landowners, and others to identify potential fire fuel modification projects.
- Develops and maintains close working relationships with other public land management agencies, regulatory agencies, local government representatives, special districts, and other public and private entities.
- Reviews revisions to policies, codes, ordinances and procedures and recommends changes accordingly; drafts proposed code, ordinance, and

WILDFIRE MITIGATION SPECIALIST - DEFENSIBLE SPACE LEAD

procedural changes relative to fire safety and prevention, including vegetation management.

- Analyze structure ignition potential in the wildland/urban interface using a science-based approach, and identify appropriate construction materials, material ratings, and techniques for the wildland/urban interface.
- Make mitigation recommendations based on wildland fire behavior.
- Identify appropriate construction methods and materials to reduce the risk of structure ignition in the wildland/urban interface area.
- Create a mitigation plan appropriate for the wildland/urban interface, and apply effective fuel modification treatment plans/techniques in order to reduce wildland/urban interface hazards.
- Recommend appropriate mitigation strategies for the wildland/urban interface.
- Prepare clear written treatment prescriptions, and initiate and sustain required fuel modification activities.
- Assist with development and implementation of a wildland/urban interface public education program.
- Assist with development of written, and audio-visual materials, on the wildland/urban interface fire environment and mitigation techniques.
- Coordinate or provide presentations on wildland/urban interface and wildland fire issues.
- Perform routine safety evaluations & inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see confirm corrective actions have been taken.
- Perform wildland/urban interface and other vegetation hazard evaluations and inspections.

KNOWLEDGE OF:

- Laws, ordinances, policies and procedures governing Fire Department operations, principles and practices of planning and organization.
- Laws, regulations, policies, procedures, and guidelines regarding the management and monitoring of ecosystems and natural resources, including endangered and nonnative species, in order to assure that program goals and objectives meet legal requirements and reflect regional priorities and policies.
- Commonly used wildland fire fuel models, fire behavior characteristics, and mitigation techniques, including how fuel, terrain, and weather influence wildland fire behavior.
- Fuel types, wildland fire behavior, building construction, defensible space, landscaping, and mitigation strategies.
- How fuel, terrain, and weather influence wildland fire behavior and how structures ignite in the wildland/urban interface.
- Forest, range and wildland fire prevention methods, principles and practices.
- Principles, practices, apparatus and equipment used in wildland fire suppression.

WILDFIRE MITIGATION SPECIALIST - DEFENSIBLE SPACE LEAD

- Wildland/urban interface fire issues, fire prevention goals, public education delivery methods, and tools.
- Construction materials, materials rating, and appropriate construction techniques for use in the wildland/urban interface.
- Techniques pertinent to tree thinning, brush removal, pruning, grazing, mowing, prescribed fire, and chemical treatments.
- Awareness of potential community partners, community concerns, and available community resources.
- Fire prevention codes, regulations, and NFPA standards.
- Information systems including format and materials, learning theory, computer, writing, and editing, GIS technology and automated methods of data collection, analysis, or illustration.

ABILITY TO:

- Plan, direct and review the work of others on a project or day-to-day basis.
- Plan, organize, and implement effective fire fuel management projects.
- Communicate effectively in order to ensure that plans are well written and easily understood, pertinent information is shared effectively with others, and oral presentations are well designed, informative, and clearly convey intended messages.
- Use computer applications for data analysis, manipulation, and presentation.
- Establish and maintain effective working relationships with representatives from Municipalities (Cities, Towns, and/or Districts) of the greater Ross Valley, local fire agencies, Marin Wildfire Prevention Authority (MWPA), public and private land management agencies, adjacent landowners, and the public.
- Assess training needs and plan training programs accordingly.
- Communicate effectively both verbally and in written form with technical accuracy.
- Work independently conducting site evaluations and inspections, and effectively interact with the public and local agency representatives.
- Interpret and apply all applicable local, state and federal laws and regulations. Remain up to date with fire prevention codes, requirements and standards.
- Make observations and recommendations based on wildfire concerns and mitigation techniques.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand and explain fire prevention services, policies and procedures, and use a variety of techniques to solve complex fire prevention challenges.
- Identify fire education needs and to recognize effective tools necessary to implement and measure success of delivery strategies
- Prepare presentations, facilitate meetings, and motivate partners to achieve goals.

WILDFIRE MITIGATION SPECIALIST - DEFENSIBLE SPACE LEAD

MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENCES:

Any combination of education and experience that would provide the knowledge and skills listed below. Typically, equivalent to an Associates Degree in Fire Science, Forestry or a related field, or a combination of education and professional experience performing vegetation management and/or fire fuels reduction and mitigation work on public or private land

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

- One year or more of responsible experience in a variety of inspection, construction, fire prevention or related inspection work.
- Equivalent to completion of the twelfth grade, supplemented by college level fire science or prevention classes. Bachelor's degree preferred.
- Possession of one or more of the following is desirable:
 - Completion of CA State Fire Marshal 1A, 1B, 1C, 1D, 2B, & 2C courses;
 - ICC Certification Fire 77, CA, CF, & CP.

Certificates and Licenses

- Possession of a valid class C California driver's license and a satisfactory driving history as obtained from the Department of Motor Vehicles.
- Certified as a NFPA CWMS, within 12 months of hire date.
- Possession of one or more of the following courses is highly desirable.
 - Wildland firefighting, training, or experience
 - CSFM 1A, 1B, 1C, 1D, 2B & 2C courses
 - Certification as Fire Prevention Officer I or Fire Prevention Officer II.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of January 9, 2019

TO: Board of Directors
FROM: Jason Weber, Fire Chief
SUBJECT: Defensible Space Inspection Proposal

RECOMMENDATION:

Receive Staff report on defensible space inspection concept proposal. Provide direction to staff on next steps.

BACKGROUND:

In the Fall of 2017 and 2018, Northern California suffered devastating wildfires that highlighted the necessity for additional fire prevention and preparedness. Wildland fire protection and vegetation management are key areas in preventing and managing wildfires. While we have taken many steps over the years to prepare for wildfires, there is a need to do more. The current defensible space inspection program consists of engine companies inspecting zones that are assigned by the shift Battalion Chiefs. The Department has utilized a contracted inspector working one day per week during fire season for inspections, follow-ups, and documentation. During these inspections, hazards are identified, and residents are directed to take specific actions that will increase the likelihood that their homes and neighborhoods would be defensible and thus survive a wildfire.

There are challenges with the program which include maintaining consistency in inspections and a large number of follow up issues to be tracked. Public information and re-inspections are difficult for shift personnel to track and complete. The lien process as an enforcement mechanism is time-consuming.

An enhancement to the current inspection program, as discussed below, would better prepare the community in case of wildfire.

DISCUSSION:

Objectives of the inspection program:

The proposal is to increase the capacity for educational and preparedness type inspections. Inspections are formally documented based on Marin County Fire Code and State Defensible Space PRC 4291.

There are several components to this program. Community outreach and advance notification are important elements. The community would be initially contacted through a pre-season notification mailer. Additional canvassing would occur through posters and via social media outlets to residents. Included in the communication will be the Pre-

season Wildfire Preparedness Checklist. Potential community /neighborhood meetings will be held to explain community preparedness actions which include: Evacuation Routes, Defensible Space Inspection Program and requirements, Hardening Structures, and ALERT MARIN – emergency notification system.

Follow-up inspections will be documented, tracked and prioritized based on the greatest amount of violations for any single resident, the availability of inspectors, and requests from residents for follow-up inspection or information/clarification. The Program will utilize a dedicated email and phone voicemail system for tracking and communication.

OPTIONS:

There are several options that have been considered which include:

Hire/convert full time – Captain to 40-hour work week to manage the inspection program. The challenges are covering, overtime is costly, and the availability of a Captain is questionable. This option would also include hiring at least 4 seasonal 40 hours per week inspectors.

Hire a Lead Supervisor Inspector (possibly a retired annuitant) 4 days/week for three months. The cost would be approximately \$20,000.

Hire at least four seasonal 40-hour per week inspectors approximately \$48,000

Vehicles and misc. equipment costs \$10,000

Subcontract with MCFD for 4-6 seasonal inspectors dedicated for Ross Valley Fire program. Hire Supervisory Inspector to provide oversight. Marin County has struggled to maintain six Seasonal Inspectors and could not provide the personnel to meet the need of the program.

Attached is a chart outlining the proposed priority areas for years one to three. The priority areas were determined based the need for defensible space, the current level of public engagement, the areas where evacuation routes are challenging due to vegetation overgrowth, and the patterns of how vehicle parking impedes the access on narrow roads that will provide challenges to emergency response in combination with public egress.

The 2016 Marin County Community Wildfire Preparedness Plan (CWPP) fire modeling identifies these areas as consistent with rankings for Areas of Concern, and areas ranked as being able to support Very High Flame Length, Rate of Spread combined with high population density. Reference page 54 <http://www.firesafemarin.org/cwpp>.

Therefore, the recommendation is to focus Option # 2. The fiscal impact to implement this program would be between \$78,000-\$100,000 annually.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

Meeting of October 9, 2019

To: Board of Directors

From: Christie Neill, Battalion Chief – Vegetation & Fuels Management Program

Subject: Year-End Review of Defensible Space Inspection Program

RECOMMENDATION:

Receive staff report regarding Ross Valley Fire Departments 2019 Defensible Space Inspection Program, provide direction to staff.

BACKGROUND:

The RVFD Board asked the fire department to expand the defensible space program for Ross Valley Fire for the 2019 field season MAY 7TH through September 30th. Funding was provided to hire **4 Inspectors/Evaluators** and split the cost of a **shared lead Inspector with MCFD**. The intent of the program was to provide an educational contact to as many residents as possible while abatement actions of non-compliant properties were beyond the capability of the staff and program.

The primary goal of the expanded program was to provide residents with a quality inspection that linked to compliance with local fire code while providing information about emergency alert and warning systems, home hardening techniques, advice on flammable plants, and other fire prevention and awareness information. All inspections were captured through the CALFIRE Collector application utilizing tablets and programs that report to the CALFIRE State database and follow-up reporting into our records management system. Ross Valley Fire Battalion Chief Dan Mahoney identified community neighborhoods for inspections.

The goal was to complete approximately **3800 inspections** based on funds provided by the Towns: Fairfax – 1800 residents, San Anselmo – 1800 residents, and Ross – 225 residents.

Reporting and processing of hazard complaints were facilitated between Ross Valley Fire staff and Defensible Space program to ensure timely and appropriate follow up.

DATA & ACCOMPLISHMENTS: 4017 inspections complete

San Anselmo 1808 inspections (45.6%) 41% compliant with law/code

Area	Total	Compliant	Non-Compliant	Uninspected	Occupant Contacts	Public Contacts
*Forest (SA)	366	117 (32%)	242 (66%)	7	202	58
Herrera	652	279 (42%)	369 (57%)	2	328	57
Oak	411	158 (38%)	238 (58%)	15	220	49

Sequoia	433	206 (48%)	224 (51%)	3	231	61
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* least compliant

Fairfax 1750 inspections (44.1%) 32% compliant with law/code

Area	Total	Compliant	Non-Compliant	Uninspected	Occupant Contacts	Public Contacts
*Cascade Canyon	460	113 (25%)	343 (75%)	4	195	54
Deer Park	352	129 (36%)	219 (62%)	4	184	59
Forest (Fairfax)	270	88 (33%)	174 (64%)	8	150	43
Oak Manor	80	48 (60%)	32 (40%)	0	26	15
Tamalpais	588	181 (31%)	399 (68%)	8	305	81

*least compliant

Ross 405 inspections 10.2% 41% compliant with law/code

Area	Total	Compliant	Non-Compliant	Uninspected	Occupant Contacts	Public Contacts
Wellington	405	165 (41%)	229 (57%)	11	229	43

FISCAL IMPACT & COST SUMMARY:

There is no direct fiscal impact to RVFD; the cost of this program was covered by the three towns Fairfax, San Anselmo, Ross, and Marin County Fire Department. The true full cost of the program was not fully covered by the funded allocation. General costs associated with the program are displayed below and should be considered for future program development and funding.

Funding by Towns	
Fairfax	\$46,000
San Anselmo	\$48,000
Ross	\$6,000
Total	\$100,000
Expenditures	
Lead Inspector (.5)	\$19,200
Seasonal Inspectors (4)	\$80,960
Rental vehicles (2.5)	\$13,500
Supplies /Equipment	\$5,000

Total	\$118, 660
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Contributed costs for the program:

\$2,000 Tablets/equipment from MCFD
 \$6,400 Supervision/Oversight Captain salary – MCFD
\$2,900 Pub Ed Materials /Evac Checklist - FIREsafe Marin
Total \$11,300 Tablets

DEFENSIBLE SPACE & PUBLIC FIRE PREPAREDNESS RECOMMENDATIONS:

- Consider increasing funds to ensure 2020 inspections are completed. Further investment could allow for follow up inspections and enforcement/abatement
- Ongoing public fire education was well received and should be continued.
- Increased interaction from the Fire Department in FIREWISE efforts is needed – FIREWISE sites were very low in compliance and could likely need more involvement on implementation priorities – ie; roadside veg removal for access and egress.
- Opportunity to support and increase integration between FIREsafe Marin, FIREWISE leaders to prioritize or summarize neighborhood need for action.
- Utilize department Social Media resources for defensible space messaging
- Increase education and training for inspectors
- Maintain access to Acorn Building Dspace side for Fire Department use
- The program requires strong leadership; we were fortunate to have a retiree step in to serve in this capacity. Future programs will require additional oversight.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 10, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Addition of two-year fixed term Disaster Preparedness Coordinator Position

RECOMMENDATION:

At this time staff is recommending a two-year fixed term position which can be extended. Annual evaluations of the program and position will occur with each member agency ensuring goals and objectives are met.

This position will focus on improving and coordinating disaster preparedness in the greater Ross Valley area, working closely with the Wildfire Mitigation Specialist- D-space Lead to implement key aspects of wildfire preparedness. That the Board adopt Resolution No. 21-02 approving the addition of 1.0 FTE Fixed Term Disaster Coordinator Position for a two-year duration effective March 1, 2021 or when hired. This Resolution amends and restates Resolution 19-03 for Disaster Preparedness Coordinator.

BACKGROUND:

The last several years have highlighted the need to increase disaster preparedness and resiliency throughout the Valley. Recommendations include: (a) prepare residents for wildfire (b) Re-energizing the Get Ready Program; (c) develop and support neighborhood response groups and (d) providing leadership and coordination with local agency disaster councils and/or disaster preparedness committees. The goal of the recommendations is to increase resident resiliency with a focus on self-sufficiency for the first 72 hours post disaster.

The tasks outlined above are greater than can be achieved with existing part-time and volunteer support. The three Ross Valley Towns (Ross, San Anselmo, Fairfax) and Sleepy Hollow Fire District have committed to funding a two-year fixed term Disaster Coordinator Position.

The Ross Valley Fire Department will host the fixed-term position on behalf of member agencies. The responsibility of the Department will include providing office space, daily oversight and general employment requirements. Further, the Ross Valley Fire Department will work closely with the Towns and District on workplans and projects for the Disaster Coordinator.

FISCAL IMPACT:

The annual salary is \$65,496 - \$68,772 plus up to \$10,317 in retirement and benefits. This position will be funded by additional revenue from the Town of Ross, Town of San Anselmo, Town of Fairfax and Sleepy Hollow Fire District. These jurisdictions are using Marin Wildfire Prevention Authority local funding. Revenue will be based on agreed upon percentages:

San Anselmo: 45%

Fairfax: 32.5%

Ross: 11.25%

Sleepy Hollow Fire District: 11.25%

Attachment: Resolution 21-02, Resolution Disaster Preparedness Coordinator Position

Resolution 19-03, Resolution Disaster Coordinator Position

Disaster Preparedness Coordinator Job Classification

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 21-02

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDS AND RESTATES THE POSITION AND COMPENSATION PACKAGE FOR THE DISASTER PREPAREDNESS COORDINATOR

WHEREAS, Ross Valley Fire adopted Resolution 19-03 on March 13, 2019 to establish the Disaster Preparedness Coordinator position

WHEREAS, Ross Valley Fire wishes to update and amend the Disaster Coordinator Preparedness position including salary, benefits, job specifications, and terms and conditions; and

WHEREAS Ross Valley Fire hereby amends and restates the limited term (two-year) position of Disaster Preparedness Coordinator as a non-safety position within the Department; and

NOW THEREFORE BE IT RESOLVED, that the following are the salary and benefits for this position;

BE IT FURTHER RESOLVED, that the Ross Valley Fire Department adopts Exhibit A Disaster Preparedness Coordinator class specifications, which the Fire Chief, may make minor amendments from time to time effective March 1, 2021:

Disaster Preparedness Coordinator	Step A	Step B
	5,458	5,731

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

Salary Adjustments: The Fire Board will review the Disaster Preparedness Coordinator’s compensation annually.

Retirement: PERS PEPPRA for Miscellaneous Members

Vacation Leave Schedule: 10 days

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

Sick Leave: 3 days per year, capped at 6 days.

I do hereby certify that the above Resolution 21-02 is a true and correct copy as passed by the Ross Valley Fire Board on February 10, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ford Greene, Board President

Mariana Gonzalez, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 19-03

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ESTABLISHING THE POSITION AND COMPENSATION PACKAGE FOR THE DISASTER COORDINATOR

WHEREAS, Ross Valley Fire hereby establishes the limited term (two-year) position of Disaster Coordinator as a non-safety position within the Department; and

WHEREAS, the duties, responsibilities, and compensation of the Disaster Coordinator have been compared with positions in other municipalities throughout the region; and

NOW THEREFORE BE IT RESOLVED, that the following are the salary and benefits for this position;

BE IT FURTHER RESOLVED, that the Ross Valley Fire Department adopts the following terms and conditions for the Disaster Coordinator effective July 1, 2019:

Disaster Coordinator	Step A	Step B
	5,938	6,250

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

Salary Adjustments: The Fire Board will review the Disaster Coordinator's compensation annually.

Retirement: PERS PEPRA for Miscellaneous Members

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15years	20 days
	16>years	25 days

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

Sick Leave: 12 days per year

Uniform: A uniform allowance of \$60 per month.

Cafeteria Plan: The amount of the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$1,997 per month. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee.

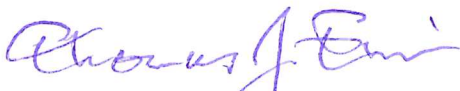
I do hereby certify that the above Resolution 19-03 is a true and correct copy as passed by the Ross Valley Fire Board on March 13, 2019, by the following vote:

AYES: 7

NOES: 0

ABSENT: 1

ABSTAIN: 0


FOR Peter Lacques, President


JoAnne Lewis, Administrative Assistant

Ross Valley Fire Department

Disaster Preparedness Coordinator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

DEFINITION

Under general direction, serves as valleywide coordinator of a range of activities associated with disaster preparedness. Coordinates disaster preparedness initiatives and community resiliency activities among local, State and Federal agencies; develops and presents disaster preparedness public safety educational outreach programs and materials; prepares, implements, and maintains disaster preparedness programs that may include municipal employees and the community; and performs related work as required.

CLASS CHARACTERISTICS

This is a single class position that will work as a miscellaneous (non-safety) employee under direction of the Ross Valley Fire Department. Under general direction, incumbent has over-all responsibility for developing Valleywide disaster resiliency and preparedness.

EXAMPLE OF DUTIES: (Illustrative Only) Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Coordinate the development, implementation, and maintenance of various community based emergency preparedness programs (i.e. wildfire preparedness, NRG, Get Ready; CERT and Disaster Councils).
- Coordinate the development of emergency prevention and emergency management public education programs and materials among Towns and District.
- Present and assist in presenting community resiliency and disaster preparedness public education and training programs; speak to groups of various ages, educational levels and socio-economic backgrounds.
- Provide consultation services and evaluations regarding disaster preparedness.
- Assist community, volunteer, educational or other public and private groups with emergency prevention and preparedness.
- Seek and participate in the development of various emergency management grants.
- Coordinate with Federal, State, County, Cities, Towns and other local emergency management organizations.
- Utilize standard personal computer software, including word processing and spreadsheet programs, develop a variety of forms, reports, and statistical analysis; and use software tools to evaluate program effectiveness and develop alternative solutions.
- Work with volunteers, coordinate their activities, provide instructions and motivation; ensure volunteer activities are effective and provide appropriate recognition.
- Maintain accurate records and files; prepare a variety of statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies.

DISASTER PREPAREDNESS COORDINATOR

Page 2 of 4

- Serve as a support team member in the Emergency Operations Centers during emergency or disaster response situations.
- Assist in the development of agreements with allied agencies and vendors to commit personnel, equipment and other appropriate resources that will provide support to the Municipalities during emergencies.
- Coordinate with other governmental agencies, the public and stakeholders to gain and maintain effective working relationships and communication.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major course work in emergency management, fire management, public administration, or a related field; and/or technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures. Or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed:

Knowledge of:

- Principles and practices of emergency management, and disaster preparedness, response and recovery.
- California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
- Emergency operations communications systems.
- State and Federal volunteer regulations and reporting and reimbursement procedures.
- Principles and practices of program coordination, development, budgeting, administration and evaluation.
- Office procedures, methods and equipment including MS Office computer software programs, such as word processing, spreadsheets and databases.
- Pertinent federal, state and local laws, codes and regulations.
- Preparing and presenting public information; teaching; and public speaking.
- Principles and practices of supervision and training.

Ability to:

Candidate must be capable of carrying out all items in both emergency and non-emergency situations.

- Be self motivated, work independently to complete assigned duties and responsibilities in a timely manner.
- Develop and present training programs for staff and the public that addresses emergency management systems, procedures and response.
- Develop and coordinate disaster preparedness exercises.
- Interpret and explain disaster preparedness services, policies and procedures.
- Interpret and apply federal, state and local laws, rules and regulations.
- Learn and retain local geography and resources as they relate to disaster preparedness planning and operations.

DISASTER PREPAREDNESS COORDINATOR

Page 3 of 4

- Stay abreast of disaster preparedness requirements and standards.
- Analyze and evaluate new program techniques.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
- Coordinate, train, oversee and evaluate volunteers.
- Logically and creatively utilize a variety of analytical techniques to solve complex disaster preparedness challenges.
- Gain the respect, confidence and cooperation of municipal leaders and the public and maintain effective working relationships with those contacted in the course of work.
- Participate in the development and administration of goals, objectives, procedures and budgets.
- Work cooperatively with the public and emergency response agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Build and maintain positive working relationships with stakeholders to ensure that assigned disaster preparedness coordination efforts are successful.

CERTIFICATES/LICENSE

Obtain prior to and maintain a valid California Driver's License with a satisfactory driving record.

Possession or ability to obtain a Healthcare Provider CPR certificate issued by a training center approved by the California EMS Authority. Healthcare Provider cards issued by the American Heart Association and the American Red Cross meet the CPR requirement.

SPECIAL REQUIREMENTS

Required to work on some weekends and evenings; work at any location in the County; attend meetings and classes both; work under various adverse and hazardous conditions; perform routine and repetitive work; personally maintain all certifications and licenses required for job class, assist in training agency employees; wear uniform; and maintain clean and neat appearance.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes performing activities in the natural environment and the constructed environment.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to walk on trails or up and down steep inclines off trails. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and vision sufficient

DISASTER PREPAREDNESS COORDINATOR

Page 4 of 4

to read computer screens and printed documents with, or without, correction. Hear within the normal audio range with, or without, correction. The employee must have sufficient physical ability to work in an office setting and operate office equipment.

Employee will be expected to wear personal protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection for noisy environments, eye protection, dust mask or respirator and safety shoes.

While performing the duties of this job, the employee is regularly working in an office environment. The noise level in the office work environment is relatively quiet. However, during outdoor operations there may be conditions with elevated noise levels, odors or smoke may be present, with heavy machinery nearby.

In emergency situations, the employee may be required to work under significant pressure, be subjected to extended work hours and be on-call in case of emergencies.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 10, 2021

To: Board of Directors

From: Jason Weber, Fire Chief
Kevin Yeager, Deputy Director Fire
Helen Yu-Scott, Finance Director

Subject: Budget Revision to FY 2020-2021 Operating Budget

RECOMMENDATION:

To approve Resolution 21-04, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line item budget revisions to the Fiscal Year 2020-2021 Operating Budget.

DISCUSSION:

On June 10, 2020, the Board adopted the proposed FY 2020-2021 Operating Budget for the Ross Valley Fire Department.

At each Board meeting, staff provides a financial report which tracks the monthly revenue and expenditures for the Department. Staff explains the variances between the adopted budget and the actual revenues and expenses on as needed basis.

During the first half of this fiscal year, the adopted budget has been impacted by a couple of the events: there have been multiple employee injuries, and the Department provided personnel and equipment to help combat wildfires throughout the State.

In order to address the changes in both revenues and expenses, staff has prepared a line item budget revision for Board consideration and approval. The summary that follows describes, in general terms, these changes. A line by line accounting for the proposed changes is included as part of the budget revision resolution.

Beginning Fund Balance: The beginning fund balance for all funds from the adopted budget is being revised to \$2,341,594 to reflect the final audit of the FY2019-2020 financial statements.

Revenues: Projected increases in revenue include: OES reimbursements, Workers Compensation, and Proceed of Sales of obsolete vehicles. The LAIF investment income did not meet our targeted amount.

The revenue line item changes have resulted in \$960,731 net increase in revenues.

Expenses: The Fire Department strives to operate within the authority of the adopted budget. Some of the items have the potential to exceed the budget and others may have a saving by the end of the year. Therefore, the only two items were proposed for change.

1. Overtime costs associated with Department's responses to wildfires throughout northern California, which contributed a \$460,079 increase to the total budget.
2. Costs associated with new vehicle/apparatus equipment, which contribute a \$20,000 to the total budget.

The expense line item changes have resulted in \$480,079 increase in expenses.

Ending Fund Balance: The estimated ending fund balance for all funds is \$3,083,103, which is an increase of \$741,509 from the prior year. It included a surplus of \$173,511 from the vehicle fund and an additional contribution of \$87,346 from the prior authority OPEB account as part of the adopted budget. The mid-year budget adjustment will contribute another \$480,652 to the total increases, which is mainly from the revenue received from the OES reimbursement.

Conclusion: Staff is recommending the approval of Resolution 21-04 adopting the proposed line item budget revisions to the FY 2020-2021 Operating Budget in order to bring the approved budget in line with expected revenues and expenses.

FISCAL IMPACT:

The proposed line item revisions include a \$960,731 increase in revenue and \$480,079 increase in expense, with a net fund balance increase of \$480,652.

Attachments: Resolution 21-04, a Resolution of the Ross Valley Fire Department Board of Directors adopting the proposed line item budget revision to the FY 2020-2021 Operating Budget

FY 2020-2021 budget document with proposed line item adjustments

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 21-04

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS
ADOPTING THE PROPOSED LINE ITEM BUDGET REVISIONS TO THE FY2020-2021
OPERATING BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT**

WHEREAS, the Ross Valley Fire Department Boards of Directors adopted the proposed FY2020-2021 Operating Budget on June 10, 2020, at a regular meeting of the Ross Valley Fire Department Board of Directors to plan for anticipated revenues and expenses for the fiscal period; and

WHEREAS, the Ross Valley Fire Department Board, on the recommendation of staff, approves the FY2020-2021 Operating Budget line items revisions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Fire Department hereby adopt the proposed FY2020-2021 Operating Budget line item revisions as listed in Attachment "A."

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 10th day of February 2021 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Ford Greene, President

Mariana Gonzalez, Administrative Assistant

**Ross Valley Fire Department
 FY2020-2021 Operating Budget
 Revised Budget Line Items**

Account	FY2020-21 Adopted	FY2020-21 Revised
<u>Revenue/Transfer In:</u>		
01.00.49502.00 OES REIMBURSEMENT OUT OF COUNTY	-	827,231
01.00.49507.00 LAIF INTEREST	7,000	4,500
01.00.49513.00 WORKERS COMP REIMBURSEMENT	-	46,000
15.00.49512.00 PROCEED OF SALES	-	90,000
<u>Expenses/Transfer Out:</u>		
01.00.60025.00 OT OES RESPONSE	-	460,079
15.00.63154.00 VEHICLE PURCHASE	-	20,000
<u>Fund Balance:</u>		
01.00.30100.00 COMPENSATED ABSENCES	136,296	180,877
01.00.30101.00 TECHNOLOGY	51,653	64,745
15.00.30500.00 APPARATUS REPLACEMENT	277,803	508,081
16.00.30305.00 BREATHING APPARATUS	120,000	120,000
01.00.30203.00 PRIOR AUTHORITY OPEB	87,346	87,346
01.00.30800.00 UNASSIGNED	1,300,022	2,122,054
TOTAL FUND BALANCE	1,973,120	3,083,103

Ross Valley Fire Department - 2020-2021 Budget

	Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND			
Beginning Fund Balance	1,487,971	1,957,024	
Revenue			
00 - UNDESIGNATED	11,473,710	12,344,441	870,731
Expense			
00 - UNDESIGNATED	9,854,375	10,314,454	460,079
05 - ADMINISTRATION	589,485	589,485	-
10 - OPERATIONS	515,182	515,182	-
14 - FACILITIES	238,622	238,622	-
15 - COMMUNITY RISK REDUCTION	13,400	13,400	-
25 - FLEET	175,300	175,300	-
Total Expense	11,386,364	11,846,443	460,079
Ending Fund Balance	1,575,317	2,455,022	410,652
Fund: 15 - APPARATUS FUND/SCBA			
Beginning Fund Balance	224,292	384,570	
Revenue			
00 - UNDESIGNATED	328,223	418,223	90,000
Expense			
00 - UNDESIGNATED	154,712	174,712	20,000
Ending Fund Balance	397,803	628,081	70,000
Beginning Fund Balance - All Funds	1,712,263	2,341,594	-
Total Revenue - All Funds	11,801,933	12,762,664	960,731
Total Expense - All Funds	11,541,076	12,021,155	480,079
Surplus/(Deficit)	260,857	741,509	480,652
Ending Fund Balance - All Funds	1,973,120	3,083,103	480,652
Fund Balances	2019-2020	2020-2021	
Nonspendable	27,066	-	
Compensated Absences	180,877	180,877	
Technology	64,745	64,745	
Apparatus Replacement	264,570	508,081	
Breathing Apparatus	120,000	120,000	
Prior Authority OPEB	-	87,346	
Unassigned	1,684,336	2,122,054	
Total	2,341,594	3,083,103	

Ross Valley Fire Department - 2020-2021 Budget

		Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND				
Revenue				
Department: 00 - UNDESIGNATED				
01.00.47501.00	FAIRFAX	2,102,866	2,102,866	-
01.00.47502.00	ROSS	2,082,551	2,082,551	-
01.00.47503.00	SAN ANSELMO	3,657,921	3,657,921	-
01.00.47504.00	SLEEPY HOLLOW	1,155,224	1,155,224	-
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	94,959	94,959	-
01.00.47508.00	PRIOR AUTHORITY MERA BOND	34,243	34,243	-
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	942,527	942,527	-
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROGRAM	258,142	258,142	-
01.00.49501.00	COUNTY OF MARIN	224,012	224,012	-
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	827,231	827,231
01.00.49506.00	RVPA RENTAL	31,052	31,052	-
01.00.49507.00	LAIF INTEREST	7,000	4,500	(2,500)
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290	47,290	-
01.00.49510.00	PLAN CHECKING FEES	245,000	245,000	-
01.00.49511.00	RE-SALE INSPECTION FEES	44,000	44,000	-
01.00.49512.00	MISCELLANEOUS INCOME	2,500	2,500	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	46,000	46,000
01.00.49517.00	DISASTER COORDINATOR REIMB	134,500	134,500	-
01.00.49523.00	APPARATUS REPLACEMENT	328,223	328,223	-
01.00.49524.00	TECHNOLOGY FEES	21,700	21,700	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	-
	Total Revenue	<u>11,473,710</u>	<u>12,344,441</u>	<u>870,731</u>
Expense				
Department: 00 - UNDESIGNATED				
01.00.60000.00	REGULAR SALARIES	4,172,768	4,172,768	-
01.00.60010.00	TEMPORARY HIRE	15,914	15,914	-
01.00.60020.00	MINIMUM STAFFING	721,412	721,412	-
01.00.60021.00	HOURLY OVERTIME	88,055	88,055	-
01.00.60024.00	SHIFT DIFFERENTIAL OT	21,218	21,218	-
01.00.60025.00	OT OES RESPONSE	-	460,079	460,079
01.00.60026.00	OT TRAINING	54,000	54,000	-
01.00.60027.00	HOLIDAY	195,891	195,891	-
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	22,660	22,660	-
01.00.60029.00	FLSA O/T	95,587	95,587	-
01.00.60030.00	S/L BUY BACK	4,000	4,000	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000	50,000	-
01.00.60039.00	EXECUTIVE OFFICER	3,600	3,600	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000	8,000	-
01.00.60100.00	RETIREMENT	1,890,706	1,890,706	-
01.00.60200.00	CAFETERIA HEALTH PLAN	793,674	793,674	-
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	23,386	23,386	-

Ross Valley Fire Department - 2020-2021 Budget

		Adpoted Budget	Revised Budget	Change
General Fund (Cont.)				
01.00.60215.00	WORKERS' COMPENSATION INSURANCE	430,000	430,000	-
01.00.60220.00	PAYROLL TAXES	82,624	82,624	-
01.00.60221.00	HOUSING ALLOWANCE	44,400	44,400	-
01.00.60223.00	UNIFORM REIMBURSEMENT	24,120	24,120	-
01.00.60225.00	EDUCATION REIMBURSEMENT	108,944	108,944	-
01.00.60231.00	RETIREEES' HEALTH INSURANCE	631,593	631,593	-
01.00.61115.00	LIABILITY INSURANCE	28,600	28,600	-
01.00.62999.00	CONTINGENCY	15,000	15,000	-
01.00.67099.00	TRANSFERS OUT - APPARATUS	328,223	328,223	-
Total Undesignated		9,854,375	10,314,454	460,079
Department: 05 - ADMINISTRATION				
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	24,205	24,205	-
01.05.61105.00	OTHER CONTRACT SERVICES	50,800	50,800	-
01.05.61106.00	CONTRACT SERVICES - MCFD	318,270	318,270	-
01.05.61107.00	ATTORNEY/LEGAL FEES	10,610	10,610	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900	2,900	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	84,900	84,900	-
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	25,750	25,750	-
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	8,200	8,200	-
01.05.61127.00	PHYSICALS	25,000	25,000	-
01.05.61129.00	HIRING EXPENSES	12,000	12,000	-
01.05.61300.00	PUBLICATIONS AND DUES	9,300	9,300	-
01.05.62000.00	OFFICE SUPPLIES	4,500	4,500	-
01.05.62003.00	POSTAGE	1,050	1,050	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,000	12,000	-
Total Administration		589,485	589,485	-
Department: 10 - OPERATIONS				
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,000	17,000	-
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,100	4,100	-
01.10.60065.02	EXPLORER POST	9,000	9,000	-
01.10.60220.01	PAYROLL TAXES	2,800	2,800	-
01.10.61000.00	TRAINING AND EDUCATION	40,000	40,000	-
01.10.61100.00	DISPATCH	186,500	186,500	-
01.10.61101.00	RADIO REPAIR	5,000	5,000	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000	1,000	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	9,200	9,200	-
01.10.61110.00	MERA OPERATING EXPENSE	48,919	48,919	-
01.10.61410.00	EQUIPMENT MAINTENANCE	10,900	10,900	-
01.10.61901.00	DISASTER COORDINATION	3,500	3,500	-
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,220	4,220	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	32,500	32,500	-

Ross Valley Fire Department - 2020-2021 Budget

		Adpoted Budget	Revised Budget	Change
General Fund (Cont.)				
01.10.62210.00	BREATHING APPARATUS	5,900	5,900	-
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,100	7,100	-
01.10.62213.00	PROTECTIVE CLOTHING	15,300	15,300	-
01.10.63131.00	EQUIPMENT	20,000	20,000	-
01.10.63140.00	HYDRANTS	21,000	21,000	-
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,000	21,000	-
01.10.63160.00	TURNOUTS	16,000	16,000	-
01.10.64401.00	MEGA BOND PAYMENT PRIOR AUTHORITY	34,243	34,243	-
Total Operations		515,182	515,182	-
Department: 14 - FACILITIES				
01.14.61500.00	BUILDING MAINTENANCE AND LANDSCAPING	16,500	16,500	-
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000	15,000	-
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000	15,000	-
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000	15,000	-
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000	15,000	-
01.14.61702.00	GAS AND ELECTRIC	42,500	42,500	-
01.14.61703.00	WATER	7,210	7,210	-
01.14.61704.00	SEWER	2,700	2,700	-
01.14.61705.00	TELEPHONE	46,312	46,312	-
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000	10,000	-
01.14.62501.00	FURNISHINGS	6,000	6,000	-
01.14.63040.00	APPLIANCES	5,000	5,000	-
01.14.63041.00	OFFICE EQUIPMENT	10,000	10,000	-
01.14.63042.00	EXERCISE EQUIPMENT	10,000	10,000	-
01.14.63044.00	TECHNOLOGY PURCHASES	22,400	22,400	-
Total Facilities		238,622	238,622	-
Department: 15 - COMMUNITY RISK REDUCTION				
01.15.60220.00	PAYROLL TAXES			-
01.15.61131.00	FIRE PREVENTION	4,600	4,600	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,800	8,800	-
Total Community Risk Reduction		13,400	13,400	-
Department: 25 - FLEET				
01.25.61411.00	BURN TRAILER MAINTENANCE	9,300	9,300	-
01.25.61600.00	REPAIRS VEHICLE	110,000	110,000	-
01.25.61601.00	VEHICLE LEASE	9,600	9,600	-
01.25.62988.00	FUEL	37,000	37,000	-
01.25.62989.00	PARTS VEHICLE	9,400	9,400	-
Total Fleet		175,300	175,300	-
Total Expenses		11,386,364	11,846,443	460,079

Ross Valley Fire Department - 2020-2021 Budget

	Adpoted Budget	Revised Budget	Change
Fund: 15 - VEHICLE FUND / SCBA			
Revenue			
Department: 00 - UNDESIGNATED			
15.00.49512.00	-	90,000	90,000
15.00.51999.00	<u>328,223</u>	<u>328,223</u>	<u>-</u>
Total Revenue	<u>328,223</u>	<u>418,223</u>	<u>90,000</u>
Expense			
Department: 00 - UNDESIGNATED			
15.00.63154.00	-	20,000	20,000
15.00.64010.00	137,460	137,460	-
15.00.64110.00	<u>17,252</u>	<u>17,252</u>	<u>-</u>
Total Expenses	<u>154,712</u>	<u>174,712</u>	<u>20,000</u>