



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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## 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, June 9<sup>th</sup>, 2021**

**6:30 pm RVFD Board Meeting**

1. **Call to order – 6:30pm**
2. Open time for public expression. The public is welcome to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or that the need to take action arose following posting of the agenda.
3. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
4. Deputy Director Fire Report – Verbal update by Deputy Director Fire Yeager
5. 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 May,
  - b) Receive call report and out of jurisdiction report for May,
  - c) Receive current budget report,
  - d) Approve minutes of the May 12<sup>th</sup>, 2021, Board meeting,
  - e) Authorized the Federally Funded Procurement Policy
  - f) Authorize the Fixed Assets Policy Update
  - g) Authorize the Cal-Card Purchasing Policy Update
  - h) Approve Annual Review of the Resolutions for Administrative Assistant, and Fire Inspectors Salary and Benefits Package:
    - i. Resolution 21-06 Administrative Assistant
    - ii. Resolution 21-07 Fire Inspector
6. Approve Adopted Budget for FY2021-22 - Deputy Fire Director Kevin Yeager & Finance & Administrative Services Director Helen Yu-Scott
7. Receive Town of Ross/Civic Center Facility Verbal Update – Deputy Director Fire Yeager
8. Adjourn to Closed Session.

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

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



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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## **Convene in Closed Session**

Appointed Department Head evaluation (Executive Management Shared Services Agreement) pursuant to Government Code Section 54957

## **Announcement of Closed Session Action**

Reporting on any action taken at this meeting will be done in open session at the beginning of the RVFD Board of Directors' regular meeting on July 14, 2021.

## **Adjournment**

The next meeting is scheduled for Wednesday, July 14, 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 AVAILBLE IN ACCESSIBLE FORMATS UPON REQUEST.

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



Ross Valley Fire, CA

# Check Report

By Check Number

Date Range: 05/01/2021 - 05/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01209	Air Exchange Inc	05/06/2021	Regular	0.00	856.42	21800
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">91604670</a>	Invoice	05/06/2021	04.30.2021 - Transmitters 3 & Antenna 1 & ...	0.00	856.42	
	<a href="#">01.14.61500.20</a>		BUILDING MAINTENANCE ...		856.42	
	<a href="#">01.14.61500.20</a>		04.30.2021 - Transmitters 3 & Ant...		856.42	
01326	AMAZON.COM SERVICES LLC	05/06/2021	Regular	0.00	59.68	21801
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1C1C-F9JV-691H</a>	Invoice	05/06/2021	05.02.2021 - Rubbermaid Vented Storage C...	0.00	31.81	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S...		31.81	
	<a href="#">01.05.62200.00</a>		05.02.2021 - Rubbermaid Easy Ve...		31.81	
<a href="#">1DQT-DNLG-4QW4</a>	Invoice	05/06/2021	05.02.2021 - American Flag for outdoor use	0.00	27.87	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S...		27.87	
	<a href="#">01.05.62200.00</a>		05.02.2021 - American Flag for ou...		27.87	
01000	American Messaging	05/06/2021	Regular	0.00	47.85	21802
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">W4106073VE</a>	Invoice	05/06/2021	05.01.2021-05.31.2021 - ACCT# W4-106073	0.00	47.85	
	<a href="#">01.10.63150.00</a>		COMMUNICATIONS EQUI...		47.85	
	<a href="#">01.10.63150.00</a>		05.01.2021-05.31.2021 - ACCT# ...		47.85	
01313	Comcast	05/06/2021	Regular	0.00	825.59	21803
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">632-05062021</a>	Invoice	05/06/2021	632 - 04.28.2021-05.27.2021 - 33 SFD BLVD	0.00	825.59	
	<a href="#">01.14.61705.00</a>		TELEPHONE		825.59	
	<a href="#">01.14.61705.00</a>		632 - 04.28.2021-05.27.2021 - 33 ...		825.59	
01272	Diesel Direct West Inc	05/06/2021	Regular	0.00	462.29	21804
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">84015719</a>	Invoice	05/06/2021	05.03.2021 - Gasoline UNL 2.9 Gallon at 3.8...	0.00	13.66	
	<a href="#">01.25.62988.00</a>		FUEL		13.66	
	<a href="#">01.25.62988.00</a>		05.03.2021 - Gasoline UNL 2.9 Gal...		13.66	
<a href="#">84015720</a>	Invoice	05/06/2021	05.03.2021 - ULSD Clear 101.4 Gallons at 3.2...	0.00	448.63	
	<a href="#">01.25.62988.00</a>		FUEL		448.63	
	<a href="#">01.25.62988.00</a>		05.03.2021 - ULSD Clear 101.4 Gal...		448.63	
01017	Fairfax Lumber	05/06/2021	Regular	0.00	16.60	21805
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">227437</a>	Invoice	05/06/2021	05.01.2021 - Funnel Plstc 4.25"80X DS Gade...	0.00	16.60	
	<a href="#">01.00.62900.00</a>		GENERAL MAINTENANCE S...		16.60	
	<a href="#">01.00.62900.00</a>		05.01.2021 - Funnel Plstc 4.25"80...		16.60	
01310	Ken's Carpet & Flooring	05/06/2021	Regular	0.00	3,760.64	21806
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">CG100521</a>	Invoice	05/06/2021	04.12.2021 - Franchise II & Spill Barrier & Ca...	0.00	3,760.64	
	<a href="#">01.14.61500.20</a>		BUILDING MAINTENANCE ...		3,760.64	
	<a href="#">01.14.61500.20</a>		04.12.2021 - Franchise II & Spill Ba...		3,760.64	
01299	Onix Networking Corporation	05/06/2021	Regular	0.00	24.02	21807
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2102595</a>	Invoice	05/06/2021	03.1.21-03.31.21 - Google Voice Standard & ...	0.00	24.02	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU...		24.02	
	<a href="#">01.05.61121.00</a>		03.1.21-03.31.21 - Google Voice S...		24.02	
01020	PG&E	05/06/2021	Regular	0.00	1,480.79	21808

Check Report

Date Range: 05/01/2021 - 05/31/2021

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		
<a href="#">758-04262021</a>	Invoice	05/06/2021	758 - 03.09.2021-04.05.2021 BOLINAS/BUTT...	0.00	1,480.79	
	<a href="#">01.14.61702.00</a>		GAS AND ELECTRIC		1,480.79	
01188	Staples Credit Plan	05/06/2021	Regular	0.00	34.07	21809
<a href="#">Payable # 2820542931</a>	Invoice	05/06/2021	04.13.2021 - Insten 2Pack Black Stylus	0.00	5.17	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		5.17	
<a href="#">Payable # 2822180881</a>	Invoice	05/06/2021	04.15.2021 - Binder Clips x 3	0.00	28.90	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		28.90	
01185	The Ed Jones Co Inc	05/06/2021	Regular	0.00	65.57	21810
<a href="#">Payable # 48248</a>	Invoice	05/06/2021	04.20.2021 - German silver name bar - hard ...	0.00	65.57	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES		65.57	
01098	Verizon Wireless	05/06/2021	Regular	0.00	811.08	21811
<a href="#">Payable # 9878358294</a>	Invoice	05/06/2021	03.24.2021-04.23.2021 - ACCT# 842101678-...	0.00	811.08	
	<a href="#">01.14.61705.00</a>		TELEPHONE		811.08	
01073	U.S. Bank Corporate Payment System	05/07/2021	Regular	0.00	4,840.68	21812
<a href="#">Payable # INV0003404</a>	Invoice	05/06/2021	04.15.2021 - Bastianon - LogMeln.com - Pro ...	0.00	349.99	
	<a href="#">01.14.63044.00</a>		TECHNOLOGY PURCHASES		349.99	
<a href="#">Payable # INV0003405</a>	Invoice	05/06/2021	04.04.2021 - Grasser - Dropbox - Subscription	0.00	119.88	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU...		119.88	
<a href="#">Payable # INV0003406</a>	Invoice	05/06/2021	04.06.2021 - Grasser - Apple.com/Bill - App ...	0.00	8.99	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU...		8.99	
<a href="#">Payable # INV0003407</a>	Invoice	05/06/2021	04.13.2021 - Grasser - Apple.com/Bill - App ...	0.00	23.96	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU...		23.96	
<a href="#">Payable # INV0003408</a>	Invoice	05/06/2021	04.04.2021 - Illingworth - Zoom.us - Pro Sub	0.00	149.90	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION		149.90	
<a href="#">Payable # INV0003409</a>	Invoice	05/06/2021	04.15.2021 - Illingworth - Amazon - Power In...	0.00	30.41	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION		30.41	
<a href="#">Payable # INV0003410</a>	Invoice	05/06/2021	04.15.2021 - Illingworth - Amazon - Cargo Net	0.00	30.42	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION		30.42	
<a href="#">Payable # INV0003411</a>	Invoice	05/06/2021	04.16.2021 - Illingworth - WPSG - Hood GEN...	0.00	885.32	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION		885.32	
<a href="#">Payable # INV0003412</a>	Invoice	05/06/2021	04.14.2021 - Hoggan - Amazon - Vinegar	0.00	47.82	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE ...		47.82	
<a href="#">Payable # INV0003413</a>	Invoice	05/06/2021	04.16.2021 - Jamotte - Amazon - Gym Chalk...	0.00	109.31	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		109.31	
<a href="#">Payable # INV0003414</a>	Invoice	05/06/2021	03.24.2021 - Gonzalez - Stamps.com - Servic...	0.00	17.99	
	<a href="#">01.05.62003.00</a>		POSTAGE		17.99	
<a href="#">Payable # INV0003415</a>	Invoice	05/06/2021	03.24.2021 - Gonzalez - Copy Shop	0.00	644.19	
	<a href="#">01.15.61131.00</a>		FIRE PREVENTION		644.19	
<a href="#">Payable # INV0003416</a>	Invoice	05/06/2021	04.08.2021 - Gonzalez - Adobe - Pro Subscript...	0.00	14.99	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU...		14.99	
<a href="#">Payable # INV0003417</a>	Invoice	05/06/2021	04.12.2021 - Gonzalez - Square Hardware - P...	0.00	378.45	
	<a href="#">01.14.63044.00</a>		TECHNOLOGY PURCHASES		378.45	

Check Report

Date Range: 05/01/2021 - 05/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">INV0003418</a>	Invoice	05/06/2021	04.16.2021 - Galli - Amazon - Keypad Entry	0.00	106.13	
	<a href="#">01.14.61500.21</a>		BUILDING MAINTENANCE ... 04.16.2021 - Galli - Amazon - Key...		106.13	
<a href="#">INV0003419</a>	Invoice	05/06/2021	03.26.2021 - Gutierrez - Discount Hydraulic ...	0.00	149.35	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE ... 03.26.2021 - Gutierrez - Discount ...		149.35	
<a href="#">INV0003420</a>	Invoice	05/06/2021	03.26.2021 - Gutierrez - Chevron - Unlead 25...	0.00	102.49	
	<a href="#">01.25.62988.00</a>		FUEL 03.26.2021 - Gutierrez - Chevron - ...		102.49	
<a href="#">INV0003421</a>	Invoice	05/06/2021	03.28.2021 - Gutierrez - Home Depot - Lumb...	0.00	108.37	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE ... 03.28.2021 - Gutierrez - Home De...		108.37	
<a href="#">INV0003422</a>	Invoice	05/06/2021	03.30.2021 - Gutierrez - Red Hill Gas - 17.59...	0.00	70.01	
	<a href="#">01.25.62988.00</a>		FUEL 03.30.2021 - Gutierrez - Red Hill G...		70.01	
<a href="#">INV0003423</a>	Invoice	05/06/2021	03.31.2021 - Will-Burt Co	0.00	814.00	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION 03.31.2021 - Will-Burt Co		814.00	
<a href="#">INV0003424</a>	Invoice	05/06/2021	04.05.2021 - Francis Enos Fire Pump Repair	0.00	143.22	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE 04.05.2021 - Francis Enos Fire Pu...		143.22	
<a href="#">INV0003425</a>	Invoice	05/06/2021	04.09.2021 - Gutierrez - Home Depot - Tools	0.00	87.70	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE 04.09.2021 - Gutierrez - Home De...		87.70	
<a href="#">INV0003426</a>	Invoice	05/06/2021	04.11.2021 - Gutierrez - Pack Shack - Tool P...	0.00	44.19	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.11.2021 - Gutierrez - Pack Shac...		44.19	
<a href="#">INV0003427</a>	Invoice	05/06/2021	04.13.2021 - Gutierrez - Disc Hydraulic Hose ...	0.00	42.95	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE ... 04.13.2021 - Gutierrez - Disc Hydr...		42.95	
<a href="#">INV0003428</a>	Invoice	05/06/2021	04.17.2021 - Gutierrez - Mob Armor - MobN...	0.00	201.15	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION 04.17.2021 - Gutierrez - Mob Arm...		201.15	
<a href="#">INV0003429</a>	Invoice	05/06/2021	04.07.2021 - Gutierrez - WPSG - Hydrant Too...	0.00	55.83	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.07.2021 - Gutierrez - WPSG - H...		55.83	
<a href="#">INV0003433</a>	Invoice	05/06/2021	04.06.2021 - Gutierrez - WPSG - Tool Bag- E...	0.00	47.84	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.06.2021 - Gutierrez - WPSG - T...		55.83	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.06.2021 - Gutierrez - WPSG - T...		43.99	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.06.2021 - Gutierrez - WPSG - T...		3.85	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.06.2021 - Gutierrez - WPSG - T...		-55.83	
<a href="#">INV0003434</a>	Invoice	04/06/2021	04.06.2021 - Gutierrez - WPSG - Tool Bag- E...	0.00	55.83	
	<a href="#">01.10.63131.00</a>		EQUIPMENT 04.06.2021 - Gutierrez - WPSG - T...		55.83	
	**Void**	05/07/2021	Regular	0.00	0.00	21813
	**Void**	05/07/2021	Regular	0.00	0.00	21814
01326	AMAZON.COM SERVICES LLC	05/13/2021	Regular	0.00	387.77	21815
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">16F3-T9RJ-74CH</a>	Invoice	05/13/2021	05.12.2021 - APC UPS, 600VA UPS Battery B...	0.00	195.72	
	<a href="#">01.14.63041.00</a>		OFFICE EQUIPMENT 05.12.2021 - APC UPS, 600VA UPS...		195.72	
<a href="#">1LWN-RH1M-P9YY</a>	Invoice	05/13/2021	05.09.2021 - Home Office Shredder w/ basket	0.00	192.05	
	<a href="#">01.14.63041.00</a>		OFFICE EQUIPMENT 05.09.2021 - Home Office Shredde..		192.05	
01292	Avenza System Inc.	05/13/2021	Regular	0.00	958.80	21816
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">12877</a>	Invoice	05/13/2021	04.21.2021 - Avenza Maps Pro Subscription ...	0.00	958.80	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU... 04.21.2021 - Avenza Maps Pro Su...		958.80	
01054	BoundTree Medical	05/13/2021	Regular	0.00	658.72	21817
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">84034033</a>	Invoice	05/13/2021	04.22.2021 - LANCET 2.2MM; Curplex Cold P...	0.00	262.70	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE SU... 04.22.2021 - LANCET 2.2MM; Curp..		262.70	
<a href="#">84047482</a>	Invoice	05/13/2021	05.04.2021 - Pediatric Pulse Oximeter; Band...	0.00	396.02	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE SU... 05.04.2021 - Pediatric Pulse Oxim...		396.02	

Check Report

Date Range: 05/01/2021 - 05/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01089	Life-Assist Inc	05/13/2021	Regular	0.00	226.74	21818
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1096457</a>	Invoice	05/13/2021	05.03.2021 - Hartwell FASPLINT Vacuum Spli...	0.00	226.74	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE SU... 05.03.2021 - Hartwell FASPLINT V...		226.74	
01099	Marin County Fire Department	05/13/2021	Regular	0.00	156,792.00	21819
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2021RVFD Shared...</a>	Invoice	05/13/2021	12.08.2020 - 50% of contract amt for FY20-2...	0.00	156,792.00	
	<a href="#">01.05.61106.00</a>		CONTRACT SERVICES - MC... 12.08.2020 - 50% of contract amt ...		156,792.00	
01083	Marin County Hazardous Materials JPA	05/13/2021	Regular	0.00	8,925.00	21820
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">222</a>	Invoice	05/13/2021	04.30.2021 - JPA Cost Hazard Mat Response...	0.00	8,925.00	
	<a href="#">01.10.61108.00</a>		HAZARDOUS MATERIAL C... 04.30.2021 - JPA Cost Hazard Mat...		8,925.00	
01255	TIAA Commercial Bank Inc.	05/13/2021	Regular	0.00	463.77	21821
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">8127786</a>	Invoice	05/13/2021	05.05.2021 - CONTRACT NUMBER 20429048	0.00	463.77	
	<a href="#">01.05.61105.00</a>		OTHER CONTRACT SERVICES 05.05.2021 - CONTRACT NUMBER...		463.77	
01329	Andrew Juric	05/20/2021	Regular	0.00	785.00	21822
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">ECT00331-2020</a>	Invoice	05/20/2021	2.26.2021 - Instructor: Instruction FD MAY20	0.00	350.00	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION 2.26.2021 - Instructor: Instruction...		350.00	
<a href="#">ECT01295-2020</a>	Invoice	05/20/2021	11.12.20- Company Officer 2E:Wildland Com...	0.00	435.00	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION 11.12.20- Company Officer 2E:Wil...		435.00	
01059	AT&T Mobility	05/20/2021	Regular	0.00	946.44	21823
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">287301083016X0...</a>	Invoice	05/20/2021	04.03.2021-05.02.2021-ACCT#287301083016	0.00	946.44	
	<a href="#">01.14.61705.00</a>		TELEPHONE 04.03.2021-05.02.2021-ACCT#28...		946.44	
01324	ClubCare Inc	05/20/2021	Regular	0.00	175.00	21824
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">108685</a>	Invoice	05/20/2021	05.07.2021 Diagnostic Visit (1 hour) Contract	0.00	175.00	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT 05.07.2021 Diagnostic Visit (1 hou...		175.00	
01015	Curtis Tools	05/20/2021	Regular	0.00	348.44	21825
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV486365</a>	Invoice	05/20/2021	04.30.2021 HFX Extruded Rubber Attack/Su...	0.00	348.44	
	<a href="#">01.10.61410.00</a>		EQUIPMENT MAINTENANCE 04.30.2021 HFX Extruded Rubber ...		348.44	
01029	Department of Justice	05/20/2021	Regular	0.00	49.00	21826
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">510119</a>	Invoice	05/20/2021	05.06.2021 Fingerprint Apps & FBI Fees	0.00	49.00	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES 05.06.2021 Fingerprint Apps & FBI...		49.00	
01272	Diesel Direct West Inc	05/20/2021	Regular	0.00	1,880.88	21827

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Date Range: 05/01/2021 - 05/31/2021

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			
<a href="#">84033873</a>	Invoice	05/20/2021	05.17.2021 Gasoline UNL 12.4 Gal @ 3.9571	0.00	59.60	
<a href="#">01.25.62988.00</a>			FUEL		59.60	
<a href="#">84033874</a>	Invoice	05/20/2021	05.17.2021 ULSD Clear 400.4 Gal @ 3.3872	0.00	1,821.28	
<a href="#">01.25.62988.00</a>			FUEL		1,821.28	
01017	Fairfax Lumber	05/20/2021	Regular	0.00	94.80	21828
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">227959</a>	Invoice	05/20/2021	05.11.2021 Plug SCH40 PVC 3/4" MPT	0.00	13.10	
<a href="#">01.25.62989.00</a>			PARTS VEHICLE		13.10	
<a href="#">228134</a>	Invoice	05/20/2021	05.13.2021 Film Poly CLR3Mil 10x25' 5 units	0.00	81.70	
<a href="#">01.05.62200.00</a>			GENERAL DEPARTMENT S...		81.70	
01079	Hannibal's Inc.	05/20/2021	Regular	0.00	820.94	21829
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">24519</a>	Invoice	05/20/2021	05.17.2021 Electrician's labor and materials	0.00	820.94	
<a href="#">01.14.61500.18</a>			BUILDING MAINTENANCE ...		820.94	
01066	Kaiser Foundation Health Plan Inc	05/20/2021	Regular	0.00	230.00	21830
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">037-05202021</a>	Invoice	05/20/2021	May 2020 - Guarantor Acct 320900249037	0.00	230.00	
<a href="#">01.05.61127.00</a>			HEALTH AND WELLNESS		230.00	
01037	Marin Municipal Water District	05/20/2021	Regular	0.00	167.77	21831
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">135-05202021</a>	Invoice	05/20/2021	135 - 03.04.2021-05.05.2021 - 14 - 18 Park Rd	0.00	77.20	
<a href="#">01.14.61703.00</a>			WATER		77.20	
<a href="#">263-05202021</a>	Invoice	05/20/2021	263 - 03.04.2021-05.05.2021 - 14 - 18 Park Rd	0.00	90.57	
<a href="#">01.14.61703.00</a>			WATER		90.57	
01071	Occu-Med	05/20/2021	Regular	0.00	67.05	21832
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">0521842</a>	Invoice	05/20/2021	04.30.2021 Wildfire Mitigate Specialist-Defen...	0.00	67.05	
<a href="#">01.05.61129.00</a>			HIRING EXPENSES		67.05	
01020	PG&E	05/20/2021	Regular	0.00	197.60	21833
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">937-05202021</a>	Invoice	05/20/2021	937 - 04.08.2021-05.06.2021 - 800-804 SAN ...	0.00	197.60	
<a href="#">01.14.61702.00</a>			GAS AND ELECTRIC		197.60	
01185	The Ed Jones Co Inc	05/20/2021	Regular	0.00	65.57	21834
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">48345</a>	Invoice	05/20/2021	05.03.2021 Germ silver name bar - hard black	0.00	65.57	
<a href="#">01.05.61129.00</a>			HIRING EXPENSES		65.57	
01339	WATTCO	05/20/2021	Regular	0.00	950.99	21835
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>			
<a href="#">56980</a>	Invoice	05/20/2021	05.10.2021 FP-MXTL2500 - 3" XTL2500/5000...	0.00	340.60	
<a href="#">01.10.63150.00</a>			COMMUNICATIONS EQUI...		340.60	
<a href="#">57012</a>	Invoice	05/20/2021	04.30.2021 C-ARM-102 Side Mount Armrest	0.00	610.39	

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Date Range: 05/01/2021 - 05/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">15.00.63154.00</a>	VEHICLE PURCHASE	04.30.2021 C-ARM-102 Side Moun..		610.39	
	**Void**	05/20/2021	Regular	0.00	0.00	21836
01076	Burrous Brothers Company	05/20/2021	Regular	0.00	2,920.00	21837
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">14282</a>	Invoice	05/20/2021	05.15.2021 Carpet clearing	0.00	949.00	
	<a href="#">01.14.61500.18</a>	BUILDING MAINTENANCE ...	05.15.2021 Carpet clearing		949.00	
<a href="#">14283</a>	Invoice	05/20/2021	05.08.2021 Carpet Cleaning	0.00	966.00	
	<a href="#">01.14.61500.19</a>	BUILDING MAINTENANCE ...	05.08.2021 Carpet Cleaning		966.00	
<a href="#">14284</a>	Invoice	05/20/2021	05.08.2021 Carpet cleaning	0.00	287.00	
	<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE ...	05.08.2021 Carpet cleaning		287.00	
<a href="#">14285</a>	Invoice	05/20/2021	05.15.2021 Carpet Cleaning	0.00	718.00	
	<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE ...	05.15.2021 Carpet Cleaning		718.00	
01209	Air Exchange Inc	05/28/2021	Regular	0.00	788.49	21838
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">91604795</a>	Invoice	05/27/2021	05.19.2021 10" x 5' silencer & 10" 90 deg & l...	0.00	788.49	
	<a href="#">01.14.61500.00</a>	BUILDING MAINTENANCE ...	05.19.2021 10" x 5' silencer & 10"...		788.49	
01017	Fairfax Lumber	05/28/2021	Regular	0.00	7.44	21839
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">228633</a>	Invoice	05/27/2021	05.23.2021 Mounting tape 1"x60"	0.00	7.44	
	<a href="#">01.05.62200.00</a>	GENERAL DEPARTMENT S...	05.23.2021 Mounting tape 1"x60"		7.44	
01049	Fishman Supply Company	05/28/2021	Regular	0.00	173.96	21840
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">1284747.2</a>	Invoice	05/27/2021	01.08.2021 GOJO MICRELL ANTIBACTERIAL ...	0.00	32.04	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE...	01.08.2021 GOJO MICRELL ANTIB...		32.04	
<a href="#">1295174.3</a>	Invoice	05/27/2021	05.19.2021 DISHWASHER SOAP CASCADE PA...	0.00	141.92	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE...	05.19.2021 DISHWASHER SOAP C...		141.92	
01082	Leete Generators	05/28/2021	Regular	0.00	-2,165.20	21841
01082	Leete Generators	05/28/2021	Regular	0.00	2,165.20	21841
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">43781</a>	Invoice	05/27/2021	04.08.2021 Stat#21 Oil Chg & Inspection & L...	0.00	1,005.93	
	<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE ...	04.08.2021 Stat#21 Oil Chg & Insp...		1,005.93	
<a href="#">43782</a>	Invoice	05/27/2021	04.08.2021 Stat#20 Oil Chg & Inspection & L...	0.00	1,159.27	
	<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE ...	04.08.2021 Stat#20 Oil Chg & Insp...		1,159.27	
01037	Marin Municipal Water District	05/28/2021	Regular	0.00	664.29	21842
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">087-05122021</a>	Invoice	05/27/2021	087 - 03.06.2021-05.07.2021 - 777 SAN ANS...	0.00	292.16	
	<a href="#">01.14.61703.00</a>	WATER	087 - 03.06.2021-05.07.2021 - 777..		292.16	
<a href="#">256-05132021</a>	Invoice	05/27/2021	256 - 03.09.2021-05.10.2021 - 150 BUTTERFI...	0.00	90.57	
	<a href="#">01.14.61703.00</a>	WATER	256 - 03.09.2021-05.10.2021 - 150..		90.57	
<a href="#">868-05122021</a>	Invoice	05/27/2021	868 - 03.06.2021-05.07.2021 - 777 SAN ANS...	0.00	90.57	
	<a href="#">01.14.61703.00</a>	WATER	868 - 03.06.2021-05.07.2021 - 777..		90.57	
<a href="#">957-05122021</a>	Invoice	05/27/2021	957 - 03.06.2021-05.07.2021 - 800-804 SAN ...	0.00	190.99	
	<a href="#">01.14.61703.00</a>	WATER	957 - 03.06.2021-05.07.2021 - 800..		190.99	
01048	Oscar Arenas	05/28/2021	Regular	0.00	390.00	21843



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Date Range: 05/01/2021 - 05/31/2021

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		
<a href="#">INV0003484</a>	Invoice	05/27/2021	05.20.2021 OSCAR REIMB - ELITE COM TRAIN..	0.00	390.00	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION		390.00	
01185	The Ed Jones Co Inc	05/28/2021	Regular	0.00	122.12	21844
<a href="#">48349</a>	Invoice	05/27/2021	05.03.2021 German Silver 604 badge	0.00	122.12	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES		122.12	
01216	Tomas Pastalka	05/28/2021	Regular	0.00	440.00	21845
<a href="#">ECT01436-2020</a>	Invoice	05/27/2021	05.25.2021 PAST Reimb - Risk Comm Train 1...	0.00	440.00	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATION		440.00	
01011	Tyler Technologies Inc	05/28/2021	Regular	0.00	3,464.00	21846
<a href="#">025-333252</a>	Invoice	05/27/2021	Hosting User Annual Fee - 05.01.2021-04.30...	0.00	3,464.00	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/SU... Hosting User Annual Fee - 05.01.2...		3,464.00	
01205	W. Bradley Electric Inc	05/28/2021	Regular	0.00	2,045.74	21847
<a href="#">197632</a>	Invoice	05/27/2021	04.04.2021 NEW LAPTOP	0.00	2,045.74	
	<a href="#">01.14.63044.00</a>		TECHNOLOGY PURCHASES		2,045.74	
01097	MidAmerica	05/17/2021	Bank Draft	0.00	27,632.51	DFT0002464
<a href="#">MidAmerica Retir...</a>	Invoice	05/17/2021	MidAmerica Retiree Health Reimb 06.01.20...	0.00	27,632.51	
	<a href="#">01.00.60231.00</a>		RETIREES' HEALTH INSURA... MidAmerica Retiree Health Reimb...		27,632.51	
01164	Employment Development Dept	05/05/2021	Bank Draft	0.00	557.45	DFT0002465
<a href="#">L0514412560</a>	Invoice	05/05/2021	Jan-Mar 2021 Unemployment Claims	0.00	557.45	
	<a href="#">01.00.62999.00</a>		CONTINGENCY		557.45	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	45	0.00	201,658.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-2,165.20
Bank Drafts	2	2	0.00	28,189.96
EFT's	0	0	0.00	0.00
	<b>92</b>	<b>51</b>	<b>0.00</b>	<b>227,683.56</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	45	0.00	201,658.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-2,165.20
Bank Drafts	2	2	0.00	28,189.96
EFT's	0	0	0.00	0.00
	<b>92</b>	<b>51</b>	<b>0.00</b>	<b>227,683.56</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	5/2021	227,683.56
			<b>227,683.56</b>

# Ross Valley Fire Dept

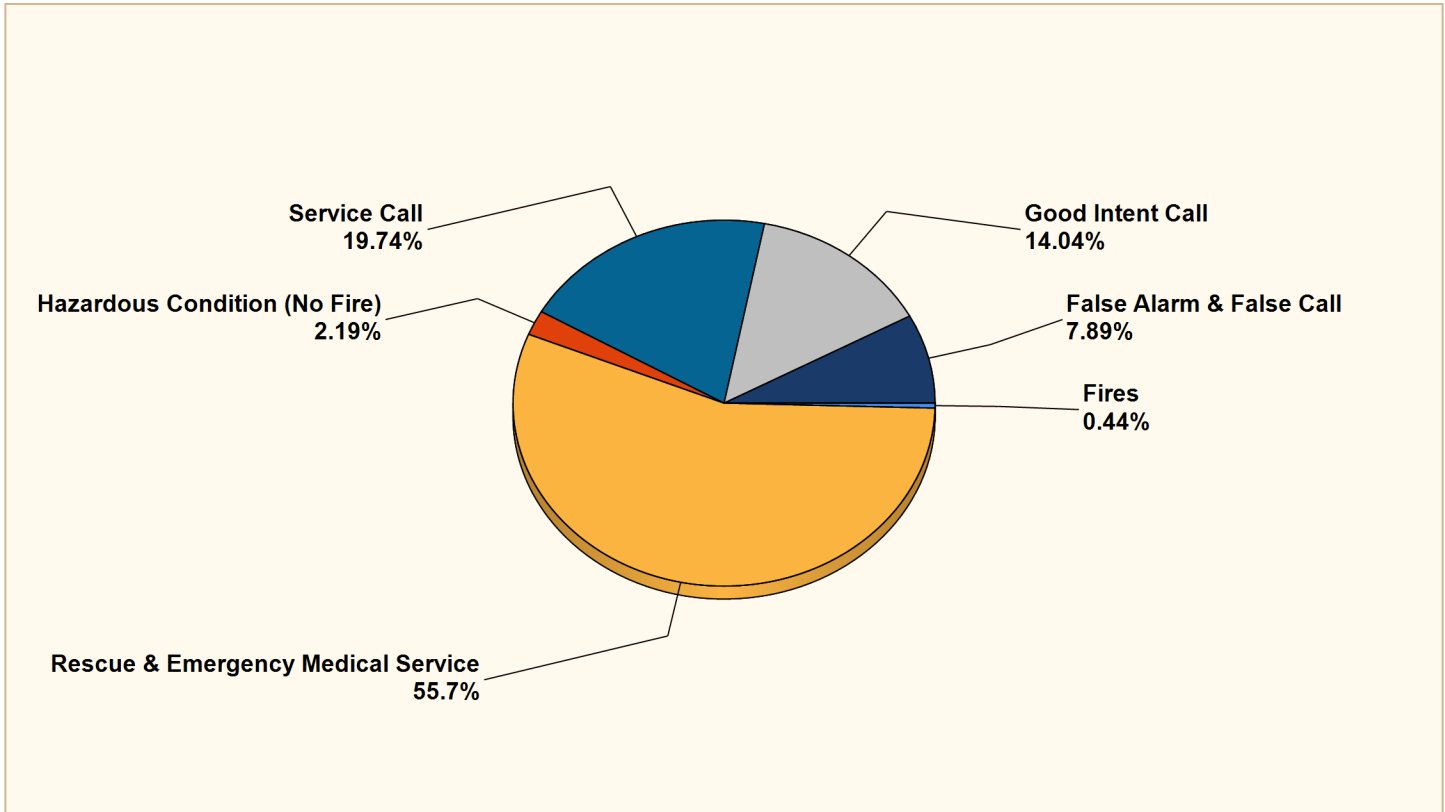
San Anselmo, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2021 | End Date: 05/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.44%
Rescue & Emergency Medical Service	127	55.7%
Hazardous Condition (No Fire)	5	2.19%
Service Call	45	19.74%
Good Intent Call	32	14.04%
False Alarm & False Call	18	7.89%
<b>TOTAL</b>	<b>228</b>	<b>100%</b>

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



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Item 5b  
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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.44%
321 - EMS call, excluding vehicle accident with injury	118	51.75%
322 - Motor vehicle accident with injuries	9	3.95%
444 - Power line down	5	2.19%
550 - Public service assistance, other	8	3.51%
551 - Assist police or other governmental agency	3	1.32%
553 - Public service	15	6.58%
554 - Assist invalid	15	6.58%
561 - Unauthorized burning	1	0.44%
571 - Cover assignment, standby, moveup	3	1.32%
600 - Good intent call, other	1	0.44%
611 - Dispatched & cancelled en route	20	8.77%
622 - No incident found on arrival at dispatch address	4	1.75%
651 - Smoke scare, odor of smoke	6	2.63%
653 - Smoke from barbecue, tar kettle	1	0.44%
730 - System malfunction, other	1	0.44%
733 - Smoke detector activation due to malfunction	2	0.88%
734 - Heat detector activation due to malfunction	3	1.32%
735 - Alarm system sounded due to malfunction	3	1.32%
736 - CO detector activation due to malfunction	1	0.44%
740 - Unintentional transmission of alarm, other	1	0.44%
743 - Smoke detector activation, no fire - unintentional	5	2.19%
745 - Alarm system activation, no fire - unintentional	2	0.88%
<b>TOTAL INCIDENTS:</b>	<b>228</b>	<b>100%</b>

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



# Ross Valley Fire Dept

San Anselmo, CA

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## Incident Type Count per Station for Date Range

Start Date: 05/01/2021 | End Date: 05/31/2021

INCIDENT TYPE	# INCIDENTS
<b>Station: 00 - MUTUAL AID RESOURCES</b>	
571 - Cover assignment, standby, moveup	2
<b># Incidents for 00 - Mutual Aid Resources:</b>	<b>2</b>

<b>Station: 18 - STATION 18</b>	
<b>Ross</b>	
321 - EMS call, excluding vehicle accident with injury	14
444 - Power line down	2
553 - Public service	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
<b># Incidents for 18 - Station 18 :</b>	<b>27</b>

<b>Station: 19 - STATION 19</b>	
<b>San Anselmo</b>	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	32
322 - Motor vehicle accident with injuries	4
444 - Power line down	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	2
553 - Public service	6
554 - Assist invalid	3
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	7
622 - No incident found on arrival at dispatch address	1
730 - System malfunction, other	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
<b># Incidents for 19 - Station 19:</b>	<b>64</b>

<b>Station: 20 - STATION 20</b>	
<b>Sleepy Hollow</b>	
321 - EMS call, excluding vehicle accident with injury	14
322 - Motor vehicle accident with injuries	2
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	1
553 - Public service	2

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
554 - Assist invalid	7
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	2
733 - Smoke detector activation due to malfunction	2
734 - Heat detector activation due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

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

**35**

<b>Station: 21 - STATION 21      Fairfax</b>	
321 - EMS call, excluding vehicle accident with injury	58
322 - Motor vehicle accident with injuries	3
444 - Power line down	2
550 - Public service assistance, other	5
553 - Public service	5
554 - Assist invalid	5
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	6
651 - Smoke scare, odor of smoke	5
653 - Smoke from barbecue, tar kettle	1
734 - Heat detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	2

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

**100**

Only REVIEWED incidents included.



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Ross Valley Fire, CA

# Budget Report Group Summary

For Fiscal: 2020-2021 Period Ending: 05/31/2021

SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
475 - MEMBER CONTRIBUTIONS	10,070,291.00	10,070,291.00	839,190.92	9,231,100.12	-839,190.88	91.67 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,403,419.00	2,274,150.00	521,362.34	2,362,486.68	88,336.68	103.88 %
<b>Revenue Total:</b>	<b>11,473,710.00</b>	<b>12,344,441.00</b>	<b>1,360,553.26</b>	<b>11,593,586.80</b>	<b>-750,854.20</b>	<b>93.92 %</b>
<b>Expense</b>						
600 - SALARIES AND WAGES	5,483,205.00	5,943,284.00	472,346.76	5,764,338.49	178,945.51	96.99 %
601 - RETIREMENT	1,890,706.00	1,890,706.00	74,201.17	1,722,619.80	168,086.20	91.11 %
602 - EMPLOYEE BENEFITS	2,141,541.00	2,141,541.00	117,033.76	1,622,444.28	519,096.72	75.76 %
610 - TRAINING	40,000.00	40,000.00	3,726.20	18,847.80	21,152.20	47.12 %
611 - OUTSIDE SERVICES	846,454.00	846,454.00	163,087.05	741,662.97	104,791.03	87.62 %
613 - PUBLICATION / DUES	9,300.00	9,300.00	0.00	9,591.44	-291.44	103.13 %
614 - MAINTENANCE	20,200.00	20,200.00	348.44	8,539.10	11,660.90	42.27 %
615 - BUILDING MAINTENANCE	76,500.00	76,500.00	9,116.26	46,105.84	30,394.16	60.27 %
616 - VEHICLE MAINTENANCE	119,600.00	119,600.00	0.00	65,725.99	53,874.01	54.95 %
617 - UTILITIES	98,722.00	98,722.00	4,300.31	93,443.23	5,278.77	94.65 %
619 - MISCELLANEOUS	3,500.00	3,500.00	-2,441.98	489.68	3,010.32	13.99 %
620 - OFFICE SUPPLIES	5,550.00	5,550.00	-209.36	3,607.60	1,942.40	65.00 %
622 - DEPARTMENT SUPPLIES	95,820.00	95,820.00	190.83	61,288.44	34,531.56	63.96 %
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	1,857.74	45,809.85	15,590.15	74.61 %
630 - EQUIPMENT	47,400.00	47,400.00	3,010.80	18,250.37	29,149.63	38.50 %
631 - CAPITAL OUTLAY	78,000.00	78,000.00	536.31	53,596.07	24,403.93	68.71 %
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 %
<b>Expense Total:</b>	<b>11,386,364.00</b>	<b>11,846,443.00</b>	<b>847,104.29</b>	<b>10,640,612.20</b>	<b>1,205,830.80</b>	<b>89.82 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>87,346.00</b>	<b>497,998.00</b>	<b>513,448.97</b>	<b>952,974.60</b>	<b>454,976.60</b>	<b>191.36 %</b>
<b>Report Surplus (Deficit):</b>	<b>87,346.00</b>	<b>497,998.00</b>	<b>513,448.97</b>	<b>952,974.60</b>	<b>454,976.60</b>	<b>191.36 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
01 - GENERAL FUND	87,346.00	497,998.00	513,448.97	952,974.60	454,976.60
<b>Report Surplus (Deficit):</b>	<b>87,346.00</b>	<b>497,998.00</b>	<b>513,448.97</b>	<b>952,974.60</b>	<b>454,976.60</b>





Ross Valley Fire, CA

# Budget Report

## Account Summary

For Fiscal: 2020-2021 Period Ending: 05/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">01.00.47501.00</a>	FAIRFAX	2,102,866.00	2,102,866.00	173,026.08	1,903,286.88	-199,579.12	90.51 %
<a href="#">01.00.47502.00</a>	ROSS	2,082,551.00	2,082,551.00	173,545.92	1,909,005.12	-173,545.88	91.67 %
<a href="#">01.00.47503.00</a>	SAN ANSELMO	3,657,921.00	3,657,921.00	300,976.26	3,310,738.86	-347,182.14	90.51 %
<a href="#">01.00.47504.00</a>	SLEEPY HOLLOW	1,155,224.00	1,155,224.00	95,053.09	1,045,583.97	-109,640.03	90.51 %
<a href="#">01.00.47507.00</a>	PRIOR AUTHORITY RETIREE HEALTH	94,959.00	94,959.00	15,192.08	167,112.89	72,153.89	175.98 %
<a href="#">01.00.47508.00</a>	PRIOR AUTHORITY MERA BOND	34,243.00	34,243.00	2,853.58	31,389.39	-2,853.61	91.67 %
<a href="#">01.00.47510.00</a>	PRIOR AUTHORITY RETIREMENT	942,527.00	942,527.00	78,543.91	863,983.01	-78,543.99	91.67 %
<a href="#">01.00.49501.00</a>	COUNTY OF MARIN	224,012.00	224,012.00	0.00	224,012.00	0.00	100.00 %
<a href="#">01.00.49502.00</a>	OES REIMBURSEMENT OUT OF COUN...	0.00	827,231.00	249,893.69	940,604.63	113,373.63	113.71 %
<a href="#">01.00.49504.00</a>	RVPA REIMBURSEMENT MEDIC PROG	258,142.00	258,142.00	129,071.00	193,606.50	-64,535.50	75.00 %
<a href="#">01.00.49506.00</a>	RVPA RENTAL	31,052.00	31,052.00	0.00	31,052.08	0.08	100.00 %
<a href="#">01.00.49507.00</a>	LAIF INTEREST	7,000.00	4,500.00	0.00	3,032.37	-1,467.63	67.39 %
<a href="#">01.00.49509.00</a>	RVPA EMS TRAINING/SUPPLY REIMB.	47,290.00	47,290.00	0.00	47,290.00	0.00	100.00 %
<a href="#">01.00.49510.00</a>	PLAN CHECKING FEES	245,000.00	245,000.00	43,409.54	247,616.54	2,616.54	101.07 %
<a href="#">01.00.49511.00</a>	RE-SALE INSPECTION FEES	44,000.00	44,000.00	10,586.10	70,765.75	26,765.75	160.83 %
<a href="#">01.00.49512.00</a>	MISCELLANEOUS INCOME	2,500.00	2,500.00	8,282.30	10,865.50	8,365.50	434.62 %
<a href="#">01.00.49513.00</a>	WORKERS COMP REIMBURSEMENT	0.00	46,000.00	10,622.96	171,279.08	125,279.08	372.35 %
<a href="#">01.00.49517.00</a>	DISASTER COORDINATOR REIMB.	134,500.00	134,500.00	0.00	0.00	-134,500.00	0.00 %
<a href="#">01.00.49519.00</a>	FEMA GRANT REIMBURSEMENT	0.00	0.00	38,080.65	96,424.03	96,424.03	0.00 %
<a href="#">01.00.49523.00</a>	APPARATUS REPLACEMENT	328,223.00	328,223.00	27,351.92	300,871.12	-27,351.88	91.67 %
<a href="#">01.00.49524.00</a>	TECHNOLOGY FEES	21,700.00	21,700.00	4,064.18	25,067.08	3,367.08	115.52 %
<a href="#">01.00.49526.18</a>	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<a href="#">01.00.49526.19</a>	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<a href="#">01.00.49526.20</a>	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<a href="#">01.00.49526.21</a>	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>11,473,710.00</b>	<b>12,344,441.00</b>	<b>1,360,553.26</b>	<b>11,593,586.80</b>	<b>-750,854.20</b>	<b>93.92 %</b>
<b>Revenue Total:</b>		<b>11,473,710.00</b>	<b>12,344,441.00</b>	<b>1,360,553.26</b>	<b>11,593,586.80</b>	<b>-750,854.20</b>	<b>93.92 %</b>
<b>Expense</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">01.00.60000.00</a>	REGULAR SALARIES	4,172,768.00	4,172,768.00	341,300.96	3,603,366.40	569,401.60	86.35 %
<a href="#">01.00.60010.00</a>	TEMPORARY HIRE	15,914.00	15,914.00	0.00	75,302.06	-59,388.06	473.18 %
<a href="#">01.00.60020.00</a>	MINIMUM STAFFING	721,412.00	721,412.00	84,435.87	1,155,799.98	-434,387.98	160.21 %
<a href="#">01.00.60021.00</a>	HOURLY OVERTIME	88,055.00	88,055.00	11,586.46	143,694.76	-55,639.76	163.19 %
<a href="#">01.00.60024.00</a>	SHIFT DIFFERENTIAL OT	21,218.00	21,218.00	396.20	5,043.57	16,174.43	23.77 %
<a href="#">01.00.60025.00</a>	OT OES RESPONSE	0.00	460,079.00	0.00	460,079.15	-0.15	100.00 %
<a href="#">01.00.60026.00</a>	OT TRAINING	54,000.00	54,000.00	9,914.15	26,365.10	27,634.90	48.82 %
<a href="#">01.00.60027.00</a>	HOLIDAY	195,891.00	195,891.00	16,006.48	169,641.90	26,249.10	86.60 %
<a href="#">01.00.60028.00</a>	PARAMEDIC TRAINING OVERTIME	22,660.00	22,660.00	0.00	575.20	22,084.80	2.54 %
<a href="#">01.00.60029.00</a>	FLSA O/T	95,587.00	95,587.00	7,606.64	76,663.49	18,923.51	80.20 %
<a href="#">01.00.60030.00</a>	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
<a href="#">01.00.60035.00</a>	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	33,436.95	16,563.05	66.87 %
<a href="#">01.00.60039.00</a>	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	3,300.00	300.00	91.67 %
<a href="#">01.00.60040.00</a>	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	8,800.00	-800.00	110.00 %
<a href="#">01.00.60100.00</a>	RETIREMENT	1,890,706.00	1,890,706.00	74,201.17	1,722,619.80	168,086.20	91.11 %
<a href="#">01.00.60200.00</a>	CAFETERIA HEALTH PLAN	793,674.00	793,674.00	61,063.67	647,982.19	145,691.81	81.64 %
<a href="#">01.00.60210.00</a>	RETIREE HEALTH SAVINGS MATCH	23,386.00	23,386.00	2,413.06	21,717.54	1,668.46	92.87 %
<a href="#">01.00.60215.00</a>	WORKERS' COMPENSATION INSURA...	430,000.00	430,000.00	0.00	316,791.00	113,209.00	73.67 %
<a href="#">01.00.60220.00</a>	PAYROLL TAXES	82,624.00	82,624.00	7,052.90	87,322.16	-4,698.16	105.69 %
<a href="#">01.00.60221.00</a>	HOUSING ALLOWANCE	44,400.00	44,400.00	3,300.00	35,400.00	9,000.00	79.73 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.00.60223.00</a>	UNIFORM REIMBURSEMENT	24,120.00	24,120.00	2,010.00	20,997.00	3,123.00	87.05 %
<a href="#">01.00.60225.00</a>	EDUCATION REIMBURSEMENT	108,944.00	108,944.00	8,556.62	94,007.91	14,936.09	86.29 %
<a href="#">01.00.60231.00</a>	RETIREES' HEALTH INSURANCE	631,593.00	631,593.00	32,637.51	398,171.40	233,421.60	63.04 %
<a href="#">01.00.61115.00</a>	LIABILITY INSURANCE	28,600.00	28,600.00	0.00	26,895.00	1,705.00	94.04 %
<a href="#">01.00.62999.00</a>	CONTINGENCY	15,000.00	15,000.00	557.45	2,919.95	12,080.05	19.47 %
<a href="#">01.00.67099.00</a>	TRANSFERS OUT	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>9,854,375.00</b>	<b>10,314,454.00</b>	<b>664,139.14</b>	<b>9,465,115.51</b>	<b>849,338.49</b>	<b>91.77 %</b>
<b>Department: 05 - ADMINISTRATION</b>							
<a href="#">01.05.61103.00</a>	AUDIT & BOOKEEPING SERVICES	24,205.00	24,205.00	515.81	20,175.73	4,029.27	83.35 %
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES	50,800.00	50,800.00	-9,221.59	25,844.30	24,955.70	50.87 %
<a href="#">01.05.61106.00</a>	CONTRACT SERVICES - MCFD	318,270.00	318,270.00	156,792.00	313,584.00	4,686.00	98.53 %
<a href="#">01.05.61107.00</a>	ATTORNEY/LEGAL FEES	10,610.00	10,610.00	0.00	2,439.10	8,170.90	22.99 %
<a href="#">01.05.61112.00</a>	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	224.75	2,386.75	513.25	82.30 %
<a href="#">01.05.61120.00</a>	CONTRACT SERVICES-SAN ANSELMO	84,900.00	84,900.00	0.00	64,355.00	20,545.00	75.80 %
<a href="#">01.05.61121.00</a>	COMPUTER SOFTWARE/SUPPORT	25,750.00	25,750.00	4,614.64	12,160.62	13,589.38	47.23 %
<a href="#">01.05.61122.00</a>	WEB PAGE DESIGN AND MAINTENAN...	8,200.00	8,200.00	0.00	3,993.00	4,207.00	48.70 %
<a href="#">01.05.61127.00</a>	HEALTH AND WELLNESS	25,000.00	25,000.00	230.00	3,677.00	21,323.00	14.71 %
<a href="#">01.05.61129.00</a>	HIRING EXPENSES	12,000.00	12,000.00	369.31	10,609.04	1,390.96	88.41 %
<a href="#">01.05.61300.00</a>	PUBLICATIONS AND DUES	9,300.00	9,300.00	0.00	9,591.44	-291.44	103.13 %
<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	4,500.00	4,500.00	-227.35	2,576.90	1,923.10	57.26 %
<a href="#">01.05.62003.00</a>	POSTAGE	1,050.00	1,050.00	17.99	1,030.70	19.30	98.16 %
<a href="#">01.05.62200.00</a>	GENERAL DEPARTMENT SUPPLIES	12,000.00	12,000.00	-246.77	2,948.95	9,051.05	24.57 %
<b>Department: 05 - ADMINISTRATION Total:</b>		<b>589,485.00</b>	<b>589,485.00</b>	<b>153,068.79</b>	<b>475,372.53</b>	<b>114,112.47</b>	<b>80.64 %</b>
<b>Department: 10 - OPERATIONS</b>							
<a href="#">01.10.60060.01</a>	VOLUNTEER SHIFT PAY/DRILLS	17,000.00	17,000.00	0.00	1,082.93	15,917.07	6.37 %
<a href="#">01.10.60064.01</a>	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	1,187.00	2,913.00	28.95 %
<a href="#">01.10.60065.02</a>	EXPLORER POST	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
<a href="#">01.10.60220.00</a>	PAYROLL TAXES	0.00	0.00	0.00	10.44	-10.44	0.00 %
<a href="#">01.10.60220.01</a>	PAYROLL TAXES - VOLUNTEER	2,800.00	2,800.00	0.00	44.64	2,755.36	1.59 %
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION	40,000.00	40,000.00	3,726.20	18,847.80	21,152.20	47.12 %
<a href="#">01.10.61100.00</a>	DISPATCH	186,500.00	186,500.00	0.00	191,449.19	-4,949.19	102.65 %
<a href="#">01.10.61101.00</a>	RADIO REPAIR	5,000.00	5,000.00	0.00	4,102.96	897.04	82.06 %
<a href="#">01.10.61102.00</a>	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">01.10.61108.00</a>	HAZARDOUS MATERIAL CONTRACT	9,200.00	9,200.00	8,925.00	8,925.00	275.00	97.01 %
<a href="#">01.10.61110.00</a>	MERA OPERATING EXPENSE	48,919.00	48,919.00	0.00	48,919.00	0.00	100.00 %
<a href="#">01.10.61410.00</a>	EQUIPMENT MAINTENANCE	10,900.00	10,900.00	348.44	8,539.10	2,360.90	78.34 %
<a href="#">01.10.61901.00</a>	DISASTER COORDINATION	3,500.00	3,500.00	-2,441.98	489.68	3,010.32	13.99 %
<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE SUPPLIES	4,220.00	4,220.00	-621.82	5,554.35	-1,334.35	131.62 %
<a href="#">01.10.62204.00</a>	PARAMEDIC RESPONSE SUPPLIES	32,500.00	32,500.00	885.46	27,522.26	4,977.74	84.68 %
<a href="#">01.10.62210.00</a>	BREATHING APPARATUS	5,900.00	5,900.00	0.00	63.68	5,836.32	1.08 %
<a href="#">01.10.62211.00</a>	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	0.00	5,561.98	1,538.02	78.34 %
<a href="#">01.10.62213.00</a>	PROTECTIVE CLOTHING	15,300.00	15,300.00	0.00	12,856.05	2,443.95	84.03 %
<a href="#">01.10.63131.00</a>	EQUIPMENT	20,000.00	20,000.00	147.86	16,215.84	3,784.16	81.08 %
<a href="#">01.10.63140.00</a>	HYDRANTS	21,000.00	21,000.00	0.00	20,999.77	0.23	100.00 %
<a href="#">01.10.63150.00</a>	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	388.45	309.38	20,690.62	1.47 %
<a href="#">01.10.63160.00</a>	TURNOUTS	16,000.00	16,000.00	0.00	16,071.08	-71.08	100.44 %
<a href="#">01.10.64401.00</a>	MERA BOND PAYMENT PRIOR AUTH...	34,243.00	34,243.00	0.00	34,242.62	0.38	100.00 %
<b>Department: 10 - OPERATIONS Total:</b>		<b>515,182.00</b>	<b>515,182.00</b>	<b>11,357.61</b>	<b>422,994.75</b>	<b>92,187.25</b>	<b>82.11 %</b>
<b>Department: 14 - FACILITIES</b>							
<a href="#">01.14.61500.00</a>	BUILDING MAINTENANCE AND LAND...	16,500.00	16,500.00	652.13	7,445.30	9,054.70	45.12 %
<a href="#">01.14.61500.18</a>	BUILDING MAINTENANCE STATION 18	15,000.00	15,000.00	1,769.94	5,002.14	9,997.86	33.35 %
<a href="#">01.14.61500.19</a>	BUILDING MAINTENANCE STATION 19	15,000.00	15,000.00	966.00	5,926.69	9,073.31	39.51 %
<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE STATION 20	15,000.00	15,000.00	4,904.06	14,214.16	785.84	94.76 %
<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE STATION 21	15,000.00	15,000.00	824.13	13,517.55	1,482.45	90.12 %
<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC	42,500.00	42,500.00	1,293.77	33,567.53	8,932.47	78.98 %
<a href="#">01.14.61703.00</a>	WATER	7,210.00	7,210.00	744.63	11,443.23	-4,233.23	158.71 %
<a href="#">01.14.61704.00</a>	SEWER	2,700.00	2,700.00	0.00	3,993.60	-1,293.60	147.91 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.14.61705.00</a>	TELEPHONE	46,312.00	46,312.00	2,261.91	44,438.87	1,873.13	95.96 %
<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE SUPPLIES	10,000.00	10,000.00	173.96	5,109.42	4,890.58	51.09 %
<a href="#">01.14.62501.00</a>	FURNISHINGS	6,000.00	6,000.00	0.00	1,785.63	4,214.37	29.76 %
<a href="#">01.14.63040.00</a>	APPLIANCES	5,000.00	5,000.00	0.00	2,477.23	2,522.77	49.54 %
<a href="#">01.14.63041.00</a>	OFFICE EQUIPMENT	10,000.00	10,000.00	387.77	387.77	9,612.23	3.88 %
<a href="#">01.14.63042.00</a>	EXERCISE EQUIPMENT	10,000.00	10,000.00	284.31	10,150.19	-150.19	101.50 %
<a href="#">01.14.63044.00</a>	TECHNOLOGY PURCHASES	22,400.00	22,400.00	2,338.72	5,235.18	17,164.82	23.37 %
<b>Department: 14 - FACILITIES Total:</b>		<b>238,622.00</b>	<b>238,622.00</b>	<b>16,601.33</b>	<b>164,694.49</b>	<b>73,927.51</b>	<b>69.02 %</b>
<b>Department: 15 - COMMUNITY RISK REDUCTION</b>							
<a href="#">01.15.61131.00</a>	FIRE PREVENTION	4,600.00	4,600.00	637.13	2,147.28	2,452.72	46.68 %
<a href="#">01.15.62220.00</a>	COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	1,671.75	7,128.25	19.00 %
<b>Department: 15 - COMMUNITY RISK REDUCTION Total:</b>		<b>13,400.00</b>	<b>13,400.00</b>	<b>637.13</b>	<b>3,819.03</b>	<b>9,580.97</b>	<b>28.50 %</b>
<b>Department: 25 - FLEET</b>							
<a href="#">01.25.61411.00</a>	BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	0.00	9,300.00	0.00 %
<a href="#">01.25.61600.00</a>	REPAIRS VEHICLE	110,000.00	110,000.00	0.00	65,725.99	44,274.01	59.75 %
<a href="#">01.25.61601.00</a>	VEHICLE LEASE	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00 %
<a href="#">01.25.62988.00</a>	FUEL	37,000.00	37,000.00	1,056.27	34,769.21	2,230.79	93.97 %
<a href="#">01.25.62989.00</a>	PARTS VEHICLE	9,400.00	9,400.00	244.02	8,120.69	1,279.31	86.39 %
<b>Department: 25 - FLEET Total:</b>		<b>175,300.00</b>	<b>175,300.00</b>	<b>1,300.29</b>	<b>108,615.89</b>	<b>66,684.11</b>	<b>61.96 %</b>
<b>Expense Total:</b>		<b>11,386,364.00</b>	<b>11,846,443.00</b>	<b>847,104.29</b>	<b>10,640,612.20</b>	<b>1,205,830.80</b>	<b>89.82 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>		<b>87,346.00</b>	<b>497,998.00</b>	<b>513,448.97</b>	<b>952,974.60</b>	<b>454,976.60</b>	<b>191.36 %</b>
<b>Fund: 15 - VEHICLE FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">15.00.49512.00</a>	PROCEED OF SALES	0.00	90,000.00	0.00	122,345.00	32,345.00	135.94 %
<a href="#">15.00.51999.00</a>	TRANSFERS IN	328,223.00	328,223.00	0.00	328,223.00	0.00	100.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>328,223.00</b>	<b>418,223.00</b>	<b>0.00</b>	<b>450,568.00</b>	<b>32,345.00</b>	<b>107.73 %</b>
<b>Revenue Total:</b>		<b>328,223.00</b>	<b>418,223.00</b>	<b>0.00</b>	<b>450,568.00</b>	<b>32,345.00</b>	<b>107.73 %</b>
<b>Expense</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">15.00.63154.00</a>	VEHICLE PURCHASE	0.00	20,000.00	610.39	47,600.81	-27,600.81	238.00 %
<a href="#">15.00.64010.00</a>	LEASE PAYMENT - PRINCIPAL	133,456.00	133,456.00	0.00	137,459.48	-4,003.48	103.00 %
<a href="#">15.00.64110.00</a>	LEASE PAYMENT - INTEREST	21,256.00	21,256.00	0.00	17,252.38	4,003.62	81.16 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>154,712.00</b>	<b>174,712.00</b>	<b>610.39</b>	<b>202,312.67</b>	<b>-27,600.67</b>	<b>115.80 %</b>
<b>Expense Total:</b>		<b>154,712.00</b>	<b>174,712.00</b>	<b>610.39</b>	<b>202,312.67</b>	<b>-27,600.67</b>	<b>115.80 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>		<b>173,511.00</b>	<b>243,511.00</b>	<b>-610.39</b>	<b>248,255.33</b>	<b>4,744.33</b>	<b>101.95 %</b>
<b>Report Surplus (Deficit):</b>		<b>260,857.00</b>	<b>741,509.00</b>	<b>512,838.58</b>	<b>1,201,229.93</b>	<b>459,720.93</b>	<b>162.00 %</b>

## Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	11,473,710.00	12,344,441.00	1,360,553.26	11,593,586.80	-750,854.20	93.92 %
<b>Revenue Total:</b>	<b>11,473,710.00</b>	<b>12,344,441.00</b>	<b>1,360,553.26</b>	<b>11,593,586.80</b>	<b>-750,854.20</b>	<b>93.92 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	9,854,375.00	10,314,454.00	664,139.14	9,465,115.51	849,338.49	91.77 %
05 - ADMINISTRATION	589,485.00	589,485.00	153,068.79	475,372.53	114,112.47	80.64 %
10 - OPERATIONS	515,182.00	515,182.00	11,357.61	422,994.75	92,187.25	82.11 %
14 - FACILITIES	238,622.00	238,622.00	16,601.33	164,694.49	73,927.51	69.02 %
15 - COMMUNITY RISK REDUCTION	13,400.00	13,400.00	637.13	3,819.03	9,580.97	28.50 %
25 - FLEET	175,300.00	175,300.00	1,300.29	108,615.89	66,684.11	61.96 %
<b>Expense Total:</b>	<b>11,386,364.00</b>	<b>11,846,443.00</b>	<b>847,104.29</b>	<b>10,640,612.20</b>	<b>1,205,830.80</b>	<b>89.82 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>87,346.00</b>	<b>497,998.00</b>	<b>513,448.97</b>	<b>952,974.60</b>	<b>454,976.60</b>	<b>191.36 %</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	328,223.00	418,223.00	0.00	450,568.00	32,345.00	107.73 %
<b>Revenue Total:</b>	<b>328,223.00</b>	<b>418,223.00</b>	<b>0.00</b>	<b>450,568.00</b>	<b>32,345.00</b>	<b>107.73 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	154,712.00	174,712.00	610.39	202,312.67	-27,600.67	115.80 %
<b>Expense Total:</b>	<b>154,712.00</b>	<b>174,712.00</b>	<b>610.39</b>	<b>202,312.67</b>	<b>-27,600.67</b>	<b>115.80 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>173,511.00</b>	<b>243,511.00</b>	<b>-610.39</b>	<b>248,255.33</b>	<b>4,744.33</b>	<b>101.95 %</b>
<b>Report Surplus (Deficit):</b>	<b>260,857.00</b>	<b>741,509.00</b>	<b>512,838.58</b>	<b>1,201,229.93</b>	<b>459,720.93</b>	<b>162.00 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
01 - GENERAL FUND	87,346.00	497,998.00	513,448.97	952,974.60	454,976.60
15 - VEHICLE FUND	173,511.00	243,511.00	-610.39	248,255.33	4,744.33
<b>Report Surplus (Deficit):</b>	<b>260,857.00</b>	<b>741,509.00</b>	<b>512,838.58</b>	<b>1,201,229.93</b>	<b>459,720.93</b>

**ROSS VALLEY FIRE DEPARTMENT**

Minutes of the Ross Valley Fire Board Special Meeting of May 12, 2021

1. **6:30 pm Call to order. Announce action in closed session, if any.**

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

**Board absent:**

**Staff present:** Weber, Martinelli, Yeager

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

Agenda – June 9, 2021

2. **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.**

None

3. **Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.**

None

4. **Chief Report – Verbal Update by Fire Chief Weber**

**COVID-19 Update:** Chief Weber reported that the County very well positions with the number of vaccinated people. While restrictions are being lifted, public access to the Fire Stations is still restricted. Yet after June 15, most if not all restrictions will be lifted.

**MWP Project Update:** Chief Weber reported that fire season is starting soon; therefore, drought directives were issued for water use at the Fire Stations as preventive measures.

**Disaster Coordinator Update:** Chief Weber reported that four candidates applied for the position, and three were selected for interviews which will take place in May 21<sup>st</sup>.

5. **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.**

M/S Brekhus/Burdo – roll call vote, all ayes

**6. Receive Presentation Regarding Defensible Space & how Neighbors can Deal with Non-compliant Neighbors**

Chief Weber mentioned that this is a common theme, and to better navigate it, he asked the Prevention team to create a flowchart to be shared with the Board, this chart will outline the process. The first step is to have neighbors work out the issues and if that does not happen, they can reach out to the Fire Department. Then, the Department will perform an inspection on both properties to identify any violations. However, the law does not allow us to enforce the defensible space for adjacent properties, therefore, voluntary compliance is the only option.

Furthermore, Chief Weber added that the focus is on educating the public and providing resources and grants information. After this information is provided, we will perform a second inspection. If a second inspection is needed, the Fire Inspectors will send out a notice to abate. The property owners have thirty days to respond whether they are financially able to do a self-abatement. Yet, if there is no response from them, then the Department moves into the abatement process, which requires to send official fourteen-day intent of abatement notice, and in some cases, a court order is obtained.

Dir. Brekhus asked for clarification in the abatement process; she also asked if the Department has an attorney fees provision to get reimbursed for fees associated with the abatement. Chief Weber responded that if the property meets the defensible space code requirements, the Department cannot force them to remove anything outside the space. Also, Chief Weber responded that there is a provision to charge admin fees, expenses, and attorney fees with regards to the attorney fees. Moreover, Brekhus asked if it is normal for a Fire Department to work with a contractor to do the abatement work instead of getting a court order requiring the property owner to abate. Chief Weber responded that most fire agencies in California work this way to avoid any conflict and that in the Ross Valley area, most people need coaching and are willing to comply.

Dir. Goddard asked for the code for clearance distance between neighbors. Chief Weber responded that there is no specific code, but there are guides, and we rely on the Fire Inspectors' discretion. Additionally, FIRESafe Marin offers webinars and additional resources.

Dir. Greene asked what regulations are being enforced and who is the governing authority for such regulations. Chief Weber responded that each Municipality adopts its codes which get reviewed every three years. The Department has its fire codes, but they align with the Towns' and Districts, and we have jurisdictional authority to enforce, but the Towns are usually involved.

Dir. Brekhus added that we need to ensure that at least attorney's fees are collected and perhaps consider if we should have a uniform abatement within each code. Chief Weber said that the JPA created an abatement fund for the Marin Wildfire Authority.

Dir. Shortall added that Sleepy Hollow does adopt its code, but they take recommendations from RVFD and MCFD.

## 7. **Review Fiscal Year 2021-2022 Proposed Budget & 5yr Budget Projection**

Deputy Director Yeager provided a summary of the proposed FY2021-22 budget and the five-year budget projection. Yeager reminded the Board that every year in May, a proposed budget is presented for feedback, then in June, a revised budget is brought back to the Board for adoption. Yeager thanked San Anselmo Finance Director Helen Yu-Scott, RVFD BCs, and program managers for the support with the budget. Regarding the budget, there will be an increase of about \$680,000, further details and cost breakdown can be found in the staff report.

Yeager also mentioned that this year, there was a \$27,000 decrease in workers comp insurance. Further, Yeager added that the discretionary budget increases are related to equipment replacement such as hoses, nozzles, etc.

Dir. Goddard asked for clarification on last year's credit included in the upcoming year's budget. Helen responded that the credit is based on not having the total actual numbers on last year's budget. Therefore, the Towns decided to keep the same fund level for the following year. Goddard also asked for information about a \$45,000 Fairfax contribution for the inspection program. Since MWPA is picking up the cost, she would like to know where the money is allocated. Yeager responded that MWPA provides funding back to the jurisdictions for defensible space. Across the Ross Valley area, 24 defensible space inspectors and lead inspector, vehicles, and equipment are being shared with other fire agencies (Central Marin, Kentfield, and Marin County). To cover these expenses, the Towns are billed for their respective portion of inspections. For instance, last year, there were about 10,000 inspections with a cost of \$73.00 per inspection. Chief Weber added that before the MWPA was formed, the Towns allocated one-time funds to cover the costs, so it is not on the following year's budget.

Dir. Greene asked for clarification on MWPA and vegetation management enforcement. Chief Weber responded that the Department grants the authority for the inspections to the defensible space inspectors; however, the code enforcement lies on the individual fire agencies based on their processes.

Dir. Hellman asked for clarification on the year-over-year increase from last year to this year. She would like to know how the increases are determined. Yeager responded that on page 117, a chart provides a detailed breakdown; the chart shows that most agencies have a 4% increase, and Ross is near to 5%, based on the credit previously mentioned.

Dir. Brekhus asked for clarification on the vehicle replacement budget. Helen added that this year, we do not have a MERA bond contribution, and last year, Fairfax, San Anselmo, and Sleepy Hollow had MERA bond funds.

Dir. Greene asked if SAFER Grant funds are being budgeted just in case they are granted. Yeager responded that the funds are not included. Greene asked the Board if they had any budget proposed changes to be incorporated. No changes were requested.



## 8. Receive Town of Ross/Civic Center Facility Update

Dir. Greene thanked Chief Weber for providing the update.

Chief Weber mentioned that the purpose of the update was to get feedback and suggestions from the Board to ensure everything that needs to be discussed is covered. Additionally, Chief Weber summarized the Town of Ross's process regarding station 18 as outlined in the staff report. Further, Chief Weber also presented the multiple alternative models considered to keep the JPA partnership together with eliminating a physical fire station in the Town of Ross.

Dir. Greene asked about option four and the addition of three positions. Greene asked if the SAFER Grant would fund the positions. Chief Weber responded that they would not. Greene wondered if there were any questions about the eight options provided by Chief Weber.

Dir. Burdo asked about option four and that in the case the Department is granted the SAFER Grant if those funds would be used to cover the cost. Chief Weber responded yes. If the funds are granted, the funds would be utilized for that, but at that point, staff would come to the Board for directive.

Dir. Greene asked for a monthly update so that the Board is informed about what is being discussed and has sufficient time to make informed decisions.

Dir. Goddard asked about Ross Town Council's directed staff to look for alternative models; was this for Ross only or the entire RVFD. Chief Weber responded that it involves all JPA members.

Dir. Greene asked for clarification for option two. Chief Weber explained that typically, the engine has a Captain and a Firefighter Engineer, so if we went with option two, it would be redundant to have two captains in a fire engine. All these options will have to be discussed with the labor groups and JPA members. Greene also added that downgrading positions to apprentices look like a lower level of professional staffing. Chief Weber explained that what this means is that staff would increase, and the addition would be the apprentice, similar to what Ross had before it joined the JPA. Greene also asked about option four. Chief Weber responded that this option would eliminate engine 18, and the other engine companies would have three fully sworn personnel positions.

Dir. Burdo asked that if Ross opted to leave the JPA and contract with another agency, would the JPA members have to agree to it, and is there a severability clause in the JPA.

Dir. Finn added that any actions by the Board require at least five directors to vote in favor. Some occasions, such as budget revision increase on a member's contribution and fire service levels, require a unanimous vote. All other decisions require one vote at least from one director from each member agency called "multi-member majority."

Dir. Shortall asked what would happen if Ross decides to leave the JPA. Chief Weber responded that there is a severability clause in the JPA. Finn added that a member could withdraw on a two-year notice. Greene asked if there were any financial consequences, impositions or requirements

to withdraw. Finn responded that this could be found in section 13.3 of the JPA. Greene asked if Ross has given a withdrawal notice. Chief Weber responded that, as mentioned initially, the goal is to keep the JPA member agencies together.

Chief Weber added that the management team is recommending continuing discussions around items two and three. Greene and Burdo asked if option four is being considered, and Chief Weber said that it is not but that it could be brought back once we have more information about the SAFER Grant. Greene and Burdo asked to keep option four.

Dir. Goddard asked for clarification regarding what staff needs from the Board. Chief Weber responded that we are looking for feedback and recommendations to ensure nothing is missing during the discussion process.

Dir. Greene asked the Board if they would like monthly updates. Brekhus responded that she would like updates but would like to give staff time to consider labor. Burdo asked for a timeline. Chief Weber estimated about two to three months, and special meetings can be scheduled to provide updates.

Dir. Hellman also asked about the timeline and if a financial perspective will drive it. Chief Weber mentioned that the timeline is two to three months. And there are operational and labor considerations, insurance service impacts, safer grant, financial impacts, RVPA, etc. Greene asked if there is an inventory of impacts in writing and if it can be shared with the Board. Chief Weber responded that we have to make sure not to bargain in an open session but that the Board will be provided information that does not require to be discussed in a closed session.

Dir. Burdo hopes that whatever the outcome is that the result is fair and equitable for all member agencies. Greene agreed with him. Shortall added that they should be shared with all the member agencies if there are any negative financial impacts.

Sid Jamotte, President of the RVFD Firefighter Association, provided clarification on the association's staffing position. The association will not support any reductions to their daily staffing with regards to full-time professional firefighters. Regarding the safety of our firefighters and our community, the goal should be to achieve a three-person engine in each engine company as outlined in the Standards of Covers regardless of having three or four stations. The position should be a captain, engineer, and firefighter paramedic, and not downgrading to an apprentice. Further, Sid stated that the word downgrading should not be used when discussing their emergency response.

Additionally, Sid mentioned they have worked below their minimum staffing for the past twelve years, and though they appreciate the different options, they can barely meet the minimum staffing. They have two members out on work-related injuries and that due to a lack of action, hiring the final vacancy is not being considered. Another record-breaking fire season is approaching, and we are again beginning at a deficit. The RVFD encourages the Board to fill the vacant position and move us forward in the right place. Further, Sid asked what type of response force the Board wants for our citizens, yourself, and your families.

Chief Weber recommends having a Labor Management Sub-committee meeting within two weeks from today to discuss potential labor implications in more depth.

Dir. Goddard mentioned that she also supports option four, and she would like to know more about the vacant position. Hellman also supports this but hopes that next time, two or three options with the correspondent finances will be presented to the Board. She would like updates, perhaps every other meeting, and Hellman agreed with her.

Chief Weber will ensure the Board receives promptly updates.

Meeting adjourned.

The next meeting is scheduled for June 9<sup>th</sup>, via zoom video conferencing.

Respectfully submitted,

s/Mariana Gonzalez  
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 9, 2021

TO: Ross Valley Fire Board  
FROM: Kevin Yeager, Deputy Director Fire  
SUBJECT: Authorize the Federally Funded Procurement Policy

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**RECOMMENDATION**

That the Fire Board authorizes the Federally Funded Procurement Policy that outlines the procurement requirements when Federal funds are used for purchasing and contracts.

**BACKGROUND**

Throughout the years, the Department has received federal funds for services provided under an emergency assistance mutual aid agreement with CalOES and CalFire and, most recently, FEMA due to the Covid-19 pandemic. Receiving Federal funds subjects the Department to adhere to the "federally funded procurement policies." The federal Office of Management and Budget ("OMB") guides the procurement procedures for local agencies that receive federal funds.

In December 2014, OMB issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly referred to as "Uniform Guidance" (2 CFR § 200), to streamline and consolidate government requirements for receiving and using federal grant awards. The Uniform Guidance aims to reduce the administrative burden on award recipients and guard against the risk of waste and misuse of federal funds.

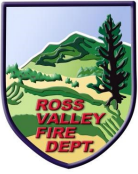
**DISCUSSION:**

To comply with the OMB's Uniform Guidelines, the Department must adopt a purchasing policy for projects and purchases funded with federal money. This policy outlines the requisite provisions prescribed by the Uniform Guidance. Further, adopting the policy will ensure that the Department continues to be eligible to receive federal grant funds.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**Attachments:** Federally Funded Procurement Policy – Attachment #1



# ROSS VALLEY FIRE DEPARTMENT

Policies and Procedures  
Administration  
Rules of Conduct

<b>Federally Funded Procurement Policy</b>	<b>Date Revised: 05/2021- By: M. Gonzalez</b>
<b>Date Created: 05/21</b>	<b>Page 1 of 13</b>

## SECTION 1: PURPOSE

The “Federally Funded Procurement Policy” objective is to ensure compliance with all applicable Federal requirements when the Ross Valley Fire Department (Department) expends Federal money. This policy pertains to Federally-funded projects and purchases.

## SECTION 2: POLICY

When any provisions of this policy are inconsistent with any other Department’s regulations, the provisions of this policy shall prevail for federally-funded procurements. However, if any provisions of this policy become inconsistent with federal requirements, whether due to a change in federal law or regulations, through judicial precedent, or for any other reason, shall not require the Department to comply with the inconsistent provision.

The Department adheres to the Code of Federal Regulations (CFR)—general procurement standards. As representatives of the Department, all employees shall conduct themselves professionally and ethically, maintaining high integrity and sound judgment standards. Employees are expected to be principled in their business interactions and act in good faith with individuals inside and outside the Department.

## SECTION 3: CODE OF CONDUCT

The following code of conduct shall govern the performance, behavior, and actions of the Department, including employees, officers, volunteers, or agents who are engaged in any aspect of federally funded procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts.



# ROSS VALLEY FIRE DEPARTMENT

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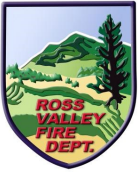
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- A. **Contracts:** No employee, officer, volunteer, or agent shall participate in selecting, awarding, or administering a contract supported by a federal award if they have a real or apparent conflict of interest.
  
- B. **Gratuities:** No employee, officer, volunteer, or agent shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value over the gift limitation amount established by the Fair Political Practices Commission from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.
  
- C. **Violations:** Any violation of the code of conduct by employees, officers, volunteers, or agents who are engaged in any aspect of procurement, as previously stated, could lead to disciplinary measures, up to and including possible termination of employment.

## SECTION 4: SOLICITATION PROCEDURES

To avoid unnecessary expenditures and to foster a more excellent economy and efficiency, according to the CFR, the Department shall:

- A. Explore different options such as leasing, purchasing, and consolidating or dividing procurements.
  
- B. Promote cost-effective use of shared services by entering into state and local intergovernmental agreements or inter-entity agreements appropriate for procurement use of common or shared goods and services.



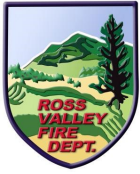
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- C. Procure federal excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- D. Use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at an overall lower cost.
- E. Award contracts to responsible vendors performing successfully under the terms and conditions of a proposed procurement.
- F. Maintain records to detail the history of procurement. These records will include but are not limited to
  - o rationale for the method of procurement,
  - o selection of contract type,
  - o contractor selection or rejection, and
  - o the basis for the contract price.

The Department's Administrative Assistant will be the repository for said records and shall maintain them according to the Department's adopted records retention schedule.
- G. Use time and material type contracts only after a determination that no other contract is suitable. Use Time and material type contract when the cost to the Department is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expense, and profit. Each time and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required to obtain reasonable assurance that the contractor uses efficient methods and adequate cost controls.



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H. Settle all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. However, these standards do not relieve the Department of any contractual responsibilities under its contracts. Further, the Federal awarding agency will not substitute its judgment for that of the Department's unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

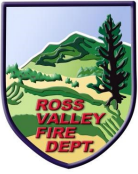
## SECTION 5: COMPETITION

According to the CFR, must conduct all procurement transactions to provide complete and open competition. To ensure objective contractor performance and eliminate an unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

- placing unreasonable requirements on firms to qualify to do business;
- requiring unnecessary experience and excessive bonding;
- noncompetitive pricing practices between firms or between affiliated companies;
- noncompetitive contracts to consultants that are on retainer contracts;
- organizational conflicts of interest;
- specifying only a "brand name" product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and
- any arbitrary action in the procurement process.

Procurements shall be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering {A/E} services, geographic location may be a





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selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

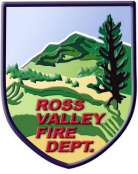
All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used as a means to define the performance or other relevant requirements of procurement. The specific features of the named brand which offers must meet must be clearly stated.

Bids and proposals shall identify all the requirements that the offerors must fulfill and all other factors used in evaluating bids or proposals.

## SECTION 6: METHODS OF PROCUREMENT

In addition to the Department's code's purchasing provisions, one of the following methods should be used for purchasing and procurement:

- A. **Micro Purchase:** the aggregate dollar amount does not exceed \$3,500, or the current limitation set by the Federal Acquisition Regulation, where this threshold is periodically adjusted for inflation. To the extent practicable, the Department will distribute micro-purchases equitably among qualified suppliers.
- B. **Small Purchase:** Purchases up to the Simplified Acquisition Threshold, which is currently \$150,000. Informal purchasing procedures are acceptable, but must obtain price or rate quotes from an adequate number of sources.

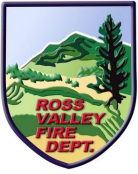


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- C. **Sealed Bid:** Purchases over the Simplified Acquisition Threshold, which is currently \$150,000. This purchase method requires formal solicitation, and the fixed price (lump sum or unit price) is awarded to the responsible bidder who conformed to all material terms and is the lowest in price. If this method is used, the following requirements apply:
- a. Preferred procurement method for construction contracts. If the following conditions apply:
    - i. a complete, adequate, and realistic specification or purchase description is available;
    - ii. two or more responsible bidders are willing and able to compete effectively for the business, and,
    - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.
  - b. If this method is used, the following requirements shall apply:
    - i. the invitation for bids will be publicly advertised, and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time before the date for opening the bids;
    - ii. the invitation for bids, which will include any specifications and pertinent attachments, must define the terms or services for the bidder to respond appropriately;
    - iii. all bids will be publicly opened at the time and place prescribed in the invitation for bids;
    - iv. a firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts will only be used in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
    - v. any or all bids may be rejected if there is a sound documented reason.



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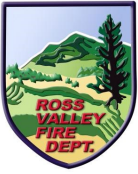
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D. **Competitive Proposals:** Purchases over the Simplified Acquisition Threshold, which is currently \$150,000, require formal solicitation, fixed-price or cost-reimbursement contracts. Moreover, this type of purchase is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practicable.
- b. Must solicitate proposals from an adequate number of qualified sources.
- c. The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not limited to oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope. Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered.
- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- e. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated. The most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

E. **Noncompetitive proposals:** Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:



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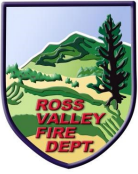
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- a. the item is available only from a single source,
- b. the public emergency for the requirement will not permit a delay resulting from competitive solicitation,
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity, or
- d. after solicitation of a number of sources, competition is determined inadequate.

F. **Contract Cost and Price:** shall perform a cost or price analysis connected with every procurement action over the Simplified Acquisition Threshold, which is currently \$150,000, including contract modifications. The method and degree of analysis are dependent on the facts surrounding the particular procurement situation. Still, as a starting point, independent estimates shall be made before receiving bids and proposals.

- a. Shall negotiate profit as a separate element of the price for each contract without a no price competition, and in all cases, cost analysis is performed. To establish a fair and reasonable profit, the following considerations shall be given
  - i. consideration to the complexity of the work to be performed,
  - ii. the risk borne by the contractor, and their investment,
  - iii. the amount of subcontracting,
  - iv. the quality of its record of past performance, and
  - v. industry profit rates in the surrounding geographical area for similar work.
- b. costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the Department under Subpart E- Cost Principles of Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- c. shall use the cost plus a percentage of cost and percentage of construction cost methods of contracting.



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G. **Federal Awarding Agency or Pass-Through Entity Review:** The Department, upon request of the Federal awarding agency or pass-through entity shall make the following available:

- a. Technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one proposed for acquisition. This review generally will take place before incorporating the specification into a solicitation document. However, suppose the Department desires to have the review accomplished after developing a solicitation. In that case, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- b. Pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
  - i. procurement procedures or operations fails to comply with the procurement standards in this part;
  - ii. the procurement is expected to exceed the Simplified Acquisition Threshold of \$150,000, and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  - iii. the procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
  - iv. the proposed contract is more than the Simplified Acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  - v. a proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition threshold.
- c. The Department is exempt from the pre-procurement review in paragraph b of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.



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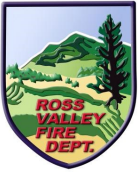
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- d. The Department may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- e. The Department may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the Department that it is complying with these standards. The Department must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

H. **Bonding Requirements:** For construction or facility improvement contracts or subcontracts over the Simplified Acquisition threshold of \$150,000, the Federal awarding or pass-through entity may accept the Department's bonding policy and requirements, provided that the Federal awarding agency or pass-through entity determined that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- a. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
- b. A performance bond the contractor's part for 100 percent (100%) of the contract price. A performance bond is executed in connection with a contract to secure the fulfillment of all the contractor's obligations under such contract; and,
- c. A payment bond on the contractor's part for 100 percent (100%) of the contract price. This type of payment bond is executed in connection with a contract to assure payment



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as required by law of all persons supplying labor and material in completing the work provided for in the contract.

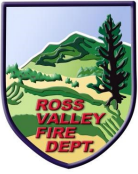
I. **Contracting with Small and Minority Business, Women's Business Enterprises, and Labor**

**Surplus Area Firms:** Shall take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- a. Placing qualified firms on solicitation lists to assure they are solicited whenever they are potential sources;
- b. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation;
- c. Establishing delivery schedules, where the requirement permits, which encourage participation;
- d. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
- e. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs a through d of this section.

J. **Contract Provisions:** As established by the CFR, contracts with a Federal funding source must include the following compliance provisions, as applicable:

- a. **Equal Employment Opportunity:** All contracts, when funded in whole or partly by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with Executive Order No. 11246, as Amended (Equal Employment Opportunity), as amended by Executive Order No. 11375 (requires nondiscrimination in contracting) and as supplemented in U.S. Department of Labor regulations.



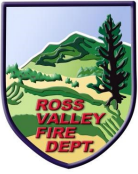
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- b. **Remedies:** Contracts over \$150,00 must contain provisions or conditions that will allow for administrative, contractual or legal remedies in instances when contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate
- c. **Termination:** All contracts over \$10,000 must address termination for cause and convenience by the Department, including the manner by which it will be affected and the basis for settlement.
- d. **Record Retention:** Contractors must be required to maintain all the necessary records for three years after the Department makes a final payment unless a specific exception applies. Further, contracts must contain a provision that the Department, the federal grantor agency, the U.S. Comptroller General or any of their duly authorized representatives must have access to any books, documents, papers, and records of the contractor that are directly pertinent to that specific contract, for purposes of making audits, examinations, excerpts, and transcripts.
- e. **"Anti-Kickback":** Applies to construction or repair contracts over \$2,000. It prohibits kickbacks in construction contracts funded with Federal monies. Contractors, and subcontractors or subrecipients shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which they are otherwise entitled and suspected or reported violations shall be immediately reported to the Federal awarding agency.
- f. **Davis-Bacon Act:** Applies to construction contracts over \$2,000. It requires contracts to pay laborers and mechanics wages not less than the prevailing wage as determined by the Secretary of Labor and must be required to pay wages not less than once a week. Each bid solicitation published by the Department must contain the current prevailing wage determination. Any award of the contract must be conditioned on contractor's acceptance of that wage determination and suspected or reported violations of this act shall be immediately reported to the Federal awarding agency.





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- g. **Contract Work Hours & Safety Standards:** When applicable, all contracts awarded by recipients over \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with these standards.
- h. **Environmental Law Compliance:** Applies to contracts and sub grants over \$150,000. Contractor shall be required to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC §7606) and the Clean Water Act. (42 USC §1368). Suspected or reported violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- i. **Debarment and Suspension:** Contracts funded with Federal grant monies may not be awarded to contractors that have been debarred or suspended from receiving Federal monies pursuant to the System for Award Management (SAM).
- j. **Byrd Anti-Lobbying Amendment:** Contractors that apply or bid for an award of \$100,000 must certify that they will not and have not used Federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award. (31 U.S.C. §1352).

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 9, 2021

TO: Ross Valley Fire Board  
FROM: Kevin Yeager, Deputy Director Fire  
SUBJECT: Authorize the Fixed Assets Policy Update

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**RECOMMENDATION**

That the Fire Board authorizes the Fixed Assets Policy Update that provides guiding principles regarding the acquisition, movement, sale, disposal, and physical inventory of fixed assets.

**BACKGROUND**

Property owned or controlled by the Ross Valley Fire Department is to be managed by methods and procedures, ensuring an economical and efficient system for the accountability, protection, and disposition of all of the Department's equipment. The Department adheres to the latest Governmental Accounting Standards Board (GASB) requirements, which establish Generally Accepted Accounting Principles (GAAP) for capital assets reporting for governmental funds. The procedures described in this policy will outline the guidelines for: (1) classification of property, (2) responsibilities of Material and Supply System, and (3) inventorying of property. For the purpose of this policy, the Department's property is classified into two general groups: (a) Capitalized and Accountable Property, and (b) Expendable Property.

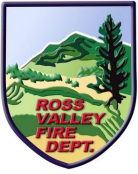
**DISCUSSION:**

The "Inventory Policy" adopted in May 2004 defines accountable property as assets whose dollar value exceeds \$500. The updated policy changes the value to \$5,000. Additionally, the policy increases the expendable property's value for inventory purposes from assets under \$500 to assets under \$1,000. Moreover, the updated policy states that assets with a cost over \$1,000 but less than \$5,000, and grant-funded equipment costing less than \$5,000 will be inventoried for control purposes only and not capitalized. Further, the policy update will ensure that the Department enhances its inventory and record-keeping processes.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**Attachments:** Fixed Assets Policy Update – Attachment #1  
Inventory Policy – Attachment #2



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**Fixed Assets Policy**

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**Date Created: 05/04**

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## SECTION 1: PURPOSE

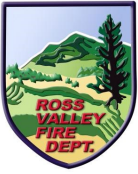
The "Fixed Assets Policy" objective is to provide guiding principles to the personnel of the Ross Valley Fire Department regarding the acquisition, movement, sale, disposal, and physical inventory of fixed assets. As well as to provide a tool for controlling property acquisition, availability, transference, and disposal.

## SECTION 2: POLICY

Property owned or controlled by the Ross Valley Fire Department is to be managed by methods and procedures, ensuring an economical and efficient system for the accountability, protection, and disposition of all of the Department's equipment. The Department adheres to the latest Governmental Accounting Standards Board (GASB) requirements, which establish Generally Accepted Accounting Principles (GAAP) for capital assets reporting for governmental funds.

The RVFD follows GFOA Recommended Practices when establishing recommended lives for capitalizable assets. If the life of a particular asset is estimated to be different than these guidelines, it may be changed. Following is a summary of the estimated useful lives:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings	50 years
Building Improvements	20 years
Improvements other than Buildings	35 years
Infrastructure	50 years
Equipment and Machinery	5 to 20 years



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Capital assets are recorded at their “historical cost,” which is the original cost of the assets. Donations accepted by the department will be valued at the fair market value at the time of donation. Costs could include sales tax, freight charges, legal and title fees, closing costs, relocation costs, etc.

According to GASB 34, an estimate of the original cost is allowable without historical records. Standard costing estimates historical cost using a known average installed cost for a like unit at the estimated date of acquisition. Another recognized method is normal costing. An estimate of historical cost is based on the current reproduction cost indexed by a common factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired. When necessary, the Department will use whichever method gives the most reasonable amount based on available information.

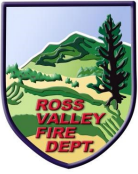
The procedures described in this policy will outline the guidelines for: (1) classification of property, (2) responsibilities of Material and Supply System, and (3) inventorying of property.

## SECTION 3: CLASSIFICATION OF PROPERTY

Fixed assets include land, buildings and structures, equipment or supplies whose dollar value exceeds \$5,000, or any related capital lease. Further, department property is classified into two general groups: (a) Capitalized and Accountable Property, and (b) Expendable Property.

### A) Capitalized and Accountable Property:

Defined as nonexpendable property whose expected useful life is two years or longer and whose acquisition value, as determined by the department, warrants tracking in the department’s property records, including capitalized and sensitive property. Moreover, the capitalization threshold for capital assets will be an original cost of \$5,000 or more (recorded



# ROSS VALLEY FIRE DEPARTMENT

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<b>Fixed Assets Policy</b>	<b>Date Revised: 05/2021- By: M. Gonzalez</b>
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as an asset on the balance sheet versus expensing the item). Specific capitalization requirements are described as follows:

- All land will be capitalized regardless of cost
- Buildings, land improvements and infrastructure will be recorded if cost exceeds \$25,000
- All other assets must cost \$5,000 or more and have a useful life of two (2) or more years
- The capitalization threshold is applied to individual units of capital assets rather than groups. (e.g., five desks purchased for \$1,500 will not be capitalized even though the total (\$7,500) exceeds the threshold of \$5,000)
- Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the asset's useful life. In this case, the repair represents an improvement to existing capital assets. Such modifications will be presumed by definition to extend the useful life of the related capital asset and, therefore, be subject to capitalization if the cost exceeds \$5,000

## B) Expendable Property:

Refers to non-capitalized or fully depreciated property with no book value in the department's records. Moreover, it may be acquired without the prior written approval of the department up to the amount allowed in the approved budget and may be disposed of when it is no longer usable. Additionally, the expendable property will be identified as department property, yet it may or may not be issued an inventory number and has the following characteristics:

- Easily worn out with use.
- Identify changes with use.
- Is a component (i.e., tools within a toolbox, flashlights, gloves, brooms, mops, etc.)
- Approximate unit cost of less than \$1000.00.



# ROSS VALLEY FIRE DEPARTMENT

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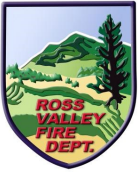
Further, assets with a cost over \$1000 but less than \$5,000, and grant-funded equipment costing less than \$5,000 will be inventoried for control purpose only and not capitalized; such assets are:

- all cameras and accessories
- photocopiers and fax machines
- video or projection equipment
- recording or transcribing machines
- two-way radios
- laptops, Ipads and tablets

## SECTION 4: Material Supply System

The Material Supply System (MSS) will be the responsibility of the Material Supply Officer (MSO). The MSO or is designee will be responsible and accountable for specific functions within the MSS under the supervision of the Operations Battalion Chief. The specific functions are:

- Requisition equipment and supplies in compliance with the Department Purchasing Policies and Procedures;
- Issue inventory numbers to new accountable equipment;
- Maintain the master inventory records;
- Maintain the necessary level of medical and other supplies needed for department operations;
- Issue or receive equipment to or from firefighter; and
- Maintain inventory records of equipment issued to firefighters



# ROSS VALLEY FIRE DEPARTMENT

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<b>Fixed Assets Policy</b>	<b>Date Revised: 05/2021- By: M. Gonzalez</b>
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## SECTION 5: Assigning and Reporting Inventory Numbers

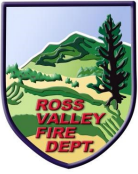
**A. Assigning Inventory Numbers:** To accurately account for property, the Material Supply Officer (MSO) will assign inventory numbers to accountable property as soon as it is received.

The following guidelines must be followed: (1) numbers shall be etched, tagged, or stenciled on the accountable property; (2) numbers shall be assigned numerically per the inventory sticker tags; and (3) Department's identification shall be shown on the property along with inventory (place numbering in a visible section away from areas of normal wear through handling).

**B. Inventory Control:** Property will be inventoried by equipment, hose, property lost, damaged or stolen, and surplus equipment.

I. Equipment Inventory: shall be entered in the master inventory database according to the following

Type:	Items:
Communication	Headset systems, all radio receivers, base radios, , all portables such cellphones and tablets
Emergency Equipment	SCBAs, defibrillators, extinguishers, blowers, chain saws, generators, nozzles, 4-ways, ladders, ropes, thermal imaging camera, water thief
Engines	Apparatus
Hose	Lengths of hose
Medical	Non-disposable medical equipment
Office Equipment	Computers, printers, copiers, fax machines, phones
Protective Clothing	All types



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Station Equipment

Compressors, desks/tables/chairs, generators, shop tools, washers/dryers

- II. Hose Inventory: all department attack and supply hose shall have the inventory number, and "RVY" stenciled on them.
  
- III. Property lost, damaged, or stolen: Upon knowledge or report of lost, damage beyond repair or stolen property, the following steps are required.
  - o Complete a Property Lost or Damaged form (PLorD) and provide it to the MSO
  - o Once the MSO receives the form, a numerical PLorD by fiscal year control number will be issued, the property will be removed from the inventory control system by referencing the PLorD control number, and the form will be filed
  - o Stolen property and property damaged due to burglary or catastrophe shall be reported to the Operations Battalion Chief for insurance and/or law enforcement action
  
- IV. Surplus Equipment: all accountable equipment no longer serviceable or needed by the Department shall be declared surplus by resolution of the Fire Board. Further, such equipment shall be offered for sale or donated to other agencies or persons, and it shall be removed from the inventory control system upon completion of the bill of sale and transfer of equipment.



## ROSS VALLEY FIRE DEPARTMENT – MANUAL OF OPERATIONS

TITLE: Property Accounting and Material Supply System

CHAPTER:

ARTICLE:

SECTION:

DATE: 5/04 DATE REVISED: 07/06 BY: J. Lewis

### **Objective:**

Property owned or controlled by the Ross Valley Fire Department is to be managed by methods and procedures, which will insure an economical and efficient system for the accountability, protection and disposition of all of the Department's equipment.

### **Purpose:**

Property Inventory procedures described herein are designed to:

1. Provide guidelines for classification of property.
2. Provide guidelines for responsibilities of Material and Supply System
3. Provide guidelines for inventorying of property.

### **Classification of Property:**

Department property is classified into two general groups: accountable property and expendable property.

#### Accountable Property:

Accountable property shall be assigned an inventory number and has the following characteristics:

1. Normal useful life (including normal repairs) of two years or more.
2. Approximate unit cost of \$500.00 or more.
3. Can be used repeatedly without a change in its characteristics or depreciation of value.
4. Equipment which is budgeted and coded as capital expenditure as identified in line item purchases.

#### Expendable Property:

Expendable property will be identified as Department property (but may or may not be issued an inventory number) and has the following characteristics:

1. Easily worn out with use.
2. Identify changes with use.
3. Is a component (i.e. tools within a tool box, flashlights, gloves, brooms, mops, etc.)
4. Approximate unit cost of less than \$500.00.

### **Material Supply System:**

The Material/Supply System (MSS) will be the responsibility of the Material/Supply Officer. He/She or his/her designee will be responsible and accountable for specific functions (as specified below) within the MSS under the supervision of the Operations Battalion Chief.

1. Requisition equipment and supplies in compliance with the Department Purchasing Policies and Procedures.
2. Issue inventory numbers to new accountable equipment.
3. Maintain the master inventory records.
4. Maintain the necessary level of medical and other supplies needed for department operations.
5. Issue or receive equipment to or from firefighters.
6. Maintain inventory records of equipment issued to firefighters.

### **Assigning and Reporting Inventory Numbers**

#### Assigning Inventory Numbers:

Inventory numbers will be assigned, according to the following guidelines, to all accountable property immediately after receipt by the Material/Supply Officer or his/her designee.

1. Numbers shall be etched, tagged or stenciled on the accountable property.
2. Numbers shall be assigned numerically per the inventory sticker tags.
3. Department's identification shall be shown on property along with inventory number. Numbering shall be placed on equipment where readily visible and away from areas of normal wear through handling.

## Inventory Control:

### Equipment inventory:

Equipment inventory shall be entered into the master inventory database according to the following types:

Type:	Items:
Communication	Headset systems, Kenwood radios, base radios, radio receivers, all portables
Emergency Equipment	SCBAs, defibrillators, extinguishers, blowers, chain saws, generators, nozzles, 4-ways, ladders, ropes, thermal imaging camera, water thief
Engines	Apparatus
Hose	Lengths of hose
Medical	Medical equipment
Office Equipment	Computers, printers, copiers, fax machines, phones
Protective Clothing	All types
Station Equipment	Compressors, desks/tables/chairs, generators, shop tools, washers/dryers

### **Hose Inventory:**

The following guidelines shall be followed for the hose inventory control system:

1. All Department attack and supply hose shall have the inventory number and "RVY" stenciled on them.

### **Property Lost, Damaged or Stolen**

Upon knowledge or report of lost, damaged beyond repair or stolen property, the following procedures are required:

1. A Property Lost or Damaged Form shall be completed with the required information and forwarded to the Material/Supply Officer.
2. Upon receipt of the form, the Operations Officer shall issue a numerical PLorD control number by fiscal year, remove the property from the inventory control system (referencing the PLorD control number) and file the PLorD form.
3. Stolen property and property damaged due to burglary or catastrophe shall be reported to the Operations Battalion Chief for insurance and/or law enforcement action.

**Surplus Equipment:**

All accountable equipment no longer serviceable or needed by the Department shall be declared surplus by resolution of the Fire Board.

Surplus equipment shall be offered for sale or donated to other agencies or persons.

Equipment shall be removed from the inventory control system upon completion of the bill of sale and transfer of equipment.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 9, 2021

TO: Ross Valley Fire Board  
FROM: Kevin Yeager, Deputy Director Fire  
SUBJECT: Authorize the Cal-Card Purchasing Policy Update

---

**RECOMMENDATION**

That the Fire Board authorizes the Cal-Card Purchasing Policy Update that provides guiding principles for purchases of supplies, materials, equipment, and travel expenses.

**BACKGROUND**

The Department adopted the “Cal-Card Purchasing Policy on July, 2006. The Cal-Card policy outlines the instructions on the proper use of the Cal-Card (credit card); the credit card is a supplement to the procurement process as stated in the Federally Funded Procurement Policy.

**DISCUSSION:**

The new update includes new sections such as responsibilities, combines general guidelines into one single section, and adds a procedure section to be used as reference when issuing and using a Cal-Card. Moreover, the updated policy outlines the card holders’ duties and responsibilities when using the Cal-card (credit card), as well as the single daily purchase limits and BC’s approval needed before purchasing any supplies, materials, equipment, and travel expenses. Further, this policy ensures the Department continues adhering to the proper procurement processes.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**Attachments:** CAL-Card Purchasing Policy (2021) – Attachment #1  
CAL-Card Policy (2006) – Attachment #2



# ROSS VALLEY FIRE DEPARTMENT

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<b>CAL-Card Purchasing Policy</b>	<b>Date Revised: 05/2021- By: M. Gonzalez</b>
<b>Date Created: 07/06</b>	<b>Page 1 of 4</b>

## SECTION 1: PURPOSE

The "Cal Card Purchasing Policy" objective is to provide guiding principles to the personnel of the Ross Valley Fire Department for purchases of supplies, materials, equipment, and travel expenses, not to exceed limits established by the Department's Approving Official (Fire Chief or designee).

## SECTION 2: POLICY

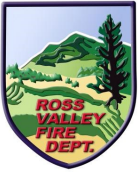
A CAL-Card (credit card) shall be issued to Ross Valley Fire Department personnel to conduct department business. Cards will be given to Chief Officers, Captains, and Support Staff and may be issued to additional personnel on a case-by-case basis as determined by the Approving Official.

## SECTION 3: RESPONSIBILITY

Authorized cardholders shall be responsible for the administration and approval of all credit card purchases made with their credit card.

## SECTION 4: GENERAL GUIDELINES

- A. The CAL-Card card shall have the employee's name and Ross Valley FD on the card. Authorization to use this card is restricted to the individual and it shall not be delegated. No member of the employee's staff, family, supervisor, or anyone else may use this card. It has been specially designed to avoid confusion with an employee's personal credit cards. The card is to be used for **OFFICIAL** business and **MAY NOT BE USED FOR PERSONAL PURCHASES**.
- B. Approved personnel shall be sent a U.S. Bank Purchasing Card after Cardholder setup has been completed by the Program Administrator and processed by U.S. Bank. Cardholders should immediately acknowledge receipt of the card by calling U.S. Bank to activate the account. Cardholder will be asked for information such as business telephone number, zip



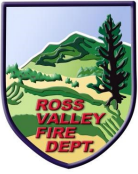
# ROSS VALLEY FIRE DEPARTMENT

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code, 16-digit account number, and last four digits of social security (please contact the program administrator to obtain social security number).

- C. The credit card is a supplement to the procurement process. As with other procurement methods, the following conditions must be met when using the credit card:
  - I. Every single purchase may be comprised of multiple items, but the total, including tax, cannot exceed the single purchase dollar limit on the credit card.
  - II. When a purchase exceeds the limit established by the Approving Official, normal purchasing procedures shall be followed.
  - III. Cardholders must ensure that sufficient funds are available before making any purchases. The Agency Program Coordinator and/or Approving Official, can assist in verifying funds are available.
- D. The issuance of a credit card in the employee's name shall not allow the credit card company to perform any credit check on the employee's credit. The credit card company shall not request any personal information from the employee, nor should any personal information be furnished.
- E. When normal purchasing processes are not utilized due to the nature of the purchase (e.g., emergencies, travel, strike team assignment), written justification shall accompany receipts for said purchases.
- F. **Prohibited Use:** The CAL-Card shall not be used for non-business items nor inappropriate item/services
- G. **Misuse of Card:** Misuse of the credit card or noncompliance with this policy as determined by the Approving Official shall result in the immediate revocation of the credit card and all its privileges.
- H. **Request for Additional Cards:** Requests for additional cards for new cardholders will be submitted via email to the Administrative Assistant and shall include justifications for the additions.



# ROSS VALLEY FIRE DEPARTMENT

Policies and Procedures  
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<b>CAL-Card Purchasing Policy</b>	<b>Date Revised: 05/2021- By: M. Gonzalez</b>
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- I. **Separation of Employment:** Employees separating from service with the Department must turn in the Department-issued credit card to the Finance Division before or on the last day of employment. Once the card has been returned, the Finance Division will notify the card company of the employee’s separation of service and destroy the credit card.

## SECTION 5: PROCEDURE

- A. **Receipts:** To accurately account for all transactions, it is imperative that each cardholder places **ALL RECEIPTS** in their corresponding sleeve in the accordion folder in the cabinet outside the Administrative Assistants office as transactions are completed. If necessary, the receipts can be emailed to the employee’s Battalion Chief or the Administrative Assistant for printing and place in the folder.

By the 23<sup>rd</sup> of each month, each cardholder shall return their monthly credit card transaction receipts. Each receipt must be stamped and approved and must have the following information:

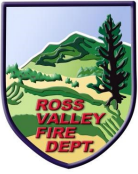
- Amount
- Account number: budget line to allocate the expense to (e.g., 01.10.12345.00)
- Vendor
- BC’s Approval (signature required)
- Date

Note: If a receipt has been lost or is unavailable, the cardholder shall provide an Affidavit of Lost or Unavailable Receipt. The following form must be used:



CalCard Lost  
Receipt Form.pdf





# ROSS VALLEY FIRE DEPARTMENT

Policies and Procedures  
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<b>CAL-Card Purchasing Policy</b>	<b>Date Revised: 05/2021- By: M. Gonzalez</b>
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After affixing the corresponding receipts to the monthly invoice, if available, each cardholder shall sign the statement on the cardholder line indicating that the charges are appropriate. The supervisor of the employee shall sign the statement on the "Approver" line. Credit card statements, complete with receipts and required signatures, should be made available for timely payment; otherwise, late payment may render the cards unavailable for use.

**B. Declined Transactions:** A transaction can be declined for various reasons, such reasons can be; (1) card has not been activated, (2) too many transactions conducted in one day, (3) transaction exceeds the credit limit, (4) etc. When this happens, contact customer service at the phone number on the back of the CAL-Card and the program administrator for assistance regarding the issue.

**C. Disputes:** A dispute is a questionable purchasing card transaction posted to your Cardholder statement. This transaction will not be paid for until problem is resolved. There are several reasons why a dispute might occur. Some examples include (1) Merchandise/service not received; (2) Merchandise returned; (3) Unauthorized purchases; (4) Duplicate processing; and (5) Unrecognized.

If neither cardholder nor anyone authorized to use the card recognize the transaction, the program administrator shall be contacted for further steps.

**D. Lost or Stolen Card:** Immediately notify your Program Administrator and U.S. Bank Customer Service; the number can be located in the card statements. If your purchasing card is lost or stolen, or if you believe your account number has been compromised in any way. Provide the following information:

- Your complete name and card number;
- The date U.S. Bank Customer service notified; and
- Any purchase(s) made on the day the card was lost or stolen

A new replacement card will be mailed to you and a new account number will be assigned.

## ROSS VALLEY FIRE DEPARTMENT – MANUAL OF OPERATIONS

TITLE: II. Personnel

CHAPTER: Cal Card Program

ARTICLE:

SECTION:

DATE: 07/06

DATE REVISED: 01/17

BY: J. Lewis

### 1.0. **PURPOSE:**

To provide instructions on the proper use of the Ross Valley Fire Department's CAL-Card (credit cards) for purchases of supplies, materials, equipment and travel expenses, not to exceed limits established by the Department's Approving Official (Fire Chief).

### 2.0. **POLICY:**

A CAL-Card (credit card) will be issued to Ross Valley Fire Department personnel for the purpose of conducting Department business. Cards will be issued to Chief Officers, Captains and Support Staff. Cards may be issued to additional personnel on a case-by-case basis as determined by the Approving Official.

### 3.0. **PROCEDURES:**

#### 3.1. **GENERAL GUIDELINES:**

- 3.1.1. The CAL-Card card will have the employee's name and Ross Valley FD on the card. Authorization to use this card is restricted to the individual. It may not be delegated. No member of the employee's staff, family, supervisor or anyone else may use this card. It has been specially designed to avoid confusion with an employee's personal credit cards. The card is to be used for **OFFICIAL** business and **MAY NOT BE USED FOR PERSONAL PURCHASES**.
- 3.1.2. When receiving a credit card, the employee will receive a copy of the certification and receipt of credit card which indicates the maximum dollar amount of each single purchase and a total for all purchases made with the credit card within a given month. The Approving Official will establish the limits.
- 3.1.3. The credit card is a supplement to the procurement process. As with other procurement methods, the following conditions must be met when using the credit card:
  - 3.1.3.1. Each single purchase may be comprised of multiple items, but the total, including tax, cannot exceed the single purchase dollar limit on the credit card.

- 3.1.3.2. When a purchase will exceed the limit established by the Approving Official, normal purchasing procedures shall be followed.
- 3.1.3.3. Cardholders must ensure that sufficient funds are available prior to making any purchases. The Agency Program Coordinator, and/or Approving Official, can assist in verifying funds are available.
- 3.1.4. The issuance of a credit card in the employee's name shall not allow the credit card company to perform any credit check on the employee's personal credit. The credit card company shall not request any personal information from the employee, nor should any personal information be furnished.
- 3.1.5. Purchases must not be split to circumvent the Department's purchasing policy.
- 3.1.6. When normal purchasing processes are not utilized due to the nature of the purchase (i.e. emergencies, travel, strike team assignment), written justification shall accompany receipts for said purchases.

### 3.2. BILLING STATEMENTS:

- 3.2.1. At the end of a billing cycle, the Card Company will send a statement for each cardholder to the Fire Department, showing all transactions made during the billing cycle.
- 3.2.2. In order to accurately account for all transactions, it is imperative that each cardholder place **ALL RECEIPTS** in their corresponding sleeve in the accordion folder in the cabinet outside the Administrative Assistants office as transactions are completed. If necessary, the receipts can be emailed to the employees Battalion Chief or to the Administrative Assistant for printing and place in the folder. ALL receipts must be stamped and approved with the amount, date and account number relating to the purchase.
- 3.2.3. After affixing the corresponding receipts to the monthly invoice, ~~if available,~~ each cardholder shall sign the statement on the cardholder line indicating that the charges are appropriate. The supervisor of the employee shall sign the statement on the "Approver" line. Credit card statements, complete with receipts and required signatures should be made available for timely payment; otherwise, late payment may render the cards unavailable for use.

### 3.3. DISPUTES:

- 3.3.1. When items purchased with the credit card are found to be defective, the cardholder has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE and will not be paid for until resolved.
- 3.3.2. A disputed item must be noted on the cardholder's Statement of Account so it will not be paid until the problem is resolved.

**3.4. REQUEST FOR ADDITIONAL CARDS:** Requests for additional cards for new cardholders will be submitted via email to the Administrative Assistant and shall include justifications for the additions.

**3.5. LOST/STOLEN CREDIT CARDS:**

**3.5.1.** Should any employee lose or have his/her credit card stolen, it is their responsibility to contact the credit card company immediately. The employee losing the card must also notify the Approving Official within one (1) working day after discovery of losing the card.

**3.5.2.** The employee shall provide the credit card number, full name, the date reported to the police if stolen, date the credit card company was notified and any purchases made the day the card was stolen or lost to the Approving Official.

**3.5.3.** A new card with a new account number will be mailed to the Finance Division within two (2) working days of notification to the credit card company. The card will be reissued to the employee.

**3.6. SEPARATION OF EMPLOYMENT:**

**3.6.1.** Employees that are separating from service with the Department must turn in the Department-issued credit card to the Finance Division prior to or on the last day of employment.

**3.6.2.** The Finance Division will notify the card company of the employee's separation of service and destroy the credit card.

**3.7. CARD RESTRICTIONS:**

**3.7.1.** Credit cards shall not be used to receive any cash advances.

**3.7.2.** Additional restrictions may be applied by the Approving Official.

**3.8. MISUSE OF CARD:**

**3.8.1.** Misuse of the credit card or noncompliance with this policy as determined by the Approving Official shall result in the immediate revocation of the credit card and all its privileges.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 9, 2021

TO: Ross Valley Fire Board

FROM: Kevin Yeager, Deputy Director Fire

SUBJECT: Approve Annual Review of the Administrative Assistant and Fire Inspectors  
Salary and Benefit Package

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**RECOMMENDATION**

That the Board adopt Resolutions 21-06 and 21-07 that revise Resolution 20-05 for the Administrative Assistant and Resolution 19-09 for the Sr. Fire Inspector and Fire Inspector respectively. The revised resolutions, establish the salary and benefits package for the Administrative Assistant and Fire Inspectors for FY2021-22.

**BACKGROUND**

Resolution 20-05 and 19-09 adopted July 2020 and October 2019 respectively, set salary and benefits package for the Administrative Assistant, Sr. Fire Inspector, and Fire Inspector for FY2020-21. Additionally, the Resolutions call for an annual review of salary and benefits for both positions.

**DISCUSSION:**

Historically the unrepresented positions in Ross Valley Fire have received the same COLAs as the represented employees and this 3% COLA matches both associations' COLA. Therefore, the revised resolutions amend the Administrative Assistant, Sr. Fire Inspector and Fire Inspector salary to include an annual 3% salary increase per the Cost-of-Living Adjustment (COLA). In addition to the annual COLA salary increase, the revised resolutions update the authority's monthly cafeteria plan contribution to reflect the 2021 PERS Kaiser Bay Area Plan rate of \$2,115.46

**FISCAL IMPACT:**

The proposed COLAs for unrepresented employees was included in the proposed 2021-22 budget reviewed in May 2021. The annual fiscal impact for these items is \$33,374.04

**Attachments:** Resolution 21-06 Administrative Assistant – Attachment #1  
Resolution 21-07 Fire Inspector – Attachment #2

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-06**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 20-05 ESTABLISHING THE COMPENSATION  
PACKAGE FOR THE ADMINISTRATIVE ASSISTANT**

**WHEREAS**, Ross Valley Fire Department Resolution 20-05 established the salary, benefits, and working conditions for the Administrative Assistant; and

**WHEREAS**, Resolution 20-05 calls for the Fire Board to review the Administrative Assistant’s salary and benefits annually; and

**WHEREAS**, Resolution 21-06 amends the Administrative Assistant salary to include the annual 3% salary increase per the Cost-of-Living Adjustment (COLA); and

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

**BE IT FURTHER RESOLVED** that Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective June 09, 2021;

<b>Administrative Assistant</b>	Step A	Step B	Step C	Step D	Step E
	5,279	5,573	5,869	6,164	6,458

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

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

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

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

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

**Retirement:** PERS Section 21354.5, 2.7 @55 for Miscellaneous Members

Employee pays 8% of the 8% employee contribution

“New Members” as defined by CalPERS, shall be subject to all provisions of the Public Employees’ Pension Reform Act, PEPRRA.

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

**Vacation Leave Schedule:**

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

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

**Sick Leave:** 12 days per year

**Uniform:** Uniform allowance of \$60 per month.

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

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

Medical and Hospital Care Act (PEMHCA).

**Cafeteria Plan:** The Authority’s monthly contribution to the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$2,115.46, less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash back to the employee. The cash back, however, cannot exceed \$270 per month.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 9<sup>th</sup> day of June, 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Ford Greene, President

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Mariana Gonzalez, Administrative Assistant



**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-07**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 19-09 ESTABLISHING THE COMPENSATION PACKAGE FOR  
THE SENIOR FIRE INSPECTOR AND FIRE INSPECTOR**

**WHEREAS**, Ross Valley Fire Department Resolution 19-09 established the salary, benefits and working conditions for the Sr. Fire Inspector and Fire Inspector positions; and

**WHEREAS**, Resolution 19-09 calls for the Fire Board to review the Sr. Fire Inspector and Fire Inspector’s salary and benefits annually; and

**WHEREAS**, Resolution 21-07 amends the Sr. Fire Inspector and Fire Inspector salary to include the annual 3% salary increase per the Cost-of-Living Adjustment (COLA); and

**NOW THEREFORE BE IT RESOLVED**, that the Ross Valley Fire Department adopts the following terms and conditions for the Senior Fire Inspector and Fire Inspector effective June 9, 2021:

<b>Fire Inspector</b>	Step A	Step B	Step C
	8,277	8,693	9,129
July 1, 2021	8,525	8,954	9,403
July 1, 2022	8,781	9,223	9,685
<b>Senior Fire Inspector</b>	Step A	Step B	
	9,584	10,064	
July 1, 2021	9,872	10,366	
July 1, 2022	10,168	10,677	

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 Senior Fire Inspector and Fire Inspector’s compensation annually.

**Health Insurance after Retirement:** The Authority agrees to maintain health insurance coverage and to pay the amount required by P.E.R.S. toward the premium cost thereof, provided the retiree

remits to the Authority any further payment due, secures Medicare coverage when eligible, and subject to the following:

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

Additionally, recognizing the Fire Inspector was hired prior to April 1, 2013, upon retirement, and upon meeting the eligibility requirements for retiree healthcare insurance, the retiree will be reimbursed for healthcare premium costs by the Authority as follows:

Retiree reimbursement will be based on the current Authority share, as determined by CalPERS, as of January 1, 2013, less the amount already paid, Minimum Employer Contribution (MEC) established by PEMHCA, and will increase by a maximum of \$100 per month, annually until such time the Authority’s contributions for retirees is the same as active members (as established in the Cafeteria Plan section). The maximum \$100 per month, annual increase includes increases to the PEMHCA minimum. Retiree health plan options where the Authority’s contribution is the same as active members, the \$100 per month annual increase maximum does not apply.

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

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

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

Employee has the option to receive cash for vacation days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year.

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

<b>Vacation Leave Schedule:</b>		
Hired after July 1, 2019	1 to 36 Months	10 days
	36 to 144 Months	15 days

145 to 240 Months 20 days  
Over 240 Months 24 days

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

**Sick Leave:** 12 days per year

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

**Education Incentive:** 2% of base salary for California Fire Service Training and Education System – Fire Prevention Specialist Certification

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

**Cafeteria Plan:** The Authority’s monthly contribution to the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$2,115.46, less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash back to the employee. The cash back, however, cannot exceed \$270 per month. Employee may opt out of health insurance coverage if they have existing health coverage.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 9<sup>th</sup> day of June, 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Ford Greene, President

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Mariana Gonzalez, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 9, 2021

To: Board of Directors

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

Subject: Approve Adopted Budget for Fiscal Year 2021-2022

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**RECOMMENDATION:**

That the Board approves Resolution 21-08 a resolution adopting the budget for the Ross Valley Fire Department for the fiscal year commencing July 1, 2021.

**DISCUSSION/ANALYSIS:**

The JPA requires, no later than June 1st of each year that the Executive Officer and the Fire Chief recommend to the Board a budget for the ensuing fiscal year. No later than June 15<sup>th</sup> of each year, the Board shall adopt a budget for the ensuing year.

As part of this year's budget document, we have included summary page for the General Fund and all other funds. These summary pages include revenues, expenditures, as well as beginning and ending fund balances.

At its meeting of May 12, 2021, the Board reviewed and conducted a public hearing on the 2021-2022 Proposed Budget presented by staff.

The Board directed staff to proceed to adoption of the Budget. After the Board meeting, staff made an adjustment of \$15,070 to the proposed budget by reducing the contribution to the MERA based on the amount in the MERA's Adopted Budget for FY2021-22. This change has made to the budget presented for adoption.

**FISCAL IMPACT:**

The total proposed General Fund operating budget for FY 2020-2021 is \$12,058,636 which includes \$11,717,284 for the General Fund and a fund transfer of \$341,352 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions of \$2,601,413 from Fairfax, \$2,262,786 from Ross, \$4,525,339 from San Anselmo, and \$1,429,098 from Sleepy Hollow. Prior year credits from Fairfax, San Anselmo, Sleepy Hollow in amount of \$26,553, \$46,206, and \$14,587, respectively are also used to balance the budget. Outside revenues are estimated at \$1,152,654. Member

contributions increases include: \$213,650 for San Anselmo, \$122,818 for Fairfax, \$67,471 for Sleepy Hollow and \$103,529 for Ross.

The estimated total beginning fund balance for FY 2021-2022 is \$3,261,540 of which \$513,436 is Apparatus Replacement, \$2,295,136 is Unassigned, \$180,877 is Compensated Absences, \$64,745 is Technology, \$120,000 Breathing Apparatus, and \$87,346 prior year contribution credits for Fairfax, San Anselmo, and Sleepy Hollow.

Estimated ending fund balance is \$3,360,834 of which \$700,076 is Apparatus Replacement, \$2,295,136 is Unassigned, \$180,877 is Compensated Absences, \$64,745 is Technology, and \$120,000 Breathing Apparatus.

Attachments: FY 2021-2022 Proposed Budget – Attachment #1  
Resolution 21-08 Adopted Budget FY2021-22 – Attachment #2

## Ross Valley Fire Department - 2021-2022 Proposed Budget Summary

	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Estimated Actual	2021-2022 Proposed Budget	Change
<b>Fund: 01 - GENERAL FUND</b>					
Beginning Fund Balance	1,487,971	1,957,024	1,957,024	2,628,104	
Revenue					
00 - UNDESIGNATED	11,473,710	12,344,441	12,517,523	11,971,290	497,580
Expense					
00 - UNDESIGNATED	9,854,375	10,314,454	10,314,454	10,398,778	544,403
05 - ADMINISTRATION	589,485	589,485	589,485	620,930	31,445
10 - OPERATIONS	515,182	515,182	515,182	579,886	64,704
14 - FACILITIES	238,622	238,622	238,622	273,342	34,720
15 - COMMUNITY RISK REDUCTION	13,400	13,400	13,400	13,400	-
25 - FLEET	175,300	175,300	175,300	172,300	(3,000)
Total Expense	11,386,364	11,846,443	11,846,443	12,058,636	672,272
Ending Fund Balance	1,575,317	2,455,022	2,628,104	2,540,758	
<b>Fund: 15 - APPARATUS FUND/SCBA</b>					
Beginning Fund Balance	224,292	384,570	384,570	633,436	
Revenue					
00 - UNDESIGNATED	328,223	418,223	450,568	341,352	13,129
Expense					
00 - UNDESIGNATED	154,712	174,712	201,702	154,712	-
Ending Fund Balance	397,803	628,081	633,436	820,076	
<b>Beginning Fund Balance - All Funds</b>	<b>1,712,263</b>	<b>2,341,594</b>	<b>2,341,594</b>	<b>3,261,540</b>	
Total Revenue - All Funds	11,801,933	12,762,664	12,968,091	12,312,642	510,709
Total Expense - All Funds	11,541,076	12,021,155	12,048,145	12,213,348	672,272
Surplus/(Deficit)	260,857	741,509	919,946	99,294	
<b>Ending Fund Balance - All Funds</b>	<b>1,973,120</b>	<b>3,083,103</b>	<b>3,261,540</b>	<b>3,360,834</b>	
<b>Fund Balances</b>					
Nonspendable	27,066	-	-	-	
Compensated Absences	180,877	180,877	180,877	180,877	
Technology	64,745	64,745	64,745	64,745	
Apparatus Replacement	264,570	508,081	513,436	700,076	
Breathing Apparatus	120,000	120,000	120,000	120,000	
Prior Authority OPEB	-	87,346	87,346	-	
Unassigned	1,684,336	2,122,054	2,295,136	2,295,136	
<b>Total</b>	<b>2,314,528</b>	<b>3,083,103</b>	<b>3,261,540</b>	<b>3,360,834</b>	

## Ross Valley Fire Department - 2021-2022 Proposed Budget

		2020-2021	2020-2021	2020-2021	2021-2022	
		Adopted	Revised	Estimated	Proposed	Change
		Budget	Budget	Actual	Budget	
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>Department: 00 - UNDESIGNATED</b>						
01.00.47501.00	FAIRFAX	2,102,866	2,102,866	2,102,866	2,149,921	47,055
01.00.47502.00	ROSS	2,082,551	2,082,551	2,082,551	2,183,012	100,461
01.00.47503.00	SAN ANSELMO	3,657,921	3,657,921	3,657,921	3,739,735	81,814
01.00.47504.00	SLEEPY HOLLOW	1,155,224	1,155,224	1,155,224	1,181,073	25,849
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	94,959	94,959	94,959	97,552	2,593
01.00.47508.00	PRIOR AUTHORITY MERA BOND	34,243	34,243	34,243	-	(34,243)
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	942,527	942,527	942,527	1,125,991	183,464
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROGRAM	258,142	258,142	258,142	265,886	7,744
01.00.49501.00	COUNTY OF MARIN	224,012	224,012	224,012	230,732	6,720
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	827,231	827,231	-	-
01.00.49506.00	RVPA RENTAL	31,052	31,052	31,052	31,828	776
01.00.49507.00	LAIF INTEREST	7,000	4,500	4,500	5,000	(2,000)
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290	47,290	47,290	47,290	-
01.00.49510.00	PLAN CHECKING FEES	245,000	245,000	245,000	250,000	5,000
01.00.49511.00	RE-SALE INSPECTION FEES	44,000	44,000	44,000	50,000	6,000
01.00.49512.00	MISCELLANEOUS INCOME	2,500	2,500	2,583	2,500	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	46,000	160,656	-	-
01.00.49519.00	FEMA GRANT REIMBURSEMENT	-	-	58,343	-	-
01.00.49517.00	DISASTER COORDINATOR REIMBURSEMENT	134,500	134,500	134,500	79,088	(55,412)
01.00.49518.00	DEFENSIBLE SPACE LEAD REIMBURSEMENT	-	-	-	108,630	108,630
01.00.49523.00	APPARATUS REPLACEMENT	328,223	328,223	328,223	341,352	13,129
01.00.49524.00	TECHNOLOGY FEES	21,700	21,700	21,700	21,700	-
01.00.49525.00	TRAINING REIMBURSEMENT	-	-	-	-	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	15,000	15,000	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	15,000	15,000	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	15,000	15,000	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	15,000	15,000	-
	<b>Total Revenue</b>	<b>11,473,710</b>	<b>12,344,441</b>	<b>12,517,523</b>	<b>11,971,290</b>	<b>497,580</b>
<b>Expense</b>						
<b>Department: 00 - UNDESIGNATED</b>						
01.00.60000.00	REGULAR SALARIES	4,172,768	4,172,768	4,172,768	4,407,281	234,513
01.00.60010.00	TEMPORARY HIRE	15,914	15,914	15,914	16,391	477
01.00.60020.00	MINIMUM STAFFING	721,412	721,412	721,412	743,054	21,642
01.00.60021.00	HOURLY OVERTIME	88,055	88,055	88,055	90,697	2,642
01.00.60024.00	SHIFT DIFFERENTIAL OT	21,218	21,218	21,218	21,855	637
01.00.60025.00	OT OES RESPONSE	-	460,079	460,079	-	-
01.00.60026.00	OT TRAINING	54,000	54,000	54,000	55,620	1,620
01.00.60027.00	HOLIDAY	195,891	195,891	195,891	205,313	9,422
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	22,660	22,660	22,660	23,340	680
01.00.60029.00	FLSA O/T	95,587	95,587	95,587	100,219	4,632
01.00.60030.00	S/L BUY BACK	4,000	4,000	4,000	4,000	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000	50,000	50,000	50,000	-
01.00.60039.00	EXECUTIVE OFFICER	3,600	3,600	3,600	3,600	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000	8,000	8,000	8,000	-
01.00.60100.00	RETIREMENT	1,890,706	1,890,706	1,890,706	2,078,948	188,242
01.00.60200.00	CAFETERIA HEALTH PLAN	793,674	793,674	793,674	858,548	64,874
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	23,386	23,386	23,386	27,529	4,143
01.00.60215.00	WORKERS' COMPENSATION INSURANCE	430,000	430,000	430,000	402,922	(27,078)
01.00.60220.00	PAYROLL TAXES	82,624	82,624	82,624	86,698	4,074
01.00.60221.00	HOUSING ALLOWANCE	44,400	44,400	44,400	45,600	1,200
01.00.60223.00	UNIFORM REIMBURSEMENT	24,120	24,120	24,120	25,200	1,080

## Ross Valley Fire Department - 2021-2022 Proposed Budget

		2020-2021	2020-2021	2020-2021	2021-2022	
		Adopted	Revised	Estimated	Proposed	Change
		Budget	Budget	Actual	Budget	
01.00.60225.00	EDUCATION REIMBURSEMENT	108,944	108,944	108,944	109,315	371
01.00.60231.00	RETIREEES' HEALTH INSURANCE	631,593	631,593	631,593	648,838	17,245
01.00.61115.00	LIABILITY INSURANCE	28,600	28,600	28,600	29,458	858
01.00.62999.00	CONTINGENCY	15,000	15,000	15,000	15,000	-
01.00.67099.00	TRANSFERS OUT - APPARATUS	328,223	328,223	328,223	341,352	13,129
<b>Total Undesignated</b>		<b>9,854,375</b>	<b>10,314,454</b>	<b>10,314,454</b>	<b>10,398,778</b>	<b>544,403</b>
<b>Department: 05 - ADMINISTRATION</b>						
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	24,205	24,205	24,205	30,705	6,500
01.05.61105.00	OTHER CONTRACT SERVICES	50,800	50,800	50,800	55,900	5,100
01.05.61106.00	CONTRACT SERVICES - MCFD	318,270	318,270	318,270	327,818	9,548
01.05.61107.00	ATTORNEY/LEGAL FEES	10,610	10,610	10,610	10,610	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900	2,900	2,900	2,900	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	84,900	84,900	84,900	87,447	2,547
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	25,750	25,750	25,750	32,750	7,000
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	8,200	8,200	8,200	8,200	-
01.05.61127.00	HEALTH AND WELLNESS	25,000	25,000	25,000	25,000	-
01.05.61129.00	HIRING EXPENSES	12,000	12,000	12,000	12,000	-
01.05.61300.00	PUBLICATIONS AND DUES	9,300	9,300	9,300	9,300	-
01.05.62000.00	OFFICE SUPPLIES	4,500	4,500	4,500	4,500	-
01.05.62003.00	POSTAGE	1,050	1,050	1,050	1,050	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,000	12,000	12,000	12,750	750
<b>Total Administration</b>		<b>589,485</b>	<b>589,485</b>	<b>589,485</b>	<b>620,930</b>	<b>31,445</b>
<b>Department: 10 - OPERATIONS</b>						
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,000	17,000	17,000	17,000	-
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,100	4,100	4,100	4,100	-
01.10.60065.02	EXPLORER POST	9,000	9,000	9,000	9,000	-
01.10.60220.01	PAYROLL TAXES	2,800	2,800	2,800	1,301	(1,499)
01.10.61000.00	TRAINING AND EDUCATION	40,000	40,000	40,000	40,000	-
01.10.61100.00	DISPATCH	186,500	186,500	186,500	218,052	31,552
01.10.61101.00	RADIO REPAIR	5,000	5,000	5,000	5,000	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000	1,000	1,000	1,000	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	9,200	9,200	9,200	4,200	(5,000)
01.10.61110.00	MERA OPERATING EXPENSE	48,919	48,919	48,919	105,313	56,394
01.10.61402.00	HYDRANT MAINTENANCE	-	-	-	-	-
01.10.61410.00	EQUIPMENT MAINTENANCE	10,900	10,900	10,900	11,400	500
01.10.61901.00	DISASTER COORDINATION	3,500	3,500	3,500	-	(3,500)
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,220	4,220	4,220	4,220	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	32,500	32,500	32,500	32,500	-
01.10.62205.00	EMERGENCY MEDICAL SUPPLIES	-	-	-	-	-
01.10.62210.00	BREATHING APPARATUS	5,900	5,900	5,900	6,400	500
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,100	7,100	7,100	7,100	-
01.10.62213.00	PROTECTIVE CLOTHING	15,300	15,300	15,300	24,900	9,600
01.10.63131.00	EQUIPMENT	20,000	20,000	20,000	30,000	10,000
01.10.63140.00	HYDRANTS	21,000	21,000	21,000	21,000	-
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,000	21,000	21,000	21,000	-
01.10.63160.00	TURNOUTS	16,000	16,000	16,000	16,400	400
01.10.63165.00	GRANT EXPENSE - VFA EQUIPMENT	-	-	-	-	-
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTHORITY	34,243	34,243	34,243	-	(34,243)
<b>Total Operations</b>		<b>515,182</b>	<b>515,182</b>	<b>515,182</b>	<b>579,886</b>	<b>64,704</b>
<b>Department: 14 - FACILITIES</b>						
01.14.61500.00	BUILDING MAINTENANCE AND LANDSCAPING	16,500	16,500	16,500	16,500	-



## Ross Valley Fire Department - 2021-2022 Proposed Budget

		2020-2021	2020-2021	2020-2021	2021-2022	
		Adopted	Revised	Estimated	Proposed	Change
		Budget	Budget	Actual	Budget	
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000	15,000	15,000	15,000	-
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000	15,000	15,000	15,000	-
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000	15,000	15,000	15,000	-
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000	15,000	15,000	15,000	-
01.14.61702.00	GAS AND ELECTRIC	42,500	42,500	42,500	44,000	1,500
01.14.61703.00	WATER	7,210	7,210	7,210	7,910	700
01.14.61704.00	SEWER	2,700	2,700	2,700	2,700	-
01.14.61705.00	TELEPHONE	46,312	46,312	46,312	77,532	31,220
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000	10,000	10,000	10,000	-
01.14.62501.00	FURNISHINGS	6,000	6,000	6,000	8,000	2,000
01.14.63040.00	APPLIANCES	5,000	5,000	5,000	5,000	-
01.14.63041.00	OFFICE EQUIPMENT	10,000	10,000	10,000	10,000	-
01.14.63042.00	EXERCISE EQUIPMENT	10,000	10,000	10,000	10,000	-
01.14.63044.00	TECHNOLOGY PURCHASES	22,400	22,400	22,400	21,700	(700)
<b>Total Facilities</b>		<b>238,622</b>	<b>238,622</b>	<b>238,622</b>	<b>273,342</b>	<b>34,720</b>
<b>Department: 15 - COMMUNITY RISK REDUCTION</b>						
01.15.60220.00	PAYROLL TAXES	-	-	-	-	-
01.15.61131.00	FIRE PREVENTION	4,600	4,600	4,600	4,600	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,800	8,800	8,800	8,800	-
<b>Total Community Risk Reduction</b>		<b>13,400</b>	<b>13,400</b>	<b>13,400</b>	<b>13,400</b>	<b>-</b>
<b>Department: 25 - FLEET</b>						
01.25.61411.00	BURN TRAILER MAINTENANCE	9,300	9,300	9,300	9,300	-
01.25.61600.00	REPAIRS VEHICLE	110,000	110,000	110,000	110,000	-
01.25.61601.00	VEHICLE LEASE	9,600	9,600	9,600	-	(9,600)
01.25.62988.00	FUEL	37,000	37,000	37,000	40,500	3,500
01.25.62989.00	PARTS VEHICLE	9,400	9,400	9,400	12,500	3,100
<b>Total Fleet</b>		<b>175,300</b>	<b>175,300</b>	<b>175,300</b>	<b>172,300</b>	<b>(3,000)</b>
<b>Total Expenses</b>		<b>11,386,364</b>	<b>11,846,443</b>	<b>11,846,443</b>	<b>12,058,636</b>	<b>672,272</b>
<b>Fund: 15 - VEHICLE FUND / SCBA</b>						
<b>Revenue</b>						
<b>Department: 00 - UNDESIGNATED</b>						
15.00.49512.00	PROCEED OF SALES	-	90,000	122,345	-	-
15.00.51999.00	TRANSFERS IN	328,223	328,223	328,223	341,352	13,129
<b>Total Revenue</b>		<b>328,223</b>	<b>418,223</b>	<b>450,568</b>	<b>341,352</b>	<b>13,129</b>
<b>Expense</b>						
<b>Department: 00 - UNDESIGNATED</b>						
15.00.63154.00	VEHICLE PURCHASE	-	20,000	46,990	-	-
15.00.64010.00	FIRE ENGINE LEASE PAYMENT - PRINCIPAL	133,456	133,456	137,460	141,583	8,127
15.00.64110.00	FIRE ENGINE LEASE PAYMENT - INTEREST	21,256	21,256	17,252	13,129	(8,127)
<b>Total Expenses</b>		<b>154,712</b>	<b>174,712</b>	<b>201,702</b>	<b>154,712</b>	<b>-</b>

<b>ROSS VALLEY FIRE DEPARTMENT</b>						
<b>2021-2022</b>						
<b><u>Fire Service Cost by Agency</u></b>						
	<b>San Anselmo</b>	<b>Fairfax</b>	<b>Sleepy Hollow</b>	<b>Ross</b>	<b>Total</b>	
Base Contribution	3,785,941	2,176,474	1,195,660	2,183,012	9,341,087	9,341,087
Prior Authority OPEB Credit	(46,206)	(26,553)	(14,587)		(87,346)	
Sub Total Base Contribution	3,739,735	2,149,921	1,181,073	2,183,012	9,253,741	
Retirement Unfunded Liability	595,649	342,301	188,041		1,125,991	1,125,991
Vehicle Replacement Fund	138,350	79,535	43,693	79,774	341,352	341,352
OPEB Prior Liability	51,605	29,656	16,291		97,552	97,552
MERA Bond	-	-	-	-	-	-
Sub Total	4,525,339	2,601,413	1,429,098	2,262,786	10,818,636	10,905,982
<b>Total</b>	<b>4,525,339</b>	<b>2,601,413</b>	<b>1,429,098</b>	<b>2,262,786</b>	<b>10,818,636</b>	10,818,636
2020-2021 contribution	4,357,895	2,505,148	1,376,214	2,159,257	10,398,514	
<b>Change</b>	<b>167,444</b>	<b>96,265</b>	<b>52,884</b>	<b>103,529</b>	<b>420,122</b>	
	3.84%	3.84%	3.84%	4.79%		
<b>TOTAL EXPENSE</b>	<b>12,058,636</b>					
<b>MEMBER CONTRIBUTIONS</b>	<b>10,905,982</b>					
<b>OTHER REVENUE</b>	<b>1,152,654</b>					
	<b>Percentage Shares</b>					
		expanded	prior			
ffx		23.3000%	30.4000%			
ross		23.3700%				
sa		40.5300%	52.9000%			
sh		12.8000%	16.7000%			
		100.0000%	100.0000%			

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-08**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS  
ADOPTING THE BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT  
FOR THE FISCAL YEAR COMMENCING  
JULY 1, 2021**

BE IT RESOLVED that the budget of the Ross Valley Fire Department for the fiscal year commencing July 1, 2021, is hereby adopted and consisting of the following appropriations:

**General Fund budget includes the following:**

**Est. Beginning Fund Balance:                    \$2,628,104**

**Revenues:**

Town of Fairfax	\$2,601,413
Town of Ross	\$2,262,786
Town of San Anselmo	\$4,525,339
Sleepy Hollow FPD	\$1,429,098
Outside Sources	\$1,152,654
<b>Total:</b>	<b>\$11,971,290</b>

**Expenditures:**

Salaries and Benefits	\$10,057,769
Services and Supplies	\$1,354,703
Capital Outlay	\$135,100
Contingency	\$15,000
Debt Payment	\$154,712
Transfer Out	\$341,352
<b>Total:</b>	<b>\$12,058,636</b>

**Est. Ending Fund Balances:**

Assigned	
Compensated Absences	\$180,877
Restricted	
Technology	\$64,745
Unassigned	\$2,295,136

**Vehicle /SCBA Fund**

<b>Est. Beginning Fund Balance</b>	\$633,436
<b>Transfer – in: General Fund</b>	\$341,352
<b>Expenditures:</b>	\$154,712
<b>Est. Ending Fund Balance:</b>	<u>\$820,076</u>
Apparatus Replacement	\$700,076
Breathing Apparatus	\$120,000

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 9<sup>th</sup> day of June 2021 by the following vote, to wit:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Ford Greene, President

Abstain:

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