

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of October 13, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve 1st Financial Service Agreement Addendum for FY2021-22

RECOMMENDATION:

Staff recommends that the Board approves 1st Financial Service Agreement Addendum for FY2021-22 to reflect the annual fees increase, account receivable and payable, and HR processes changes

BACKGROUND:

On November 18, 2020, the RVD Board approved the Financial Service Agreement between the Department and The Town of San Anselmo Finance Department for financial services provided by the Town to RVFD.

DISCUSSION:

The Financial Service Agreement “Exhibit B” calls for an Addendum to the Agreement in each future year without the necessity to amend the entire Agreement every year. The Addendum includes (a) the approved FY2021-22 contract service fee of \$87,447, (b) updates to the A/P process to reflect the changes on the Check signing policy, (c) workflow updates to our A/R from checks and PayPal only to Square (POS), and (d) HR process changes related to Personnel Action Forms (PAF’s)

FISCAL IMPACT:

This Agreement has no added fiscal impact; it has already been budgeted in the current year budget (FY2021-22) that your Board adopted in June 2021.

Attachments: 1st Financial Services Agreement Addendum – Attachment #1
Financial Services Agreement –Attachment #2

FINANCIAL SERVICES AGREEMENT ADDENDUM

THIS FINANCIAL SERVICES AGREEMENT ADDENDUM dated this ____ day of _____, _____

BETWEEN:

Town of San Anselmo (hereafter “TOWN”)

OF THE FIRST PART

-AND-

Ross Valley Fire Department (hereafter “RVFD”)

OF THE SECOND PART

Background:

- A. Town of San Anselmo (hereafter “Town”) and Ross Valley Fire Department (hereafter “RVFD”) (the “Parties”) entered into the Financial Service Agreement (the “Agreement”) dated November 18, 2020, for the purpose of Financial Services provided by the Town to RVFD.
- B. The Parties wish to include an addendum to the original Agreement to reflect the annual fee changes for FY2021-22 as approved on the FY2021-22 RVFD Budget. And to update the signature requirements limit and process. The workflow process for account receivables (A/R) and Personnel Action Forms (PAF) has also been updated.
- C. This is the first Addendum in the Agreement.
- D. References in this Addendum to the Agreement are to the Agreement as previously noted.

IN CONSIDERATION OF the Parties agree to Addendum the FY2021-22 annual fees as stipulated in the existing contract, and other valuable considerations, the receipt, and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform, and fulfill the promises, conditions, and agreements below:

Addendums:

1. The Agreement is updated as follows:
 - a. The annual fee for the FY2021-22 for the Financial Services Agreement is \$87,447 and it is to be charged \$21,861.75 quarterly.
 - b. Tyler Secured Signature has been implemented and is used for single signature checks under \$5,000, and two signatures are required for checks above \$5,000. Further, the TOWN will continue providing an annual AP schedule to RVFD.
 - c. The workflow for A/R has also been updated. Square was added as a point of sale (POS), and it is currently used to accept credit cards and check payments for Fire Prevention fees. RVFD is no longer using numbered receipt books, and it is tracking all payments on Square, providing a digital and printed receipt to customers, and attaching one to check charges.
 - d. The Personnel Action Forms (PAF) process has also been updated. The Town's payroll technician will initial the "finance actual" section on the PAF, attesting to the final total. Once reviewed, the payroll technician will sign the PAF confirming the changes and provide a signed copy to RVFD for record-keeping.

No Other Change

2. Except as otherwise expressly provided in this Addendum, all of the terms and conditions of the Agreement remain unchanged and in full force and effect.

Miscellaneous Terms

3. Capitalized terms not otherwise defined in this Addendum will have the meaning ascribed to them in the Agreement. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Addendum. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. No regards for gender are intended by the language of this Addendum.

Governing Law

4. Subject to the terms of the Agreement, it is the intention of the Parties that this Addendum, and all suits and special proceedings under this Addendum, be constructed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceedings may be instituted.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand on this _____ day of _____, _____.

TOWN OF SAN ANSELMO

Attest:

Town Clerk

David Donery, San Anselmo Town Manager

ROSS VALLEY FIRE DEPARTMENT

Attest:

RVFD Clerk

Dave Donery, RVFD Executive Officer

Financial Services Agreement

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

Recitals

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

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

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

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

Agreement

TOWN and RVFD, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:

SECTION 1. Term of Agreement

This Agreement shall commence on the above-stated Effective Date of July 1, 2020 and shall continue in full force and effect for an indefinite term until terminated as set forth below.

SECTION 2. Earlier Agreements Superseded

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

SECTION 3. TOWN As Independent Contractor

TOWN at all times and for all purposes under this Agreement is an independent contractor and shall not be deemed an agent, servant or employee of RVFD, nor is this Agreement to be construed as a partnership, joint venture or association by TOWN with RVFD.

SECTION 4. Financial Services Rendered By TOWN

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

SECTION 5. Compensation for Financial Services Rendered

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

SECTION 6. Standard Accounting & Fiscal Practices

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

SECTION 7. Changes to Applicable Accounting Practices & Procedures

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

SECTION 8. Changes Required by Law

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

SECTION 9. Inspection & Ownership of Records

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

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

SECTION 10. Confidentiality of Records

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

SECTION 11. Performance Review

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

SECTION 12. Financial Integrity Concerns

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

SECTION 13. Assignment of TOWN Personnel

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

SECTION 14. Hold Harmless & Indemnification

TOWN and RVFD each agree to defend, indemnify and hold harmless the other, and the other's officers, agents and employees, against any and all liabilities, injuries or damages caused by the intentional or negligent acts, errors or omissions of their own respective employees, agents or representatives in connection with their performance and duties under the terms and provisions of this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of concurrent negligence or liability of the parties, liability shall be apportioned between TOWN and RVFD under the doctrine of comparative fault as established under California law.

SECTION 15. Insurance

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

SECTION 16. Conflict of Interest

Both TOWN and RVFD warrant and covenant that they presently have no interest in, nor shall any interest be hereinafter acquired, in any matter which will render the financial services required under the provisions of this Agreement a violation of any applicable state, local or federal law. TOWN and RVFD each further warrant that no officer or employee of theirs has influenced or participated in a decision to award this Agreement which has or may confer a benefit, pecuniary or otherwise, in a manner which would violate State law. In the event that any conflict of interest or violation of this section should nevertheless hereafter arise, that party shall promptly notify the other of the existence of the conflict such that all appropriate action immediately may be undertaken.

SECTION 17. Assignability

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

SECTION 18. Dispute Resolution Process

Should any disagreement or dispute between TOWN and RVFD arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, the parties shall submit such dispute to mandatory mediation before an agreed upon mediator, each party to pay an equal share of the mediation fees and each party to pay its own attorneys' fees and legal costs. Should TOWN and RVFD be unable to agree upon a mediator, they shall agree upon a mediation service and shall have that service select a mediator for them. Should mediation be unsuccessful, then TOWN and RVFD each agree that they shall submit their dispute to binding arbitration before a mutually-agreeable arbitrator. If they cannot agree upon an arbitrator, they

shall select an arbitration service which shall select an arbitrator for them. TOWN and RVFD each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs, it hereby being agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. TOWN and RVFD hereby expressly waive any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the mandatory mediation and binding arbitration process specified above. However, in emergency or extraordinary circumstances, each or both parties may seek equitable or injunctive relief to preserve the status quo pending occurrence of the mediation/arbitration process herein specified. It is the express intent of both TOWN and RVFD to have any and all disputes under this Agreement resolved by the above-specified mediation/arbitration process and in as timely and economical manner as possible.

SECTION 19. Default

Subject to any extensions of time by mutual consent of the parties in writing, any failure of TOWN or RVFD to timely perform any material obligation of this Agreement shall constitute an event of default as to that party, if (i) such defaulting party does not cure such failure within thirty (30) days following receipt of written notice of default from the other party, where such failure is of a nature that can be cured within such thirty (30) day period, or (ii) if such failure is not of a nature which can be cured within a thirty (30) day period, the allegedly defaulting party does not, within said thirty (3) day period, commence substantial efforts to cure such failure or thereafter does not, within a reasonable period of time, prosecute to completion with diligence and continuity the curing of the failure. The time to cure may be extended in writing at the discretion of the party giving notice. Any notice of default given hereunder shall be served on the other party and shall specify in detail the nature of the failure(s) in performance which the noticing party claims constitutes the event of default and the manner in which such default may be satisfactorily cured in accordance with the terms and conditions of this Agreement. Failure of a party to timely cure or commence and diligently prosecute to completion the cure of a material default of this Agreement shall entitle the non-defaulting party to terminate this Agreement in accordance with the termination provisions set forth herein and/or to pursue all other remedies available under the dispute resolution process set forth above.

SECTION 20. Equal Opportunity & Non-Discrimination

TOWN and all its employees while performing under this Agreement shall comply with the equal opportunity and non-discrimination provisions of all applicable federal, state and local laws, statutes and ordinances. TOWN and its employees shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, age, physical or mental disability in any matters related to access to or provision of services, or related to employment.

SECTION 21. Termination

This Agreement may be terminated by sixty (60) days written notice being given by either party to the other party.

SECTION 22. Amendments

This Agreement shall not be further amended or modified at any time and in any respect whatsoever except in writing and by both parties hereto. TOWN and RVFD each agree that it will make no claim at any time that this Agreement has been orally amended or modified, and each agrees that no oral waiver, amendment or modification shall be effective for any purpose.

SECTION 23. Breach & Enforcement

This Agreement may be pleaded as a full and complete defense to, and may be used as the basis for a petition/motion against, any action, suit or other proceeding which may be instituted, prosecuted or maintained in breach of this Agreement, including but not limited to a petition/motion to compel mediation and/or arbitration.

SECTION 24. Severability

Should any provision of this Agreement be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

SECTION 25. Governing Law

This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California, with venue agreed to be within the County of Marin. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either TOWN or RVFD.

SECTION 26. Parties' Representations

TOWN and RVFD each represent and acknowledge that, in executing this Agreement, they do not rely, and have not relied, upon any representation or statement made by any of their agents, representatives or attorneys with regard to the subject matter, basis or fact of this Agreement or otherwise.

SECTION 27. Binding Upon Successors

This Agreement shall be binding upon the parties and their administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the parties, and each of them, and their administrators, representatives, executors, successors and assigns.

SECTION 28. Headings

The section headings and titles contained in this Agreement are for convenience and reference only and are not intended to define, limit, or describe the scope of any provision of this Agreement.

SECTION 29. Consent

Whenever any consent or approval is required by this Agreement, such consent or approval shall not be unreasonably withheld, conditioned, or delayed, except as otherwise specifically set forth herein.

SECTION 30. Designated Representatives

The Executive Officer of RVFD is its designated representative and will administer this Agreement on its behalf. TOWN's manager is its designated representative. Changes in designated representatives shall occur by advance written notice to the other party.

SECTION 31. Notices

All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the parties to be served as follows:

If to RVFD:

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

If to TOWN:

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

Each party shall provide the other with telephonic and written notice of any change of address as soon as practicable. Notices given by personal delivery or acknowledged shall be effective immediately.

SECTION 32. Execution in Counterparts

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

SECTION 33. Effective Date

The effective date of this Agreement is the date set forth in the first paragraph hereof, once this Agreement is fully executed by each of the parties' representatives set forth below.

IN WITNESS WHEREOF the parties hereto have entered into and executed this Agreement as follows:


TOWN OF SAN ANSELMO

Attest:



TOWN Clerk

By:



David Donery, San Anselmo Town
Manager

**ROSS VALLEY FIRE
DEPARTMENT**

Attest:



RVFD Clerk

By:



Garrett Toy, RVFD Executive Officer

Exhibit A

Scope of Financial Services

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

Process of Accounts Payable and Accounts Receivable.

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

Ensure premiums are paid timely.

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

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

Exhibit B

Compensation for Financial Services

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

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

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

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

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

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

Exhibit C

Accounting Workflow

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

Workflow – Accounts Payable:

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

Cal Card – US BANK payment

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

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

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

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

Workflow – Accounts Receivable: (current)

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

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

Credit Card Receipts:

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

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

Workflow – Bank Reconciliations:

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

Workflow – Payroll:

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

Personnel Action Forms:

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

Payroll Changes:

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

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

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

Reimbursements by employees:

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

Payroll Calculations:

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

Human Resources

New Hires:

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

Benefit Changes:

PERS Retirement:

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

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

Health Plan

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

Deferred Compensation Plan (457 Plan)

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

Dental/Vision/Life

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

AFLAC

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

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

Cafeteria Plan:

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