



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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## Board of Directors

### Ross Valley Fire Department

<https://us06web.zoom.us/j/83125022206>

Webinar ID: 831 2502 2206

Phone: 669-900-6833

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

**Wednesday, October 13, 2021**

**6:30 pm RVFD Board Meeting**

Zoom Disclaimer: Zoom regularly provides updates to their software, as do internet browsers such as Chrome. For proper remote viewing of Ross Valley Fire Department's Board meetings, we recommend you upgrade to the latest version of the software that you are using.

1. **Call to order – 6:30 pm**
2. Announce action from the closed session of the September 8, 2021, meeting.
3. Open time for public expression. The public is welcome to address the Board at this time on matters, not on the agenda. However, 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 the posting of the agenda.
4. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
5. Chief Report – Verbal update by Chief Weber
6. 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 September,
  - b) Receive call report and out of jurisdiction report for September,
  - c) Receive current budget report,
  - d) Approve Minutes of the September 8, 2021, Board meeting, and
  - e) Approve 1<sup>st</sup> Financial Service Agreement Addendum for FY2021-22
7. Approve Resolution 21-12 Approving the Incurrence of Debt to Finance the Acquisition of a Fire Engine and Approving the Related Master Lease-Purchase Agreement – Deputy Director Fire Kevin Yeager
8. Approve Resolution 21-13, a resolution proclaiming a local emergency and authorizing remote teleconference meetings without complying with certain Brown Act provisions per AB361 (Chapter 165, Statutes of 2021) for October 1, 2021 – December 31, 2021. – Chief Weber

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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9. Receive Presentation and Update Surrounding Ross Station 18 Options – Chief Weber
10. Adjournment

The next meeting is scheduled for Wednesday, November 10, 2021, Location TBD.

s/Mariana Gonzalez, Administrative Assistant

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

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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: 09/01/2021 - 09/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01326	AMAZON.COM SERVICES LLC	09/10/2021	Regular	0.00	6.31	22020
<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="#">1KG9-G93L-HQQ</a>	Invoice	09/09/2021	08.30.2021 - BLACK METAL SINGLE BLANK	0.00	6.31	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		6.31	
01000	American Messaging	09/10/2021	Regular	0.00	47.79	22021
<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="#">W4106073VI</a>	Invoice	09/09/2021	09.01.2021 - SIREN ALERT - 09.01.2021 - 0	0.00	47.79	
	<a href="#">01.10.63150.00</a>		COMMUNICATIONS EQUI		47.79	
			09.01.2021 - SIREN ALERT - 09.0			
01390	Badawi & Associates	09/10/2021	Regular	0.00	6,819.75	22022
<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="#">1100</a>	Invoice	09/09/2021	08.30.2021 - 2021 AUDIT - PROGRESS BILL	0.00	6,819.75	
	<a href="#">01.05.61103.00</a>		AUDIT & BOOKKEEPING SE		6,819.75	
			08.30.2021 - 2021 AUDIT - PRO			
01054	BoundTree Medical	09/10/2021	Regular	0.00	836.32	22023
<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="#">84181427</a>	Invoice	09/09/2021	08.24.2021 - TEGADERM IV START KIT/ME	0.00	132.57	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		132.57	
			08.24.2021 - TEGADERM IV STA			
<a href="#">84183323</a>	Invoice	09/10/2021	08.25.2021 - CURAPLEX/MEDICAL SUPPLI	0.00	703.75	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		703.75	
			08.25.2021 - CURAPLEX/MEDIC			
01313	Comcast	09/10/2021	Regular	0.00	825.59	22024
<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="#">632-08232021</a>	Invoice	09/10/2021	08.23.2021 - RVFD CABLE SRVCS - 08.28 -	0.00	825.59	
	<a href="#">01.14.61705.00</a>		TELEPHONE		825.59	
			08.23.2021 - RVFD CABLE SRVCS			
01015	Curtis Tools	09/10/2021	Regular	0.00	5,357.03	22025
<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="#">INV487616</a>	Invoice	09/09/2021	08.30.2021 - CLASSIX JACKET/GLOBE CUST	0.00	5,357.03	
	<a href="#">01.10.63160.00</a>		TURNOUTS		5,357.03	
			08.30.2021 - CLASSIX JACKET/GL			
01016	Diego Truck Repair Inc	09/10/2021	Regular	0.00	1,017.59	22026
<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="#">62849</a>	Invoice	09/09/2021	08.19.2021 - LABOR SERVICE - HYDROLIC	0.00	1,017.59	
	<a href="#">01.25.61600.00</a>		REPAIRS VEHICLE		1,017.59	
			08.19.2021 - LABOR SERVICE - H			
01272	Diesel Direct West Inc	09/10/2021	Regular	0.00	1,041.35	22027
<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="#">84168727</a>	Invoice	09/09/2021	08.31.2021 - GASOLINE UNL - 41 GALLON	0.00	205.08	
	<a href="#">01.25.62988.00</a>		FUEL		205.08	
			08.31.2021 - GASOLINE UNL - 4			
<a href="#">84168728</a>	Invoice	09/09/2021	08.31.2021 - ULSD CLEAR - 172 GALLONS	0.00	836.27	
	<a href="#">01.25.62988.00</a>		FUEL		836.27	
			08.31.2021 - ULSD CLEAR - 172			
01017	Fairfax Lumber	09/10/2021	Regular	0.00	192.94	22028

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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="#">233732</a>	Invoice	09/09/2021	08.26.2021 - PAINT SUPPLIES	0.00	80.86	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		80.86	
<a href="#">234013</a>	Invoice	09/10/2021	09.01.2021 - PLASTIC LID/FOOD SAFE BUC	0.00	60.60	
	<a href="#">01.10.61410.00</a>		EQUIPMENT MAINTENAN		60.60	
<a href="#">234021</a>	Invoice	09/09/2021	09.01.2021 - WHITE LINE CORD/PLASTIC P	0.00	51.48	
	<a href="#">01.14.61500.20</a>		BUILDING MAINTENANCE		51.48	
01049	Fishman Supply Company	09/10/2021	Regular	0.00	286.62	22029
<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="#">1317345.1</a>	Invoice	09/09/2021	08.27.2021- ROLL TOWEL LOCOR/FITS DIS	0.00	286.62	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		286.62	
01050	Golden State Emergency Veh Svc	09/10/2021	Regular	0.00	39.58	22030
<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="#">CI029960</a>	Invoice	09/09/2021	08.25.2021 - NON VENTED CAP/RESERVOI	0.00	39.58	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE		39.58	
01079	Hannibal's Inc.	09/10/2021	Regular	0.00	158.38	22031
<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="#">24586</a>	Invoice	09/09/2021	09.01.2021 - ELECTRICIANS LABOR AND	0.00	158.38	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE		158.38	
01145	Healthy Firefighters USA Inc	09/10/2021	Regular	0.00	2,185.00	22032
<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="#">081921</a>	Invoice	09/09/2021	08.19.2021 - RVFD FD 20021 BASIC/CBC/S	0.00	2,185.00	
	<a href="#">01.05.61127.00</a>		HEALTH AND WELLNESS		2,185.00	
01200	Kronos Inc	09/10/2021	Regular	0.00	990.00	22033
<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="#">11806899</a>	Invoice	09/09/2021	08.29.2021 - PROJECT COORDINATION/ST	0.00	990.00	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/S		990.00	
01223	McPhail Fuel Company	09/10/2021	Regular	0.00	816.65	22034
<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="#">U1056736</a>	Invoice	09/10/2021	08.17.2021 - PROPANE FUEL - 140.90 GAL	0.00	538.41	
	<a href="#">01.25.62988.00</a>		FUEL		538.41	
<a href="#">U1056786</a>	Invoice	09/10/2021	08.19.2021 - PROPANE FUEL - 71.80 GALL	0.00	278.24	
	<a href="#">01.25.62988.00</a>		FUEL		278.24	
01097	MidAmerica	09/10/2021	Regular	0.00	648.00	22035
<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="#">MAR0000017021</a>	Invoice	09/09/2021	08.10.2021 - ADMIN FEE (ER) - 04.01 - 06.	0.00	648.00	
	<a href="#">01.00.60231.00</a>		RETIRES' HEALTH INSUR		648.00	
01234	Napa Auto Parts	09/10/2021	Regular	0.00	270.95	22036
<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="#">640320</a>	Invoice	09/09/2021	08.27.2021 - HOSE CLAMP	0.00	59.96	
	<a href="#">01.25.62989.00</a>		PARTS VEHICLE		59.96	
<a href="#">642165</a>	Invoice	09/09/2021	09.03.2021 - BATTERY - FORD TRUCK ESC	0.00	210.99	

Check Report

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">01.25.62989.00</a>	PARTS VEHICLE	09.03.2021 - BATTERY - FORD TR		210.99	
01020	PG&E	09/10/2021	Regular	0.00	2,326.01	22037
<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="#">758-08252021</a>	Invoice	09/10/2021	758 - PARK RD AND BOLINAS RD - 07.01 -	0.00	2,326.01	
	<a href="#">01.10.61702.00</a>	GAS & ELECTRIC	758 - PARK RD AND BOLINAS RD		2,326.01	
01188	Staples Credit Plan	09/10/2021	Regular	0.00	205.44	22038
<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="#">2905763191</a>	Invoice	09/09/2021	08.17.2021 - SHARPIE, BINDER CLIPS	0.00	190.42	
	<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	08.17.2021 - SHARPIE, BINDER C		190.42	
<a href="#">2905970561</a>	Invoice	09/09/2021	8.17.2021 - JAM PAPER	0.00	15.02	
	<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	8.17.2021 - JAM PAPER		15.02	
01334	Teleflex LLC	09/10/2021	Regular	0.00	63.88	22039
<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="#">9504361131</a>	Invoice	09/10/2021	08.23.2021 - EZ STABILIZER 5 BOX	0.00	63.88	
	<a href="#">01.10.62204.00</a>	PARAMEDIC RESPONSE S	08.23.2021 - EZ STABILIZER 5 BO		63.88	
01144	Town of San Anselmo	09/10/2021	Regular	0.00	21,861.75	22040
<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="#">2021-22-MISCO4</a>	Invoice	09/10/2021	09.02.2021 - FINANCIAL SRVCS 07.01 - 09	0.00	21,861.75	
	<a href="#">01.05.61120.00</a>	CONTRACT SERVICES-SAN	09.02.2021 - FINANCIAL SRVCS		21,861.75	
01098	Verizon Wireless	09/10/2021	Regular	0.00	748.69	22041
<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="#">9886987844</a>	Invoice	09/09/2021	08.23.2021 - ACCT # 842101678-00001 - 0	0.00	748.69	
	<a href="#">01.14.61705.00</a>	TELEPHONE	08.23.2021 - ACCT # 842101678		748.69	
	**Void**	09/13/2021	Regular	0.00	0.00	22042
	**Void**	09/13/2021	Regular	0.00	0.00	22043
	**Void**	09/13/2021	Regular	0.00	0.00	22044
01073	U.S. Bank Corporate Payment System	09/13/2021	Regular	0.00	11,253.46	22045
<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="#">INV0003723</a>	Invoice	09/02/2021	07.31.2021 - GRASSER - MOTOLROLA SOL	0.00	3,373.43	
	<a href="#">01.10.63150.00</a>	COMMUNICATIONS EQUI	07.31.2021 - GRASSER - MOTOL		3,373.43	
<a href="#">INV0003724</a>	Invoice	09/13/2021	08.06.2021 - STANDFIELD - BURGER KING	0.00	38.16	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.06.2021 - STANDFIELD - BUR		38.16	
<a href="#">INV0003726</a>	Invoice	09/13/2021	08.10.2021 - STANDFIELD - NUGGET HOTE	0.00	75.47	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.10.2021 - STANDFIELD - NUG		75.47	
<a href="#">INV0003727</a>	Invoice	09/13/2021	08.10.2021 - STANDFIELD - NUGGET HOTE	0.00	75.47	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.10.2021 - STANDFIELD - NUG		75.47	
<a href="#">INV0003728</a>	Invoice	09/13/2021	08.10.2021- STANDFIELD - NUGGET HOTE	0.00	10.78	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.10.2021- STANDFIELD - NUG		10.78	
<a href="#">INV0003730</a>	Invoice	09/13/2021	08.13.2021 - STANDFIELD - NUGGET HOTE	0.00	41.73	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.13.2021 - STANDFIELD - NUG		41.73	
<a href="#">INV0003731</a>	Invoice	09/02/2021	08.20.2021 - STANDFIELD - CHEVERON VA	0.00	115.66	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.20.2021 - STANDFIELD - CHE		115.66	
<a href="#">INV0003732</a>	Invoice	09/02/2021	07.25.2021 - ILLINGWORTH - IN N OUT B	0.00	8.90	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.25.2021 - ILLINGWORTH - IN		8.90	
<a href="#">INV0003736</a>	Invoice	09/02/2021	08.18.2021 - HOGGAN - IN N OUT BURGE	0.00	44.16	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		44.16	
<a href="#">INV0003765</a>	Invoice	09/13/2021	08.20.2021 - HOGGAN - CASA LOS ABUEL	0.00	98.24	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		98.24	
<a href="#">INV0003766</a>	Invoice	09/13/2021	08.20.2021 - HOGGAN - FRESH MEX EXPR	0.00	69.54	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		69.54	
<a href="#">INV0003767</a>	Invoice	09/13/2021	08.16.2021 - JAMOTTE - SWIM OUTLET - F	0.00	257.32	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		257.32	
<a href="#">INV0003768</a>	Invoice	09/13/2021	08.16.2021 - JAMOTTE - AMAZON SANKU	0.00	111.92	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		111.92	
<a href="#">INV0003769</a>	Invoice	09/13/2021	08.13.2021 - JAMOTTE - ROGUE FITNESS	0.00	2,262.53	
	<a href="#">01.14.63042.00</a>		EXERCISE EQUIPMENT		2,262.53	
<a href="#">INV0003770</a>	Invoice	09/13/2021	07.30.2021 - CUTTER - US POSTAL SERVIC	0.00	28.80	
	<a href="#">01.10.61902.00</a>		MWPA DEFENDSIBLE SPA		28.80	
<a href="#">INV0003771</a>	Invoice	09/13/2021	08.20.2021 - CUTTER - US POSTAL SERVIC	0.00	15.80	
	<a href="#">01.10.61902.00</a>		MWPA DEFENDSIBLE SPA		15.80	
<a href="#">INV0003772</a>	Invoice	09/13/2021	07.21.2021 - GALLI - RICO'S MEXICAN FO	0.00	78.78	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		78.78	
<a href="#">INV0003773</a>	Invoice	09/13/2021	07.23.2021 - GALLI -PATTI'S THUNDER CA	0.00	103.23	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		103.23	
<a href="#">INV0003774</a>	Invoice	09/13/2021	07.23.2021 - GALLI - SAFEWAY	0.00	126.96	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		126.96	
<a href="#">INV0003775</a>	Invoice	09/13/2021	07.21.2021 - GALLI - MYSTERY RANCH	0.00	1,329.67	
	<a href="#">01.10.62213.00</a>		PROTECTIVE CLOTHING		1,329.67	
<a href="#">INV0003776</a>	Invoice	09/13/2021	07.31.2021 - GALLI - GROCERY OUTLET -	0.00	11.12	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		11.12	
<a href="#">INV0003777</a>	Invoice	09/13/2021	08.02.2021 - GALLI - IN IN OUT BURGER -	0.00	24.63	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		24.63	
<a href="#">INV0003778</a>	Invoice	09/13/2021	07.21.2021 - GALLI - BEST WESTERN PLUS	0.00	435.03	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		435.03	
<a href="#">INV0003779</a>	Invoice	09/13/2021	07.21.2021 - GALLI - BEST WESTERN PLUS	0.00	435.03	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		435.03	
<a href="#">INV0003781</a>	Invoice	09/13/2021	07.23.2021 - GONZALEZ - STAMPS.COM	0.00	17.99	
	<a href="#">01.05.62003.00</a>		POSTAGE		17.99	
<a href="#">INV0003782</a>	Invoice	09/13/2021	07.26.2021 - GONZALEZ - IMPRINT PLUS	0.00	50.93	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		50.93	
<a href="#">INV0003783</a>	Invoice	09/13/2021	07.29.2021 - GONZALEZ - THE COPY SHOP	0.00	103.79	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		103.79	
<a href="#">INV0003784</a>	Invoice	09/13/2021	08.03.2021 - GONZALES - USPS.COM	0.00	26.50	
	<a href="#">01.05.62003.00</a>		POSTAGE		26.50	
<a href="#">INV0003785</a>	Invoice	09/13/2021	09.08.2021 - GONZALEZ - DAILY DISPATCH	0.00	280.00	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES		280.00	
<a href="#">INV0003786</a>	Invoice	09/13/2021	08.07.2021 - GONZALEZ - ADOBE - ACROB	0.00	14.99	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/S		14.99	
<a href="#">INV0003787</a>	Invoice	09/13/2021	07.22.2021 - ROSECRANS - WALMART - Y	0.00	25.29	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		25.29	
<a href="#">INV0003788</a>	Invoice	09/13/2021	07.20.2021 - BONANZA INN - YUBA CITY	0.00	173.91	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		173.91	
<a href="#">INV0003789</a>	Invoice	09/13/2021	07.22.2021 - ROSECRANS- BEST WESTERN	0.00	107.52	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		107.52	
<a href="#">INV0003790</a>	Invoice	09/13/2021	07.26.2021 - ROSECRANS - BEST WESTER	0.00	107.52	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		107.52	
<a href="#">INV0003791</a>	Invoice	09/13/2021	07.28.2021 - ROSECRANS - BEST WESTER	0.00	107.52	

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Date Range: 09/01/2021 - 09/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.28.2021 - ROSECRANS - BEST		107.52	
<a href="#">INV0003792</a>	Invoice	08/23/2021	07.26.2021 - ROSECRANS - BEST WESTER	0.00	107.52	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.26.2021 - ROSECRANS - BEST		107.52	
<a href="#">INV0003793</a>	Invoice	09/13/2021	07.24.2021 - ROSECRANS - BEST WESTER	0.00	107.52	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.24.2021 - ROSECRANS - BEST		107.52	
<a href="#">INV0003794</a>	Invoice	09/13/2021	07.22.2021 - ROSECRANS - BEST WESTER	0.00	107.52	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.22.2021 - ROSECRANS - BEST		107.52	
<a href="#">INV0003795</a>	Invoice	09/13/2021	07.28.2021 - ROSECRANS - BEST WESTER	0.00	107.52	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.28.2021 - ROSECRANS - BEST		107.52	
<a href="#">INV0003797</a>	Invoice	09/13/2021	07.30.2021 - ROSECRANS - HAMPTON IN	0.00	155.95	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.30.2021 - ROSECRANS - HAM		155.95	
<a href="#">INV0003798</a>	Invoice	09/13/2021	07.30.2021 - ROSECRANS - HAMPTON IN	0.00	155.95	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.30.2021 - ROSECRANS - HAM		155.95	
<a href="#">INV0003799</a>	Invoice	09/13/2021	08.13.2021 - STANDFIELD - NUGGET HOTE	0.00	41.73	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	08.13.2021 - STANDFIELD - NUG		41.73	
<a href="#">INV0003800</a>	Invoice	09/13/2021	07.23.2021 - ROSECRANS - BONANZA INN	0.00	173.91	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.23.2021 - ROSECRANS - BON		173.91	
<a href="#">INV0003801</a>	Invoice	09/13/2021	07.20.2021 - ROSECRANS - BEST WESTER	0.00	107.52	
	<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE S	07.20.2021 - ROSECRANS - BEST		107.52	
01272	Diesel Direct West Inc	09/17/2021	Regular	0.00	1,553.66	22046
<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="#">84184962</a>	Invoice	09/13/2021	09.13.2021 Gasoline UNL 31.4 @ 4.0893	0.00	155.41	
	<a href="#">01.25.62988.00</a>	FUEL	09.13.2021 Gasoline UNL 31.4		155.41	
<a href="#">84184963</a>	Invoice	09/13/2021	09.13.2021 ULSD Clear 288.7 @ 3.6410	0.00	1,398.25	
	<a href="#">01.25.62988.00</a>	FUEL	09.13.2021 ULSD Clear 288.7 @		1,398.25	
01037	Marin Municipal Water District	09/17/2021	Regular	0.00	212.84	22047
<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="#">135-09082021</a>	Invoice	09/08/2021	135 - 07.03.2021-09.02.2021 14-18 Park R	0.00	118.64	
	<a href="#">01.14.61703.00</a>	WATER	135 - 07.03.2021-09.02.2021 14		118.64	
<a href="#">263-09082021</a>	Invoice	09/08/2021	263 - 07.03.2021-09.02.2021 14-18 Park R	0.00	94.20	
	<a href="#">01.14.61703.00</a>	WATER	263 - 07.03.2021-09.02.2021 14		94.20	
01234	Napa Auto Parts	09/17/2021	Regular	0.00	79.26	22048
<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="#">643396</a>	Invoice	09/08/2021	09.08.2021 Aire Filter & Cabin Air Filter	0.00	79.26	
	<a href="#">01.25.62989.00</a>	PARTS VEHICLE	09.08.2021 Aire Filter & Cabin A		79.26	
01255	TIAA Commercial Bank Inc.	09/17/2021	Regular	0.00	568.21	22049
<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="#">8405137</a>	Invoice	09/05/2021	09.05.2021 Copy Machine Lease Payment	0.00	568.21	
	<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVI	09.05.2021 Copy Machine Lease		568.21	
01326	AMAZON.COM SERVICES LLC	09/30/2021	Regular	0.00	65.77	22050
<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="#">1CKL-JD37-4YGV</a>	Invoice	09/28/2021	09.16.2021 - OREGON GRINDING WHEEL -	0.00	65.77	
	<a href="#">01.25.62989.00</a>	PARTS VEHICLE	09.16.2021 - OREGON GRINDIN		65.77	
01026	AT&T Calnet	09/30/2021	Regular	0.00	3,659.71	22051

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Date Range: 09/01/2021 - 09/30/2021

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="#">000017010444</a>	Invoice	09/28/2021	09.10.2021 - AT&T MOBILE SRVC - 08.10 - TELEPHONE	0.00	3,659.71	
	<a href="#">01.14.61705.00</a>		09.10.2021 - AT&T MOBILE SRV		3,659.71	
01059	AT&T Mobility	09/30/2021	Regular	0.00	946.32	22052
<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="#">287301083016X0</a>	Invoice	09/28/2021	09.02.2021 - MOBILE SRVICES - 08.03 - 09 TELEPHONE	0.00	946.32	
	<a href="#">01.14.61705.00</a>		09.02.2021 - MOBILE SRVICES -		946.32	
01396	California Secretary of State	09/30/2021	Regular	0.00	50.00	22053
<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="#">INV0003827</a>	Invoice	09/29/2021	09.29.2021 CA Secretary of State Records	0.00	50.00	
	<a href="#">01.05.61107.00</a>		ATTORNEY/LEGAL FEES 09.29.2021 CA Secretary of Stat		50.00	
01272	Diesel Direct West Inc	09/30/2021	Regular	0.00	1,016.88	22054
<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="#">84195263</a>	Invoice	09/28/2021	09.20.2021 - ULSD CLEAR - 209 GALLONS	0.00	1,016.88	
	<a href="#">01.25.62988.00</a>		FUEL 09.20.2021 - ULSD CLEAR - 209		1,016.88	
01295	Grier Argall Plumbing Inc	09/30/2021	Regular	0.00	95.00	22055
<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="#">14161</a>	Invoice	09/28/2021	08.30.2021 - 150 BUTTERFIELD RD - BACK	0.00	95.00	
	<a href="#">01.14.61500.20</a>		BUILDING MAINTENANCE 08.30.2021 - 150 BUTTERFIELD		95.00	
01052	HRdirect	09/30/2021	Regular	0.00	97.86	22056
<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="#">INV10384764</a>	Invoice	09/28/2021	07.23.2021 - POSTER GAURD SUBSCRIPTI	0.00	97.86	
	<a href="#">01.05.61300.00</a>		PUBLICATIONS AND DUES 07.23.2021 - POSTER GAURD SU		97.86	
01392	Kathleen H. Cutter	09/30/2021	Regular	0.00	150.00	22057
<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="#">1316530132</a>	Invoice	09/28/2021	08.03.2021 - 325 SOQUEL AVE - REIMBUR	0.00	150.00	
	<a href="#">01.10.61902.00</a>		MWPA DEFENSIBLE SPA 08.03.2021 - 325 SOQUEL AVE -		150.00	
01037	Marin Municipal Water District	09/30/2021	Regular	0.00	749.68	22058
<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="#">087-09102021</a>	Invoice	09/28/2021	09.10.2021 - WATER SRVC - 07.08.2021 - WATER	0.00	158.77	
	<a href="#">01.14.61703.00</a>		09.10.2021 - WATER SRVC - 07.0		158.77	
<a href="#">256-09132021</a>	Invoice	09/28/2021	09.13.2021 - WATER SRVC - 07.09.2021 - WATER	0.00	97.97	
	<a href="#">01.14.61703.00</a>		09.13.2021 - WATER SRVC - 07.0		97.97	
<a href="#">354-09132021</a>	Invoice	09/28/2021	09.13.2021 - WATER SRVC - 07.09.2021 - WATER	0.00	302.80	
	<a href="#">01.14.61703.00</a>		09.13.2021 - WATER SRVC - 07.0		302.80	
<a href="#">868-09102021</a>	Invoice	09/28/2021	09.10.2021 - WATER SRVC - 07.08.2021 - WATER	0.00	97.97	
	<a href="#">01.14.61703.00</a>		09.10.2021 - WATER SERVICE - 0		97.97	
<a href="#">957-09112021</a>	Invoice	09/28/2021	09.11.2021 -WATER SRVC - 07.08.2021 - 0 WATER	0.00	92.17	
	<a href="#">01.14.61703.00</a>		09.11.2021 -WATER SERVICE - 0		92.17	
01093	Martin & Harris	09/30/2021	Regular	0.00	1,226.78	22059



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Date Range: 09/01/2021 - 09/30/2021

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="#">MI9457-0</a>	Invoice	09/28/2021	09.10.2021 - BOSCH DISHWASHER INSTAL	0.00	1,226.78	
	<a href="#">01.14.63040.00</a>		APPLIANCES		1,226.78	
01020	PG&E	09/30/2021	Regular	0.00	348.99	22060
<a href="#">937-091502021</a>	Invoice	09/28/2021	09.15.2021 - UTILITIES - 08.09.2021 - 09.	0.00	348.99	
	<a href="#">01.14.61702.00</a>		GAS AND ELECTRIC		348.99	
01095	Richards Watson Gershon	09/30/2021	Regular	0.00	19.00	22061
<a href="#">233657</a>	Invoice	09/28/2021	09.21.2021 - LEGAL SRVICES - 12609-0001	0.00	19.00	
	<a href="#">01.05.61107.00</a>		ATTORNEY/LEGAL FEES		19.00	
01097	MidAmerica	09/16/2021	Bank Draft	0.00	27,689.28	DFT0002643
<a href="#">INV0003828</a>	Invoice	09/16/2021	MidAmerica Retiree Health Reimb 09.16.	0.00	27,689.28	
	<a href="#">01.00.60231.00</a>		RETIREES' HEALTH INSUR		27,689.28	
01158	P.E.R.S. Health	09/08/2021	Bank Draft	0.00	5,238.68	DFT0002644
<a href="#">INV0003829</a>	Invoice	09/08/2021	Active&RetireeHealth&AdminFeeStmnt 08.	0.00	5,238.68	
	<a href="#">01.00.60231.00</a>		RETIREES' HEALTH INSUR		5,005.00	
	<a href="#">01.05.61112.00</a>		PERS ADMINISTRATIVE FE		233.68	
01158	P.E.R.S. Health	09/08/2021	Bank Draft	0.00	-5,238.68	DFT0002644

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	39	0.00	68,839.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	2	3	0.00	27,689.28
EFT's	0	0	0.00	0.00
	<b>97</b>	<b>45</b>	<b>0.00</b>	<b>96,528.32</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	39	0.00	68,839.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	2	3	0.00	27,689.28
EFT's	0	0	0.00	0.00
	<b>97</b>	<b>45</b>	<b>0.00</b>	<b>96,528.32</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	9/2021	96,528.32
			<b>96,528.32</b>

# Ross Valley Fire Dept

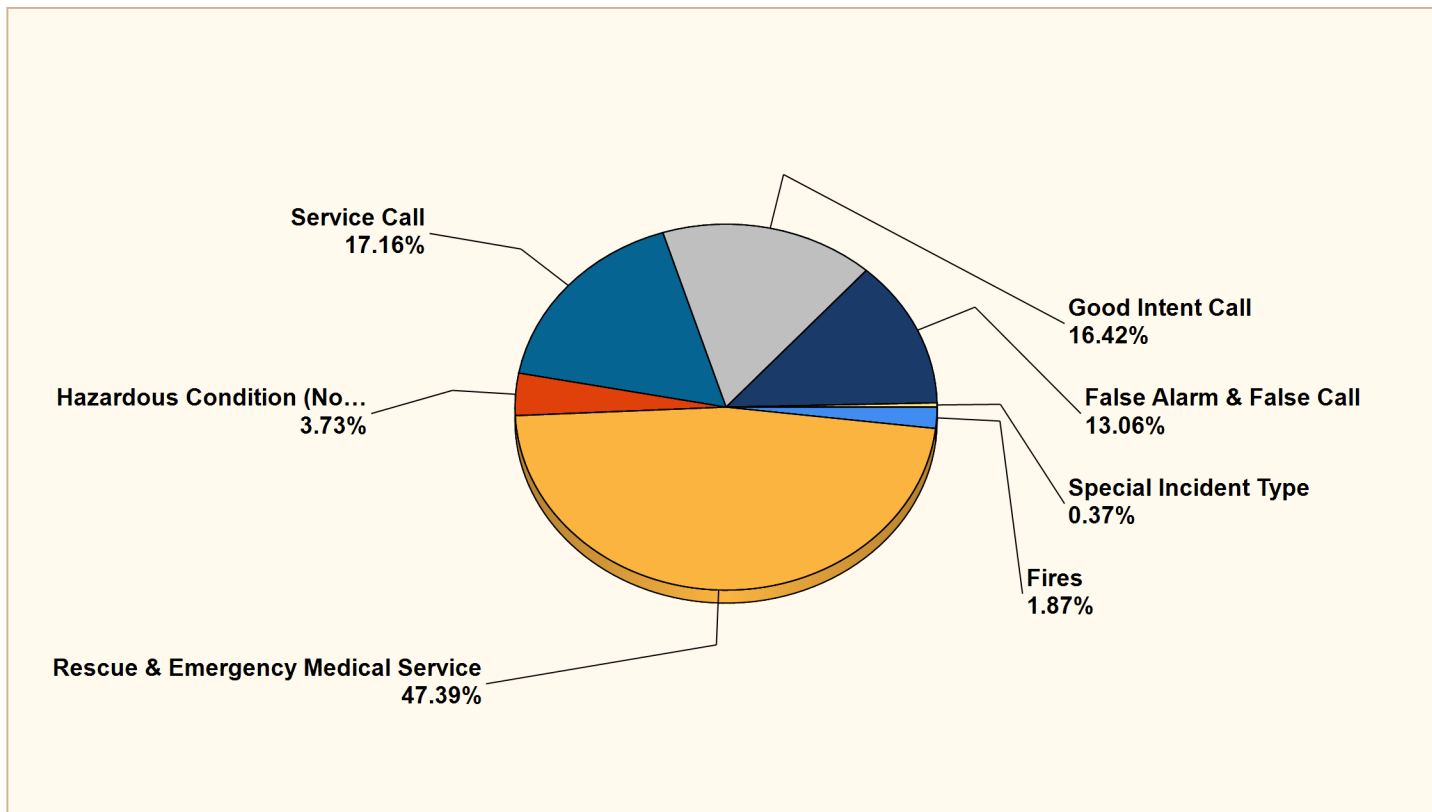
San Anselmo, CA

This report was generated on 10/8/2021 1:41:17 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	1.87%
Rescue & Emergency Medical Service	127	47.39%
Hazardous Condition (No Fire)	10	3.73%
Service Call	46	17.16%
Good Intent Call	44	16.42%
False Alarm & False Call	35	13.06%
Special Incident Type	1	0.37%
<b>TOTAL</b>	<b>268</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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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.37%
111 - Building fire	1	0.37%
113 - Cooking fire, confined to container	2	0.75%
131 - Passenger vehicle fire	1	0.37%
300 - Rescue, EMS incident, other	1	0.37%
321 - EMS call, excluding vehicle accident with injury	121	45.15%
322 - Motor vehicle accident with injuries	4	1.49%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.37%
400 - Hazardous condition, other	3	1.12%
412 - Gas leak (natural gas or LPG)	3	1.12%
424 - Carbon monoxide incident	1	0.37%
441 - Heat from short circuit (wiring), defective/worn	1	0.37%
444 - Power line down	2	0.75%
500 - Service Call, other	5	1.87%
550 - Public service assistance, other	5	1.87%
551 - Assist police or other governmental agency	1	0.37%
553 - Public service	12	4.48%
554 - Assist invalid	20	7.46%
571 - Cover assignment, standby, moveup	3	1.12%
611 - Dispatched & cancelled en route	25	9.33%
622 - No incident found on arrival at dispatch address	7	2.61%
651 - Smoke scare, odor of smoke	12	4.48%
700 - False alarm or false call, other	6	2.24%
711 - Municipal alarm system, malicious false alarm	1	0.37%
715 - Local alarm system, malicious false alarm	1	0.37%
731 - Sprinkler activation due to malfunction	1	0.37%
733 - Smoke detector activation due to malfunction	3	1.12%
735 - Alarm system sounded due to malfunction	1	0.37%
736 - CO detector activation due to malfunction	1	0.37%
742 - Extinguishing system activation	1	0.37%
743 - Smoke detector activation, no fire - unintentional	8	2.99%
744 - Detector activation, no fire - unintentional	3	1.12%
745 - Alarm system activation, no fire - unintentional	9	3.36%
900 - Special type of incident, other	1	0.37%
<b>TOTAL INCIDENTS:</b>	<b>268</b>	<b>100%</b>



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

# Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 10/8/2021 1:41:42 PM



## Incident Type Count per Station for Date Range

Start Date: 09/01/2021 | End Date: 09/30/2021

INCIDENT TYPE	# INCIDENTS
<b>Station: 00 - MUTUAL AID RESOURCES</b>	
321 - EMS call, excluding vehicle accident with injury	1
571 - Cover assignment, standby, moveup	1
900 - Special type of incident, other	1
<b># Incidents for 00 - Mutual Aid Resources:</b>	<b>3</b>

<b>Station: 18 - STATION 18 Ross</b>	
111 - Building fire	1
113 - Cooking fire, confined to container	1
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	6
550 - Public service assistance, other	3
553 - Public service	1
554 - Assist invalid	1
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	11
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
<b># Incidents for 18 - Station 18 :</b>	<b>32</b>

<b>Station: 19 - STATION 19 San Anselmo</b>	
100 - Fire, other	1
321 - EMS call, excluding vehicle accident with injury	37
322 - Motor vehicle accident with injuries	1
424 - Carbon monoxide incident	1
441 - Heat from short circuit (wiring), defective/worn	1
444 - Power line down	1
500 - Service Call, other	1
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	1
553 - Public service	5
554 - Assist invalid	9
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	3
651 - Smoke scare, odor of smoke	4

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
715 - Local alarm system, malicious false alarm	1
731 - Sprinkler activation due to malfunction	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	4
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	4

**# Incidents for 19 - Station 19:**

**82**

**Station: 20 - STATION 20 Sleepy Hollow**

321 - EMS call, excluding vehicle accident with injury	25
322 - Motor vehicle accident with injuries	1
400 - Hazardous condition, other	3
412 - Gas leak (natural gas or LPG)	2
444 - Power line down	1
500 - Service Call, other	2
550 - Public service assistance, other	1
553 - Public service	3
554 - Assist invalid	4
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

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

**47**

**Station: 21 - STATION 21 Fairfax**

113 - Cooking fire, confined to container	1
300 - Rescue, EMS incident, other	1
321 - EMS call, excluding vehicle accident with injury	52
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
412 - Gas leak (natural gas or LPG)	1
500 - Service Call, other	2
553 - Public service	3
554 - Assist invalid	6
611 - Dispatched & cancelled en route	10
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	6
700 - False alarm or false call, other	6
711 - Municipal alarm system, malicious false alarm	1
733 - Smoke detector activation due to malfunction	2
742 - Extinguishing system activation	1
743 - Smoke detector activation, no fire - unintentional	3

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
745 - Alarm system activation, no fire - unintentional	4

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

**104**

Only REVIEWED incidents included.





Ross Valley Fire, CA

# Budget Report Group Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2021

SubCategory	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	10,477,284.00	10,477,284.00	691,189.33	2,437,403.33	-8,039,880.67	23.26 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,494,006.00	1,494,006.00	143,164.08	376,079.58	-1,117,926.42	25.17 %
<b>Revenue Total:</b>	<b>11,971,290.00</b>	<b>11,971,290.00</b>	<b>834,353.41</b>	<b>2,813,482.91</b>	<b>-9,157,807.09</b>	<b>23.50 %</b>
<b>Expense</b>						
600 - SALARIES AND WAGES	5,759,470.00	5,759,470.00	674,659.80	1,915,271.06	3,844,198.94	33.25 %
601 - RETIREMENT	2,078,948.00	2,078,948.00	76,543.84	1,324,963.57	753,984.43	63.73 %
602 - EMPLOYEE BENEFITS	2,205,951.00	2,205,951.00	121,973.73	490,459.55	1,715,491.45	22.23 %
610 - TRAINING	40,000.00	40,000.00	0.00	3,040.00	36,960.00	7.60 %
611 - OUTSIDE SERVICES	960,953.00	960,953.00	33,439.43	141,459.91	819,493.09	14.72 %
613 - PUBLICATION / DUES	9,300.00	9,300.00	97.86	2,137.86	7,162.14	22.99 %
614 - MAINTENANCE	20,700.00	20,700.00	60.60	60.60	20,639.40	0.29 %
615 - BUILDING MAINTENANCE	76,500.00	76,500.00	304.86	12,245.97	64,254.03	16.01 %
616 - VEHICLE MAINTENANCE	110,000.00	110,000.00	1,017.59	5,110.95	104,889.05	4.65 %
617 - UTILITIES	132,142.00	132,142.00	9,817.83	12,901.28	119,240.72	9.76 %
619 - MISCELLANEOUS	0.00	0.00	194.60	332.66	-332.66	0.00 %
620 - OFFICE SUPPLIES	5,550.00	5,550.00	300.86	546.72	5,003.28	9.85 %
622 - DEPARTMENT SUPPLIES	106,670.00	106,670.00	5,892.55	10,332.31	96,337.69	9.69 %
625 - FURNISHINGS	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
629 - MISCELLANEOUS	68,000.00	68,000.00	1,331.96	15,613.50	52,386.50	22.96 %
630 - EQUIPMENT	46,700.00	46,700.00	3,945.72	6,491.13	40,208.87	13.90 %
631 - CAPITAL OUTLAY	88,400.00	88,400.00	8,778.25	8,858.05	79,541.95	10.02 %
644 - MERA BOND PAYMENT	0.00	0.00	0.00	55,313.00	-55,313.00	0.00 %
670 - TRANSFERS OUT	341,352.00	341,352.00	0.00	0.00	341,352.00	0.00 %
<b>Expense Total:</b>	<b>12,058,636.00</b>	<b>12,058,636.00</b>	<b>938,359.48</b>	<b>4,005,138.12</b>	<b>8,053,497.88</b>	<b>33.21 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-87,346.00</b>	<b>-87,346.00</b>	<b>-104,006.07</b>	<b>-1,191,655.21</b>	<b>-1,104,309.21</b>	<b>1,364.29 %</b>
<b>Report Surplus (Deficit):</b>	<b>-87,346.00</b>	<b>-87,346.00</b>	<b>-104,006.07</b>	<b>-1,191,655.21</b>	<b>-1,104,309.21</b>	<b>1,364.29 %</b>



### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-87,346.00	-87,346.00	-104,006.07	-1,191,655.21	-1,104,309.21
Report Surplus (Deficit):	<b>-87,346.00</b>	<b>-87,346.00</b>	<b>-104,006.07</b>	<b>-1,191,655.21</b>	<b>-1,104,309.21</b>



Ross Valley Fire, CA

# Budget Report Account Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2021

		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	2,149,921.00	2,149,921.00	179,160.08	537,480.24	-1,612,440.76	25.00 %
<a href="#">01.00.47502.00</a>	ROSS	2,183,012.00	2,183,012.00	0.00	363,835.34	-1,819,176.66	16.67 %
<a href="#">01.00.47503.00</a>	SAN ANSELMO	3,739,735.00	3,739,735.00	311,644.58	934,933.74	-2,804,801.26	25.00 %
<a href="#">01.00.47504.00</a>	SLEEPY HOLLOW	1,181,073.00	1,181,073.00	98,422.75	295,268.25	-885,804.75	25.00 %
<a href="#">01.00.47507.00</a>	PRIOR AUTHORITY RETIREE HEALTH	97,552.00	97,552.00	8,129.34	24,388.02	-73,163.98	25.00 %
<a href="#">01.00.47510.00</a>	PRIOR AUTHORITY RETIREMENT	1,125,991.00	1,125,991.00	93,832.58	281,497.74	-844,493.26	25.00 %
<a href="#">01.00.49501.00</a>	COUNTY OF MARIN	230,732.00	230,732.00	0.00	0.00	-230,732.00	0.00 %
<a href="#">01.00.49504.00</a>	RVPA REIMBURSEMENT MEDIC PR	265,886.00	265,886.00	62,404.69	62,404.69	-203,481.31	23.47 %
<a href="#">01.00.49506.00</a>	RVPA RENTAL	31,828.00	31,828.00	0.00	31,828.38	0.38	100.00 %
<a href="#">01.00.49507.00</a>	LAIF INTEREST	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
<a href="#">01.00.49509.00</a>	RVPA EMS TRAINING/SUPPLY REIM	47,290.00	47,290.00	0.00	0.00	-47,290.00	0.00 %
<a href="#">01.00.49510.00</a>	PLAN CHECKING FEES	250,000.00	250,000.00	36,537.37	92,858.49	-157,141.51	37.14 %
<a href="#">01.00.49511.00</a>	RE-SALE INSPECTION FEES	50,000.00	50,000.00	2,750.12	3,834.78	-46,165.22	7.67 %
<a href="#">01.00.49512.00</a>	MISCELLANEOUS INCOME	2,500.00	2,500.00	912.91	912.91	-1,587.09	36.52 %
<a href="#">01.00.49513.00</a>	WORKERS COMP REIMBURSEMENT	0.00	0.00	18,760.82	37,294.12	37,294.12	0.00 %
<a href="#">01.00.49517.00</a>	DISASTER COORDINATOR REIMB.	79,088.00	79,088.00	0.00	0.00	-79,088.00	0.00 %
<a href="#">01.00.49518.00</a>	DEFENSIBLE SPACE INSPECTION CO	108,630.00	108,630.00	0.00	0.00	-108,630.00	0.00 %
<a href="#">01.00.49523.00</a>	APPARATUS REPLACEMENT	341,352.00	341,352.00	21,798.17	145,168.51	-196,183.49	42.53 %
<a href="#">01.00.49524.00</a>	TECHNOLOGY FEES	21,700.00	21,700.00	0.00	1,777.70	-19,922.30	8.19 %
<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>11,971,290.00</b>	<b>11,971,290.00</b>	<b>834,353.41</b>	<b>2,813,482.91</b>	<b>-9,157,807.09</b>	<b>23.50 %</b>
<b>Revenue Total:</b>		<b>11,971,290.00</b>	<b>11,971,290.00</b>	<b>834,353.41</b>	<b>2,813,482.91</b>	<b>-9,157,807.09</b>	<b>23.50 %</b>
<b>Expense</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">01.00.60000.00</a>	REGULAR SALARIES	4,407,281.00	4,407,281.00	349,660.83	1,048,982.54	3,358,298.46	23.80 %
<a href="#">01.00.60010.00</a>	TEMPORARY HIRE	16,391.00	16,391.00	0.00	0.00	16,391.00	0.00 %
<a href="#">01.00.60020.00</a>	MINIMUM STAFFING	743,054.00	743,054.00	127,263.71	338,815.03	404,238.97	45.60 %
<a href="#">01.00.60021.00</a>	HOURLY OVERTIME	90,697.00	90,697.00	7,896.95	14,166.85	76,530.15	15.62 %
<a href="#">01.00.60024.00</a>	SHIFT DIFFERENTIAL OT	21,855.00	21,855.00	0.00	0.00	21,855.00	0.00 %
<a href="#">01.00.60025.00</a>	OT OES RESPONSE	0.00	0.00	164,051.59	436,306.48	-436,306.48	0.00 %
<a href="#">01.00.60026.00</a>	OT TRAINING	55,620.00	55,620.00	0.00	0.00	55,620.00	0.00 %
<a href="#">01.00.60027.00</a>	HOLIDAY	205,313.00	205,313.00	16,549.62	49,648.86	155,664.14	24.18 %
<a href="#">01.00.60028.00</a>	PARAMEDIC TRAINING OVERTIME	23,340.00	23,340.00	0.00	0.00	23,340.00	0.00 %
<a href="#">01.00.60029.00</a>	FLSA O/T	100,219.00	100,219.00	7,837.10	23,511.30	76,707.70	23.46 %
<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	0.00	50,000.00	0.00 %
<a href="#">01.00.60039.00</a>	EXECUTIVE OFFICER	3,600.00	3,600.00	600.00	1,200.00	2,400.00	33.33 %
<a href="#">01.00.60040.00</a>	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	2,400.00	5,600.00	30.00 %
<a href="#">01.00.60100.00</a>	RETIREMENT	2,078,948.00	2,078,948.00	76,543.84	1,324,963.57	753,984.43	63.73 %
<a href="#">01.00.60200.00</a>	CAFETERIA HEALTH PLAN	858,548.00	858,548.00	61,830.76	189,001.52	669,546.48	22.01 %
<a href="#">01.00.60210.00</a>	RETIREE HEALTH SAVINGS MATCH	27,529.00	27,529.00	2,676.52	8,029.56	19,499.44	29.17 %
<a href="#">01.00.60215.00</a>	WORKERS' COMPENSATION INSUR	402,922.00	402,922.00	0.00	100,731.00	302,191.00	25.00 %
<a href="#">01.00.60220.00</a>	PAYROLL TAXES	86,698.00	86,698.00	10,001.61	28,494.87	58,203.13	32.87 %
<a href="#">01.00.60221.00</a>	HOUSING ALLOWANCE	45,600.00	45,600.00	3,300.00	9,900.00	35,700.00	21.71 %
<a href="#">01.00.60223.00</a>	UNIFORM REIMBURSEMENT	25,200.00	25,200.00	1,980.00	5,940.00	19,260.00	23.57 %
<a href="#">01.00.60225.00</a>	EDUCATION REIMBURSEMENT	109,315.00	109,315.00	8,842.56	26,527.68	82,787.32	24.27 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 09/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.00.60231.00</a>	RETIREES' HEALTH INSURANCE	648,838.00	648,838.00	33,342.28	121,816.56	527,021.44	18.77 %
<a href="#">01.00.61115.00</a>	LIABILITY INSURANCE	29,458.00	29,458.00	0.00	45,027.00	-15,569.00	152.85 %
<a href="#">01.00.62999.00</a>	CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">01.00.67099.00</a>	TRANSFERS OUT	341,352.00	341,352.00	0.00	0.00	341,352.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>10,398,778.00</b>	<b>10,398,778.00</b>	<b>873,177.37</b>	<b>3,775,462.82</b>	<b>6,623,315.18</b>	<b>36.31 %</b>
<b>Department: 05 - ADMINISTRATION</b>							
<a href="#">01.05.61103.00</a>	AUDIT & BOOKEEPING SERVICES	30,705.00	30,705.00	7,236.80	9,436.54	21,268.46	30.73 %
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES	55,900.00	55,900.00	568.21	8,851.30	47,048.70	15.83 %
<a href="#">01.05.61106.00</a>	CONTRACT SERVICES - MCFD	327,818.00	327,818.00	0.00	0.00	327,818.00	0.00 %
<a href="#">01.05.61107.00</a>	ATTORNEY/LEGAL FEES	10,610.00	10,610.00	69.00	69.00	10,541.00	0.65 %
<a href="#">01.05.61112.00</a>	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	233.68	469.39	2,430.61	16.19 %
<a href="#">01.05.61120.00</a>	CONTRACT SERVICES-SAN ANSELM	87,447.00	87,447.00	21,861.75	21,861.75	65,585.25	25.00 %
<a href="#">01.05.61121.00</a>	COMPUTER SOFTWARE/SUPPORT	32,750.00	32,750.00	1,004.99	-4,934.32	37,684.32	-15.07 %
<a href="#">01.05.61122.00</a>	WEB PAGE DESIGN AND MAINTENA	8,200.00	8,200.00	0.00	0.00	8,200.00	0.00 %
<a href="#">01.05.61127.00</a>	HEALTH AND WELLNESS	25,000.00	25,000.00	2,185.00	2,185.00	22,815.00	8.74 %
<a href="#">01.05.61129.00</a>	HIRING EXPENSES	12,000.00	12,000.00	280.00	280.00	11,720.00	2.33 %
<a href="#">01.05.61300.00</a>	PUBLICATIONS AND DUES	9,300.00	9,300.00	97.86	2,137.86	7,162.14	22.99 %
<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	4,500.00	4,500.00	256.37	502.23	3,997.77	11.16 %
<a href="#">01.05.62003.00</a>	POSTAGE	1,050.00	1,050.00	44.49	44.49	1,005.51	4.24 %
<a href="#">01.05.62200.00</a>	GENERAL DEPARTMENT SUPPLIES	12,750.00	12,750.00	103.79	618.45	12,131.55	4.85 %
<b>Department: 05 - ADMINISTRATION Total:</b>		<b>620,930.00</b>	<b>620,930.00</b>	<b>33,941.94</b>	<b>41,521.69</b>	<b>579,408.31</b>	<b>6.69 %</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	240.00	16,760.00	1.41 %
<a href="#">01.10.60064.01</a>	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00 %
<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	3.48	-3.48	0.00 %
<a href="#">01.10.60220.01</a>	PAYROLL TAXES - VOLUNTEER	1,301.00	1,301.00	0.00	14.88	1,286.12	1.14 %
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION	40,000.00	40,000.00	0.00	3,040.00	36,960.00	7.60 %
<a href="#">01.10.61100.00</a>	DISPATCH	218,052.00	218,052.00	0.00	58,214.25	159,837.75	26.70 %
<a href="#">01.10.61101.00</a>	RADIO REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<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	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00 %
<a href="#">01.10.61110.00</a>	MERA OPERATING EXPENSE	105,313.00	105,313.00	0.00	0.00	105,313.00	0.00 %
<a href="#">01.10.61410.00</a>	EQUIPMENT MAINTENANCE	11,400.00	11,400.00	60.60	60.60	11,339.40	0.53 %
<a href="#">01.10.61702.00</a>	GAS & ELECTRIC	0.00	0.00	2,326.01	2,326.01	-2,326.01	0.00 %
<a href="#">01.10.61902.00</a>	MWPA DEFENDSIBLE SPACE	0.00	0.00	194.60	332.66	-332.66	0.00 %
<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE SUPPLIES	4,220.00	4,220.00	3,272.27	4,804.53	-584.53	113.85 %
<a href="#">01.10.62204.00</a>	PARAMEDIC RESPONSE SUPPLIES	32,500.00	32,500.00	900.20	2,711.56	29,788.44	8.34 %
<a href="#">01.10.62210.00</a>	BREATHING APPARATUS	6,400.00	6,400.00	0.00	0.00	6,400.00	0.00 %
<a href="#">01.10.62211.00</a>	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	0.00	0.00	7,100.00	0.00 %
<a href="#">01.10.62213.00</a>	PROTECTIVE CLOTHING	24,900.00	24,900.00	1,329.67	1,329.67	23,570.33	5.34 %
<a href="#">01.10.63131.00</a>	EQUIPMENT	30,000.00	30,000.00	0.00	1,716.23	28,283.77	5.72 %
<a href="#">01.10.63140.00</a>	HYDRANTS	21,000.00	21,000.00	0.00	768.57	20,231.43	3.66 %
<a href="#">01.10.63150.00</a>	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	3,421.22	1,016.22	19,983.78	4.84 %
<a href="#">01.10.63160.00</a>	TURNOUTS	16,400.00	16,400.00	5,357.03	5,357.03	11,042.97	32.66 %
<a href="#">01.10.64401.00</a>	MERA BOND PAYMENT PRIOR AUT	0.00	0.00	0.00	55,313.00	-55,313.00	0.00 %
<b>Department: 10 - OPERATIONS Total:</b>		<b>579,886.00</b>	<b>579,886.00</b>	<b>16,861.60</b>	<b>137,248.69</b>	<b>442,637.31</b>	<b>23.67 %</b>
<b>Department: 14 - FACILITIES</b>							
<a href="#">01.14.61500.00</a>	BUILDING MAINTENANCE AND LAN	16,500.00	16,500.00	0.00	3,044.26	13,455.74	18.45 %
<a href="#">01.14.61500.18</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	158.38	2,924.38	12,075.62	19.50 %
<a href="#">01.14.61500.19</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	578.63	14,421.37	3.86 %
<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	146.48	343.26	14,656.74	2.29 %
<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	5,355.44	9,644.56	35.70 %
<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC	44,000.00	44,000.00	348.99	893.38	43,106.62	2.03 %
<a href="#">01.14.61703.00</a>	WATER	7,910.00	7,910.00	962.52	-2,397.26	10,307.26	-30.31 %
<a href="#">01.14.61704.00</a>	SEWER	2,700.00	2,700.00	0.00	0.00	2,700.00	0.00 %
<a href="#">01.14.61705.00</a>	TELEPHONE	77,532.00	77,532.00	6,180.31	12,079.15	65,452.85	15.58 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 09/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE SUPPLI	10,000.00	10,000.00	286.62	868.10	9,131.90	8.68 %
<a href="#">01.14.62501.00</a>	FURNISHINGS	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">01.14.63040.00</a>	APPLIANCES	5,000.00	5,000.00	1,226.78	1,226.78	3,773.22	24.54 %
<a href="#">01.14.63041.00</a>	OFFICE EQUIPMENT	10,000.00	10,000.00	0.00	2,545.41	7,454.59	25.45 %
<a href="#">01.14.63042.00</a>	EXERCISE EQUIPMENT	10,000.00	10,000.00	2,718.94	2,718.94	7,281.06	27.19 %
<a href="#">01.14.63044.00</a>	TECHNOLOGY PURCHASES	21,700.00	21,700.00	0.00	0.00	21,700.00	0.00 %
	<b>Department: 14 - FACILITIES Total:</b>	<b>273,342.00</b>	<b>273,342.00</b>	<b>12,029.02</b>	<b>30,180.47</b>	<b>243,161.53</b>	<b>11.04 %</b>
	<b>Department: 15 - COMMUNITY RISK REDUCTION</b>						
<a href="#">01.15.61131.00</a>	FIRE PREVENTION	4,600.00	4,600.00	0.00	0.00	4,600.00	0.00 %
<a href="#">01.15.62220.00</a>	COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	0.00	8,800.00	0.00 %
	<b>Department: 15 - COMMUNITY RISK REDUCTION Total:</b>	<b>13,400.00</b>	<b>13,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,400.00</b>	<b>0.00 %</b>
	<b>Department: 25 - FLEET</b>						
<a href="#">01.25.61411.00</a>	BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	0.00	9,300.00	0.00 %
<a href="#">01.25.61600.00</a>	REPAIRS VEHICLE	110,000.00	110,000.00	1,017.59	5,110.95	104,889.05	4.65 %
<a href="#">01.25.62988.00</a>	FUEL	40,500.00	40,500.00	876.40	14,337.29	26,162.71	35.40 %
<a href="#">01.25.62989.00</a>	PARTS VEHICLE	12,500.00	12,500.00	455.56	1,276.21	11,223.79	10.21 %
	<b>Department: 25 - FLEET Total:</b>	<b>172,300.00</b>	<b>172,300.00</b>	<b>2,349.55</b>	<b>20,724.45</b>	<b>151,575.55</b>	<b>12.03 %</b>
	<b>Expense Total:</b>	<b>12,058,636.00</b>	<b>12,058,636.00</b>	<b>938,359.48</b>	<b>4,005,138.12</b>	<b>8,053,497.88</b>	<b>33.21 %</b>
	<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-87,346.00</b>	<b>-87,346.00</b>	<b>-104,006.07</b>	<b>-1,191,655.21</b>	<b>-1,104,309.21</b>	<b>1,364.29 %</b>
	<b>Fund: 15 - VEHICLE FUND</b>						
	<b>Revenue</b>						
	<b>Department: 00 - UNDESIGNATED</b>						
<a href="#">15.00.51999.00</a>	TRANSFERS IN	341,352.00	341,352.00	0.00	0.00	-341,352.00	0.00 %
	<b>Department: 00 - UNDESIGNATED Total:</b>	<b>341,352.00</b>	<b>341,352.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-341,352.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>341,352.00</b>	<b>341,352.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-341,352.00</b>	<b>0.00 %</b>
	<b>Expense</b>						
	<b>Department: 00 - UNDESIGNATED</b>						
<a href="#">15.00.63154.00</a>	VEHICLE PURCHASE	0.00	0.00	0.00	123.92	-123.92	0.00 %
<a href="#">15.00.64010.00</a>	LEASE PAYMENT - PRINCIPAL	141,583.00	141,583.00	0.00	0.00	141,583.00	0.00 %
<a href="#">15.00.64110.00</a>	LEASE PAYMENT - INTEREST	13,129.00	13,129.00	0.00	0.00	13,129.00	0.00 %
	<b>Department: 00 - UNDESIGNATED Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>0.00</b>	<b>123.92</b>	<b>154,588.08</b>	<b>0.08 %</b>
	<b>Expense Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>0.00</b>	<b>123.92</b>	<b>154,588.08</b>	<b>0.08 %</b>
	<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>186,640.00</b>	<b>186,640.00</b>	<b>0.00</b>	<b>-123.92</b>	<b>-186,763.92</b>	<b>-0.07 %</b>
	<b>Report Surplus (Deficit):</b>	<b>99,294.00</b>	<b>99,294.00</b>	<b>-104,006.07</b>	<b>-1,191,779.13</b>	<b>-1,291,073.13</b>	<b>-1,200.25 %</b>

**Group Summary**

Department	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	11,971,290.00	11,971,290.00	834,353.41	2,813,482.91	-9,157,807.09	23.50 %
<b>Revenue Total:</b>	<b>11,971,290.00</b>	<b>11,971,290.00</b>	<b>834,353.41</b>	<b>2,813,482.91</b>	<b>-9,157,807.09</b>	<b>23.50 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	10,398,778.00	10,398,778.00	873,177.37	3,775,462.82	6,623,315.18	36.31 %
05 - ADMINISTRATION	620,930.00	620,930.00	33,941.94	41,521.69	579,408.31	6.69 %
10 - OPERATIONS	579,886.00	579,886.00	16,861.60	137,248.69	442,637.31	23.67 %
14 - FACILITIES	273,342.00	273,342.00	12,029.02	30,180.47	243,161.53	11.04 %
15 - COMMUNITY RISK REDUCTION	13,400.00	13,400.00	0.00	0.00	13,400.00	0.00 %
25 - FLEET	172,300.00	172,300.00	2,349.55	20,724.45	151,575.55	12.03 %
<b>Expense Total:</b>	<b>12,058,636.00</b>	<b>12,058,636.00</b>	<b>938,359.48</b>	<b>4,005,138.12</b>	<b>8,053,497.88</b>	<b>33.21 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-87,346.00</b>	<b>-87,346.00</b>	<b>-104,006.07</b>	<b>-1,191,655.21</b>	<b>-1,104,309.21</b>	<b>1,364.29 %</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	341,352.00	341,352.00	0.00	0.00	-341,352.00	0.00 %
<b>Revenue Total:</b>	<b>341,352.00</b>	<b>341,352.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-341,352.00</b>	<b>0.00 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	154,712.00	154,712.00	0.00	123.92	154,588.08	0.08 %
<b>Expense Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>0.00</b>	<b>123.92</b>	<b>154,588.08</b>	<b>0.08 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>186,640.00</b>	<b>186,640.00</b>	<b>0.00</b>	<b>-123.92</b>	<b>-186,763.92</b>	<b>-0.07 %</b>
<b>Report Surplus (Deficit):</b>	<b>99,294.00</b>	<b>99,294.00</b>	<b>-104,006.07</b>	<b>-1,191,779.13</b>	<b>-1,291,073.13</b>	<b>-1,200.25 %</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	-87,346.00	-104,006.07	-1,191,655.21	-1,104,309.21
15 - VEHICLE FUND	186,640.00	186,640.00	0.00	-123.92	-186,763.92
<b>Report Surplus (Deficit):</b>	<b>99,294.00</b>	<b>99,294.00</b>	<b>-104,006.07</b>	<b>-1,191,779.13</b>	<b>-1,291,073.13</b>

**ROSS VALLEY FIRE DEPARTMENT**  
Minutes of the Ross Valley Fire Board Meeting of September 8, 2021

**1. 6:33 pm Call to order. Announce action in closed session, if any.**

**Board Present:** Hellman, Kuhl, Shortall, Finn, Goddard, Burdo.

**Board absent:** Greene, Brekhus

**Staff present:** Weber, Yeager, Cutter.

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

**Agenda – September 8, 2021**

**2. Announce action from the closed session of the August 11, 2021, meeting.**

None

**3. 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 the posting of the agenda.**

None

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

Dir. Goddard requested updates regarding Station 18 and SAFER Grant since the community and the Board have many questions. Dir. Kuhl asked if that can be referred to the Chief's report, and she responded that it could be, yet she would like something more detailed at some point.

**5. Chief Report – Verbal Update by Chief Weber**

**SAFER Grant:** Chief Weber reported that some agencies have been awarded; however, RVFD has not received one yet. But, if we do get selected, Staff will come back to the Board in a special meeting to discuss the grant. Chief Weber checks every Friday, and anyone is welcomed to check for updates directly from FEMA on their website since it is a public website under SAFE Grant 2021 awards.

**Station 18:** Chief Weber reported that the dialogue continues. As the Board knows, we have four options that are being looked at, and data analysis is in process for calls and associated impacts with either reducing the amount of engine companies or moving an engine company to a different station; a report will be provided to the Board at the next Board Meeting, so that the Town of Ross can move forwards with their planning. Further, RVFD met with the Ross Valley Paramedic Authority (RVPA) and with Labor to discuss the options. Additionally, we have a closed session tonight to cover some items related to labor negotiations.

Dir. Burdo ask what other data is being looked at. Chief Weber mentioned that at the moment we are looking at the standards of cover study, and two more recent years of simultaneous data. While the data seems accurate, it does not align with the results he was hoping for; therefore, we are doing a deeper analysis to ensure the information presented to the Board is accurate. Burdo asked if the labor meeting was with the Labor-Management Committee. Chief Weber responded that the meeting was with labor from the International Association of Firefighters Local 1775 and Ross Valley Fire Chief Officers Association. Burdo asked what members of the Board attended the meeting. Chief Weber responded that typically the Board does not participate in labor negotiations, so it was him and Deputy Director Yeager. Moreover, Chief Weber added that the RVFD Executive Team has been meeting regularly with the Management team, and Dir. Finn representing Sleepy Hollow to go over the different options.; and they make recommendations.

Dir. Goddard ask for a potential cost breakdown for the SAFER Grant positions should we get selected for the grant and decide to move forward with it. Further, Godard asked how coverage works for our area when the engine and staff are out of county helping other fires. What happens if we have a major fire here? Chief Weber responded that he would explain it when he covers the fire incidents on his report.

**Fire Incidents:** Chief Weber reported that as everyone is aware the Caldor and Dixie fire continue to be a challenge, and due to that we have had staff committed to helping for over 60 days. CALFire was not designed or staffed to cover these massive fires year after year. Moreover, Chief weber added that the Mutual Aid agreement consist of every agency helping other counties, because there might be a day where we need the resources from across the State, and we would never want to be in a position where we are not able to support each other. Thankfully, we have had a mild summer here in Marin, however, we are getting close to the dryer fall season. We are always looking at our protection levels and risks; therefore, when we send staff to cover the fires, we always have coverage for those positions. Regarding the engine, it is a type 3, for that we share those resources across the county, so when we send those to fires, we are looking at how many type 3's we have available in the area. Additionally, we are daily staffing the RVFD stations with the same number of engines, regardless of the type 3 engine being gone; this just requires that our personnel work more hours while still trying to find a balance, so we try to transition them from fires every two weeks to give them some rest. Also, while we have many agencies in the county, we operate as one. When there is a massive fire, it does not matter the jurisdiction; the same response level is given. For instance, last week, we had a fire in San Rafael- Marinwood, we had engines from different jurisdictions assisting, and resources were moved so that the stations were staffed at all times.



Dir. Finn asked if there was any evidence that the out of county assignments with long shifts and exhausting work puts us at a higher worker comp rate due to injuries? And what is the impact out of county injuries have staffing the stations? Chief Weber responded that he sits on the FASIS board as a RVFD representative which is our workers comp insurance company and that this year our workers comp rate went down and while we as a fire agency are not experiencing that, the fire service as a whole is. Further, he explained that the Department is responsible for the staff when they are out of county, so if we were to have any other agency assists us in a fire, their agency is responsible for them.

**MWPA:** Chief Weber reported that we are continuing the evacuation routes project; our operation staff and BCs have identified critical road in each of the JPA jurisdictions that need work and we are looking into zoning it in three different contractors for a fast completion. Moreover, we will be meeting with the Public Works Directors and Town Managers for the local projects. Additionally, a Project Manager shared with the County and Southern zone region was hired to manage all the projects in the area and hire contractors; and our goal is to finish the projects before the burning season—spring.

**Online Board Meetings:** The meetings will remain online until a better solution is found. San Anselmo’s Town Manager Dave Donery will let us use the Town Chambers for future hybrid meetings.

6. **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.**

No public comment concerning this item.

M/S Burdo/Goddard – roll call vote, six ayes, two absent.

7. **Approve Resolution 21-11 Amending Resolution 21-02 for the Emergency Preparedness Coordinator Position.**

Chief Weber reported that the resolution was amended to include employee only health benefits since the last one did not have any, and we are hopeful we will find the right candidate to get onboard quick.

No public comment concerning this item.

M/S Burdo/Hellman – roll call vote, six ayes, two absent.

**8. Authorize the Purchase of one (1) Pierce All-Steer Type 1 Engine and Associated Fund Transfer.**

Deputy Director Fire Yeager stated that for this item we are asking for three things: (1) the purchase of one (1) new Pierce Manufacturing All-Steer Type 1 Fire Engine one year earlier on the fleet purchase plan; (2) authorizes the Fire Chief to negotiate the best financial package and to sign the associated purchase documents, not to exceed \$1,056,000 plus a 10% contingency; and (3) approve the transfer of \$250,000 from the unrestricted fund to the Fleet Fund. In regards to the requests, Yeager mentioned the Department has been using these trucks for a while due to the narrow roads and hills in the Ross Valley Area; this company has the patent for these types of trucks. Further, the engine we are seeking to replace is the oldest one we have, this one is due for replacement next year, but since it is out of service, it would cost around \$70k and would take six to nine months to be fixed; therefore, it is more cost efficient to replace it a year early. Unfortunately, we have a 09/30/21 dateline to submit all the paperwork or the price will go up. Regarding the \$250k transfer, Yeager added that during budget discussion in May and June, the Board was asked for this and now we are just asking for the transfer to be approved.

Dir. Kuhl asked if the old engine is inoperable at the moment and Yeager responded that it is not.

Dir. Goddard asked that since it is inoperable and we are waiting to get a new one, what are we doing without it? Chief Weber responded that since the county had recently replaced an engine, they have it in reserve and they are letting the Department borrow it.

Dir. Hellman asked to which station will the new engine we assigned to. Chief Weber responded that the reserved engine will be replaced by the next oldest engine which is engine 18, and it would go on reserve status; therefore, the new engine would go to station 18. Moreover, our current vehicle replacement cycle is fifteen years and reserve for five years; and the inoperable engine is nineteen years old. And the goal is to find the best available lease option for the replacement. Hellman asked how the negotiation works and if the engines are sold as is or if we select features and design. Chief Weber responded that most trucks are customized made due to the specific needs.

Dir. Burdo asked if we reported from the closed session from the previous meeting. Staff responded that the item was covered.

No public comment concerning this item.

M/S Burdo/Finn – roll call vote, six ayes, two absent.

**9. Receive Presentation on Defensible Space Program**

Defensible Space Lead Kathleen Cutter summarized her report and provided a brief presentation to the board. In 2019, 4,000 inspections were done by 10 inspectors; in 2020, measure c passed and 10,000 inspections were done by 16 inspectors; and for 2021, 10,784 inspections have been done, by 25 inspectors and the program will run through October. Cutter mentioned that we are

doing community outreach through press releases via the Towns, RVFD social media accounts, Firewise sites, and are connecting residents to all the available resources such as chipper days, Fairfax vegetation grants, FIREsafe Marin and RVFD. Additionally, Cutter mentioned that they are using a defensible space inspector (DSI) software that is in the beta stage; this software provides a detailed report that includes pictures for the inspections, and her team is available Monday to Thursday from 8 am to 6 pm. Further, the software allows for very specific data collection and it's connected to CALFire requirements and the data goes statewide.

Dir. Goddard thanked Cutter for the presentation and added that the inspection report is very helpful. Goddard asked how the information about the inspections gets released due to the bad PR regarding compliance since we are not doing follow up unless it is really necessary. Cutter responded that regarding compliance, our report would put someone out of compliance as an education tool, so that the resident can fix the issues, yet in our community, we have a very positive response, and that in most cases residences are out of compliance due to the CALFire requirements, and we are doing follow ups and second notices, and are collecting data. Goddard asked about the process when someone is not home, how are the inspections done? Cutter responded that the residents can send them an email authorizing the defensible space team to access their property, or a note by their gate granting permission; our priority is privacy and want to make sure the right people get the reports.

Dir. Hellman asked about the second notices. Cutter responded that a second inspection is done and the notice is given then if needed. Hellman mentioned that she just got her reported and it was very detailed. Additionally, Hellman suggested that to save time and resources, letters can be sent reminding people what the top priority issues are and to give them time to fix any non-compliance issues. Further, she asked if the new software is shortening the time spent with each inspection. Cutter responded that it can take from 5 minutes to an hour depending on how many questions the resident has. Hellman thanked Cutter for mentioning the Town of Fairfax vegetation grant and she mentioned that the eligibility was recently changed and If Cutter had that new information. Cutter responded that she has the new information.

Dir. Kuhl mentioned that his home was inspected about two or three years ago and that he understood that the software can determine what plants/trees need to be removed by taking pictures; and he would like to know what the process is. Cutter reported that the software does not work that way, yet the inspectors have been trained to identify any plants that have dying parts and should be removed.

Cutter added that by the end of this year, they should have met their goal not only for first inspections but for second inspections as well. And Kuhl added that it is a worthwhile program.

No public comment concerning this item

**10. Adjourn to Closed Session**

No public comment concerning this item.

Meeting adjourned.

The next meeting is scheduled for September 8, via zoom video conferencing.

Respectfully submitted,

s/Mariana Gonzalez  
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of October 13, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve 1<sup>st</sup> Financial Service Agreement Addendum for FY2021-22

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**RECOMMENDATION:**

Staff recommends that the Board approves 1<sup>st</sup> 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:** 1<sup>st</sup> 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:

Carla Kacmar  
TOWN Clerk

By:   
David Donery, San Anselmo Town  
Manager

**ROSS VALLEY FIRE  
DEPARTMENT**

Attest:

  
RVFD Clerk

By:   
Garrett Toy, RVFD Executive Officer

## Exhibit A

### Scope of Financial Services

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

Process of Accounts Payable and Accounts Receivable.

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

Ensure premiums are paid timely.

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

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

## Exhibit B

### Compensation for Financial Services

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

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

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

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

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

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

## Exhibit C

### Accounting Workflow

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

#### **Workflow – Accounts Payable:**

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

#### **Cal Card – US BANK payment**

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

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

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

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

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

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

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

**Credit Card Receipts:**

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

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

**Workflow – Bank Reconciliations:**

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

**Workflow – Payroll:**

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

**Personnel Action Forms:**

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

**Payroll Changes:**

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

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

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

### **Reimbursements by employees:**

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

### **Payroll Calculations:**

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

### **Human Resources**

#### **New Hires:**

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

### **Benefit Changes:**

#### **PERS Retirement:**

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

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

### **Health Plan**

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

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

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

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

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

### **AFLAC**

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



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

**Cafeteria Plan:**

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

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of October 13, 2021

To: Board of Directors

From: Kevin Yeager, Deputy Director Fire

Subject: Approve Resolution 21-12 Approving the Incurrence of Debt to Finance the Acquisition of a Fire Engine and Approving the Related Master Lease-Purchase Agreement.

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**RECOMMENDATION:**

Staff is recommending that the Board adopts Resolution No. 21-12 to approve the incurrence of debt, to finance the acquisition of a new fire engine, and approve the execution of a lease purchase agreement and take related actions.

**BACKGROUND:**

On September 8, 2021, the Board authorized the purchase of a new Pierce Manufacturing Enforcer 1500 GMO All-Steer Type 1 Fire Engine, in an amount not to exceed \$1,056,000, plus a 10% contingency.

Staff received a proposal from PNC Equipment Finance, LLC (PNC) to finance the acquisition of the fire engine in the amount of \$856,466.12, through a lease purchase agreement. The proposal requires RVFD to pay \$50,000 at contract signing and requires five annual lease payments of \$169,117.22. At the end of the lease term, RVFD will have the option to buy the fire engine for the cost of \$1.00.

Resolution No. 21-12 approves a lease purchase agreement between RVFD and PNC, in the form attached as Exhibit A to the Resolution.

As required by the Local Bond Pooling Act (set forth in Government Code Section 6584 et seq.), a local agency (other than RVFD) where the financed property will be located (or used), must hold a noticed public hearing and approve the financing. The Town Council of the Town of San Anselmo will hold such hearing and consider approval of the financing on October 12, 2021.

**FISCAL IMPACT:**

The lease purchase agreement requires a payment of \$50,000 upon entering into the lease purchase agreement and establishes a payment schedule, with five annual payments of \$169,117.22.

**Attachments:** Resolution 21-12 Approving the Incurrence of Debt to Finance the Acquisition of a Fire Engine – Attachment #1  
Exhibit A – Attachment #2

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSS VALLEY FIRE DEPARTMENT APPROVING THE INCURRENCE OF DEBT TO FINANCE THE ACQUISITION OF A FIRE ENGINE AND APPROVING THE RELATED MASTER LEASE-PURCHASE AGREEMENT AND SCHEDULES AND TAKING OTHER RELATED ACTIONS**

**WHEREAS**, the Ross Valley Fire Department (the “**RVFD**”) is a joint powers authority duly established and existing pursuant to the Joint Exercise of Powers Act (set forth in California Government Code Section 6500 *et seq.*), and an Amended and Restated Joint Powers Agreement, dated as of July 1, 2010, as amended, by and among the Town of Fairfax, the Town of San Anselmo, the Sleepy Hollow Fire Protection District and the Town of Ross; and

**WHEREAS**, the Board of Directors of RVFD (the “**Board**”), by an action taken on September 8, 2021, authorized RVFD’s purchase of one new Pierce Manufacturing Enforcer 1500 GMO All-Steer Type 1 Fire Engine (the “**Fire Engine**”), and authorized the Fire Chief to negotiate the best financial package, not to exceed \$1,056,000 plus a 10% contingency; and

**WHEREAS**, PNC Equipment Finance, LLC (“**PNC**”) is willing to provide such financing to RVFD by entering into a Master Lease-Purchase Agreement and related Schedules (the “**Financing Lease**”) with PNC, as lessor, and RVFD, as lessee; and

**WHEREAS**, the Financing Lease is being executed pursuant to the Local Bond Pooling Act, set forth in Government Code Section 6584 *et seq.*, to finance the acquisition of the Fire Engine, which is equipment necessary to support the fire protection function of the RVFD and deliver the public services therefrom.

**NOW, THEREFORE, THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** The above recitals, and each of them, are true and correct.

**Section 2.** The execution of the Financing Lease, in the form on file with the Secretary, is hereby approved and/or ratified. Each of the President of the Board, the Vice President of the Board and the Chief of the RVFD (each, an “**Authorized Officer**”) acting individually, is hereby authorized to execute and deliver, for and in the name of the RVFD, the Financing Lease in substantially such form, with changes therein as the Authorized Officer may approve (such approval to be conclusively evidenced by the execution and delivery thereof). Attached hereto as Exhibit A are good faith estimates provided by PNC, in compliance with Section 5852.1 of the California Government Code with respect to the Financing Lease.

**Section 3.** The members of the Board, the Authorized Officers and other officers of the RVFD, are hereby authorized, jointly and severally, to execute and deliver any and all necessary

documents and instruments and to do all things (including, but limited to, the payment of any fee due to CDIAC under Government Code Section 8856 in connection with the Financing) which may be necessary or proper to effectuate the purposes of this Resolution and the Financing Lease. Any such previous action taken by such officers are hereby ratified and confirmed.

I do hereby certify that the above Resolution 21-12 is a true and correct copy as passed by the Ross Valley Fire Board on October 13<sup>th</sup>, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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RVFD Board President

ATTEST:

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Mariana Gonzalez, Administrative Assistant

**EXHIBIT A**  
**GOOD FAITH ESTIMATES**

The following information was obtained from PNC, and is provided in compliance with Section 5852.1 of the California Government Code with respect to the Financing Lease:

(A) *True Interest Cost.* A good faith estimate of the true interest cost of the Financing Lease, which means the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for the Financing Lease is 1.600 %.

(B) *Finance Charge.* A good faith estimate of the finance charge of the Financing Lease, which means the sum of all fees and charges paid to third parties (or costs associated with the Financing Lease) is \$39,119.98.

(C) *Amount of Proceeds to be Received.* A good faith estimate of the amount of proceeds received by RVFD for the Financing Lease, less the finance charge of the Financing Lease described in subparagraph (B) above, and any reserves or capitalized interest paid or funded with proceeds of the Financing Lease, is \$856,466.12.

(D) *Total Payment Amount.* A good faith estimate of the total payment amount, which means the sum total of all payments RVFD will make to pay debt service throughout the term of the Financing Lease, plus the finance charge of the Financing Lease described in subparagraph (B) above not paid with the proceeds of the Financing Lease is \$895,586.10.

Attention is directed to the fact that the foregoing information constitutes good faith estimates only. The actual interest cost, finance charges, amount of proceeds and total payment amount may vary from those presently estimated due to variations from these estimates in the timing of execution of the Financing Lease.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of October 13, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolution 21-13, a resolution proclaiming a local emergency and authorizing remote teleconference meetings without complying with certain Brown Act provisions per AB361 (Chapter 165, Statutes of 2021) for October 1, 2021 – December 31, 2021.

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**RECOMMENDATION:**

Staff recommends that the Board approves Resolution 21-13 a resolution proclaiming a local emergency, and authorizing remote teleconference meetings without complying with certain Brown Act provisions per AB361 (Chapter 165, Statutes of 2021) for the period October 1, 2021 – December 31, 2021.

**DISCUSSION:**

On September 16, 2021, Governor Gavin Newsom signed into law AB 361 (Chapter 165, Statutes of 2021), enabling local public agencies to continue to use teleconferencing without complying with certain Brown Act provisions. Then on September 20, 2021, Governor Newsom issued Executive Order N-15-21, delaying the full application of AB 361 (which would typically be effective immediately, as urgency legislation) until 11:59 pm October 1, 2021.

This bill, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

The Ross Valley Fire Department is committed to preserving and nurturing public access and participation in the RVFD Board of Directors meetings, while ensuring a safe and healthy environment.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**Attachments:** Resolution 21-13 a resolution proclaiming a local emergency, and authorizing remote teleconference meetings without complying with certain Brown Act provisions per AB361 (Chapter 165, Statutes of 2021) for the period October 1, 2021 – December 31, 2021) – Attachment #1

AB-361 Open meetings: State and Local Agencies – Attachment #2

Executive Order N-15-21 -Attachment #3

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-10**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT A  
RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND  
AUTHORIZING REMOTE TELECONFERENCE MEETINGS WITHOUT  
COMPLYING WITH CERTAIN BROWN ACT PROVISIONS PER AB361  
(CHAPTER 165, STATUTES OF 2021) FOR THE PERIOD OCTOBER 1, 2021 –  
DECEMBER 31, 2021.**

**THE BOARD OF DIRECTORS ROSS VALLEY FIRE DEPARTMENT**

**WHEREAS**, The Ross Valley Fire Department is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Ross Valley Fire Department's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 - 54963), so that any member of the public may attend, participate, and watch the Department legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor under Government Code section 8625, proclaiming the existence of conditions of disaster or extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the Department, specifically the surge of Covid-19 cases related to the Delta Variant; and

**WHEREAS**, AB 361 allows for the continuation of teleconferenced meetings to ensure social distancing, which will avoid the potential spread of the Delta Variant among the unvaccinated and the vaccinated; and

**WHEREAS**, the Department will continue to use a Zoom platform, which does not require registrations, provides a non-internet telephone only option, and has proven over the past 18 months to adequately allow for public participation and comment, to provide free access to the Board of Director meetings,



**NOW, THEREFORE, THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS**

Recitals. The Recitals set forth above are true and correct and are incorporated into the Resolution by this reference.

Proclamation of Local Emergency. The Board hereby proclaims that it has considered the state of emergency and finds that a local emergency now exists, and Marin County Health officers continue to recommend social distancing and avoidance of in-person meetings.

Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of June 11, 2021.

Remote Teleconference Meetings. The Fire Chief and legislative bodies of Ross Valley Fire Department are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings per Government Code section 54953(e) and other applicable provisions of the Brown Act.

Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until December 31, 2021, or such time the Board of Directors adopts a subsequent resolution under Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Ross Valley Fire Department may continue to teleconference.

I hereby certify that the foregoing Resolution was passed and adopted by the Ross Valley Fire Department on October 13, 2021, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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RVFD Board President

ATTEST:

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Mariana Gonzalez, Administrative Assistant

## Assembly Bill No. 361

### CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with  
Secretary of State September 16, 2021.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor’s Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

*The people of the State of California do enact as follows:*

SECTION 1. Section 89305.6 is added to the Education Code, to read:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:



54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,



members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

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**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-15-21**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** on June 11, 2021, I issued Executive Order N-08-21 to roll back certain provisions of my COVID-19-related Executive Orders and to clarify that other provisions remained necessary to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic; and

**WHEREAS** Paragraph 42 of Executive Order N-08-21 waived and set forth certain requirements related to public meetings of local legislative and state bodies, and specified that it would be valid through September 30; and

**WHEREAS** on September 16, 2021, I signed into law Assembly Bill 361 (AB 361), which pertains to the same subject matter as Paragraph 42 of Executive Order N-08-21, which took effect immediately pursuant to an urgency clause, and which may, in some instances, have different substantive provisions than the provisions contained in Paragraph 42 of Executive Order N-08-21; and

**WHEREAS** it is necessary to provide clarity around the applicable procedures governing meetings of local legislative and state bodies until Paragraph 42 of Executive Order N-08-21 expires to further mitigate the impacts of the COVID-19 pandemic as the state continues to reopen and to ensure that critical governmental functions are not interrupted.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, do hereby issue the following Order to become effective immediately:

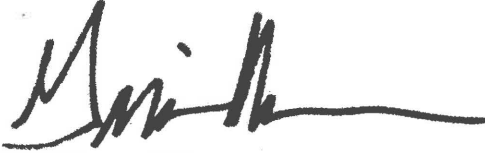
**IT IS HEREBY ORDERED THAT:**

1. The provisions governing teleconference meetings in Education Code section 89305.6, Government Code section 11133, and subdivision (e) of Government Code section 54953 are suspended through September 30, 2021, except that any local legislative body that meets to take a majority vote pursuant to subparagraph (B) of paragraph (1) of subdivision (e) of Government Code section 54953 shall conduct the meeting at which such vote is taken as required by paragraph (2) of subdivision (e) of Government Code section 54953. Except as otherwise specified in this paragraph, the requirements related to public meetings of local legislative and state bodies specified in Paragraph 42 of Executive Order N-08-21 shall continue to govern such meetings through September 30, 2021.
2. This Order shall expire at 11:59 p.m. on October 1, 2021.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 20th day of September 2021.



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GAVIN NEWSOM  
Governor of California

**ATTEST:**

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SHIRLEY N. WEBER, Ph.D.  
Secretary of State

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of October 13, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Receive Presentation and Update Surrounding Ross Station 18 Options

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**RECOMMENDATION**

That the Fire Board receives an update from Staff on the options regarding the Town of Ross' fire facilities in preparation for policy direction at a future meeting.

**BACKGROUND/DISCUSSION**

The public safety facilities in Ross are nearing 100 years old. Over the last several years, the Town of Ross has engaged architectural firms and consultants to assess the facilities and provide options for replacement or rehabilitation, including costs. In August 2020, Ross Town staff presented the facilities studies' results to the Ross Town Council and were asked to move forward in assessing options and community support for maintaining all or part of the existing public safety and town facilities complex. In October 2020, a Ross community workshop was hosted to discuss options and alternatives to the current service level and facilities.

After the October workshop, a Ross community questionnaire was distributed to residents to gauge support and willingness to fund the replacement of the Ross Police Station, Fire Station, Ambulance Quarters, and Town Administrative offices. The survey results indicated that reaching the required threshold of two-thirds voter support for a large bond measure to fund all the facilities' replacements was unlikely to be attainable. Additionally, the questionnaire results indicated Ross residents' support for the rebuilding of the Town's law enforcement, ambulance quarters, and administrative offices.

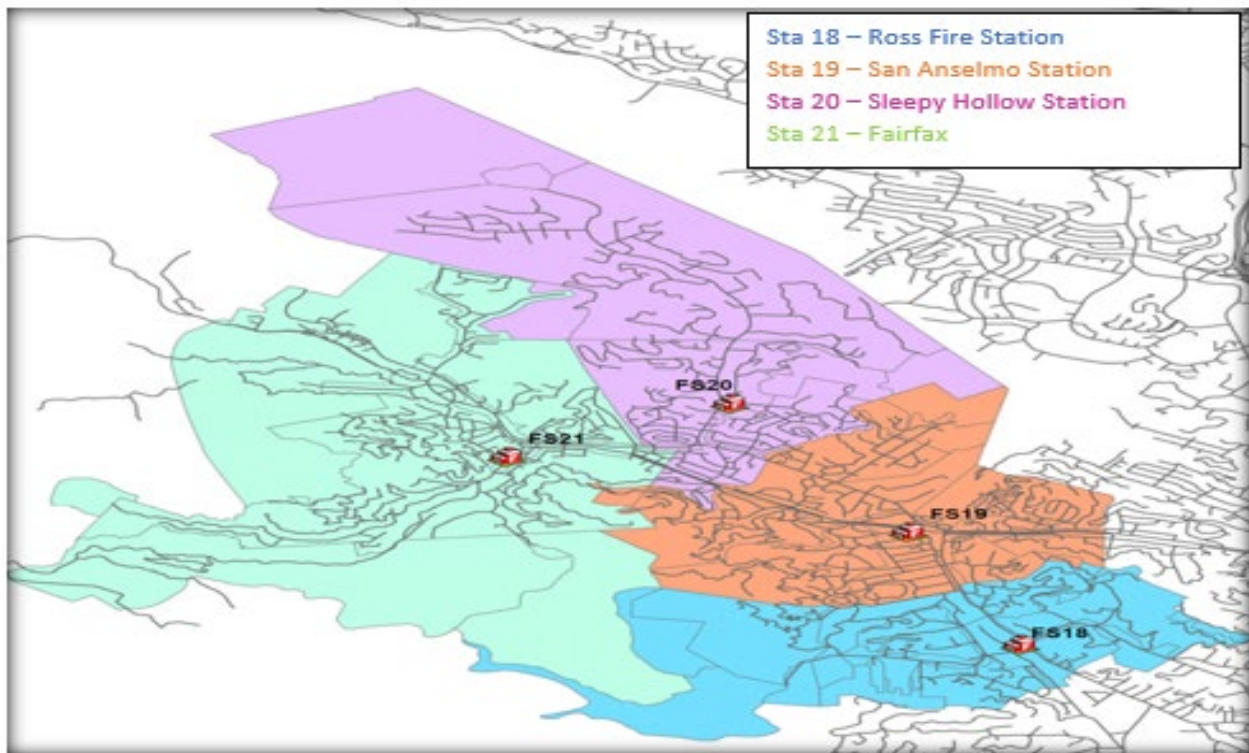
At its January 14, 2021, Ross Town Council meeting, the results from the questionnaire were presented to the Council. The Council then opted to give the community additional time to see if private fundraising efforts could fill the approximately \$14 million gap in funding for a fire station. However, at the March Council meeting, Town staff reported that private fundraising efforts fell substantially short of the funds needed to rebuild the fire station, facilities, ambulance quarters, and administrative offices.

At its March 11, 2021, Town Council meeting, a decision was made by the Council directing Staff to negotiate impacts related to the Town's decision not to include a fire station in the Ross Town

facilities complex. Parties impacted by the decision include the Ross Valley Fire Department (RVFD) Joint Powers Authority (JPA) member agencies, RVFD Labor, the Ross Valley Paramedic Authority JPA (RVPA), and neighboring jurisdictions, including the Kentfield Fire District (KFD).

Following the Ross Town Council’s decision on March 11, 2021, the RVFD Management Team, including representation from each Town, Fire District, and Executive Staff, began to meet and discuss potential impacts and options to ultimately present to the RVFD Board and other stakeholders.

Ross Valley Fire Department Service Area Map by Station



The RVFD Management Team subsequently developed eight options to present to the Fire Board for consideration. These options are outlined below:

1. Eliminate Engine 18 (E18), move three (3) personnel to Station 19, and attrite three (3) personnel, moving from nine (9) on-duty personnel to eight (8) on-duty personnel daily.
2. Eliminate E18, move six (6) personnel west to other Stations with positions/ranks to be adjusted (e.g., Captains and Engineers transitioned) as appropriate.
3. Same as Option 2, but convert three (3) positions to an apprentice-type position.



4. Same as Options 2 and 3, but add three (3) positions, bringing all engines to three (3) personnel each (net gain of three personnel increasing daily staffing from nine to ten personnel).
5. Eliminate E18; Ross withdraws from the JPA and enters into a negotiated contract for services with RVFD.
6. Eliminate E18 and attrite six (6) personnel.
7. Move E18 to Station 19; Station 19 would become a two-engine station.
8. Move E18 to Station 17 (Kentfield Fire District), and E18 serves Ross from that location.

After the RVFD Board May 12, 2021 meeting, four of the options above were eliminated from consideration, and the Management Team was tasked with refining and negotiating the remaining four options, including:

1. Move E18 to Station 19; Station 19 would become a two-engine station (the “**Station 19 Consolidation**” option).
2. Eliminate E18 and move six (6) personnel West to other Stations with positions/ranks adjusted (e.g., Captains and Engineers transitioned) as appropriate (the “**Shift West/ Adjust Ranks**” option).
3. Same as Option 2, but convert three (3) positions to an apprentice-type position (the “**Shift West/ Convert Positions**” option).
4. Same as Options 2, but add three (3) positions, bringing all engines to three (3) personnel each, a net gain of three personnel increasing daily staffing from nine to ten personnel (the “**Shift West/ Add Personnel**” option).

The RVFD Board is being asked to provide feedback to the Town of Ross to help focus the Town’s facilities master planning. Each Option entails varying degrees of fiscal, operational, and Labor impacts presented in this Staff Report for your consideration.

## **RVFD OPERATIONAL CONSIDERATIONS**

The Ross Valley Fire Department is comprised of four separate Member agencies --Fairfax, Sleepy Hollow Fire Protection District (SHFPD), San Anselmo, and Ross -- providing fire services pursuant to a Joint Powers Agreement. The JPA was established in 1982 when Fairfax and San Anselmo contractually formed a consolidated fire agency that additionally provided services to the SHFPD via a preexisting contract between the SHFPD and San Anselmo. In 2010, Sleepy Hollow became a full voting member of the JPA, followed by the Town of Ross in 2012.

The RVFD's structure and strategy to provide fire services reduces duplication and provides a higher level of service than any single Member could cost-effectively provide on their own, both today and likely in the future. When contemplating operational changes to fire services within the JPA, the RVFD Board should consider the fire services as a whole versus independent agency service providers. Services are provided as an integrated system rather than a standalone single-engine or entity. The information, the discussions and, ultimately, the decisions to be made surrounding fire services and changes will require looking at these Options as trade-offs.

No mandatory federal or state regulations direct the level of fire service staffing, response times, or outcomes. Thus, the level of fire protection services provided is a *local policy decision*, and communities determine the fire services levels that they can afford, which may not always be the desired level. However, local, state, and federal regulations relating to firefighters and citizen safety must be followed if services are provided at all.

Furthermore, fire service deployment, simply stated, is about the *speed* and *weight* of the response. *Speed* refers to the initial response (first-due) of all-risk intervention resources (engines, trucks, and/or ambulances) strategically deployed across a jurisdiction for response to emergencies within a time interval to achieve desired outcomes. *Weight* refers to multiple-unit responses (Effective Response Force, or ERF, commonly called a First Alarm) for more serious emergencies such as structure fires, multiple-patient medical emergencies, vehicle collisions with extrication required, or technical rescue incidents. In these situations, a sufficient number of firefighters must be assembled within a reasonable time interval to safely control the emergency and prevent it from escalating into a more serious event.

Moreover, most suburban communities desire outcomes to include limiting structure fire damage to only part of the inside of an affected building and/or minimizing permanent impairment resulting from a medical emergency. To do so, the initial units should arrive within 7:30 minutes of the 9-1-1 notification, and a multiple-unit ERF should arrive within 11:30 minutes of the 9-1-1 notification at the Marin County Sheriff's Dispatch Center (Comm Center), all at 90% or better reliability. Total response time to emergency incidents includes three distinct components: (1) 9-1-1 call processing/dispatch time, (2) crew turnout time, and (3) travel time. Recommended best practices for these response components are 1:30 minutes, 2:00 minutes, and 4:00/8:00 minutes, respectively, for first-due and multiple-unit ERF responses in urban/suburban areas.

In the RVFD, the current four fire station system provides the following first-due unit response time performance across various population density/risk areas for emergency medical and fire incident types. As Table 1 shows, *all* station areas receive service *beyond* (i.e., slower) the best practices goal point of 7:30 minutes.

**Table 1 – Call to Arrival performance to 90% of Fire and EMS incidents**

<b>Station Area</b>	<b>2018</b>
Department-Wide	08:45
Station 18	07:55
Station 19	07:45
Station 20	08:47
Station 21	09:07

The RVFD service area is very difficult to serve efficiently from a small number of fire stations due to the hilly geography and the constrained road network dependent on one main connector road. Over time, each population cluster opened a fire station for a minimum single first unit response knowing that they were co-dependent on one another for multiple-unit serious emergencies. The geography is unchangeable, and improving the existing road network is neither politically feasible nor cost-effective. Thus, reducing coverage by removing one or more fire engines or the paramedic ambulance will increase response times to the local community receiving the reduced coverage.

In terms of emergency incident workload per unit, no single fire unit or station area is approaching workload saturation. The level of simultaneous incidents is not high enough to justify deploying another unit at peak day hours. However, concerns have arisen regarding the overall limited RVFD per-day staffing and the ability to respond with greater “weight of attack” to ensure emerging serious emergencies are controlled. Countywide mutual aid resources are not immediately available in the Ross Valley, whereas they would be in an urban area with flat terrain and interconnected roads.

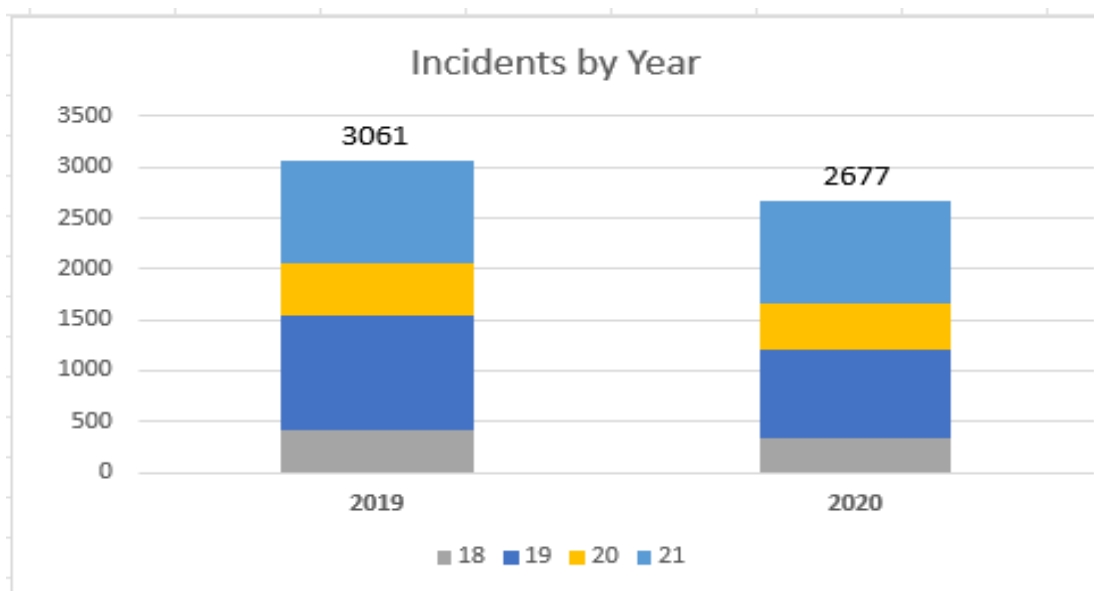
Locally, the quantity of calls for RVFD responses in the Town of Ross (or in any other single historic population cluster in the joint RVFD service area) is too small and too volatile to utilize as the sole criterion to justify maintaining the fire station as presently operated. Providing fire services is akin to purchasing fire insurance, and it is vital to consider the desired level of protection. Here, the public policy issue is whether to have access to a fire station sited nearby or to one farther away, with the knowledge that a station farther away, even with its unit(s) available for a prompt response, cannot offer more than typical exurban or emerging rural area response times to substantial areas of the Town of Ross.

**Table 2—Fire Department Facilities and Assigned Resources**

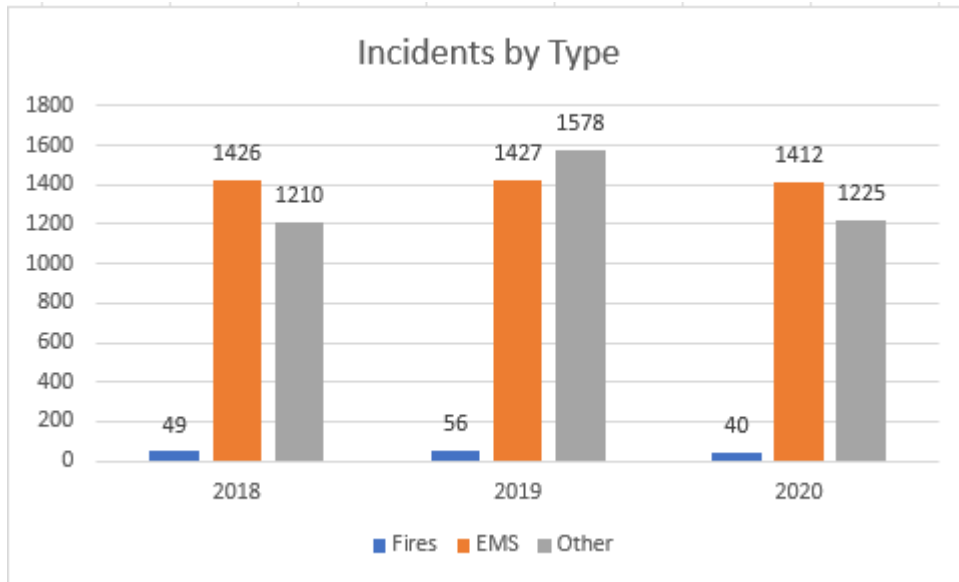
Station	Location	Primary Assigned Resources	Minimum Staffing
18	33 Sir Francis Drake Blvd., Ross	Engine	2
19	777 San Anselmo Ave., San Anselmo	Engine Battalion Chief	2 1
20	150 Butterfield Rd., San Anselmo	Engine	2
21	10 Park Road, Fairfax	Engine	2
<b>Total Per Day</b>			9

The RVFD’s current deployment model consists of four engines staffed with a minimum of two personnel each and one Battalion Chief, for a total daily minimum year-round continuous staffing of not less than nine personnel operating from four fire stations, bolstered by a two-firefighter/paramedic ambulance from the Ross Valley Paramedic Authority (RVPA). The RVFD has automatic and mutual aid agreements with all the fire agencies in Marin County.

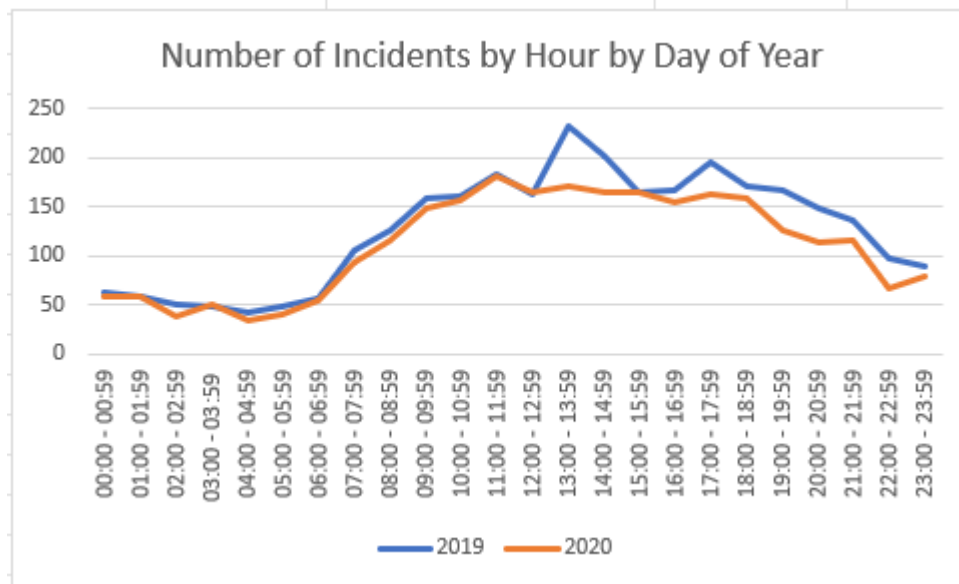
**Table 3—Annual Service Demand by Year**



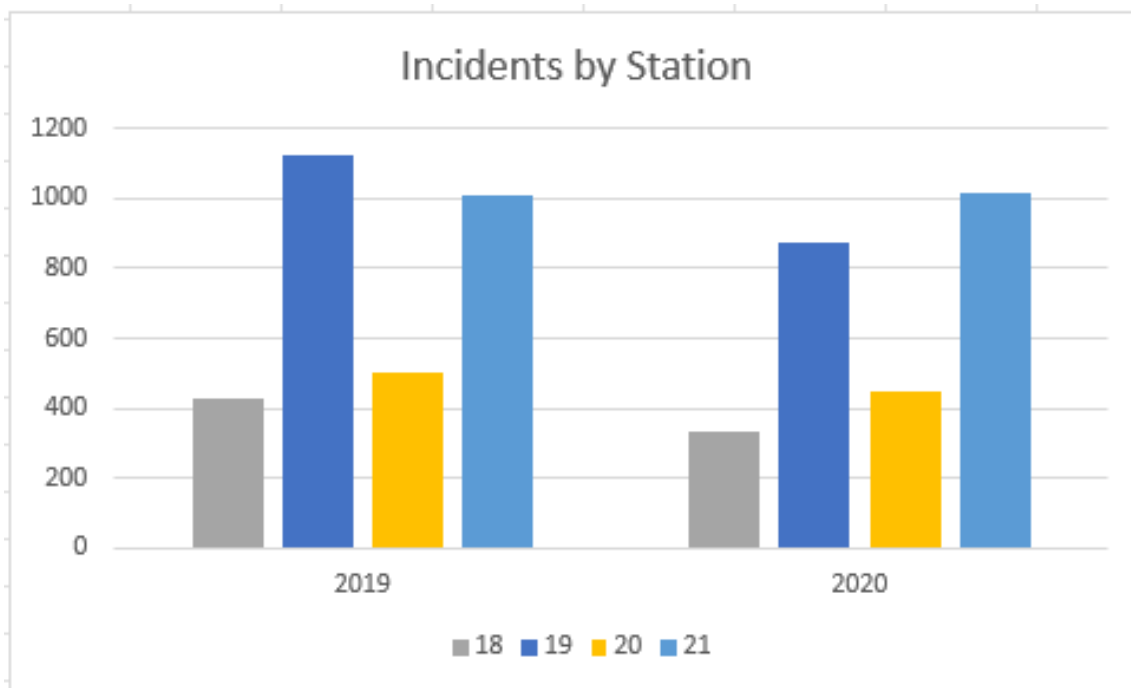
**Table 4—Number of Incidents by Year and Call Type**



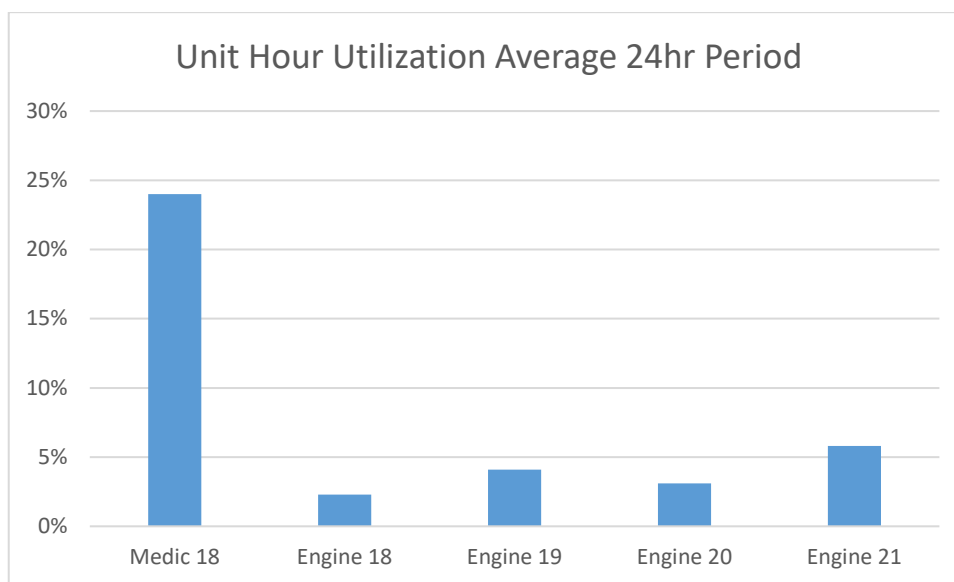
**Table 5—Service Demand by Hour of the Day**



**Table 6 - Number of incidents per Station**



**Table 7- Unit Hour Utilization**



**Table 8– Simultaneous Incident Data Engine 18 & 19**

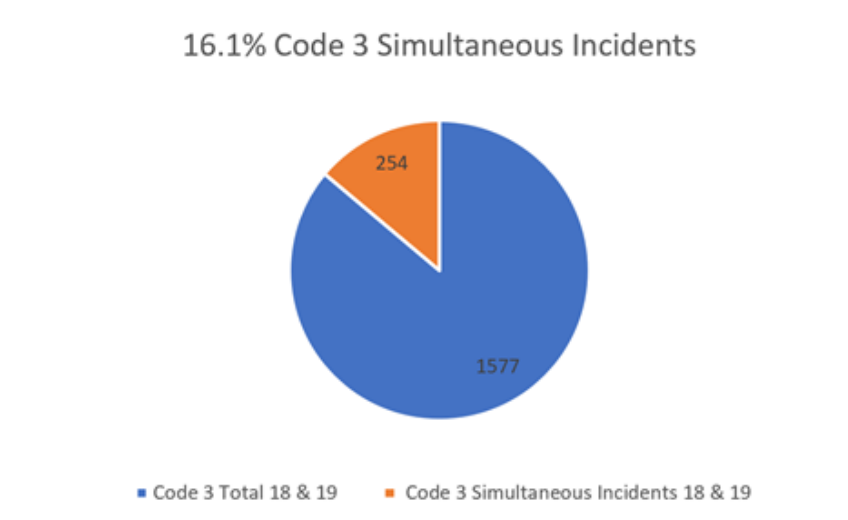


Table 8 illustrates the percentage of time a Code Three call occurs during the same period that either Engine 19 in San Anselmo or Engine 18 in Ross are simultaneously committed on Code Three incidents. This data is being presented to help you understand impacts of options 2-4

In 2019, 60% of all calls were Code Three; in 2020, 65% of all calls were Code Three. A Code Three call is a type of call necessitating an emergency response where time is of the essence and includes cardiac arrests and other critical medical emergencies, vehicle accidents with injuries, any type of fire, gas leaks, and other calls of an emergency nature.

If we were to reduce the number of engines from four to three, the number for simultaneous incident impacts would be less as you move West through RVFD, impacting Station 20 in Sleepy Hollow and Station 21 in Fairfax less. The number of simultaneous incidents is unpredictable and volatile. In a department this size, it is infrequent that greater than two incidents occur concurrently.

As such, the RVFD will be required to be more dynamic in the deployment of its resources if only three engines versus the current four engines are deployable. The RVFD would be more reliant on move-up-and-cover responses and mutual aid from neighboring agencies, including from Marin County Fire (Woodacre), San Rafael Fire, and Kentfield Fire. Move-up-and-covers for multiple incidents is common practice within Marin County. At this time, Staff does not feel these responses would be considered more demanding than customary mutual/automatic aid under the existing mutual aid agreements.

Marin County has a robust [mutual aid plan](#), adopted and regularly used by all agencies across the County. No single agency has the capacity to handle large and emerging incidents or multiple calls for service occurring simultaneously. The mutual aid plan allows for the immediate dispatch of allied agencies resources, ensuring no delay in coverage or response. This includes engines moving up to cover areas within the County that are depleted. Pre-arranged and agreed upon draw down levels trigger automatic move ups, ensuring no single area is ever critically depleted.

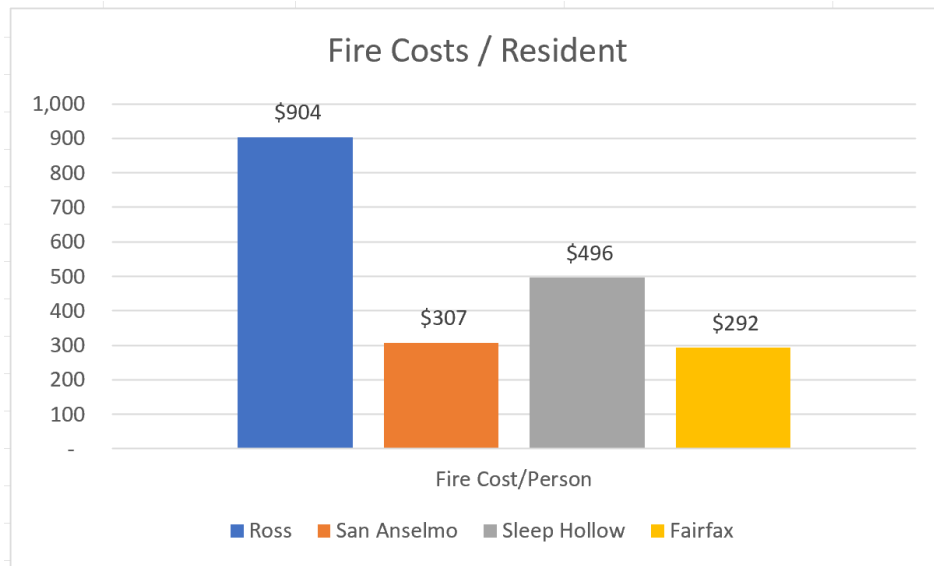


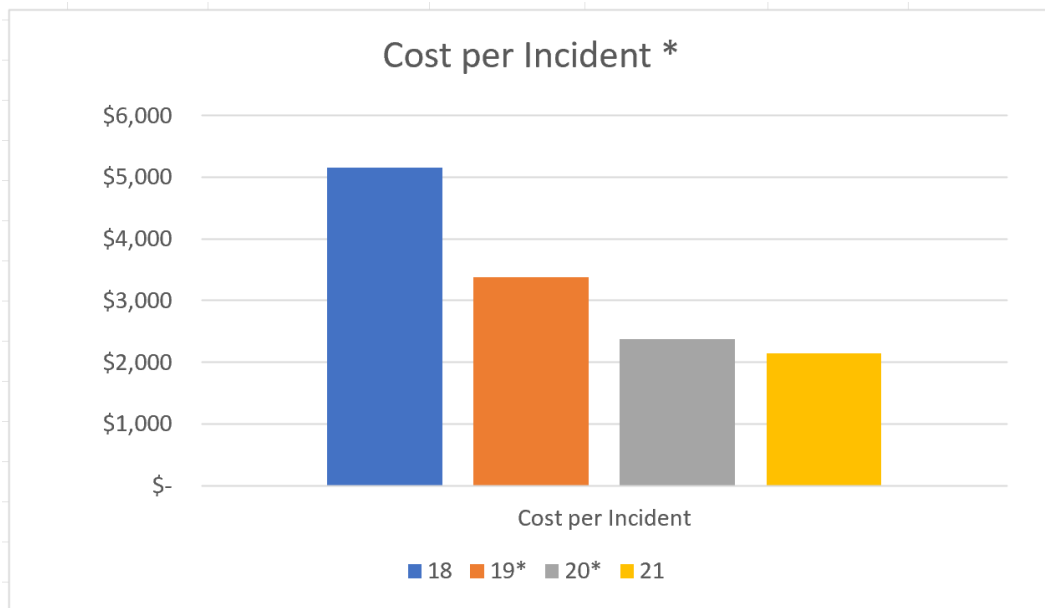
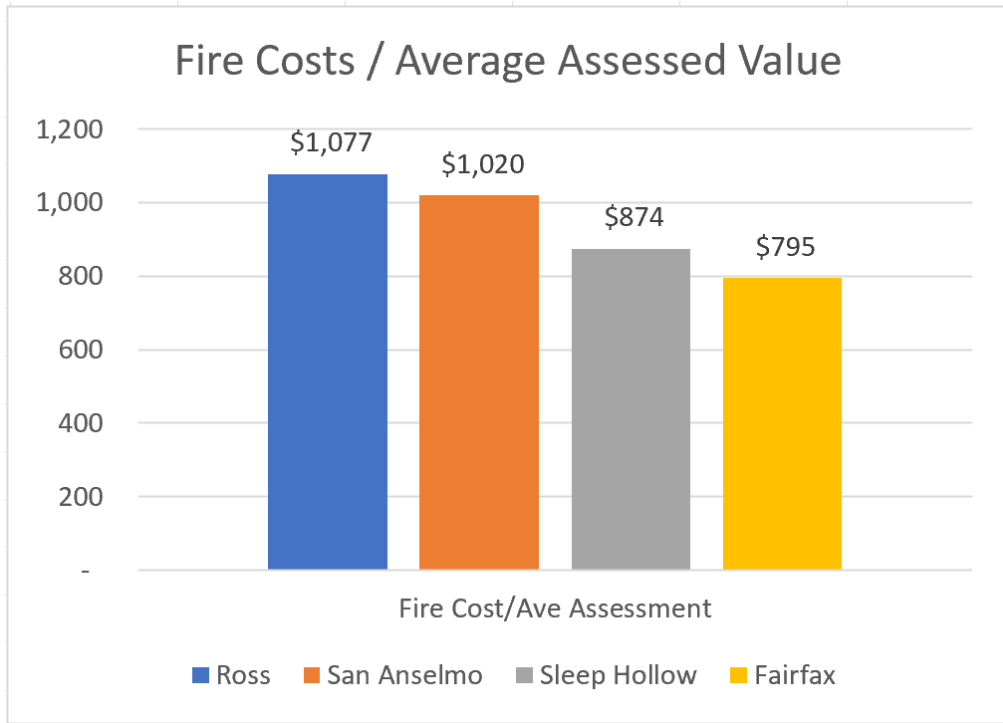


**Table 10– Costs for Services**

Agency	Population	FY22 JPA Contribution	Total Assessed Property Value
Ross	2,415	\$2,183,012	\$2,351,754,802
San Anselmo	12,336	\$3,785,941	\$3,860,494,042
Sleepy Hollow	2,411	\$1,195,660	\$1,044,574,833
Fairfax	7,411	\$2,176,474	\$1,729,444,825

The cost of fire protection services varies greatly across the County, region, and State. There is no set formula or allocation based on population, assessed value, or incident volume. Providing fire services is akin to purchasing fire insurance, costs and service levels vary. The level of fire protection services provided are a local policy decision and communities have the level of fire services that they can afford, which may not always be the level desired.





\*Station 20 serves Sleepy Hollow FPD & San Anselmo it is estimated that approx. 80% of responses are within the Town of San Anselmo.

## **Option 1 – Station 19 Consolidation**

### **Move Engine 18 to Station 19** **(no reduction in engines)**

#### Operational Considerations:

- Response times in the Ross Station 18 area will increase by approximately 2 minutes with the engine now coming from Station 19 on San Anselmo Ave. for a response to 90% of calls within 09:31 minutes from the current 07:31 minute response times.
- The RVFD simultaneous incident activity impact will not change with this Option, as four engines remain available to serve the RVFD.
- The speed at which additional firefighters arrive at incidents will improve in all areas except the Town of Ross. In addition, by moving the engine and personnel West, other response zones within the RVFD will see an improvement in the time it takes for personnel to arrive and complete critical tasks on the fireground or emergency medical care.
- The Countywide HazMat response unit would need to be relocated from Station 19 to another agency.
- Of the 265 EMS incidents in Ross during 2017 and 2018, Medic 18 (M18) was not available 57 times, or 21% of the time. The next arriving Advanced Life Support (ALS) unit under a proposed plan would be an engine company with an average increased response time of 2 minutes.

#### Fiscal Impacts:

- The annual RVFD operating costs will stay approximately the same with this Option (no additional costs or savings)
- Any associated capital savings are related to not constructing a new fire station in Ross
- One-time interior improvements to Station 19 needed to accommodate additional personnel.

#### Labor Impacts:

- This Option has minimal labor impacts, mostly related to facilities that are addressed by interior remodel
- No changes to staffing levels or positions from current staffing
- Labor has expressed concern about
  - Unusual model, especially for Marin County, and challenges with future consolidations or changes.
  - Does not bring other engines to staffing level of three personnel.
  - Concerns regarding Station 19 ability to house two additional personnel

#### Allied Agency Impacts:

- Kentfield Fire District regularly uses E18 to cover their zone while training or committed on other incidents. RVFD's ability to continue to cover would have to be considered by

Kentfield as the response time would be greater.

JPA Impacts:

- Moving from four to three stations requires amending the JPA Agreement, which must be approved by each Member agency.

Policy Considerations for the RVFD Fire Board:

- Service Level changes for RVFD
- Apportionment of capital costs for Station 19 remodel. Ross to cover reasonable costs associated with interior remodel resulting from adding two additional personnel to Station 19. If this Option is chosen, we will move forward with an architect and refined cost estimates.

## **Option 2 – Shift West/ Adjust Ranks**

### **Eliminate Engine 18, shift personnel West to other stations** **(One less engine; no reduction in personnel)**

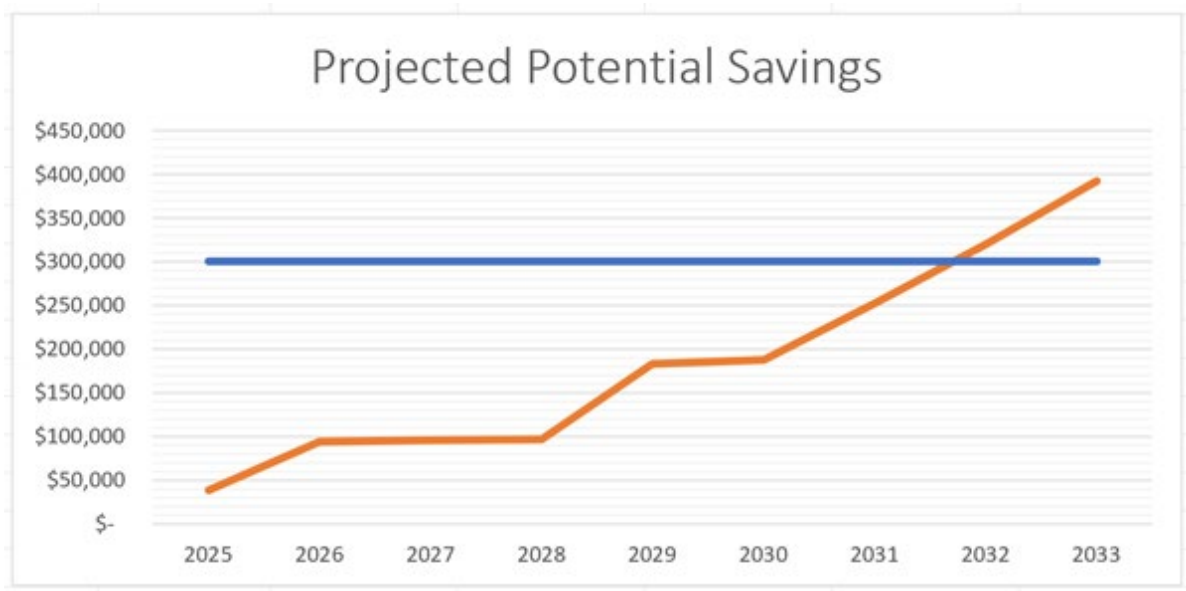
#### Operational Considerations:

- Response times in the Ross Station 18 area will increase by approximately 2 minutes with the engine now coming from Station 19 on San Anselmo Ave. for a response to 90% of calls within 09:31 minutes from the current 07:31 minute response times.
- The current simultaneous incident activity (code three incidents for Station 18 and 19) for the calendar years 2019 and 2020 is 254, or 16.1% of 1577 incidents. These data show that we expect E19 to be unavailable to serve Station 18 or Station 19 zones requiring a more distant engine to respond 16.1% of the time or approximately 127 times per year.
- Moving from four engines to three engines will require a more dynamic deployment, including moving up and covering from allied agencies when multiple incidents occur.
- The speed at which additional firefighters arrive at incidents will improve in all areas except the Town of Ross. In addition, by moving the personnel West, other response zones within the RVFD will see an improvement in the time it takes for personnel to arrive and complete critical tasks on the fireground or medical care.
- This Option proposes moving three of the six Ross positions to Station 19, raising E19 staffing from two personnel to three and a second engine, either E21 or E20, from two to three personnel. Again, this change positively impacts the speed and number of firefighters that would arrive at an incident improving the multi-unit effective response from San Anselmo West.
- Of the 265 EMS incidents in Ross during 2017 and 2018, M18 (Medic 18) was not available 57 times, or 21% of the time. The next arriving ALS unit under a proposed plan would be an engine company with an average increased response time of 2 minutes.

#### Fiscal Impacts:

- Option 2 has annual operational cost savings of \$300,000 that are not fully recognized until ten years in the future. These savings include:
  - Reduction in future vehicle replacement funding as RVFD will reduce from four frontline engines to three, for approximately \$40,000 in annual savings.
  - The remainder of the projected savings is recognized through the attrition of three (3) Captains and three (3) Engineer positions. In addition, the proposed changes include the transition to six (6) Firefighter Paramedic positions.

**Table 11– Projected Savings – Option 2**



- Option 2 has one-time capital provisional cost estimates of \$420,000 for interior remodel of the two stations where staffing would increase in order to meet contemporary sleeping and bathroom needs.

Labor Impacts:

- As directed by the RVFD Board, we have met with Labor and discussed impacts related to each of the four Options. Labor does not feel it would be fair to their membership to impose a more aggressive schedule than attrition to recognize savings for this option. However, they are open to converting the existing three Captains positions, and three Engineer positions to Firefighter Paramedic positions over time versus “y”-rating or a reduction in force process.
- If this Option is selected, ratification of an agreement with the Labor group would be necessary.

Allied Agency Impacts:

- Kentfield Fire District regularly uses E18 to cover their zone while training or committed on other incidents. RVFD’s ability to continue to cover would have to be considered by Kentfield as the response time would be greater.

JPA Impacts:

- Moving from four to three stations and adjusting Member contribution percentage

requires amending the JPA Agreement, which must be approved by each Member agency.

Policy Considerations for the RVFD Fire Board:

- Service Level changes for RVFD
- Apportionment of one-time capital costs associated with interior remodels at stations affected by the addition of personnel. Provisional estimates provided previously were \$210,000 per station (total \$420,000). If this Option is chosen, we will move forward with an architect and refined cost estimates.
- Any associated annual operational cost savings in staffing and vehicle replacement (1 less engine) would need to be apportioned. Ross is requesting savings as the savings are realized.
- Staff is recommending that personnel moving West from Station 18 be located at Stations 19 and 21.

### **Option 3 -Shift West/ Convert Positions**

**Eliminate Engine 18, move personnel West to other stations**  
**and**  
**convert three of six positions to apprentice level**  
**(One less engine)**

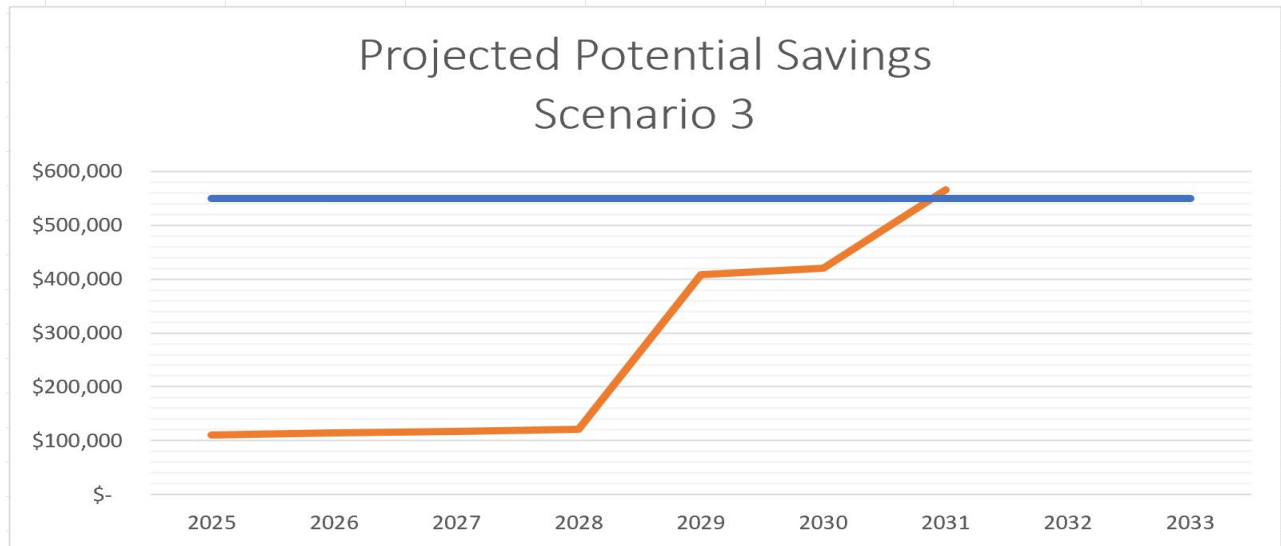
#### Operational Considerations:

- Response times in the Ross Station 18 area will increase by approximately 2 minutes with the engine now coming from Station 19 on San Anselmo Ave. for a response to 90% of calls within 09:31 minutes from the current 07:31 minute response times.
- The current simultaneous incident activity (Code Three incidents for Station 18 and 19) for the calendar years 2019 and 2020 is 254, or 16.1% of 1577 incidents. These data show that we expect E19 to be unavailable to serve Station 18 or Station 19 zones requiring a more distant engine to respond 16.1% of the time or approximately 127 times in a year.
- Moving from four engines to three engines will require a more dynamic deployment, including moving up and covering from allied agencies when multiple incidents occur.
- The speed at which additional firefighters arrive at incidents will improve in all areas except the Town of Ross. In addition, by moving the personnel West, other response zones within the RVFD will see an improvement in the time it takes for personnel to arrive and complete critical tasks on the fireground or medical care.
- This Option proposes moving three of the six Ross positions to Station 19, raising E19 staffing from two personnel to three and a second engine, either E21 or E20, from two to three personnel. Again, this change positively impacts the speed and number of firefighters that would arrive at an incident improving the multi-unit effective response from San Anselmo West.
- Three of the six positions being moved would be replaced with apprentice-style positions through attrition. However, these positions do not have the same level of training as professional firefighters and will not have paramedic certification.
- Of the 265 EMS incidents in Ross during 2017 and 2018, M18 was not available 57 times, or 21% of the time. The next arriving ALS unit under a proposed plan would be an engine company with an average increased response time of 2 minutes.

#### Fiscal Impacts:

- Option 3 has annual operational cost savings of \$550,000 that are not fully recognized until 10 years in the future. These savings include:
  - Reduction in vehicle replacement funding as RVFD will reduce from four frontline engines to three.
  - The remainder of the projected savings is recognized through the attrition of three (3) Captains and three Engineer positions. In addition, the proposed changes include the transition to three firefighter paramedic positions and three apprentice positions.





- Option 3 has one-time capital provisional cost estimates of \$420,000 for interior remodel of the two stations where staffing would increase in order to meet contemporary sleeping and bathroom needs

#### Labor Impacts:

- At your Board's direction, we have met with Labor and discussed impacts related to each of the four Options. Labor does not support this Option and feels it is a decrease in the level of service and that the apprentice position will be a revolving door with new employees constantly needing training, etc.
- If this Option is selected, ratification of an agreement with the labor group would be necessary.

#### Allied Agency Impacts:

- Kentfield Fire District regularly uses E18 to cover their zone while training or committed on other incidents. RVFD's ability to continue to cover would have to be considered by Kentfield as the response time would be greater.

#### JPA Impacts:

- Moving from four to three stations and adjusting Member contribution percentage requires amending the JPA Agreement, which must be approved by each Member agency.

#### Policy Considerations for the RVFD Fire Board:

- Service Level changes for RVFD
- Apportionment of one-time capital costs associated with interior remodels at stations affected by the addition of personnel. Provisional estimates provided previously were

\$210,000 per station (total \$420,000). If this Option is chosen, we will move forward with an architect and refined cost estimates.

- Apportionment of annual operational cost savings (\$550,000 annually) needs to be determined.
- Staff is recommending that personnel moving West from Station 18 be located at Stations 19 and 21
- Transition of three positions from regular full-time professional firefighters to an apprentice-style position would have to be negotiated with Labor.

## **Option 4 – Shift West/ Add Personnel**

**Eliminate Engine 18, move Six personnel West to other stations, add three (3) positions, bringing the three remaining engines to three (3) personnel each, (Net gain of three personnel increasing daily staffing from nine to ten personnel; one less engine)**

### Operational Considerations:

- Response times in the Ross Station 18 area will increase by approximately 2 minutes with the engine now coming from Station 19 on San Anselmo Ave. for a response to 90% of calls within 09:31 minutes from the current 07:31 minute response times.
- The current simultaneous incident activity (code three incidents for Station 18 and 19) for the calendar years 2019 and 2020 is 254, or 16.1% of 1577 incidents. These data show that we expect E19 to be unavailable to serve Station 18 or Station 19 zones requiring a more distant engine to respond 16.1% of the time, or approximately 127 times per year.
- The speed at which additional firefighters arrive at incidents will improve in all areas except the Town of Ross. In addition, by moving the engine and personnel West, other response zones within the RVFD will see an improvement in the time it takes for personnel to arrive and complete critical tasks on the fireground or medical care.
- All zones will benefit from adding one firefighter per shift, increasing daily minimum staffing from nine to ten.
- All three remaining engine companies would be staffed with paramedics providing ALS
- Of the 265 EMS incidents in Ross during 2017 and 2018, M18 was not available 57 times, or 21% of the time. The next arriving ALS unit under a proposed plan would be an engine company with an average increased response time of 2 minutes.

### Fiscal Impacts:

- Option 4 has immediate operational cost increases, and any associated savings with attrition of the Captain and Engineer positions would not be fully recognized for ten years in the future.
- Cost savings related to lower vehicle replacement will be recognized early (\$40,000 annually)
- The cost of the additional three positions in Year One is \$600,000, with annual increases expected.
- Option 4 has one-time capital provisional cost estimates of \$630,000 for interior remodel of the three stations where staffing would increase in order to meet contemporary sleeping and bathroom needs.

### Labor Impacts:

- Of the four presented Options, Labor is most supportive of this Option.
- Staff has advised Labor that this Option or any associated option of adding additional

- personnel will need some level of cost-sharing with Labor that would need to be negotiated.
- If this Option is selected, ratification of an agreement with the labor group would be necessary.

#### Allied Agency Impacts:

- Kentfield Fire District regularly uses E18 to cover their zone while training or committed on other incidents. RVFD's ability to continue to cover would have to be considered by Kentfield as the response time would be greater.

#### JPA Impacts:

- Moving from four to three stations and adjusting Member contribution percentage requires amending the JPA Agreement, which must be approved by each Member agency.

#### Policy Considerations for the RVFD Fire Board:

- Service Level changes for RVFD
- Apportionment of one-time capital costs associated with interior remodels at stations affected by the addition of personnel. Provisional estimates provided previously were \$210,000 per station (total \$630,000). If this option is chosen, we will move forward with an architect and refined cost estimates.
- Any associated annual operational cost savings in staffing and vehicle replacement (1 less engine) would need to be apportioned. Ross is requesting savings as the savings are realized.
- Apportionment of annual operational cost increases (\$600,000 annually) needs to be determined.

#### **SUMMARY:**

The RVFD Board is being asked to consider and, ideally, reach a consensus on one of the four Options presented to you. The Options provided all come with trade-offs that have impacts on each community served. It is essential to consider as a Fire Board member that services provided to each community are mutually dependent on each other as a collective system vs. a single engine company or individual communities.

All Options will require amendments to the [Ross Valley Fire Department Joint Powers Agreement \(JPA\)](#); language in the JPA details the mechanisms to carry out changes. Any proposed changes including service levels or member contributions would need to be ratified.

Staff strongly feels that keeping the JPA intact is of utmost importance moving forward. As discussed, several times in this Report, each community is mutually reliant on other Members of the RVFD JPA to provide adequate services to their community. No single agency could provide adequate fire services on its own.

If the inability to achieve consensus leads to a withdrawal from the JPA by any Member agency, the near-term adverse financial and operational consequences would be likely for the withdrawing and remaining Members. Such financial and operational consequences include expenses related to implementing a withdrawal, liability for unpaid costs and debts, and the costs of re-establishing the ability to provide fire protection to each Member's jurisdiction. (See JPA Agreement, Section 13.4)

**NEXT STEPS:**

Managers have asked that each Town Council be briefed separately from this presentation and before the next RVFD Board meeting in November.

Schedule this matter for the November Board meeting providing policy direction to inform the Town of Ross, of this Board's position related to the four Options presented.

**FISCAL IMPACT:**

This Staff Report outlines potential fiscal impacts associated with the four Options presented. The receipt of this Staff Report does not have any associated fiscal impact.

9-11-2021

It's never too late to say  
Thank you to my guys. That's  
what I call you. You were  
so sweet and gracious to my  
never ending 911 calls. You  
are thought of very highly.  
Thank you for being so  
nice to me.

all the best,  
Kathy Sarges  
143 Madrone