



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

AGENDAS & STAFF REPORTS ONLINE: <https://rossvalleyfire.org/about/board/board-meetings>
Email: mgonzalez@rossvalleyfire.org

ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS AGENDA Wednesday, February 9, 2022

This meeting will be held via teleconference only in order to reduce the risk of spreading COVID-19 and pursuant to the Governor Newsom's Executive Orders N-25-20 and N-29-20 and Marin County shelter in place orders.

How to View or Listen to the Meeting: The Department will not offer a physical location from which members of the public may observe the meeting and offer public comment. Please view the meeting, which will be available at

<https://us06web.zoom.us/j/82030216969>

Or Telephone: +1 669 900 6833 | Webinar ID: 820 3021 6969

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

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**
- 06:35 pm: Announce Adjournment to Closed Session
Convene in Closed Session
Instructions to labor negotiator (Fire Chief, Deputy Director, and Executive Officer) pursuant to California Government Code Section 54957.6(a), regarding negotiations with International Association of Firefighters Local 1775 and Ross Valley Fire Chief Officers Association.
- 7:05 pm: Announce action in closed session, if any.
- 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.
- Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
- Chief Report – Verbal update by Chief Weber

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7. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.

- a) Acknowledge check register issued during January

[Item 7a – Check Register](#)

- b) Receive call report and out of jurisdiction report for January

[Item 7b – Call & Out of Jurisdiction Reports](#)

- c) Receive current budget report

[Item 7c – Budget Report](#)

- d) Approve Minutes of the January 12, 2022, Board meeting

[Item 7d – Minutes January 12, 2022](#)

- e) Approve Resolution 22-04 Allowing Virtual RVFD Board Meetings in Compliance with AB 361

[Item 7e – Staff Report for Resolution 22-04](#)

[Item 7e – Resolution 22-04 Attachment #1](#)

8. Approve Resolution 22-05 Midyear Budget Report - Deputy Director Yeager & Finance Director Jeff Zuba

[Item 8 – Staff Report for Midyear Budget Report](#)

[Item 8 – Resolution 22-05 Attachment #1](#)

[Item 8 – FY2021-22 Revised Budget](#)

9. Appoint Board Members from each JPA Member Agency to the Labor-Management Subcommittee – Chief Weber

[Item 9 – Staff Report for Members Appointment to Subcommittee](#)

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10. Select Labor Contract Negotiator and Authorize Fire Chief to enter into an Agreement with the chosen Legal Firm

[Item 10 – Staff Report for Labor Contract Negotiator](#)

[Item 10 – Boucher Law, PC proposal and bios – Attachment #1](#)

[Item 10 – LCW proposal and bios – Attachment #2](#)

[Item 10 - County Counsel, Stephen Raab resume – Attachment #3](#)

11. Adjourn

The next meeting is scheduled for Wednesday, March 9, 2022, 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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Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01326	AMAZON.COM SERVICES LLC	01/06/2022	Regular	0.00	442.93	22217
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
13FW-FH11-G6RX	Invoice	01/04/2022	12.22.2021 - DISPOSABLE 3 PLY MASKS	0.00	52.14	
	01.10.62205.00		EMERGENCY MEDICAL SUP...		52.14	
1C77-6XF7-F7TT	Invoice	01/06/2022	01.04.2022 - GLACIER FRESH WATER FILTERS	0.00	73.92	
	01.14.63040.00		APPLIANCES		73.92	
1L94-4G4H-MM6T	Invoice	01/04/2022	12.27.2021 - ANTIGEN RAPID TESTING KITS	0.00	97.75	
	01.05.62200.00		GENERAL DEPARTMENT S...		97.75	
1Q3X-YNW7-94CR	Invoice	01/04/2022	12.26.2021 - AMERICAN FLAG	0.00	28.08	
	01.05.62200.00		GENERAL DEPARTMENT S...		28.08	
1QLI-D1Y3-GF4W	Invoice	01/04/2022	12.21.2021 - BATTERY BACKUP SURGE PROT...	0.00	93.29	
	01.05.62000.00		OFFICE SUPPLIES		93.29	
1RGV-RD4D-DGN6	Invoice	01/04/2022	12.29.2021 - ANTIGEN RAPID TESTING KITS	0.00	97.75	
	01.05.62200.00		GENERAL DEPARTMENT S...		97.75	
01054	BoundTree Medical	01/06/2022	Regular	0.00	314.22	22218
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
84340409	Invoice	01/06/2022	12.27.2021 - TRAUMA BAG	0.00	227.26	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		227.26	
84342475	Invoice	01/06/2022	12.28.2021 - INFRARED THERMOMETER	0.00	86.96	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		86.96	
01128	Brian Sheldon McCarthy	01/06/2022	Regular	0.00	7,345.00	22219
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
12272101	Invoice	01/04/2022	12.27.2021 - TREE CREWS/ROADSIDE CLEAR...	0.00	7,345.00	
	01.05.61105.00		OTHER CONTRACT SERVICES		7,345.00	
01117	Bryan Galli	01/06/2022	Regular	0.00	250.00	22220
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
P33068	Invoice	01/06/2022	12.13.2021 - REIMBURSEMENT PARAMEDIC ...	0.00	250.00	
	01.10.61000.00		TRAINING AND EDUCATION		250.00	
01407	Clavey Paddlesports	01/06/2022	Regular	0.00	288.82	22221
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00117290	Invoice	01/06/2022	12.30.2021 - PRINCETON HEADLAMP	0.00	288.82	
	01.10.63131.00		EQUIPMENT		288.82	
01313	Comcast	01/06/2022	Regular	0.00	825.59	22222
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
632-12232021	Invoice	01/06/2022	632 - INTERNET/UTILITIES - 12.28.2021 - 01....	0.00	825.59	
	01.14.61705.00		TELEPHONE		825.59	
01272	Diesel Direct West Inc	01/06/2022	Regular	0.00	2,623.01	22223

Check Report

Date Range: 01/01/2022 - 01/31/2022

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		
84336335	Invoice	01/04/2022	12.27.2021 - GASOLINE UNL - 73.5 GALLONS	0.00	374.62	
	01.25.62988.00	FUEL	12.27.2021 - GASOLINE UNL - 73.5...		374.62	
84336336	Invoice	01/04/2022	12.27.2021 - ULSD CLEAR - 299.7 GALLONS	0.00	1,508.24	
	01.25.62988.00	FUEL	12.27.2021 - ULSD CLEAR - 299.7 ...		1,508.24	
84345218	Invoice	01/06/2022	01.03.2022 - ULSD CLEAR - 145 GALLONS	0.00	740.15	
	01.25.62988.00	FUEL	01.03.2022 - ULSD CLEAR - 145 GA...		740.15	
01017	Fairfax Lumber	01/06/2022	Regular	0.00	7.44	22224
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
239886	Invoice	01/06/2022	01.03.2022 - GRILL BRUSH	0.00	7.44	
	01.14.62206.00	JANITORIAL MAINTENANCE...	01.03.2022 - GRILL BRUSH		7.44	
01006	FASIS	01/06/2022	Regular	0.00	100,731.00	22225
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FASIS-2022-0764	Invoice	01/06/2022	01.01.2022 - WORKERS COMP CONTRIBUTI...	0.00	100,731.00	
	01.00.60215.00	WORKERS' COMPENSATIO...	01.01.2022 - WORKERS COMP CO...		100,731.00	
01150	Fire Safety Supply Inc	01/06/2022	Regular	0.00	58.86	22226
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
116392	Invoice	01/06/2022	12.29.2021 - ABC DRY CHEM FIRE EXTG/MISC..	0.00	58.86	
	01.10.61410.00	EQUIPMENT MAINTENANCE	12.29.2021 - ABC DRY CHEM FIRE ...		58.86	
01145	Healthy Firefighters USA Inc	01/06/2022	Regular	0.00	550.00	22227
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
122821	Invoice	01/04/2022	12.28.2021 - HEALTH AND WELLNESS TESTI...	0.00	550.00	
	01.05.61127.00	HEALTH AND WELLNESS	12.28.2021 - HEALTH AND WELLN...		550.00	
01052	HRdirect	01/06/2022	Regular	0.00	195.72	22228
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV11010281	Invoice	01/06/2022	01.03.2022 - POSTER GUARD - 1 YEAR	0.00	97.86	
	01.05.61300.00	PUBLICATIONS AND DUES	01.03.2022 - POSTER GUARD - 1 Y...		97.86	
INV11010282	Invoice	01/06/2022	01.03.2022 - POSTER GAURD - 1 YEAR	0.00	97.86	
	01.05.61300.00	PUBLICATIONS AND DUES	01.03.2022 - POSTER GAURD - 1 Y...		97.86	
01010	Redwood Security Systems Inc	01/06/2022	Regular	0.00	495.00	22229
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4095689	Invoice	01/04/2022	01.01.20222 - FIRE MONITORING MAINTEN...	0.00	495.00	
	01.14.61500.00	BUILDING MAINTENANCE ...	01.01.20222 - FIRE MONITORING...		495.00	
01131	Scott W Poppe	01/06/2022	Regular	0.00	425.00	22230
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16795	Invoice	10/06/2021	10.05.2021 - REIMBURSEMENT NWCG S-330 ..	0.00	425.00	
	01.10.61000.00	TRAINING AND EDUCATION	10.05.2021 - REIMBURSEMENT N...		425.00	
01188	Staples Credit Plan	01/06/2022	Regular	0.00	467.68	22231
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004091	Invoice	01/06/2022	12.04.2021 - OFFICE SUPPLIES	0.00	467.68	
	01.05.62003.00	POSTAGE	12.04.2021 - OFFICE SUPPLIES		467.68	
01098	Verizon Wireless	01/06/2022	Regular	0.00	720.37	22232

Check Report

Date Range: 01/01/2022 - 01/31/2022

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		
9895817003	Invoice	01/06/2022	12.23.2021 - WIRELESS SRVC - 11.24 - 12.23....	0.00	720.37	
	01.14.61705.00	TELEPHONE	12.23.2021 - WIRELESS SRVC - 11....		720.37	
01000	American Messaging	01/13/2022	Regular	0.00	49.05	22233
W4106073WA	Invoice	01/13/2022	01.01.2022 - SIREN ALERT - TELECOMMUNI...	0.00	49.05	
	01.10.63150.00	COMMUNICATIONS EQUI...	01.01.2022 - SIREN ALERT - TELEC...		49.05	
01026	AT&T Calnet	01/13/2022	Regular	0.00	376.37	22234
000017589349	Invoice	01/13/2022	01.10.2022 - TELEPHONE SRVC - 12.10.21 - ...	0.00	376.37	
	01.14.61705.00	TELEPHONE	01.10.2022 - TELEPHONE SRVC - ...		376.37	
01408	JC Window Solutions LLC	01/13/2022	Regular	0.00	698.00	22235
INV2200	Invoice	01/13/2022	01.05.2022 - SUPPLY/INSTALL 6 WINDOWS	0.00	698.00	
	01.14.61500.20	BUILDING MAINTENANCE ...	01.05.2022 - SUPPLY/INSTALL 6 W...		698.00	
01099	Marin County Fire Department	01/13/2022	Regular	0.00	4,499.80	22236
2022-1GA	Invoice	01/13/2022	01.07.2022 - MWPA VEG MANAGEMENT IN...	0.00	4,499.80	
	01.05.61105.00	OTHER CONTRACT SERVICES	01.07.2022 - MWPA VEG MANAG...		4,499.80	
01234	Napa Auto Parts	01/13/2022	Regular	0.00	76.30	22237
673063	Invoice	01/13/2022	01.07.2022 - LUBRIGAUD ANTI FREEZE	0.00	76.30	
	01.25.62989.00	PARTS VEHICLE	01.07.2022 - LUBRIGAUD ANTI F...		76.30	
01020	PG&E	01/13/2022	Regular	0.00	2,035.62	22238
758-12282021	Invoice	01/13/2022	758 - UTILITES - 11.02.2021 - 12.02.2021	0.00	2,035.62	
	01.14.61702.00	GAS AND ELECTRIC	758 - UTILITES - 11.02.2021 - 12.02..		2,035.62	
01095	Richards Watson Gershon	01/13/2022	Regular	0.00	5,643.00	22239
235036	Invoice	01/13/2022	12.22.2021 - LEGAL FEES - 12609-0001 GENE...	0.00	5,643.00	
	01.05.61107.00	ATTORNEY/LEGAL FEES	12.22.2021 - LEGAL FEES - 12609-...		5,643.00	
01147	Town of Ross	01/13/2022	Regular	0.00	5,995.00	22240
QTR 3 FYE22	Invoice	01/13/2022	01.01.2022 - PG&E/WATER - JAN- MARCH 2...	0.00	5,995.00	
	01.14.61702.00	GAS AND ELECTRIC	01.01.2022 - PG&E/WATER - JAN-...		5,265.00	
	01.14.61703.00	WATER	01.01.2022 - PG&E/WATER - JAN-...		730.00	
01326	AMAZON.COM SERVICES LLC	01/20/2022	Regular	0.00	1,630.16	22241
1FYJ-3HPQ-XKYF	Invoice	01/19/2022	01.08.2022 - COVID-19 ANTIGEN RAPID TESTS	0.00	1,630.16	
	01.05.62200.00	GENERAL DEPARTMENT S...	01.08.2022 - COVID-19 ANTIGEN ...		1,630.16	
01075	Batteries Plus Bulbs	01/20/2022	Regular	0.00	30.12	22242

Check Report

Date Range: 01/01/2022 - 01/31/2022

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		
P47875648	Invoice	01/19/2022	01.12.2022 - SLA6-5F 6V LEAD	0.00	18.06	
	01.10.62203.00		EMERGENCY RESPONSE SU... 01.12.2022 - SLA6-5F 6V LEAD		18.06	
P47906043	Invoice	01/19/2022	01.13.2022 - SAE TO MARINE ADAPTER 2PK	0.00	12.06	
	01.25.62989.00		PARTS VEHICLE 01.13.2022 - SAE TO MARINE ADA...		12.06	
01016	Diego Truck Repair Inc	01/20/2022	Regular	0.00	929.79	22243
Payable # 63564	Invoice	01/19/2022	11.29.2021 - DIAGNOSTICS / WABCO TURBO...	0.00	929.79	
	01.25.61600.00		REPAIRS VEHICLE 11.29.2021 - DIAGNOSTICS / WAB...		929.79	
01272	Diesel Direct West Inc	01/20/2022	Regular	0.00	1,932.89	22244
Payable # 84367128	Invoice	01/19/2022	01.17.2022 - 70.3 GASOLINE UNL	0.00	366.03	
	01.25.62988.00		FUEL 01.17.2022 - 70.3 GASOLINE UNL		366.03	
84367129	Invoice	01/19/2022	01.17.2022 - 295.3 ULSD CLEAR	0.00	1,566.86	
	01.25.62988.00		FUEL 01.17.2022		1,566.86	
01050	Golden State Emergency Veh Svc	01/20/2022	Regular	0.00	437.91	22245
Payable # C1031927	Invoice	01/19/2022	01.04.2022 - INSULATION BLANKET/EXHAUS...	0.00	437.91	
	01.25.62989.00		PARTS VEHICLE 01.04.2022 - INSULATION BLANKE...		437.91	
01410	Jackson's Hardware Inc	01/20/2022	Regular	0.00	1,114.32	22246
Payable # 97044	Invoice	01/19/2022	01.08.2022 - MAKITA 18V BLOWER KIT / HE...	0.00	1,114.32	
	01.14.61500.00		BUILDING MAINTENANCE ... 01.08.2022 - MAKITA 18V BLOWE...		1,114.32	
01066	Kaiser Foundation Health Plan Inc	01/20/2022	Regular	0.00	115.00	22247
Payable # 03701092022	Invoice	01/19/2022	01.09.2022 - GUARANTOR ACCT 320900249...	0.00	115.00	
	01.05.61127.00		HEALTH AND WELLNESS 01.09.2022 - OCCUPATIONAL HEA...		115.00	
01248	Lehr	01/20/2022	Regular	0.00	658.43	22248
Payable # S169370	Invoice	01/19/2022	01.04.2022 - OVAL BACKUP LIGHTING, BLK V...	0.00	658.43	
	01.25.62989.00		PARTS VEHICLE 01.04.2022 - OVAL BACKUP LIGHT...		658.43	
01037	Marin Municipal Water District	01/20/2022	Regular	0.00	243.42	22249
Payable # 13501072022	Invoice	01/19/2022	135 - 11.03.2021-01.04.2022 - 14-18 PARK RD	0.00	145.45	
	01.14.61703.00		WATER 135 - 11.03.2021-01.04.2022 - 14-...		145.45	
26301072022	Invoice	01/19/2022	263 - 11.03.2021-01.04.2022 - 14-18 PARK RD	0.00	97.97	
	01.14.61703.00		WATER 263 - 14-18 PARK - 11.03.2021-01...		97.97	
01354	Matrix HG	01/20/2022	Regular	0.00	427.72	22250
Payable # 155283	Invoice	01/19/2022	01.14.2022 - 800 SAN ANSELMO - NO HEAT	0.00	427.72	
	01.14.61500.00		BUILDING MAINTENANCE ... 01.14.2022 - 800 SAN ANSELMO -...		427.72	
01234	Napa Auto Parts	01/20/2022	Regular	0.00	200.00	22251

Check Report

Date Range: 01/01/2022 - 01/31/2022

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		
674640	Invoice	01/19/2022	01.13.2022 - BATTERY / CORE DEPOSIT / CA ...	0.00	200.00	
	01.25.62989.00		PARTS VEHICLE		200.00	
01071	Occu-Med	01/20/2022	Regular	0.00	105.00	22252
0122842	Invoice	01/19/2022	12.31.2021 - MIRANDA MILLER EXAM SERVI...	0.00	105.00	
	01.05.61129.00		HIRING EXPENSES		105.00	
01409	SweatHawg Headwear	01/20/2022	Regular	0.00	500.00	22253
11210007	Invoice	01/19/2022	01.11.2022 - USFS HARD HAT	0.00	500.00	
	01.10.62213.00		PROTECTIVE CLOTHING		500.00	
01255	TIAA Commercial Bank Inc.	01/20/2022	Regular	0.00	463.77	22254
8663226	Invoice	01/19/2022	01.05.2022 - CONTRACT NUMBER 20429048	0.00	463.77	
	01.05.61105.00		OTHER CONTRACT SERVICES		463.77	
01059	AT&T Mobility	01/27/2022	Regular	0.00	1,000.82	22255
287016675128X0...	Invoice	01/27/2022	01.15.2022 - WIRELESS SERVICE - 12.16.21 - ...	0.00	55.03	
	01.14.61705.00		TELEPHONE		55.03	
287301083016X0...	Invoice	01/27/2022	01.02.2022 - WIRELESS SRVCS - 12.03.21 - 01...	0.00	945.79	
	01.14.61705.00		TELEPHONE		945.79	
01230	BAUER COMPRESSORS	01/27/2022	Regular	0.00	1,106.45	22256
0000287212	Invoice	01/27/2022	12.15.2021 - SERVICE/LABOR - ANNUAL PM ...	0.00	1,106.45	
	01.10.62211.00		BREATHING APPARATUS-C...		1,106.45	
01054	BoundTree Medical	01/27/2022	Regular	0.00	914.69	22257
84353149	Invoice	01/27/2022	01.06.2022 - EMERGENCY MEDICAL SUPPLI...	0.00	48.82	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		48.82	
84356969	Invoice	01/27/2022	01.10.2022 - EMERGENCY MEDICAL SUPPLIES	0.00	324.28	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		324.28	
84362599	Invoice	01/27/2022	01.13.2022 - EMERGENCY MEDICAL SUPPLIES	0.00	53.61	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		53.61	
84364387	Invoice	01/27/2022	01.14.2022 - EMERGENCY MEDICAL SUPPLIES	0.00	481.40	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		481.40	
84369389	Invoice	01/27/2022	01.19.2022 - EMERGENCY MEDICAL SUPPLIES	0.00	6.58	
	01.10.62204.00		PARAMEDIC RESPONSE SU...		6.58	
01117	Bryan Galli	01/27/2022	Regular	0.00	77.42	22258
INV0004146	Invoice	01/27/2022	01.20.2022 - REIMBURSEMENT - COSTCO M...	0.00	77.42	
	01.10.61000.00		TRAINING AND EDUCATION		77.42	
01150	Fire Safety Supply Inc	01/27/2022	Regular	0.00	99.72	22259

Check Report

Date Range: 01/01/2022 - 01/31/2022

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			
116449	Invoice	01/27/2022	01.17.2022 - 5LB ANSUL HR	0.00	48.94	
01.10.61410.00			EQUIPMENT MAINTENANCE		48.94	
14174	Invoice	01/27/2022	01.07.2022 - FIRE EXTINGUISHER SUPPLIES	0.00	50.78	
01.10.61410.00			EQUIPMENT MAINTENANCE		50.78	
01295	Grier Argall Plumbing Inc	01/27/2022	Regular	0.00	285.00	22260
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14472	Invoice	01/27/2022	01.16.2022 - PLUMBING SERVICES	0.00	285.00	
01.14.61500.19			BUILDING MAINTENANCE ...		285.00	
01089	Life-Assist Inc	01/27/2022	Regular	0.00	766.15	22261
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1167755	Invoice	01/27/2022	01.13.2022 - EMERGENCY MEDICAL SUPPLIES	0.00	659.03	
01.10.62204.00			PARAMEDIC RESPONSE SU...		659.03	
1168454	Invoice	01/27/2022	01.17.2022 - EMERGENCY MEDICAL SUPPLIES	0.00	107.12	
01.10.62204.00			PARAMEDIC RESPONSE SU...		107.12	
01037	Marin Municipal Water District	01/27/2022	Regular	0.00	394.89	22262
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
087-01112022	Invoice	01/27/2022	01.11.2022 - WATER UTILITIES - 11.05.21 - 01..	0.00	172.09	
01.14.61703.00			WATER		172.09	
868-01112022	Invoice	01/27/2022	01.11.2022 - WATER UTILITIES - 11.05.21 - 01..	0.00	97.97	
01.14.61703.00			WATER		97.97	
957-01112022	Invoice	01/27/2022	01.11.2022 - WATER UTILITIES - 11.05.21 - 01..	0.00	124.83	
01.14.61703.00			WATER		124.83	
01020	PG&E	01/27/2022	Regular	0.00	491.29	22263
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
937-01112022	Invoice	01/27/2022	01.11.2022 - UTILITIES - 12.07.2021 - 01.14...	0.00	491.29	
01.14.61702.00			GAS AND ELECTRIC		491.29	
01095	Richards Watson Gershon	01/27/2022	Regular	0.00	304.00	22264
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
235341	Invoice	01/27/2022	01.21.2022 - LEGAL SERVICES - DECEMBER 2...	0.00	304.00	
01.05.61107.00			ATTORNEY/LEGAL FEES		304.00	
01334	Teleflex LLC	01/27/2022	Regular	0.00	610.63	22265
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9504989904	Invoice	01/27/2022	01.21.2022 - EMERGENCY MEDICAL SUPPLIE...	0.00	610.63	
01.10.62204.00			PARAMEDIC RESPONSE SU...		610.63	
01411	Ford Greene	01/28/2022	Regular	0.00	9.00	22266
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004147	Invoice	01/27/2022	01.27.2022 - REIMBURSEMENT FOR BANK F...	0.00	9.00	
01.00.62200.00			GENERAL DEPARTMENT S...		9.00	
01073	U.S. Bank (CalCARD)	01/31/2022	Regular	0.00	7,561.94	22267

Check Report

Date Range: 01/01/2022 - 01/31/2022

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			
INV0004148	Invoice	01/24/2022	01.10.2022 - MAHONEY - O'REILLY AUTO PA...	0.00	18.56	
01.25.61600.00	REPAIRS VEHICLE	01.10.2022 - MAHONEY - O'REILLY...	18.56			
INV0004149	Invoice	01/24/2022	01.05.2022 - PETERSON - AMAZON - PRACTI...	0.00	102.68	
01.10.61000.00	TRAINING AND EDUCATION	01.05.2022 - PETERSON - AMAZON..	102.68			
INV0004150	Invoice	01/24/2022	12.31.2022 -- ILLINGWORTH - DIGITAL COM...	0.00	2,500.00	
01.10.61000.00	TRAINING AND EDUCATION	12.31.2022 -- ILLINGWORTH - DIG...	2,500.00			
INV0004151	Invoice	01/24/2022	01.13.2022 - ILLINGWORTH - AUTOWORLD - ...	0.00	312.57	
01.25.62988.00	FUEL	01.13.2022 - ILLINGWORTH - AUT...	312.57			
INV0004152	Invoice	01/24/2022	01.16.2022 - ILLINGWORTH - FROGGY'S FOG ...	0.00	2,599.16	
01.10.61000.00	TRAINING AND EDUCATION	01.16.2022 - ILLINGWORTH - FRO...	2,599.16			
INV0004153	Invoice	01/24/2022	01.10.2022 - HOGGAN - HAIX - BOOTS	0.00	702.75	
01.10.62213.00	PROTECTIVE CLOTHING	01.10.2022 - HOGGAN - HAIX - B...	702.75			
INV0004154	Invoice	01/24/2022	01.12.2022 - HOGGAN - MYSTERY RANCH - ...	0.00	676.63	
01.10.62213.00	PROTECTIVE CLOTHING	01.12.2022 - HOGGAN - MYSTERY...	676.63			
INV0004155	Invoice	01/24/2022	12.24.2021 - GONZALEZ - STAMPS.COM - P...	0.00	17.99	
01.10.61902.00	MWPA DEFENSIBLE SPACE	12.24.2021 - GONZALEZ - STAMPS..	17.99			
INV0004156	Invoice	01/24/2022	01.22.2022 - SHAW - ADOBE - ACROBAT PRO...	0.00	179.88	
01.14.63044.00	TECHNOLOGY PURCHASES	01.22.2022 - SHAW - ADOBE - AC...	179.88			
INV0004158	Invoice	01/24/2022	01.15.2022 - GUTIERREZ - AIRGAS USA - CUT...	0.00	451.72	
01.10.61902.00	MWPA DEFENSIBLE SPACE	01.15.2022 - GUTIERREZ - AIRGAS...	-12.59			
01.10.63131.00	EQUIPMENT	01.15.2022 - GUTIERREZ - AIRGAS...	464.31			
01158	P.E.R.S. Health	01/07/2022	Bank Draft	0.00	3,182.01	DFT0002830
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004160	Invoice	01/07/2022	P.E.R.S Health	0.00	3,182.01	
01.00.60231.00	RETIREES' HEALTH INSURA...	P.E.R.S Health	3,182.01			
01158	P.E.R.S. Health	01/07/2022	Bank Draft	0.00	-3,182.01	DFT0002830
01097	MidAmerica	01/18/2022	Bank Draft	0.00	28,193.50	DFT0002833
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004163	Invoice	01/18/2022	Health Reimbursement - MidAmerica	0.00	28,193.50	
01.00.60231.00	RETIREES' HEALTH INSURA...	Health Reimbursement - MidAmer..	28,193.50			

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	51	0.00	157,524.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	3	0.00	28,193.50
EFT's	0	0	0.00	0.00
	83	54	0.00	185,717.81

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	51	0.00	157,524.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	3	0.00	28,193.50
EFT's	0	0	0.00	0.00
	83	54	0.00	185,717.81

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	1/2022	185,717.81
			185,717.81

Ross Valley Fire Dept

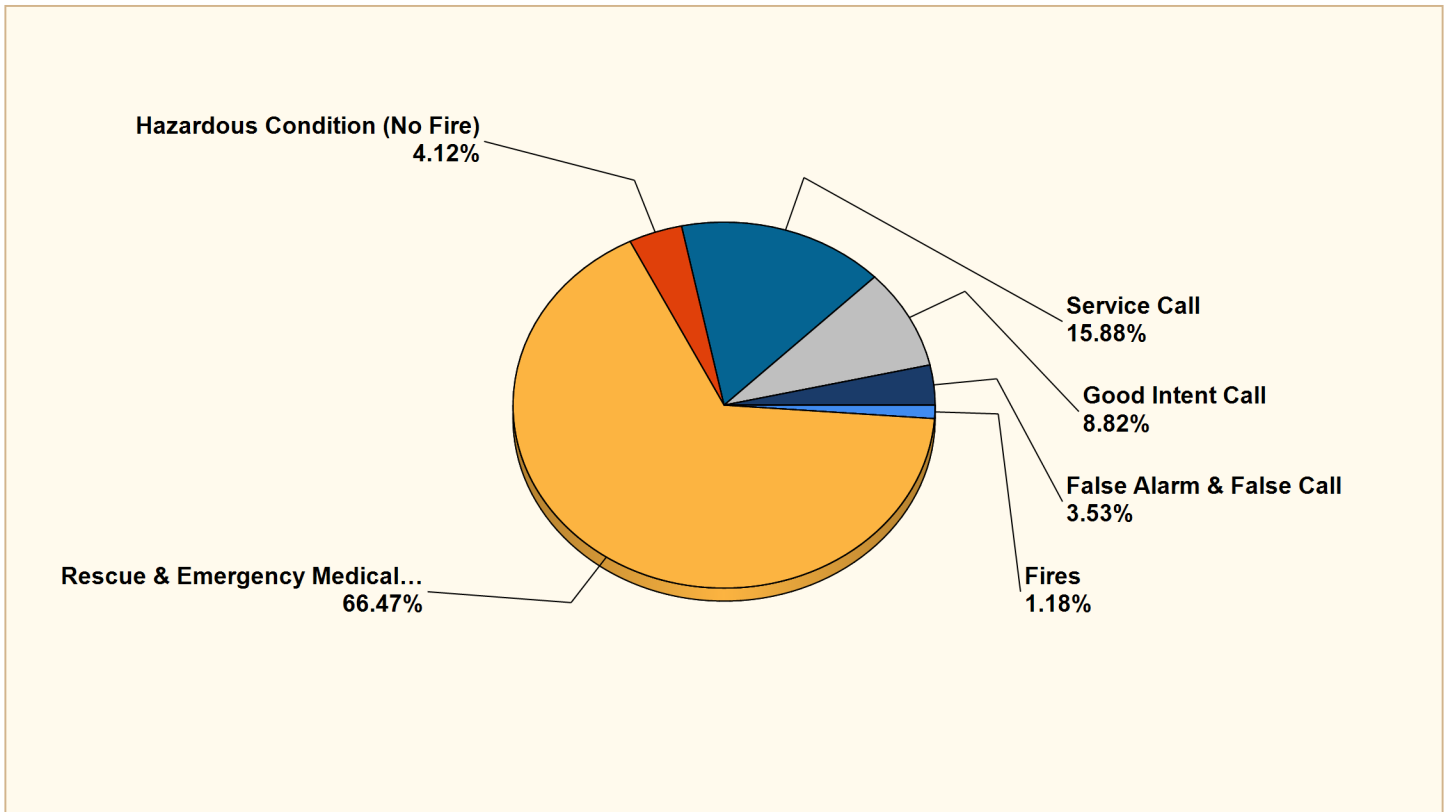
San Anselmo, CA

This report was generated on 2/3/2022 10:00:51 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 01/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.18%
Rescue & Emergency Medical Service	113	66.47%
Hazardous Condition (No Fire)	7	4.12%
Service Call	27	15.88%
Good Intent Call	15	8.82%
False Alarm & False Call	6	3.53%
TOTAL	170	100%



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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.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.59%
131 - Passenger vehicle fire	1	0.59%
321 - EMS call, excluding vehicle accident with injury	107	62.94%
322 - Motor vehicle accident with injuries	5	2.94%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.59%
412 - Gas leak (natural gas or LPG)	4	2.35%
440 - Electrical wiring/equipment problem, other	2	1.18%
444 - Power line down	1	0.59%
550 - Public service assistance, other	3	1.76%
553 - Public service	13	7.65%
554 - Assist invalid	10	5.88%
571 - Cover assignment, standby, moveup	1	0.59%
611 - Dispatched & cancelled en route	10	5.88%
621 - Wrong location	1	0.59%
622 - No incident found on arrival at dispatch address	1	0.59%
651 - Smoke scare, odor of smoke	3	1.76%
733 - Smoke detector activation due to malfunction	2	1.18%
735 - Alarm system sounded due to malfunction	1	0.59%
743 - Smoke detector activation, no fire - unintentional	1	0.59%
745 - Alarm system activation, no fire - unintentional	2	1.18%
TOTAL INCIDENTS:	170	100%

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



Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 2/3/2022 10:01:17 AM



Incident Type Count per Station for Date Range

Start Date: 01/01/2022 | End Date: 01/31/2022

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18 Ross	
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	12
322 - Motor vehicle accident with injuries	1
412 - Gas leak (natural gas or LPG)	2
444 - Power line down	1
550 - Public service assistance, other	2
571 - Cover assignment, standby, moveup	1
733 - Smoke detector activation due to malfunction	1
# Incidents for 18 - Station 18 :	21

Station: 19 - STATION 19 San Anselmo	
100 - Fire, other	1
321 - EMS call, excluding vehicle accident with injury	31
323 - Motor vehicle/pedestrian accident (MV Ped)	1
440 - Electrical wiring/equipment problem, other	1
550 - Public service assistance, other	1
553 - Public service	4
554 - Assist invalid	3
611 - Dispatched & cancelled en route	8
621 - Wrong location	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 19 - Station 19:	55

Station: 20 - STATION 20 Sleepy Hollow	
321 - EMS call, excluding vehicle accident with injury	17
322 - Motor vehicle accident with injuries	1
440 - Electrical wiring/equipment problem, other	1
554 - Assist invalid	4
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 20 - Station 20:	24

Station: 21 - STATION 21 Fairfax	
321 - EMS call, excluding vehicle accident with injury	47

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
322 - Motor vehicle accident with injuries	3
412 - Gas leak (natural gas or LPG)	2
553 - Public service	9
554 - Assist invalid	3
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	3

Incidents for 21 - Station 21:

70

Only REVIEWED incidents included.



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SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue						
475 - MEMBER CONTRIBUTIONS	10,477,284.00	10,477,284.00	873,106.99	5,933,690.54	-4,543,593.46	43.37 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,494,006.00	1,494,006.00	758,338.77	1,714,944.27	220,938.27	14.79 %
519 - TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Total:	11,971,290.00	11,971,290.00	1,631,445.76	7,648,634.81	-4,322,655.19	36.11 %
Expense						
500 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00 %
600 - SALARIES AND WAGES	5,759,470.00	5,759,470.00	495,368.68	3,853,423.01	1,906,046.99	33.09 %
601 - RETIREMENT	2,078,948.00	2,078,948.00	75,018.07	1,627,082.63	451,865.37	21.74 %
602 - EMPLOYEE BENEFITS	2,205,951.00	2,205,951.00	221,342.21	1,199,869.04	1,006,081.96	45.61 %
610 - TRAINING	40,000.00	40,000.00	5,529.26	11,871.20	28,128.80	70.32 %
611 - OUTSIDE SERVICES	960,953.00	960,953.00	19,894.06	381,694.27	579,258.73	60.28 %
612 - TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00 %
613 - PUBLICATION / DUES	9,300.00	9,300.00	195.72	2,431.44	6,868.56	73.86 %
614 - MAINTENANCE	20,700.00	20,700.00	158.58	338.13	20,361.87	98.37 %
615 - BUILDING MAINTENANCE	76,500.00	76,500.00	3,020.04	26,336.12	50,163.88	65.57 %
616 - VEHICLE MAINTENANCE	110,000.00	110,000.00	948.35	35,235.41	74,764.59	67.97 %
617 - UTILITIES	132,142.00	132,142.00	12,083.37	61,867.09	70,274.91	53.18 %
619 - MISCELLANEOUS	0.00	0.00	5.40	703.37	-703.37	0.00 %
620 - OFFICE SUPPLIES	5,550.00	5,550.00	560.97	1,538.55	4,011.45	72.28 %
622 - DEPARTMENT SUPPLIES	106,670.00	106,670.00	7,531.90	30,819.13	75,850.87	71.11 %
624 - VOLUNTEER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00 %
625 - FURNISHINGS	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
629 - MISCELLANEOUS	68,000.00	68,000.00	6,253.17	35,484.83	32,515.17	47.82 %
630 - EQUIPMENT	46,700.00	46,700.00	253.80	8,168.66	38,531.34	82.51 %
631 - CAPITAL OUTLAY	88,400.00	88,400.00	802.18	15,669.33	72,730.67	82.27 %
640 - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00 %
641 - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 %
642 - ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00 %
643 - DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00 %
644 - MERA BOND PAYMENT	0.00	0.00	0.00	55,313.00	-55,313.00	0.00 %
665 - OTHER	0.00	0.00	0.00	0.00	0.00	0.00 %
670 - TRANSFERS OUT	341,352.00	341,352.00	0.00	0.00	341,352.00	100.00 %
Expense Total:	12,058,636.00	12,058,636.00	848,965.76	7,347,845.21	4,710,790.79	39.07 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	-87,346.00	-87,346.00	782,480.00	300,789.60	388,135.60	444.37 %
Fund: 15 - VEHICLE FUND						
Revenue						
495 - OUTSIDE / MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
500 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00 %
519 - TRANSFERS IN	341,352.00	341,352.00	0.00	0.00	-341,352.00	100.00 %
Revenue Total:	341,352.00	341,352.00	0.00	0.00	-341,352.00	100.00 %
Expense						
631 - CAPITAL OUTLAY	0.00	0.00	0.00	52,159.60	-52,159.60	0.00 %
640 - PRINCIPAL	141,583.00	141,583.00	0.00	0.00	141,583.00	100.00 %
641 - INTEREST	13,129.00	13,129.00	0.00	0.00	13,129.00	100.00 %
665 - OTHER	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	154,712.00	154,712.00	0.00	52,159.60	102,552.40	66.29 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	186,640.00	186,640.00	0.00	-52,159.60	-238,799.60	127.95 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 01/31/2022

SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 16 - SCBA FUND						
Revenue						
519 - TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 16 - SCBA FUND Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 90 - FIXED ASSET FUND						
Revenue						
475 - MEMBER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00 %
Revenue Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 90 - FIXED ASSET FUND Total:	0.00	0.00	0.00	0.00	0.00	0.00 %
Report Surplus (Deficit):	99,294.00	99,294.00	782,480.00	248,630.00	149,336.00	-150.40 %

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	782,480.00	300,789.60	388,135.60
15 - VEHICLE FUND	186,640.00	186,640.00	0.00	-52,159.60	-238,799.60
16 - SCBA FUND	0.00	0.00	0.00	0.00	0.00
90 - FIXED ASSET FUND	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	99,294.00	99,294.00	782,480.00	248,630.00	149,336.00



Ross Valley Fire, CA

Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 01/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND							
Revenue							
01.00.47501.00	FAIRFAX	2,149,921.00	2,149,921.00	179,160.08	1,254,120.56	-895,800.44	41.67 %
01.00.47502.00	ROSS	2,183,012.00	2,183,012.00	181,917.67	1,091,506.02	-1,091,505.98	50.00 %
01.00.47503.00	SAN ANSELMO	3,739,735.00	3,739,735.00	311,644.58	2,185,371.29	-1,554,363.71	41.56 %
01.00.47504.00	SLEEPY HOLLOW	1,181,073.00	1,181,073.00	98,422.75	688,959.25	-492,113.75	41.67 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	97,552.00	97,552.00	8,129.33	56,905.36	-40,646.64	41.67 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,125,991.00	1,125,991.00	93,832.58	656,828.06	-469,162.94	41.67 %
01.00.49501.00	COUNTY OF MARIN	230,732.00	230,732.00	0.00	235,783.00	5,051.00	102.19 %
01.00.49502.00	OES REIMBURSEMENT OUT OF COUN...	0.00	0.00	680,591.38	776,424.60	776,424.60	0.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROG	265,886.00	265,886.00	0.00	128,577.77	-137,308.23	51.64 %
01.00.49506.00	RVPA RENTAL	31,828.00	31,828.00	0.00	31,828.38	0.38	100.00 %
01.00.49507.00	LAIF INTEREST	5,000.00	5,000.00	365.62	752.11	-4,247.89	84.96 %
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290.00	47,290.00	0.00	0.00	-47,290.00	100.00 %
01.00.49510.00	PLAN CHECKING FEES	250,000.00	250,000.00	36,294.61	187,371.92	-62,628.08	25.05 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	353.40	4,669.92	-45,330.08	90.66 %
01.00.49512.00	MISCELLANEOUS INCOME	2,500.00	2,500.00	0.00	5,194.73	2,694.73	207.79 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	0.00	15,113.17	101,962.21	101,962.21	0.00 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	79,088.00	79,088.00	0.00	0.00	-79,088.00	100.00 %
01.00.49518.00	DEFENSIBLE SPACE INSPECTION CON...	108,630.00	108,630.00	0.00	0.00	-108,630.00	100.00 %
01.00.49523.00	APPARATUS REPLACEMENT	341,352.00	341,352.00	22,862.14	233,425.16	-107,926.84	31.62 %
01.00.49524.00	TECHNOLOGY FEES	21,700.00	21,700.00	2,758.45	8,954.47	-12,745.53	58.74 %
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
	Revenue Total:	11,971,290.00	11,971,290.00	1,631,445.76	7,648,634.81	-4,322,655.19	36.11 %
Expense							
01.00.60000.00	REGULAR SALARIES	4,407,281.00	4,407,281.00	339,945.01	2,438,275.59	1,969,005.41	44.68 %
01.00.60010.00	TEMPORARY HIRE	16,391.00	16,391.00	0.00	0.00	16,391.00	100.00 %
01.00.60020.00	MINIMUM STAFFING	743,054.00	743,054.00	126,205.65	737,244.88	5,809.12	0.78 %
01.00.60021.00	HOURLY OVERTIME	90,697.00	90,697.00	1,367.30	36,405.05	54,291.95	59.86 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	21,855.00	21,855.00	0.00	177.81	21,677.19	99.19 %
01.00.60025.00	OT OES RESPONSE	0.00	0.00	0.00	458,172.29	-458,172.29	0.00 %
01.00.60026.00	OT TRAINING	55,620.00	55,620.00	3,108.51	5,031.40	50,588.60	90.95 %
01.00.60027.00	HOLIDAY	205,313.00	205,313.00	16,079.42	114,568.15	90,744.85	44.20 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	23,340.00	23,340.00	0.00	225.00	23,115.00	99.04 %
01.00.60029.00	FLSA O/T	100,219.00	100,219.00	7,562.79	54,095.84	46,123.16	46.02 %
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
01.00.60035.00	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	2,400.00	1,200.00	33.33 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	5,600.00	2,400.00	30.00 %
01.00.60100.00	RETIREMENT	2,078,948.00	2,078,948.00	75,018.07	1,627,082.63	451,865.37	21.74 %
01.00.60200.00	CAFETERIA HEALTH PLAN	858,548.00	858,548.00	65,775.73	443,170.95	415,377.05	48.38 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	27,529.00	27,529.00	2,485.34	18,257.69	9,271.31	33.68 %
01.00.60215.00	WORKERS' COMPENSATION INSURA...	402,922.00	402,922.00	100,731.00	302,193.00	100,729.00	25.00 %
01.00.60220.00	PAYROLL TAXES	86,698.00	86,698.00	7,369.87	57,366.05	29,331.95	33.83 %
01.00.60221.00	HOUSING ALLOWANCE	45,600.00	45,600.00	3,300.00	23,120.70	22,479.30	49.30 %
01.00.60223.00	UNIFORM REIMBURSEMENT	25,200.00	25,200.00	1,920.00	13,691.90	11,508.10	45.67 %
01.00.60225.00	EDUCATION REIMBURSEMENT	109,315.00	109,315.00	8,384.76	60,643.51	48,671.49	44.52 %
01.00.60231.00	RETIRES' HEALTH INSURANCE	648,838.00	648,838.00	31,375.51	281,406.88	367,431.12	56.63 %
01.00.61115.00	LIABILITY INSURANCE	29,458.00	29,458.00	0.00	45,027.00	-15,569.00	-52.85 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 01/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.00.62200.00	GENERAL DEPARTMENT SUPPLIES	0.00	0.00	9.00	9.00	-9.00	0.00 %
01.00.62999.00	CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
01.00.67099.00	TRANSFERS OUT	341,352.00	341,352.00	0.00	0.00	341,352.00	100.00 %
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	30,705.00	30,705.00	868.49	11,529.69	19,175.31	62.45 %
01.05.61105.00	OTHER CONTRACT SERVICES	55,900.00	55,900.00	12,308.57	23,019.22	32,880.78	58.82 %
01.05.61106.00	CONTRACT SERVICES - MCFD	327,818.00	327,818.00	0.00	0.00	327,818.00	100.00 %
01.05.61107.00	ATTORNEY/LEGAL FEES	10,610.00	10,610.00	5,947.00	16,910.07	-6,300.07	-59.38 %
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	0.00	925.23	1,974.77	68.10 %
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	87,447.00	87,447.00	0.00	43,723.50	43,723.50	50.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	32,750.00	32,750.00	0.00	6,002.94	26,747.06	81.67 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENAN...	8,200.00	8,200.00	0.00	0.00	8,200.00	100.00 %
01.05.61127.00	HEALTH AND WELLNESS	25,000.00	25,000.00	665.00	8,559.25	16,440.75	65.76 %
01.05.61129.00	HIRING EXPENSES	12,000.00	12,000.00	105.00	1,103.12	10,896.88	90.81 %
01.05.61300.00	PUBLICATIONS AND DUES	9,300.00	9,300.00	195.72	2,431.44	6,868.56	73.86 %
01.05.62000.00	OFFICE SUPPLIES	4,500.00	4,500.00	93.29	879.03	3,620.97	80.47 %
01.05.62003.00	POSTAGE	1,050.00	1,050.00	467.68	659.52	390.48	37.19 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,750.00	12,750.00	1,853.74	4,342.57	8,407.43	65.94 %
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,000.00	17,000.00	0.00	240.00	16,760.00	98.59 %
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	987.00	3,113.00	75.93 %
01.10.60065.02	EXPLORER POST	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
01.10.60220.00	PAYROLL TAXES	0.00	0.00	0.00	3.48	-3.48	0.00 %
01.10.60220.01	PAYROLL TAXES - VOLUNTEER	1,301.00	1,301.00	0.00	14.88	1,286.12	98.86 %
01.10.61000.00	TRAINING AND EDUCATION	40,000.00	40,000.00	5,529.26	11,871.20	28,128.80	70.32 %
01.10.61100.00	DISPATCH	218,052.00	218,052.00	0.00	116,428.50	101,623.50	46.61 %
01.10.61101.00	RADIO REPAIR	5,000.00	5,000.00	0.00	85.74	4,914.26	98.29 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	4,200.00	4,200.00	0.00	0.00	4,200.00	100.00 %
01.10.61110.00	MERA OPERATING EXPENSE	105,313.00	105,313.00	0.00	0.00	105,313.00	100.00 %
01.10.61131.00	FIRE PREVENTION	0.00	0.00	0.00	378.01	-378.01	0.00 %
01.10.61410.00	EQUIPMENT MAINTENANCE	11,400.00	11,400.00	158.58	219.18	11,180.82	98.08 %
01.10.61702.00	GAS & ELECTRIC	0.00	0.00	0.00	2,326.01	-2,326.01	0.00 %
01.10.61902.00	MWPA DEFENDSIBLE SPACE	0.00	0.00	5.40	703.37	-703.37	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,220.00	4,220.00	18.06	6,278.26	-2,058.26	-48.77 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	32,500.00	32,500.00	2,605.69	11,844.68	20,655.32	63.55 %
01.10.62205.00	EMERGENCY MEDICAL SUPPLIES	0.00	0.00	52.14	192.90	-192.90	0.00 %
01.10.62210.00	BREATHING APPARATUS	6,400.00	6,400.00	0.00	280.91	6,119.09	95.61 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	1,106.45	1,341.59	5,758.41	81.10 %
01.10.62213.00	PROTECTIVE CLOTHING	24,900.00	24,900.00	1,879.38	3,209.05	21,690.95	87.11 %
01.10.63131.00	EQUIPMENT	30,000.00	30,000.00	753.13	8,056.86	21,943.14	73.14 %
01.10.63140.00	HYDRANTS	21,000.00	21,000.00	0.00	768.57	20,231.43	96.34 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	49.05	1,486.87	19,513.13	92.92 %
01.10.63160.00	TURNOUTS	16,400.00	16,400.00	0.00	5,357.03	11,042.97	67.34 %
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTH...	0.00	0.00	0.00	55,313.00	-55,313.00	0.00 %
01.14.61500.00	BUILDING MAINTENANCE AND LAND...	16,500.00	16,500.00	2,037.04	9,597.86	6,902.14	41.83 %
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000.00	15,000.00	0.00	2,995.63	12,004.37	80.03 %
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000.00	15,000.00	285.00	1,059.89	13,940.11	92.93 %
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000.00	15,000.00	698.00	2,221.77	12,778.23	85.19 %
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000.00	15,000.00	0.00	10,460.97	4,539.03	30.26 %
01.14.61702.00	GAS AND ELECTRIC	44,000.00	44,000.00	7,791.91	24,934.88	19,065.12	43.33 %
01.14.61703.00	WATER	7,910.00	7,910.00	1,368.31	1,245.67	6,664.33	84.25 %
01.14.61704.00	SEWER	2,700.00	2,700.00	0.00	3,898.80	-1,198.80	-44.40 %
01.14.61705.00	TELEPHONE	77,532.00	77,532.00	2,923.15	29,461.73	48,070.27	62.00 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000.00	10,000.00	7.44	3,320.17	6,679.83	66.80 %
01.14.62501.00	FURNISHINGS	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
01.14.63040.00	APPLIANCES	5,000.00	5,000.00	73.92	2,027.83	2,972.17	59.44 %
01.14.63041.00	OFFICE EQUIPMENT	10,000.00	10,000.00	0.00	2,545.41	7,454.59	74.55 %
01.14.63042.00	EXERCISE EQUIPMENT	10,000.00	10,000.00	0.00	2,689.58	7,310.42	73.10 %
01.14.63044.00	TECHNOLOGY PURCHASES	21,700.00	21,700.00	179.88	905.84	20,794.16	95.83 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 01/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.15.61131.00	FIRE PREVENTION	4,600.00	4,600.00	0.00	108,002.00	-103,402.00	-2,247.87 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	0.00	8,800.00	100.00 %
01.25.61411.00	BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	118.95	9,181.05	98.72 %
01.25.61600.00	REPAIRS VEHICLE	110,000.00	110,000.00	948.35	35,235.41	74,764.59	67.97 %
01.25.62988.00	FUEL	40,500.00	40,500.00	4,868.47	32,198.59	8,301.41	20.50 %
01.25.62989.00	PARTS VEHICLE	12,500.00	12,500.00	1,384.70	3,286.24	9,213.76	73.71 %
	Expense Total:	12,058,636.00	12,058,636.00	848,965.76	7,347,845.21	4,710,790.79	39.07 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	-87,346.00	-87,346.00	782,480.00	300,789.60	388,135.60	444.37 %
Fund: 15 - VEHICLE FUND							
Revenue							
15.00.51999.00	TRANSFERS IN	341,352.00	341,352.00	0.00	0.00	-341,352.00	100.00 %
	Revenue Total:	341,352.00	341,352.00	0.00	0.00	-341,352.00	100.00 %
Expense							
15.00.63154.00	VEHICLE PURCHASE	0.00	0.00	0.00	52,159.60	-52,159.60	0.00 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	141,583.00	141,583.00	0.00	0.00	141,583.00	100.00 %
15.00.64110.00	LEASE PAYMENT - INTEREST	13,129.00	13,129.00	0.00	0.00	13,129.00	100.00 %
	Expense Total:	154,712.00	154,712.00	0.00	52,159.60	102,552.40	66.29 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	186,640.00	186,640.00	0.00	-52,159.60	-238,799.60	127.95 %
	Report Surplus (Deficit):	99,294.00	99,294.00	782,480.00	248,630.00	149,336.00	-150.40 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue	11,971,290.00	11,971,290.00	1,631,445.76	7,648,634.81	-4,322,655.19	36.11 %
Expense	12,058,636.00	12,058,636.00	848,965.76	7,347,845.21	4,710,790.79	39.07 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	-87,346.00	-87,346.00	782,480.00	300,789.60	388,135.60	444.37 %
Fund: 15 - VEHICLE FUND						
Revenue	341,352.00	341,352.00	0.00	0.00	-341,352.00	100.00 %
Expense	154,712.00	154,712.00	0.00	52,159.60	102,552.40	66.29 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	186,640.00	186,640.00	0.00	-52,159.60	-238,799.60	127.95 %
Report Surplus (Deficit):	99,294.00	99,294.00	782,480.00	248,630.00	149,336.00	-150.40 %

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	782,480.00	300,789.60	388,135.60
15 - VEHICLE FUND	186,640.00	186,640.00	0.00	-52,159.60	-238,799.60
Report Surplus (Deficit):	99,294.00	99,294.00	782,480.00	248,630.00	149,336.00

ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Board Meeting of January 12, 2022

Note: These are summary action minutes only. The zoom recording can be accessed by clicking [here](#)

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

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

Board absent:

Staff present: Weber, Yeager, Marinelli, Zuba, CPA Ahmed Badawi

Town Managers Present: Politzer, Donery, Johnson

Agenda – January 12, 2022

2. Open time for Public Expression: The public is welcome to address the Board 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

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

None.

No public comment concerning this item.

4. Chief Report – Verbal Update by Chief Weber

COVID Impacts with the Current Surge: Chief Weber reported that the surge is not having a high impact in hospitals or the pre-hospital system, and the Department impacts are tolerable. However, we have one employee out with covid, one working remotely, one out because of a child with covid, and three exposures working on-site with masks. The Staff is 100% vaccinated.

MWPA: Chief Weber reported that the core projects for the Greater Ross Valley area from last year were successfully completed. Additionally, the Defensible Space program is expanding, and he will talk more about it further down in the agenda. Finally, Chief Weber mentioned that the MWPA grant program is now open, and we will add some information on our website, but it is on the MWPA website.

FIRE Foundry Program: Chief Weber reported that this program would start on January 31, and they had about 70 applicants; five women and seven men were selected. For this program, a fuel crew will be doing vegetation management work, and it is a “earn to learn” program with a Monday to Thursday work schedule and through a partnership with UC Berkely, College of Marin, and Stanford; they will be in class on Fridays. Additionally, the participants will be housed at a retired firehouse in San Rafael, and food will also be provided.

Dir. Greene asked about the evacuation plan program and its delivery date. Chief Weber provided a summary of the process, and we could have some data in the next 12 months.

Dir. Hellman asked about the MWPA grant application process and who would manage it. Chief Weber provided some estimates and some information about the process, and we will add the MWPA link to the Department’s website for easy access, and it will be shared with the Towns to add to their newsletters.

Dir. Goddard asked for an update about the Emergency Preparedness Coordinator. Chief Weber responded that the scope of work is not changing, and the candidate is completing the onboarding process, and once the candidate starts, he will introduce them to all stakeholders.

Dir. Shortall mentioned that information about grants could be found on the FIRESafe Marin website and the MWPA website. Additionally, he noted that they are working on a webinar that will go over all the grants available for the Marin County area.

No public comment concerning this item.

5. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.

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

No public comment concerning this item.

6. Appoint President and Vice President to the Board for 2022 – Chief Weber

Dir. Greene, Hellman, and Brekhus thanked Staff for the board packet presentation and the links added to the agenda.

Chief Weber thanked Dir. Greene for his leadership, time, and energy over the last year. Moreover, he mentioned that the two positions rotate between the four JPA members in previous years, and if the previous rotation is followed, then Dir. Kuhl should be appointed president, and a Fairfax member is set to vice-president.

Dir. Brekhus asked if the Fairfax members had submitted letters of interest. Dir. Hellman responded that she had not discussed it with Dir. Goddard, but she would defer to Goddard, who has more tenure on the Board. Goddard answered that she would be honored to serve as vice-president.

Dir. Greene thanked everyone for their thoughtful and diligent participation throughout this challenging year. Further, he added that it was an honor to serve as the president. Brekhus, Burdo, and Kuhl thanked Greene for his leadership.

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

No public comment concerning this item.

7. Approve Resolutions 22-02 & 22-03 for the Position and Compensation Package for the Wildfire Mitigation Specialist - Defensible Space Lead I & II

Chief Weber provided details about the Defensible Space Program, the Defensible Space Lead I & II role, and why the two other limited-term fixed positions are being added (Defensible Space Lead I). MWPA funds all three positions.

Dir. Goddard asked about the jurisdictions. Chief Weber responded provided a list of Fire Departments (Central Marin FD, Kentfield FD, RVFD, and MCFD).

Dir. Burdo added that funding these positions is a priority for MWPA and the voters who voted to create the MWPA.

M/S Greene/Burdo – roll call vote, all ayes.

No public comment concerning this item.

8. Accept the Annual Audited Basic Financial Statement for the fiscal year ending June 30, 2021, prepared by Badawi & Associates, Certified Public Accountants

***For detailed information regarding this item, please refer to the zoom video recording and staff report. ***

San Anselmo Finance Director Jeff Zuba thanked his team for their work during the audit, and he summarized the staff report. In addition, Zuba introduced the new audit partner (Badawi & Associates) for FY2020-21.

CPA Ahmed Badawi summarized the financial statements and their findings. First, Badawi stated that there were no significant audit adjustments, risks, or exposures. They issued an “unmodified opinion,” which means a clean opinion and the best one an agency can get. Second, Badawi compared assets and liabilities over the past three years. Further, the three-year comparison showed that the Department’s ability to operate with no revenue and use the current fund balance is three months. Lastly, Badawi mentioned that they did not have any significant adjustments, and they did not become aware of any instances of fraud or illegal acts.

Dir. Greene thanked Badawi for a detailed and clear presentation. Next, Greene asked about the outflow to pensions and reserves; he would like to know if there is a risk by staying current on the pension liability while going low in reserves. Badawi responded that there is some risk, that if the Department continues to have revenues and excessive expenditures and pensions, more is added to the fund balance building more reserve balance and the revenues stopped. Therefore, the fund balance would be gone pretty quickly.

Dir. Hellman asked about the out-of-county (OES) revenue; she would like to know how the budget is determined and the fires forecast. Chief Weber responded that the balance is not baselined. Instead, we make a mid-year adjustment to account for the additional expenses related to OES such as vehicles, overtime, workers comp, etc., and pay back the deficit.

Dir. Burdo that Yeager and Zuba for their work on the audit.

The Board accepted the report.

No public comment concerning this item.

9. Review of draft JPA Amendments related to Ross Fire Station, provide direction to Staff

***For detailed information regarding this item, please refer to the zoom video recording and staff report. ***

Chief Weber said that the JPA amendments presented here are essentially the same as last month, and the Board requested more time to review. He also mentioned that Ross and San Anselmo did a walkthrough at sta19. Also, Chief Weber said that Staff had not received any request for changes or additional questions. Therefore, the Staff asks for direction to start distributing the amendment to the four JPA member agencies for approval for this item. Once the entire group has adopted the changes, they will be ratified.

Dir. Goddard and Hellman asked if all member agencies’ legal counsel had the opportunity to review the documents. Chief Weber responded that all legal counsels had reviewed the documents before last month’s meeting and that the extension was so that all Board members could review it as well. Interim Fairfax Town Manager Adam Politzer added that legal counsel had reviewed it and provided comment.

Dir. Greene asked Brekhus if she was okay with the draft since she had requested additional time to review it. Brekhus responded that she was.

No action other than providing direction is needed from the Board.

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

No public comment concerning this item.

After the motion, Goddard asked about the council voting process. Chief Weber responded that it is based on the voting procedures for each member agency council.

10. Receive Report on Opening of the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Application due February 4, 2022, Direct Staff as Appropriate

Chief Weber said that the SAFER Grant had been an ongoing discussion and the dateline to apply is February 4, 2022, and he provided a background for the grant. Chief Weber said that if the Board decided to apply and it was awarded, then the Board, before accepting it, would have to discuss ways to continue funding the positions after the grant funds are finished.

Dir. Kuhl asked if we could withdraw the application if, at some point, it was decided that additional funding was not doable. Chief Weber responded that we could, which we did last year since there is no harm in rejecting the grant. Additionally, the Staff would discuss with the labor subcommittee and provide financial data to the Board for further analysis.

Dir. Burdo asked what surrounding agencies had applied and were granted the funds. Chief Weber provided names of the ones he knew of, and MCFD was one of them. Burdo agreed with Kuhl about applying and asked if we had reached out to the FEMA office to find out why we were not awarded the grant. Chief Weber responded that we had not but would gladly do it should the Board directed Staff.

Dir. Hellman asked about the response time after the grant is awarded and if the grants are recurring. Chief Weber responded that we have 30 days to respond and that the SAFER grant has been around for at least ten years. Hellman mentioned that if we were to apply, the Board would have about five to six months to plan. Chief Weber responded that the timeline was correct, but the FEMA response time is never the same, so the dates are estimates.

Dir. Goddard supports applying but asked if there is some available funding to hire temporary hires.

Dir. Green asked the Board if they agree to aggressively look at and examine what they would do to fund the positions after the grant is finished, assuming the grant is awarded.

Dir. Brekhus said that each agency needs to analyze its funding and its capacity to provide future funding responsibly. Brekhus and Burdo agreed with Greene about making this a priority.

Dir. Goddard, Hellman, and Brekhus asked for a financial analysis to take back to their respective council. Chief Weber responded that the analysis would be provided to the labor-management subcommittee to return to their council.

M/S Greene/Goddard– roll call vote, all ayes

Chief Weber asked President Kuhl to think about who he would like to appoint to the labor-management subcommittee; it was decided to make it Brown Act compliant, requiring one member from each agency.

Dir. Hellman announced that the Town of Fairfax had hired their new Town Manager; her name is Heather Abrams, and she will start on March 1.

11. Adjourn

The next meeting is scheduled for February 9, via zoom video conferencing.

Respectfully submitted,

s/Mariana Gonzalez
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 9, 2022

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolution 22-04 Allowing Virtual RVFD Board Meetings in Compliance with AB 361.

RECOMMENDATION:

Staff recommends that the Board approves Resolution 22-04, allowing the continued use of teleconferencing/videoconferencing to hold public meetings for Virtual RVFD Board Meetings in Compliance with AB 361 during the continuing state of emergency proclaimed by Governor Newsom on March 4, 2020.

DISCUSSION:

On March 4, 2020, Governor Newsom declared a state of emergency under Government Code section 8625 due to COVID-19. Recognizing the need to promote social distancing while allowing local legislative bodies to continue operating during the emergency, Governor Newsom signed Executive Orders N-25-20, N-29-20, and N-08-21, which suspended provisions of the Brown Act. Those Orders permitted legislative bodies to hold virtual meetings; however, the relevant provisions expired on September 30, 2021.

On September 16, 2021, Governor Newsom signed AB 361, which extends the authority of public agencies to conduct meetings by teleconference, including video conferences, during State-declared emergencies. Specifically, the bill provides that a legislative body may hold virtual meetings in a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. (Cal. Gov. Code § 54953(e)(1)(A)).

On September 22, 2021, the Marin County Director of Health & Human Services, Benita McLarin, sent a letter to the Marin County Board of Supervisors recommending continued social distancing for local government meetings.

Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include video/teleconferencing when it meets community needs and

spacing at in-person meetings so that individuals from different households are not sitting next to each other.

On November 10, 2021, the RVFD Board of Directors adopted resolution 21-14 with the requisite findings that the (1) state of emergency is in effect, (2) that local officials are still recommending measures to promote social distancing, and (3) that the state of emergency directly impacts the ability of the public and the members of the RVFD Board of Directors to meet safely indoors in person.

AB 361 requires the RVFD Board of Directors to make these findings at least every thirty days if it desires to continue meeting virtually. (Cal. Gov. Code § 54953(e)(3)). Therefore, staff has returned with resolution 22-04 for the Board's consideration, including the findings noted above.

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 22-04 a resolution regarding teleconference and videoconference meetings during the covid-19 state of emergency for February 9, 2022 – March 9, 2022. – Attachment #1

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 22-04

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT A
RESOLUTION REGARDING TELECONFERENCE AND
VIDEOCONFERENCE MEETINGS DURING THE COVID-19 STATE OF
EMERGENCY FOR FEBRUARY 9, 2022 – MARCH 9, 2022.**

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, on March 4, 2020, Governor Newsom proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists due to a novel coronavirus (COVID- 19); and

WHEREAS, on June 4, 2021, in lifting many restrictions that the State previously imposed due to COVID-19, the Governor indicated that those changes did not end the ongoing, proclaimed State of emergency; and

WHEREAS, as of the date of this resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the State of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that on September 22, 2021, the Marin County Director of Health & Human Services recommended that local government entities continue to emphasize social distancing to minimize the potential spread of COVID-19 during indoor, public meetings; and

WHEREAS, in light of this recommendation, the RVFD Board of Directors desires to continue to have the flexibility to meet by teleconference and/or videoconference;

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

1. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
2. The State of emergency continues to directly impact the ability of the RVFD Board of Directors to meet safely in person.
3. Local officials continue to recommend measures to promote social distancing.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on February 9, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Beach Kuhl, Board President

ATTEST:

Mariana Gonzalez, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 9, 2022

To: Board of Directors

From: Jason Weber, Fire Chief
Kevin Yeager, Deputy Director Fire
Tim Grasser, Battalion Chief
Jeff Zuba, Finance Director

Subject: Approve Resolution 22-05 Midyear Budget Report

RECOMMENDATION:

To approve Resolution 22-05, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line-item budget revisions to the Fiscal Year 2021-2022 Operating Budget.

DISCUSSION:

On June 9, 2021, the Board adopted the proposed FY 2021-2022 Operating Budget for the Ross Valley Fire Department.

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

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

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

Beginning Fund Balance: The beginning fund balance for all funds from the adopted budget was updated to \$3,280,429 to reflect the final audit of the FY2020-2021 financial statements.

Revenues: Projected increases in revenue include: OES reimbursements, Workers Compensation, and County of Marin.

The revenue line-item changes have resulted in \$866,073 net increase in revenues.

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

1. Overtime costs associated with Department's responses to wildfires throughout northern California, which contributed a \$458,172 increase to the total budget.
2. Minimum staffing costs are estimated to contribute a \$175,000 increase through the rest of the fiscal year.
3. Costs associated with new Pierce Type 1 Fire Engine Lease down payment, which contribute a \$50,000 to the total budget. The next payment on the lease is 10/21/2022.

The expense line-item changes have resulted in \$683,172 increase in expenses.

Ending Fund Balance: The estimated ending fund balance for all funds is \$3,562,624, which is an increase of \$182,901 from the prior year.

Conclusion: Staff is recommending the approval of Resolution 22-05 adopting the proposed line-item budget revisions to the FY 2021-2022 Operating Budget in order to bring the approved budget in line with expected revenues and expenses.

FISCAL IMPACT:

The proposed line-item revisions include a \$866,032 increase in revenue and \$683,172 increase in expense, with a net fund balance increase of \$182,901.

Attachments: Resolution 22-05, a Resolution of the Ross Valley Fire Department Board of Directors adopting the proposed line-item budget revision to the FY 2021-2022 Operating Budget – **Attachment #1**
FY 2021-2022 budget document with proposed line-item adjustments – **Attachment #2**

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 22-05

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS
ADOPTING THE PROPOSED LINE-ITEM BUDGET REVISIONS TO THE FY2021-2022
OPERATING BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT**

WHEREAS, the Ross Valley Fire Department Boards of Directors adopted the proposed FY2021-2022 Operating Budget on June 9, 2021, at a regular meeting of the Ross Valley Fire Department Board of Directors to plan for anticipated revenues and expenses for the fiscal period; and

WHEREAS, the Ross Valley Fire Department Board, on the recommendation of staff, approves the FY2021-2022 Operating Budget line items revisions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Fire Department hereby adopt the proposed FY2021-2022 Operating Budget line item revisions as listed in Attachment "A."

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 9th day of February 2022 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Beach Kuhl, Board President

Attest:

Mariana Gonzalez, Administrative Assistant

**Ross Valley Fire Department
FY2021-2022 Operating Budget
Revised Budget Line Items**

Account	Description	FY2021-22 Adopted	FY2021-22 Revised
<u>Revenue/Transfer In:</u>			
01.00.49501.00	COUNTY OF MARIN	230,732	235,783
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	766,233
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	94,789
<u>Expenses/Transfer Out:</u>			
01.00.60020.00	MINIMUM STAFFING		175,000
01.00.60025.00	OT OES RESPONSE	-	458,172
15.00.63154.00	VEHICLE PURCHASE	-	50,000
<u>Fund Balance:</u>			
01.00.30100.00	COMPENSATED ABSENCES	180,877	180,877
01.00.30101.00	TECHNOLOGY	64,745	64,745
15.00.30500.00	APPARATUS REPLACEMENT	700,076	650,076
16.00.30305.00	BREATHING APPARATUS	120,000	120,000
01.00.30203.00	PRIOR AUTHORITY OPEB	-	-
01.00.30800.00	UNASSIGNED	2,295,136	2,546,926
TOTAL FUND BALANCE		3,360,834	3,562,624

**Ross Valley Fire Department
FY2021-2022 Operating Budget
Revised Budget Line Items**

Ross Valley Fire Department - 2021-2022 Budget

	Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND			
Beginning Fund Balance	2,628,104	2,646,993	
Revenue			
00 - UNDESIGNATED	11,971,290	12,837,363	866,073
Expense			
00 - UNDESIGNATED	10,398,778	11,031,950	633,172
05 - ADMINISTRATION	620,930	620,930	-
10 - OPERATIONS	579,886	579,886	-
14 - FACILITIES	273,342	273,342	-
15 - COMMUNITY RISK REDUCTION	13,400	13,400	-
25 - FLEET	172,300	172,300	-
Total Expense	12,058,636	12,691,808	633,172
Ending Fund Balance	2,540,758	2,792,548	232,901
Fund: 15 - APPARATUS FUND/SCBA			
Beginning Fund Balance	633,436	633,436	
Revenue			
00 - UNDESIGNATED	341,352	341,352	-
Expense			
00 - UNDESIGNATED	154,712	204,712	50,000
Ending Fund Balance	820,076	770,076	(50,000)
Beginning Fund Balance - All Funds	3,261,540	3,280,429	-
Total Revenue - All Funds	12,312,642	13,178,715	866,073
Total Expense - All Funds	12,213,348	12,896,520	683,172
Surplus/(Deficit)	99,294	282,195	182,901
Ending Fund Balance - All Funds	3,360,834	3,562,624	182,901
Fund Balances	2020-2021	2021-2022	
Nonspendable	-	-	
Compensated Absences	180,877	180,877	
Technology	64,745	64,745	
Apparatus Replacement	700,076	650,076	
Breathing Apparatus	120,000	120,000	
Prior Authority OPEB	-	-	
Unassigned	2,295,136	2,546,926	
Total	3,360,834	3,562,624	



Budget Report

Ross Valley Fire, CA
For Fiscal: 2021-2022

		Adopted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND				
Revenue				
Department: 00 - UNDESIGNATED				
01.00.47501.00	FAIRFAX	2,149,921	2,149,921	-
01.00.47502.00	ROSS	2,183,012	2,183,012	-
01.00.47503.00	SAN ANSELMO	3,739,735	3,739,735	-
01.00.47504.00	SLEEPY HOLLOW	1,181,073	1,181,073	-
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	97,552	97,552	-
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,125,991	1,125,991	-
01.00.49501.00	COUNTY OF MARIN	230,732	235,783	5,051
01.00.49502.00	OES REIMBURSEMENT OUT OF COU	-	766,233	766,233
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PRO	265,886	265,886	-
01.00.49506.00	RVPA RENTAL	31,828	31,828	-
01.00.49507.00	LAIF INTEREST	5,000	5,000	-
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIME	47,290	47,290	-
01.00.49510.00	PLAN CHECKING FEES	250,000	250,000	-
01.00.49511.00	RE-SALE INSPECTION FEES	50,000	50,000	-
01.00.49512.00	MISCELLANEOUS INCOME	2,500	2,500	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	94,789	94,789
01.00.49517.00	DISASTER COORDINATOR REIMB.	79,088	79,088	-
01.00.49518.00	DEFENSIBLE SPACE INSPECTION COM	108,630	108,630	-
01.00.49523.00	APPARATUS REPLACEMENT	341,352	341,352	-
01.00.49524.00	TECHNOLOGY FEES	21,700	21,700	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	-
Department: 00 - UNDESIGNATED Total:		11,971,290	12,837,363	866,073
Revenue Total:		11,971,290	12,837,363	866,073
Expense				
Department: 00 - UNDESIGNATED				
01.00.60000.00	REGULAR SALARIES	4,407,281	4,407,281	-
01.00.60010.00	TEMPORARY HIRE	16,391	16,391	-
01.00.60020.00	MINIMUM STAFFING	743,054	918,054	175,000
01.00.60021.00	HOURLY OVERTIME	90,697	90,697	-
01.00.60024.00	SHIFT DIFFERENTIAL OT	21,855	21,855	-
01.00.60025.00	OT OES RESPONSE	-	458,172	458,172
01.00.60026.00	OT TRAINING	55,620	55,620	-
01.00.60027.00	HOLIDAY	205,313	205,313	-
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	23,340	23,340	-
01.00.60029.00	FLSA O/T	100,219	100,219	-
01.00.60030.00	S/L BUY BACK	4,000	4,000	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000	50,000	-
01.00.60039.00	EXECUTIVE OFFICER	3,600	3,600	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000	8,000	-
01.00.60100.00	RETIREMENT	2,078,948	2,078,948	-
01.00.60200.00	CAFETERIA HEALTH PLAN	858,548	858,548	-
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	27,529	27,529	-
01.00.60215.00	WORKERS' COMPENSATION INSURA	402,922	402,922	-
01.00.60220.00	PAYROLL TAXES	86,698	86,698	-
01.00.60221.00	HOUSING ALLOWANCE	45,600	45,600	-
01.00.60223.00	UNIFORM REIMBURSEMENT	25,200	25,200	-
01.00.60225.00	EDUCATION REIMBURSEMENT	109,315	109,315	-
01.00.60231.00	RETIREE'S HEALTH INSURANCE	648,838	648,838	-
01.00.61115.00	LIABILITY INSURANCE	29,458	29,458	-

01.00.62999.00	CONTINGENCY	15,000	15,000	-
01.00.67099.00	TRANSFERS OUT	341,352	341,352	-
Department: 00 - UNDESIGNATED Total:		10,398,778	11,031,950	633,172
Department: 05 - ADMINISTRATION				
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	30,705	30,705	-
01.05.61105.00	OTHER CONTRACT SERVICES	55,900	55,900	-
01.05.61106.00	CONTRACT SERVICES - MCFD	327,818	327,818	-
01.05.61107.00	ATTORNEY/LEGAL FEES	10,610	10,610	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900	2,900	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMC	87,447	87,447	-
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	32,750	32,750	-
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	8,200	8,200	-
01.05.61127.00	HEALTH AND WELLNESS	25,000	25,000	-
01.05.61129.00	HIRING EXPENSES	12,000	12,000	-
01.05.61300.00	PUBLICATIONS AND DUES	9,300	9,300	-
01.05.62000.00	OFFICE SUPPLIES	4,500	4,500	-
01.05.62003.00	POSTAGE	1,050	1,050	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,750	12,750	-
Department: 05 - ADMINISTRATION Total:		620,930	620,930	-
Department: 10 - OPERATIONS				
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,000	17,000	-
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,100	4,100	-
01.10.60065.02	EXPLORER POST	9,000	9,000	-
01.10.60220.00	PAYROLL TAXES	-	-	-
01.10.60220.01	PAYROLL TAXES - VOLUNTEER	1,301	1,301	-
01.10.61000.00	TRAINING AND EDUCATION	40,000	40,000	-
01.10.61100.00	DISPATCH	218,052	218,052	-
01.10.61101.00	RADIO REPAIR	5,000	5,000	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000	1,000	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	4,200	4,200	-
01.10.61110.00	MERA OPERATING EXPENSE	105,313	105,313	-
01.10.61131.00	FIRE PREVENTION	-	-	-
01.10.61410.00	EQUIPMENT MAINTENANCE	11,400	11,400	-
01.10.61702.00	GAS & ELECTRIC	-	-	-
01.10.61902.00	MWPA DEFENSIBLE SPACE	-	-	-
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,220	4,220	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	32,500	32,500	-
01.10.62205.00	EMERGENCY MEDICAL SUPPLIES	-	-	-
01.10.62210.00	BREATHING APPARATUS	6,400	6,400	-
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,100	7,100	-
01.10.62213.00	PROTECTIVE CLOTHING	24,900	24,900	-
01.10.63131.00	EQUIPMENT	30,000	30,000	-
01.10.63140.00	HYDRANTS	21,000	21,000	-
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,000	21,000	-
01.10.63160.00	TURNOUTS	16,400	16,400	-
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTH	-	-	-
Department: 10 - OPERATIONS Total:		579,886	579,886	-
Department: 14 - FACILITIES				
01.14.61500.00	BUILDING MAINTENANCE AND LAND	16,500	16,500	-
01.14.61500.18	BUILDING MAINTENANCE STATION :	15,000	15,000	-
01.14.61500.19	BUILDING MAINTENANCE STATION :	15,000	15,000	-
01.14.61500.20	BUILDING MAINTENANCE STATION :	15,000	15,000	-
01.14.61500.21	BUILDING MAINTENANCE STATION :	15,000	15,000	-
01.14.61702.00	GAS AND ELECTRIC	44,000	44,000	-
01.14.61703.00	WATER	7,910	7,910	-
01.14.61704.00	SEWER	2,700	2,700	-
01.14.61705.00	TELEPHONE	77,532	77,532	-
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000	10,000	-
01.14.62501.00	FURNISHINGS	8,000	8,000	-
01.14.63040.00	APPLIANCES	5,000	5,000	-
01.14.63041.00	OFFICE EQUIPMENT	10,000	10,000	-
01.14.63042.00	EXERCISE EQUIPMENT	10,000	10,000	-
01.14.63044.00	TECHNOLOGY PURCHASES	21,700	21,700	-
Department: 14 - FACILITIES Total:		273,342	273,342	-
Department: 15 - COMMUNITY RISK REDUCTION				

01.15.61131.00	FIRE PREVENTION	4,600	4,600	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,800	8,800	-
Department: 15 - COMMUNITY RISK REDUCTION Total:		13400	13,400	-
Department: 25 - FLEET				
01.25.61411.00	BURN TRAILER MAINTENANCE	9,300	9,300	-
01.25.61600.00	REPAIRS VEHICLE	110,000	110,000	-
01.25.62988.00	FUEL	40,500	40,500	-
01.25.62989.00	PARTS VEHICLE	12,500	12,500	-
Department: 25 - FLEET Total:		172300	172300	-
Expense Total:		12058636	12,691,808	633,172
Fund: 01 - GENERAL FUND Surplus (Deficit):		-87346	145,555	232,901
Fund: 15 - VEHICLE FUND				
Revenue				
Department: 00 - UNDESIGNATED				
15.00.51999.00	TRANSFERS IN	341,352	341,352	-
Department: 00 - UNDESIGNATED Total:		341,352	341,352	-
Revenue Total:		341,352	341,352	-
Expense				
Department: 00 - UNDESIGNATED				
15.00.63154.00	VEHICLE PURCHASE	-	50,000	50,000
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	141,583	141,583	-
15.00.64110.00	LEASE PAYMENT - INTEREST	13,129	13,129	-
Department: 00 - UNDESIGNATED Total:		154,712	204,712	50,000
Expense Total:		154,712	204,712	50,000

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 9, 2022

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Appoint one Board Member from each JPA Member Agency to the Labor-Management Subcommittee

RECOMMENDATION:

Staff recommends that the Board appoints one member from each JPA Member Agency to the Labor-Management Subcommittee.

DISCUSSION:

The Department created a Labor-Management Subcommittee on January 8, 2020; such committee is comprised of Department Members, Executive Officer, Staff, and three Board members. The Subcommittee discusses current and future staffing, deployment and costs, revenue, and budgets.

During the Ross Fire Station discussions and as part of the agreement with the labor group, the Ross Valley Fire Department, will expand membership of the Labor Management Subcommittee to include a Board Member from each Agency. This Sub-Committee will meet at least quarterly to ensure effective communications between labor and management on a range of issues including staffing.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 9, 2022

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Select Labor Contract Negotiator and Authorize Fire Chief to enter into an agreement with the chosen Legal Firm

RECOMMENDATION:

Staff recommends that the Board selects one labor contract negotiator from the Legal Firms provided and that the Board authorizes the Fire Chief to enter into an agreement with such firm to conduct labor negotiations.

DISCUSSION:

The two represented labor groups within Ross Valley Fire Department (Ross Valley Fire Chief Officers Association and International Association of Firefighters Local 1775 – Ross Valley Firefighters Association) are nearing the end of multi-year contracts on June 30, 2022. Professional labor relations services assist the Department, your Board, and represented employees in reaching an agreement on the terms and conditions of a new MOU. Therefore, the selected Legal Firm will provide a professional labor relations expert.

Boucher Law, PC

As a uniquely qualified legal and HR consulting firm, Boucher Law, PC possesses both the practical and legal experience to assist public agencies across California in achieving legally defensible solutions yet everyday sensible. The firm proposes that Christopher K. Boucher serves as the Department’s Lead Negotiator, and he will take the primary role in representing the Department with its labor groups. The firm has a blended rate of \$240 per hour for our consultant staff and \$340 per hour for our attorney staff, plus travel and waiting time, all reimbursable expenses are billed to the Department, and advanced retainer fees are not required.

LCW – Liberty Cassidy Whitmore

Liebert Cassidy Whitmore provides responsive and highly competent legal advice, representation, litigation services, negotiations, and training to public entities throughout California. Their expert negotiators are well-versed in handling multiple bargaining tables and are experienced in utilizing different bargaining techniques to conclude negotiations successfully. The firm recommends partner Donna Williamson and associate Lisa

Charbonneau as their negotiators. The firm bills in increments of one-tenth of an hour; therefore, the pricing offered on a time-and-materials basis would be based on the standard hourly rates: Donna Williamson \$390 and Lisa Charbonneau \$310; travel time is charged at the negotiator's hourly rate.

County Counsel, County of Marin

The Marin County Counsel provides legal services for County business and other local government municipalities throughout Marin Country, these services include general legal services as well as labor and employment law. The counsel recommends Deputy County Counsel Stephen Raab as their negotiator. Stephen provides services to multiple Fire Districts in Marin and a principal negotiator for the Southern Marin Fire District. The County Counsel's Office has a fixed rate to charge public entities for legal services. Currently, that rate is \$248 per hour. Effective July 1, 2022, the rate will be \$255 per hour; billing is done in increments of 0.25 hours.

FISCAL IMPACT:

Staff estimates no more than 100 hours of legal services to complete contract negotiations. Costs for these services will range from \$25,000-\$39,000 depending on the firm selected. Funding for these services will be available within current budgeted funds for FY21-22, if necessary, staff will return to your Board for a budget adjustment as needed.

Attachments: Boucher Law, PC proposal and bios – Attachment #1
LCW proposal and bios – Attachment #2
County Counsel, Stephen Raab resume – Attachment #3



Boucher Law, PC

www.Boucher.Law

Practical Legal Solutions for Today's HR

RESPONSE TO REQUEST FOR PROPOSAL

Labor Contract Negotiation Services

PREPARED FOR: Chief Jason Weber
Ross Valley Fire Department

SUBMITTED BY: Christopher K. Boucher, Esq.

DATE: January 25, 2022

Proposal

1. QUALIFICATIONS SUMMARY AND REFERENCES

ABOUT OUR FIRM

Founded by a seasoned former HR executive with a broad spectrum of industry experience, Christopher K. Boucher, Boucher Law, PC (f/k/a Boucher Labor & Employment Law) was formed to serve the needs of today's organizations as an HR-centric and HR-focused labor and employment law firm. As a uniquely qualified legal and HR consulting firm, Boucher Law, PC possesses both the practical and legal experience to assist public agencies across California on achieving solutions that are both legally defensible, yet everyday sensible. We have worked with public municipalities, public safety departments, special districts, water and wastewater agencies, utilities, aviation, maritime, school districts, as well as higher education employers in solving their complex legal and HR challenges.

In addition, our firm's commitment to providing practical HR solutions extends to a full suite of HR consulting practice and services, which allows our team of experienced HR Consultants to work collaboratively with our clients for a seamless experience, effectively allowing us to be your "one stop shop" for all of HR's labor and employment needs, whether it is today, tomorrow, and beyond.

Our firm employs eight legal and HR professionals, and has two locations across California. Our Northern California office is located in Berkeley, and our Southern California office is located in Glendale. The work for the Ross Fire Valley Department ("Department") will be performed out of our Berkeley office, which is within driving distance to the Department.

Our project team collectively has decades of experience in leading and conducting labor negotiations, and we are especially proud of our track record in fostering harmonious labor-management relationships, while taking a collaborative and respectful approach throughout the negotiations process to ensure the agency's success in the years to come.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

With regards to the Department's needs for labor contract negotiation services, our project team has substantial experience representing public agencies in labor negotiations, including matters subject to the meet-and-confer process as required by Government Code 3500 *et seq.* (the Meyers-Milias-Brown Act), advising management on issues related to mediation, impasse proceedings, fact-finding, arbitration and related procedures, and other public employment labor relations statutes. We also routinely attend closed sessions with elected officials to apprise them on the status of negotiations and to seek direction for bargaining. We pride ourselves in working well with public agency governing boards and staff to develop strategies for the labor negotiations, ascertain the interests and goals of the public agency, and develop proposals. We have experience participating in mediation and factfinding to resolve impasses that may occur.

We have worked with a number of public sector labor unions, including, Service Employees International Union (SEIU), International Brotherhood of Electrical Workers (IBEW), American Federation of State, County and Municipal Employees, United Public Employees, Local 1, the Teamsters' Union, Local 39 Stationary Engineers, Local 3 Operating Engineers, and Technical Engineers, IFPTE, Local 21, Western Conference of Engineers, as well as public safety unions for police and fire personnel, such as affiliates of the California Peace Officers Association (CPOA) and the International Association of Fire Fighters (IAFF).

Specifically, and as further discussed below, our project team collectively has decades of experience in leading and conducting labor negotiations, and we are especially proud of our track record in fostering harmonious labor-management relationships, while taking a collaborative and respectful approach throughout the negotiations process to ensure the agency's success in the years to come.

PROJECT MANAGER AND PROPOSED LEAD NEGOTIATOR

We propose that Christopher K. Boucher will serve as the Department's Lead Negotiator, and he will take the primary role in representing the Department with its labor groups. In addition, Christopher will work closely with Fire Chief Jason Weber, and the Department's Board of Directors and management to keep the parties' fully apprised of the negotiations process, and to develop parameters and strategy in conducting negotiations with the requisite bargaining units, while achieving a respectful, collaborative, and productive process.

ABOUT CHRISTOPHER BOUCHER

Prior to entering into private practice, our firm's Founding Attorney, Christopher Boucher, spent over a decade as a seasoned human resources executive with a broad spectrum of industry experience, including municipalities, public utilities, aviation, maritime, special districts, K-12 as well as higher education. Most notably, Christopher served as the Port of Oakland's Director of Human Resources from 2014 to 2018, where he directed the Port's human resources, labor relations, benefits, EEO, leaves and disability compliance, occupational health and safety, and workers' compensation functions. In recognition of his accomplishments, Christopher was featured as one of 2016's national "Top Five Rising Stars" by Human Resource Executive magazine.

In 2020, Christopher founded Boucher Law, PC with a mission of creating a unique HR-focused and HR-centric labor and employment law firm dedicated to serving our clients legal and practical needs, and our unparalleled blend of legal and practical HR experience has been a key distinguishing and selection factor for our firm's clients.

REPRESENTATIVE EXAMPLES / MATTERS

Below is a representative example of our scope of services related to our representation of the clients below which Christopher personally handled on behalf of our clients.

i) Labor Relations & Negotiations Services

Asian Art Museum (SEIU, Local 1021); Department of Cupertino (Operating Engineers, Local 3 & IFPTE, Local 21); Department of Half Moon Bay (IUOE, Local 39); Department of Manteca (IAFF, Local 1874; MPOA; Public Safety Management; Public Safety Employees Association; Operating

Engineers, Local 3; Confidential/Management Employees; Executive Management; Mid-Management Association; and, Technical and Support Services); Department of Napa (SEIU, Local 1021; Managers & Professionals; IAFF, Local 3124; Chief Fire Officers; NPOA; Police Management; and, Executive Group); Cosumnes Community Services District (IAFF, Local 522); North Marin Water District (NMWD Employee Association); Town of San Anselmo (SEIU, Local 1021); and, Sewer Authority Mid-Coastside (IUOE, Local 39).

REPRESENTATIVE EXAMPLE # 1 – NORTH MARIN WATER DISTRICT

In 2018, Christopher was appointed by the North Marin Water Department’s Board of Directors to conduct the District’s successor labor negotiations with its Employee Association. In prior negotiations, there have been a level of discord among management and labor, resulting in the perception that employees were not fairly compensated. As a result, the prior memorandum of understanding (MOU), which lasted between 2012 through 2018, contained a provision which required the District to conduct a comprehensive and benefit survey to study its overall compensation for each of its classifications. Also, in 2018, the Employee Association also hired an outside (professional) negotiator for the first time in its history with the District.

From the onset of Christopher’s role as the District’s Chief Negotiator, Christopher sought to work collaboratively with the Employee Association to determine a list of mutually agreed upon comparable benchmark agencies, the methodology and basis for comparison, “like” classifications given the differences in duties, and criteria to determine whether certain classifications should be recommended for salary adjustments based on the factors considered.

Unlike prior negotiations, in 2018, the District also appointed a new General Manager and a new Auditor-Controller (who is also in charge of human resources activities), and this new team took a collaborative and joint approach in working with the Employee Association to evaluate the District’s comparable position in the labor market, especially when compared with other water and wastewater agencies within the region.¹ It was revealed that the District’s market position lagged between 10% to 30% as compared to other jurisdictions. Additionally, when considering classifications that should warrant a salary increase, there were also internal equity issues that arose. Further, CPI adjustments to base salary ranged between 3.5% to 4.5% around that time.

Rather than an acrimonious approach, Christopher worked collaboratively with the District’s Board, senior management and the Employee Association to hold open and honest discussions about the District’s financial ability to pay in achieving fairness to adjust virtually a majority of the District’s classifications’ salaries, and to put in place a salary structure that also preserved existing internal equity among classifications.

In the end, the District reached mutual agreement with the Employee Association, with the Employee Association stating that this round of negotiation was the first time that the parties had an open and honest discussion about the core issues impacting wages and other conditions of employment. A tentative agreement was reached in December 2018, with a new contract term through September 2023 (a five-year term).

The client reference contact is Drew McIntyre, General Manager (415-897-4133).

¹ NMWD also consisted of Oceana Marin Sewer.

REPRESENTATIVE EXAMPLE # 2 – CONTRA COSTA EMPLOYEES RETIREMENT ASSOCIATION

In 2019, Christopher completed the negotiations with the American Federation of State, County and Municipal Employees, Local 2700, on a successor MOU for CCCERA's represented workforce. CCCERA and AFSCME did not have a harmonious negotiation in the bargaining for their first MOU since becoming a special district (whereas, in the past, CCCERA's employees were part of a collective bargaining agreement under Contra Costa County), and its representatives especially emphasized a focus for a collaborative and harmonious approach in reaching an agreement for this successor MOU.

Under the direction of CCCERA's Board of Retirement, which is a diverse governing body consisting of County appointees as well as CCCERA members, Christopher led a successful negotiation that not only met the financial parameters set forth by the Board, but resulted in MOU language cleanup to nearly 30 different provisions as the first MOU did not fully capture the parties' intentions when CCCERA first separated from the County. Although this was a tedious process, it was important both from a contract administration standpoint, as well as to avoid ambiguity and achieve clarity on contract terms moving forward. The resulting agreement was positively recommended to the parties' principles for adoption and ratification, and a four-year term was agreed upon to secure the resulting MOU in place through 2023.

The client reference contact is Anne Sommers, Administrative Services Manager (925- 521-3960).

REPRESENTATIVE EXAMPLE # 3 – THE TOWN OF SAN ANSELMO

As a direct impact of COVID-19, in 2020, the Town of San Anselmo experienced an unanticipated and sudden decline in revenue, primarily in the areas of sales tax and ancillary Town services (such as Recreation) that necessitated the need to implement an immediate furlough for Town staff. The Town's employees are represented by the Service Employees International Union, Local 1021.

As the Town's labor counsel, Christopher was tasked by the Town Manager and the Town Council in July 2020 to expeditiously achieve a furlough agreement with SEIU that was comparable to other agencies in the Marin County area. Given the uncertainty of COVID-19, employees had reservations about wage givebacks, especially given personal impacts, which, in some cases, also resulted in loss of other sources of family income. Through transparency and accurate representation of the Town's financial position, a commitment to maintain ongoing dialogue about the Town's finances in the current and coming fiscal year, and strong Town leadership, Christopher was able to reach agreement with SEIU and the Town's employees equivalent to a 4.5% reduction-in-pay, resulting in immediate salary savings for Fiscal Year 20-21, which was needed in order to adopt a balanced budget.

Importantly, unlike other jurisdictions in the Marin County area, an agreement was reached with SEIU without acrimony or blame between management and labor, and there were no threats of employee strikes or other work stoppage activities at any given time during the negotiations process. Rather, Christopher focused on having open and transparent discussions, and maintaining integrity throughout the process in order to reach agreement. Upon reaching an agreement, Christopher invited SEIU representatives to speak to the Town Council, and for the Council to acknowledge the important contributions made by employees, which will set the Town up for a collaborative bargaining relationship as its MOU with SEIU is set to expire in June 2021.

The client reference contact is Dave Donery, Town Manager (415-258-4652).

REPRESENTATIVE EXAMPLE # 4 – THE CITY OF HALF MOON BAY

In 2021, Christopher was selected by the Department of Half Moon Bay to serve as the Chief Negotiator for its successor MOU negotiations with Operating Engineers, Local 39, which represented the Department’s rank-and-file workforce. The previous MOU was a three-year agreement that began on July 1, 2018 through June 30, 2021.

As a beautiful tourist destination, the Department relied heavily on transient occupancy tax (“TOT”) to pay for its general fund operations, including wages and benefits. As the previous increases were relatively modest for the last two years of the contract (2.5% effective July 1, 2019; and, 2.5% effective July 1, 2020), the disparity between the cost-of-living adjustments and the CPI for the same corresponding period were significant, and staff had higher wage expectations for increases that would come with this round of negotiations.

On the other hand, as the Department was still recovering from the loss of TOT funds due to lack of tourism during for most of the year, the need to strike a balance between compensating employees and rebounding from revenue losses made it a difficult challenge for the Department’s negotiation team.

Instead of engaging in positional bargaining, Christopher worked with the Department’s bargaining team to take an open and collaborative approach in explaining the Department’s fiscal objectives, including the need to rebound from COVID-19 in order to provide long-term viability for the Department, while coming up with creative ways to address employees’ request for cost-of-living adjustments that more closely aligned with the continued rising cost of living and higher CPI expectations.

In the end, Christopher and the Department’s negotiating team offered a package that consisted of a 2.0% increase effective July 1, 2021, then a base cost-of-living adjustment of 2.5% for each successor year of the MOU. Additionally, should the Department’s TOT reach 90% of the FY18-19 TOT revenue by third quarter of the following year, then employees would receive an additional 0.5% cost-of-living adjustment. This contingency approach made it a “win-win” for both parties, as employees would receive an additional 0.5% COLA adjustment if the Department’s revenue experience a positive rebound, but at the same time, provided for a safety net given the ongoing uncertainty of COVID-19 at the time of the negotiations.

The Department’s team also accomplished a five-year agreement, which was unprecedented as prior MOUs were generally three years in length. This provided for additional labor certainty for the Department and also eliminated the costs associated with negotiations every three years. The new MOU set salary, terms and conditions of employment in place through June 30, 2026.

The client reference contact is Lisa Lopez Rossi, Administrative Services Director (650- 726-8283).

STATEMENT OF QUALIFICATIONS

As stated above, our firm is uniquely qualified to assist the Department with its upcoming labor negotiations needs, as our project team collectively possess decades of combined experience in leading and conducting labor negotiations. We not only conduct negotiations in a collaborative

manner, but we also take pride in understanding the unique needs and obligations of the public agency of which we represent, especially during times with competing needs for resources and the need to seek collaboration with the agency's labor partners. We do not undertake this obligation lightly, and we understand the importance in accurate and fair representation of the agency's position, while seeking to foster trust and maintaining high morale and retention during such times.

With the exception of our newest HR Consultants, each of our team members have a minimum of two decades' of experience in various HR and management roles, and we have served cities, counties, special districts, K-12 and higher education, and joint powers authorities as in-house staff prior to transitioning into a consultant role. Approximately 70-75% of our work is performed on behalf of our public agency clients. As a result, we have significant insights into the various labor and employment laws, issues, and challenges faced by public agencies, as well as their unique obligations to maintaining public accountability.

Below is a representative example of our firm's public agency clients:

- Alameda Health System*
- Alameda Health System Foundation
- Asian Art Museum*
- Bay Area Rapid Transit*
- Child Start, Inc.*
- City of Carson*
- City of Cupertino*
- City of Dublin
- City of Fairfield*
- City of Half Moon Bay*
- City of Los Altos*
- City of Manteca*
- City of Napa*
- City of Richmond*
- City of San Bruno*
- City of San Leandro*
- City of South Gate*
- City of Sunnyvale*
- City of Tracy*
- City of Vallejo*
- Coalition for Controlling Insurance Costs in California Schools Health and Welfare Trust
- Cosumnes Community Services District
- County of El Dorado*
- County of Nevada*
- Delta Diablo*
- First 5 Santa Clara County
- Long Beach Transit*
- Montara Water & Sanitary District
- Mt View Sanitary District
- North Marin Water District*
- Oro Loma Sanitary District*
- San Mateo County Transit District*
- Solano County Water Agency
- Southern Marin Fire District*
- Sewer Authority Mid-Coastside*
- Special District Risk Management Authority
- Superior Court of California, County of San Francisco*
- Town of San Anselmo*
- University of California, Berkeley*

* denotes public agencies with union-represented workforces.

2. PROJECT TEAM AND EXPERIENCE

PROJECT TEAM AND AVAILABILITY TO PERFORM

We propose assigning Christopher Boucher, Margaret Ramirez, and Anastasia Ambrosini to assist the Department with labor negotiations.

Specifically, Christopher and Margaret have substantial experience in conducting labor negotiations and serving as Chief Spokespersons, and we will work collaboratively to develop the overall bargaining strategy and execute the plan, with Christopher serving as the primary negotiator and providing advice to the Department to evaluate bargaining issues, strategies, pension, OPEB and PERB matters.

Prior to their current consultancy roles, both Christopher and Margaret have direct experience working for various public entities in Northern California. Particularly, both Christopher and Margaret had the distinct privilege of serving as the Contra Costa Water Department's Human Resources and Risk Managers, and Christopher has also held the role as the Human Resources Manager for the Central Contra Costa Sanitary District and Director of Human Resources for the Port of Oakland.

Christopher and Margaret will be assisted by Anastasia, who is a well-rounded HR professional with experience in labor relations across industries, including multiple years working directly with the California Nurses Association (CNA).

With regards to municipal and public safety experience, Christopher serves a robust roster of cities throughout California, including: Carson, Cupertino, Fairfield, Half Moon Bay, Los Altos, Manteca, Napa, Richmond, San Anselmo, San Bruno, San Leandro, South Gate, Sunnyvale, Tracy and Vallejo. Suffice it to say, we are very familiar with issues facing California cities and are well accustomed to their needs and responsibilities.

ORGANIATION CHART OF PROPOSED PERSONNEL



BRIEF RESUME OF STAFF

By way of general description of our project team’s qualifications and experience in providing labor relations consulting services, below please find further description of our relevant experience. Detailed profiles for each of our team’s professionals are enclosed as Exhibit A.

Team Member	Qualifications & Training	Representative Public Agency Negotiation Experience
Christopher Boucher, Esq.	J.D., <i>cum laude</i> B.A., Political Science Harvard Negotiation Institute	Asian Art Museum; Central Contra Costa Sanitary Department; Child Start; City of Half Moon Bay; City of Los Altos; City of Manteca; City of San Bruno; Contra Costa Water Department; Contra Costa County Employees' Retirement Association; Cosumnes Community Services District; East Bay Municipal Water District; Hayward Unified School District; North Marin Water District; Port of Oakland; Sewer Authority Mid-Coastside; Superior Courts of California, Region 2; Town of San Anselmo
Margaret Ramirez	B.S., Business Administration	City of Benicia, Contra Costa Water District

3. SCOPE OF SERVICES AND SCHEDULE

PROJECT APPROACH AND TIMELINE

Before negotiations commence, we will meet with the Department to learn more about the history of the bargaining units, the issues that have arisen during the pendency of the labor agreement, and the Department’s present and future needs and interests, including any new challenges presented by COVID-19. We will then work with the Department to determine what proposals to make, to obtain the authority from the Board of Directors, and to obtain authority on operational issues from the appropriate management personnel. We also will work with the Department to determine the costing of the Department’s proposals, as well as those obtained from the unions.

Separately, we also recommend conducting a survey to help ascertain the Department’s relevant market position when it comes to wages, benefits, and total compensation for bargaining purposes. As market position and the agency’s ability to pay are key factors in our assessment of the Department’s position, we have found that the survey information becomes an important piece of evidence in the event the negotiations end up in factfinding. Our team is available to assist the Department on this endeavor if requested to do so.

We will proactively schedule bargaining sessions on a weekly basis during the negotiation process, and should additional bargaining sessions need to be held beyond the expiration of the current MOU, we also recommend setting ground rules from the onset of negotiations that the existing terms and conditions will continue in place. The issue of retroactive salary adjustments may also

arise, which we will be prepared to recommend the best approach with the Department at that time.

A MODERN “INTEREST-BASED” BARGAINING APPROACH

Specifically, when it comes to our style of negotiations, we employ what we call a modern “interest-based” bargaining approach. Especially where labor collaboration is needed for success, we utilize analytics and data in an open and transparent manner to seek buy in and agreement from the agency’s labor partners. As part of this collaborative process, instead of exchanging proposals from the onset, we begin negotiations with educational sessions involving Department leadership, in which we share about the current state of the Department, financial status, present and future challenges, and a realistic outlook on the community and business development opportunities which are on the horizon.

When employing this approach, we find that it not only satisfies the union’s usual requests for information, but by proactively addressing the “elephant in the room” in an honest, open and transparent manner, we also foster trust, and this style anchors the negotiation process on the premise of data and openness. At times when emotions are high, we rely on the facts and analytics to provide insights, which will guide the parties through the emotional aspects which are inherent in the labor negotiations process.

We conduct the negotiations in a collaborative, respectful, and professional manner. We carefully draft proposals and counter-proposals to include clear language. We document all tentative agreements for the parties to sign. We maintain communications with the client concerning the status of the negotiations. We attempt to maintain a positive relationship with the labor organization throughout the process. Our team will further coordinate the negotiations internally and keep each other apprised of the status of the negotiations and proposals.

While this unique negotiation approach has not yet been codified in the form of a recognizable terminology, we have successfully employed this approach on behalf of a number of public agency clients, and we have found this process to be particularly effective in considering the Department’s desire for a collaborative and respectful manner.

LABOR RELATIONS – LEGAL SERVICES

As one of California’s respected labor and employment law firms, we have experience representing public agencies in labor negotiations, disciplinary and grievance arbitrations, proceedings before the Public Employment Relations Board (PERB). We have expertise in all areas of employment law, including the Meyers-Milias-Brown Act (“MMBA”) and other public employment labor relations statutes, employment discrimination laws, disability discrimination and accommodation laws, family and medical leave laws, First Amendment and due process Constitutional obligations, and the Fair Labor Standards Act (FLSA).

With a strong commitment to public sector employers, our firm has substantial experience representing public agencies in labor and employment law matters. We have experience in labor negotiations, disciplinary and grievance arbitrations, proceedings before the Public Employment Relations Board (PERB), investigations by the Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH), and employment litigation in State and Federal Court. We have expertise in all areas of employment law, including the Meyers-Milias-

Brown Act (MMBA) and other public employment labor relations statutes, employment discrimination laws, disability discrimination and accommodation laws, family and medical leave laws, First Amendment and due process Constitutional obligations, rights of privacy, and the Fair Labor Standards Act (FLSA).

With respect to labor negotiations, we have substantial experience representing public agencies in labor negotiations, including matters subject to the meet-and-confer process as required by Government Code 3500 *et seq.* (the Meyers-Milias-Brown Act), advising management on issues related to mediation, impasse proceedings, fact-finding, arbitration and related procedures, and other public employment labor relations statutes. We also regularly attend closed sessions with elected officials to apprise them on the status of negotiations and to seek direction for bargaining. We pride ourselves in working well with public agency governing boards and staff to develop strategies for the labor negotiations, ascertain the interests and goals of the public agency, and develop proposals. We have experience participating in mediation and factfinding to resolve impasses that may occur. In addition, Christopher has experience in seeking emergency injunctions in light of labor activities to prevent imminent threats to public health and safety.

In addition, we regularly advise clients about their obligations to meet and confer with unions before implementing managerial or operational changes that affect the wages, hours or terms and conditions of employment of represented employees. We are also frequently called upon to assist our clients with interpretation and administration of their labor agreements and responses to grievances.

We have given, and are available to conduct, training on a variety of labor and employment law topics including labor relations, collective bargaining, required sexual harassment/abusive conduct training, leaves of absence, disability accommodation and the interactive process, employee discipline, and unconscious bias. We also regularly send out email alerts regarding significant labor and employment law developments that include practical guidance concerning how to comply with the new developments.

Currently, Christopher serves as labor and employment counsel to nearly two dozen public agencies including the cities of Carson, Cupertino, Fairfield, Half Moon Bay, Los Altos, Manteca, Napa, Richmond, San Anselmo, San Bruno, San Leandro, South Gate, Sunnyvale, Tracy and Vallejo; counties, including: El Dorado and Nevada; joint powers agencies and special districts, including: Alameda Health System, Bay Area Rapid Transit, Coalition for Controlling Insurance Cost in California Schools (CICCS), Cosumnes Community Services District, CPS-HR, Montara Water & Sanitary District, North Marin Water District, Oro Loma Sanitary District, San Mateo County Transit District, and Sewer Authority Mid-Coastside; nonprofit organizations, including: Alameda Health System Foundation, Asian Americans for Community Involvement (AACI), Asian Art Museum, and Child Start; and other public entities, including: the University of California, Berkeley and the Superior Court of California, County of San Francisco.

4. FEE SCHEDULE

For this project, we propose a blended rate of \$240 per hour for our consultant staff² and \$340 per hour for our attorney staff. Travel time and waiting time shall be charged to Department

² For tasks such as background research and salary surveys, we anticipate that other consultants from our firm may assist as needed, and the consultant rate is proposed as a blended rate for all consultant services.

based on travel from our Berkeley office. Advanced retainer fees are not required, and services will be billed on an hourly basis. The above rates, effective January 1, 2022, are subject to change upon thirty (30) days advance written notice.

An additional surcharge of \$25.00 per hour shall apply for complex matters, including case preparation, representation and attendance at litigation or administrative proceedings (including factfinding and PERB), court trials, arbitrations, administrative hearings, discovery hearings, media inquiries and responses, and testifying at trials and hearings related to the scope of services provided under this Agreement.

In addition, all reimbursable expenses are billed to clients at cost and there is no mark-up. Reimbursable expenses include all costs and expenses reasonably incurred by our firm to render said professional services, including, but not limited to, mileage expenses at the rate allowed by the Internal Revenue Service; bridge tolls; parking; process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, deposition costs, messenger and other delivery fees, postage, photocopying, and investigation expenses, consultants' fees, expert witness fees and other similar items. In-house copying and printing will be charged at \$0.15 per page for black and white copies and \$0.50 per page for color copies.

5. REFERENCES

We invite you to contact the following clients for whom our team has worked with to provide labor negotiation services over the past five years:

CLIENT/PROJECT(S)	CONTACT(S)
Child Start <i>(SEIU, Local 1021)</i> 439 Devlin Road Napa, CA 94558 Year: 2019	Debbie McGrath, Business Services Director (707) 252-8931 dmcgrath@childstartinc.org
City of Half Moon Bay* (IUOE Stationary Engineers, Local 39; Represented Management; Confidential Employees; Unrepresented Executive Employees) 501 Main St. Half Moon Bay, CA 94019 Year: 2021	Lisa Lopez Rossi, Administrative Services Director (650) 726-8283 LLopez@hmbcity.com
City and County of San Francisco (Asian Art Museum)* <i>(SEIU, Local 1021)</i> 200 Larkin St. San Francisco, CA 94102 Year: 2019	Sara Lee, Chief Financial Officer (415) 581-3500 slee@asianart.org

<p>Contra Costa County Employees' Retirement Association* <i>(AFSCME, Local 2700)</i> 1200 Concord Avenue, Suite 300, Concord, CA 94520 Year: 2018</p>	<p>Anne Sommers, Administrative & Human Resources Manager (925) 521-3960 asommers@cccera.org</p>
<p>Cosumnes Community Services District* <i>(IAFF, Local 522)</i> 8820 Elk Grove Blvd. Elk Grove, CA 95624 Year: 2021</p>	<p>Nitish Sharma, Chief Administrative Officer (916) 405-7191 NitishSharma@yourcsd.com</p>
<p>North Marin Water District* <i>(NMWD Employees' Association)</i> PO Box 146 Novato, CA 94948 Year: 2018</p>	<p>Julie Blue, Auditor-Controller (415) 761-8950 jblue@nmwd.com</p>
<p>Port of Oakland* <i>(SEIU, Local 1021, IBEW, Local 1245, IFPTE, Local 21, Western Council of Engineers)</i> 530 Water Street Oakland, CA 9460 Years: 2014, 2017-2018</p>	<p>Michael Mitchell, Director of Human Resources (510) 627-1516 mmitchell@portoakland.com</p>
<p>Town of San Anselmo* <i>(SEIU, Local 1021)</i> 525 San Anselmo Ave. San Anselmo, CA 94960 Years: 2020, 2021</p>	<p>Dave Donery, Town Manager (415) 258-4652 ddonery@townofsananselmo.org</p>

* denotes public agency clients.

6. INSURANCE COVERAGE

Boucher Law, PC possesses the following insurance policies to meet the Department's contract requirements (limits are denoted below):

- General Liability: \$2,000,000 each occurrence / \$4,000,000 aggregate
- Commercial Auto: \$1,000,000 combined single limit
- Professional Liability: \$2,000,000 each claim / \$4,000,000 aggregate
- Workers' Compensation: \$1,000,000 per occurrence (statutory)

With regards to general liability, commercial auto and workers' compensation insurance, waiver of subrogation may be obtained as an endorsement for work performed on behalf of the Department. The Department may be added as an additional insured for the general liability and

commercial auto policies. All policies are subject to a standard deductible. Proof of insurance is available upon request.

7. CLOSING

In closing, Boucher Law, PC is committed to meeting the requirements of the Department's anticipated needs. If you have any questions related to this proposal, please do not hesitate to contact Christopher Boucher at (510) 838-1000 ext. 1001 or via email at christopher@boucher.law. We hope the above information sufficiently responds to the Department's Request for Proposals. Thank you for the opportunity to submit our interest in working with the Ross Valley Fire Department.

Exhibit A



ABOUT CHRISTOPHER

Christopher’s practice focuses on labor and employment law, and his expertise includes representing employers in a union environment, including labor negotiations, changes to existing terms and conditions of employment and/or the effects of those changes, and the meaning and application of labor contract provisions. He also serves as trusted counsel to employers regarding workplace investigations, employee discipline, due process, grievance procedure issues, reasonable accommodation/interactive process issues, and other labor and employment law matters.

Prior to entering private practice, Christopher spent over a decade as a seasoned human resources executive with a broad spectrum of industry experience, including municipalities, public utilities, aviation, maritime, special districts, school districts, as well as higher education. Most notably, Christopher served as the Port of Oakland’s Director of Human Resources from 2014 to 2018, where he directed the Port’s human resources, labor relations, benefits, equal employment opportunity, leaves management and disability compliance, occupational health and safety, and workers’ compensation functions. Christopher also led two successful negotiations for successor memoranda of understanding with the Port’s labor unions during this time.

In recognition of his accomplishments, Christopher was featured as one of 2016’s national “Top Five Rising Stars” by Human Resource Executive magazine. His clients greatly value his extensive practical human resources and labor negotiations experience, in addition to his legal skills.

Workplace Investigations

As an experienced workplace investigator, Christopher has conducted investigations related to workplace misconduct, sexual harassment, race discrimination, retaliation, sexual orientation harassment, theft, fraud, favoritism, misconduct, and abusive conduct. Christopher completed extensive training from the Association of Workplace Investigators and passed the rigorous examination to earn the Certificate Holder (AWI-CH) credential, in addition to serving as part-time faculty for the Association’s Training Institute for Workplace Investigators.

Mediation

In addition to his advocacy skills, Christopher has completed successfully the requisite training to serve as a mediator in compliance with Sections 466 - 471.5 of the Business and Professions Code. Christopher has successfully utilized his mediation training to achieve settlements on labor and employment matters.

Training

A highly sought-after trainer with a broad spectrum of public sector and industry experiences, Christopher has provided training and keynote speaking engagements on a variety of labor and employment law topics including labor relations, collective bargaining, workplace investigations, required sexual harassment/abusive conduct training, leaves of absence, disability accommodation and the interactive process, employee misconduct and discipline, the legalization of recreational marijuana and its impact to employers, violence in the workplace, workers' compensation fraud, and unconscious bias.

Published Articles

Christopher has written articles on topics such as workplace bullying, the legalization of recreational marijuana and its impact to the workplace, and general labor and employment law updates, which have been published by professional organizations throughout California.

Education

Christopher was graduated with a Bachelor of Arts degree from the University of California, Berkeley. He received his legal education from the Abraham Lincoln University School of Law where he was also a member of Delta Theta Phi, graduating *cum laude*. In addition, he received a professional certificate from Cornell University's School of Industrial and Labor Relations, and attended the Harvard Negotiation Institute at Harvard Law School.

Professional Affiliations

Christopher is a member of the State Bar of California and a member of the Labor and Employment Law Section of the California Lawyers Association. He also holds memberships to the Alameda County Bar Association, the Association of Workplace Investigators, and the Society for Human Resource Management.



ABOUT MARGARET

Margaret is a seasoned human resources executive with extensive experience in employee and labor relations matters, and she possesses over 25 years of management experience with proven leadership and organizational development skills to enhance employee performance and improve business results. Throughout her tenure working for both public and private sector employers, Margaret has earned a professional reputation as a trusted advisor to other chief executives and elected officials, as well as respect by labor and union representatives. Margaret's ability to "think outside the box" has often resulted in collaborative outcomes between management and labor, and she has served as chief spokesperson in labor negotiations in her role as the Chief Human Resources Officer (CHRO).

In addition, Margaret's well-rounded experience as a HR practitioner provides our firm's clients with a full spectrum of HR services, including talent acquisition, classification and compensation, employee leaves and benefits, employee and labor relations, workplace investigations, disability compliance, occupational health and safety, risk management, and workers' compensation functions.

Executive Coaching & Mentoring

Margaret's wealth of knowledge, both as a HR practitioner and a seasoned executive, has allowed her to effectively coach and mentor managers and supervisors on sound management skills and practices, particularly, within a union environment, as well as to develop the next generation of HR professionals. Her ability to relate to everyday challenges faced by managers and supervisors has allowed her to work closely with our firm's clients to provide one-on-one coaching and mentoring, and Margaret is well regarded by those whom she has coached and mentored in the past.

Margaret has spoken at various HR conferences and trainings, including the HR West Conference and the Bay Area Consortium of Water & Wastewater Education (BACWWE), on management and employee relations topics.

Education

Margaret received a Bachelor of Science degree in Business Administration from the San Francisco State University.



ABOUT ANASTASIA

Anastasia is a well-rounded HR professional with experience in recruitment, selection, benefits and leaves of absences, as well as labor relations across industries, including multiple years working directly with the California Nurses Association (CNA). In addition, she also possesses strong employee relations skills, having conducted numerous employee investigations in the areas of harassment, discrimination, retaliation, and other employee misconduct matters.

Talent Acquisition

Anastasia is well versed in all cycles of the talent acquisition process, including updating, revising, and creating job descriptions; conducting internal and external recruitments; and handling the new hire onboarding, benefits, and payroll processes.

Leaves & Benefits

Having served as a benefits administrator, Anastasia is experienced in managing core benefit programs such as medical, dental, and vision, as well as ancillary benefit programs. She has also managed all aspects of leaves, including the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and sick leave. In addition, Anastasia administered worker's compensation claims and is knowledgeable about the integration between protected leaves and workers' compensation issues.

Disability Accommodations Compliance

Anastasia has managed disability accommodations interactive process meetings conducted in accordance with the American with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). In addition, she has ensured organizational compliance with the complex legal requirements under applicable federal and state laws.

Education & Certificate

Anastasia holds a Bachelor of Arts in Organization Management from the HUPES Academy in Moscow, with a certification in Human Resources and Personnel Management.

Exhibit B



Founded by **Christopher K. Boucher**, a seasoned HR executive with a broad spectrum of industry experience, Boucher Law was formed to serve the needs of today's HR professionals as a **HR-centric** and **HR-focused** labor and employment law firm. With changing federal, state, and local laws and regulations, our team pride ourselves in providing **innovative, responsive, and practical** legal solutions to meet our client's needs, and we recognize that there is no "one size fits all" approach when it comes to labor and employment law matters. We have worked with private employers, nonprofit organizations, public municipalities, utilities, aviation, maritime, special districts, school districts, as well as higher education employers in solving their complex legal challenges.

With an emphasis on labor law, our professional relationships with many of California's labor unions and their representatives have allowed us to achieve win-win outcomes among management and labor, while promoting and achieving harmonious labor relations as a result. We serve as Chief Spokesperson in labor negotiations, and we frequently assist employers with making changes to existing terms and conditions of employment or the effects of those changes, as well as interpreting the meaning and application of labor contract provisions.

Our practical approach to resolving labor and employment law matters have earned us the high praise as the "practical" labor and employment lawyers. With a deeply rooted background in HR and a commitment to providing legal solutions that meet the practical needs of our employer clients, **we strive to provide legal solutions that are everyday sensible, yet legally compliant.**

As most of our clients require responsive legal support in today's modern world, our firm is also committed to providing personalized and expedient services. We utilize technology to enhance what otherwise is considered a traditional law practice, and we are among a distinct group of law firms that have adopted a paperless practice, thereby allowing our attorneys to access important files and communicate with our clients in a secure, efficient, and effective manner.

In addition, our firm's commitment to providing **practical HR solutions** extends to a full suite of HR consulting practice and services, which allows our team of experienced HR Consultants to work collaboratively with our attorneys and clients for a seamless experience, and effectively allowing us to be your **"one stop shop" for all of HR's labor and employment needs**, whether it is today, tomorrow, and beyond. Contact Boucher Law today and experience our integrated and practical approach to innovative legal solutions for today's HR!

Founding Attorney

Christopher K. Boucher, Esq.

LinkedIn: BoucherLaw

Email: Christopher@Boucher.Law

www.Boucher^{Item 10}
er.Law

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Offices in Northern and Southern California

2081 Center St, Berkeley, CA 94704

321 S Brand Blvd, Glendale, CA 91204

Phone: (510) 838-1000 | (626) 838-1000

Email: info@Boucher.Law

Our Services

Boucher Labor & Employment Law provides management-side representation on labor and employment law matters, including providing counsel on all legal aspects of employer-employee relations. We represent California employers of all sizes in private, public, and nonprofit sectors with innovative, responsive, and practical advice and representation with a full suite of legal and HR consulting services:



Labor Relations & Negotiations



Employment Law Advice



Workplace Investigations



Disciplinary Appeals & Arbitrations



Administrative Agency Representation



Workplace Violence Restraining Orders



Brown Act & Public Records Act Compliance



Work Together Agreements



Mediation & Conflict Resolution



HR Consultation & Support Services



EEOC or DFEH Training



HR Training & Speaking Engagements

 (510) 838-1000 | (626) 838-1000

www.Boucher.Law

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January 26, 2022

Thank you for the opportunity to submit information regarding Liebert Cassidy Whitmore's negotiation services. Provided below is a summary of our public sector labor relations practice.

Liebert Cassidy Whitmore has offices in Los Angeles, San Francisco, Sacramento, Fresno and San Diego and has been in existence since 1980. We have nearly 100 attorneys, two labor relations consultants and four paralegals on staff.

Statement of Qualifications

Liebert Cassidy Whitmore provides responsive and highly competent legal advice, representation, litigation services, negotiations and training to public entities throughout California. Our competitive advantage over other firms is that we focus our practice on public sector labor relations and employment law and are committed to providing high quality, cost effective and practical solutions for the challenges faced by California's public agencies. One particular area of expertise is our labor relations representation services in all forms of collective bargaining and impasse resolution processes, such as mediation, factfinding and interest arbitration. Our negotiators are well-versed at handling multiple bargaining tables and are experienced in utilization of different bargaining techniques in order to successfully conclude negotiations.

We believe that our experienced and practical approach to negotiations, as well as our problem-solving orientation, results in a smoother and more expeditious negotiating process, fewer sustainable grievances or unfair labor practice charges, and ultimately, a more cost-effective method of collective bargaining.

Members of our firm have negotiated literally hundreds of memoranda of understanding with all varieties of general and safety employee groups including labor unions such as: AFSCME, IBEW, IUOE, SEIU, Teamsters, and various police, fire and general employee associations. We have negotiated virtually every issue within the scope of bargaining, including such issues as: wages, hours, health and retirement benefits, leaves and discipline.

Our Approach to Negotiations:

Our approach to negotiations will be guided by the philosophy, goals and objectives of our clients, the financial situation in which our client finds itself, as well as a number of other factors. In general however, our approach includes the following:

- We work through the Fire Chief and their designated staff, and work with and for the Board of Directors. We provide professional advice to assist the Department

in determining its policy goals and objectives, which then become our goals and objectives; we see our job as applying our best efforts and skills to achieving them.

- We believe in carefully organizing for negotiations, with goals and objectives kept well in mind. The negotiating process, we believe, consists of definable stages, from preparatory activities to the preliminary bargaining phases, good faith bargaining, and finally to agreement or impasse procedure. Each stage of the process requires an organized approach in order to maximize the chances of attaining bargaining objectives.
- Where we reasonably anticipate adversarial bargaining, concession bargaining, factfinding/binding arbitration, unilateral implementation, or other particularly challenging bargaining issues, we work closely with our clients to ensure they are best prepared and positioned for a successful outcome when agreements cannot be reached. We stress that preparation for an impasse hearing process must occur throughout all stages of bargaining where factfinding or binding interest arbitration is required.
- We assist our clients in identifying and obtaining practical solutions to the financial difficulties public agencies are experiencing.
- Our philosophy is not one of “union busting,” but rather one of using a professional approach that seeks to achieve and maintain professional relationships, notwithstanding the adversarial aspects of the process. We attempt to contribute positively to the long-standing labor relationship between our clients and their employee organizations; however, we are experienced with and prepared to respond to the hard-line approach and tactics used by certain employee organizations.
- We assist our clients in protecting and maximizing their management rights and the discretion to set standards of service and retain the prerogative to direct, assign, evaluate, hire, fire and reorganize.
- We see the conclusion of negotiations as a framework for establishing a constructive employer-employee, organization-employee relations structure, which requires management training and ongoing involvement with agency management on our part.

Services Provided

The services offered by our LCW negotiators are generally as follows, subject to the particular preferences of any agency which can and do bring about modifications to

our role:

- Meet with Department staff and elected officials prior to commencement of negotiations in order to best understand (and perhaps formulate) the goals and objectives of the Department in addressing the potential bargaining issues, and to be made aware of the financial/political limitations upon reaching those goals and objectives.
- Provide leadership in formulating the strategies, which will be employed in meeting the goals and objectives at the bargaining table. (This may include asking that various Department negotiation team members or resource personnel prepare budget presentations, detailed cost/revenue analyses or other financial data that may be discussed during negotiations).
- Administer and/or oversee classification and compensation studies to gather the data necessary to formulate and present the agency's bargaining objectives and proposals.
- Review and analyze all pertinent charter provisions, codes, ordinances, rules and regulations, and existing memoranda of understanding, in order to verify their impact upon the goals and objectives that are being pursued.
- Act as principal spokesperson and strategist during the bargaining process.
- Participate in closed sessions to provide guidance to and receive direction from elected officials.
- Represent the Department at impasse proceedings (including preparation and representation through the impasse process, preparation of press releases, supervising media relations, meeting with elected officials, and making those appearances provided for by the Department employee relations ordinance, as requested by the Department).

Labor Relations Consulting

In addition to conducting negotiations for public employers, we continually work with public agencies that employ staff to do their own negotiations. This arrangement has involved all aspects of consultation and related services, including preparation of initial bargaining proposals, reviewing counter-proposals, providing training and advice concerning negotiating strategies, representation through impasse procedures and giving general advice when particular problems arise.

These services include:

- MOU reviews/audits to identify issues for legal compliance, provide suggestions to increase clarity and reduce ambiguity by improving contract language, and offer suggestions/alternatives to be considered in contract negotiations.
- Training on costing labor contracts, compiling demographic data, preparing for impasse processes, and other training programs to develop skills for internal staff.
- Strategy development and advice on key areas including FLSA items, cost restructuring, pension issues, employee benefits, and discipline/appeal processes. Provide advice and consultation on the scope of meet and confer subjects and alternative approaches to manage meet and confer obligations.
- Drafting contract language compliant with legal parameters and consulting on the preparation and presentation of proposals.
- Conducting or reviewing salary/compensation survey data, market comparable agencies, and options for inclusion of information during the meet and confer process.

Subject Matter Expertise

LCW negotiators have expertise in the following key subject areas:

Retirement Benefits - The firm's negotiators are trained in the implementation of the laws and regulations pertaining to public employee retirement plans, including the Public Employee Retirement System ("PERS"), the County 1937 Retirement Act, and local agency retirement laws, as well as on retiree health benefit issues. In particular, LCW negotiators know the details of the new Public Employees' Pension Reform Act of 2013 ("PEPRA") and how the new law impacts agency obligations at the bargaining table regarding retirement formulas, employer-employee pension contributions and rules on reportable compensation. In addition, our negotiators regularly provide advice and counsel on how to negotiate pension contract amendments, disability retirement procedures and obligations, service credit, GASB issues, unfunded liability issues, retiree health benefits and vested rights issues.

Impasse Resolution – LCW negotiators have been directly involved in hundreds of impasse resolution proceedings, including mediation, fact-finding and interest arbitrations. Related to this area, our firm has conducted numerous trainings and briefings on the fact-finding requirements imposed by AB 646 for agencies subject to the Meyers-Milias-Brown Act, and our negotiators have handled a fair number of actual fact-findings under the law. In addition, our labor negotiations practice group has developed

strategic plans for navigating the laws and regulations on impasse resolution procedures, including unilateral implementation of the agency’s last, best and final offer.

Fair Labor Standards Act - LCW has a thriving practice advising public agencies on compliance with the Fair Labor Standards Act (“FLSA”) and our negotiators have particular expertise addressing FLSA issues at the bargaining table. This includes knowledge on the extent to which FLSA issues are subject to negotiation, identification of higher overtime benefits provided by the labor agreement, overtime exemption challenges and regular rate of pay issues.

Benefits and Leaves of Absence – Our labor relations experts have experience with a multitude of benefit programs subject to meet and confer and included in labor agreements. These include medical plans, including the CalPERS PEMHCA programs, Affordable Care Act compliance, Section 125 plan structures, along with ancillary benefits (e.g. Dental, vision, life insurance, disability plans, deferred compensation plans, etc.). In addition, leave of absence provisions both as required under the law and as negotiated via collective bargaining is an area where we have depth of knowledge and experience.

Unfair Labor Practices - Members of the firm have many years of experience representing our clients in all phases of proceedings before the Public Employment Relations Board (“PERB”), from consultation and responses to unfair labor practice charges through PERB hearings and court appeals. This experience is utilized by the firm’s negotiators to identify bargaining practices and positions that could compromise the agency’s position before PERB. And, if our clients are charged with an unfair labor practice, LCW is able to provide the full range of representational services in defending the charge before PERB.

Municipal Bankruptcy - LCW negotiators have been involved in negotiations with public agencies in, or contemplating, municipal bankruptcy. This includes working with agencies to develop creative labor relations solutions and alternatives to avoid bankruptcy as well as advice and counsel on the impact on labor relations matters in the event an agency files for bankruptcy protection. Our aim in this area is to promote a disciplined and cautious approach, with the goal to avoid bankruptcy, even in times of fiscal distress.

Proposed Staff

Our negotiators are all highly skilled, experienced and effective. They are also creative, practical and excel in effective communications (written and oral presentations, listening skills). They have negotiated with both safety and miscellaneous employees bargaining units. They work hard to reach an agreement while also preparing to be in the

best position in the event of impasse, fact-finding or unilateral implementation.

We recognize that having the right fit between client and negotiator is an important component of successful negotiations. One of the distinguishing characteristics of our firm is that we have a variety of personalities and styles from which our clients can choose to find the right person for their negotiating needs. As a result, we recommend the following negotiators from our San Francisco office: partner [Donna Williamson](#) and associate [Lisa Charbonneau](#). We invite you to interview either of these negotiators, either in person or via telephone, at no cost to the Department. Their resumes are included for your reference.

Rate and Service Structure

The firm bills in increments of one tenth of an hour. Invoices are payable upon receipt and due within 30 days. Our rates reflect the nature of our public sector work and take into consideration the inherent budgetary limitations of our public sector clients. Our firm evaluates our rates on an annual basis and occasionally makes modest rate increases. We understand the need to manage the cost of legal services and frequently work with clients to create budgets and cost strategies that suit them. We have a proven track record of fairly accurately estimating costs, given the many variables inherent in each matter.

We share briefs, motions, points and authorities, research memos and opinion letters with our colleagues statewide to reduce research overlap and to stay abreast of nuances in the law. Pricing offered on a time-and-materials basis would be based on the standard hourly rates listed below:

Donna Williamson\$390
Lisa Charbonneau\$310

Expenses

Unlike many firms, we do not bill for secretarial time or telephone charges. Facsimile transmissions are billed at the rate of \$.25 per page for outgoing faxes only. Documents are sent electronically unless specifically requested otherwise, or when electronic transmission is not an option. Copying is charged at fifteen cents (\$.15) per page. Additional prints, postage and special deliveries (i.e. Fed-Ex, UPS, DHL, messenger service), and other hired deliveries completed at the request of the client or necessary to comply with court or other deadlines will also be billed to the client.

Our firm bills for travel time at the negotiator's hourly rate - for the time it takes to travel from the office to our client and back, or the time it takes from the negotiator's

residence to our client and back, whichever is less. Importantly, we do not double bill for our travel time; our travel billing is prorated by the time we spend on billable work for the agency or other clients, like phone calls and dictation.

Professional travel has been significantly affected by the pandemic and our labor relations practitioners are fully trained and experienced in conducting virtual proceedings through Zoom, Microsoft and other virtual conferencing platforms. Our proposed negotiators are also ready, willing and able to meet in person as well as being cognizant and complying with all safety and health guidelines.

Additional Services

As a best practice, we recommend completing an MOU audit prior to the start of negotiations if you have not reviewed/updated your MOU for best practices, legal compliance and to ensure the elimination of ambiguous language since the last round of negotiations.

An audit ensures that contract language accurately reflects changes in the law since the contract was last negotiated [eg. new state laws regarding sick leave, health insurance (ACA), retirement (PEPRA), unlawful discrimination, leave rights, arbitration and release time for union representatives.] It also ensures that contract language not only complies with state and federal laws, but that it maximizes the agency's opportunity for cost effectiveness.

The audit will reveal all of the changes we suggest for legal compliance, to eliminate ambiguities and ensure best practices. The analysis also includes the identification of MOU language/provisions to target during the upcoming negotiations. Careful preparation allows you to set the bargaining agenda, rather than simple being reactive as well as avoids the inefficiencies of an ad hoc approach where disputes and mistakes often occur.

Audits are billed on an hourly basis and can be scheduled whether or not LCW conducts your negotiations.

Conclusion

We recognize that your purpose is to serve the needs of the community and so our goal is to help you achieve this mission. We are most rewarded when we have the opportunity to collaborate with our clients to create solutions that make them successful.

We offer the Department a broad range of experienced labor relations services including negotiations, training, advice and representation. We bring both historical and

current experience working with public entities to aid the Department. We also offer a range of rates to fit the Department's budget. Finally, we offer our commitment to the Department to provide it with superior service, timely and efficient work product and professional people with whom to work. In short, we would welcome the opportunity to work with you on these negotiations.

For more information about our firm, please visit our website at www.lcwlegal.com. If we can answer additional questions, please contact Donna Williamson at 415-512-3000 or dwilliamson@lcwlegal.com.

LCW

Donna Williamson

Partner

415.512.3000

dwilliamson@lcwlegal.com



Donna Williamson, a partner in Liebert Cassidy Whitmore’s San Francisco and Sacramento offices, has represented educational institutions and public agencies for over thirty years. Her areas of expertise include employment, student and board issues, labor relations, labor negotiations, contract administration, employment discrimination, harassment, employee discipline and investigations. Donna also provides training on all of these areas and speaks regularly at conferences on topics related to her practice.

As chief labor negotiator, Donna has successfully negotiated hundreds of labor contracts throughout the years. She is experienced in traditional as well as interest based bargaining, mediation, fact-finding, binding interest arbitration, PERB and NLRB proceedings. Donna has represented clients on matters involving union grievances, arbitrations, unfair labor practices, strikes, unilateral implementation and other labor issues.

With years of experience working for and representing independent and private schools and public schools and colleges. Donna has a deep understanding of the issues and needs our education clients. Donna has also served as in-house Labor Counsel for a large public high school district, as the assistant head of a boarding school and as a board member on independent school boards. Donna co-authors the firm’s monthly newsletter, *Private Education Matters*.

Expertise

- Labor Relations
- Public Safety
- Wage and Hour
- Employment Law

Education

JD, Santa Clara University School of Law
BA, Northeastern University

Representative Matters

Negotiations

San Lorenzo Valley Unified School District – Teachers and Classified Units.

Franklin-McKinley Unified School District– Teachers and Classified Units.

San Jose Evergreen Valley Unified School District – Faculty Unit.

Ecole Bilingue de Berkeley– Teacher Unit.

Escuela Bilingue Internacionale – Teachers and Non-teaching Units.

Chabot Los Positas Community College District– Classified Unit.

County of Contra Costa – General Units.

County of Mendocino– Police, Safety Management, and General Units.

County of Nevada – Police Units.

Mendocino County Public Authority – General Unit.

City of Daly City – Police, Fire, Safety Management and General Units.

State Bar Association of California– Attorney and Non-Attorney Units.

City of Seaside– Police, Fire, Safety Management and General Units.

City of Salinas – Police, Fire, Safety Management and General Units.

City of Marina – Police Unit.

City of Pacific Grove– Police Unit.

The Accelerated School– Negotiated their first contract with both the Teachers and Classified Units.

Publications

09/02/2021

Gov. Approves AB 272, Allowing Minors to Disaffirm Provisions in Enrollment Agreements that Require Arbitration of Claims of Criminal Sexual Assault & Sexual Battery

LCW Special Bulletin

04/14/2020

What Private Schools Should Know About Layoffs And Furloughs

LCW Special Bulletin

04/13/2020

Ensuring That Employees with Reduced Hours Qualify for Federal Pandemic Unemployment Compensation (“FPUC”) under the CARES Act for Non-Profit Employers

LCW Special Bulletin

LCW

Lisa S. Charbonneau

Associate

415.512.3044

lcharbonneau@lcwlegal.com



Lisa represents cities, counties, authorities, and special districts throughout the state as a negotiator, litigator, and trusted advisor in all matters pertaining to labor and employment law. She has extensive experience in Fair Labor Standards Act (FLSA) and wage and hour compliance, labor relations, collective bargaining, PERB practice, and public employee disciplinary matters. She also represents independent schools and non-profits in wage and hour matters.

Lisa has served as chief negotiator for small and large public agencies in labor negotiations with law enforcement associations, various Teamsters locals, SEIU 2015 Long Term Care Workers, the International Association of Fire Fighters, and numerous other employee associations and organizations. Lisa takes a hands-on approach to bargaining and strives to be highly responsive to the unique needs of each client and their governing body.

Lisa has secured successful results for clients in litigation matters ranging from wage and hour to First Amendment retaliation. As one of the firm's FLSA litigators, over the past five years alone, Lisa has represented over a dozen cities, counties, or special districts in FLSA collective actions brought in federal court in the Central, Eastern, and Northern Districts. She has also represented clients in arbitrations and fact-finding hearings, as well as before the Public Employee Relations Board, the California Labor Commissioner, the U.S. Department of Labor, the California Department of Fair Employment and Housing, and the Equal Employment Opportunity Commission.

A significant part of Lisa's advice and counsel work involves counseling clients on the meet and confer process and FLSA issues. She also conducts FLSA audits for clients, which range in scope from reviewing employer compliance with discrete wage and hour laws to assisting with payroll system upgrades and modifications to achieve compliance with wage and hour laws. Her practice also includes training on such subjects as ethics, risk management, discrimination and harassment, and FLSA compliance.

Lisa S. Charbonneau | © 2022 Liebert Cassidy Whitmore. All rights reserved.

Lisa received her JD from U.C. Hastings College of the Law in 2006 and was admitted to the California State Bar in December of that year. While at Hastings, Lisa served as an Equal Justice America fellow and received a grant to work on community economic development issues for the City of Detroit. Lisa earned her Bachelor of Arts with Honors in Government from Wesleyan University in Middletown, Connecticut, and soon after that worked at a political magazine, *The American Prospect*, until she began to pursue her law degree.

Expertise

- Labor Relations
- Employment Law
- Public Safety
- Litigation
- Wage and Hour
- Internal Compliance Audit Services

Education

JD, University of California, Hastings College of Law

BA, Wesleyan University

Representative Matters

Negotiations

City of Campbell (current) – Non-Safety Units

City of Citrus Heights(current) – Safety and Non-Safety Units

City of Los Altos(2019-current) – Safety and Non-Safety Units

County of Mendocino (2019) – Safety and Non-Safety Units, IHSS Unit

County of Marin Public Authority (current) – IHSS Unit

County of Marin Housing Authority(2020-current) – SEIU 1021

Monterey County Regional Fire District (2020-present) – IAFF Unit and Miscellaneous Unit

Litigation

Burris v. City of Petaluma (2019) – U.S. District Court, Northern District. Fair Labor Standards Act collective action involving firefighter overtime. Court approved settlement and case dismissed with prejudice.

Valentine et al. v. Sacramento Metropolitan Fire District (2019) – U.S. District Court, Eastern District. Fair Labor Standards Act collective action involving more than five hundred firefighters. Court approved settlement and case dismissed with prejudice.

Spiller v. City of Petaluma (2018) – U.S. District Court, Northern District. Fair Labor Standards Act collective action involving police department employees. Court approved settlement and case dismissed with prejudice.

Baskin et al. v. City of San Luis Obispo (2018) – U.S. District Court, Central District. Multi-plaintiff Fair Labor Standards Act case. Court approved settlement and case dismissed with prejudice.

Hoffman v. County of Butte (2017) – U.S. District Court, Eastern District. Fair Labor Standards Act collective action brought by sheriff's department employees. Court approved settlement and case dismissed with prejudice.

Stewart v. County of Amador (2017) – U.S. District Court, Eastern District. Fair Labor Standards Act collective action. Court approved settlement and case dismissed with prejudice.

Alviso et al. v. City of San Rafael (2017) – U.S. District Court, Northern District. Fair Labor Standards Act collective action. Court approved settlement and case dismissed with prejudice.

Anderson et al. v. Marinwood Community Services District (2017) – U.S. District Court, Northern District. Multi-plaintiff Fair Labor Standards Act case. Court approved settlement and case dismissed with prejudice.

Drobish et al. v. City of Citrus Heights (2017) – U.S. District Court, Eastern District. Fair Labor Standards Act collective action. Court approved settlement and case dismissed with prejudice.

Maner v. County of Stanislaus, Birgit Fladager (2016) – U.S. District Court, Eastern District. Represented County and District Attorney. Secured complete summary judgment for County and District Attorney in first amendment retaliation claim brought by a former deputy district attorney.

James et. al. v. City of Santa Clara (2016) – Santa Clara County Superior Court. Represented City and secured complete summary judgment for City in age discrimination claim brought by three plaintiffs.

Publications

12/30/2021

CDC Shortens Isolation/Quarantine Period

LCW Special Bulletin

07/27/2021

Wage & Hour: The Difference & Nuance of Call-Back & Standby

California Public Agency Labor & Employment Blog

01/11/2021

The US Department of Labor Sets Forth New Guidance Regarding the Classification of Independent Contractors Under the Fair Labor Standards Act

LCW Special Bulletin

09/13/2019

DOL May Update Overtime Rate Regulations for First Time in 50 Years

The Daily Journal

09/19/2016

Public Employers Need To Be Vigilant About Overtime Rules

The Daily Journal

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EDUCATION

<i>ADMITTED TO PRACTICE IN THE STATE OF CALIFORNIA</i>	<i>December 1995</i>
Santa Clara University School of Law J.D., Top 15% of Class	<i>May 1995</i>
University of California, Davis B.A., Political Science.	<i>June 1991</i>

WORK EXPERIENCE

Deputy County Counsel, County of Marin , San Rafael, CA <i>Deputy County Counsel IV</i>	<i>1997-1998, 2003- present</i>
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Responsibilities include all aspects of litigation through trial and appeal, including writs. Advise the Board of Supervisors, county departments and officials regarding labor and employment law, 1937 Act retirement law, tax law, election law, criminal justice, finance, investments, public policy, records, and juvenile issues. Trial attorney for jury trials in cases including dangerous condition of public property, employment retaliation, and elder abuse. Appellate attorney for cases including juvenile dependency, employment discrimination, civil rights, public guardian, and inverse condemnation.

Prepared MOU and tax measure for Marin Wildfire Prevention Authority, as well as Measure W, the West Marin Transient Occupancy Tax. Counsel for Marin Fire Department. Presently represent Southern Marin Fire Protection District in collective bargaining.

Louderback Law Firm (formerly Louderback & Louderback) (now Louderback Law Group) , San Francisco, CA <i>Associate</i>	<i>1998-2001</i>
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Attorney specializing in all areas of employment litigation and commercial litigation. Court cases in a wide range of employment issues in both state and federal courts, including wrongful termination in violation of public policy, breach of contract, retaliation, harassment, discrimination based on disability, race, age, national origin, religion, and gender, together with wage and hour violations. Extensive experience as a lawyer for business litigation matters, including all forms of business torts, contract actions, fraud, unfair competition, and unlawful conversion.