



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

ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS AGENDA
Wednesday, October 12, 2022

This meeting will be held via teleconference only in order to reduce the risk of spreading COVID-19 and pursuant to Governor Newsom's Executive Orders N-25-20 and N-29-20. 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/86090417183>

Or One tap mobile:

+16699006833,,86090417183# US

Webinar ID: 860 9041 7183 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.**
2. 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 the agenda unless it determines that an emergency exists or that the need to take action arose following the of the agenda.
3. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
4. Chief Report – Verbal update by Fire Chief Weber
5. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda item. Otherwise, all items may be approved with one action.
 - a) Acknowledge check register September
[Item 5a – Check Register](#)
 - b) Receive call report and out of jurisdiction report for September
[Item 5b – Call and Out of Jurisdiction Report](#)
 - c) Receive current budget report
[Item 5c – Budget Report](#)
 - d) Approve Minutes of the September 14, 2022, Board meeting
[Item 5d – Minutes September 14, 2022](#)



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

- e) MOU Ross Valley Fire Chief Officers Association & Ross Valley Fire Department
[Item 5e – MOU RVF Chief Officers Association and RVFD](#)
[Item 5e – Resolution of Adoption 22-25](#)
6. Update on Leadership and Governance Study;
Recommendation: Receive update on the status of the leadership and governance study, direct staff as necessary. – Verbal update by Fire Chief Weber
7. Notice of contract termination from Marin County Sheriff's Office related to fire dispatch services; Recommendation: Receive report from Fire Chief and Direct staff. – Fire Chief Weber
[Item 7a – Staff Report and letter from Sherriff's Office](#)
[Item 7b – Current Dispatch Agreement](#)
8. Authorize Board President to execute first amendment to the MOU between the County of Marin Fire Department and the Ross Valley Fire Department, reducing the annual contract amount and implementing a cost covered Interim Deputy Chief position to support increased workload;
Recommendation: Authorize Board President to execute an amendment to the Memorandum of Understanding between the County of Marin Fire Department and the Ross Valley Fire Department for Shared Services from the Marin County Fire Department to the Ross Valley Fire Department, Reducing the annual contract for fiscal year 2022-23 by \$125,000.
[Item 8a – Staff Report](#)
[Item 8b – Memorandum of Understanding MCFD/RVFD](#)
[Item 8c – First Amendment to MOU](#)
9. Adjourn

The next meeting is scheduled for Wednesday, November 9, 2022, Location TBD.

X *Monique Black*

s/Monique Black, Temporary 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.



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 09/01/2022 - 09/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01326	AMAZON.COM SERVICES LLC	09/01/2022	Regular	0.00	313.68	22644
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
113-4251377-334	Invoice	09/01/2022	08.23.2022 - AMAZON - FREZE DRIED BAC	0.00	173.98	
	01.10.62203.00		EMERGENCY RESPONSE S		173.98	
114-2437823-437	Invoice	09/01/2022	08.09.2022 - AMAZON - FLEET SUPPLIES	0.00	139.70	
	01.25.62989.00		FLEET PARTS		139.70	
			08.09.2022 - AMAZON - FLEET S			
01433	AT&T Corp	09/01/2022	Regular	0.00	1,211.54	22645
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
222261975	Invoice	09/01/2022	08.27.2022 - INTERNET SRVC - 07.11.22 -	0.00	1,211.54	
	01.14.61705.00		TELEPHONE		1,211.54	
			08.27.2022 - INTERNET SRVC - 0			
01054	BoundTree Medical	09/01/2022	Regular	0.00	851.74	22646
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
84631685	Invoice	09/01/2022	08.05.2022 - CURAPLEX SHARPS - MEDICA	0.00	18.76	
	01.10.62204.00		PARAMEDIC RESPONSE S		18.76	
			08.05.2022 - CURAPLEX SHARPS			
84637763	Invoice	09/01/2022	08.10.2022 - NEB KIT - MASKS - MEDICAL	0.00	75.45	
	01.10.62204.00		PARAMEDIC RESPONSE S		75.45	
			08.10.2022 - NEB KIT - MASKS -			
84643765	Invoice	09/01/2022	08.15.2022 - IV SOLUTION - MEDICAL SUP	0.00	2.09	
	01.10.62204.00		PARAMEDIC RESPONSE S		2.09	
			08.15.2022 - IV SOLUTION - ME			
84645795	Invoice	09/01/2022	08.16.2022 - IV SOLUTION - MEDICAL SUP	0.00	53.99	
	01.10.62204.00		PARAMEDIC RESPONSE S		53.99	
			08.16.2022 - IV SOLUTION - ME			
84655518	Invoice	09/01/2022	08.23.2022 - BVM AIRFLOW MASKS - ME	0.00	701.45	
	01.00.62204.00		PARAMEDIC RESPONSE S		701.45	
			08.23.2022 - BVM AIRFLOW MA			
01128	Brian Sheldon McCarthy	09/01/2022	Regular	0.00	3,250.00	22647
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004841	Invoice	09/01/2022	09.01.2022 - PROJECT MANAGEMENT - T	0.00	3,250.00	
	01.10.61131.00		FIRE PREVENTION		3,250.00	
			09.01.2022 - PROJECT MANAGE			
01272	Diesel Direct West Inc	09/01/2022	Regular	0.00	2,440.00	22648
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
84697939	Invoice	09/01/2022	08.18.2022 - ULSD CLEAR - 200.4 GALLON	0.00	1,270.74	
	01.25.62988.00		FUEL		1,270.74	
			08.18.2022 - ULSD CLEAR - 200.			
84709195	Invoice	09/01/2022	08.25.2022 - ULSD CLEAR - 171.4 GALLON	0.00	1,169.26	
	01.25.62988.00		FUEL		1,169.26	
			08.25.2022 - ULSD CLEAR - 171.			
01017	Fairfax Lumber	09/01/2022	Regular	0.00	17.38	22649
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
251908	Invoice	09/01/2022	08.29.2022 - PIPE END - MISC HARDWARE	0.00	17.38	
	01.14.63042.00		EXERCISE EQUIPMENT		17.38	
			08.29.2022 - PIPE END - MISC H			
01050	Golden State Emergency Veh Svc	09/01/2022	Regular	0.00	221.31	22650

Check Report

Date Range: 09/01/2022 - 09/30/2022

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		
C1035455	Invoice	09/01/2022	08.29.2022 - MACHINE SCREWS - HARDW	0.00	221.31	
	01.25.62989.00		FLEET PARTS		221.31	
01434	Local Motion Solutions	09/01/2022	Regular	0.00	10,440.00	22651
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004840	Invoice	09/01/2022	08.20.2022 - CONSULTING SRVCS - 07.22 -	0.00	10,440.00	
	01.05.61105.00		OTHER CONTRACT SERVI		10,440.00	
01344	NELSON	09/01/2022	Regular	0.00	2,388.64	22652
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6401995	Invoice	09/01/2022	09.01.2022 - ADMIN ASSISTANT - 40 HRS	0.00	2,388.64	
	01.00.60010.00		TEMPORARY HIRE		2,388.64	
01419	PSTrax	09/01/2022	Regular	0.00	1,466.66	22653
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
4000	Invoice	09/01/2022	08.29.2022 - STATION MODULE - ANNUAL	0.00	1,466.66	
	01.05.61105.00		OTHER CONTRACT SERVI		1,466.66	
01098	Verizon Wireless	09/01/2022	Regular	0.00	684.94	22654
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9914242013	Invoice	09/01/2022	08.23.2022 - TELEPHONE - 08.24.2022 - 0	0.00	684.94	
	01.14.61705.00		TELEPHONE		684.94	
01296	WATERSHED LLC	09/01/2022	Regular	0.00	29.22	22655
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0085417	Invoice	09/01/2022	08.30.2022 - STORM FORCE - REPORTS	0.00	29.22	
	01.10.62213.00		PERSONAL PROTECTIVE E		29.22	
01058	Able Tire & Brake	09/08/2022	Regular	0.00	2,960.08	22656
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
658814	Invoice	09/08/2022	07.26.2022 - LT TRUCK TIRE MOUNT - FLE	0.00	671.44	
	01.25.61600.00		FLEET MAINTENANCE/RE		671.44	
659152	Invoice	09/08/2022	08.02.2022 - NEW TIRES & BALANCING - F	0.00	2,288.64	
	01.25.61600.00		FLEET MAINTENANCE/RE		2,288.64	
01326	AMAZON.COM SERVICES LLC	09/08/2022	Regular	0.00	242.68	22657
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1R6R-41MW-6R6	Invoice	09/08/2022	09.01.2022 - SAN DISC EXTREME - GO PR	0.00	140.88	
	01.10.61000.00		TRAINING AND EDUCATIO		140.88	
1VXG-DXR4-6RF6	Invoice	09/08/2022	09.05.2022 - GO PRO MOUNT - CAMERAS	0.00	41.20	
	01.10.61000.00		TRAINING AND EDUCATIO		41.20	
1YKW-NP93-9JF7	Invoice	09/08/2022	09.05.2022 - KITCHEN SUPPLIES - COOKW	0.00	60.60	
	01.14.62206.00		JANITORIAL MAINTENAN		60.60	
01000	American Messaging	09/08/2022	Regular	0.00	5.81	22658
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
W4106073WI	Invoice	09/08/2022	09.01.2022 - SIREN ALERT - SEPTEMBER	0.00	5.81	
	01.10.63150.00		COMMUNICATIONS EQUI		5.81	
01272	Diesel Direct West Inc	09/08/2022	Regular	0.00	623.92	22659

Check Report

Date Range: 09/01/2022 - 09/30/2022

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		
84720668	Invoice	09/08/2022	09.01.2022 - ULSD CLEAR - 94.9 GALLONS	0.00	623.92	
	01.25.62988.00	FUEL	09.01.2022 - ULSD CLEAR - 94.9		623.92	
01049	Fishman Supply Company	09/08/2022	Regular	0.00	375.80	22660
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1366737	Invoice	09/08/2022	08.24.2022 - JANATORIAL SUPPLIES - AUG	0.00	375.80	
	01.14.62206.00	JANITORIAL MAINTENAN	08.24.2022 - JANATORIAL SUPPL		375.80	
01363	Forster & Kroeger Landscape Maintenance, Inc.	09/08/2022	Regular	0.00	8,600.00	22661
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
8432	Invoice	09/08/2022	08.31.2022 - ONE TIME CLEAN UP - FIRE R	0.00	8,600.00	
	01.15.61131.00	FIRE PREVENTION	08.31.2022 - ONE TIME CLEAN		8,600.00	
01234	Napa Auto Parts	09/08/2022	Regular	0.00	128.15	22662
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
718745	Invoice	09/08/2022	07.12.2022 - SHIPPING & HANDLING - FL	0.00	128.15	
	01.25.62989.00	FLEET PARTS	07.12.2022 - SHIPPING & HAND		128.15	
01344	NELSON	09/08/2022	Regular	0.00	2,435.56	22663
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6402625	Invoice	09/08/2022	09.09.2022 - ADMIN ASSISTANT - 40.50 H	0.00	2,435.56	
	01.00.60010.00	TEMPORARY HIRE	09.09.2022 - ADMIN ASSISTANT		2,435.56	
01020	PG&E	09/08/2022	Regular	0.00	1,997.59	22664
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
758-09122022	Invoice	09/08/2022	08.25.2022 - GAS/ELEC - UTILITIES - 07.06	0.00	1,997.59	
	01.14.61702.00	GAS AND ELECTRIC	08.25.2022 - GAS/ELEC - UTILITI		1,997.59	
01397	PNC Equipment Finance, LLC	09/08/2022	Regular	0.00	169,117.22	22665
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1506816	Invoice	09/08/2022	08.22.2022 - FIRE TRUCK FINANCE - PAYM	0.00	169,117.22	
	15.00.64010.00	LEASE PAYMENT - PRINCIP	08.22.2022 - FIRE TRUCK FINAN		156,213.76	
	15.00.64110.00	LEASE PAYMENT - INTERE	08.22.2022 - FIRE TRUCK FINAN		12,903.46	
01179	Postal Services Plus	09/08/2022	Regular	0.00	178.96	22666
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
22328	Invoice	09/08/2022	08.31.2022 - POSTAGE/SHIPPING - AUGUS	0.00	178.96	
	01.05.62003.00	POSTAGE	08.31.2022 - POSTAGE/SHIPPIN		178.96	
01188	Staples Credit Plan	09/08/2022	Regular	0.00	285.68	22667
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004870	Invoice	09/08/2022	08.24.2022 - OFFICE SUPPLIES - AUGUST	0.00	285.68	
	01.05.62000.00	OFFICE SUPPLIES	08.24.2022 - OFFICE SUPPLIES -		285.68	
01198	Alameda County Fire Department	09/15/2022	Regular	0.00	728.00	22668
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-23-057	Invoice	09/15/2022	09.02.2022 - FIRE APPARATUS REPAIR - SE	0.00	728.00	
	01.25.61600.00	FLEET MAINTENANCE/RE	09.02.2022 - FIRE APPARATUS R		728.00	
01326	AMAZON.COM SERVICES LLC	09/15/2022	Regular	0.00	119.04	22669

Check Report

Date Range: 09/01/2022 - 09/30/2022

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		
112-4219574-270	Invoice	09/15/2022	09.13.2022 - SMOKE & CO DETECTORS - S	0.00	49.89	
	01.14.61500.18		BUILDING MAINTENANCE		49.89	
114-9929938-214	Invoice	09/15/2022	09.07.2022 - SURGE PROTECTOR - SPLITTE	0.00	19.51	
	01.10.63131.00		EQUIPMENT		19.51	
11VF-Y444-H16M	Invoice	09/15/2022	07.07.2022 - PLASTIC KEY IDENTIFIERS - L	0.00	49.64	
	01.05.62000.00		OFFICE SUPPLIES		49.64	
01059	AT&T Mobility	09/15/2022	Regular	0.00	1,034.91	22670
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
287301083016X0	Invoice	09/15/2022	09.02.2022 - WIRELESS SRVC - 08.03. - 09.	0.00	1,034.91	
	01.14.61705.00		TELEPHONE		1,034.91	
01128	Brian Sheldon McCarthy	09/15/2022	Regular	0.00	1,020.00	22671
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
08252022	Invoice	09/15/2022	09.13.2022 - MANAGEMENT FORSTER & K	0.00	1,020.00	
	01.15.61131.00		FIRE PREVENTION		1,020.00	
01017	Fairfax Lumber	09/15/2022	Regular	0.00	5.09	22672
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
252465	Invoice	09/15/2022	09.10.2022 - THREAD SEAL TAPE - SUPPLI	0.00	5.09	
	01.14.61500.00		BUILDING MAINTENANCE		5.09	
01150	Fire Safety Supply Inc	09/15/2022	Regular	0.00	285.04	22673
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
118285	Invoice	09/15/2022	09.12.2022 - ANNUAL SERVICE - RECHARG	0.00	285.04	
	01.10.61410.00		EQUIPMENT MAINTENAN		285.04	
01436	Firefighter Inspiration Readiness & Education, L	09/15/2022	Regular	0.00	1,745.00	22674
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
ROSSVALLEY0906	Invoice	09/15/2022	09.06.2022 - CALM THE CHAOS COURSE -	0.00	1,745.00	
	01.10.61000.00		TRAINING AND EDUCATIO		1,745.00	
01079	Hannibal's Inc.	09/15/2022	Regular	0.00	324.19	22675
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24841	Invoice	09/15/2022	09.07.2022 - LIGHT FIXTURE - REPAIR - ST	0.00	324.19	
	01.14.61500.19		BUILDING MAINTENANCE		324.19	
01262	MacLeod Watts Inc	09/15/2022	Regular	0.00	1,480.00	22676
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
090722RVFPD	Invoice	09/15/2022	09.07.2022 - GASB 68 REPORT - JUNE 202	0.00	1,480.00	
	01.05.61103.00		AUDIT & BOOKEEPING SE		1,480.00	
01234	Napa Auto Parts	09/15/2022	Regular	0.00	208.19	22677
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
732693	Invoice	09/15/2022	09.08.2022 - BLUE DEF 2.5 GAL - QNTY 8 -	0.00	138.79	
	01.25.62989.00		FLEET PARTS		138.79	
732694	Invoice	09/15/2022	09.08.2022 - BLUE DEF 2.5 GALLON - FLEE	0.00	69.40	
	01.25.62989.00		FLEET PARTS		69.40	
01344	NELSON	09/15/2022	Regular	0.00	2,114.06	22678

Check Report

Date Range: 09/01/2022 - 09/30/2022

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		
6403248	Invoice	09/15/2022	09.15.2022 - ADMIN ASST - 34.25 HRS	0.00	2,114.06	
	01.00.60010.00	TEMPORARY HIRE	09.15.2022 - ADMIN ASST - 34.2		2,114.06	
01255	TIAA Commercial Bank Inc.	09/15/2022	Regular	0.00	462.75	22679
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9125769	Invoice	09/15/2022	09.05.2022 - KYOCERA COPIER LEASE - SE	0.00	462.75	
	01.05.61105.00	OTHER CONTRACT SERVI	09.05.2022 - KYOCERA COPIER L		462.75	
01047	Todd C Lando	09/15/2022	Regular	0.00	3,114.00	22680
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-007	Invoice	09/15/2022	09.05.2022 - WEB HOSTING & SUPPORT -	0.00	3,114.00	
	01.15.62220.00	COMMUNITY EDUCATION	09.05.2022 - WEB HOSTING & S		3,114.00	
01147	Town of Ross	09/15/2022	Regular	0.00	5,311.00	22681
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004873	Invoice	09/15/2022	09.12.2022 - SALE OF 1999 DODGE PICK U	0.00	5,311.00	
	01.10.63131.00	EQUIPMENT	09.12.2022 - SALE OF 1999 DOD		5,311.00	
01339	WATTCO	09/15/2022	Regular	0.00	1,107.63	22682
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
60240	Invoice	09/15/2022	09.02.2022 - M6 V-SERIES - CHROME FLA	0.00	903.31	
	01.25.62989.00	FLEET PARTS	09.02.2022 - M6 V-SERIES - CHR		903.31	
60240-02	Invoice	09/15/2022	09.07.2022 - C6 SURFACEMAX - LO PWR R	0.00	204.32	
	01.25.62989.00	FLEET PARTS	09.07.2022 - C6 SURFACEMAX -		204.32	
01026	AT&T Calnet	09/22/2022	Regular	0.00	890.78	22683
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000018742158	Invoice	09/22/2022	09.10.2022 - WIRELESS SRVC - 08.10.22 -	0.00	890.78	
	01.14.61705.00	TELEPHONE	09.10.2022 - WIRELESS SRVC - 0		890.78	
01390	Badawi & Associates	09/22/2022	Regular	0.00	7,029.00	22684
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1271	Invoice	09/22/2022	09.19.2022 - 2022 AUDIT - PROGRESS BILL	0.00	7,029.00	
	01.05.61103.00	AUDIT & BOOKKEEPING SE	09.19.2022 - 2022 AUDIT - PRO		7,029.00	
01272	Diesel Direct West Inc	09/22/2022	Regular	0.00	3,620.08	22685
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84740616	Invoice	09/22/2022	09.14.2022 - GASOLINE UNL - 97.3 - FUEL	0.00	588.06	
	01.25.62988.00	FUEL	09.14.2022 - GASOLINE UNL - 9		588.06	
84740617	Invoice	09/22/2022	09.14.2022 - ULSD CLEAR - 470.3 GALLON	0.00	3,032.02	
	01.25.62988.00	FUEL	09.14.2022 - ULSD CLEAR - 470.		3,032.02	
01017	Fairfax Lumber	09/22/2022	Regular	0.00	44.78	22686
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
252742	Invoice	09/22/2022	09.16.2022 - KICK DOWN DOOR HOLD - M	0.00	44.78	
	01.14.61500.20	BUILDING MAINTENANCE	09.16.2022 - KICK DOWN DOOR		44.78	
01049	Fishman Supply Company	09/22/2022	Regular	0.00	475.49	22687

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Date Range: 09/01/2022 - 09/30/2022

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		
1370292	Invoice	09/22/2022	09.16.2022 - JANATORIAL SUPPLIES - FUEL	0.00	475.49	
	01.14.62206.00		JANITORIAL MAINTENAN		475.49	
01050	Golden State Emergency Veh Svc	09/22/2022	Regular	0.00	329.13	22688
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
C1035556	Invoice	09/22/2022	09.06.2022 - REGULATOR - ELECTRIC - LH,	0.00	329.13	
	01.25.62989.00		FLEET PARTS		329.13	
01028	L. N. Curtis and Sons	09/22/2022	Regular	0.00	1,755.44	22689
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV614298	Invoice	09/22/2022	07.18.2022 - CLASSIX JACKET - GLOBE CUS	0.00	1,658.97	
	01.10.63160.00		TURNOUTS		1,658.97	
INV616832	Invoice	09/22/2022	07.26.2022 - AKRON BRASS CUSTOM - QT	0.00	96.47	
	01.10.63131.00		EQUIPMENT		96.47	
01434	Local Motion Solutions	09/22/2022	Regular	0.00	4,930.00	22690
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004903	Invoice	09/22/2022	09.11.2022 - EMAIL, SCHEDULING & COO	0.00	4,930.00	
	01.05.61105.00		OTHER CONTRACT SERVI		4,930.00	
01037	Marin Municipal Water District	09/22/2022	Regular	0.00	1,521.84	22691
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
087-09122022	Invoice	09/22/2022	777 SAN ANSELMO AVE - 07.08.2022 - 09.	0.00	299.15	
	01.14.61703.00		WATER		299.15	
135-09082022	Invoice	09/22/2022	14-18 PARK RD - 07.06.2022 - 09.02.2022	0.00	132.83	
	01.14.61703.00		WATER		132.83	
256-09132022	Invoice	09/22/2022	150 BUTTERFIELD RD - 07.09.2022 - 09.08	0.00	101.89	
	01.14.61703.00		WATER		101.89	
263-09082022	Invoice	09/22/2022	14-18 PARK RD - 07.06.2022 - 09.02.2022	0.00	101.89	
	01.14.61703.00		WATER		101.89	
354-09132022	Invoice	09/22/2022	150 BUTTERFIELD RD - 07.09.2022 - 09.08	0.00	692.94	
	01.14.61703.00		WATER		692.94	
868-09122022	Invoice	09/22/2022	777 SAN ANSELMO AVE - 07.08.2022 - 09.	0.00	101.89	
	01.14.61703.00		WATER		101.89	
957-09122022	Invoice	09/22/2022	800-804 SAN ANSELMO AVE - 07.08.2022	0.00	91.25	
	01.14.61703.00		WATER		91.25	
01415	Miranda Miller	09/22/2022	Regular	0.00	56.50	22692
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004904	Invoice	09/22/2022	09.16.2022 - REIMBURSEMENT - MILEAGE	0.00	56.50	
	01.15.62220.00		COMMUNITY EDUCATION		56.50	
01276	Municipal Emergency Services, Inc	09/22/2022	Regular	0.00	1,905.40	22693
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SO1592309	Invoice	09/22/2022	05.12.2022 - FEN, DRILLED & COATED - DI	0.00	1,905.40	
	01.10.62210.00		BREATHING APPARATUS		1,905.40	
01234	Napa Auto Parts	09/22/2022	Regular	0.00	443.01	22694

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Date Range: 09/01/2022 - 09/30/2022

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		
735444	Invoice	09/22/2022	09.20.2022 - AIR FILTER, LAMP KIT - FLEET	0.00	443.01	
	01.25.62989.00	FLEET PARTS	09.20.2022 - AIR FILTER, LAMP K		443.01	
01020	PG&E	09/22/2022	Regular	0.00	238.50	22695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
937-09132022	Invoice	09/22/2022	09.13.2022 - GAS,ELECTRIC - 08.08.22 - 09	0.00	238.50	
	01.14.61702.00	GAS AND ELECTRIC	09.13.2022 - GAS,ELECTRIC - 08.		238.50	
01144	Town of San Anselmo	09/22/2022	Regular	0.00	22,517.50	22696
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-23-MISCO1	Invoice	09/22/2022	09.15.2022 - QRTLTY FINANCIAL BILLING -	0.00	22,517.50	
	01.05.61120.00	CONTRACT SERVICES-SAN	09.15.2022 - QRTLTY FINANCIAL		22,517.50	
01437	Advanced Chemical Transport Inc	09/29/2022	Regular	0.00	1,892.39	22697
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
431954	Invoice	09/29/2022	09.30.2022 - LAB PACK SODIUM - STATION	0.00	1,892.39	
	01.10.61102.00	HAZARDOUS MATERIAL R	09.30.2022 - LAB PACK SODIUM		1,892.39	
01326	AMAZON.COM SERVICES LLC	09/29/2022	Regular	0.00	554.90	22698
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1HQW-VQLT-JVVJ	Invoice	09/29/2022	09.21.2022 - WHITE ROUND DELINEATOR	0.00	38.67	
	01.05.62200.00	GENERAL DEPARTMENT S	09.21.2022 - WHITE ROUND DEL		38.67	
1RNH-W7NV-4R9	Invoice	09/29/2022	09.20.2022 - LIQUID IV - HYDRATION MUL	0.00	243.91	
	01.10.61000.00	TRAINING AND EDUCATIO	09.20.2022 - LIQUID IV - HYDRA		243.91	
1VMN-1RFL-RHL	Invoice	09/29/2022	09.22.2022 - BAJA DESIGNS - SQUADRON	0.00	272.32	
	01.25.61600.00	FLEET MAINTENANCE/RE	09.22.2022 - BAJA DESIGNS - SQ		272.32	
01433	AT&T Corp	09/29/2022	Regular	0.00	1,876.76	22699
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
222572191	Invoice	09/29/2022	09.27.2022 - TELEPHONE SRVC - 08.11.22	0.00	955.34	
	01.14.61705.00	TELEPHONE	09.27.2022 - TELEPHONE SRVC -		955.34	
222591015	Invoice	09/29/2022	09.27.2022 - TELEPHONE SRVC - 08.11.22	0.00	921.42	
	01.14.61705.00	TELEPHONE	09.27.2022 - TELEPHONE SRVC -		921.42	
01054	BoundTree Medical	09/29/2022	Regular	0.00	880.37	22700
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84671400	Invoice	09/29/2022	09.02.2022 - ELECTRODES - MEDICAL SUP	0.00	340.48	
	01.10.62204.00	PARAMEDIC RESPONSE S	09.02.2022 - ELECTRODES - ME		340.48	
84675218	Invoice	09/29/2022	09.07.2022 - IV SOLUTION - MEDICAL SUP	0.00	54.90	
	01.10.62204.00	PARAMEDIC RESPONSE S	09.07.2022 - IV SOLUTION - ME		54.90	
84686740	Invoice	09/29/2022	09.15.2022 - IV MODUELS - MEDICAL SUP	0.00	484.99	
	01.10.62204.00	PARAMEDIC RESPONSE S	09.15.2022 - IV MODUELS - ME		484.99	
01148	Brian Costello	09/29/2022	Regular	0.00	495.00	22701
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-5	Invoice	09/29/2022	09.01.2022 - NEW WIRELESS PHONE SYST	0.00	495.00	
	01.05.61121.00	COMPUTER SOFTWARE/S	09.01.2022 - NEW WIRELESS PH		495.00	
01313	Comcast	09/29/2022	Regular	0.00	702.91	22702

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Date Range: 09/01/2022 - 09/30/2022

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		
632-08232022	Invoice	09/29/2022	08.23.2022 - CABLE/WIRELESS SRVC - AU	0.00	702.91	
	01.14.61705.00		TELEPHONE		702.91	
01272	Diesel Direct West Inc	09/29/2022	Regular	0.00	983.88	22703
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84753994	Invoice	09/29/2022	09.22.2022 - ULSD CLEAR - 157.6 GALLON	0.00	983.88	
	01.25.62988.00		FUEL		983.88	
01079	Hannibal's Inc.	09/29/2022	Regular	0.00	545.56	22704
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24854	Invoice	09/29/2022	09.19.2022 - ELECTRICIAN'S LABOR - STATI	0.00	545.56	
	01.14.61500.21		BUILDING MAINTENANCE		545.56	
01052	HRdirect	09/29/2022	Regular	0.00	195.28	22705
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV11962357	Invoice	09/29/2022	08.23.2022 - POSTER GAURD - 1 YEAR SU	0.00	97.64	
	01.05.61300.00		PUBLICATIONS AND DUES		97.64	
INV11962358	Invoice	09/29/2022	07.23.2022 - POSTER GAURD - 1 YEAR SU	0.00	97.64	
	01.05.61300.00		PUBLICATIONS AND DUES		97.64	
01305	Kyocera Document Solution Northern California	09/29/2022	Regular	0.00	152.27	22706
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
55E1693942	Invoice	09/29/2022	09.26.2022 - COPIER MAINTENANCE - LAB	0.00	152.27	
	01.05.61105.00		OTHER CONTRACT SERVI		152.27	
01344	NELSON	09/29/2022	Regular	0.00	4,915.89	22707
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6403879	Invoice	09/29/2022	09.22.2022 - ADMIN ASST - 41.5 HRS - TE	0.00	2,525.09	
	01.00.60010.00		TEMPORARY HIRE		2,525.09	
6404603	Invoice	09/29/2022	09.29.2022 - ADMIN ASST - 40 HRS - 09.2	0.00	2,390.80	
	01.00.60010.00		TEMPORARY HIRE		2,390.80	
01010	Redwood Security Systems Inc	09/29/2022	Regular	0.00	495.00	22708
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4111213	Invoice	09/29/2022	10.01.2022 - FIRE MONITORING - MAINTEN	0.00	495.00	
	01.05.61105.00		OTHER CONTRACT SERVI		495.00	
01357	The Knox Company	09/29/2022	Regular	0.00	576.00	22709

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Date Range: 09/01/2022 - 09/30/2022

Vendor Number Payable #	Vendor Name Payable Type Account Number	Payment Date Post Date	Payment Type Payable Description Account Name	Discount Amount Discount Amount Distribution Amount	Payment Amount Payable Amount	Number
INV-KA-124862	Invoice 01.05.61105.00	09/29/2022	09.20.2022 - CLOUD LICENSE 7-20 - DEVIC OTHER CONTRACT SERVI	0.00	576.00	
			09.20.2022 - CLOUD LICENSE 7-		576.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	66	0.00	289,349.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	94	66	0.00	289,349.12

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Date Range: 09/01/2022 - 09/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01013	AFLAC Business Services	09/08/2022	Regular	0.00	1,733.72	11199
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004845	Invoice	09/15/2022	AFLAC	0.00	1,733.72	
	01.00.20271.00		AFLAC P/R DEDUCTION		1,733.72	
01004	CAPF	09/08/2022	Regular	0.00	531.00	11200
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004848	Invoice	09/15/2022	DISABILITY INSURANCE	0.00	531.00	
	01.00.20275.00		DISABILITY INSURANCE W		531.00	
01161	Nationwide Retirement Solutions	09/08/2022	Regular	0.00	3,018.23	11201
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004850	Invoice	09/15/2022	NATIONWIDE RETIREMENT	0.00	2,008.00	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,008.00	
INV0004851	Invoice	09/15/2022	NATIONWIDE RETIREMENT	0.00	1,010.23	
	01.00.20277.00		DEFERRED COMP. W/ NR		1,010.23	
01069	Ross Valley Firefighters Association	09/08/2022	Regular	0.00	2,490.00	11202
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004862	Invoice	09/15/2022	UNION DUES	0.00	2,490.00	
	01.00.20289.00		UNION DUES WITHHELD		2,490.00	
01013	AFLAC Business Services	09/20/2022	Regular	0.00	1,733.72	11208
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004877	Invoice	09/30/2022	AFLAC	0.00	1,733.72	
	01.00.20271.00		AFLAC P/R DEDUCTION		1,733.72	
01004	CAPF	09/20/2022	Regular	0.00	531.00	11209
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004880	Invoice	09/30/2022	DISABILITY INSURANCE	0.00	531.00	
	01.00.20275.00		DISABILITY INSURANCE W		531.00	
01161	Nationwide Retirement Solutions	09/20/2022	Regular	0.00	2,834.02	11210
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004882	Invoice	09/30/2022	NATIONWIDE RETIREMENT	0.00	2,008.00	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,008.00	
INV0004883	Invoice	09/30/2022	NATIONWIDE RETIREMENT	0.00	826.02	
	01.00.20277.00		DEFERRED COMP. W/ NR		826.02	
01069	Ross Valley Firefighters Association	09/20/2022	Regular	0.00	2,490.00	11211
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004894	Invoice	09/30/2022	UNION DUES	0.00	2,490.00	
	01.00.20289.00		UNION DUES WITHHELD		2,490.00	
01159	Vantagepoint Transfer Agents 302247	09/30/2022	Bank Draft	0.00	16,294.30	DFT0003260
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004843	Invoice	09/15/2022	ICMA	0.00	16,294.30	
	01.00.20276.00		DEFERRED COMP. W/H IC		16,294.30	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	7.20	DFT0003261

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Date Range: 09/01/2022 - 09/30/2022

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		
INV0004844	Invoice	09/15/2022	AD&D	0.00	7.20	
	01.00.20270.00	STANDARD LIFE INS. WIT	AD&D		7.20	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	27.00	DFT0003262
INV0004846	Invoice	09/15/2022	LIFE INSURANCE	0.00	27.00	
	01.00.20270.00	STANDARD LIFE INS. WIT	LIFE INSURANCE		27.00	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	2,179.55	DFT0003263
INV0004847	Invoice	09/15/2022	DENTAL	0.00	2,179.55	
	01.00.20280.00	DENTAL WITHHELD	DENTAL		2,179.55	
01158	P.E.R.S. Health	09/30/2022	Bank Draft	0.00	31,779.43	DFT0003264
INV0004849	Invoice	09/15/2022	MEDICAL INS	0.00	31,779.43	
	01.00.20282.00	HEALTH PERS WITHHELD	MEDICAL INS		31,779.43	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	1,300.44	DFT0003265
INV0004852	Invoice	09/15/2022	PEPRA MISC	0.00	1,300.44	
	01.00.20281.00	PERS WITHHELD	PEPRA MISC		1,300.44	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	1,439.15	DFT0003266
INV0004853	Invoice	09/15/2022	PEPRA MISC	0.00	1,439.15	
	01.00.20281.00	PERS WITHHELD	PEPRA MISC		1,439.15	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	8,988.93	DFT0003267
INV0004854	Invoice	09/15/2022	PEPRA SAFETY	0.00	8,988.93	
	01.00.20281.00	PERS WITHHELD	PEPRA SAFETY		8,988.93	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	8,930.08	DFT0003268
INV0004855	Invoice	09/15/2022	PEPRA Safety	0.00	8,930.08	
	01.00.20281.00	PERS WITHHELD	PEPRA Safety		8,930.08	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	442.27	DFT0003269
INV0004856	Invoice	09/15/2022	PERS MISC	0.00	442.27	
	01.00.20281.00	PERS WITHHELD	PERS MISC		442.27	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	775.63	DFT0003270
INV0004857	Invoice	09/15/2022	PERS MISC	0.00	775.63	
	01.00.20281.00	PERS WITHHELD	PERS MISC		775.63	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	11,424.86	DFT0003271

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Date Range: 09/01/2022 - 09/30/2022

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		
INV0004858	Invoice	09/15/2022	PERS SAFETY	0.00	11,424.86	
	01.00.20281.00	PERS WITHHELD	PERS SAFETY		11,424.86	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	30,060.10	DFT0003272
INV0004859	Invoice	09/15/2022	PERS SAFETY	0.00	30,060.10	
	01.00.20281.00	PERS WITHHELD	PERS SAFETY		30,060.10	
01160	Vantagepoint Transfer Agents - 803422	09/30/2022	Bank Draft	0.00	3,011.10	DFT0003273
INV0004860	Invoice	09/15/2022	RETIREE HEALTH	0.00	3,011.10	
	01.00.20284.00	RETIREE HEALTH SAVINGS	RETIREE HEALTH		3,011.10	
01157	P.E.R.S.	09/15/2022	Bank Draft	0.00	33.30	DFT0003274
INV0004861	Invoice	09/15/2022	SURVIVOR BENEFIT	0.00	33.30	
	01.00.20290.00	PERS SURV. BEN. WITHHE	SURVIVOR BENEFIT		33.30	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	0.60	DFT0003275
INV0004863	Invoice	09/15/2022	VOL CHILD LIFE	0.00	0.60	
	01.00.20270.00	STANDARD LIFE INS. WIT	VOL CHILD LIFE		0.60	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	270.00	DFT0003276
INV0004864	Invoice	09/15/2022	VOLUNTARY LIFE	0.00	270.00	
	01.00.20270.00	STANDARD LIFE INS. WIT	VOLUNTARY LIFE		270.00	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	11.00	DFT0003277
INV0004865	Invoice	09/15/2022	VOL SPOUSE LIFE	0.00	11.00	
	01.00.20270.00	STANDARD LIFE INS. WIT	VOL SPOUSE LIFE		11.00	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	88.13	DFT0003278
INV0004866	Invoice	09/15/2022	VISION	0.00	88.13	
	01.00.20283.00	VSP DEDUCTION	VISION		88.13	
01163	Internal Revenue Service	09/15/2022	Bank Draft	0.00	9,127.20	DFT0003279
INV0004867	Invoice	09/15/2022	Medicare	0.00	9,127.20	
	01.00.20302.00	ACCRUED PAYROLL	Medicare		9,127.20	
01164	Employment Development Dept	09/15/2022	Bank Draft	0.00	20,054.16	DFT0003280
INV0004868	Invoice	09/15/2022	State W/H	0.00	20,054.16	
	01.00.20302.00	ACCRUED PAYROLL	State W/H		20,054.16	
01163	Internal Revenue Service	09/15/2022	Bank Draft	0.00	50,520.23	DFT0003281

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Date Range: 09/01/2022 - 09/30/2022

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		
INV0004869	Invoice	09/15/2022	Fed W/H	0.00	50,520.23	
	01.00.20302.00	ACCRUED PAYROLL	Fed W/H	50,520.23		
01159	Vantagepoint Transfer Agents 302247	09/30/2022	Bank Draft	0.00	15,419.32	DFT0003284
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004875	Invoice	09/30/2022	ICMA	0.00	15,419.32	
	01.00.20276.00	DEFERRED COMP. W/H IC	ICMA	15,419.32		
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	7.20	DFT0003285
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004876	Invoice	09/30/2022	AD&D	0.00	7.20	
	01.00.20270.00	STANDARD LIFE INS. WIT	AD&D	7.20		
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	27.00	DFT0003286
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004878	Invoice	09/30/2022	LIFE INSURANCE	0.00	27.00	
	01.00.20270.00	STANDARD LIFE INS. WIT	LIFE INSURANCE	27.00		
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	2,179.55	DFT0003287
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004879	Invoice	09/30/2022	DENTAL	0.00	2,179.55	
	01.00.20280.00	DENTAL WITHHELD	DENTAL	2,179.55		
01158	P.E.R.S. Health	09/30/2022	Bank Draft	0.00	31,779.43	DFT0003288
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004881	Invoice	09/30/2022	MEDICAL INS	0.00	31,779.43	
	01.00.20282.00	HEALTH PERS WITHHELD	MEDICAL INS	31,779.43		
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	1,300.44	DFT0003289
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004884	Invoice	09/30/2022	PEPRA MISC	0.00	1,300.44	
	01.00.20281.00	PERS WITHHELD	PEPRA MISC	1,300.44		
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	1,439.15	DFT0003290
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004885	Invoice	09/30/2022	PEPRA MISC	0.00	1,439.15	
	01.00.20281.00	PERS WITHHELD	PEPRA MISC	1,439.15		
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	8,988.93	DFT0003291
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004886	Invoice	09/30/2022	PEPRA SAFETY	0.00	8,988.93	
	01.00.20281.00	PERS WITHHELD	PEPRA SAFETY	8,988.93		
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	8,930.08	DFT0003292
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004887	Invoice	09/30/2022	PEPRA Safety	0.00	8,930.08	
	01.00.20281.00	PERS WITHHELD	PEPRA Safety	8,930.08		
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	442.27	DFT0003293

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Date Range: 09/01/2022 - 09/30/2022

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		
INV0004888	Invoice	09/30/2022	PERS MISC	0.00	442.27	
	01.00.20281.00	PERS WITHHELD	PERS MISC		442.27	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	775.63	DFT0003294
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004889	Invoice	09/30/2022	PERS MISC	0.00	775.63	
	01.00.20281.00	PERS WITHHELD	PERS MISC		775.63	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	11,424.85	DFT0003295
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004890	Invoice	09/30/2022	PERS SAFETY	0.00	11,424.85	
	01.00.20281.00	PERS WITHHELD	PERS SAFETY		11,424.85	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	30,060.11	DFT0003296
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004891	Invoice	09/30/2022	PERS SAFETY	0.00	30,060.11	
	01.00.20281.00	PERS WITHHELD	PERS SAFETY		30,060.11	
01160	Vantagepoint Transfer Agents - 803422	09/30/2022	Bank Draft	0.00	3,011.10	DFT0003297
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004892	Invoice	09/30/2022	RETIREE HEALTH	0.00	3,011.10	
	01.00.20284.00	RETIREE HEALTH SAVINGS	RETIREE HEALTH		3,011.10	
01157	P.E.R.S.	09/30/2022	Bank Draft	0.00	33.30	DFT0003298
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004893	Invoice	09/30/2022	SURVIVOR BENEFIT	0.00	33.30	
	01.00.20290.00	PERS SURV. BEN. WITHHE	SURVIVOR BENEFIT		33.30	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	0.60	DFT0003299
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004895	Invoice	09/30/2022	VOL CHILD LIFE	0.00	0.60	
	01.00.20270.00	STANDARD LIFE INS. WIT	VOL CHILD LIFE		0.60	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	270.00	DFT0003300
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004896	Invoice	09/30/2022	VOLUNTARY LIFE	0.00	270.00	
	01.00.20270.00	STANDARD LIFE INS. WIT	VOLUNTARY LIFE		270.00	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	11.00	DFT0003301
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004897	Invoice	09/30/2022	VOL SPOUSE LIFE	0.00	11.00	
	01.00.20270.00	STANDARD LIFE INS. WIT	VOL SPOUSE LIFE		11.00	
01162	FDAC Employee Benefit Authority	09/30/2022	Bank Draft	0.00	88.13	DFT0003302
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004898	Invoice	09/30/2022	VISION	0.00	88.13	
	01.00.20283.00	VSP DEDUCTION	VISION		88.13	
01163	Internal Revenue Service	09/30/2022	Bank Draft	0.00	136.40	DFT0003303

Check Report

Date Range: 09/01/2022 - 09/30/2022

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			
INV0004899	Invoice	09/30/2022	Social Security	0.00	136.40	
01.00.20302.00	ACCRUED PAYROLL	Social Security	136.40			
01163	Internal Revenue Service	09/30/2022	Bank Draft	0.00	12,204.60	DFT0003304
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004900	Invoice	09/30/2022	Medicare	0.00	12,204.60	
01.00.20302.00	ACCRUED PAYROLL	Medicare	12,204.60			
01164	Employment Development Dept	09/30/2022	Bank Draft	0.00	31,193.40	DFT0003305
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004901	Invoice	09/30/2022	State W/H	0.00	31,193.40	
01.00.20302.00	ACCRUED PAYROLL	State W/H	31,193.40			
01163	Internal Revenue Service	09/30/2022	Bank Draft	0.00	82,514.25	DFT0003306
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004902	Invoice	09/30/2022	Fed W/H	0.00	82,514.25	
01.00.20302.00	ACCRUED PAYROLL	Fed W/H	82,514.25			

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	8	0.00	15,361.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	45	45	0.00	439,001.40
EFT's	0	0	0.00	0.00
	55	53	0.00	454,363.09

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	74	0.00	304,710.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	45	45	0.00	439,001.40
EFT's	0	0	0.00	0.00
	149	119	0.00	743,712.21

Fund Summary

Fund	Name	Period	Amount
98	POOLED PAYROLL	9/2022	454,363.09
99	POOLED CASH	9/2022	289,349.12
			743,712.21

Ross Valley Fire Dept

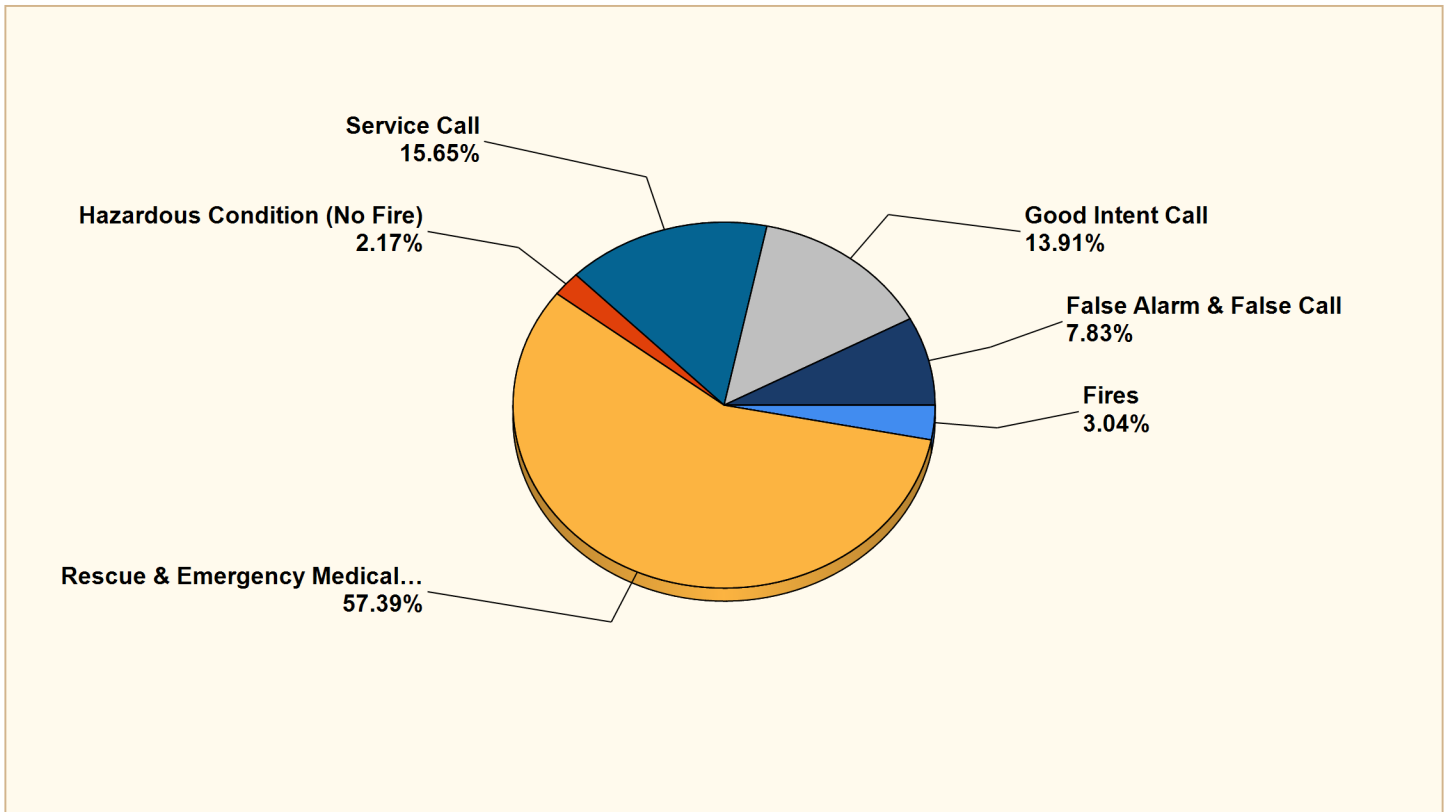
San Anselmo, CA

This report was generated on 10/6/2022 11:39:05 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2022 | End Date: 09/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	3.04%
Rescue & Emergency Medical Service	132	57.39%
Hazardous Condition (No Fire)	5	2.17%
Service Call	36	15.65%
Good Intent Call	32	13.91%
False Alarm & False Call	18	7.83%
TOTAL	230	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.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	2	0.87%
140 - Natural vegetation fire, other	1	0.43%
142 - Brush or brush-and-grass mixture fire	1	0.43%
150 - Outside rubbish fire, other	1	0.43%
151 - Outside rubbish, trash or waste fire	1	0.43%
154 - Dumpster or other outside trash receptacle fire	1	0.43%
321 - EMS call, excluding vehicle accident with injury	125	54.35%
322 - Motor vehicle accident with injuries	4	1.74%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	1.3%
412 - Gas leak (natural gas or LPG)	3	1.3%
444 - Power line down	2	0.87%
511 - Lock-out	1	0.43%
550 - Public service assistance, other	4	1.74%
551 - Assist police or other governmental agency	1	0.43%
553 - Public service	13	5.65%
554 - Assist invalid	12	5.22%
571 - Cover assignment, standby, moveup	5	2.17%
600 - Good intent call, other	1	0.43%
611 - Dispatched & cancelled en route	18	7.83%
622 - No incident found on arrival at dispatch address	2	0.87%
651 - Smoke scare, odor of smoke	10	4.35%
671 - HazMat release investigation w/no HazMat	1	0.43%
700 - False alarm or false call, other	1	0.43%
733 - Smoke detector activation due to malfunction	1	0.43%
735 - Alarm system sounded due to malfunction	1	0.43%
736 - CO detector activation due to malfunction	2	0.87%
743 - Smoke detector activation, no fire - unintentional	5	2.17%
744 - Detector activation, no fire - unintentional	2	0.87%
745 - Alarm system activation, no fire - unintentional	6	2.61%
TOTAL INCIDENTS:	230	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 10/6/2022 11:37:50 AM



Incident Type Count per Station for Date Range

Start Date: 09/01/2022 | End Date: 09/30/2022

INCIDENT TYPE	# INCIDENTS
Station: 00 - MUTUAL AID RESOURCES	
140 - Natural vegetation fire, other	1
142 - Brush or brush-and-grass mixture fire	1
# Incidents for 00 - Mutual Aid Resources:	2

Station: 18 - STATION 18	
321 - EMS call, excluding vehicle accident with injury	19
323 - Motor vehicle/pedestrian accident (MV Ped)	1
412 - Gas leak (natural gas or LPG)	1
551 - Assist police or other governmental agency	1
553 - Public service	1
554 - Assist invalid	1
571 - Cover assignment, standby, moveup	4
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	2
743 - Smoke detector activation, no fire - unintentional	2
# Incidents for 18 - Station 18 :	33

Station: 19 - STATION 19	
131 - Passenger vehicle fire	1
150 - Outside rubbish fire, other	1
321 - EMS call, excluding vehicle accident with injury	40
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
444 - Power line down	1
511 - Lock-out	1
550 - Public service assistance, other	2
553 - Public service	5
554 - Assist invalid	2
611 - Dispatched & cancelled en route	7
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	3
671 - HazMat release investigation w/no HazMat	1
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
744 - Detector activation, no fire - unintentional	1

Only REVIEWED incidents included.



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

4

Incidents for 19 - Station 19:

75

Station: 20 - STATION 20

154 - Dumpster or other outside trash receptacle fire	1
321 - EMS call, excluding vehicle accident with injury	20
322 - Motor vehicle accident with injuries	1
323 - Motor vehicle/pedestrian accident (MV Ped)	1
553 - Public service	4
554 - Assist invalid	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	1
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

Incidents for 20 - Station 20:

37

Station: 21 - STATION 21

131 - Passenger vehicle fire	1
151 - Outside rubbish, trash or waste fire	1
321 - EMS call, excluding vehicle accident with injury	46
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
553 - Public service	3
554 - Assist invalid	8
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	8
651 - Smoke scare, odor of smoke	4
700 - False alarm or false call, other	1
733 - Smoke detector activation due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

Incidents for 21 - Station 21:

83

Only REVIEWED incidents included.



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Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		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	2,260,173.00	2,260,173.00	188,347.75	564,308.42	-1,695,864.58	75.03 %
01.00.47502.00	ROSS	2,266,963.00	2,266,963.00	188,913.58	566,740.74	-1,700,222.26	75.00 %
01.00.47503.00	SAN ANSELMO	3,931,536.00	3,931,536.00	327,628.00	982,884.00	-2,948,652.00	75.00 %
01.00.47504.00	SLEEPY HOLLOW	1,241,640.00	1,241,640.00	103,470.00	312,325.49	-929,314.51	74.85 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	48,856.00	48,856.00	4,071.33	12,891.67	-35,964.33	73.61 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,301,864.00	1,301,864.00	108,488.66	323,018.48	-978,845.52	75.19 %
01.00.49501.00	COUNTY OF MARIN	242,856.00	242,856.00	245,293.00	245,293.00	2,437.00	101.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PR	287,558.00	287,558.00	0.00	0.00	-287,558.00	100.00 %
01.00.49506.00	RVPA RENTAL	32,624.00	32,624.00	0.00	32,624.09	0.09	100.00 %
01.00.49507.00	LAIF INTEREST	5,000.00	5,000.00	0.00	-1,190.64	-6,190.64	123.81 %
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIM	47,290.00	47,290.00	0.00	0.00	-47,290.00	100.00 %
01.00.49510.00	PLAN CHECKING FEES	265,000.00	265,000.00	33,399.51	76,015.74	-188,984.26	71.31 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	176.70	176.70	-49,823.30	99.65 %
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	0.00	7,319.29	-2,680.71	26.81 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	0.00	13,562.48	32,550.82	32,550.82	0.00 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	87,462.00	87,462.00	0.00	-17,314.52	-104,776.52	119.80 %
01.00.49518.00	DEFENSIBLE SPACE INSPECTION CO	303,817.00	303,817.00	0.00	0.00	-303,817.00	100.00 %
01.00.49523.00	APPARATUS REPLACEMENT	355,006.00	355,006.00	22,670.08	150,829.57	-204,176.43	57.51 %
01.00.49524.00	TECHNOLOGY FEES	23,600.00	23,600.00	2,527.24	5,265.27	-18,334.73	77.69 %
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	5,933.61	0.00	-15,000.00	100.00 %
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	-14,649.64	-29,649.64	197.66 %
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	7,814.57	0.00	-15,000.00	100.00 %
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	-12,606.31	-27,606.31	184.04 %
	Revenue Total:	12,821,245.00	12,821,245.00	1,252,296.51	3,266,482.17	-9,554,762.83	74.52 %
Expense							
01.00.60000.00	REGULAR SALARIES	4,845,101.00	4,845,101.00	395,450.97	1,193,260.45	3,651,840.55	75.37 %
01.00.60010.00	TEMPORARY HIRE	16,883.00	16,883.00	11,854.15	29,814.63	-12,931.63	-76.60 %
01.00.60020.00	MINIMUM STAFFING	765,346.00	765,346.00	84,429.76	240,704.35	524,641.65	68.55 %
01.00.60021.00	HOURLY OVERTIME	93,418.00	93,418.00	11,204.79	27,506.21	65,911.79	70.56 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	22,511.00	22,511.00	1,329.00	3,338.65	19,172.35	85.17 %
01.00.60025.00	OT OES RESPONSE	0.00	0.00	205,771.19	249,182.27	-249,182.27	0.00 %
01.00.60026.00	OT TRAINING	62,520.00	62,520.00	0.00	2,965.78	59,554.22	95.26 %
01.00.60027.00	HOLIDAY	216,444.00	216,444.00	17,938.98	53,816.94	162,627.06	75.14 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	23,340.00	23,340.00	0.00	0.00	23,340.00	100.00 %
01.00.60029.00	FLSA O/T	104,672.00	104,672.00	8,507.82	21,443.66	83,228.34	79.51 %
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	900.00	2,700.00	75.00 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	2,400.00	5,600.00	70.00 %
01.00.60100.00	RETIREMENT	2,316,633.00	2,316,633.00	82,409.93	1,514,423.70	802,209.30	34.63 %
01.00.60200.00	CAFETERIA HEALTH PLAN	895,522.00	895,522.00	69,723.28	211,117.70	684,404.30	76.43 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	28,906.00	28,906.00	3,011.10	9,133.67	19,772.33	68.40 %
01.00.60215.00	WORKERS' COMPENSATION INSUR	443,214.00	443,214.00	0.00	88,872.00	354,342.00	79.95 %
01.00.60220.00	PAYROLL TAXES	93,275.00	93,275.00	10,684.36	27,682.96	65,592.04	70.32 %
01.00.60221.00	HOUSING ALLOWANCE	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
01.00.60223.00	UNIFORM REIMBURSEMENT	25,200.00	25,200.00	2,100.00	6,316.00	18,884.00	74.94 %
01.00.60225.00	EDUCATION REIMBURSEMENT	115,361.00	115,361.00	9,795.60	29,386.80	85,974.20	74.53 %
01.00.60231.00	RETIREE'S HEALTH INSURANCE	536,878.00	536,878.00	27,253.50	65,065.41	471,812.59	87.88 %
01.00.61103.00	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	0.00	191.46	-191.46	0.00 %
01.00.61115.00	LIABILITY INSURANCE	30,342.00	30,342.00	0.00	54,863.00	-24,521.00	-80.82 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.00.62204.00	PARAMEDIC RESPONSE SUPPLIES	0.00	0.00	701.45	701.45	-701.45	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	355,006.00	355,006.00	0.00	0.00	355,006.00	100.00 %
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	31,626.00	31,626.00	9,312.20	10,228.16	21,397.84	67.66 %
01.05.61105.00	OTHER CONTRACT SERVICES	62,800.00	62,800.00	18,522.68	29,970.67	32,829.33	52.28 %
01.05.61106.00	CONTRACT SERVICES - MCFD	332,653.00	332,653.00	0.00	0.00	332,653.00	100.00 %
01.05.61107.00	ATTORNEY/LEGAL FEES	10,928.00	10,928.00	0.00	6,327.00	4,601.00	42.10 %
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	0.00	0.00	2,900.00	100.00 %
01.05.61120.00	CONTRACT SERVICES-SAN ANSELM	90,070.00	90,070.00	22,517.50	22,517.50	67,552.50	75.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	34,093.00	34,093.00	495.00	921.74	33,171.26	97.30 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENA	8,446.00	8,446.00	0.00	0.00	8,446.00	100.00 %
01.05.61127.00	HEALTH AND WELLNESS	27,500.00	27,500.00	0.00	460.00	27,040.00	98.33 %
01.05.61129.00	HIRING EXPENSES	12,360.00	12,360.00	0.00	69.00	12,291.00	99.44 %
01.05.61300.00	PUBLICATIONS AND DUES	9,579.00	9,579.00	195.28	1,666.28	7,912.72	82.60 %
01.05.62000.00	OFFICE SUPPLIES	4,635.00	4,635.00	335.32	1,347.84	3,287.16	70.92 %
01.05.62003.00	POSTAGE	1,082.00	1,082.00	178.96	196.95	885.05	81.80 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,132.00	13,132.00	38.67	549.05	12,582.95	95.82 %
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,510.00	17,510.00	0.00	0.00	17,510.00	100.00 %
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,223.00	4,223.00	0.00	0.00	4,223.00	100.00 %
01.10.60065.02	EXPLORER POST	9,270.00	9,270.00	0.00	0.00	9,270.00	100.00 %
01.10.60220.00	PAYROLL TAXES	1,340.00	1,340.00	0.00	0.00	1,340.00	100.00 %
01.10.61000.00	TRAINING AND EDUCATION	42,000.00	42,000.00	2,170.99	6,456.23	35,543.77	84.63 %
01.10.61100.00	DISPATCH	224,594.00	224,594.00	0.00	0.00	224,594.00	100.00 %
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	0.00	0.00	5,150.00	100.00 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	1,892.39	2,013.64	-983.64	-95.50 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	4,326.00	4,326.00	0.00	0.00	4,326.00	100.00 %
01.10.61110.00	MERA OPERATING EXPENSE	107,339.00	107,339.00	0.00	0.00	107,339.00	100.00 %
01.10.61131.00	FIRE PREVENTION	0.00	0.00	3,250.00	3,250.00	-3,250.00	0.00 %
01.10.61410.00	EQUIPMENT MAINTENANCE	11,900.00	11,900.00	285.04	285.04	11,614.96	97.60 %
01.10.61902.00	MWPA DEFENDSIBLE SPACE	0.00	0.00	-8,600.00	-24,196.23	24,196.23	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,347.00	4,347.00	173.98	458.94	3,888.06	89.44 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	38,500.00	38,500.00	1,030.66	6,173.35	32,326.65	83.97 %
01.10.62210.00	BREATHING APPARATUS	6,900.00	6,900.00	1,905.40	1,905.40	4,994.60	72.39 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,313.00	7,313.00	0.00	0.00	7,313.00	100.00 %
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMEN	38,196.00	38,196.00	29.22	1,140.46	37,055.54	97.01 %
01.10.63131.00	EQUIPMENT	40,000.00	40,000.00	5,426.98	-257.10	40,257.10	100.64 %
01.10.63140.00	HYDRANTS	23,500.00	23,500.00	0.00	0.00	23,500.00	100.00 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,630.00	21,630.00	5.81	17.43	21,612.57	99.92 %
01.10.63160.00	TURNOUTS	23,123.00	23,123.00	1,658.97	1,658.97	21,464.03	92.83 %
01.10.64401.00	MERA BOND PAYMENT PRIOR AUT	0.00	0.00	0.00	57,991.00	-57,991.00	0.00 %
01.14.61500.00	BUILDING MAINTENANCE AND LAN	17,500.00	17,500.00	5.09	808.81	16,691.19	95.38 %
01.14.61500.18	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	49.89	49.89	14,950.11	99.67 %
01.14.61500.19	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	-12,282.12	-26,705.78	41,705.78	278.04 %
01.14.61500.20	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	44.78	299.07	14,700.93	98.01 %
01.14.61500.21	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	545.56	856.56	14,143.44	94.29 %
01.14.61702.00	GAS AND ELECTRIC	45,320.00	45,320.00	2,236.09	8,575.74	36,744.26	81.08 %
01.14.61703.00	WATER	8,147.00	8,147.00	1,521.84	2,203.84	5,943.16	72.95 %
01.14.61704.00	SEWER	2,781.00	2,781.00	0.00	0.00	2,781.00	100.00 %
01.14.61705.00	TELEPHONE	79,858.00	79,858.00	6,401.84	11,182.42	68,675.58	86.00 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI	10,000.00	10,000.00	911.89	2,871.94	7,128.06	71.28 %
01.14.62501.00	FURNISHINGS	8,240.00	8,240.00	0.00	0.00	8,240.00	100.00 %
01.14.63040.00	APPLIANCES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
01.14.63041.00	OFFICE EQUIPMENT	10,000.00	10,000.00	0.00	65.24	9,934.76	99.35 %
01.14.63042.00	EXERCISE EQUIPMENT	10,300.00	10,300.00	17.38	3,688.08	6,611.92	64.19 %
01.14.63044.00	TECHNOLOGY PURCHASES	22,351.00	22,351.00	0.00	0.00	22,351.00	100.00 %
01.15.60220.00	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	6.15	6.15	-6.15	0.00 %
01.15.61131.00	FIRE PREVENTION	4,738.00	4,738.00	9,458.03	12,405.93	-7,667.93	-161.84 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,064.00	9,064.00	3,595.52	3,640.27	5,423.73	59.84 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.25.61411.00	BURN TRAILER MAINTENANCE	9,579.00	9,579.00	0.00	0.00	9,579.00	100.00 %
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	113,300.00	113,300.00	3,960.40	33,339.14	79,960.86	70.57 %
01.25.62988.00	FUEL	42,500.00	42,500.00	7,667.88	15,874.72	26,625.28	62.65 %
01.25.62989.00	FLEET PARTS	15,000.00	15,000.00	2,577.12	1,637.96	13,362.04	89.08 %
	Expense Total:	12,821,245.00	12,821,245.00	1,030,808.27	4,035,038.39	8,786,206.61	68.53 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	221,488.24	-768,556.22	-768,556.22	0.00 %
Fund: 15 - VEHICLE FUND							
Revenue							
15.00.51999.00	TRANSFERS IN	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
	Revenue Total:	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
Expense							
15.00.63154.00	VEHICLE PURCHASE	262,633.00	262,633.00	0.00	0.00	262,633.00	100.00 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	297,797.00	297,797.00	156,213.76	156,213.76	141,583.24	47.54 %
15.00.64110.00	LEASE PAYMENT - INTEREST	26,032.00	26,032.00	12,903.46	12,903.46	13,128.54	50.43 %
	Expense Total:	586,462.00	586,462.00	169,117.22	169,117.22	417,344.78	71.16 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	-169,117.22	-169,117.22	62,338.78	26.93 %
	Report Surplus (Deficit):	-231,456.00	-231,456.00	52,371.02	-937,673.44	-706,217.44	-305.12 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue	12,821,245.00	12,821,245.00	1,252,296.51	3,266,482.17	-9,554,762.83	74.52 %
Expense	12,821,245.00	12,821,245.00	1,030,808.27	4,035,038.39	8,786,206.61	68.53 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	221,488.24	-768,556.22	-768,556.22	0.00 %
Fund: 15 - VEHICLE FUND						
Revenue	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
Expense	586,462.00	586,462.00	169,117.22	169,117.22	417,344.78	71.16 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	-169,117.22	-169,117.22	62,338.78	26.93 %
Report Surplus (Deficit):	-231,456.00	-231,456.00	52,371.02	-937,673.44	-706,217.44	-305.12 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	221,488.24	-768,556.22	-768,556.22
15 - VEHICLE FUND	-231,456.00	-231,456.00	-169,117.22	-169,117.22	62,338.78
Report Surplus (Deficit):	-231,456.00	-231,456.00	52,371.02	-937,673.44	-706,217.44



Ross Valley Fire, CA

Budget Report Group Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2022

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue						
475 - MEMBER CONTRIBUTIONS	11,051,032.00	11,051,032.00	920,919.32	2,762,168.80	-8,288,863.20	75.01 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,770,213.00	1,770,213.00	331,377.19	504,313.37	-1,265,899.63	71.51 %
Revenue Total:	12,821,245.00	12,821,245.00	1,252,296.51	3,266,482.17	-9,554,762.83	74.52 %
Expense						
600 - SALARIES AND WAGES	6,246,838.00	6,246,838.00	737,586.66	1,825,332.94	4,421,505.06	70.78 %
601 - RETIREMENT	2,316,633.00	2,316,633.00	82,409.93	1,514,423.70	802,209.30	34.63 %
602 - EMPLOYEE BENEFITS	2,142,096.00	2,142,096.00	122,573.99	437,580.69	1,704,515.31	79.57 %
610 - TRAINING	42,000.00	42,000.00	2,170.99	6,456.23	35,543.77	84.63 %
611 - OUTSIDE SERVICES	990,895.00	990,895.00	65,447.80	143,218.10	847,676.90	85.55 %
613 - PUBLICATION / DUES	9,579.00	9,579.00	195.28	1,666.28	7,912.72	82.60 %
614 - MAINTENANCE	21,479.00	21,479.00	285.04	285.04	21,193.96	98.67 %
615 - BUILDING MAINTENANCE	77,500.00	77,500.00	-11,636.80	-24,691.45	102,191.45	131.86 %
616 - VEHICLE MAINTENANCE	113,300.00	113,300.00	3,960.40	33,339.14	79,960.86	70.57 %
617 - UTILITIES	136,106.00	136,106.00	10,159.77	21,962.00	114,144.00	83.86 %
619 - MISCELLANEOUS	0.00	0.00	-8,600.00	-24,196.23	24,196.23	0.00 %
620 - OFFICE SUPPLIES	5,717.00	5,717.00	514.28	1,544.79	4,172.21	72.98 %
622 - DEPARTMENT SUPPLIES	127,452.00	127,452.00	8,386.79	17,440.86	110,011.14	86.32 %
625 - FURNISHINGS	8,240.00	8,240.00	0.00	0.00	8,240.00	100.00 %
629 - MISCELLANEOUS	72,500.00	72,500.00	10,245.00	17,512.68	54,987.32	75.84 %
630 - EQUIPMENT	47,651.00	47,651.00	17.38	3,753.32	43,897.68	92.12 %
631 - CAPITAL OUTLAY	108,253.00	108,253.00	7,091.76	1,419.30	106,833.70	98.69 %
644 - MERA BOND PAYMENT	0.00	0.00	0.00	57,991.00	-57,991.00	0.00 %
670 - TRANSFERS OUT	355,006.00	355,006.00	0.00	0.00	355,006.00	100.00 %
Expense Total:	12,821,245.00	12,821,245.00	1,030,808.27	4,035,038.39	8,786,206.61	68.53 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	221,488.24	-768,556.22	-768,556.22	0.00 %
Fund: 15 - VEHICLE FUND						
Revenue						
519 - TRANSFERS IN	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
Revenue Total:	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
Expense						
631 - CAPITAL OUTLAY	262,633.00	262,633.00	0.00	0.00	262,633.00	100.00 %
640 - PRINCIPAL	297,797.00	297,797.00	156,213.76	156,213.76	141,583.24	47.54 %
641 - INTEREST	26,032.00	26,032.00	12,903.46	12,903.46	13,128.54	50.43 %
Expense Total:	586,462.00	586,462.00	169,117.22	169,117.22	417,344.78	71.16 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	-169,117.22	-169,117.22	62,338.78	26.93 %
Report Surplus (Deficit):	-231,456.00	-231,456.00	52,371.02	-937,673.44	-706,217.44	-305.12 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	221,488.24	-768,556.22	-768,556.22
15 - VEHICLE FUND	-231,456.00	-231,456.00	-169,117.22	-169,117.22	62,338.78
Report Surplus (Deficit):	-231,456.00	-231,456.00	52,371.02	-937,673.44	-706,217.44



Ross Valley Fire, CA

Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 07/31/2022

		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	2,260,173.00	2,260,173.00	187,612.92	187,612.92	-2,072,560.08	91.70 %
01.00.47502.00	ROSS	2,266,963.00	2,266,963.00	187,369.42	187,369.42	-2,079,593.58	91.73 %
01.00.47503.00	SAN ANSELMO	3,931,536.00	3,931,536.00	327,628.00	327,628.00	-3,603,908.00	91.67 %
01.00.47504.00	SLEEPY HOLLOW	1,241,640.00	1,241,640.00	105,385.49	105,385.49	-1,136,254.51	91.51 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	48,856.00	48,856.00	4,749.01	4,749.01	-44,106.99	90.28 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,301,864.00	1,301,864.00	106,041.16	106,041.16	-1,195,822.84	91.85 %
01.00.49501.00	COUNTY OF MARIN	242,856.00	242,856.00	0.00	0.00	-242,856.00	100.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROG	287,558.00	287,558.00	0.00	0.00	-287,558.00	100.00 %
01.00.49506.00	RVPA RENTAL	32,624.00	32,624.00	32,624.09	32,624.09	0.09	100.00 %
01.00.49507.00	LAIF INTEREST	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
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	265,000.00	265,000.00	13,091.00	13,091.00	-251,909.00	95.06 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	0.00	0.00	-50,000.00	100.00 %
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	2,860.00	2,860.00	-7,140.00	71.40 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	0.00	2,712.62	2,712.62	2,712.62	0.00 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	87,462.00	87,462.00	-17,314.52	-17,314.52	-104,776.52	119.80 %
01.00.49518.00	DEFENSIBLE SPACE INSPECTION CON...	303,817.00	303,817.00	0.00	0.00	-303,817.00	100.00 %
01.00.49523.00	APPARATUS REPLACEMENT	355,006.00	355,006.00	105,489.41	105,489.41	-249,516.59	70.29 %
01.00.49524.00	TECHNOLOGY FEES	23,600.00	23,600.00	0.00	0.00	-23,600.00	100.00 %
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:	12,821,245.00	12,821,245.00	1,058,248.60	1,058,248.60	-11,762,996.40	91.75 %
Expense							
01.00.60000.00	REGULAR SALARIES	4,845,101.00	4,845,101.00	404,673.04	404,673.04	4,440,427.96	91.65 %
01.00.60010.00	TEMPORARY HIRE	16,883.00	16,883.00	6,484.64	6,484.64	10,398.36	61.59 %
01.00.60020.00	MINIMUM STAFFING	765,346.00	765,346.00	122,630.44	122,630.44	642,715.56	83.98 %
01.00.60021.00	HOURLY OVERTIME	93,418.00	93,418.00	5,940.20	5,940.20	87,477.80	93.64 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	22,511.00	22,511.00	996.75	996.75	21,514.25	95.57 %
01.00.60026.00	OT TRAINING	62,520.00	62,520.00	0.00	0.00	62,520.00	100.00 %
01.00.60027.00	HOLIDAY	216,444.00	216,444.00	17,938.98	17,938.98	198,505.02	91.71 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	23,340.00	23,340.00	0.00	0.00	23,340.00	100.00 %
01.00.60029.00	FLSA O/T	104,672.00	104,672.00	8,507.82	8,507.82	96,164.18	91.87 %
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	300.00	3,300.00	91.67 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	800.00	7,200.00	90.00 %
01.00.60100.00	RETIREMENT	2,316,633.00	2,316,633.00	1,350,032.43	1,350,032.43	966,600.57	41.72 %
01.00.60200.00	CAFETERIA HEALTH PLAN	895,522.00	895,522.00	71,671.18	71,671.18	823,850.82	92.00 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	28,906.00	28,906.00	3,111.47	3,111.47	25,794.53	89.24 %
01.00.60215.00	WORKERS' COMPENSATION INSURA...	443,214.00	443,214.00	88,872.00	88,872.00	354,342.00	79.95 %
01.00.60220.00	PAYROLL TAXES	93,275.00	93,275.00	8,297.45	8,297.45	84,977.55	91.10 %
01.00.60221.00	HOUSING ALLOWANCE	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
01.00.60223.00	UNIFORM REIMBURSEMENT	25,200.00	25,200.00	2,116.00	2,116.00	23,084.00	91.60 %
01.00.60225.00	EDUCATION REIMBURSEMENT	115,361.00	115,361.00	9,795.60	9,795.60	105,565.40	91.51 %
01.00.60231.00	RETIREE'S HEALTH INSURANCE	536,878.00	536,878.00	32,570.10	32,570.10	504,307.90	93.93 %
01.00.61115.00	LIABILITY INSURANCE	30,342.00	30,342.00	54,863.00	54,863.00	-24,521.00	-80.82 %
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	355,006.00	355,006.00	0.00	0.00	355,006.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	31,626.00	31,626.00	287.59	287.59	31,338.41	99.09 %
01.05.61105.00	OTHER CONTRACT SERVICES	62,800.00	62,800.00	708.31	708.31	62,091.69	98.87 %
01.05.61106.00	CONTRACT SERVICES - MCFD	332,653.00	332,653.00	0.00	0.00	332,653.00	100.00 %
01.05.61107.00	ATTORNEY/LEGAL FEES	10,928.00	10,928.00	0.00	0.00	10,928.00	100.00 %
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	0.00	0.00	2,900.00	100.00 %
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	90,070.00	90,070.00	0.00	0.00	90,070.00	100.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	34,093.00	34,093.00	0.00	0.00	34,093.00	100.00 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENAN...	8,446.00	8,446.00	0.00	0.00	8,446.00	100.00 %
01.05.61127.00	HEALTH AND WELLNESS	27,500.00	27,500.00	230.00	230.00	27,270.00	99.16 %
01.05.61129.00	HIRING EXPENSES	12,360.00	12,360.00	49.00	49.00	12,311.00	99.60 %
01.05.61300.00	PUBLICATIONS AND DUES	9,579.00	9,579.00	1,471.00	1,471.00	8,108.00	84.64 %
01.05.62000.00	OFFICE SUPPLIES	4,635.00	4,635.00	201.52	201.52	4,433.48	95.65 %
01.05.62003.00	POSTAGE	1,082.00	1,082.00	0.00	0.00	1,082.00	100.00 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,132.00	13,132.00	227.85	227.85	12,904.15	98.26 %
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,510.00	17,510.00	0.00	0.00	17,510.00	100.00 %
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,223.00	4,223.00	0.00	0.00	4,223.00	100.00 %
01.10.60065.02	EXPLORER POST	9,270.00	9,270.00	0.00	0.00	9,270.00	100.00 %
01.10.60220.00	PAYROLL TAXES	1,340.00	1,340.00	0.00	0.00	1,340.00	100.00 %
01.10.61000.00	TRAINING AND EDUCATION	42,000.00	42,000.00	606.00	606.00	41,394.00	98.56 %
01.10.61100.00	DISPATCH	224,594.00	224,594.00	0.00	0.00	224,594.00	100.00 %
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	0.00	0.00	5,150.00	100.00 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	0.00	0.00	1,030.00	100.00 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	4,326.00	4,326.00	0.00	0.00	4,326.00	100.00 %
01.10.61110.00	MERA OPERATING EXPENSE	107,339.00	107,339.00	0.00	0.00	107,339.00	100.00 %
01.10.61410.00	EQUIPMENT MAINTENANCE	11,900.00	11,900.00	0.00	0.00	11,900.00	100.00 %
01.10.61902.00	MWPA DEFENSIBLE SPACE	0.00	0.00	-16,209.18	-16,209.18	16,209.18	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,347.00	4,347.00	12.00	12.00	4,335.00	99.72 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	38,500.00	38,500.00	2,400.66	2,400.66	36,099.34	93.76 %
01.10.62210.00	BREATHING APPARATUS	6,900.00	6,900.00	0.00	0.00	6,900.00	100.00 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,313.00	7,313.00	0.00	0.00	7,313.00	100.00 %
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMENT...	38,196.00	38,196.00	0.00	0.00	38,196.00	100.00 %
01.10.63131.00	EQUIPMENT	40,000.00	40,000.00	1,204.73	1,204.73	38,795.27	96.99 %
01.10.63140.00	HYDRANTS	23,500.00	23,500.00	0.00	0.00	23,500.00	100.00 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,630.00	21,630.00	5.81	5.81	21,624.19	99.97 %
01.10.63160.00	TURNOUTS	23,123.00	23,123.00	0.00	0.00	23,123.00	100.00 %
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTH...	0.00	0.00	57,991.00	57,991.00	-57,991.00	0.00 %
01.14.61500.00	BUILDING MAINTENANCE AND LAND...	17,500.00	17,500.00	530.24	530.24	16,969.76	96.97 %
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000.00	15,000.00	57.75	57.75	14,942.25	99.62 %
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000.00	15,000.00	212.00	212.00	14,788.00	98.59 %
01.14.61702.00	GAS AND ELECTRIC	45,320.00	45,320.00	249.05	249.05	45,070.95	99.45 %
01.14.61703.00	WATER	8,147.00	8,147.00	0.00	0.00	8,147.00	100.00 %
01.14.61704.00	SEWER	2,781.00	2,781.00	0.00	0.00	2,781.00	100.00 %
01.14.61705.00	TELEPHONE	79,858.00	79,858.00	773.71	773.71	79,084.29	99.03 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000.00	10,000.00	1,177.61	1,177.61	8,822.39	88.22 %
01.14.62501.00	FURNISHINGS	8,240.00	8,240.00	0.00	0.00	8,240.00	100.00 %
01.14.63040.00	APPLIANCES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
01.14.63041.00	OFFICE EQUIPMENT	10,000.00	10,000.00	65.24	65.24	9,934.76	99.35 %
01.14.63042.00	EXERCISE EQUIPMENT	10,300.00	10,300.00	3,670.70	3,670.70	6,629.30	64.36 %
01.14.63044.00	TECHNOLOGY PURCHASES	22,351.00	22,351.00	0.00	0.00	22,351.00	100.00 %
01.15.61131.00	FIRE PREVENTION	4,738.00	4,738.00	2,947.90	2,947.90	1,790.10	37.78 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,064.00	9,064.00	0.00	0.00	9,064.00	100.00 %
01.25.61411.00	BURN TRAILER MAINTENANCE	9,579.00	9,579.00	0.00	0.00	9,579.00	100.00 %
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	113,300.00	113,300.00	2,827.89	2,827.89	110,472.11	97.50 %
01.25.62988.00	FUEL	42,500.00	42,500.00	4,115.80	4,115.80	38,384.20	90.32 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 07/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.25.62989.00	FLEET PARTS	15,000.00	15,000.00	374.47	374.47	14,625.53	97.50 %
	Expense Total:	12,821,245.00	12,821,245.00	2,255,789.75	2,255,789.75	10,565,455.25	82.41 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-1,197,541.15	-1,197,541.15	-1,197,541.15	0.00 %
Fund: 15 - VEHICLE FUND							
Revenue							
15.00.51999.00	TRANSFERS IN	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
	Revenue Total:	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
Expense							
15.00.63154.00	VEHICLE PURCHASE	262,633.00	262,633.00	0.00	0.00	262,633.00	100.00 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	297,797.00	297,797.00	0.00	0.00	297,797.00	100.00 %
15.00.64110.00	LEASE PAYMENT - INTEREST	26,032.00	26,032.00	0.00	0.00	26,032.00	100.00 %
	Expense Total:	586,462.00	586,462.00	0.00	0.00	586,462.00	100.00 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	0.00	0.00	231,456.00	100.00 %
	Report Surplus (Deficit):	-231,456.00	-231,456.00	-1,197,541.15	-1,197,541.15	-966,085.15	-417.39 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue	12,821,245.00	12,821,245.00	1,058,248.60	1,058,248.60	-11,762,996.40	91.75 %
Expense	12,821,245.00	12,821,245.00	2,255,789.75	2,255,789.75	10,565,455.25	82.41 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-1,197,541.15	-1,197,541.15	-1,197,541.15	0.00 %
Fund: 15 - VEHICLE FUND						
Revenue	355,006.00	355,006.00	0.00	0.00	-355,006.00	100.00 %
Expense	586,462.00	586,462.00	0.00	0.00	586,462.00	100.00 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	0.00	0.00	231,456.00	100.00 %
Report Surplus (Deficit):	-231,456.00	-231,456.00	-1,197,541.15	-1,197,541.15	-966,085.15	-417.39 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	-1,197,541.15	-1,197,541.15	-1,197,541.15
15 - VEHICLE FUND	-231,456.00	-231,456.00	0.00	0.00	231,456.00
Report Surplus (Deficit):	-231,456.00	-231,456.00	-1,197,541.15	-1,197,541.15	-966,085.15

ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Board Meeting of September 14, 2022

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

6:32 pm Call to order.

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

Board absent: Shortall

Staff present: Weber, Zuba, Miller, Black

Town Managers Present: Donery

Agenda – September 14, 2022

- 1. 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.

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

None.

- 3. Chief Report – Verbal Update by Chief Weber**

- **MWPA**

Cedar's textile and arts program between San Rafael, San Anselmo and Marin County is a success. Residents being served are disabled, with significant evacuation and shelter in place challenges. The Cedars group and homeowners around are extremely thankful. This was accomplished without a lot of community outreach around the project. There are still a number of residents that aren't aware of the program. As electives, please encourage them to participate, understand the scope of work and justification. Cedar's textile and arts program is impressive and exactly what MWPA was created for, to have a safer environment for evacuations and keep homes safe. Information on this project will be added to town newsletters as your tax dollars at work per Director Hellman.

- **Dispatch Services**

The Sheriff's Office do not want to mitigate fire calls anymore. 911 calls are answered for the communities of Fairfax and Ross in their Dispatch Center. The Sherriff's office mitigates calls for fire, medical transport and 911. Fire agencies are working together

on a fire Centric Dispatch Center. Once these notices are official additional information will be provided.

- **Fire Season**

There have been many fires as of recent. Ross Valley Fire Department has two engines committed for state of emergency services. All Ross Valley Fire Stations are fully staffed with ample reserve equipment. On September 13, 2022 Ross Valley Firefighters were in the Forest Hill area saving homes. Know, that the rest of the state will be there when we need their services.

Director Greene / Director Burdo – roll call vote, all aye

4. Authorize the Fire Chief to Enter into a Professional Services Agreement with Local Motion Solutions for the Leadership / Governance Study. -Chief Weber

3 companies: City Gate, Local Motion Solutions and Matrix responded to the RFP.

management team consisting of fire executive staff including Director Shortall reviewed three proposals. The group has recommended to move forward with Local Motion Solutions with a total cost not to exceed \$60,000.

The other proposal costs were City Gate \$90,000 and Matrix \$59,500.

Local Motion was chosen because the consultants provide and have an understanding of local fire services in the county, along with smaller town municipal services. Fire Chief Jim Irving is one of the fire consultants who spent his career in Southern Marin. Fire Chief Jim Irving was also part of many annexation consolidation. He is responsible for bringing the Sausalito Fire Department under the Southern Marin Fire District.

Adam Politzer spent some time as the acting city manager of Fairfax and has a long career in city management. Adam has an extensive career in municipal government and understands the county well.

Matrix lacked an understanding of what the RFP does.

This will be a very inclusive process with consistent check ins to the board.

RVFD will not be hiring a consultant to make a recommendation to us. RVFD will be hiring a consultant to review options to bring back to the board for policy level discussion and decision.

A host of options will be provided for leadership and governess.

Director Burdo stated that Local Motion owners were staffed to this board a number of years ago and staffed to one of the member agencies. Director Burdo Supports the

recommendation. Director Burdo feels good about hiring someone that understands our County. Was there any discussion about any perception issue when making the decision?

Chief Weber stated, the discussion was had with the group. The group based its decision on this being a public process with lots of public engagement. The community really needs to be included and informed thus Local Motion really has the ability to do that.

Director Goddard verbalized how wonderful it is to see Adam and Jim pop up. Jim is a neighbor she trusts. With the relationship that already exists, RVFD and the Board are going to be very well served. Director Goddard is happy to support the recommendation.

Goddard/Greene -roll call vote, all ayes except director Hellman who dropped off the call.

There will not be an August meeting.

No public comment concerning this item.

5. **Adjourn 6:56pm**

The next meeting is scheduled for September 14, via zoom video conferencing.

Respectfully submitted,

X Monique Black
s/Monique Black
Temporary Administrative Assistant

MEMORANDUM OF UNDERSTANDING
BETWEEN ROSS VALLEY FIRE CHIEF OFFICERS ASSOCIATION
AND ROSS VALLEY FIRE DEPARTMENT

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Attachments:

- Exhibit A Civil Service System
- Exhibit B Rules and Regulations
- Exhibit C Leave of Absence Without Pay
- Exhibit D Education Incentive
- Exhibit E Required Mess Policy
- Exhibit F Modified Duty Policy
- Exhibit G Drug and Alcohol Testing Policy
- Exhibit H Resolution

MEMORANDUM OF UNDERSTANDING

Between

ROSS VALLEY FIRE DEPARTMENT

And

ROSS VALLEY FIRE CHIEF OFFICERS ASSOCIATION, IAFF LOCAL 1775

This Memorandum of Understanding has been arrived at as result of meeting and conferring in good faith under the provisions of Section 3500-3509 of the Government Code of the State of California.

The Ross Valley Fire Chief Officers Association, IAFF Local 1775, (RVFCOA) is the formally recognized employee organization for the Chief Officers representation unit. The following classification is represented by this unit:

Battalion Chief

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of the employees in said representation unit, have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding shall be presented to the Ross Valley Fire Department Board as the joint recommendations of the undersigned for salary and fringe benefit adjustments for the period commencing July 1, 2022, through June 30, 2025.

1. Salaries

The Salary Plan shall outline the salary structure for the classification represented by the Ross Valley Fire Chief Officers Association, Local 1775. The salaries shall be paid semi-monthly.

2. Rates of Pay

The basic rate of pay equals:

- a. The base hourly rate of pay for 56-hour employees shall be determined by dividing an employee's monthly salary by 242. The formula is:
$$\text{Monthly Salary}/242 = \text{base hourly rate of pay}$$

- b. For the purposes of calculating contractual overtime the following remuneration will be included:

- Monthly Salary
- Holiday-In-Lieu pay
- Education Incentive pay
- In-District Living Allowance
- Out of Grade pay
- Medical Cash In-Lieu Pay

Calculation:

$((\text{Monthly Salary} + \text{Holiday-In-Lieu} + \text{Education Incentive} + \text{In-District Allowance} + \text{Out of Grade} + \text{Medical Cash In-Lieu})/242) = \text{Base hourly overtime rate.}$

- c. The contractual overtime rate of pay shall be all remuneration included in Section 2.B), multiplied by one and one-half (1 ½).

$(\text{Base hourly overtime rate}) \times 1.5 = \text{contractual hourly overtime rate}$

3. Salary and Wage Plan for Battalion Chiefs

Step A: The first step of each range is the minimum rate and should normally be the hiring rate for the class. In cases where it is difficult to locate qualified personnel, or if a person of unusual qualifications is employed, the Executive Officer may authorize original appointment, reinstatement or re-employment at any step other than the first step. A department manager or other management or supervisory employee shall not make any salary commitment to an applicant in excess of the first step without first submitting written justification to and receiving written approval from the Executive Officer in advance of any such salary offer.

Step B: Employees are eligible for this adjustment after the completion of six (6) months of continuous satisfactory service. As there is no probationary period for Battalion Chiefs, a Battalion Chief whose work does not justify an advancement to the second step should be returned to the rank of Captain. This justification for advancement will be in the form of a six (6) month performance appraisal.

Step C: An employee should be eligible for adjustment to this step after serving twelve (12) months of continuous satisfactory or better service at the second step. Advancement from one step to the other shall be only at the recommendation of the Fire Chief and approval by the Executive Officer.

In light of the Department's decision to treat Battalion Chiefs' as exemption from the overtime requirements of the Fair Labor Standards Act, effective July 1, 2019, the Ross Valley Fire Department agrees to add a one-time Three Hundred and Forty-

five dollars (\$345.00) to the monthly salary to the Battalion Chief. The one-time Three Hundred and Forty-five dollars shall be added to the Battalion Chief base salary prior to any general salary increase effective July 1, 2019.

If FLSA pay, or a replacement for FLSA pay, is reinstated for the Battalion Chiefs', for any reason, then the Battalion Chief compensation shall be reduced by Three Hundred and Forty-five dollars (\$345) per month plus any salary increases effective after July 1, 2019, which result from the compounding of future increases on top of this \$345 increase.

For all permanently employed Battalion Chiefs the salary steps will be:

FY22/23 5% increase	Step A	Step B	Step C
	13,848.98	14,618.36	15,387.75
FY23/24 4% increase	Step A	Step B	Step C
	14,402.93	15,203.10	16,003.26
FY24/25 3% increase	Step A	Step B	Step C
	14,835.02	15,659.19	16,483.36

Step A salary shall be top step less 10%

Step B salary shall be top step less 5%

A Chief Officer assigned to work as the acting Fire Chief will receive additional compensation at a rate equal to 15% above step C in the Battalion Chief's salary schedule for all hours in an acting status.

Battalion Chiefs will be eligible for educational incentive as per Section 16 of this MOU.

Employees hired after March 31, 2013, in recognition of the employer contribution to the Retiree Health Savings plan included as part of Section 14- Retirement, there is a pay reduction equal to 2% of Step E salary for Firefighter/Engineer as set in Section 2, Salaries of the Ross Valley Firefighters MOU. This reduction does not affect holiday in-lieu pay, overtime, education incentive, FLSA overtime, or paramedic premium.

4. Hours of Work:

The firefighting duty schedule shall consist of two twenty four (24) hour shifts followed by ninety-six (96) hours off duty. Shifts shall not exceed forty-eight hours duration, commencing at 7 o'clock am.

The Chief may assign, at his or her discretion, for a period not exceeding thirty (30), Battalion Chiefs to work on a typical 40 hour per week schedule for administrative projects.

If a reduction in the weekly duty schedule, different from that specified above, is mandated by legislative or judicial action, the parties to this Agreement shall meet and confer concerning the effect of the reduction in the weekly duty schedule or such fringe benefits as vacations and sick leave.

5. Dues Deductions:

- a. All employees within the bargaining unit represented by the Association may voluntarily join the Association and pay dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by the organization (payroll deductions) as determined by the Association. It shall be the responsibility of the Association to maintain a record of employees who have given their written consent to join and pay dues (members). The dues will be paid to the Association by payroll deductions implemented by the Department. The Association shall certify to the Department the identity of such members and the amount of the payroll deductions.
- b. The parties agree that upon certification of the Association that it has and will maintain employee's written authorization, the Department will deduct dues as established by the Association from the salaries of its members. The sums so withheld shall be remitted by the Department, without delay, along with a list of the employees who have had said dues deducted. Such dues deductions shall continue so long as the modified in accordance with the process outlined below.
- c. If an employee of the bargaining unit desires to revoke, cancel or change prior dues deduction authorization, the Department shall direct the employee member to the Association. Any such dues deduction revocation, cancellation and/or change shall only be effective when submitted by the Association directly to the Department and is subject to the terms and conditions set forth in the original payroll deduction/authorization. The cancellation will be promptly processed by the Department.
- d. The Association, to the extent permitted by law, shall indemnify, hold harmless, and defend the Department against any claim, including but not limited to any civil or administrative action, and expense and liability of any kind, including but not limited to reasonable attorney's fees, legal costs, settlements, or judgments, arising from or related to the Department's compliance with this section. The Association shall be responsible for the defense of any claim within this provision, subject to the following: (i) the Department shall promptly give written notice of any claim to the Association,

(ii) the Department shall provide assistance reasonably requested for the defense of the claim; and (iii) the Association has the right to control the defense or settlement of the claim; provided, however, that the Department shall have the right to participate in, but not control, any litigation for which indemnification is sought with counsel of its own choosing, at its own expense; and provided further that the Association may not settle or otherwise resolve any claim or action in a way that obligates the Department in any manner, including but not limited to paying any amounts in settlement, taking or omitting to take any actions, agreeing to any policy change on the part of the Department, or agreeing to any injunctive relief or consent decree being entered against the Department without the consent of the Department. This duty to indemnify, hold harmless, and defend shall not apply to actions related to compliance with this section brought by the Association against the Department.

6. Overtime:

All overtime must be authorized and pre-approved by the Fire Chief or designee.

The Parties hereby agree that the Battalion Chiefs are eligible for contractual overtime compensation, as defined in Section 2 of this MOU.

To be eligible for overtime a Battalion Chief must work a minimum of four (4) hours, except for hours actually worked in excess of their regularly-scheduled shifts when assigned to emergency incidents that require a second chief officer (example: expanding vegetation fire or working fire assignment) or shift work required to meet minimum staffing levels. If a Battalion chief works a minimum of four (4) hours, the employee will be paid for all hours worked, including the four hour hours worked to meet the minimum threshold.

For all personnel assigned to emergency incidents, both in County and out of County shall be compensated portal to portal for the duration of the incident assignment.

All overtime work authorized by the Chief or his designee shall be paid at the rate of pay defined I Section 2.C of this MOU.

Battalion Chiefs have agreed that no further Compensatory Time Off (CTO) will be accrued effective July 1, 2019. Employees who have accumulated CTO shall be able to take accumulated CTO at a time mutually convenient to the employee and the employer and subject to the vacation scheduling process.

Accumulated CTO hours subject to cash-out (i.e., either during employment or upon separation) shall be paid out at the rate of pay defined I Section 2.B of this MOU.

7. Administrative Leave:

Administrative leave is available to Battalion Chiefs in the amount of six (6) shifts per year. Said leave is available beginning July 1 through June 30 annually. It may not be accrued beyond June 30 each year. Actual usage will be taken (if possible) with no financial consequences to the Department and be approved by the Fire Chief. Employees hired/promoted after July 1 will receive administrative leave in a lump sum prorated as follows: 12 hours per month from the date of promotion/hire to June 30.

8. Holidays:

- a. Holiday time off shall not apply to Battalion Chiefs covered by this agreement. In lieu thereof, regular full-time employees shall receive one-half shift's pay for each of the following holidays:

New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day.

- b. Holiday in-lieu pay shall be paid in twenty-four (24) semi-monthly pay checks.

9. Vacation:

- a. During the term of this agreement, regular full-time employees shall earn entitlement to annual vacation on the basis of continuous service in accordance with the following schedule:

MONTHS OF SERVICE			ANNUAL VACATION ENTITLEMENT	
Start	Through	36	6	24 Hour shifts/120 hrs
37	Through	96	8	24 Hour shifts/216 hrs
96	Through	180	10	24 Hour shifts/324 hrs
181	And over		12	24 Hour shifts/288 hrs

- b. Vacation time shall be accumulated monthly from the outset of employment.
- c. An employee may not have more than 432 hours of accrued vacation at any time. When an employee reaches the accrued vacation cap, the employee will stop accruing new vacation hours until the employee's vacation hours fall

below the cap through the use of vacation time. During each pay period, an employee's used vacation hours will be deducted from the available vacation hours before an employee's accrual is added, thereby allowing accrued vacation hours to continue up to the vacation cap within the same pay period as use.

- d. An employee who resigns, retires, is laid off or discharged, and who has earned vacation time to his/her credit, shall be paid for said earned vacation as of the effective date of the termination.
- e. Vacation shall be accumulated in accordance with the schedule set forth in paragraph 9-a of this agreement only for time actually worked. The following shall be treated as time worked for purposes of this subsection: paid vacation or sick leave; periods of leave without pay not exceeding three (3) weeks; periods of non-charged leave for work connected illness or injury if the disability is determined to be temporary.
- f. A maximum of 72 hours of vacation may be taken in advance of accrual, if approved by the Chief, as convenient to Authority.
- g. An employee may, once each fiscal year, at his/her option, receive a cash payment for a maximum of two accrued vacation days (48hours).
- h. An employee who is on 4850 time shall have their maximum vacation accrual cap suspended until the employee returns to full duty. From the date the employee returns to full duty, the employee shall have twelve (12) months to reduce their accrued vacation. At the end of the twelfth month the maximum vacation accrual cap shall be implemented. If an employee has not reduced their vacation balance below their vacation accrual cap within the twelve month requirement, the Fire Chief, at his/her discretion, may grant additional time as long as the employee has demonstrated reductions in their vacation accrual balances and can show extenuating circumstances for why they were not able to reduce their vacation balance.
- i. Chief Officers will not participate in the shift sign-up process with the Firefighters Association. Chief Officers will have their own sign-up process and will be allowed to use vacation time even if other shift personnel are scheduled off.

10. Sick Leave:

- a. Disability of a Battalion Chief resulting from a work connected illness or injury shall be compensated exclusively in accordance with Labor Code 4850. Time off work of a Battalion Chief resulting from illness or injury not connected with work for Authority shall be charged against accrued sick leave, provided, in case of absence caused by compensable injury sustained while gainfully employed by a commercial employer, the employee shall remit to Authority

any temporary disability compensation provided under the Workers' Compensation Law.

- b. During the term of this agreement, all regular full-time employees shall accrue one-half shift of sick leave for each month or major fraction thereof worked. Sick leave shall accrue only for time actually worked. The following shall be treated as time worked for purposes of this subsection; paid vacation or sick leave; periods of leave without pay not exceeding three (3) weeks; periods of non-charged leave for work connected illness or injury if the disability is determined to be temporary.
- c. Sick leave shall accumulate without limit.
- d. In case of necessity, up to seventy-two (72) hours of sick leave may be taken in advance of accrual if approved by the Chief.
- e. In the event of, illness or injury of a person having a close familial relationship with an employee covered by this agreement, up to seventy-two (72) hours of sick leave per contract year may be taken as familial care leave. A familial relationship includes the employee's immediate family members and shall consist of the employee's spouse, children, parents, grandparents, grandchildren, brothers, sisters; spouse's children, parents, grandparents, grandchildren, brothers, sisters or any other person identified by law.
- f. In the death of a person having a close familial relationship with an employee covered by this agreement, up to seventy-two (72) hours of sick leave per contract year may be taken as bereavement leave. A familial relationship includes the employee's immediate family members and shall consist of the employee's spouse, children, parents, grandparents, grandchildren, brothers, sisters; spouse's children, parents, grandparents, grandchildren, brothers, sisters or any other person approved by the Chief.
- g. A physician's certificate in a form acceptable to the Executive Officer may be required by the Chief or Executive Officer before any absence is charged against sick leave, or before return to work is permitted after extended illness or serious injury. All illnesses or injuries that result in more than two months off from full duty will require a Department selected physicians release before a return to full duty.
- h. Association recognizes the right of Authority to verify sick leave.
- i. An employee using less sick leave in a contract year than he/she has accrued in that year may elect to transfer twenty-five percent (25%) of the excess to his/her vacation accrual, or may elect to have equivalent cash contributed to the Supplemental Retirement Program (deferred compensation).
- j. Retirees shall receive 100% credit for accumulated sick leave at retirement. The cash value of 50% of the retiring employee's accumulated sick leave may

be contributed to the employee's Retiree Health Savings Plan. However, no more than the cash value of 720 hours of sick leave may be contributed to the Retiree Health Savings Plan. After the deduction of any contribution to the Retiree Health Savings Plan, the remaining sick leave balance will be converted to retirement service credit. For example, an employee retiring with 2000 hours of sick leave may convert the cash value of 720 hours of sick leave to the Retiree Health Savings Plan. The remaining 1280 hours of sick leave will be applied to service credit.

- k. If an employee is unable to return to work before his/her sick leave accrual is exhausted, charge shall be made against compensatory time accrual or vacation accrual.

11. Special Leave:

- a. Military leave with pay shall be granted in accordance with and not exceeding the requirements of applicable Federal and State law.
- b. Jury leave with pay shall be granted to an employee called for potential jury duty or serving on a jury, provided he/she endorses over to Authority any compensation received therefore.
- c. Leave of absence without pay may be granted by the Chief for up to seven (7) calendar days, or by the Executive Officer upon recommendation of the Chief for up to ninety (90) calendar days, only in accordance with standards appended hereto as Exhibit "C".

12. Acting Battalion Chiefs

- a. All vacancies will first be filled on a rank for rank basis. Battalion Chiefs will have the first right of refusal for overtime.
- b. If a valid promotional list is in effect, a Captain working that day can be selected (on a rotational basis) to act as Battalion Chief for the day. If no Captain is available, a Battalion Chief shall be hired.
- c. Qualifications:
 - i. Captain must be on valid promotional list in effect.
 - ii. Captain must have successfully completed Acting Battalion Chief training.

13. Health Benefits

- a. **Plan Health Insurance – Active Employees:** The Authority's monthly contribution for employee and the employee's eligible dependents shall be One Hundred and Fifteen dollars (\$115) per month effective December 1,

2013 and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

- b. **Cafeteria Plan:** The Authority will provide a benefit program whereby the Authority will make a fixed donation to each employee's account during each month for benefits, and the employee will be given the maximum amount of flexibility allowed by the various plans to apply the contribution to the benefit(s) he/she prefers. For the term of this contract, the amount of the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash-in-lieu of medical payment to the employee. The cash-in-lieu payment, however, cannot exceed \$270 per month. Notwithstanding the Department's position that members of the bargaining unit are exempt from the overtime requirements of the FLSA, cash-in-lieu will be increased to \$320 per month if FLSA is amended or a final and binding federal court ruling is made which would allow cash-in-lieu payments to be excluded from the regular rate of pay. The increase would be effective the pay period after the Authority informs the Association in writing of its desire to no longer include cash-in-lieu payments in the regular rate of pay calculation.
- c. Employees will be allowed to change their utilization of the benefit plan only once per year, during the PERS Open Enrollment Period of each calendar year. The benefits upon which this amount of money may be distributed are: the premium for the Public Employees Retirement System Health Care Act, the premium for the dental plan, and the premium for disability and life insurance.
- d. Employees will be given an annual statement of the amounts paid to each option. Employees choosing to waive participation in one or more insurance programs may do so only after providing acceptable proof of equivalent coverage through other sources.
- e. Authority agrees to provide per Government Code Section 22850 the benefits of the Public Employees' Medical and Hospital Care Act for all employees and annuitants (retirees).
- f. Authority agrees to continue to pay the health, dental, and life insurance premiums for those employees who have been injured off the job and chose to go on the private insurance plan, and therefore off of salary status. The Authority also agrees that the seniority of that person will not be affected. This is for a maximum of six (6) months unless both parties agree to continue thereafter.

14. Retirement:

- a. For “Classic Members” as defined by CalPERS, the Authority agrees to contract with CalPERS for the 3% at 55 Retirement Plan including 1959 Survivor Benefits Section 21382.4 (Third Level), post retirement survivor benefits, and highest one year final compensation for safety members covered by this agreement.

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

- b. **Health Insurance – Retirees:** For any employee who retires during the term of this agreement, the Authority agrees to maintain health insurance coverage and to pay the amount required by P.E.R.S. toward the premium cost thereof, provided the retiree remits to the Authority any further payment due, secures Medicare coverage when eligible, and subject to the following:

Effective January 1, 2014, for retirees who meet the eligibility requirements for retiree healthcare insurance, the Authority’s monthly contribution for the retiree and the retiree’s eligible dependents shall be in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA), and in addition;

Employees Hired Before April 1, 2013: For all employees hired by the Authority prior to April 1, 2013, upon retirement, who meet the eligibility requirements for retiree healthcare insurance, will be reimbursed for healthcare premium costs by the Authority as follows:

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

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

Employees Hired After March 31, 2013: All employees hired by the Authority after March 31, 2013, upon retirement, will be eligible for the Minimum Employer Contribution (MEC) established by PEMHCA, with no additional reimbursement from the Authority.

On August 1, 2013, the Authority established a Retirement Health Savings plan (RHS) for all employees hired after March 31, 2013. An amount equal to

four (4) percent of the “Step E” salary for the Firefighter/Engineer, as set in Section 2, Salaries of the Ross Valley Firefighters Association MOU. The four (4) percent contribution includes the recognition of the salary reduction included as part of Section 3, Salary and Wages for Battalion Chiefs.

Retirement Health Saving Plan (RHS) Contributions

	Authority Contribution	Employee Contribution
Step E of the Firefighter/Engineer base Salary	2.0%	2.0%

- c. Retirees shall be eligible to receive credit for some unused sick leave upon retirement, in accordance with Section 10-i of this agreement.
- d. Authority agrees to implement the provisions of Section 414(h) (2) of the Internal Revenue Code whereby the employee P.E.R.S. contribution is removed from gross salary for tax purposes.
- e. The Authority will continue to provide a deferred compensation plan for all employees. It will be administered by a committee on which both parties to this agreement will be represented.
- f. Starting January 1, 2015, employees will pay the entire Employee Contribution.
- g. The Authority and the Union agree to a mandatory retirement age of 65 years for all employees covered by this agreement.

15. Uniform Allowance:

Authority agrees to pay during the term of this agreement to each regular full time employee covered by this agreement who is required to maintain a uniform, a uniform allowance at the rate of \$720 per year, payable at a rate of \$30 per pay period.

16. Educational Incentive:

The following educational incentive plan has been adopted:

- a. 2% of the monthly base salary per month pay incentive will be awarded to employees holding an Executive Fire Officer Certificate from the National Fire Academy.
- b. 1% of the monthly base salary per month incentive will be awarded to employees with an Executive Chief Fire designation from the State Fire Marshall, State Board of Fire Services, or the required classes to achieve said designation.

- c. A Battalion Chief who qualifies for education incentive under the standards appended hereto as Exhibit "D" shall for the duration of such qualification receive such reimbursement as established by Exhibit "D".
- d. Employees will be granted 48 hours off per calendar year to attend training classes, said leave will not be charged to any accrued leave banks.

17. [This section intentionally left blank]

18. Deferred Compensation:

A deferred compensation plan is established under IRC, Section 457 and offered to all eligible employees. Currently, the Department offers plans through ICMA Retirement Corporation and Nationwide Retirement Solutions. District does not at this time require a minimum amount to be deferred.

19. Working Conditions

- a. An employee required to use his/her private vehicle for Authority business shall be reimbursed at the current rate approved by the IRS.
- b. Association members shall not engage in a business or calling while off-duty on sick leave with pay or disability leave with pay that would aggravate the injury, prolong the time required to be off duty, or exceed the number of hours being worked before the injury.
- c. There is a restricted duty policy in accordance with the policy statement appended hereto as Exhibit "B".
- d. Fire Department agrees to provide for all employees subject to this agreement the IRS Section 125 benefit, effective as soon as the benefit can be established during the term of this agreement.
- e. For the purposes of this agreement, in any case where seniority is an issue among Battalion Chiefs (for example in the selection of vacations or shift assignments) seniority shall be determined by date of promotion to the rank of Battalion Chief.
- f. The Drug and Alcohol testing policy and procedure is appended hereto as Exhibit "G".

20. Performance Guarantees

- a. Association will take whatever lawful steps are necessary to prevent any interruption of work in violation of this agreement, recognizing with Authority that all matters of controversy within the scope of this agreement shall be settled by the grievance procedure as per the existing Civil Service Rules of the Department.
- b. Each party consents to, and waives any defenses against, an injunctive action by the other party to restrain any violation of this section.

21. Existing laws and ordinances; Existing Benefits

- a. This agreement is subject to all existing laws of the State of California, and to Authority's Resolution 01-02 (Revising of Existing Civil Service System) appended hereto as Exhibit "A". Authority, Association and the employees affected thereby, unless otherwise specified herein, shall be entitled to all benefits conferred thereby and shall observe all obligations engendered thereby. In case of conflict between this agreement and provisions of an Authority Resolution other than Resolution 01-02, this agreement shall govern.
- b. Changes in existing benefits or purported existing benefits not encompassed by the provisions of Section 21-a of this agreement shall be made only following notice to and negotiation with Association. Such changes shall be subject to the grievance procedure. No change in such existing benefits or practices shall be made unless required by operational necessity or unless it will improve the efficiency of the department without affecting or diminishing the health or safety of any employee.

22. Waiver Clause

The parties acknowledge that, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter pertaining to or covered by this agreement, except as specifically provided the Sections 1, 21b, and 22 of this agreement, notwithstanding any provision of law to the contrary.

23. Severability

Should any provision of the Memorandum of Understanding be declared illegal by a final judgment of the Court of competent jurisdiction, such invalidation of such provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of the Memorandum of Understanding. Notwithstanding the foregoing, the parties hereto agree that if possible they shall enter into collective bargaining negotiations for the sole purpose of arriving at a mutually satisfactory replacement for any article or section of this agreement which has been held invalid. Such negotiation shall be governed by the provisions of Government Code Section 3500 et. Seq. And all other relative provisions of California law as it relates to collective bargaining.

24. No Discrimination:

There shall be no discrimination of any kind because of race, creed, color, national origin, sex, political or religious opinion or activities, Association activities as described in the Meyers-Milias-Brown Act, and, to the extent prohibited by State and Federal law, age; provided, however, that nothing herein shall be deemed to authorize the conduct of political, religious or Association activities on District time or with District equipment or District supplies, except as otherwise provided in this Memorandum of Understanding.

25. Personnel Policies and Procedures

The Association agrees to begin to meet and confer with the Department regarding proposed modifications to the Personnel Policies and Procedures, which are within the scope of bargaining, within thirty (30) days of written notification provided to the Association from the Department; and are subject to the full meet and confer requirements of the MMBA. No implementation of any Personnel Policy and/or Procedure can be made unless the parties have reached agreement on the Personnel Policy and/or Procedure is reached or the impasse process has been completed.

26. Deployment Model Modification

The Association agrees to begin to meet and confer with the Department regarding proposed deployment model modification within (30) days of written notification provided to the Association from the Department; and are subject to full meet and confer requirements of the MMBA, and no implementation can be made unless and until full agreement has been reached, or the impasse process completed.

27. Duration of Agreement:

This agreement shall be effective as of the first day of July 2022, and shall remain in full force and effort until the 30th day of June 2025. It shall be automatically renewed from year to year thereafter unless either party shall have notified the other in writing, at least one hundred and twenty (120) days prior to the annual anniversary date that it desires to modify the agreement.

IN WITNESS WHEREOF THE parties have caused their duly authorized representatives to execute the within agreement on this ____Th day of _____, 2022.

ROSS VALLEY FIRE CHIEF OFFICERS ASSOCIATION
IAFF LOCAL 1775

Tim Grasser

Gavin Illingworth

RATIFIED: INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 1775

John J. Grey, Attorney

John Bagala, President

ROSS VALLEY FIRE DEPARTMENT

Dave Donery, Executive Officer

RATIFIED:

ROSS VALLEY FIRE DEPARTMENT

EXHIBITS

- Exhibit A - Civil Service Systems
- Exhibit B - Rules and Regulations
- Exhibit C - Leave of Absence Without Pay
- Exhibit D - Education Incentive
- Exhibit E - Required Mess Policy
- Exhibit F - Modified Duty Policy
- Exhibit G - Drug and Alcohol Testing Policy
- Exhibit H- Resolution

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(Exhibit A)

RESOLUTION NO. 01-02 – REVISION OF EXISTING CIVIL SERVICE SYSTEM

Section 1. Personnel System adopted.

Pursuant to the authority granted by Sections 45000 et seq. of the Government Code of the State of California, a personnel system is hereby adopted by the Ross Valley Fire Service (“Authority”)

Section 2. Findings and declarations.

It is the intent of this resolution to insure that:

- (a) Fair Employment. No question on any test, or in any application form, or by appointing authority, shall be so framed as to attempt to elicit information concerning sex, race, color, ancestry, national origin, political or religious opinion or affiliations, of an applicant. No appointment to or removal from a position in the classified service shall be affected or influenced in any manner by any consideration of sex, race, color, ancestry, national origin, political or religious opinion or affiliation.
- (b) All employees consistently provide service of high quality and efficiency to the residents of the jurisdictional area of the authority, receiving salaries, hours, fringe benefits and working conditions as set from time to time by collective bargaining agreement.

Section 3. Applicability.

The provisions of this Civil Service System shall apply to all applicants for and employees in all positions with Authority except for the Chief and temporary employees.

Section 4. Rules and regulations

Authority, by resolution, shall adopt and may amend from time to time, after agreement has been reached through the meet and confer process:

- (a) Personnel rules and regulations consistent with the intent of this resolution, a copy of which shall be attached hereto and incorporated herein as Exhibit “A”; and
- (b) A resolution establishing policy and procedure for the administration of employer-employee relations which shall be attached hereto and incorporated herein as Exhibit “B”.

Section 5. Personnel Officer.

The personnel officer shall be the executive officer of the authority as designated by the Board, and shall have the responsibility for administering the provisions of the Civil Service System.

Section 6. Board of Review

- (a) Appointment. A Board of Review is constituted of five (5) members who shall be appointed as follows: two (2) members to be appointed by the employee bargaining agent; two (2) members to be appointed by the Authority Board; and the final member to be agreed upon by the parties after meeting and conferring. The members of the Board of Review shall serve staggered terms of six (6) years, the initial terms to be agreed upon by the Board, and the employee organization. All members of the Board of Review shall be residents of the jurisdiction to be served by the Authority and have a reputation for fairness and impartiality. A vacancy shall be filled by appointment by either the Authority Board or the employee organization, should either of their appointed seats become vacant, or by agreement by the Authority Board and the employee organization should the fifth member cease to serve. A three-fourths (3/4) vote of the Authority Board shall be required to remove any member of the Board of Review prior to the expiration of his or her term.

- (b) Functions. The Board of Review shall:
 - (1) Hear and decide appeals from disciplinary actions instituted under Section 8 hereof;
 - (2) Hear and decide grievances pursuant to the procedure established by the rules and regulations and the employer-employee resolution adopted pursuant to Section 4 hereof;
 - (3) Hear and advise on citizen complaints against employees pursuant to the rules and regulations adopted pursuant to Section 4 hereof.
 - (4) Upon its own motion may, or when requested by the Authority Board or the Executive Officer shall, investigate and make recommendations on any matter of personnel policy.

- (c) Subpoena; powers; Oaths; Counsel: Right of discovery.
 - (1) In any hearing, the Board of Review shall have the power to examine witnesses under oath and compel attendance or

the production of evidence by subpoenas issued in the name of the Authority and attested by the Secretary to cause the Sheriff of the County of Marin to serve a subpoena issued by the Board and the refusal of a person to attend or to testify in answer to such subpoena shall subject such person to prosecution in the same manner set forth by law.

- (2) Each member of the Board of Review shall have the power to administer oaths to witnesses.
- (3) At any stage of any disciplinary, grievance, or citizen complaint action under this chapter, each party may be represented by a representative of his/her choice, and each party shall have the right to obtain the names of witnesses to be called and to examine relevant documents to be submitted by the other party.
- (d) Hearings. All hearings of the Board of Review shall be closed, unless the appellant, grievant, or person charged requests an open hearing.
- (e) The decision of the Board of Review shall be binding on the parties but shall in no way restrict the right of any party to seek review by a Court of competent jurisdiction.

Section 7. Appointments.

All appointments to the positions specified in Section 3 shall be made by the Chief in accordance with the rules and regulations pursuant to Section 4 hereof.

Section 8. Disciplinary actions.

- (a) Definition. A disciplinary action is a dismissal, demotion, reduction in compensation, suspension without pay, the placing in an employee personnel file of any document which constitutes a written reprimand, or any transfer for punitive reasons.
- (b) Authority. A Chief Officer may take a disciplinary action provided the procedural and appeal requirements are followed as set forth in the rules and regulations adopted pursuant to Section 4 hereof.

Section 9. Abolition of positions

Whenever in the judgment of the Authority it becomes necessary in the interests of economy or because need for a position no longer exists, the Authority Board may abolish any position and lay off the employee holding such position provided that the procedures outlined in the rules and regulations are followed.

(Exhibit B)

ROSS VALLEY FIRE SERVICE

RESOLUTION NO. 01- 02 - REVISION OF EXISTING CIVIL SERVICE SYSTEM

RULES AND REGULATIONS

Section 1. Adoption.

Pursuant to Section 4(a) of Resolution No. 01- 02, the following personnel rules and regulations hereby are adopted.

Section 2. Definitions.

- (a) "APPLICANT". A person who has filed an application for employment or examination on a form supplied by the Personnel Officer or designee.
- (b) "CERTIFICATION". The establishment of an eligible list by the Personnel Officer or designee and the submission by him/her of the names of eligibles to the Chief.
- (c) "CLASS". All positions sufficiently similar in duties, authority and responsibility, to permit grouping under a common title and the application with equity of common standards of selection, transfer, promotion and salary.
- (d) "DEMOTION". A change in status of an employee from a position in one class to a position in another class having lesser duties and responsibilities, lower qualifications and a lower maximum rate of compensation.
- (e) "DISMISSAL". The termination of an employee for cause.
- (f) "ELIGIBLE LIST". A list of persons who have qualified for a position as a result of competitive examination.
- (g) "GRIEVANCE". Any dispute arising under or claimed violation, misinterpretation, inequitable application of, or noncompliance with provisions of the collective bargaining agreement, State law, or Authority resolution, rule, regulation or existing practice affecting the status or working conditions of employees.
- (h) "IMMEDIATE FAMILY". The immediate family of an employee shall include: wife, husband, mother, father, sister, brother, child, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, step parents, step children.
- (i) "LAY-OFF". The involuntary separation of an employee due to the abolition of his/her position.

- (j) "PERMANENT EMPLOYEE". An employee who has successfully completed his/her probationary period and has been retained as hereafter provided in these rules.
- (k) "PROBATIONARY PERIOD". A working test period during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position, as hereinafter provided.
- (l) "PROMOTION". The movement of an employee from one class to another class having a higher maximum rate of pay.
- (m) "SENIORITY" Length of service with Authority or its predecessors in probationary or permanent status, continuous other than for absence(s) of less than one year, or mandatory military service, as evidenced by seniority list attached to collective bargaining agreement.
- (n) "TYPES OF SERVICE."
 1. Full-time. A full time employee works the normal number of working hours for the position.
 2. Part-time. A part-time employee works a fraction of the normal workday but normally follows a pre-determined fixed pattern of working hours.
 3. Intermittent/Seasonal. An intermittent or seasonal employee may work a normal day or a fraction thereof.

Section 3. Classification Plan.

A position classification plan shall be established and maintained by the Personnel Officer, applicable to all positions covered by Resolution #01- 02. The Plan shall provide a description of each class of positions, that is, each group of jobs which are sufficiently similar that the same title may be used, the same qualifications required, and the same salary applied with equity. Each such description shall define the class, summarize principal duties, and state minimum qualifications directly related to effective performance.

Section 4. No Waiver of Rights

Neither a candidate for employment, nor any employee in the classified service, shall be required to sign any document whereby he/she waives any right or rights accruing to him/her under Resolutions 01- 02 or collective bargaining agreement.

Section 5 Recruitment

- a. General Standards. Applicants for employment shall meet such standards of education, experience, skills, abilities and personal and physical characteristics as are required for acceptable performance of the duties of the position.

- b. Minimum Standards. Applicants shall, prior to appointment, meet the minimum standards prescribed by applicable class specifications and shall:
 - (1) Pass a medical examination administered by a licensed physician selected and paid by Authority, to determine physical/psychological fitness for the position.
 - (2) Be subject to criminal record check to establish no conviction for a felony or for a misdemeanor involving moral turpitude.
- c. Board Member Ineligibility. A member of the Authority Board of Directors or Board of Review is ineligible to apply for employment during term of office and within one year thereafter. No immediate family member (as per Section 2 (definitions) # h)) of a board member shall be eligible for hire while that board member is serving on such Board.
- d. Announcements. Announcements of vacancies shall be publicized by posting and by advertising at least once in a newspaper of general circulation and by such other methods as the Personnel Officer deems advisable.
- e. Applications. Applications shall be made as prescribed on the examination announcement. Application forms shall require information covering training, experience, and other pertinent information, and may include certifications of one or more examining physicians or references. All applications must be signed by the person applying for the position.

Section 6. Examinations.

- a. Preparation. The Personnel Officer or designee shall prepare or contract for the preparation of such tests of knowledge, skill, ability and physical characteristics as may be required for a valid and equitable determination of the fitness of applicants for the position. The Personnel Officer or designee shall determine whether the examination shall consist of written, oral, performance or physical tests, or a combination thereof, and shall announce the selective weights assigned to each part of the examination for the purpose of scoring the results. The Personnel Officer or designee shall determine whether examinations shall be open or promotional, assembled or unassembled.
- b. Promotional. Promotional examinations may be conducted whenever, in the opinion of the Personnel Officer, the needs of the service require. Only permanent employees who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations. There shall be no age limit for qualifying an employee within the classified services for a promotional examination.

- c. Disqualification. Applicants may be disqualified during an examination by the Personnel Officer for any of the reasons listed in Section 45200 of the Government Code of the State of California and the following:
 - (a) Possession of unauthorized materials, devices or anything of use or assistance in the examination;
 - (b) Copying the work of another applicant or reviewing examination sheets prior to commencement of the examination;
 - (c) Arrival at the place of examination after the starting time.
- d. Scoring. For promotional examinations only, the Personnel Officer shall establish the minimum passing score for all parts of the examination. The final score of an applicant shall be based upon the scores of all the tests and evaluations included in the examinations. Failure of the applicant to pass one part of the examination shall be grounds for declaring such applicant as failing in the entire examination or as disqualified for subsequent parts of an examination. The Personnel Officer may, at his/her discretion, include as part of the examination, tests which are qualifying only.
- e. Five points shall be added to the final score of an entrance examination of any Authority volunteer in good standing for one year or more, or of any Authority volunteer in good standing for six months and an Explorer with Ross Valley in good standing for two years or more, who otherwise achieves a passing final score.
- f. Notification; Access. For promotional examinations only, each candidate shall be given written notice of the results thereof, and if successful, of his/her final score and/or rank on the eligible list. Any applicant who has completed a promotional examination, or his/her representative, shall have access to their own examination records for a period of ten calendar days following mailing of notice of the results. Said applicant within ten calendar days after his/her review of his examination records may file a written appeal as to the validity or scoring of the examination with the Personnel Officer, whose decision shall be final except in a promotional examination.

Section 7. Eligible Lists

- a. Content. As soon as possible after the completion of an examination, the Personnel Officer shall prepare an eligible list of the names of candidates who qualified in the examination, arranged in order of final scores from the highest to the lowest qualifying score. In the event two or more candidates receive the identical final average score (scores taken out to two decimal places), and the examination is weighted, the score earned by each candidate on the test given the greatest weight shall determine the position on the list. In the event that the tie still is not broken, names shall be arranged in alphabetical order and no candidate shall receive any additional consideration because of this arbitrary

manner of listing competitors who have earned identical scores.

- b. Duration. Eligible lists shall remain in effect for one year, unless sooner exhausted, and if containing three or more names may be extended by action of the Personnel Officer for additional periods, but in no event shall an eligible list remain in effect for more than two years.
- c. Reemployment Lists. The names of probationary and permanent employees who have been laid off shall be placed on reemployment lists in order of seniority. Such names shall remain thereon for a period of three years unless such persons are sooner reemployed. When a reemployment list is to be used to fill vacancies, the Personnel Officer shall certify from the top of such list the number of names equal to the number of vacancies to be filled, and the appointing power shall appoint such persons to fill the vacancies, at previous step and rank, subject to physical examination only.
- d. Removal of Name
 - 1) An applicant so requesting may have his/her name temporarily removed from an eligibility list for a time certain, without penalty.
 - 2) The Personnel Officer shall remove from an eligibility list the name of any applicant who fails to respond to an inquiry within five business days of mailing, or to report for interview, or who declines appointment to a position, fails a medical examination, or does not report to work at time agreed.

Section 8. Appointments.

- a. Filling vacancies. All vacancies in the classified service shall be filled first by reemployment, second from an appropriate eligibility list if available. Otherwise temporary appointments may be made in accordance with subsection (f) below.
- b. Certification for Promotion. Upon notification by the Chief that a vacancy exists or is anticipated and in the absence of a reemployment list, the Personnel Officer shall certify the three highest names on the eligibility list. If there are two vacancies, the certification shall list the four highest names, etc.
- c. Certification for Entrance Positions. The Agency may use different types of entrance examinations. The first is an examination held solely by and for the Agency (type A), while the second type is one in which the Agency is part of a consortium or contracts with an outside agency to hold such examination (type B).
- d. In the event a type A examination has been used, upon notification by the Chief that a vacancy exists or is anticipated and in the absence of a reemployment list, the Personnel Officer shall certify the three highest names on the eligibility list. If there are two vacancies, the certification shall list the four highest names, etc.

- e. In the event that a type B examination has been used, the Authority shall convene an oral board that will immediately interview all candidates on the list and re-rank all of these individuals according to the needs of the Ross Valley Fire Department. Upon notification by the Chief that a vacancy exists or is anticipated and in the absence of a reemployment list, the Personnel Officer shall certify the three highest names on the eligibility list. If there are two vacancies, the certification shall list the four highest names, etc.
- f. Preappointment Action. The Chief may, in his/her discretion, interview one or more persons certified, may make reference and background checks or request the Personnel Officer to do so, and may require passage of a medical examination.

Passage of a medical examination is mandatory before initial appointment to a non-clerical position.

- g. Probation
 - 1) No original appointment is final or permanent until completion of a probation period of twelve (12) months. This period of twelve (12) months shall not include any time lost to sick or injury leave. During such period, the employee may be disciplined without regard to the requirements of Section 14 hereof, but otherwise shall be entitled to all benefits applicable to permanent employees. In case of marginal performance but reasonable expectation of improvement, a probation period may be extended for up to six months by mutual agreement of the employee and Chief, with approval of the Personnel Officer.

During the initial probation period for incoming firefighters, a probationary employee may be terminated without cause at any time. Written notice of termination shall be furnished the probationer by the Chief with a copy to the employee's personnel file. Persons rejected during the probation period shall have no right to appeal.

- 2) Probation does not apply to a promotional appointment. A promoted employee who fails to meet performance standards shall revert to his/her former rank.
- h. Permanent Appointment. Permanent appointments may be full or part-time. Permanent appointments shall be made by the Chief from employees successfully completing the work performance evaluation period (probationary period).
- i. Temporary Appointment. Temporary, emergency and seasonal appointments generally shall be made from eligibility lists in the same manner as regular appointments. If, however, an appropriate eligibility list does not exist, otherwise qualified persons may be appointed for periods not exceeding three months.

Employees so appointed shall be notified in writing that the appointment is temporary.

Section 9. Promotion.

Insofar as consistent with the best interests of the service, all vacancies in the classified service shall be filled by promotion from within the classified service, after a promotional examination has been given and a promotional list established.

Section 10. Reinstatement.

A permanent employee who has resigned for a valid reason may within a two year period thereafter be reinstated to a vacant position of the same or similar class, without examination other than medical.

Section 11 - Salary Administration.

- a. The salaries or rates of compensation prescribed in the collective bargaining agreement are fixed on the basis of full-time service in full-time positions unless otherwise designated.
- b. The rates of pay prescribed shall be deemed to include pay in every form except for necessary expenses authorized and incurred incident to employment or except as herein provided.
- c. When a pay range for a given class is revised upward, the incumbents in classes affected shall have existing pay adjusted to the same relative step in the new pay range. Where a pay range is adjusted downwards, incumbents shall retain their same dollar amount of pay within the lower range, or if their present rate exceeds the maximum of the lower range, they shall continue to receive the same dollar amount, and such amount shall be considered a "Y" rate. Any such "Y" rate shall be indicated by a capital "Y" following the salary each time it appears on personnel records or reports. Such "Y" rate shall be cancelled on vacancy of the position.
- d. When an employee is promoted from one class to another class with a higher range of pay, he/she shall, as of the date of advancement to the new position, receive not less than the equivalent of a one-step increase. A new anniversary date shall be established for purposes of eligibility for future step increases as of the effective date of the promotion.
- e. In the event a new employee entering upon Authority employment is found to possess extraordinary qualifications for a position through former training or experience or in the event of demonstrated inability to recruit at the first step due to extreme scarcity of qualified personnel, the Chief with approval of the Executive Officer may authorize the appointment at a higher step than the first step of the salary range, such action to be reported to the Board of Directors at their next regular meeting.

- f. Step increases shall be upon an employee's anniversary date and will be given in conjunction with a satisfactory performance evaluation. A step increase will not be given unless a satisfactory performance evaluation is received.
- g. The withholding of a step increase due to lack of a satisfactory performance evaluation shall be subject to the grievance procedure.

Section 12. Position Abolition.

- a. Whenever a position is ordered abolished by the Authority Board, seniority shall be observed in reducing personnel and the order of lay-off shall be in reverse order of seniority. Lay-off shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the lay-off of any probationary or permanent employee.
- b. An employee subject to layoff may bump another employee in a lower related class from which the first employee has been promoted.
- c. An employee subject to layoff shall receive notice or severance pay in accordance with the following schedule:

Less than two years of continuous service - a minimum of two weeks notice, during which period employee shall continue to work.

After two years of continuous service - one month's severance pay, payable in a lump sum as of the termination date.

After five years of continuous service - three months' severance pay, payable in a lump sum as of the termination date.

After ten years of continuous service - six months' severance pay, payable in a lump sum as of the termination date.

In the event an employee is hired back within the severance pay period, the employee shall return to the agency an amount equal to the severance pay less the actual time laid off from the position.

Section 13. Grievance Procedure

- a. A grievance may be filed by any employee on his/her own behalf, or jointly by a group of employees, or by the collective bargaining representative.
- b. Within seven calendar days of the event giving rise to a grievance, the grievant shall present the grievance informally for disposition by his/her immediate supervisor or at any appropriate level of authority. Presentation of an informal grievance shall be a prerequisite to the institution of a formal grievance.

- c. If the grievant believes that the grievance has not been redressed within seven calendar days, he/she may initiate a formal grievance within seven calendar days thereafter. A formal grievance can be initiated only by completing and filing with the Executive Officer a form provided by him/her for this purpose.
- d. Step 1
Within seven working days after a formal grievance is filed, the Chief or his/her representative shall investigate the grievance, confer with the grievant in an attempt to resolve the grievance, and make a decision in writing.
- e. Step 2
 - 1. If the grievance is not resolved in Step 1 to the satisfaction of the grievant, the party may, within not more than seven calendar days from his/her receipt of the Chief's decision, request consideration of the grievance by the Executive Officer by so notifying the Executive Officer in writing.
 - 2. Within fifteen calendar days after such notification, the Executive Officer shall investigate the grievance, confer with persons affected and their representatives to the extent he/she deems necessary, and render a decision in writing.
 - 3. If the decision of the Executive Officer resolves the grievance to the satisfaction of grievant, it shall bind the Authority.
 - 4. If the decision of the Executive Officer does not resolve the grievance to the satisfaction of grievant, grievant may file a final appeal to Step 3.
- f. Step 3
 - 1. A final appeal to Step 3 may be filed, in writing, with the Executive Officer not more than seven calendar days from receipt by grievant of the Executive Officer's decision.
 - 2. At Step 3, the grievance may be determined by an arbitrator selected by mutual agreement between grievant and Executive Officer, provided they also agree on the issues to be arbitrated. Otherwise, the grievance shall be determined by the Board of Review. In such event, the decision of the Board of Review shall be made in writing within thirty calendar days after the filing of the appeal.
 - 3. The decision of the arbitrator or of the Board of Review, as the case may be, shall be final and binding on all parties.
- g. Any time limit may be extended only by mutual agreement in writing.

- h. An aggrieved employee may be represented by any person of his/her choice at any stage of the proceedings. A representative of the collective bargaining agent is entitled to be present at all meetings, conferences and hearings.
- i. All expenses of arbitration shall be shared equally by Authority and grievant.
- j. Failure on the part of Authority or grievant to appear before the arbitrator, without good cause, shall result in forfeiture of the case and responsibility for payment of all costs of arbitration.

Section 14. Disciplinary Action

- a. A disciplinary action as defined in Section 8 (a) of Resolution 01-02 shall be treated and processed as a grievance under Section 13 hereof, subject to the following further due process requirements:
- b. (In lieu of Step 1 of the grievance procedure) Before taking a disciplinary action against any permanent employee, the Chief shall:
 - (1) Furnish the employee with a written notice of the proposed action statement of the reasons therefore, statement of specific charges, and copies of the materials upon which the proposed action is based.
 - (2) Within five calendar days, conduct an informal closed hearing at which the employee and/or his/her representative may be heard, may submit any available evidence or have presented any available testimony he/she deems relevant, and may seek to convince the Department Head to withhold or modify the proposed action.
 - (3) Extend to the employee as well an opportunity to respond in writing within five calendar days from delivery of the notice of proposed action.

Thereafter, the Chief may proceed with the proposed disciplinary action or a modification thereof, provided he/she files promptly with the Executive Officer, with a copy to the employee, a written statement of the actions, reason therefore and specific charges.

- c. If the Chief believes that the public interest requires that a disciplinary action be effective immediately, he/she shall deliver to the Executive Officer and to the employee affected the notice required by paragraph b (1) of this section, After notice to the affected employee, the Executive Officer shall conduct a closed hearing to determine if there is probable cause for the proposed action, and whether the public interest requires that the action be immediate. If, upon the completion of the hearing, the Executive Officer so finds, the action shall be effective as of the date designated by the Executive Officer. The Executive

Officer's determination shall not be appealable, but shall not affect subsequent rights of appeal to Step 2 and Step 3 of the grievance procedure in which back pay may be awarded.

I hereby certify that the foregoing resolution was duly passed and adopted at the regular meeting of the Board of Directors of the Ross Valley Fire Service held on May 10, 2001 by unanimous vote.

JoAnne Lewis, Clerk

(Exhibit C)

LEAVE OF ABSENCE POLICY

The following guidelines have been proposed based on the nature of fire department scheduling and the existing policies of sick day coverage.

- I. A leave of absence will be permitted for the following:
 - A. Where fire department scheduling and staffing can accommodate the absence without placing an undue burden on all other personnel.
 - B. For difficult circumstances of a personal nature such as illness or injury with no residual department sick leave.
 - C. For fire-science related educational purposes.
 - D. For travel, but limited to once every five years per individual.
- II. A leave of absence shall be granted for a maximum period of 90 days. At that time a review of an extension request will be made based on department staffing, injuries, etc.

(Exhibit D)

STANDARDS FOR EDUCATIONAL INCENTIVES

The purpose of the Educational Incentive Program is to encourage employees to pursue and attain a higher level of education and training throughout their careers. Once an employee attains a certain level of education, they will receive the incentive specified below for that specific level only.

1. **First Level:** All employees who achieve 30 units towards a Fire Science degree shall receive a sum of \$42.50 per month.
2. **Second Level:** All employees who have a Fire Science degree or 60 units toward a Fire Science degree shall receive a sum equivalent to 2.5% of base monthly salary. Base salary will be established by the salary table in Section 3 of this agreement. Differential pay, incentive pay, or any other form of compensation will not be included for the calculation of Educational Incentive.
3. **Third Level:** All employees who have a Bachelor's Degree, from an accredited school, shall receive a sum equivalent to 5% of base monthly salary. Base salary will be established by the salary table in Section 3 of this agreement. Differential pay, incentive pay, or any other form of compensation will not be included for the calculation of Educational Incentive.

(Exhibit E)

REQUIRED FIREHOUSE MESS

It will be the policy that all fire department personnel will be required to participate in and contribute to firehouse meals with no exception.

Due to the fact that shift personnel on duty must stay together as an engine company, individual members are not permitted to leave the firehouse for meals. All members will participate in all meals while on shift. There will be a non-exclusionary assessment to all members equally. Required meals shall include the midday and evening meals.

The department shall provide adequate facilities for preparing and serving each meal as well as sufficient time set aside during working hours.

(Exhibit F)

ROSS VALLEY FIRE DEPARTMENT – MANUAL OF OPERATIONS

TITLE: II. Personnel

CHAPTER: **5. Personnel Policies and Procedures**

ARTICLE: **14. Restricted Duty**

SECTION:

DATE: DATE REVISED: 9/2000 BY:

Article 14 - Restricted Duty

Section 1 - Purpose - This policy shall apply to an employee who might incur an on or off work injury or illness that precludes his/her performance of all regular duties. Such instances may impose a financial hardship on the employee because of insufficient accrued sick/vacation leave or a hardship on the department because of a reduction in personnel resources.

It will be the policy of the department to consider and evaluate light or modified duty assignments on a case-by-case basis. Such assignments will be the exception rather than the rule.

Section 2 - Evaluation Criteria - Light or modified duty assignment will be mutually agreed upon between the fire chief and the employee. Agreement to perform a light duty assignment or to allow a light duty assignment: if there is a disagreement as to the reasonableness of an assignment or request for light duty assignment, then the matter shall be referred to the Executive Officer for decision. If the employee disagrees with the decision of the Executive Officer, the matter will be referred to the Board of Review for final decision. The following factors shall be considered:

- Endorsement for such assignments must be obtained from the employee's physician and/or a physician designated by the Ross Valley Fire Service.
- The physician must estimate a date of recovery from the illness or injury and when the employee can be returned to full duty. Such dates can be adjusted based on accelerated rehabilitation or recovery or extended due to aggravated circumstances.
- The duration of light or modified duty assignments shall be determined on a case-by-case basis but long term situations will not be allowed.

Section 3 - Administration of Light Duty Assignments - Employees assigned to restricted duty will work under a chief officer. A chief officer will process applications or

directives for restricted duty assignment and monitor the bulk of assignments with the goal of achieving the successful return of the employee to full duty. Restricted duty can be initiated at the request of an employee or as a request by the fire chief.

Section 4 - Special Conditions on Restricted Duty - Restricted and light duty assignments will be confined to non-line functions within the scope of regular employment. This would generally include special projects, research, fire prevention, report writing, investigations, etc. The actual assignments will be determined based on the individual situation and the injury and illnesses involved,

Section 5 - Agreement - It is understood that this policy is being instituted on a cooperative basis between fire department management and the employees in that light duty assignments will occur only after mutual agreement between the employee and the chief. However, it is hereby understood that if this policy does not work on a voluntary basis, then the meet and confer process will begin immediately to enact the policy on a mandatory basis.

(Exhibit G)

DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES

The procedures outlined in this document relating to drug and alcohol abuse and drug and alcohol testing shall also be subject to all applicable provisions of the Memorandum of Understanding between the ROSS VALLEY FIRE SERVICE (hereinafter "Employer" and ROSS VALLEY FIREFIGHTERS ASSOCIATION, IAFF, Local 1775, (hereinafter "Union") as well as any Rules and Regulations or Policies and Procedures which have been agreed to following the meet and confer process.

Section 1. Policy: The Employer and the Union, IAFF, Local 1775, recognize that drug use by employees would be a threat to public welfare and safety of department personnel. It is the goal of this policy to provide an alcohol/drug free workplace and to eliminate illegal drug use and alcohol abuse through education and rehabilitation of the affected personnel. The possession, use or being under the influence of alcoholic beverages or unauthorized drugs shall not be permitted at the Employer's work sites and/or while an employee is on duty.

Section 2. Informing Employees About Drug and Alcohol Testing: All employees shall be fully informed of the Fire Department's drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, the Employer shall inform the employees on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use. All newly hired employees will be provided with this information on their initial date of hire. No employees shall be tested before this information is provided to them. Prior to any testing, the employee will be required to sign the attached consent and release form. Employees who wish to voluntarily seek assistance may do so by contacting The Fire Chief, their shop steward, an officer of their Union, or the Union attorney. The person contacted will contact the employer on behalf of the employee and make arrangements to implement the rehabilitation portions of this policy. No disciplinary action will be taken against an employee unless he/she refuses the opportunity for rehabilitation, fails to complete a rehabilitation program successfully, or again tests positive for drugs within two (2) years of completing an appropriate rehabilitation program.

Section 3. Employee Testing: Employees shall not be subject to random medical testing involving urine or blood analysis or a similar or related test for the purpose of discovering possible drug or alcohol abuse. If, however, there is reasonable suspicion that an employee's work performance is currently impaired due to drug or alcohol abuse, the Employer may require the employee to undergo a medical test consistent with the conditions set forth in this Policy. This reasonable suspicion may be based upon the following:

- Involvement in a fatal or serious bodily injury accident or in an accident involving substantial property damage (i.e., in excess of \$25,000); or
- An observable phenomena, such as direct observation of drug/alcohol use or the physical symptoms of being under the influence of a drug or alcohol; or
- An arrest or conviction of a drug related offense; or
- Involvement in a physical altercation while on duty.

Section 4. Sample Collection: The collection and testing of the samples shall be performed only by a laboratory and by a physician or health care professional qualified and authorized to administer and determine the meaning of any test results. The laboratory performing the test shall be one that is certified by the National Institute of Drug Abuse (NIDA). The laboratory chosen must be agreed to between the Union and the Employer. If the Union and the Employer cannot agree on the laboratory to conduct the test, the Board of Review shall be convened, and the Union and the Employer shall each submit their selection for the laboratory, together with a written statement as to why each feels their laboratory is the most appropriate one. The Board shall make a decision as to which laboratory will be used. The decision of the Board will be binding upon the parties.

The laboratory used shall also be one whose procedures are periodically tested by NIDA where they analyze unknown samples sent to an independent party. The results of employee tests shall be made available to the Medical Review Physician.

Collection of blood or urine samples shall be conducted in a manner which provides the highest degree of security for the sample and freedom from adulteration. Recognized strict chain of custody procedures must be followed for all samples as required by the NIDA. The Union and the Employer agree that security of the biological urine and blood samples is absolutely necessary, therefore, the Employer agrees that if the security of the sample is compromised in any way, any positive test shall be invalid and may not be used for any purpose.

Blood or urine samples will be submitted as per NIDA Standards. Employees have the right for Union or legal counsel representatives to be present during the submission of the sample.

A split sample shall be reserved in all cases for an independent analysis in the event of a positive test result. All samples must be stored in a scientifically acceptable preservation manner as established by NIDA. All positive confirmed samples and related paperwork must be retained by the laboratory for at least six (6) months for the duration of any grievance, disciplinary action or legal proceedings, whichever is longer. Employer retained sample will be stored in the evidence locker at the Fairfax or San Anselmo Police Department. At the conclusion of this period, the paperwork and specimen shall be destroyed.

Tests shall be conducted in a manner to ensure that an employee's legal drug use and diet does not affect the test results.

Section 5. Drug Testing: The laboratory shall test for only the substances and within the limits for the initial and confirmation test as provided within NIDA standards. The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five drugs or classes of drugs:

Marijuana metabolites	100 ng/ml
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Cocaine metabolites	300 ng/ml
Opiate metabolites ¹	300 ng/ml
Phencyclidine	25 ng/ml
Amphetamines	1,000 ng/ml

If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the following listed cutoff values.

Marijuana metabolites ²	15 ng/ml
Cocaine metabolites ³	150 ng/ml
Opiates	
Morphine	300 ng/ml
Codeine	300 ng/ml
Phencyclidine	25 ng/ml
Amphetamines	
Amphetamine	500 ng/ml
Methamphetamine	500 ng/ml

If confirmatory testing results are negative all samples shall be destroyed and records of the testing expunged from the employee's file.

Section 6. Alcohol Testing: A breathalyzer or similar test equipment shall be used to screen for alcohol use and if positive shall be confirmed by a blood alcohol test performed by the laboratory. The screening test shall be performed by an individual qualified through and utilizing equipment certified by the State of California. An initial positive alcohol level shall be .08 grams per 210 L. of breath. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. If initial testing results are positive, the test shall be confirmed using a blood alcohol level. Sampling handling procedures, as detailed in Section 4, shall apply. A positive blood alcohol level shall be .08 grams per 100 ml of blood. If confirmatory testing results are negative all samples shall be destroyed and records of the testing expunged from the employee's file.

Section 7. Medical Review Physician: The Medical Review Physician shall be chosen and agreed upon between the Union and the Employer and must be a licensed physician with a knowledge of substance abuse disorders. If the Union and Employer cannot agree on a Medical Review Physician, the Board of Review shall reconvene, and each party shall submit the name, resume and a statement of the reasons why each feels their nominee is the most appropriate person to act as Medical Review Physician. The Board shall thereafter select one of the two names submitted. The decision of the Board of Review shall be final and binding upon the parties.

¹ If immunoassay is specific for free morphine the initial test level is 25 ng/ml.

² Delta-9-tetrahydrocannabinol-9-carboxylic acid

³ Benzoyllecgonine

The Medical Review Physician shall be familiar with the characteristics of drug tests (sensitivity, specificity, and predictive value), the laboratories running the tests and the medical conditions and work exposures of the employees. The role of the Medical Review Physician will be to review and interpret the positive test results. The Medical Review Physician must examine alternate medical explanations for any positive test results. This action shall include conducting a medical interview with the affected employee, review of the employee's medical history and review of any of the relevant biomedical factors. The Medical Review Physician must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.

Section 8. Laboratory Results: The laboratory will advise only the employee and the Medical Review Physician of any positive results. The results of a positive drug or alcohol test can only be released to the Employer by the Medical Review Physician once he has completed his review and analysis of the laboratory's test. The Employer will be required to keep the results confidential and it shall not be released to the general public.

Section 9. Testing Program Costs: The Employer shall pay for all costs involving drug and alcohol testing as well as the expenses involved of the Medical Review Physician. The Employer shall also reimburse each employee for their time and expenses, including travel incurred, involved in the testing procedure.

Section 10. Rehabilitation Program: Any employee who tests positive for illegal drugs or alcohol, shall be medically evaluated, counseled and referred for rehabilitation as recommended by the EAP Counselor (The EAP Program selected for use in conjunction with this policy will be one agreed to by the employer and the union. It is anticipated that a specific EAP/drug alcohol counselor will be selected and named in this policy.) Employees who successfully complete a rehabilitation program will be retested once every quarter for the following twenty-four (24) months. An employee may voluntarily contact the EAP Counselor and/or may voluntarily enter rehabilitation without having previously tested positive. Employees who enter a rehabilitation program on their own initiative shall not be subject to retesting as outlined above. Employees covered by this policy will be allowed to use their accrued and earned annual leave and/or sick leave for the necessary time off involved in the rehabilitation program. If an employee, subject to retesting, tests positive during the twenty-four (24) month period, they shall be subject to disciplinary action as per the Department Rules and Regulations and/or Memorandum of Understanding. Any employee testing positive during the twenty-four (24) month period shall be re-evaluated by the E.A.P. counselor to determine if the employee requires additional counseling and/or treatment. The employee must participate in any additional rehabilitation and/or counseling as directed by the E.A.P. counselor. Subsequent to completion of additional counseling and/or treatment, the employee will again be subject to random retesting for a twenty-four (24) month period. If an employee tests positive during this subsequent twenty-four (24) month period, the employee will be subject to discipline as per the Department Rules and Regulations and/or Memorandum of Understanding.

Section 11. **Duty assignment after treatment.** Once an employee successfully completes rehabilitation, they shall be returned to their regular duty assignment. Once treatment and any follow-up care is completed, and three (3) years have passed since the employee entered the program, the employee's personnel file shall be purged of any reference to his/her drug or alcohol problem.

Section 12. **Right of Appeal:** The employee has the right to challenge the results of the drug or alcohol tests and any discipline imposed in the same manner that any other Employer action under the terms of this agreement is grievable.

Section 13. **Union held Harmless:** The Employer assumes sole responsibility for the administration of this policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this collective bargaining agreement relating to drug and alcohol testing. The Union shall be held harmless for the violation of any worker rights arising from the administration of the drug and alcohol testing program.

Section 14. **Changes in Testing Procedures:** The parties recognize that during the life of this agreement, there may be improvements in the technology of testing procedure which provide for more accurate testing. In that event, the parties will bargain in good faith whether to amend this procedure to include such improvements.

Section 15. **Conflict with Other Laws.** This Article is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State or local statutes.

APPROVED:

ROSS VALLEY FIRE SERVICE

Dated: _____

By: _____

APPROVED:

ROSS VALLEY FIREFIGHTERS
ASSOCIATION, IAFF, Local 1775

Dated: _____

By: _____
President

CONSENT AND RELEASE FORM
FOR DRUG/ALCOHOL TEST PROGRAM

I acknowledge that I have received a copy of, have been duly informed, and understand the Fire Department's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use.

I have been informed of the Fire Department's Employee Assistance Program. I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Employee Assistance Program, that I will not be disciplined by the Employer.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Physician. I understand that the Medical Review Physician will review and interpret any positive test results, and that I will have an opportunity to be interviewed by the Medical Review Physician to review my status, my medical history and any relevant biomedical factors prior to the Fire Department being informed whether I passed or failed the test.

I understand that a confirmed positive drug or alcohol test result will result in my referral to the Fire Department Employee Assistance Program and that I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within two (2) years of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the Fire Department.

Printed or Typed Name of Employee

Signature of Employee

Date

C:\wp51\ross-vly\D&A.tst

ROSS VALLEY FIRE SERVICERESOLUTION ESTABLISHING POLICY AND PROCEDURE FOR THE ADMINISTRATION
OF EMPLOYER-EMPLOYEE RELATIONS

No. 82-1

WHEREAS, Authority desires to establish a framework of policy and procedure which will provide a uniform and equitable basis for consideration of legitimate employee objectives advanced by employee organizations, in a manner which is consistent with the highest standards of public service, with the intent and purpose of promoting and furthering harmonious labor-management relations upon a sound constructive foundation, having as its cornerstone full acceptance and recognition of the obligations and rights of both management and employees:

NOW, THEREFORE, BE IT RESOLVED that this Board, pursuant to Section 3500 et Seq of the California Government Code, hereby adopts the following policy and procedure: for the administration of employer-employee relationships.

I. POLICYA. EMPLOYEE'S RIGHTS1. Enumeration

Each employee shall enjoy, among others, the following rights:

- (a) The right to organize and join any organization of his choice;
- (b) The right to refuse to join or participate in the activities of employee organizations;
- (c) The right to represent himself individually in his employment relations with Authority.

2. Non-interference

- (a) Employees shall not suffer discrimination, receive preferential treatment or be denied equitable treatment because of membership or non-membership in any employee organization.
- (b) Employees shall have complete freedom from management domination and censorship in the exercise of the rights above specified. Board members and/or managerial employees shall refrain from any action which might prevent or discourage employees from seeking organization. Neither Board members nor managerial employees shall encourage employees to join any organization in preference to any other.

B. REPRESENTATION UNITS

1. Definition

For the purpose of this resolution, an appropriate representation unit is the largest feasible grouping of employees which has a community of interest.

2. Managerial Employees shall not be included in a representation unit encompassing other types of employees. For the purpose of this resolution a managerial employee means any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote or discharge other employees.

C. RIGHTS OF RECOGNIZED EMPLOYEE ORGANIZATIONS

1. Definition

For the purpose of this resolution, the term "employee organization" shall mean any organization, professional society, or union which seeks to represent certain employees or groups of employees in their employment relationship with Authority.

2. Rights

An employee organization granted exclusive recognition as the majority representative of employees in an appropriate unit shall be afforded rights and privileges, including, but not limited to, the following:

- (a) The right to have regular membership costs and dues of its members, who so request, collected by payroll deduction;
- (b) The reasonable use of space on bulletin boards;
- (c) The right to contact employees during their duty period, provided that a Chief Officer is notified of such activities and such contact does not interfere with public service or safety requirements;
- (d) The right to use conference rooms and meeting facilities on the same basis as other organizations.
- (e) The right to distribute information to employees and, when practicable, to use Authority information channels for such distribution.
- (f) The right to be informed by management, in advance, before proposed policy, benefit, or working condition changes directly affecting employee interest are made.

II PROCEDUREA. RECOGNITION

1. IAFF Local 1775 hereby is granted exclusive recognition as the majority representative of and bargaining agent for an appropriate unit consisting of all full time, regular employees of Authority below the rank of Assistant Chief, unless and until decertified pursuant to Section II-A-4 of Town of San Anselmo Resolution #1561 incorporated herein by reference.

B. BARGAINING1. General

Recognized organization(s) may meet and confer with Authority representatives regarding wages, hours, working conditions, and other similar matters relating to the welfare of employees. When requested, Authority representatives shall meet and confer in good faith with employee organization representatives and endeavor to reach agreement.

2. Representation

In all such conferences, Authority shall be represented by the Executive Officer and/or his designee or designees, and the employees shall be represented by representatives of the recognized employee organization(s) involved.

3. Agreements

Any collective bargaining agreement reached by Authority representatives and representatives of a recognized organization, shall be reduced to writing and shall bind Authority and the organization, upon ratification by the membership of the organization and by the Authority Board.

4. Arbitration and Mediation

If agreement is not reached in negotiations, mediation or arbitration of the issues remaining in contention may be sought by mutual consent of the Authority and the organization (arbitration according to the procedures of the American Arbitration Association). Results of arbitration shall be binding on all parties.

I hereby certify that the foregoing resolution was duly passed and adopted at the regular meeting of the Board of Directors of the Ross Valley Fire Service held of May 19, 1982 by unanimous vote.



 M. E. HANSON, Clerk

Resolution of Adoption
ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 22-25

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ADOPTING THE
FINALIZED MEMORANDUM OF UNDERSTANDING
FOR THE FISCAL YEAR COMMENCING
JULY 1, 2022**

BE IT RESOLVED that the salaries, hours, fringe benefits and working conditions set forth herein have been mutually agreed by the designated bargaining representatives of Ross Valley Fire Department (hereinafter "Authority") and Ross Valley Chief Officers Association. Commencing July 1, 2022, is hereby adopted and consisting of the appropriations as seen in the attached revised MOU.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 14th day of September 2022 by the following vote, to witness:

Ayes:

Noes:

Absent:

Abstain:

Beach Kuhl, President

Monique Black, Temporary Administrative Assistant

**Ross Valley Fire Department Board of Directors
STAFF REPORT**

For the meeting of October 12, 2022

To: Ross Valley Fire Board

From: Jason Weber, Fire Chief

Subject: Receive report on termination of dispatch agreement with the Marin County Sheriff's Office and review options to move forward

RECOMMENDATION

Receive report on termination of dispatch agreement with the Marin County Sheriff's Office and review options to move forward. Direct staff as necessary related to next steps.

BACKGROUND/DISCUSSION

Most Marin Fire agencies contract with the Marin County Sheriff's Office (MCSO) for fire and Emergency Medical Services (EMS) dispatch. In September 2022, MCSO notified fire agencies of its intention to end the current agreement effective June 2023(see attached correspondence). Per the MOU, MCSO is only obligated to provide 180 days' notice. Detailed discussions with MCSO regarding the timeline and logistics involved in separating law from fire and EMS dispatch are ongoing. At our most recent meeting the Sheriff has indicated his willingness to extend the deadline of June 2023, if progress and benchmarks are being met.

In FY 20-21, MCSO performed a true-up of its dispatch labor and technology costs. As a result, the cost of dispatch services to Fire agencies increased by about 33%¹.

Fire agencies were already investigating other dispatch models including a regional arrangement with REDCOM, Sonoma County's Fire and EMS dispatch JPA. MCFD and REDCOM jointly funded a feasibility study, performed by Federal Engineering, to assess the conditions under which Marin agencies could join the REDCOM JPA and take advantage of economies of scale such as shared administrative positions and technology.

One important aspect of a possible collaboration with REDCOM relates to its exclusive contract with American Medical Response (AMR) for ambulance services in Sonoma County, which includes the subsidized provision of dispatch services. In June 2021, AMR informed the working group that should Marin agencies join REDCOM and given that AMR does not have exclusive ambulance

¹ Calculated using the FY 20-21 Fire agencies total cost allocation of \$1,717,223 + 5% admin fee, compared with the same FY 21-22 costs of \$2,251,268 + 5% admin fee.

service in Marin, dispatch costs charged to Marin would reflect increased costs for overhead and profit margin². Given these revised budget projections, and due to legislative and physical space challenges as well increased costs, the working group decides to temporarily set-aside the idea of a regional center until Marin agencies had established a sustainable dispatch model in Marin County.

Nevertheless, the Federal Engineering study provides useful information regarding the needs of a stand-alone Marin Fire & EMS dispatch, including a staffing and call volume analysis, which were used to derive the cost estimates below³.

Service Levels:

A Fire and EMS dispatch center, regardless of the governance model, would provide the following service-level enhancements, above and beyond what is currently provided by MCSO:

1. *Closest resource concept:* An independent Fire & EMS dispatch would allow geo-tracking of vehicles so that the closest unit is sent to an incident, for faster response. Due to security and software configuration issues, fire and EMS calls are not currently dispatched using closest resource concept.
2. *Potential use of Emergency Fire Dispatch Protocol (EFD) similar to nationally adopted pre-arrival emergency medical dispatch programs* this program provides consistent call taking and pre-arrival instructions for fire and rescue related incidents.
3. *Command and Control:* MCSO does not employ fire personnel, and instead calls staff as needed in the event of a fire or complex incident. With increased wildfire risk and accelerated rates of spread across the State, Command and Control would ensure faster and more appropriate response levels. Command and Control responsibilities would be added by Marin County Fire Department.
4. *Technology and analytics:* The current computer-aid dispatch (CAD) does not provide the following necessary features (this list is not exhaustive):
 - a. Integration with CALFIRE and Sonoma County's CADs, reducing reflex times for resources between Counties and the region, including air resources.
 - b. IROC (Interagency Resource Ordering Capability) – a federal system used nationwide for resource ordering during large-scale events such as wildfires, earthquakes, floods or other major disaster.
 - c. Roll-out of already purchased First Watch software for EMS and Fire incident reporting.
 - d. Support of Mobile Device Computing (MDC) and associated software integration such as Tablet Command.
5. *Public Information:* A Fire & EMS dispatch center would allow for better integration of early alert functions in collaboration with OES, and the ability to utilize multiple platforms to ensure timely distribution of information to the public.

² Under SB 438, Marin agencies are collectively or independently prohibited from contracting with a private ambulance provider. REDCOM predates SB 438 and is therefore exempt.

³ See Federal Engineering Feasibility study starting on p. 55

Governance:

There are two governance options currently being considered. Regardless of the selected model, SB 438 (2019) would prevent the (sub)contracting of emergency call processing with a private-sector organization.

- a) A new Joint Powers Authority to independently manage Fire and EMS dispatch. For comparison, Sonoma created REDCOM, a Fire and EMS dispatch JPA in 2002. Many other Fire and EMS dispatch JPAs exist across the State and the nation. Governance options will need to be developed in partnership with all member agencies. Under this option, employees would be offered a Defined Contribution Plan.
- b) MCFD provides fire and EMS dispatch services to the other Marin Fire agencies under a contract for services. All employees are County employees.

Cost Estimates: *The figures presented here are preliminary only*

The cost estimates below rely on several assumptions:

- All Marin Fire agencies decide to join the new Fire and EMS dispatch
- Costs are spread using CAD activity (this is the methodology currently used by MCSO)
- The existing CAD license is reconfigured to allow for a split configuration between Fire and law.
- The Fire & EMS dispatch is co-located to the south of the existing dispatch room at 1600 Los Gamos.
- 8 dispatch stations (3 of which would serve as overflow / training)⁴
- Several staffing models were considered⁵. A conservative option for budgeting purposes is 12 dispatchers and 4 Supervisors, which would provide the following 24X7 coverage:

	Supervisors	Dispatchers	Summer (8am – 8pm)	Command & Control captains	Management (office hours)
Day 7am – 2pm	1 FTE	3 FTE	2 clerks	1 FTE	1 Director, 1 Technical Manager
Day 2pm – 7pm	1 FTE	Mon – Thu: 4 FTE Fri – Sun: 5 FTE	2 clerks	1 FTE	1 Director, 1 Technical Manager
Eve 7pm – 10pm	1 FTE	Mon – Thu: 3 FTE Fri – Sun: 4 FTE		1 FTE	
Night 10pm – 7am	1 FTE	2 FTE		1 FTE	

1. On-going annual cost:

⁴ See Federal Engineering Feasibility Study p. 58

⁵ See Federal Engineering Feasibility study p. 59 & 60.

a) New JPA:

This option assumes all employees, with the exception of Command-and-Control staff which are Marin County employees, are offered a Defined Contribution Plan. The numbers below assume a 23% benefit package.

Table 1: JPA estimated on-going (annual) cost by agency (for FY 22-23)

Agencies:	CAD %	FY 22-23 MCSO costs	Fire & EMS dispatch	Difference	% change
Central Marin FD	9.93%	\$254,713	\$341,802	\$87,089	34%
Kentfield FD	3.76%	\$96,248	\$129,502	\$33,254	35%
Mill Valley FD	5.87%	\$151,570	\$202,002	\$50,432	33%
Novato FD	22.24%	\$576,572	\$765,206	\$188,634	33%
Ross Valley FD	8.61%	\$225,338	\$296,294	\$70,956	31%
San Rafael FD	33.87%	\$857,735	\$1,165,466	\$307,731	36%
Southern Marin FD	11.30%	\$289,322	\$388,922	\$99,600	34%
Tiburon FD	4.40%	\$115,160	\$151,554	\$36,394	32%
Total:	100%		\$3,440,750		
MCFD*		\$615,045	\$1,071,250	\$456,205	74%
Grand Total JPA:			\$4,512,000		

*MCFD would cover Command & Control and Fire season upstaffing. Current on-going costs of \$615,045 include on-going Woodacre dispatch costs and fee-for -service currently paid to MCSO.

b) MCFD contract for services:

Under this governance option, all employees are County employees.

Table 3: MCFD contract estimated on-going (annual) cost by agency (for FY 22-23)

Agencies:	24M CAD activity	CAD %	FY 22-23 MCSO costs	County	Difference	% change
Central Marin FD	6572	9.93%	\$254,713	\$368,127	\$113,414	45%
Kentfield FD	2490	3.76%	\$96,248	\$139,476	\$43,228	45%
Mill Valley FD	3884	5.87%	\$151,570	\$217,560	\$65,990	44%
Novato FD	14713	22.24%	\$576,572	\$824,141	\$247,569	43%
Ross Valley FD	5697	8.61%	\$225,338	\$319,114	\$93,776	42%
San Rafael FD	22409	33.87%	\$857,735	\$1,255,228	\$397,493	46%
Southern Marin FD	7478	11.30%	\$289,322	\$418,876	\$129,554	45%
Tiburon FD	2914	4.40%	\$115,160	\$163,226	\$48,066	42%
Total:	66157	100%		\$3,705,750		
Marin County Fire	n/a	n/a	\$615,045	\$1,071,250	\$456,205	74%
Grand Total MCFD fee-for-service:				\$4,777,000		

*MCFD would cover Command & Control and Fire season upstaffing. Current on-going costs of \$615,045 include on-going Woodacre dispatch costs and fee-for-service currently paid to MCSO.

2. Estimated one-time costs:

One-time implementation costs assume the new Fire & EMS dispatch center is co-located with MCSO at Los Gamos. Stand-alone one-time costs are much higher. 6-9 months of staff training time and implementation of new CAD configuration are also included here.

Table 2: Estimated one-time cost by agency

Agencies:	24M CAD activity	CAD %	One-time costs
Central Marin FD	6572	9.93%	\$149,009
Kentfield FD	2490	3.76%	\$56,457
Mill Valley FD	3884	5.87%	\$88,063
Novato FD	14713	22.24%	\$333,593
Ross Valley FD	5697	8.61%	\$129,170
San Rafael FD	22409	33.87%	\$508,087
Southern Marin FD	7478	11.30%	\$169,551
Tiburon FD	2914	4.40%	\$66,070
MCFD			\$1,500,000
Total:	66157	100%	\$3,000,000

SUMMARY:

In order to meet timelines associated with the Sheriffs notice, agencies will need to provide their intention to move forward with one of the two options presented above by December 1, 2022. Currently most agencies have signaled that they would prefer a contract for services (option b). We will return to your Board in November with information on other agencies decisions, any developments and/or more information.

FISCAL IMPACT:

The receipt of this Staff Report does not have any associated fiscal impact. Both options for dispatch services are more expensive than the current option. Current cost estimates increase the annual cost for option A – a JPA by 31% or \$70,956. The cost increase for Option B contract for services is 42% or \$93,776. Both options have a one-time cost of \$129,170. These increases are broken down by JPA member agencies below:

Option A - JPA		
Agency	Annual Cost increase	\$70,956
Ross	\$16,582.42	
San Anselmo	\$28,758.47	
Sleepy Hollow	\$9,082.37	
Fairfax	\$16,532.75	

Option B - Contract for Services		
Agency	Annual Cost increase	\$93,776
Ross	\$21,915.45	
San Anselmo	\$38,007.41	
Sleepy Hollow	\$12,003.33	
Fairfax	\$21,849.81	

Attachments:

Letter from Marin County Sheriff dated 9/30/22



MARIN COUNTY SHERIFF'S OFFICE

1600 Los Gamos Drive, Suite 200, San Rafael, CA 94903

JAMIE SCARDINA
Sheriff - Coroner

September 20, 2022

VIA E-MAIL AND CERTIFIED MAIL

Fire Chief Bill Tyler
Novato Fire District
95 Rowland Way
Novato, California 94945
bt Tyler@novatofire.org

Fire Chief Chris Tubbs
Southern Marin Fire District
28 Liberty Ship Way, Ste. 2800
Sausalito, California 94965
ctubbs@smfd.org

Fire Chief Rubin Martin
Central Marin Fire Department
Headquarters
342 Tamalpais Drive
Corte Madera, California 94925
rmartin@centralmarinfire.org

Fire Chief Jason Weber
Marin County Fire Department
33 Castle Rock Ave.
Woodacre, California 94973
JWeber@marincounty.org

Fire Chief Richard Pearce
Tiburon Fire Protection District
1679 Tiburon Blvd.
Tiburon, California 94920
rpearce@tiburonfire.org

Fire Chief Mark Pomi
Kentfield Fire Protection District
1004 Sir Francis Drake Blvd
Kentfield, California 94904
mpomi@kentfieldfire.org

Deputy Chief of Operations and Training
Chief Tom Welch
Southern Marin Fire Prevention District
28 Liberty Ship Way, Ste. 2800
Sausalito, California 94965
twelch@cityofmillvalley.org

Fire Chief Darin White
San Rafael Fire Department
1600 Los Gamos Drive, Suite 345
San Rafael, California 94903
Darin.White@cityofsanrafael.org

AREA CODE 415

24-HOUR NUMBER
479-2311

FAX
473-4126

ADMINISTRATION
473-7250

CIVIL
473-7282

COMMUNICATIONS
SERVICES
473-7243

CORONER
473-6043

COURTS
473-7393

EMERGENCY
SERVICES
473-6584

INVESTIGATIONS
473-7265

JAIL
473-6655

MAJOR CRIMES
TASK FORCE
884-4878

PATROL
473-7233

RECORDS
473-7284

WARRANTS
473-7297

Re: Notice of Termination of Fire Dispatch Services

"In Partnership with our Communities"

www.marinsheriff.org

Dear Chiefs,

While the Sheriff's Office is committed to its relationships with county and local fire agencies, the provision of dispatching services is no longer feasible. Accordingly, by way of this correspondence, the Sheriff's Office is providing notice that it intends to terminate its respective agreements with each of you for provision of such services.

The specific agreements be terminated, each of which were executed between the County of Marin and your respective agencies, are as follows:

1. Professional Services Agreement regarding the delivery of mobile data computer maintenance services [date signed: 2021]; and
2. Professional Services Agreement regarding the provision of fire communications services [date signed: 2020 and 2021].

The effective date of termination is JUNE 30, 2023. On that date, the Sheriff's Office will immediately cease rendering the services required by the above agreements.

Under Section IV of the agreement on mobile data and computer maintenance services, and Section IX of the communication services agreement, the minimum notice to terminate is 180 days. The additional notice provided by this letter should allow ample time to secure an alternative provider for such vital services. As I mentioned in our August 22, 2022, meeting, I look forward to a partnership allowing your agencies to achieve a dispatch center managed and operated by fire agencies.

If you would like to discuss this matter or have questions regarding the foregoing, please do not hesitate to contact me directly.

Sincerely,



Sheriff Jamie Scardina

Marin County Sheriff's Office

**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

This First Amendment ("First Amendment") to Agreement, dated as of MARCH 19, 20 21, is by and between the COUNTY OF MARIN (Tax I.D. Number 94-6000519), a political subdivision of the State of California (hereinafter referred to as "COUNTY") acting by and through its Sheriff's Office and the ROSS VALLEY FIRE DEPARTMENT for its Fire Department (hereinafter referred to as "AGENCY").

RECITALS

WHEREAS, COUNTY and AGENCY entered into that certain Agreement, dated MARCH 19, 20 21 for COUNTY to provide normal and customary services related to the performance of public safety communications dispatching services, including, but not limited to emergency and routine calls for service, telephone answering services, radio communications, and computer data entry related to said services; and

WHEREAS the COUNTY is required by policy to recover costs for providing services to other local government agencies; and

WHEREAS, in the judgment of the COUNTY and AGENCY, it is necessary and desirable to amend the Agreement to extend the term to JUNE 30, 20 22, and for additional compensation for these services.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Section IV. A. of Exhibit A concerning Other General Provisions is hereby deleted and replaced with the following language:

A. This agreement shall commence on the date of initial contract execution, the term of which shall continue through June 30, 2022. No later than November 1, 2021, representatives of COUNTY and AGENCY shall meet to decide whether to renew this, or a modified agreement to allow this agreement to terminate on June 30, 2022.

Should COUNTY and AGENCY agree to renew or modify this agreement, the term of the new contract shall commence July 1, 2022, and end June 30, 2023. Thereafter, the agreement will automatically renew for a one (1) year period each and every year, unless terminated by COUNTY or AGENCY, as described below.

COUNTY, AGENCY, and all other CONSORTIUM agencies shall have the right to terminate this agreement, by giving written notice of that intent to the other parties in the manner stated in Section IV(I) no later than December 30 of each calendar year. Once the required notice of intent to terminate has been provided to all parties, the agreement, along with all rights and obligations attached thereto, shall terminate effective June 30 the following calendar year. However, the parties' obligations to indemnify pursuant to this

Agreement, as specified in Section J, below, shall survive the termination of this Agreement.

Notification by AGENCY or by any other CONSORTIUM agency of its intent to terminate this agreement shall result in a re-negotiation of the cost sharing formulas established by COUNTY and agreed to by AGENCY within thirty (30) calendar days of the written notice of intent to terminate being provided to all of the parties. The revised cost sharing formula will account for the loss of revenue heretofore collected by COUNTY from the terminating agencies and shall spread that cost between the remaining agencies on a prorated basis. The total amount of revenue collected shall continue to equal the full cost to COUNTY for providing the number of full time equivalent (FTE) employees and any additional administrative fees agreed to in this contract. At the conclusion of that re-negotiation, the remaining CONSORTIUM agencies may elect to renew the agreement, subject to the terms described above, or terminate the agreement, termination of which shall occur on the same date as the termination of the agency giving notice of intent to terminate in accordance with the immediately preceding paragraph. On the date of termination, the COUNTY shall immediately cease rendering the services required by this Agreement, and the following shall apply:

1. AGENCY shall pay COUNTY at the termination of the Agreement any and all bills outstanding for the services rendered by COUNTY to the date of termination pursuant to this Agreement. COUNTY shall furnish to AGENCIES such financial information as, in the judgment of the AGENCY, is necessary to determine the amount due for the services rendered by COUNTY. The foregoing is cumulative and does not affect any right or remedy which AGENCY or COUNTY may have in law or equity.

2. COUNTY may terminate its services under this Agreement upon one hundred and eighty (180) calendar days written notice to the AGENCY, without liability for damages, if COUNTY is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by AGENCY, provided that COUNTY has first provided AGENCY with a written notice of any alleged breach, specifying the nature of the alleged breach and providing not less than twenty (20) working days within which time AGENCY may cure the alleged breach.

3. AGENCY may terminate its services under this Agreement upon one hundred and eighty (180) calendar days advance written notice to COUNTY, upon any material breach of the Agreement by COUNTY, provided that AGENCY has first provided COUNTY with a written notice of any alleged breach, specifying the nature of the alleged breach and providing not less than twenty (20) working days within which time the COUNTY may cure the alleged breach.

2. Section IV. I. of Exhibit A concerning Other General Provisions is hereby deleted and replaced with the following language:

I. All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and

shall be deposited in the United States Mail with postage thereon fully prepaid, and addressed to the party to be served as follows:

If to COUNTY:
 Board of Supervisors, County of Marin
 Civic Center, Room 315
 3501 Civic Center Drive
 San Rafael, CA 94903

and to:

Sheriff, County of Marin
 1600 Los Gamos Dr., Ste 200
 San Rafael, CA 94903

If to AGENCY:
 Jason Weber, Fire Chief
 Ross Valley Fire Department
 777 San Anselmo Avenue
 San Anselmo, CA 94960

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

3. Section IV. K. of Exhibit A concerning Other General Provisions is hereby deleted and replaced with the following language:

K. RESPONSIBLE PARTIES

A. County of Marin

Name	Rank	Function	Office	Fax	Email
Robert T. Doyle	Sheriff	Department head	499-7250	507-4126	S_doyle@marinsheriff.org
Jamie Scardina	Undersheriff	Assistant dept. head	499-7249	507-4126	J_scardina@marinsheriff.org
Scott Harrington	Captain	Bureau Commander	499-7469	507-4126	S_harrington@marinsheriff.org
Heather Costello	Communications Manager	Division Manager	473-2304	499-3636	H_costello@marinsheriff.org

B. Ross Valley Fire Department

Name	Rank	Function	Telephone	Fax	Email
Jason Weber	Fire Chief	Department head	258-4686	258-4689	jweber@rossvalleyfire.org

4. Section B of Exhibit B concerning Determination of Cost of Services is hereby deleted and replaced with the following language:

B. Determination of Cost of Services.

1. COUNTY provides several types of services to local government agencies, including emergency telephone answering and dispatching services, as well as providing local agencies with access to the CAD system for use by those agencies personnel.
2. COUNTY owns, operates and maintains a Computer Aided Dispatch (CAD) system for use by agencies directly dispatched by MARIN COMM as well as for use by other agencies that operate their own dispatch center. Using data from the CAD information system (MIS), COUNTY will determine the amount of activity handled by MARIN COMM for AGENCY within their jurisdiction for a twenty-four (24) month period. This information is displayed in Appendix A, Section 2, in the columns labeled "24M CAD Activity". This activity is exclusive of any response to mutual aid request occurring outside AGENCY's jurisdictional boundary.
3. COUNTY utilizes formulas based on CAD activity to determine the allocation of costs for services rendered to AGENCY and others by MARIN COMM. The costs of these services will be incorporated into the annual charge to AGENCY by COUNTY for services described in Exhibit A. Appendix A of this Exhibit (B) contains the fiscal year 2020-2021 formulas and costs for AGENCY and others contracting for dispatching and/or CAD services.
4. The CAD activity data displayed in Appendix A, Section 2 in the column labeled "24M CAD Activity" of this EXHIBIT B will be refreshed each January and will include an accounting of all the CAD activity, as described in Section B, Paragraph 3, of this Exhibit B, for the two full calendar years preceding that calculation.
5. AGENCY will pay COUNTY for AGENCY'S percentage of the cost of the CAD Service Maintenance Agreement, plus a five (5) percent administrative fee as determined by the overall activity on the CAD system. Appendix A, Section 2, Column A displays the percentage of use of the CAD system for all entities operating from the CAD system.
6. In addition to the CAD Service Maintenance Agreement, entities contracting for fire dispatch service will pay COUNTY for the full salary and benefit cost of twelve (12) full-time Communications Dispatcher II employees, fifty percent cost for one (1) Technology Support Specialist III, and one (1) full-time Assistant Communications Manager plus a five percent (5%) administrative fee. Agency will pay COUNTY for the twelve (12) Communications Dispatchers' contractually mandated holidays to be paid at one and a half times the dispatchers' base rate of pay in accordance to the dispatchers' Marin Association of Public Employees (MAPE) memorandum of understanding (MOU).

- a) Appendix A, Section 1 displays the personnel costs for FY 2020-2021
 - b) Appendix A, Section 2, Column C displays the overall CAD activity for fire departments and districts, law dispatch agencies, and identifies each AGENCY's respective percentage of use of the full time employees mentioned in this section, and each AGENCY's share of that cost.
 - c) For the city of Mill Valley, the total costs for services for the fire department and the police department are incorporated into their annual cost for dispatch service.
 - d) For the city of Sausalito, the fire department costs are included into the separate agreement between COUNTY and the Southern Marin Fire Protection AGENCY for the term of their contract to provide fire and EMS service to the city of Sausalito.
7. CAD Enhancements.
- a) COUNTY will coordinate improvements and enhancements to the CAD periodically.
 - b) If AGENCY or others benefit from the improvement or enhancement, they will share in the cost of these changes with other agencies that benefit by the change. For example, an enhancement that only benefits one agency will be paid for by that agency, but if the enhancement benefits all agencies, all will pay their share, based on the formula in Appendix A, Section 2, Column A.
 - c) Depending on how agencies are benefited by an enhancement or change in the CAD, COUNTY may develop a special formula to pay for that particular change, such as fire departments only, or grouping of police departments.
 - d) In no circumstance will COUNTY allow improvements or enhancements to the CAD that will be paid for by AGENCY or others without the express written consent of AGENCY'S authorized representative.
5. Appendix A of Exhibit B concerning Agencies Served and Cost for Services is hereby deleted and replaced with the following language:


APPENDIX A

AGENCIES SERVED AND COST FOR SERVICES

SECTION 1 – PERSONNEL

Fire Dispatch Factor Description	Item	5%	Total
Communications Dispatcher II (12 positions; full salary and benefits as of FY 2021-2022)			
Assistant Communications Manager (1 position; full salary and benefits as of FY 2021-2022)	2,220,530	111,026	2,331,556
Technology Services Specialist III (1 position; full salary and benefits as FY 2021-22)			

SECTION 2 – AGENCY COSTS (Excel spread sheet Marin CAD Activity 24M-v2.1)

 DRAFT FY 20/21 CAD Maintenance & Dispatch Services Cost																	
	24 Months CAD			Southern Marin Police 5.5 FTE			Central Marin Police 5 FTE			Fire Dispatch Service			Special Contract			Total Per Agency	
	24M CAD Activity	Pctg	Cost	24M CAD Activity	Pctg	Cost	24M CAD Activity	Pctg	Cost	24M CAD Activity	Pctg	Cost	Cost	CAD/Dispatch Total	5% ADM FEE	ANNUAL Cost	Quarterly Invoice
Consortium Agencies	388,859	100%	\$ 274,988	100,055	100%	\$ 825,234	89,482	100%	\$ 750,213	64,885	100%	\$ 1,717,223	\$ 7,100	\$ 3,574,797	\$ 178,738	\$ 3,753,499	
Belvedere PD	12,527	3.24%	\$ 8,904	12,527	12.62%	\$ 103,310		0.00%						\$ 112,214	\$ 5,611	\$ 117,825	\$ 29,456.26
Central Marin	89,482	23.13%	\$ 63,606			\$ -	89,482	100.00%	\$ 750,213					\$ 813,819	\$ 40,691	\$ 854,510	\$213,627.44
Marin SO	126,081	32.59%	\$ 89,621			\$ -		0.00%						\$ 89,621	\$ 4,481	\$ 94,102	\$ 23,525.56
Mill Valley PD	40,297	10.42%	\$ 28,644	40,297	40.27%	\$ 332,328		0.00%						\$ 360,972	\$ 18,049	\$ 379,021	\$ 91,755.26
Sausalito PD	27,154	7.02%	\$ 19,302	27,154	27.14%	\$ 223,938		0.00%						\$ 243,240	\$ 12,162	\$ 255,402	\$ 63,850.52
Tiburon PD	20,087	5.19%	\$ 14,278	20,087	20.07%	\$ 165,657		0.00%						\$ 179,935	\$ 8,997	\$ 188,932	\$ 47,233.02
Central Marin FD	6,944	1.79%	\$ 4,938	0		\$ -		0.00%		6,944	10.70%	\$ 183,777		\$ 188,713	\$ 9,436	\$ 198,149	\$ 49,537.25
Kentfield FD	2,312	0.60%	\$ 1,843	0		\$ -		0.00%		2,312	3.56%	\$ 61,189		\$ 62,832	\$ 3,142	\$ 65,974	\$ 16,493.39
Marin County FD*	6,346	1.64%	\$ 4,511	0		\$ -		0.00%		0	0.00%	\$ -		\$ 4,511	\$ 226	\$ 4,736	\$ 1,184.11
Mill Valley FD	4,346	1.12%	\$ 3,089	0		\$ -		0.00%		4,346	6.70%	\$ 115,020		\$ 118,109	\$ 5,905	\$ 124,014	\$ 31,003.59
Novato FD	14,624	3.78%	\$ 10,395	0		\$ -		0.00%		14,624	22.54%	\$ 387,034		\$ 397,429	\$ 19,871	\$ 417,300	\$101,325.00
Ross Valley FD	5,994	1.55%	\$ 4,261	0		\$ -		0.00%		5,994	9.24%	\$ 158,635		\$ 162,896	\$ 8,146	\$ 171,040	\$ 42,760.12
San Rafael FD*	19,891	5.14%	\$ 14,139	0		\$ -		0.00%		19,891	30.66%	\$ 526,428		\$ 540,567	\$ 27,028	\$ 567,595	\$141,898.81
Southern Marin FD	7,930	2.05%	\$ 5,637	0		\$ -		0.00%		7,930	12.22%	\$ 209,873		\$ 215,509	\$ 10,776	\$ 226,285	\$ 56,571.20
Tiburon FD	2,844	0.74%	\$ 2,022	0		\$ -		0.00%		2,844	4.38%	\$ 75,268		\$ 77,290	\$ 3,864	\$ 81,154	\$ 20,288.59
Point Reyes NPS		0.00%	\$ -	0		\$ -		0.00%					\$ 7,100	\$ 7,100	\$ 355	\$ 7,455	\$ 1,863.75

6. Except as expressly modified by this First Amendment, all of the terms and conditions of the Agreement are and remain in full force and effect.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day here first above written.


“COUNTY”

COUNTY OF MARIN

“AGENCY”

ROSS VALLEY FIRE DEPARTMENT

By: 
 Title: Sheriff

By: 
 Title: Fire Chief

By signing above, signatory warrants and represents that he/she executed this First Amendment in his/her authorized capacity and that by his/her signature on this First Amendment, he/she or the entity upon behalf of which he/she acted, executed this First Amendment.

**Ross Valley Fire Department Board of Directors
STAFF REPORT**

For the meeting of October 12, 2022

To: Ross Valley Fire Board

From: Jason Weber, Fire Chief

Subject: Authorize Board President to execute first amendment to the MOU between the County of Marin Fire Department and the Ross Valley Fire Department, reducing the annual contract amount and implementing a cost covered Interim Deputy Chief position to support increased workload.

RECOMMENDATION

Authorize Board President to execute an amendment to the MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF MARIN FIRE DEPARTEMENT AND THE ROSS VALLEY FIRE DEPARTMENT FOR SHARED SERVICES FROM THE MARIN COUNTY FIRE DEPARTMENT TO THE ROSS VALLEY FIRE DEPARTMENT, Reducing the annual contract for fiscal year 2022-23 by \$125,000.

BACKGROUND/DISCUSSION

Both the Ross Valley Fire Department and Marin County Fire Department are facing challenging and exciting times, Ross Valley Fire will be transitioning to a new leadership/governance model in the next 9 month. This will require the completion of the leadership and governance study as well as the development of an implementation plan. Both agencies face impacts related to Fire Dispatch and finding alternative services. During the same time period Marin County Fire is looking to double their Fire Crew Program size, transitioning the office of Emergency Management from the Sheriff's Office to County Fire. All these items are important and will require extensive staff time to execute well.

The proposal of an interim Deputy Chief is to assist with tasks and generally, manage the daily operations of the Ross Valley Fire Department. This will allow the Fire Chief to concentrate on policy level items including managing communications/relations with the Fire Board, Management Team and Community. The executive fire management team from Marin County Fire Department will remain engaged at RVFD, this proposed position will add depth ensuring the volume of tasks can be effectively managed.

Staff has met with Labor, to review the proposal and ensure our obligation to meet and confer on impacts has been met. We reviewed processes in which candidates will be selected for the

position(s) as well how to best achieve backfilling positions minimizing impacts while providing opportunities to employees.

FISCAL IMPACT:

The proposed first amendment to the MOU reduces the contract amount paid to Marin County Fire Department by \$125,000 and will proportionally increase RVFD personnel costs to temporarily fill the position of Interim Deputy Chief from within the Ross Valley Fire Department. We will return to your Board at the mid-year budget update (typically January) to adjust the budget to reflect this change. This amendment and subsequent budget adjustment does not have any increased cost to RVFD.

Attachments:

1. MOU Between RVFD and MCFD
2. First Amendment to the MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF MARIN FIRE DEPARTMENT AND
THE ROSS VALLEY FIRE DEPARTMENT FOR SHARED SERVICES
FROM THE MARIN COUNTY FIRE DEPARTMENT TO THE ROSS
VALLEY FIRE DEPARTMENT**

August 1, 2018

MEMORANDUM OF UNDERSTANDING

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Memorandum of Understanding

This **Memorandum of Understanding** (hereinafter referred to as **MOU and/or Agreement**) is entered into and is effective August 1, 2018 (the “Effective Date”) by and between the ROSS VALLEY FIRE DEPARTMENT (RVFD) and the COUNTY OF MARIN/MARIN COUNTY FIRE DEPARTMENT (MCFD) for fire executive management and administrative services provided by MCFD to RVFD as set forth herein.

RECITALS

A. Ross Valley Fire Department was formed pursuant to a Joint Powers Agreement, currently in the form of an Amended and Restated Joint Powers Agreement, as further amended, between the Town of Fairfax, the Town of San Anselmo, Sleepy Hollow Fire Protection District and the Town of Ross, as a separate public agency under the Joint Exercise of Powers Act, commencing at Government Code Section 6500.

B. The County of Marin is a political subdivision of the State of California and a general law county. The Marin County Fire Department is a sub-division and department of the County of Marin. Marin County Fire Department is not a separate public or legal entity.

C. The RVFD has a vacancy in the permanent position of Fire Chief and has explored options for traditional staffing and for securing equivalent functions through a contract for services.

D. The Parties have discussed a contract proposal for Executive Management Shared Services where equivalent fire chief services will be provided to RVFD by the MCFD. Administrative support functions traditionally provided by the Fire Chief will be provided to RVFD by MCFD under the supervision and direction of the MCFD Fire Chief utilizing MCFD sworn and civilian staff with expertise in the applicable areas of fire administration and operations. At its May 16, 2018 meeting, the RVFD Board of Directors authorized preparation of this formal agreement based on the concept in the proposal presented in the Staff Report (with supplemental PowerPoint presentation) for the meeting of April 18, 2018.

NOW THEREFORE, the purpose and intent of this Agreement is to set forth the current terms, conditions, requirements and procedures that shall govern and control the provision of services by MCFD to RVFD as authorized by the Joint Exercise of Powers Act (Government Code Sections 6500, et seq.) and/or Government Code Section 54981 which expressly permits the parties to contract for such services with each other.

MEMORANDUM OF UNDERSTANDING/AGREEMENT

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

SECTION 1. Term of AGREEMENT

This Agreement shall commence on the above-stated Effective Date and shall continue in full force and effect until June 30, 2023, unless sooner terminated, as provided in this Agreement.

SECTION 2. No Separate Entity Created

The parties do not intend to create a separate public agency through this Agreement.

SECTION 3. MCFD As Independent Contractor

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

SECTION 4. Employees of Each Party

The employees of each party are intended to remain exclusively employees of the applicable party. Nothing in this Agreement is intended to change the employment relationship or to establish a joint employment or co-employment relationship. Each party will continue to be responsible for all compensation provided to its employees.

SECTION 5. Terms Defined

The “Board of Directors,” “President” or “Board President,” “Executive Officer” and “RVFD Management Committee” are those bodies or officials as established under the RVFD joint powers agreement, as amended from time to time.

Reference to MCFD includes the County of Marin.

SECTION 6. Services To Be Rendered

MCFD will provide the executive management and administration services described in Appendix “A.” RVFD will continue to provide the staff and support services outlined in Appendix “B.” Deliverables for year one and for years two through five are listed in Appendix “C.” The deliverables may be further refined in writing with details

and deadlines. Any agreed refinement will be signed by the MCFD Fire Chief and the RVFD Executive Officer and may not alter the underlying terms of this Agreement.

SECTION 7. Compensation For Services Rendered

The terms and conditions for compensation to MCFD for its support services provided under this Agreement are set forth in Appendix "D."

SECTION 8. Performance Review

RVFD reserves the right at any time to review MCFD's performance under this Agreement and agrees to provide to MCFD the results of its review. MCFD agrees to cooperate with any and all requests for information and documents related to any such review.

SECTION 9. Health & Safety Concerns

If any provisions of this Agreement are violated by MCFD in a manner that presents a possible or potential danger to the public health and safety, RVFD's Executive Officer shall notify MCFD's Fire Chief of the alleged violation by telephone and in writing, with a copy of such notification sent to County's Chief Administrative Officer. If MCFD fails to correct the violation within fourteen (14) days after receipt of written notice, RVFD may suspend this Agreement until such violation has been corrected. The decision of RVFD as to the existence of a contract violation and its resolution shall be final, but MCFD shall be permitted to present its response to the RVFD's Board of Directors either in writing or orally or both before any such final decision is rendered.

SECTION 10. Agreement Not for Benefit of Third Parties

This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever.

SECTION 11. Hold Harmless & Indemnification

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

shall be apportioned between RVFD and MCFD under the doctrine of comparative fault as established under California law.

SECTION 12. Insurance

MCFD shall carry at its own expense during the full term of this Agreement the insurance coverages specified in Appendix "E." MCFD is self-insured and has insurance coverage over and above the self-insurance amount and also has umbrella coverage. MCFD shall provide a current endorsement of such coverages (on the general liability endorsement form attached hereto as Appendix "F") to RVFD within ten (10) days of the Effective Date of this Agreement. RVFD agrees to accept MCFD's self-insurance program in lieu of the applicable portions of the required commercial insurance coverage.

SECTION 13. Conflict of Interest

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

SECTION 14. Assignability

MCFD shall not assign all or any portion of this Agreement. With the prior written consent of the Executive Officer, MCFD may use a qualified outside vendor or consultant to assist with the preparation of studies, standards or plans, but may not assign any of MCFD's related duties under this Agreement.

SECTION 15. Dispute Resolution Process

Should any disagreement or dispute between RVFD and MCFD arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, the parties will attempt to resolve such dispute informally by a meeting with representatives of each party. If, after a good faith attempt by both parties to resolve the dispute informally, no resolution can be reached, the parties shall submit such dispute to mandatory mediation before an agreed upon mediator, each party to pay an equal share of the mediation fees and each party to pay its own attorneys' fees and legal costs. Should RVFD and MCFD be unable to agree upon a mediator, they

shall agree upon a mediation service and shall have that service select a mediator for them. Should mediation be unsuccessful, then RVFD and MCFD each agree that they shall submit their dispute to binding arbitration before a mutually-agreeable arbitrator. If they cannot agree upon an arbitrator, they shall select an arbitration service which shall select an arbitrator for them. The arbitrator shall be a retired judge with at least 10 years' total experience serving on California and/or Federal trial and appellate court(s). RVFD and MCFD each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs and it is hereby agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. RVFD and MCFD hereby expressly waive any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the mandatory mediation and binding arbitration process specified above. However, in emergency or extraordinary circumstances, each or both parties may seek equitable or injunctive relief to preserve the status quo pending occurrence of the mediation/arbitration process herein specified. It is the express intent of both RVFD and MCFD to have any and all disputes under this Agreement resolved by the above-specified mediation/arbitration process and in as timely and economical manner as possible.

SECTION 16. Default

Subject to any extensions of time by mutual consent of the parties in writing, any failure of either party to timely perform any material obligation of this Agreement shall constitute an event of default as to that party, if (i) such defaulting party does not cure such failure within thirty (30) days following receipt of written notice of default from the other party, where such failure is of a nature that can be cured within such thirty (30) day period, or (ii) if such failure is not of a nature which can be cured within a thirty (30) day period, the allegedly defaulting party does not, within said thirty (30) day period, commence substantial efforts to cure such failure or thereafter does not, within a reasonable period of time, prosecute to completion with diligence and continuity the curing of the failure. The time to cure may be extended in writing at the discretion of the party giving notice. Any notice of default given hereunder shall be served on the other party and shall specify in detail the nature of the failure(s) in performance which the noticing party claims constitutes the event of default and the manner in which such default may be satisfactorily cured in accordance with the terms and conditions of this Agreement. Failure of a party to timely cure or commence and diligently prosecute to completion the cure of a material default of this Agreement shall entitle the non-defaulting party to terminate this Agreement in accordance with the termination provisions set forth herein and/or to pursue all other remedies available under the dispute resolution process set forth in Section 15 above.

SECTION 17. Equal Opportunity & Non-Discrimination

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

SECTION 18. Termination

This Agreement may be terminated prior to the end of its stated term (see Section 1) by one year written notice given by either party to the other party.

SECTION 19. Amendments

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

SECTION 20. Breach & Enforcement

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

SECTION 21. Severability

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

SECTION 22. Governing Law

This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California, with venue agreed to be within the County of Marin. The language of all parts

of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RVFD or MCFD.

SECTION 23. Parties' Representations

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

SECTION 24. Binding Upon Successors

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

SECTION 25. Headings

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

SECTION 26. Consent

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

SECTION 27. Designated Representatives

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

SECTION 28. Notices

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

If to RVFD:

President of the Board of Directors
Ross Valley Fire Department
777 San Anselmo Ave,
San Anselmo, CA 94960

If to MCFD:

Fire Chief, County of Marin
PO Box 518
Woodacre, CA 94973

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

SECTION 29. Appendices

The following appendices to this Agreement are attached hereto and incorporated by reference as though fully set forth herein:

Appendix A	MCFD EXECUTIVE MANAGEMENT AND ADMINISTRATIVE SERVICES
Appendix B	CONTINUING RVFD ADMINISTRATIVE SERVICES
Appendix C	DELIVERABLES
Appendix D	COMPENSATION
Appendix E	STANDARD INSURANCE REQUIREMENTS
Appendix F	GENERAL LIABILITY ENDORSEMENT FORM

SECTION 30. Execution In Counterparts

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

SECTION 31. Effective Date

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

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

MARIN COUNTY FIRE DEPARTMENT

Attest:

Clerk, BOS

By: _____
Damon Connolly, President, BOS

ROSS VALLEY FIRE DEPARTMENT

Attest:

Administrative Assistant, RVFD

By: _____
President, Board of Directors

APPENDIX A

MCFD EXECUTIVE MANAGEMENT AND ADMINISTRATIVE SERVICES

Scope of Services:

MCFD will utilize the following staff members to provide services as defined by this Agreement - Fire Chief, Deputy Chief-Operations, Deputy Director of Fire, Fire Marshal, Battalion Chief-Wildfire Protection, Battalion Chief-Training, Battalion Chief-EMS, Administrative Services Manager, Administrative Services Associate, and other MCFD staff as determined necessary by the MCFD. Where required by law or RVFD rules or requirements, MCFD will designate individuals to serve in specified functions or positions, but such individuals shall continue to be under control of and report to MCFD.

The MCFD will provide the following services:

Executive Management: MCFD will provide the following Fire Chief services: Under general direction of the Executive Officer, Management Committee and the Board of Directors will direct, lead, manage, and oversee the activities and operations of the Department including general administration, finance, fire prevention, suppression, training, fire investigation, emergency medical services and public education. Services will include on-call duty on a regular, routine basis for consultation and actual response beyond the normal business hours.

Essential Functions:

- Attend all RVFD Board of Directors meetings in person, unless otherwise excused.
- Attend all RVFD Management Committee meetings, unless otherwise excused.
- Directs and oversees the activities of the Fire Department
- Plans, implements, and reviews departmental short and long-range goals.
- Develops general policies for the administration of the Department.
- Evaluates needs and makes recommendations for construction/renovation of fire stations and the purchase of apparatus and equipment.
- Develops annual budget and controls expenditures.
- Represents the Department at meetings with elected officials and outside agencies; explain and interpret Department programs, policies, activities, budget, and operations.

- Negotiate on sensitive issues and issues involving but not limited to: budgeting, Department direction, employee issues and resolutions, equipment, supplies tools, operational methods and implementation.
- Develops recommendations for the protection of life and property within the jurisdiction of the Department.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Identify opportunities for improvement; direct the implementation of changes, maintain an efficient and cost effective emergency response system.
- Maintain discipline and ethical standards set forth within Department.
- Assumes command of all Department operations, as needed, during emergency and non-emergency events as appropriate.
- Formulates and supervises the development and implementation of minimum standards, technical competency, training standards, safety compliance, inspections, fire prevention, education, emergency medical unless otherwise excused.
- Performs contract negotiations with other agencies both private and public for cooperative and financial agreements.

Finance: MCFD will provide management and oversight for financial services and administration, including preparing the annual operating budget, controlling expenditures, conducting long-term financial planning, recommend financial policies, purchasing and contract administration.

Human Resources: MCFD will manage human resource functions including benefit administration, performance management, labor law requirements, employee hiring and development, and health and wellness.

Community Risk Reduction: MCFD will provide management and general oversight of the Department's community risk reduction programs, including fire prevention and public education. MCFD will provide Fire Marshal services to include fire code development and enforcement. Interpret and apply laws, regulations, ordinance, and codes for specific applications as the Fire Marshal for the Department.

Emergency Medical Services (EMS): MCFD will provide management and general oversight of the Department's EMS program.

Training: MCFD will provide general coordination of the Department's training program. Ensure compliance with State and Federal requirements.

APPENDIX B

CONTINUING RVFD ADMINISTRATIVE SERVICES

Administrative Assistant: The RVFD Administrative Assistant will continue to support finance, human resources, public information, and other general administrative functions.

Department Training Officer: A RVFD Battalion Chief will continue to serve as the Department training officer.

Fire Inspectors: RVFD personnel will continue to meet the day-to-day fire inspection needs of the Department.

Basic Financial and Payroll Services: RVFD will continue to provide for basic financial services, including accounts receivable/payable and payroll processing for RVFD employees. These services are currently provided by agreement with the Town of San Anselmo.

APPENDIX C

DELIVERABLES

The following items have been identified as key deliverables to implement the executive management and administrative transition and begin to address the current priorities of the Department. It is understood that many of these items will require routine updates and attention of MCFD. These items are derived from public meetings and the concept proposal presented at the Ross Valley Fire Department Board of Directors meeting on April 18, 2018. The PowerPoint presentation and staff report are available for reference under public record with Ross Valley Fire Department. In the event of a conflict between the concept proposal and this Agreement or this Appendix, the Agreement or this Appendix will take precedence, in that order.

Year One and/or ongoing:

- Ensure the Department will continue to respond to the needs of the community's citizens and visitors and to deliver the best possible public service attainable.
- Review and gain an understanding of the Department's administrative functions, programs, policies, procedures, etc.
- Develop and maintain relationships with the communities, community leaders and elected officials ensuring the Department is well represented to stakeholders and constituents.
- Develop and maintain strong working relationships with Department Heads within the three towns.
- Conduct a review of the Department's current policies and procedures and implement the Lexipol policy management software.
- Complete a 5-year financial projection.
- Develop options for an enhanced defensible space inspection program.
- Complete the integration of the finance agreement with the Town of San Anselmo, including best practice cross checks and audit trail information.
- Implement employee performance management system.
- Evaluate the Department's infrastructure and capital assets needs.

Two to five-year deliverables:

- Develop a 5-year Strategic Plan.
- Development of Department wide Community Wildfire Protection Plan.
- Update RVFD Standards of Cover.
- Complete policy and procedure update.
- Long-term financial outlook and options for sustainability.
- Work with Towns to develop a capital facility (fire stations) master plan for long term major rehab, code compliance and, if needed, eventual replacement.

APPENDIX D

COMPENSATION

For the first year of service, RVFD will pay MCFD \$295,583 for services under this Agreement, inclusive of all compensation, costs, expenses and fees. The amount will be prorated and paid twice yearly, in arrears. MCFD will issue the initial invoice six months after the Effective Date, with subsequent invoices each half year (six months) for service during the preceding six months. RVFD will make payment for all undisputed sums within 30 days of receiving the invoice.

If the Agreement is not effective at the start of the 7/1/18-6/30/19 fiscal year, the initial term of compensation will be prorated and the first invoice will be adjusted accordingly. For example, if the Effective Date is August 1, 2018, compensation for the initial term of service will be 11/12 of the full amount, or \$270,951.08. The initial invoice will be issued five months after the Effective Date (\$123,159.58), subsequent invoices will be issued each half year (six months; \$147,791.50 for the second invoice). The compensation terms will revert to the six month invoicing and annual compensation terms after the initial short invoice period and term of compensation.

The method for determining the first year fee and its breakdown is summarized in the table below. The fee will be adjusted for each fiscal year following the 2018/2019 fiscal year, based on the methodology used in the table and subject to MCFD labor costs associated with the identified positions. Regardless of the calculated increase, the maximum increase that will apply year-to-year is 3% during the term of this Agreement.

As part of the annual performance evaluation, the parties may mutually agree to changes in the percentage allocation of personnel in the table below based on actual experience. However, agreement to a percent change in allocation does not change the 3% maximum annual limit on increases.

The identification of positions is intended to identify services and functions rather than individuals. This methodology is used to provide a convenient and reproducible process that can be used for future fee adjustments. It is not intended to designate specific individuals or control the methods or means by which MCFD achieves the results required under the Agreement.

APPENDIX D
COMPENSATION

Position	Salary	Full Cost	RVFD %	Year 1
Fire Chief	\$ 214,968	\$ 395,541	30%	\$ 118,662
Deputy Fire Chief	\$ 189,987	\$ 349,576	10%	\$ 34,958
Deputy Director of Fire	\$ 155,979	\$ 246,447	15%	\$ 36,967
Fire Marshal	\$ 178,443	\$ 328,335	10%	\$ 32,834
Veg Mngt / WF Protection BC	\$ 178,443	\$ 328,335	7%	\$ 22,983
EMS	\$ 178,443	\$ 328,335	3%	\$ 8,208
Training	\$ 178,443	\$ 328,335	5%	\$ 16,417
Administrative Services Assoc.	\$ 82,875	\$ 130,943	12%	\$ 15,713
Administrative Services Manager	\$ 111,904	\$ 176,808	5%	\$ 8,840
Total				\$ 295,583

APPENDIX E

STANDARD INSURANCE REQUIREMENTS

Prior to rendering services provided by the terms and conditions of this Agreement, MCFD "Contractor or its subcontractor" for purposes of these insurance requirements, shall acquire and maintain during the term of this Agreement, insurance coverage, through and with an insurer acceptable to RVFD, naming the RVFD and its officials, employees, and volunteers as additional insured, (hereinafter referred to as "the insurance"). The limits of insurance herein shall not limit the liability of the Contractor hereunder.

1. Except for professional liability coverage said policies shall be in effect until final acceptance of contractor's work by RVFD and shall provide that they may not be canceled without first providing RVFD with thirty (30) days written notice of such intended cancellation. If Contractor fails to maintain the insurance provided herein, RVFD may, but is not required to, secure such insurance and deduct the cost thereof from any funds owing to Contractor.
2. Minimum Scope of Insurance. Contractor shall procure insurance covering general liability, automobile liability, and worker's compensation. Coverage shall be at least as broad as:
 - a) Insurance Services Office (ISO) Commercial General Liability Occurrence form number CG 0001 or equivalent ISO form. A non-ISO form must be reviewed by the RVFD prior to acceptance of the Agreement.
 - b) Except as otherwise provided in (e)(ii)(bb) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" and Endorsement CA 0029.
 - c) Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.
 - d) Professional Errors and Omissions Liability Insurance, coverage form subject to RVFD Approval.
3. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:
 - a) General Liability and Automobile Liability Coverages. RVFD and its officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or

automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the RVFD, its officials, employees or volunteers.

- i) The Contractor's insurance coverage shall be primary insurance as respects the RVFD, its officials, employees and volunteers and any other insureds under this contract. Any insurance or self-insurance maintained by the RVFD, its officials, employees and volunteer or other insureds shall be excess of the Contractor's insurance and shall not contribute with it.
 - ii) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the RVFD, its officials, employees and volunteers or other insureds under this contract.
 - iii) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- b) Worker's Compensation and Employers Liability Coverage.
 - c) Professional Errors and Omissions insurance.
 - i) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the RVFD.
4. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII if admitted. A non-admitted insurer shall have a Best's rating of no less than A-X.
5. Minimum Limits of Insurance. Contractors shall maintain limits no less than:
- a) Commercial General Liability: One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage with a general aggregate limit of \$2,000,000.
 - b) Automobile Liability: Subject to the option of the RVFD either: (aa) \$1,000,000 combined single limit per accident for bodily injury or

property damage or; (bb) Personal Automobile liability coverage of \$500,000 bodily injury and property damage.

- c) Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and Employers Liability limits of One Million Dollars (\$1,000,000) per accident.
 - d) Professional Errors and Omissions Liability: Policy limits of not less than One Million Dollars (\$1,000,000) per incident and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars (\$2,500). Coverage may be made on a claims-made basis with a "Retro Date" either prior to the date of the Contract or the Beginning of the Contract work. If claims-made, coverage must extend to a minimum of twelve (12) months beyond completion of project. If coverage is canceled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of twelve (12) months after completion of contract work.
6. [Reserved.]
7. Deductibles and Self-Insured retentions. Except as otherwise provided in this Agreement, any deductibles or self-insured retentions must be declared to and approved by the RVFD. At the option of the RVFD either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the RVFD, its officials and employees; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
8. Verification of Coverage. Contractor shall furnish the RVFD with Certificate(s) of Insurance and with original endorsement(s) affecting coverage required by this clause. The certificate(s) and endorsement(s) for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) and endorsement(s) are to be on forms provided by the RVFD or on forms received and approved by the RVFD before work commences. The RVFD reserves the right to require complete, certified copies of all required insurance policies, at any time.
9. Contractor shall not render services under the terms and conditions of this Agreement unless each type of insurance coverage and endorsement is in effect and Contractor has delivered the certificate(s) of insurance and endorsement(s) to RVFD as previously described. If Contractor shall fail to

procure and maintain said insurance, RVFD may, but shall not be required to, procure and maintain the same, and the premiums of such insurance shall be paid by Contractor to RVFD upon demand. The policies of insurance provided herein which are to be provided by Contractor shall be for a period of not less than one year, it being understood and agreed that thirty (30) days prior to the expiration of any policy of insurance, Contractor will deliver to RVFD a renewal or new policy to take the place of the policy expiring.

10. RVFD shall have the right to request such further coverages and/or endorsements on the insurance as RVFD deems necessary, at Contractor's expense. The amounts, insurance policy forms, endorsement(s) and insurer(s) issuing the insurance shall be satisfactory to RVFD in its sole and absolute discretion.

**APPENDIX F
GENERAL LIABILITY ENDORSEMENT FORM**

[Attach Form.]

FIRST AMENDMENT TO
MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF MARIN FIRE DEPARTEMENT
AND THE ROSS VALLEY FIRE DEPARTMENT FOR SHARED SERVICES FROM THE MARIN COUNTY
FIRE DEPARTMENT TO THE ROSS VALLEY FIRE DEPARTMENT

The first amendment (“first amendment”) to agreement, dated as of October 12, 2022, is by and between the County Of Marin a political subdivision of the state of California (hereinafter referred to as “County”) acting by and through its office of the Marin County Fire Department and the Ross Valley Fire Department (hereinafter referred to as “RVFD”).

RECITALS

WHEREAS, COUNTY and RVFD entered into a Memorandum of Understanding (MOU) dated August 1, 2018, for the County to provide Executive Management Shared Services where equivalent fire chief services would be provided to RVFD by County.

WHEREAS, the RVFD is in the process of developing options for Executive Management Services and/or Fire Chief Services after the expiration of said MOU on June 30, 2023.

WHEREAS, COUNTY and RVFD recognize the additional workload anticipated over the next 9 months and seek mutually agreeable terms to ensure a smooth transition of leadership.

WHEREAS, Section 19 titled “amendments” requires any amendment or modification to the MOU must be executed in writing by both COUNTY and RVFD.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The placement of an Interim Deputy Chief from November 1, 2022, to July 1, 2023.
2. Said cost for the Interim Deputy Chief will be borne by COUNTY carried out by reducing the contractual amount for fiscal year 2022-23 by \$125,000.
3. COUNTY and RVFD mutually agree and understand the County Fire Chief and other County Fire staff will continue to serve in contractual roles for RVFD. The position of Interim Deputy Chief, filled by a Ross Valley Fire Battalion Chief will supplement the County Fire Chief and Executive Management Shared Services.
4. All other aspects and agreements contained within the MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF MARIN FIRE DEPARTEMENT AND THE ROSS VALLEY FIRE DEPARTMENT FOR SHARED SERVICES FROM THE MARIN COUNTY FIRE DEPARTMENT TO THE ROSS VALLEY FIRE DEPARTMENT will remain in full force and affect until its expiration on June 30, 2023.

IN WITNESS WHEREOF, the parties hereto have executed this FIRST AMENDMENT on the day here first above written.

“COUNTY”
COUNTY OF MARIN

“RVFD”
ROSS VALLEY FIRE DEPARTMENT

By:

By:

Title: _____

Title: _____

By signing above, signatory warrants and represents that he/she executed this First Amendment in his/her authorized capacity and that by his/her signature on this First Amendment, he/she or the entity upon behalf of which he/she acted, executed this First Amendment.



You're a gem!

JUST A NOTE TO, THANK YOU
FOR PURCHASING THE "FIRE ALERT"
FOR MY HOME.

Joan Oermann
3 BENNETT AVE
SAN ANSELMO