



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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

ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS AGENDA Wednesday, February 8, 2023

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/85615737917>

Or Telephone: +1 669 900 6833 | Webinar ID: 856 1573 7917

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. Announce action in closed session, if any.
3. Open time for public expression. The public is welcome to address the Board at this time on matters, not on the agenda. However, please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or that the need to take action arose following the posting of the agenda.
4. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
5. Chief Report – Verbal update by Chief Weber
 - a) Update on Leadership and Governance Study
 - b) MWPA Project Planning Update
6. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.

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Ross Valley Fire Department

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- a) Acknowledge check register issued during January

[Item 6a – Check Register](#)

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

[Item 6b – Call & Out of Jurisdiction Reports](#)

- c) Receive current budget report

[Item 6c – Budget Report](#)

- d) Approve Minutes of the January 11, 2023, Board meeting

[Item 6d – Minutes January 11, 2023](#)

- e) Approve Resolution 23-04 Allowing Virtual RVFD Board Meetings in Compliance with AB 361

[Item 6e – Staff Report for Resolution 23-04](#)

[Item 6e – Resolution 23-04 Attachment #1](#)

- f) Approve Resolution 23-05 Amending the Salary and Job Class Specifications for the Administrative Assistant Position

[Item 6f – Staff Report for Resolution 23-05](#)

[Item 6f – Resolution 23-05 Attachment #1](#)

[Item 6f – Job Classification Attachment #2](#)

7. Approve Resolution 23-06 Midyear Budget Report Revising FY2022-2023 Operating Budget - Deputy Director Yeager & Finance Director Jeff Zuba

[Item 7 – Staff Report for Midyear Budget Report](#)

[Item 7 – Resolution 23-06 Attachment #1](#)

[Item 7 – FY2022-23 Revised Budget Attachment #2](#)

8. Receive update on changes related to remote access for Board meetings effective February 28, 2023. Recommendation: Receive update and prepare for in person meetings with remote access allowable under regulations within the Brown Act.

[Item 8 – Staff Report for Remote Participation in RVFD Board Meetings](#)

[Item 8 – Brown Act Teleconference Options – Attachment #1](#)

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9. Adjourn

The next meeting is scheduled for Wednesday, March 8, 2023, San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960.

s/Mariana Gonzalez, 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.

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



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 01/01/2023 - 01/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
01326	AMAZON.COM SERVICES LLC	01/05/2023	Regular	0.00	172.90	22877
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
17YY-D936-Q763	Invoice	01/05/2023	01.02.2023 - CAUTION TAPE - SUPPLIES	0.00	172.90	
	01.10.62203.00		EMERGENCY RESPONSE S		172.90	
01000	American Messaging	01/05/2023	Regular	0.00	5.81	22878
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
W4106073XA	Invoice	01/05/2023	01.01.2023 - LOCKBOX PAYMENT - SIREN	0.00	5.81	
	01.10.63150.00		COMMUNICATIONS EQUI		5.81	
01272	Diesel Direct West Inc	01/05/2023	Regular	0.00	828.52	22879
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
84917184	Invoice	01/05/2023	12.29.2022 - ULSD CLEAR - 142.9 GALLON	0.00	828.52	
	01.25.62988.00		FUEL		828.52	
01017	Fairfax Lumber	01/05/2023	Regular	0.00	415.71	22880
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
257720	Invoice	01/05/2023	12.29.2022 - MISC HARDWARE - POLY FIL	0.00	386.88	
	01.10.62203.00		EMERGENCY RESPONSE S		386.88	
257846	Invoice	01/05/2023	01.03.2023 - COUPLE FLEX - GLOVES - DEC	0.00	28.83	
	01.14.62206.00		JANITORIAL MAINTENAN		28.83	
01028	L. N. Curtis and Sons	01/05/2023	Regular	0.00	228.51	22881
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV631541	Invoice	01/05/2023	09.14.2022 - ADAPTER - SHAWN SWEENE	0.00	228.51	
	01.10.63131.00		EQUIPMENT		228.51	
01344	NELSON	01/05/2023	Regular	0.00	2,390.80	22882
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6412136	Invoice	01/05/2023	12.30.2022 - ADMIN ASST - 40 HRS - 12.2	0.00	2,390.80	
	01.00.60010.00		TEMPORARY HIRE		2,390.80	
01179	Postal Services Plus	01/05/2023	Regular	0.00	348.87	22883
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
22511	Invoice	01/05/2023	12.21.2022 - ENVELOPES - POSTAGE METE	0.00	348.87	
	01.15.61903.00		MWPA Local Projects		348.87	
01188	Staples Credit Plan	01/05/2023	Regular	0.00	176.83	22884
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
3183827381	Invoice	01/05/2023	12.01.2022 - HAMMERMILL COPY PAPER	0.00	144.96	
	01.05.62000.00		OFFICE SUPPLIES		144.96	
3185410931	Invoice	01/05/2023	12.03.2022 - KLEENEX - OFFICE SUPPLIES -	0.00	31.87	
	01.05.62000.00		OFFICE SUPPLIES		31.87	
01098	Verizon Wireless	01/05/2023	Regular	0.00	682.53	22885

Check Report

Date Range: 01/01/2023 - 01/31/2023

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		
9923735210	Invoice	01/05/2023	12.23.2022 - WIRELESS SRVC - 11.24.22 - TELEPHONE	0.00	682.53	
	01.14.61705.00		12.23.2022 - WIRELESS SRVC - 1		682.53	
01073	U.S. Bank (CalCARD)	01/05/2023	Regular	0.00	11,822.26	22886
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005227	Invoice	12/22/2022	11.23.2022 - MAHONEY - ZOOM ONE PRO	0.00	149.90	
	01.05.61105.00		OTHER CONTRACT SERVI		149.90	
INV0005228	Invoice	12/22/2022	11.23.2022 - MAHONEY - DAVIS SIGNS - C	0.00	270.94	
	01.25.62989.00		FLEET PARTS		270.94	
INV0005229	Invoice	12/22/2022	12.05.2022 - MAHONEY - GIFTS - GREENE	0.00	163.88	
	01.05.62200.00		GENERAL DEPARTMENT S		163.88	
INV0005231	Invoice	12/22/2022	12.20.2022 - MAHONEY - AMPHORA NUE	0.00	81.00	
	01.05.62200.00		GENERAL DEPARTMENT S		81.00	
INV0005232	Invoice	12/22/2022	12.20.2022 - MAHONEY - COFFEE ROASTE	0.00	97.87	
	01.05.62200.00		GENERAL DEPARTMENT S		232.87	
	01.05.62200.00		GENERAL DEPARTMENT S		-135.00	
INV0005233	Invoice	12/22/2022	12.20.2022 - MAHONEY - POSTAL SERVICE	0.00	7.60	
	01.05.62200.00		GENERAL DEPARTMENT S		7.60	
INV0005234	Invoice	12/22/2022	12.20.2022 - MAHONEY - COFFEE ROAST	0.00	25.87	
	01.05.62200.00		GENERAL DEPARTMENT S		25.87	
INV0005235	Invoice	12/22/2022	12.19.2022 - BASTIANON - CA NEWSPAPE	0.00	50.00	
	01.15.61131.00		FIRE PREVENTION		50.00	
INV0005236	Invoice	12/22/2022	12.20.2022 - BASTIANON - MARIN AUTO	0.00	162.40	
	01.25.61600.00		FLEET MAINTENANCE/RE		162.40	
INV0005237	Invoice	12/22/2022	12.20.2022 - BASTIANON - POSTAGE SRVC	0.00	12.36	
	01.15.61131.00		FIRE PREVENTION		12.36	
INV0005238	Invoice	12/22/2022	11.29.2022 - PETERSON - LOCKING MAILB	0.00	495.99	
	01.14.61500.19		BUILDING MAINTENANCE		495.99	
INV0005239	Invoice	12/22/2022	12.21.2022 - GRASSER - STRATUS - FEES	0.00	910.00	
	01.10.61100.00		DISPATCH		910.00	
INV0005240	Invoice	12/22/2022	11.24.2022 - GRASSER - STAMPS.COM - P	0.00	17.99	
	01.05.62003.00		POSTAGE		17.99	
INV0005241	Invoice	12/22/2022	12.06.2022 - GRASSER - CAMPWAYS TRUC	0.00	4,409.66	
	15.00.63154.00		VEHICLE PURCHASE		4,409.66	
INV0005242	Invoice	12/22/2022	12.11.2022 - STANDFEILD - BESTBUY - WA	0.00	958.92	
	01.14.61500.20		BUILDING MAINTENANCE		958.92	
INV0005243	Invoice	12/22/2022	12.01.2022 - GALLI - FRIEDMANS HOME -	0.00	22.59	
	01.05.62200.00		GENERAL DEPARTMENT S		22.59	
INV0005244	Invoice	12/22/2022	12.03.2022 - POPPE - ANDRONICOS - SUP	0.00	47.79	
	01.14.62206.00		JANITORIAL MAINTENAN		47.79	
INV0005245	Invoice	12/22/2022	11.29.2022 - CUTTER - FAIRFAX LUMBER -	0.00	39.22	
	01.10.61902.00		MWPA DEFENDSIBLE SPA		39.22	
INV0005246	Invoice	12/22/2022	11.30.2022 - CUTTER - CALTOPO - TEAM 1	0.00	1,882.02	
	01.10.61902.00		MWPA DEFENDSIBLE SPA		2,000.00	
	01.10.63131.00		EQUIPMENT		-117.98	
INV0005247	Invoice	12/22/2022	12.05.2022 - HERBERTSON - LN CURTIS - S	0.00	79.02	
	01.10.62213.00		PERSONAL PROTECTIVE E		79.02	
INV0005249	Invoice	12/22/2022	12.21.2022 - ILLINGWORTH - YETI - SUPPL	0.00	1,536.85	
	01.05.62200.00		GENERAL DEPARTMENT S		1,536.85	
INV0005250	Invoice	12/22/2022	12.12.2022 - ILLINGWORTH - GOOD EART	0.00	108.78	

Check Report

Date Range: 01/01/2023 - 01/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.10.62203.00	EMERGENCY RESPONSE S	12.12.2022 - ILLINGWORTH - G		108.78	
INV0005251	Invoice	12/22/2022	12.12.2022 - ILLINGWORTH - GOOD EART	0.00	156.61	
	01.10.62203.00	EMERGENCY RESPONSE S	12.12.2022 - ILLINGWORTH - G		156.61	
INV0005252	Invoice	12/22/2022	12.20.2022 - MAHONEY - AMPHORA NUE	0.00	135.00	
	01.05.62200.00	GENERAL DEPARTMENT S	12.20.2022 - MAHONEY - AMPH		135.00	
	Void	01/05/2023	Regular	0.00	0.00	22887
01058	Able Tire & Brake	01/12/2023	Regular	0.00	2,971.89	22888
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
665279	Invoice	01/12/2023	01.10.2023 - 20PLY HANKOOK AM15	0.00	2,971.89	
	01.25.62989.00	FLEET PARTS	01.10.2023 - 20PLY HANKOOK A		2,971.89	
01326	AMAZON.COM SERVICES LLC	01/12/2023	Regular	0.00	32.61	22889
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1PDD-MPQL-6NP	Invoice	01/12/2023	01.06.2023 - FO17/730/ECO 17 WATT 2FT	0.00	32.61	
	01.14.61500.19	BUILDING MAINTENANCE	01.06.2023 - FO17/730/ECO 17		32.61	
01329	Andrew Juric	01/12/2023	Regular	0.00	430.00	22890
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
19721	Invoice	01/12/2023	09.25.2022 - ICS 300 INT SCHELL VISTA FP	0.00	430.00	
	01.10.61000.00	TRAINING AND EDUCATIO	09.25.2022 - ICS 300 INT SCHELL		430.00	
01054	BoundTree Medical	01/12/2023	Regular	0.00	3,122.63	22891
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84798672	Invoice	01/12/2023	12.19.2022 - CURAPLEX EMESIS BAG 1000	0.00	3,122.63	
	01.10.62204.00	PARAMEDIC RESPONSE S	12.19.2022 - CURAPLEX EMESIS		3,122.63	
01125	Daniel J. Mahoney	01/12/2023	Regular	0.00	161.32	22892
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005283	Invoice	01/12/2023	01.03.2023 - REIMBURSEMENT - APPLE U	0.00	161.32	
	01.05.61121.00	COMPUTER SOFTWARE/S	01.03.2023 - REIMBURSEMENT -		161.32	
01272	Diesel Direct West Inc	01/12/2023	Regular	0.00	638.93	22893
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84927088	Invoice	01/12/2023	01.05.2023 - 68.1 GALLONS GASOLINE UN	0.00	321.33	
	01.25.62988.00	FUEL	01.05.2023 - 68.1 GALLONS GAS		321.33	
84927089	Invoice	01/12/2023	01.05.2023 - 57.9 GALLONS ULSD CLEAR	0.00	317.60	
	01.25.62988.00	FUEL	01.05.2023 - 57.9 GALLONS ULS		317.60	
01050	Golden State Emergency Veh Svc	01/12/2023	Regular	0.00	486.70	22894
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
CI037270	Invoice	01/12/2023	12.22.2022 - CUSHION, SEAT BOTTOM, TN	0.00	486.70	
	01.25.62989.00	FLEET PARTS	12.22.2022 - CUSHION, SEAT BO		486.70	
01295	Grier Argall Plumbing Inc	01/12/2023	Regular	0.00	189.08	22895
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15678	Invoice	01/12/2023	01.06.2023 - RAT DAMAGE-2" CAST IRON	0.00	189.08	
	01.14.61500.00	BUILDING MAINTENANCE	01.06.2023 - RAT DAMAGE-2" C		189.08	
01089	Life-Assist Inc	01/12/2023	Regular	0.00	320.00	22896

Check Report

Date Range: 01/01/2023 - 01/31/2023

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		
1276929	Invoice	01/12/2023	12.19.20222 - ADENOSINE 12MG - 4ML VI	0.00	320.00	
	01.10.62204.00		PARAMEDIC RESPONSE S		320.00	
01099	Marin County Fire Department	01/12/2023	Regular	0.00	575.00	22897
2023 0105	Invoice	01/12/2023	01.05.2023-BASIC LIFE SUPPORT COURSE	0.00	575.00	
	01.10.61000.00		TRAINING AND EDUCATIO		575.00	
01415	Miranda Miller	01/12/2023	Regular	0.00	77.25	22898
INV0005284	Invoice	01/12/2023	01.12.2023 - DECEMBER MILEAGE REIMB	0.00	77.25	
	01.15.62220.00		COMMUNITY EDUCATION		77.25	
01276	Municipal Emergency Services, Inc	01/12/2023	Regular	0.00	35.69	22899
IN1813291	Invoice	01/10/2023	01.10.2023 SCBA REPAIR	0.00	35.69	
	01.10.62211.00		BREATHING APPARATUS-C		35.69	
01234	Napa Auto Parts	01/12/2023	Regular	0.00	811.56	22900
759217	Invoice	01/12/2023	01.05.20 - RX SILICONE 24 IN / 20 IN	0.00	399.72	
	01.25.62989.00		FLEET PARTS		399.72	
759226	Invoice	01/12/2023	01.05.2023 - RX SILICONE 22 IN / 26 IN / 2	0.00	366.41	
	01.25.62989.00		FLEET PARTS		366.41	
759447	Invoice	01/12/2023	01.06.2023 - WIPER REFILL	0.00	12.12	
	01.25.62989.00		FLEET PARTS		12.12	
759729	Invoice	01/12/2023	01.07.2023 - RX SILICONE 24 IN	0.00	33.31	
	01.25.62989.00		FLEET PARTS		33.31	
01344	NELSON	01/12/2023	Regular	0.00	4,893.03	22901
6412683	Invoice	01/12/2023	01.06.2023 - ADMIN ASST WEEK ENDING	0.00	2,390.80	
	01.00.60010.00		TEMPORARY HIRE		2,390.80	
6413210	Invoice	01/12/2023	01.12.2023 - ADMIN ASST WEEK ENDING	0.00	2,502.23	
	01.00.60010.00		TEMPORARY HIRE		2,502.23	
01334	Teleflex LLC	01/12/2023	Regular	0.00	1,263.96	22902
9506266750	Invoice	01/12/2023	12.15.2022 - EZ-IO 25 MM NEEDLE BOX O	0.00	605.56	
	01.10.62204.00		PARAMEDIC RESPONSE S		605.56	
9506366752	Invoice	01/12/2023	12.15.2022 - EZ-IO POWER DRIVER	0.00	658.40	
	01.10.62204.00		PARAMEDIC RESPONSE S		658.40	
01216	Tomas Pastalka	01/12/2023	Regular	0.00	450.00	22903
ECT00503-2022	Invoice	01/12/2023	10.25.2022 - COMPANY OFFICER 2A HR M	0.00	450.00	
	01.10.61000.00		TRAINING AND EDUCATIO		450.00	
01344	NELSON	01/12/2023	Regular	0.00	2,446.36	22904

Check Report

Date Range: 01/01/2023 - 01/31/2023

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			
6409438	Invoice	01/12/2023	11.25.2022 ADMIN ASSISTANT WEEK END	0.00	2,435.56	
01.00.60010.00	TEMPORARY HIRE		11.25.2022 ADMIN ASSISTANT		2,435.56	
6411005 A	Invoice	01/12/2023	12.15.2022 AMOUNT OWED FOR INVOICE	0.00	10.80	
01.00.60010.00	TEMPORARY HIRE		12.15.2022 AMOUNT OWED FO		10.80	
01326	AMAZON.COM SERVICES LLC	01/18/2023	Regular	0.00	130.46	22905
1FMF-7W7D-1J7	Invoice	01/18/2023	01.12.2023 - MAKITA IMPACT DRIVER - OF	0.00	130.46	
01.14.61500.00	BUILDING MAINTENANCE		01.12.2023 - MAKITA IMPACT D		130.46	
01054	BoundTree Medical	01/18/2023	Regular	0.00	473.66	22906
84705175	Invoice	01/18/2023	09.29.2022 - CURAPLEX STAIR CHAIR - SU	0.00	473.66	
01.10.62204.00	PARAMEDIC RESPONSE S		09.29.2022 - CURAPLEX STAIR C		473.66	
01049	Fishman Supply Company	01/18/2023	Regular	0.00	1,747.53	22907
1385055	Invoice	01/18/2023	01.11.2023 - JANITORIAL SUPPLIES - JANU	0.00	1,747.53	
01.14.62206.00	JANITORIAL MAINTENAN		01.11.2023 - JANITORIAL SUPPLI		1,747.53	
01052	HRdirect	01/18/2023	Regular	0.00	195.72	22908
INV12994131	Invoice	01/18/2023	01.10.2023 - POSTER GAURD - 1 YEAR - S	0.00	97.86	
01.05.61300.00	PUBLICATIONS AND DUES		01.10.2023 - POSTER GAURD - 1		97.86	
INV12994132	Invoice	01/18/2023	01.10.2023 - POSTER GAURD - 1 YEAR - S	0.00	97.86	
01.05.61300.00	PUBLICATIONS AND DUES		01.10.2023 - POSTER GAURD - 1		97.86	
01255	TIAA Commercial Bank Inc.	01/18/2023	Regular	0.00	463.77	22909
9330491	Invoice	01/18/2023	01.05.2023 - COPIER LEASE - PAYMENT - J	0.00	463.77	
01.05.61105.00	OTHER CONTRACT SERVI		01.05.2023 - COPIER LEASE - PA		463.77	
01326	AMAZON.COM SERVICES LLC	01/23/2023	Regular	0.00	748.05	22910
11HT-6JFW-4T9R	Invoice	01/24/2023	01.16.2023 - CHAINSAW W/ POCKET - EQ	0.00	748.05	
01.10.63131.00	EQUIPMENT		01.16.2023 - CHAINSAW W/ PO		748.05	
01026	AT&T Calnet	01/23/2023	Regular	0.00	807.82	22911
000019328109	Invoice	01/24/2023	01.10.2023 - TELEPHONE - 12.10.2022 - 0	0.00	807.82	
01.14.61705.00	TELEPHONE		01.10.2023 - TELEPHONE - 12.1		807.82	
01272	Diesel Direct West Inc	01/23/2023	Regular	0.00	870.14	22912
84938405	Invoice	01/24/2023	01.12.2023 - ULSD CLEAR - 156.6 GALLON	0.00	870.14	
01.25.62988.00	FUEL		01.12.2023 - ULSD CLEAR - 156.		870.14	
01017	Fairfax Lumber	01/23/2023	Regular	0.00	54.48	22913

Check Report

Date Range: 01/01/2023 - 01/31/2023

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		
258533	Invoice	01/24/2023	01.18.2023 - AIR FILTERS - 1900MPR - QTY	0.00	54.48	
	01.14.61500.19		BUILDING MAINTENANCE		54.48	
01006	FASIS	01/23/2023	Regular	0.00	177,744.00	22914
FASIS-2023-0361	Invoice	01/24/2023	07.01.2022 - QRTL PAYMENT - NOV 2022	0.00	177,744.00	
	01.00.60215.00		WORKERS' COMPENSATI		177,744.00	
01019	Myers-Stevens & Toohey & Co Inc	01/23/2023	Regular	0.00	987.00	22915
1390711	Invoice	01/24/2023	01.24.2023 - INSURANCE PREMIUM - 1 P	0.00	987.00	
	01.10.60064.01		VOLUNTEER LENGTH OF S		987.00	
01344	NELSON	01/23/2023	Regular	0.00	933.13	22916
6413563	Invoice	01/26/2023	01.20.2023 - ADMIN ASST - 01.15.2023	0.00	933.13	
	01.00.60010.00		TEMPORARY HIRE		933.13	
01442	On Duty Health, PLLC	01/23/2023	Regular	0.00	17,897.00	22917
1230	Invoice	01/24/2023	12.09.2022 - STANDARS NFPA-1582 - JAM	0.00	17,897.00	
	01.05.61127.00		HEALTH AND WELLNESS		17,897.00	
01323	Sleepy Hollow Fire Protection District	01/23/2023	Regular	0.00	154,711.86	22918
INV0005314	Invoice	01/24/2023	01.24.2023 - SCHEDULED LOAN PAYMENT	0.00	154,711.86	
	15.00.64010.00		LEASE PAYMENT - PRINCIP		145,830.76	
	15.00.64110.00		LEASE PAYMENT - INTERE		8,881.10	
01443	Wedge Roofing	01/23/2023	Regular	0.00	850.00	22919
18528	Invoice	01/24/2023	01.13.2023 - A/C UNIT - REPAIR	0.00	850.00	
	01.14.61500.00		BUILDING MAINTENANCE		850.00	
01444	Winner Chevrolet	01/23/2023	Regular	0.00	51,690.88	22920
0006037	Invoice	01/24/2023	01.18.2023 - 2023 CHEV SILVERADO - FLE	0.00	51,690.88	
	15.00.63154.00		VEHICLE PURCHASE		51,690.88	
01059	AT&T Mobility	01/25/2023	Regular	0.00	1,035.28	22921
287301083016X0	Invoice	01/25/2023	01.02.2023 - WIRELESS - 12.03.22 - 01.02.	0.00	1,035.28	
	01.14.61705.00		TELEPHONE		1,035.28	
01035	Marin County Sheriff's Office	01/25/2023	Regular	0.00	112,668.92	22922
12104	Invoice	01/25/2023	09.02.2023 - MDC SUPPORT - QTR 1 - JUL	0.00	112,668.92	
	01.10.61100.00		DISPATCH		112,668.92	
01037	Marin Municipal Water District	01/25/2023	Regular	0.00	882.01	22923

Check Report

Date Range: 01/01/2023 - 01/31/2023

Vendor Number Payable #	Vendor Name Payable Type Account Number	Payment Date Post Date	Payment Type Payable Description Account Name	Discount Amount Discount Amount	Payment Amount Payable Amount Distribution Amount	Number
087-01112023	Invoice 01.14.61703.00	01/25/2023	087 - 777 SAN ANSELMO AVE - 11.05.22 - WATER	0.00	454.15 454.15	
135-01092023	Invoice 01.14.61703.00	01/25/2023	135 - 14-18 PARK RD - 11.03.22 - 01.04.23 WATER	0.00	132.83 132.83	
263-01092023	Invoice 01.14.61703.00	01/25/2023	263 - 14-18 PARK RD - 11.03.22 - 01.04.23 WATER	0.00	101.89 101.89	
868-01112023	Invoice 01.14.61703.00	01/25/2023	868 - 777 SAN ANSELMO AVE - 11.05.22 - WATER	0.00	101.89 101.89	
957-01112023	Invoice 01.14.61703.00	01/25/2023	957 - 800-804 SAN ANSELMO AVE -11.05. WATER	0.00	91.25 91.25	
01147 Payable #	Town of Ross Payable Type Account Number	01/25/2023	Regular	0.00	6,506.00	22924
QTR3FYE23	Invoice 01.14.61702.00 01.14.61703.00	01/25/2023	01.11.2023 - PG&E/WATER - JAN THRU M GAS AND ELECTRIC WATER	0.00	6,506.00 5,824.00 682.00	
01097 Payable #	MidAmerica Payable Type Account Number	01/19/2023	Bank Draft	0.00	30,769.18	DFT0003527
INV0005285	Invoice 01.00.60231.00	01/19/2023	01.15.2023 MidAmerica Contribution RETIREES' HEALTH INSUR	0.00	30,769.18 30,769.18	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	84	47	0.00	567,376.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	1	1	0.00	30,769.18
EFT's	0	0	0.00	0.00
	85	49	0.00	598,145.64

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	84	47	0.00	567,376.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	1	1	0.00	30,769.18
EFT's	0	0	0.00	0.00
	85	49	0.00	598,145.64

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	1/2023	598,145.64
			598,145.64

Ross Valley Fire Dept

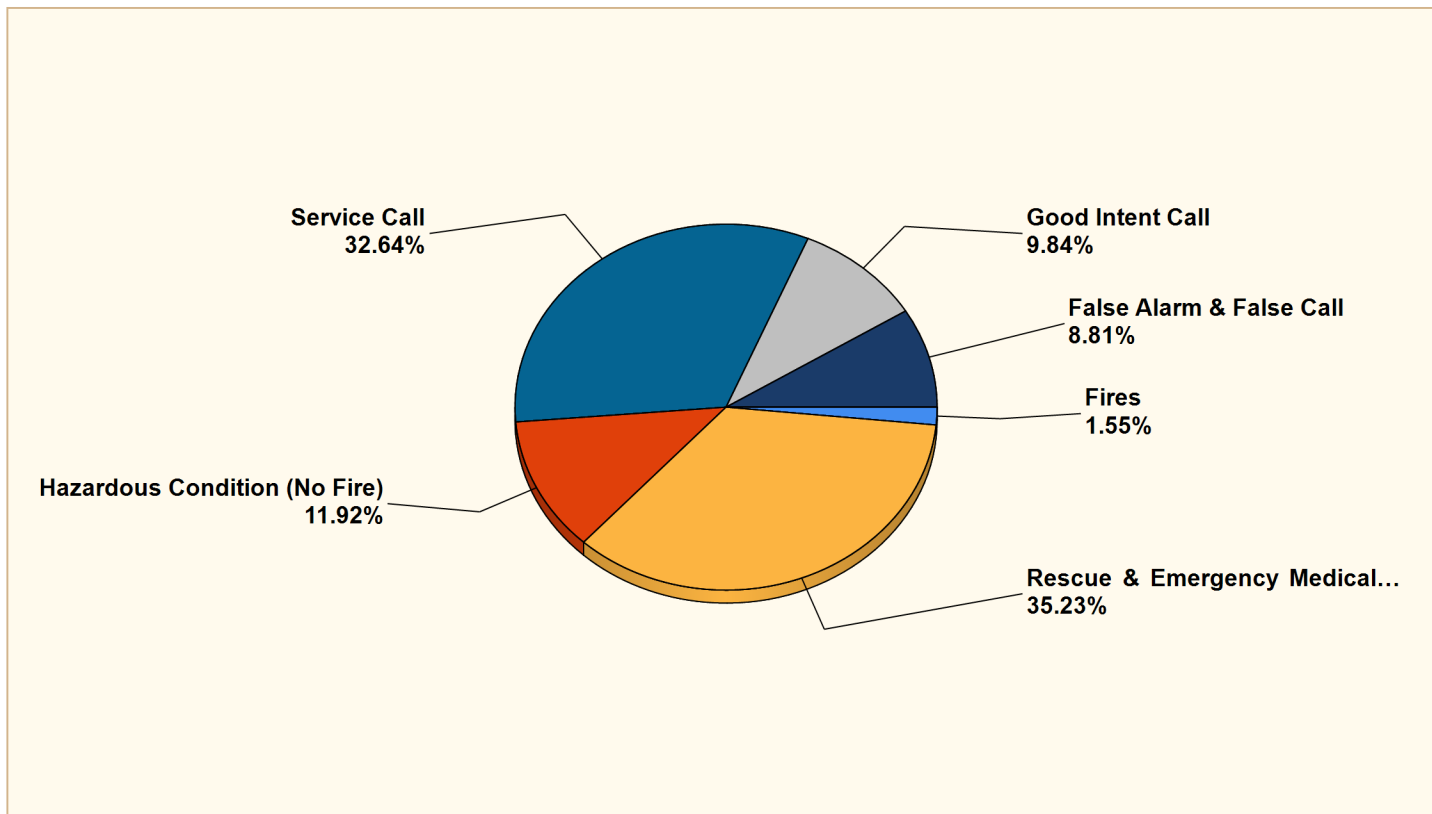
San Anselmo, CA

This report was generated on 2/1/2023 10:59:21 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 01/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.55%
Rescue & Emergency Medical Service	68	35.23%
Hazardous Condition (No Fire)	23	11.92%
Service Call	63	32.64%
Good Intent Call	19	9.84%
False Alarm & False Call	17	8.81%
TOTAL	193	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.



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.55%
321 - EMS call, excluding vehicle accident with injury	66	34.2%
322 - Motor vehicle accident with injuries	1	0.52%
324 - Motor vehicle accident with no injuries.	1	0.52%
412 - Gas leak (natural gas or LPG)	1	0.52%
424 - Carbon monoxide incident	1	0.52%
440 - Electrical wiring/equipment problem, other	3	1.55%
444 - Power line down	16	8.29%
445 - Arcing, shorted electrical equipment	1	0.52%
461 - Building or structure weakened or collapsed	1	0.52%
500 - Service Call, other	1	0.52%
520 - Water problem, other	1	0.52%
521 - Water evacuation	1	0.52%
550 - Public service assistance, other	19	9.84%
552 - Police matter	1	0.52%
553 - Public service	29	15.03%
554 - Assist invalid	11	5.7%
611 - Dispatched & cancelled en route	17	8.81%
622 - No incident found on arrival at dispatch address	1	0.52%
651 - Smoke scare, odor of smoke	1	0.52%
730 - System malfunction, other	1	0.52%
731 - Sprinkler activation due to malfunction	1	0.52%
733 - Smoke detector activation due to malfunction	1	0.52%
735 - Alarm system sounded due to malfunction	6	3.11%
736 - CO detector activation due to malfunction	2	1.04%
743 - Smoke detector activation, no fire - unintentional	3	1.55%
745 - Alarm system activation, no fire - unintentional	3	1.55%
TOTAL INCIDENTS:	193	100%



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

Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 2/1/2023 11:01:40 PM



Incident Type Count per Station for Date Range

Start Date: 01/01/2023 | End Date: 01/31/2023

INCIDENT TYPE	# INCIDENTS
Station: 00 - MUTUAL AID RESOURCES	
321 - EMS call, excluding vehicle accident with injury	1
# Incidents for 00 - Mutual Aid Resources:	1

Station: 18 - STATION 18 Ross	
111 - Building fire	2
321 - EMS call, excluding vehicle accident with injury	4
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	4
550 - Public service assistance, other	4
553 - Public service	2
611 - Dispatched & cancelled en route	2
# Incidents for 18 - Station 18 :	19

Station: 19 - STATION 19 San Anselmo	
321 - EMS call, excluding vehicle accident with injury	23
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
444 - Power line down	3
550 - Public service assistance, other	2
553 - Public service	5
554 - Assist invalid	10
611 - Dispatched & cancelled en route	7
730 - System malfunction, other	1
731 - Sprinkler activation due to malfunction	1
735 - Alarm system sounded due to malfunction	5
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2
# Incidents for 19 - Station 19:	64

Station: 20 - STATION 20 Sleepy Hollow	
321 - EMS call, excluding vehicle accident with injury	14
424 - Carbon monoxide incident	1
444 - Power line down	4
552 - Police matter	1
553 - Public service	5

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
611 - Dispatched & cancelled en route	2
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 20 - Station 20:	30

Station: 21 - STATION 21 Fairfax	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	24
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	2
444 - Power line down	5
445 - Arcing, shorted electrical equipment	1
461 - Building or structure weakened or collapsed	1
500 - Service Call, other	1
520 - Water problem, other	1
521 - Water evacuation	1
550 - Public service assistance, other	13
553 - Public service	17
554 - Assist invalid	1
611 - Dispatched & cancelled en route	6
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
# Incidents for 21 - Station 21:	79

Only REVIEWED incidents included.





Budget Report Group Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

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	6,445,846.08	-4,605,185.92	41.67 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,770,213.00	1,770,213.00	257,155.66	1,293,726.81	-476,486.19	26.92 %
Revenue Total:	12,821,245.00	12,821,245.00	1,178,074.98	7,739,572.89	-5,081,672.11	39.63 %
Expense						
600 - SALARIES AND WAGES	6,246,838.00	6,246,838.00	645,193.67	4,041,795.18	2,205,042.82	35.30 %
601 - RETIREMENT	2,316,633.00	2,316,633.00	77,076.67	1,839,603.75	477,029.25	20.59 %
602 - EMPLOYEE BENEFITS	2,142,096.00	2,142,096.00	306,573.56	1,153,868.42	988,227.58	46.13 %
610 - TRAINING	42,000.00	42,000.00	1,455.00	12,711.47	29,288.53	69.73 %
611 - OUTSIDE SERVICES	990,895.00	990,895.00	131,102.28	354,100.60	636,794.40	64.26 %
613 - PUBLICATION / DUES	9,579.00	9,579.00	195.72	1,862.00	7,717.00	80.56 %
614 - MAINTENANCE	21,479.00	21,479.00	0.00	285.04	21,193.96	98.67 %
615 - BUILDING MAINTENANCE	77,500.00	77,500.00	1,256.63	13,452.72	64,047.28	82.64 %
616 - VEHICLE MAINTENANCE	113,300.00	113,300.00	0.00	77,191.76	36,108.24	31.87 %
617 - UTILITIES	136,106.00	136,106.00	9,913.64	63,938.79	72,167.21	53.02 %
619 - MISCELLANEOUS	0.00	0.00	0.00	62,541.07	-62,541.07	0.00 %
620 - OFFICE SUPPLIES	5,717.00	5,717.00	176.83	4,180.44	1,536.56	26.88 %
622 - DEPARTMENT SUPPLIES	127,452.00	127,452.00	7,978.20	74,872.21	52,579.79	41.25 %
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	6,607.74	48,266.04	24,233.96	33.43 %
630 - EQUIPMENT	47,651.00	47,651.00	0.00	7,049.83	40,601.17	85.21 %
631 - CAPITAL OUTLAY	108,253.00	108,253.00	982.37	8,667.54	99,585.46	91.99 %
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	1,188,512.31	7,822,377.86	4,998,867.14	38.99 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-10,437.33	-82,804.97	-82,804.97	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	51,690.88	107,728.16	154,904.84	58.98 %
640 - PRINCIPAL	297,797.00	297,797.00	145,830.76	302,044.52	-4,247.52	-1.43 %
641 - INTEREST	26,032.00	26,032.00	8,881.10	21,784.56	4,247.44	16.32 %
Expense Total:	586,462.00	586,462.00	206,402.74	431,557.24	154,904.76	26.41 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	-206,402.74	-431,557.24	-200,101.24	-86.45 %
Report Surplus (Deficit):	-231,456.00	-231,456.00	-216,840.07	-514,362.21	-282,906.21	-122.23 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	-10,437.33	-82,804.97	-82,804.97
15 - VEHICLE FUND	-231,456.00	-231,456.00	-206,402.74	-431,557.24	-200,101.24
Report Surplus (Deficit):	-231,456.00	-231,456.00	-216,840.07	-514,362.21	-282,906.21



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		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	1,317,699.42	-942,473.58	41.70 %
01.00.47502.00	ROSS	2,266,963.00	2,266,963.00	188,913.58	1,322,395.06	-944,567.94	41.67 %
01.00.47503.00	SAN ANSELMO	3,931,536.00	3,931,536.00	327,628.00	2,293,396.00	-1,638,140.00	41.67 %
01.00.47504.00	SLEEPY HOLLOW	1,241,640.00	1,241,640.00	103,470.00	726,205.49	-515,434.51	41.51 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	48,856.00	48,856.00	4,071.33	29,176.99	-19,679.01	40.28 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,301,864.00	1,301,864.00	108,488.66	756,973.12	-544,890.88	41.85 %
01.00.49501.00	COUNTY OF MARIN	242,856.00	242,856.00	0.00	245,293.00	2,437.00	101.00 %
01.00.49502.00	OES REIMBURSEMENT OUT OF CO	0.00	0.00	169,849.00	328,074.02	328,074.02	0.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PR	287,558.00	287,558.00	0.00	134,957.30	-152,600.70	53.07 %
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	2,167.97	-2,832.03	56.64 %
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	51,525.63	203,009.22	-61,990.78	23.39 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	0.00	176.70	-49,823.30	99.65 %
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	0.00	5,373.11	-4,626.89	46.27 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	0.00	9,255.80	64,534.27	64,534.27	0.00 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	87,462.00	87,462.00	0.00	16,508.77	-70,953.23	81.12 %
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	242,124.63	-112,881.37	31.80 %
01.00.49524.00	TECHNOLOGY FEES	23,600.00	23,600.00	3,855.15	14,523.73	-9,076.27	38.46 %
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 %
01.00.49528.00	MWPA LOCAL FUNDS	0.00	0.00	0.00	4,360.00	4,360.00	0.00 %
	Revenue Total:	12,821,245.00	12,821,245.00	1,178,074.98	7,739,572.89	-5,081,672.11	39.63 %
Expense							
01.00.60000.00	REGULAR SALARIES	4,845,101.00	4,845,101.00	465,643.56	2,747,691.68	2,097,409.32	43.29 %
01.00.60010.00	TEMPORARY HIRE	16,883.00	16,883.00	10,663.32	66,334.19	-49,451.19	-292.91 %
01.00.60020.00	MINIMUM STAFFING	765,346.00	765,346.00	132,231.53	601,174.21	164,171.79	21.45 %
01.00.60021.00	HOURLY OVERTIME	93,418.00	93,418.00	4,863.45	57,630.44	35,787.56	38.31 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	22,511.00	22,511.00	4,700.83	19,252.11	3,258.89	14.48 %
01.00.60025.00	OT OES RESPONSE	0.00	0.00	0.00	259,317.92	-259,317.92	0.00 %
01.00.60026.00	OT TRAINING	62,520.00	62,520.00	222.91	8,298.83	54,221.17	86.73 %
01.00.60027.00	HOLIDAY	216,444.00	216,444.00	16,811.20	124,472.61	91,971.39	42.49 %
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	7,869.87	54,844.82	49,827.18	47.60 %
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	93,991.37	-43,991.37	-87.98 %
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	600.00	2,400.00	1,200.00	33.33 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	600.00	5,400.00	2,600.00	32.50 %
01.00.60100.00	RETIREMENT	2,316,633.00	2,316,633.00	77,076.67	1,839,603.75	477,029.25	20.59 %
01.00.60200.00	CAFETERIA HEALTH PLAN	895,522.00	895,522.00	70,127.68	494,604.41	400,917.59	44.77 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	28,906.00	28,906.00	3,011.10	21,178.07	7,727.93	26.73 %
01.00.60215.00	WORKERS' COMPENSATION INSUR	443,214.00	443,214.00	177,744.00	266,616.00	176,598.00	39.84 %
01.00.60220.00	PAYROLL TAXES	93,275.00	93,275.00	8,897.34	59,452.36	33,822.64	36.26 %
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	1,981.43	14,599.16	10,600.84	42.07 %
01.00.60225.00	EDUCATION REIMBURSEMENT	115,361.00	115,361.00	9,019.98	67,807.57	47,553.43	41.22 %
01.00.60231.00	RETIRES' HEALTH INSURANCE	536,878.00	536,878.00	35,792.03	229,599.00	307,279.00	57.23 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
01.00.61103.00	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	0.00	241.46	-241.46	0.00 %
01.00.61115.00	LIABILITY INSURANCE	30,342.00	30,342.00	0.00	54,863.00	-24,521.00	-80.82 %
01.00.62204.00	PARAMEDIC RESPONSE SUPPLIES	0.00	0.00	0.00	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 & BOOKKEEPING SERVICES	31,626.00	31,626.00	307.27	14,501.05	17,124.95	54.15 %
01.05.61105.00	OTHER CONTRACT SERVICES	62,800.00	62,800.00	463.77	89,229.47	-26,429.47	-42.09 %
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	7,782.14	3,145.86	28.79 %
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	0.00	46,070.00	44,000.00	48.85 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	34,093.00	34,093.00	161.32	2,951.63	31,141.37	91.34 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENA	8,446.00	8,446.00	0.00	422.83	8,023.17	94.99 %
01.05.61127.00	HEALTH AND WELLNESS	27,500.00	27,500.00	17,897.00	18,357.00	9,143.00	33.25 %
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	195.72	1,862.00	7,717.00	80.56 %
01.05.62000.00	OFFICE SUPPLIES	4,635.00	4,635.00	176.83	3,929.52	705.48	15.22 %
01.05.62003.00	POSTAGE	1,082.00	1,082.00	0.00	250.92	831.08	76.81 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,132.00	13,132.00	0.00	3,236.37	9,895.63	75.36 %
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	987.00	987.00	3,236.00	76.63 %
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	1,455.00	12,711.47	29,288.53	69.73 %
01.10.61100.00	DISPATCH	224,594.00	224,594.00	112,668.92	113,578.92	111,015.08	49.43 %
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	0.00	516.46	4,633.54	89.97 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	0.00	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	0.00	3,250.00	-3,250.00	0.00 %
01.10.61410.00	EQUIPMENT MAINTENANCE	11,900.00	11,900.00	0.00	285.04	11,614.96	97.60 %
01.10.61902.00	MWPA DEFENDSIBLE SPACE	0.00	0.00	0.00	-4,980.15	4,980.15	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,347.00	4,347.00	559.78	5,769.46	-1,422.46	-32.72 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	38,500.00	38,500.00	5,180.25	18,621.38	19,878.62	51.63 %
01.10.62210.00	BREATHING APPARATUS	6,900.00	6,900.00	0.00	3,827.92	3,072.08	44.52 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,313.00	7,313.00	35.69	2,389.44	4,923.56	67.33 %
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMEN	38,196.00	38,196.00	0.00	3,170.00	35,026.00	91.70 %
01.10.62220.00	COMMUNITY EDUCATION & PREP.	0.00	0.00	0.00	275.00	-275.00	0.00 %
01.10.63131.00	EQUIPMENT	40,000.00	40,000.00	976.56	-6,028.51	46,028.51	115.07 %
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	11,794.75	9,835.25	45.47 %
01.10.63160.00	TURNOUTS	23,123.00	23,123.00	0.00	2,901.30	20,221.70	87.45 %
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	1,169.54	2,926.09	14,573.91	83.28 %
01.14.61500.18	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	86.65	14,913.35	99.42 %
01.14.61500.19	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	87.09	2,633.97	12,366.03	82.44 %
01.14.61500.20	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	1,580.45	13,419.55	89.46 %
01.14.61500.21	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	6,225.56	8,774.44	58.50 %
01.14.61702.00	GAS AND ELECTRIC	45,320.00	45,320.00	5,824.00	24,784.95	20,535.05	45.31 %
01.14.61703.00	WATER	8,147.00	8,147.00	1,564.01	5,978.85	2,168.15	26.61 %
01.14.61704.00	SEWER	2,781.00	2,781.00	0.00	3,667.20	-886.20	-31.87 %
01.14.61705.00	TELEPHONE	79,858.00	79,858.00	2,525.63	29,507.79	50,350.21	63.05 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI	10,000.00	10,000.00	1,776.36	5,886.17	4,113.83	41.14 %
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	609.18	9,390.82	93.91 %
01.14.63042.00	EXERCISE EQUIPMENT	10,300.00	10,300.00	0.00	3,711.74	6,588.26	63.96 %
01.14.63044.00	TECHNOLOGY PURCHASES	22,351.00	22,351.00	0.00	2,728.91	19,622.09	87.79 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.15.60220.00	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	0.00	11.85	-11.85	0.00 %
01.15.61131.00	FIRE PREVENTION	4,738.00	4,738.00	-396.00	74.97	4,663.03	98.42 %
01.15.61902.00	MWPA D-Space	0.00	0.00	0.00	67,521.22	-67,521.22	0.00 %
01.15.61903.00	MWPA Local Projects	0.00	0.00	348.87	26,178.87	-26,178.87	0.00 %
01.15.61904.00	MWPA CORE FUNDS	0.00	0.00	0.00	179.03	-179.03	0.00 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,064.00	9,064.00	77.25	4,816.15	4,247.85	46.87 %
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	0.00	77,191.76	36,108.24	31.87 %
01.25.62988.00	FUEL	42,500.00	42,500.00	2,337.59	33,467.46	9,032.54	21.25 %
01.25.62989.00	FLEET PARTS	15,000.00	15,000.00	4,270.15	14,798.58	201.42	1.34 %
	Expense Total:	12,821,245.00	12,821,245.00	1,188,512.31	7,822,377.86	4,998,867.14	38.99 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-10,437.33	-82,804.97	-82,804.97	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	51,690.88	107,728.16	154,904.84	58.98 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	297,797.00	297,797.00	145,830.76	302,044.52	-4,247.52	-1.43 %
15.00.64110.00	LEASE PAYMENT - INTEREST	26,032.00	26,032.00	8,881.10	21,784.56	4,247.44	16.32 %
	Expense Total:	586,462.00	586,462.00	206,402.74	431,557.24	154,904.76	26.41 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	-206,402.74	-431,557.24	-200,101.24	-86.45 %
	Report Surplus (Deficit):	-231,456.00	-231,456.00	-216,840.07	-514,362.21	-282,906.21	-122.23 %

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	1,178,074.98	7,739,572.89	-5,081,672.11	39.63 %
Expense	12,821,245.00	12,821,245.00	1,188,512.31	7,822,377.86	4,998,867.14	38.99 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-10,437.33	-82,804.97	-82,804.97	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	206,402.74	431,557.24	154,904.76	26.41 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	-206,402.74	-431,557.24	-200,101.24	-86.45 %
Report Surplus (Deficit):	-231,456.00	-231,456.00	-216,840.07	-514,362.21	-282,906.21	-122.23 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	-10,437.33	-82,804.97	-82,804.97
15 - VEHICLE FUND	-231,456.00	-231,456.00	-206,402.74	-431,557.24	-200,101.24
Report Surplus (Deficit):	-231,456.00	-231,456.00	-216,840.07	-514,362.21	-282,906.21

ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Workshop and Board Meeting of January 11, 2023

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

WORKSHOP MINUTES

1. 5:30 pm Call to order - Workshop

Board Present: Cutrano, Brekhus, Kuhl, Burdo, Hellman, Shortall, Finn

Board absent:

Staff present: Weber, Mahoney.

Town Managers Present: Donery, Johnson, Abrams

Agenda – January 11, 2023

- 2. Open time for Public Expression: The public is welcome to address the Board on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists and that the need to take action arose following the posting of the agenda.**

None.

- 3. Presentation from Local Motion Solutions (LMS) on Leadership and Governance Study; recommendation: Receive Presentation and direct staff.**

Chief Weber provided a background related to the *Leadership & Governance Study* focused on analyzing and providing options to the RVFD Fire Board once the MCFD/RVFD Shared Services Agreement ends on June 30, 2023. LMS was tasked with providing pros, cons, and other considerations for the six potential management solutions for RVFD.

The LMS draft report requested by the Town Managers only provides options and not recommendations as directed by the Fire Board. The goal is to bring the revised report to the Board for decision in March, so that a plan can be put into effect in July 2023. During the presentation, LMS showed the different models while emphasizing that not all options are mutually exclusive, and that short-term options might be needed to get the desired model. RVFD stakeholders would have to decide RVFD's Governance and Leadership/Management. So, LMS explained the pros, and cons for the following models: (1) Independent Fire District; (2) Dependent Fire District; (3) Joint Powers Agreement; (4) Joint Powers Authority or Agency (JPA); (5) Contract for Services; (6) Stand-Alone Fire Agency.

Kuhl asked what the Shift of property taxes meant. Irving responded that each Town would have to shift a portion of their property taxes to fund the district and the amount would be roughly equal

to what the Towns currently pay for Fire Services. The Board discussed funding and Hellman requested to add more details about the property tax funding to the revised report. Helman also asked for more clarification on provision of services and if the Joint Powers Agreement is a short-term option, and Irving explained how this model works and noted that Central Marin Fire is the only agency who has expressed interest in a Joint Powers Agreement with RVFD.

Brekhus asked for clarification on shift Battalion Chief. Irving explained how the shift coverage work with the Joint Powers Agreement model. Hellman asked to footnote the current RVFD BC coverage.

Brekhus asked why the Stand-Alone Fire Chief model included a Fire Chief, Deputy Chief, and Fire Marshall. Irving responded that other Fire Agencies with the same size as RVFD have all three positions. The Board discussed the cost and potential savings.

Burdo asked about the short- and long-term options. Irving responded that a short-term option can either be a Joint Powers Agreement or Stand-Alone Fire Agency. Burdo also asked if there is a plan to include the public's opinion. Politzer responded that public outreach is not part of the scope for phase one, but the understanding is that once the Board decides the options, LMS would present to each JPA Member Agency Council. Burdo also suggested that each Town surveys their community to get the public's input and asked about the voting threshold. Chief Weber responded that if the voting changes the budget by 5%, it requires a unanimous vote, and Finn also explained how voting works. Finn agreed with Burdo about the Joint Powers Agreement model and also mentioned the RVPA as a possible model.

Brekhus talked about the time frame to decide and what other possible options RVFD might have such as extending the MCFD/RVFD Shared Services Agreement, continue with Chief Mahoney services as Deputy Chief, hire an Interim Fire Chief. LMS and the Board discussed Brekhus' questions.

Brian Colbert, San Anselmo Council member thanked LMS for their presentation, and thanked all for their questions, time, and commitment to the community. Hellman also thanked LMS for the presentation.

No public comment concerning this item.

4. Adjourn

RVFD BOARD MEETING MINUTES

1. 7:07 pm Call to order. Announce action in closed session, if any.

Board Present: Cutrano, Brekhus, Kuhl, Burdo, Hellman, Shortall, Finn

Board absents:

Staff present: Weber, Zuba, Mahoney, Badawi

Town Managers Present: Donery, Johnson, Abrams

Agenda – January 11, 2023

2. Receive Audit Presentation from MD&A and accept FY 21-22 audited financials.

President Kuhl called to move the order of the agenda items, specifically, the annual RVFD Financial audit from item 7 on the agenda to item 2. No Board members objected to the request.

Zuba introduced Badawi & Associates and Ahmed Badawi, CPA Partner, provided the presentation for Fiscal year 2021-22. Badawi explained that this year's audit primary emphasis was revenues & receivables: improper revenue recognitions, pension & OPEB, management override of controls. Badawi clarified that his firm is not concerned that RVFD is improperly recognizing revenues, but the audit standards requires them to assume it as a high risk area. Per Badawi, RVFD received an unmodified opinion, which is a "clean opinion," meaning the financial statements were fairly presented, accounting policies were consistently applied, estimates were reasonable, and disclosures were properly reflected in the financial statements.

Badawi also provided a summary of the financial changes since 2020, and stated that there might be a pension liability increase in 2023, and according to the General Fund balance, the expenditure coverage percentage has increased year after year and in 2022, the percentage was 29.7% which is four months. Badawi also covered the required communication that includes Badawi & Associates and RVFD Management responsibilities, new GASB statements, Badawi did not have any significant audit adjustments, did not identify any significant risks or exposures, did not identify material weaknesses, and there were not disagreements with management.

The Board did not have any questions about the presentation, and there was no public comment concerning this item.

M/S Brekhus/Burdo – roll call vote, 7 ayes.

3. 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.

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

None.

No public comment concerning this item.

5. Chief Report – Verbal Update by Chief Weber

Weather Update: Chief Weber talked about the weather challenges and the regular awareness communication between the three Towns and the County regarding potential flood situations to ensure everyone is aware of what is happening with regards to alert warnings or siren activations.

MWPA Update: Chief Weber reported that planning process for 2023 is currently being discussed, but the plan is to continue working on defensible space.

RVFD Administrative Assistant Update: Chief Weber reported that Monique Black, the temporary Administrative Assistant accepted a permanent position with another agency with the County. Chief Weber and Chief Mahoney will work with Management on next steps.

The Board did not have any questions about the Chief's update, and there was no public comment concerning this item.

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

M/S Brekhus/ Cutrano – roll call vote, 7 ayes.

No public comment concerning this item.

7. Appoint President and Vice President to the Board for 2023

Chief Weber provided background on the election process and per previous years and to stay consistent, a Fairfax Board member should be appointed president and a Sleepy Hollow Board member should be appointed vice-president.

Cutrano nominated Hellman for president and Shortall nominated Finn for vice-president. The Board did not nominate anyone else for either position. Kuhl declared Finn as vice-president and Hellman as president.

M/S Cutrano/ Shortall – roll call vote, 7 ayes.

No public comment concerning this item.

8. Receive update on Fire Dispatch Services; Recommendation: receive update and authorize Executive Officer to send a letter of intent to participate in Countywide Fire Dispatch services.

Chief Weber reminded the Board the November 2022 discussion regarding Dispatch and the Sheriffs decision to terminate Fire Dispatching Services. Chief Weber summarized the staff report, talked about the different options, cost estimates and funding sources, and ongoing challenges with the transition, and the recommendation to sign the non-binding letter of intent to participate in Countywide Fire Dispatch services.

The Board did not have any questions, and there was no public comment concerning this item.

M/S Kuhl/ Burdo – roll call vote, 7 ayes.

9. Convene in Closed Session- Consider adoption of Resolutions 23-02 and 23-03. Resolutions of the Ross Valley Fire Department Board of Directors delegation of authority to make an industrial disability determination for CalPERS.

Finn, Burdo, and Hellman thanked Kuhl for his service as the 2022 RVFD Board President.

No public comment concerning this item.

10. Announcement of Closed Session Action- Reporting on any action taken at this meeting will be done in open session at the beginning of the next RVFD Board of Directors' regular meeting.

The next meeting is scheduled for February 8, 2023, via zoom video conferencing.

Respectfully submitted,

s/Mariana Gonzalez

Temporary Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 8, 2023

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolution 23-04 Allowing Virtual RVFD Board Meetings in Compliance with AB 361.

RECOMMENDATION:

Staff recommends that the Board approves Resolution 23-04, allowing the continued use of teleconferencing/videoconferencing to hold public meetings for Virtual RVFD Board Meetings in Compliance with AB 361 during the continuing state of emergency proclaimed by Governor Newsom on March 4, 2020.

DISCUSSION:

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

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

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

Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include video/teleconferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other.

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

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

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

FISCAL IMPACT:

There is no fiscal impact associated with this item.

Encl: Resolution 23-04 a Resolution regarding teleconference and videoconference meetings during the covid-19 state of emergency for February 8, 2023 – February 28, 2023. –
Attachment #1

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 23-04

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REGARDING
TELECONFERENCE AND VIDEOCONFERENCE MEETINGS DURING THE COVID-
19 STATE OF EMERGENCY FOR FEBRUARY 8, 2023 – FEBRUARY 28, 2023.**

THE BOARD OF DIRECTORS ROSS VALLEY FIRE DEPARTMENT

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

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

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

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

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

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

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

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

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on February 8, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephanie Hellman, President

ATTEST:

Mariana Gonzalez, Temporary Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 8, 2023

TO: Ross Valley Fire Board

FROM: Jason Weber, Fire Chief

SUBJECT: Approve Resolution 23-05 Amending the Salary and Job Class Specifications for Administrative Assistant

RECOMMENDATION

That the Board adopt Resolutions 23-05 that revises Resolution 22-16 and approve a new job classification for the Administrative Assistant.

BACKGROUND

The revised resolution establishes the salary and benefits package for the Administrative Assistant. The new job classification better defines duties needed to support the department.

DISCUSSION:

The department's Administrative Assistant position has been vacant since July 2022. A temporary hire was used to fill the position until January 2023. The position is currently vacant and we are using a contractor to support administrative services.

The salary and benefits are commensurate with other similar positions in the region. The Administrative Assistant position assists the executive level of the Department, provides clerical support to the Board and liaisons with allied agencies. The three-tier position will allow the Department to run a recruitment and fill the position based on a wide range of candidates.

FISCAL IMPACT:

Proposed changes to the salary schedule for the position of Administrative Assistant will increase general fund costs for the remainder of this fiscal year by \$5,290. Staff will work with your Board to make necessary adjustments to the FY23-24 budget to reflect the increased personnel costs, which are estimated to be an annual increase of approximately \$15,000 ongoing.

Encl: Resolution 23-05 Administrative Assistant – **Attachment #1**
Administrative Assistant Job Classification – **Attachment #2**

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 23-05

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT UPDATING AND AMENDING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 22-16 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 22-16 calls for the Fire Board to review the Administrative Assistant’s salary and benefits annually; and

WHEREAS, Resolution 23-05 updates and amends the Administrative Assistant compensation package and job class specifications; and

WHEREAS, in alignment with other bargaining units and positions this classification is scheduled to receive a 4% increase.

WHEREAS, Resolution 23-05 amends and removes step D and E; and

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

BE IT FURTHER RESOLVED that Ross Valley Department adopts Exhibit A for the Administrative Assistant job classification, and the following terms and conditions for this position effective February 8, 2023;

Current:

Administrative Assistant	Step A	Step B	Step C	Step D	Step E
	\$5,490	\$5,796	\$6,104	\$6,411	\$6,716

Updated and Amended:

Administrative Assistant I	Step A	Step B	Step C
	\$6,396	\$6,716	\$7,051
Administrative Assistant II	Step A	Step B	Step C
	\$6,716	\$7,051	\$7,404
Administrative Assistant III	Step A	Step B	Step C
	\$7,051	\$7,404	\$7,774

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

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

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

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

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

Retirement: PERS Miscellaneous retirement; contribution and entry levels are set by RVFD agreement with CALPERS.

Effective July 1, 2019 there is a vacation cap equal to 300 hours; for those over the 300 cap in hours on July 1, 2019, the cap becomes effective when the vacation accrual drops below 300 hours or on June 30, 2023, whichever occurs first.

Vacation Leave Schedule:

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

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

Sick Leave: 12 days per year

Uniform: Uniform allowance of \$60 per month.

Plan Health Insurance: The Authority's monthly contribution for employee and the employee's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance

with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

Cafeteria Plan: The Authority’s monthly contribution to the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$2,375.72, less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash back to the employee. The cash back, however, cannot exceed \$270 per month.

I do hereby certify that the above Resolution 23-05 is a true and correct copy as passed by the Ross Valley Fire Board on February 8, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephanie Hellman, President

Attest:

Mariana Gonzalez, Temporary Administrative Assistant

Ross Valley Fire Department

Administrative Assistant Job Classification

DEFINITION

Under supervision serves as the assistant to the Fire Chief and other Chief Officers within the department by independently performing a variety of responsible administrative and secretarial tasks related to the administration of the department; and performs other work as assigned.

CLASS CHARACTERISTICS

Administrative Assistant I Incumbents are expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position and accomplish special assignments or projects with minimal instructions related to the daily operations of the department.

Administrative Assistant II Incumbents are expected to exercise a high degree of initiative and independent judgment in performing confidential and complex administrative work related to the daily operations of the department.

Administrative Assistant III Incumbents provide the full range of secretarial and office administrative services in addition to assuming an increased level of participation in management activities requiring thorough knowledge of the departments policies. Responsibilities may also include coordination of workflow with other departments and external agencies.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

Note: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Provides a variety of administrative support to department administration including receiving and screening visitors and calls, providing information, referring matters to appropriate staff and resolving complaints as appropriate; screening incoming correspondence and arranging items by priority for prompt response or action; acting as liaison to other departments and agencies; making appointments and travel arrangements;

maintaining calendars; coordinating events and related logistics; and arranging and preparing materials for conferences and meetings.

- Provides staff support to committees or joint powers authorities; contacts all associated parties; determines meeting dates; arranges for meetings; prepares agendas and other materials; takes, produces and distributes minutes; follows-up on actions as needed; and represents the department at meetings, in work groups or on committees. Performs operational tasks such as monitoring budget and expenditures; processing payroll, accounts payable, receivables and expenses; preparing journal vouchers; requisitioning office supplies; acting as primary contact with vendors and service providers and making purchase recommendations; setting up and maintaining a variety of office files and records; completing personnel action forms; supporting department recruitment efforts; performing on- and off-boarding of employees; checking and maintaining time reports, vacation and sick leave records; and recommending changes in clerical and office procedures.
- Prepares and distributes a wide variety of correspondence, reports, contracts, grant applications and other materials from copy or verbal instructions. Composes routine correspondence. Reviews documents for completeness, accuracy, formatting, compliance with policies and procedures and appropriate English usages. Edits, formats and uploads content to websites. Researches, compiles and organizes data for use in reports and special projects. At increasing responsibility levels, prepares routine to complex reports on administrative issues as directed.
- May take and transcribe oral dictation from shorthand notes, or transcribe from machine recordings.
- Coordinates and maintains weekly agenda items of the Fire Board by preparing necessary notices and forms for transmittal and distribution.
- Administers department-specific computer systems, including coordinating with vendors or information technology staff; training and acting as a resource to department staff; and troubleshooting minor problems as they arise.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES

Any combination of education and experience that would demonstrate possession of the knowledge and skills listed.

Administrative Assistant I: Typically, the equivalent to one year of increasingly responsible administrative support experience relieving managers, supervisors or program administrators of clerical and administrative duties; or three years of increasingly responsible clerical experience.

Administrative Assistant II: Typically, the equivalent to three years of increasingly responsible administrative support experience relieving managers, supervisors or program administrators of

clerical and administrative duties. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable.

Administrative Assistant III: Typically, the equivalent to four years of substantial and increasingly responsible administrative support experience which includes at least two years as an advanced journey level administrative assistant providing management level support. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable. College or business school training in a field related to the work is desirable.

KNOWLEDGE OF

- Standard office administrative practices and procedures including filing and retrieval systems, business correspondence formats and the operation of standard office equipment.
- Standard office applications including word processing, spreadsheet software and database systems.
- Business English including spelling, grammar and punctuation.
- Basic arithmetic.

Some assignments include the following:

- Basic budgetary principles and practices.
- Accounting clerical policies and procedures related to the processing, reconciling and recording of financial records and transactions.
- Procedures and forms related to processing payroll and human resources records.
- Basic principles and practices of staff supervision.

ABILITY TO

- Independently perform a variety of routine and complex administrative tasks.
- Learn the organization, services, programs, policies and procedures of the assigned department, committee or board.
- Learn basic organization, structure and function of public agencies, including the roles of elected officials and appointed commissions and committees.
- Maintain highly sensitive and confidential information depending on assignment.
- Interpret, apply and explain departmental and County rules, regulations, ordinances, policies and procedures.
- Independently compose letters and other correspondence.

- Compile and summarize data; prepare reports, correspondence and other materials which may require researching and summarizing information from various sources.
- Monitor departmental contracts and budget accounts including routine expenditures; perform tracking as appropriate.
- Provide lead direction and training or formal supervision to others depending on assignment.
- Process accounting, human resources, payroll and purchasing transactions using an automated enterprise system depending on assignment.
- Perform basic mathematical calculations.
- Prepare and maintain accurate and concise records and reports.
- Communicate effectively both verbally and in written form sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy and poise.
- Establish and maintain effective working relationships with those encountered during performance of duties.
- Type at an acceptable rate of speed based on the requirements of the position.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 8, 2023

To: Board of Directors

From: Dan Mahoney, Interim Deputy Chief
Kevin Yeager, Deputy Director Fire
Jeff Zuba, Finance Director

Subject: Approve Resolution 23-06 Midyear Budget Report Revising FY2022-2023
Operating Budget

RECOMMENDATION:

To approve Resolution 23-06, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line-item budget revisions to the Fiscal Year 2022-2023 Operating Budget.

DISCUSSION:

On July 13, 2022, the Board adopted the revised proposed FY2022-2023 Operating Budget for the Ross Valley Fire Department.

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

During the first half of this fiscal year, the adopted budget has been impacted by a couple of the events: multiple employees out on workers compensation and the Department provided personnel and equipment to help combat wildfires throughout the State.

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

Beginning Fund Balance: The beginning fund balance for all funds from the adopted budget is being revised to \$3,735,723 to reflect the final audit of the FY2022-2023 financial statements.

Revenues: Projected increases in revenue include OES reimbursements and Workers Compensation.

The revenue line-item changes have resulted in \$439,856 net increase in revenues.

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

1. Overtime costs associated with Department's responses to wildfires throughout northern California, which contributed a \$259,318 increase to the total budget.
2. Reduction of Marin County Fire contract of (\$125,000), being offset by the estimated increase of salary of \$20,000 for Interim Deputy Chief and overtime of \$105,000 for the backfilling of other positions.

The expense line-item changes have resulted in \$259,318 increase in expenses.

Ending Fund Balance: The estimated ending fund balance for all funds is \$3,684,805, which is a decrease of (\$50,918) from the prior year.

Conclusion: Staff is recommending the approval of Resolution 23-06 adopting the proposed line-item budget revisions to the FY 2022-2023 Operating Budget in order to bring the approved budget in line with expected revenues and expenses.

FISCAL IMPACT:

The proposed line-item revisions include a \$439,856 increase in revenue and \$259,318 increase in expense, with a net fund balance increase of \$180,538.

Encl: Resolution 23-06, a Resolution adopting the proposed line-item budget revision to the FY 2022-2023 Operating Budget – **Attachment #1**
FY 2022-2023 budget document with proposed line-item adjustments – **Attachment #2**

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 23-06

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS ADOPTING THE PROPOSED LINE-ITEM BUDGET REVISIONS TO THE FY2022-2023 OPERATING BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT

WHEREAS, the Ross Valley Fire Department Boards of Directors adopted the revised proposed FY2022-2023 Operating Budget on July 13, 2022, at a regular meeting of the Ross Valley Fire Department Board of Directors to plan for anticipated revenues and expenses for the fiscal period; and

WHEREAS, the Ross Valley Fire Department Board, on the recommendation of staff, approves the FY2022-2023 Operating Budget line items revisions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Fire Department hereby adopt the proposed FY2022-2023 Operating Budget line item revisions as listed in Attachment "A."

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 8th day of February 2023 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephanie Hellman, President

ATTEST:

Mariana Gonzalez, Temporary Administrative Assistant

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

Account	Description	FY2022-23 Adopted	FY2022-23 Revised
<u>Revenue/Transfer In:</u>			
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	380,315
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	59,541
<u>Expenses/Transfer Out:</u>			
01.00.60000.00	REGULAR SALAIRES		20,000
01.00.60021.00	HOURLY OVERTIME		105,000
01.00.60025.00	OT OES RESPONSE	-	259,318
01.05.61106.00	CONTRACTED SERVICES - MCFD	-	(125,000)
<u>Fund Balance:</u>			
01.00.30001.00	NONSPENDABLE	88,506	88,506
01.00.30100.00	COMPENSATED ABSENCES	193,494	193,494
01.00.30101.00	TECHNOLOGY	83,423	83,423
15.00.30500.00	APPARATUS REPLACEMENT	292,225	292,225
16.00.30305.00	BREATHING APPARATUS	120,000	120,000
01.00.30203.00	PRIOR AUTHORITY OPEB	-	-
01.00.30800.00	UNASSIGNED	2,726,619	2,907,157
	TOTAL FUND BALANCE	3,504,267	3,684,805

**Ross Valley Fire Department
FY2022-2023 Operating Budget
Revised Budget Line Items**

Ross Valley Fire Department - 2022-2023 Budget

	Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND			
Beginning Fund Balance	3,092,042	3,092,042	
Revenue			
00 - UNDESIGNATED	12,821,245	13,261,101	439,856
Expense			
00 - UNDESIGNATED	11,073,572	11,332,890	259,318
05 - ADMINISTRATION	641,804	641,804	-
10 - OPERATIONS	632,191	632,191	-
14 - FACILITIES	279,497	279,497	-
15 - COMMUNITY RISK REDUCTION	13,802	13,802	-
25 - FLEET	180,379	180,379	-
Total Expense	12,821,245	13,080,563	259,318
Ending Fund Balance	3,092,042	3,272,580	180,538
Fund: 15 - APPARATUS FUND/SCBA			
Beginning Fund Balance	643,681	643,681	
Revenue			
00 - UNDESIGNATED	355,006	355,006	-
Expense			
00 - UNDESIGNATED	586,462	586,462	-
Ending Fund Balance	412,225	412,225	-
Beginning Fund Balance - All Funds	3,735,723	3,735,723	-
Total Revenue - All Funds	13,176,251	13,616,107	439,856
Total Expense - All Funds	13,407,707	13,667,025	259,318
Surplus/(Deficit)	(231,456)	(50,918)	180,538
Ending Fund Balance - All Funds	3,504,267	3,684,805	180,538
Fund Balances	2022-2023	2022-2023	
Nonspendable	88,506	88,506	
Compensated Absences	193,494	193,494	
Technology	83,423	83,423	
Apparatus Replacement	292,225	292,225	
Breathing Apparatus	120,000	120,000	
Prior Authority OPEB	-	-	
Unassigned	2,726,619	2,907,157	
Total	3,504,267	3,684,805	



Budget Report

Ross Valley Fire, CA

For Fiscal: 2022-2023

		Original Total Budget	Current Total Budget	Change
Fund: 01 - GENERAL FUND				
Revenue				
01.00.47501.00	FAIRFAX	2,260,173.00	2,260,173.00	-
01.00.47502.00	ROSS	2,266,963.00	2,266,963.00	-
01.00.47503.00	SAN ANSELMO	3,931,536.00	3,931,536.00	-
01.00.47504.00	SLEEPY HOLLOW	1,241,640.00	1,241,640.00	-
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	48,856.00	48,856.00	-
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,301,864.00	1,301,864.00	-
01.00.49501.00	COUNTY OF MARIN	242,856.00	242,856.00	-
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	0.00	380,315.00	380,315.00
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROG	287,558.00	287,558.00	-
01.00.49506.00	RVPA RENTAL	32,624.00	32,624.00	-
01.00.49507.00	LAIF INTEREST	5,000.00	5,000.00	-
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290.00	47,290.00	-
01.00.49510.00	PLAN CHECKING FEES	265,000.00	265,000.00	-
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	-
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	59,541.00	59,541.00
01.00.49517.00	DISASTER COORDINATOR REIMB.	87,462.00	87,462.00	-
01.00.49518.00	DEFENSIBLE SPACE INSPECTION CONTRIBUTION	303,817.00	303,817.00	-
01.00.49523.00	APPARATUS REPLACEMENT	355,006.00	355,006.00	-
01.00.49524.00	TECHNOLOGY FEES	23,600.00	23,600.00	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	-
01.00.49528.00	MWPA LOCAL FUNDS	0.00	0.00	-
Revenue Total:		12,821,245.00	12,821,245.00	439,856.00
Expense				
01.00.60000.00	REGULAR SALARIES	4,845,101.00	4,865,101.00	20,000.00
01.00.60010.00	TEMPORARY HIRE	16,883.00	16,883.00	-
01.00.60020.00	MINIMUM STAFFING	765,346.00	765,346.00	-
01.00.60021.00	HOURLY OVERTIME	93,418.00	198,418.00	105,000.00
01.00.60024.00	SHIFT DIFFERENTIAL OT	22,511.00	22,511.00	-
01.00.60025.00	OT OES RESPONSE	0.00	259,318.00	259,318.00
01.00.60026.00	OT TRAINING	62,520.00	62,520.00	-
01.00.60027.00	HOLIDAY	216,444.00	216,444.00	-
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	23,340.00	23,340.00	-
01.00.60029.00	FLSA O/T	104,672.00	104,672.00	-
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000.00	50,000.00	-
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	-
01.00.60100.00	RETIREMENT	2,316,633.00	2,316,633.00	-
01.00.60200.00	CAFETERIA HEALTH PLAN	895,522.00	895,522.00	-
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	28,906.00	28,906.00	-
01.00.60215.00	WORKERS' COMPENSATION INSURANCE	443,214.00	443,214.00	-
01.00.60220.00	PAYROLL TAXES	93,275.00	93,275.00	-
01.00.60221.00	HOUSING ALLOWANCE	2,400.00	2,400.00	-
01.00.60223.00	UNIFORM REIMBURSEMENT	25,200.00	25,200.00	-
01.00.60225.00	EDUCATION REIMBURSEMENT	115,361.00	115,361.00	-
01.00.60231.00	RETIREE'S HEALTH INSURANCE	536,878.00	536,878.00	-
01.00.61103.00	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	-
01.00.61115.00	LIABILITY INSURANCE	30,342.00	30,342.00	-

01.00.62204.00	PARAMEDIC RESPONSE SUPPLIES	0.00	0.00	-
01.00.62999.00	CONTINGENCY	15,000.00	15,000.00	-
01.00.67099.00	TRANSFERS OUT	355,006.00	355,006.00	-
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	31,626.00	31,626.00	-
01.05.61105.00	OTHER CONTRACT SERVICES	62,800.00	62,800.00	-
01.05.61106.00	CONTRACT SERVICES - MCFD	332,653.00	207,653.00	(125,000.00)
01.05.61107.00	ATTORNEY/LEGAL FEES	10,928.00	10,928.00	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	90,070.00	90,070.00	-
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	34,093.00	34,093.00	-
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	8,446.00	8,446.00	-
01.05.61127.00	HEALTH AND WELLNESS	27,500.00	27,500.00	-
01.05.61129.00	HIRING EXPENSES	12,360.00	12,360.00	-
01.05.61300.00	PUBLICATIONS AND DUES	9,579.00	9,579.00	-
01.05.62000.00	OFFICE SUPPLIES	4,635.00	4,635.00	-
01.05.62003.00	POSTAGE	1,082.00	1,082.00	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,132.00	13,132.00	-
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,510.00	17,510.00	-
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,223.00	4,223.00	-
01.10.60065.02	EXPLORER POST	9,270.00	9,270.00	-
01.10.60220.00	PAYROLL TAXES	1,340.00	1,340.00	-
01.10.61000.00	TRAINING AND EDUCATION	42,000.00	42,000.00	-
01.10.61100.00	DISPATCH	224,594.00	224,594.00	-
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	4,326.00	4,326.00	-
01.10.61110.00	MERA OPERATING EXPENSE	107,339.00	107,339.00	-
01.10.61131.00	FIRE PREVENTION	0.00	0.00	-
01.10.61410.00	EQUIPMENT MAINTENANCE	11,900.00	11,900.00	-
01.10.61902.00	MWPA DEFENDSIBLE SPACE	0.00	0.00	-
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,347.00	4,347.00	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	38,500.00	38,500.00	-
01.10.62210.00	BREATHING APPARATUS	6,900.00	6,900.00	-
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,313.00	7,313.00	-
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMENT/MAINTENANCE	38,196.00	38,196.00	-
01.10.62220.00	COMMUNITY EDUCATION & PREP.	0.00	0.00	-
01.10.63131.00	EQUIPMENT	40,000.00	40,000.00	-
01.10.63140.00	HYDRANTS	23,500.00	23,500.00	-
01.10.63150.00	COMMUNICATIONS EQUIPMENT	21,630.00	21,630.00	-
01.10.63160.00	TURNOUTS	23,123.00	23,123.00	-
01.10.64401.00	MERA BOND PAYMENT PRIOR AUTHORITY	0.00	0.00	-
01.14.61500.00	BUILDING MAINTENANCE AND LANDSCAPING	17,500.00	17,500.00	-
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000.00	15,000.00	-
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000.00	15,000.00	-
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000.00	15,000.00	-
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000.00	15,000.00	-
01.14.61702.00	GAS AND ELECTRIC	45,320.00	45,320.00	-
01.14.61703.00	WATER	8,147.00	8,147.00	-
01.14.61704.00	SEWER	2,781.00	2,781.00	-
01.14.61705.00	TELEPHONE	79,858.00	79,858.00	-
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,000.00	10,000.00	-
01.14.62501.00	FURNISHINGS	8,240.00	8,240.00	-
01.14.63040.00	APPLIANCES	5,000.00	5,000.00	-
01.14.63041.00	OFFICE EQUIPMENT	10,000.00	10,000.00	-
01.14.63042.00	EXERCISE EQUIPMENT	10,300.00	10,300.00	-
01.14.63044.00	TECHNOLOGY PURCHASES	22,351.00	22,351.00	-
01.15.60220.00	PAYROLL TAXES - COMMUNITY EDUCATION & PREP	0.00	0.00	-
01.15.61131.00	FIRE PREVENTION	4,738.00	4,738.00	-
01.15.61902.00	MWPA D-Space	0.00	0.00	-
01.15.61903.00	MWPA Local Projects	0.00	0.00	-
01.15.61904.00	MWPA CORE FUNDS	0.00	0.00	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,064.00	9,064.00	-
01.25.61411.00	BURN TRAILER MAINTENANCE	9,579.00	9,579.00	-
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	113,300.00	113,300.00	-
01.25.62988.00	FUEL	42,500.00	42,500.00	-

[01.25.62989.00](#)

FLEET PARTS	15,000.00	15,000.00	-
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Expense Total:	12,821,245.00	13,080,563.00	259,318.00
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Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	180,538.00
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Fund: 15 - VEHICLE FUND

Revenue

[15.00.51999.00](#)

TRANSFERS IN	355,006.00	355,006.00	0.00
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Revenue Total:	355,006.00	355,006.00	
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Expense

[15.00.63154.00](#)

VEHICLE PURCHASE	262,633.00	262,633.00	0.00
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[15.00.64010.00](#)

LEASE PAYMENT - PRINCIPAL	297,797.00	297,797.00	0.00
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[15.00.64110.00](#)

LEASE PAYMENT - INTEREST	26,032.00	26,032.00	0.00
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Expense Total:	586,462.00	586,462.00	0.00
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Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	0.00
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Report Surplus (Deficit):	-231,456.00	-231,456.00	0.00
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**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 8, 2023

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Receive update on changes related to remote access for Board meetings effective February 28, 2023. Recommendation: Receive update and prepare for in person meetings with remote access allowable under regulations within the Brown Act.

RECOMMENDATION:

That the Board receives and files information related to remote participation in Ross Valley Fire Department Board of Directors meetings after February 28, 2023.

BACKGROUND:

Since October 2021, the Ross Valley Fire Department has relied on AB 361 to hold fully remote or hybrid meetings. AB 361 is set to expire in January 2024; however, in practical terms, AB 361 cannot be relied upon without a proclaimed State of Emergency. Governor Newsom has announced that the proclaimed State of Emergency will end on February 28, 2023.

With the expiration of the State of Emergency, the Ross Valley Fire Department Board of Directors will be required to hold meetings in-person beginning in March 2023, though members may participate remotely if they comply with the Brown Act. The Act now includes two options for remote participation, which are summarized for your reference in the Table at Attachment 1

DISCUSSION/ANALYSIS:

The Brown Act includes traditional teleconferencing rules and provisions adopted under AB 2449. Although the Act gives members of legislative bodies the option to participate remotely, utilizing these provisions will require members to plan ahead and to work closely with staff to comply with the statutory requirements.

A. Traditional Teleconferencing Rules

Anyone participating remotely under traditional teleconferencing rules must include their remote location on the publicly-posted agenda and be prepared to make that location open to the public. This will require members to provide the address of their remote location to the RVFD Administrative Assistant well in advance of the meeting, so that staff can include the address on the notice and agenda for the meeting. The member must also post the agenda at their remote

location. Aside from these agenda-related requirements, there are very few limits under traditional Brown Act rules related to remote participation. A quorum of the members must participate from locations within San Anselmo, Fairfax, Ross, and Sleepy Hollow, but they need not participate from a single location. Nor are there limitations on the permitted reasons for remote participation or the number of times per year that a member may participate remotely.

B. AB 2449 Rules

In contrast, while participating remotely under AB 2449 does not require the address of a remote location to be included on the agenda, it comes with more onerous requirements than traditional teleconferencing rules. Specifically, if any member relies on AB 2449 to participate remotely, the member may only do so if a quorum of the Fire Board participates in-person from a single location. In addition, remote participation is only permitted where there is “Just Cause” or an “Emergency Circumstance” as defined by the Act.

1. **Just Cause** – A member may participate remotely under one of the “just cause” provisions listed below. To do so, the member must notify the legislative body at the earliest possible opportunity of their need to participate remotely and provide a general description of the reason for this need. Only the following four circumstances are acceptable as “just cause” for remote participation:
 - a) childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely;
 - b) a contagious illness that prevents a member from attending in person;
 - c) a need related to a physical or mental disability; or
 - d) travel while on business of the legislative body or another state or local agency.
2. **Emergency Circumstances** – A member may participate remotely if they have a physical or family medical emergency that prevents a member from attending in person. To do so, the member must request that the legislative body allow them to participate in the meeting remotely because of emergency circumstances and the legislative body must take action to approve the request. This request should either be listed on the agenda or if it is not on the agenda, the legislative body may act on the request at the beginning of the meeting by majority vote.

Before acting on an emergency circumstance request, the legislative body must request a general description of the circumstances relating to the member’s need to appear remotely. The Act specifies that the description cannot exceed 20 words and the member does not have to disclose any personal medical information.

Beyond the limitation on qualifying reasons for participating remotely, AB 2449 also limits the number of times a member can participate remotely and requires that members utilize hybrid technology. Additionally, a member participating remotely shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.

For ease of reference, the attached table includes more details about the remote participation options.

FISCAL IMPACT:

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Board’s review of information related to remote meeting participation is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

Staff respectfully requests that the Board receives information about remote participation options and adhere with the requirements beginning in March 2023.

Encl: Table for Remote Participation Option – **Attachment #1**

REMOTE MEETING PARTICIPATION UNDER THE BROWN ACT
(After Proclaimed State of Emergency is Lifted)

	<u>Traditional Brown Act Teleconference Rules</u>	<u>AB 2449</u>
Expiration	None	01/01/2026
Quorum	Quorum must meet from locations within Town boundaries	Quorum must meet in-person from single physical location open to public
Notice & Agenda	Notice and agenda must identify each physical teleconference location	Notice and agenda must identify a single publicly-accessible physical location where quorum will meet Notice and agenda must include remote meeting link & procedure for receiving & resolving requests for accommodation
Public Access	Must provide public access to each teleconference location Must provide public the opportunity to address the body from each teleconference location	Must provide public access to the single physical location where quorum will meet Must provide public with remote access through two-way audiovisual platform or telephonic service & live webcasting of meeting
Votes	All votes must be by rollcall	All votes must be by rollcall
Remote Participation by Member of Body	OK for any member, for any reason, for any number of meetings, without Council action.	Only permitted if: Just Cause - (Childcare; contagious illness; physical/mental disability; travel while on official business of body/state or local agency) - Member may utilize only 2x/year - Member must provide a general description of the circumstances relating to their need to appear remotely at the given meeting

		<p>Or</p> <p>Emergency Circumstances - (physical/family medical emergency) - Requires a separate request to the body for each remote meeting & body must act on the request - The body must request a general description of the circumstances relating to the member's need to appear remotely at the given meeting</p> <p>And</p> <p>Member must adhere to the following requirements to participate remotely: - Must disclose if a person 18 years or older is present in room + member's relationship w/individual - Must participate through both audio & visual technology (not only by phone) - A member may not participate remotely more than 3 consecutive months or 20% of the regular meetings for the local agency within a calendar year (~4 Council meetings).</p>
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