



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, March 8, 2023

**San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA
94960**

<https://us06web.zoom.us/j/84572457400>

Or Telephone: +1 669 900 6833 | Webinar ID: 845 7245 7400

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

6:30 pm RVFD Board Meeting

1. **Call to order – 6:30 pm.**
2. Open time for public expression. The public is welcome to address the Board at this time on matters, not on the agenda. However, please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or that the need to take action arose following the posting of the agenda.
3. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
4. Chief Report – Verbal update by Chief Weber
5. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.

- a) Acknowledge check register issued during February

[Item 5a – Check Register](#)

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

[Item 5b – Call & Out of Jurisdiction Reports](#)

- c) Receive current budget report

[Item 5c – Budget Report](#)

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Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

- d) Approve Minutes of the February 8, 2023, Board meeting

[Item 5d – Minutes February 8, 2023](#)

- e) Approve Resolution 23-07 Acknowledging Receipt of Report Regarding Compliance of Inspections for Certain State Fire Marshal Regulated Occupancies Pursuant to Sections 13146.2 and 13146.3 of the Health and Safety Code

[Item 5e – Staff Report for Annual Inspection Compliance Report](#)

[Item 5e– Resolution 23-07 Attachment #1](#)

6. Receive Report on Opening of the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Application due March 17, 2023, Direct Staff as Appropriate – Chief Weber

[Item 6 – Staff Report for SAFER Grant Application](#)

7. Receive Presentation from Local Motion Solutions (LMS) on Leadership and Governance Study, and Direct Staff as Appropriate – Chief Weber

[Item 7 – Staff Report for LMS Presentation](#)

[Item 7 – LMS Presentation Attachment #1](#)

[Item 7 - Future Governance and Leadership Draft Report from LMS Attachment #2](#)

8. Adjourn

The next meeting is scheduled for Wednesday, April 12, 2023, in person at the San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via zoom.

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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Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 02/01/2023 - 02/28/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01117	Bryan Galli	02/02/2023	Regular	0.00	425.00	22926
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005315	Invoice	02/02/2023	02.02.2023 - REIMBURSEMENT - TASK FO	0.00	425.00	
	01.10.61000.00		TRAINING AND EDUCATIO		425.00	
			02.02.2023 - REIMBURSEMENT -			
01016	Diego Truck Repair Inc	02/02/2023	Regular	0.00	876.63	22927
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
66037	Invoice	02/02/2023	01.17.2023 - 2010 PIERCE ALL STEER - REP	0.00	273.90	
	01.25.61600.00		FLEET MAINTENANCE/RE		273.90	
			01.17.2023 - 2010 PIERCE ALL S			
66038	Invoice	02/02/2023	01.17.2023 - 1996 3 D FIRE TRUCK - REPAI	0.00	109.61	
	01.25.61600.00		FLEET MAINTENANCE/RE		109.61	
			01.17.2023 - 1996 3 D FIRE TRU			
66039	Invoice	02/02/2023	01.17.2023 - 2020 PIERCE FIRE TRUCK - R	0.00	273.90	
	01.25.61600.00		FLEET MAINTENANCE/RE		273.90	
			01.17.2023 - 2020 PIERCE FIRE T			
66040	Invoice	02/02/2023	01.17.2023 - 2006 PIERCE ALL WHEEL STE	0.00	109.61	
	01.25.61600.00		FLEET MAINTENANCE/RE		109.61	
			01.17.2023 - 2006 PIERCE ALL			
66041	Invoice	02/02/2023	01.17.2023 - 2020 PIERCE ENFORCER - RE	0.00	109.61	
	01.25.61600.00		FLEET MAINTENANCE/RE		109.61	
			01.17.2023 - 2020 PIERCE ENFO			
01017	Fairfax Lumber	02/02/2023	Regular	0.00	93.48	22928
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
258721	Invoice	02/02/2023	01.22.2023 - PADLOCK - SUPPLIES	0.00	71.57	
	01.14.61500.00		BUILDING MAINTENANCE		71.57	
			01.22.2023 - PADLOCK - SUPPLIE			
258856	Invoice	02/02/2023	01.25.2023 - HARDWARE - SUPPLIES	0.00	10.46	
	01.25.62989.00		FLEET PARTS		10.46	
			01.25.2023 - HARDWARE - SUPP			
258987	Invoice	02/02/2023	01.27.2023 - MISC HARDWARE - SUPPLIES	0.00	11.45	
	01.14.61500.00		BUILDING MAINTENANCE		11.45	
			01.27.2023 - MISC HARDWARE -			
01050	Golden State Emergency Veh Svc	02/02/2023	Regular	0.00	160.09	22929
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CI036988	Invoice	02/02/2023	12.06.2022 - INSULATION BLANKET - QTY	0.00	160.09	
	01.25.62989.00		FLEET PARTS		160.09	
			12.06.2022 - INSULATION BLAN			
01129	Jesse R Olivotti	02/02/2023	Regular	0.00	870.00	22930
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005316	Invoice	02/02/2023	12.15.2022 - REIMBURSEMENT - ENGINE	0.00	200.00	
	01.10.61000.00		TRAINING AND EDUCATIO		200.00	
			12.15.2022 - REIMBURSEMENT -			
INV0005317	Invoice	02/02/2023	12.02.2022 - REIMBURSEMENT - CREW B	0.00	240.00	
	01.10.61000.00		TRAINING AND EDUCATIO		240.00	
			12.02.2022 - REIMBURSEMENT -			
INV0005318	Invoice	02/02/2023	09.30.2022 - REIMBURSEMENT - ICS - I-30	0.00	430.00	
	01.10.61000.00		TRAINING AND EDUCATIO		430.00	
			09.30.2022 - REIMBURSEMENT -			
01028	L. N. Curtis and Sons	02/02/2023	Regular	0.00	1,112.95	22931

Check Report

Date Range: 02/01/2023 - 02/28/2023

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		
INV666494	Invoice	02/02/2023	01.11.2023 - HELMET, HEADBAND LINER - PERSONAL PROTECTIVE E	0.00	1,112.95	
	01.10.62213.00		01.11.2023 - HELMET, HEADBAN		1,112.95	
01441	Mariana Gonzalez Rojas	02/02/2023	Regular	0.00	2,340.00	22932
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
013123	Invoice	02/02/2023	02.01.2023 - ADMIN SERVICES - 01.14.23 TEMPORARY HIRE	0.00	2,340.00	
	01.00.60010.00		02.01.2023 - ADMIN SERVICES -		2,340.00	
01036	Marin County Tax Collector	02/02/2023	Regular	0.00	855.00	22933
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
21805-01192023	Invoice	02/02/2023	01.19.2023 - RADIO SHOP SERVICES - DEC RADIO REPAIR	0.00	855.00	
	01.10.61101.00		01.19.2023 - RADIO SHOP SERVI		855.00	
01234	Napa Auto Parts	02/02/2023	Regular	0.00	20.75	22934
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
764596	Invoice	02/02/2023	01.28.2023 - SHIFTER CABLE - 2005 CHEV FLEET MAINTENANCE/RE	0.00	20.75	
	01.25.61600.00		01.28.2023 - SHIFTER CABLE - 2		20.75	
01020	PG&E	02/02/2023	Regular	0.00	2,918.77	22935
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
758-12282022	Invoice	02/02/2023	758 - GAS & ELECTRIC - 11.03.2022 - 12.0 GAS AND ELECTRIC	0.00	2,918.77	
	01.14.61702.00		758 - GAS & ELECTRIC - 11.03.20		2,918.77	
01326	AMAZON.COM SERVICES LLC	02/09/2023	Regular	0.00	43.08	22936
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1XJW-1CDN-PC9T	Invoice	02/09/2023	02.06.2023 - FILTERBUY - AIR FILTERS - 4 P BUILDING MAINTENANCE	0.00	43.08	
	01.14.61500.18		02.06.2023 - FILTERBUY - AIR FIL		43.08	
01433	AT&T Corp	02/09/2023	Regular	0.00	2,637.01	22937
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
230142879	Invoice	02/09/2023	01.27.2023 - WIRELESS - INTERNET SERVI TELEPHONE	0.00	2,637.01	
	01.14.61705.00		01.27.2023 - WIRELESS - INTERN		2,637.01	
01054	BoundTree Medical	02/09/2023	Regular	0.00	3,716.84	22938
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
84829348	Invoice	02/09/2023	01.18.2023 - NEBULIZER - MEDICAL SUPP PARAMEDIC RESPONSE S	0.00	2,127.65	
	01.10.62204.00		01.18.2023 - NEBULIZER - MEDI		2,127.65	
84834436	Invoice	02/09/2023	01.23.2023 - LIDOCAINE - MEDICAL SUPPL PARAMEDIC RESPONSE S	0.00	74.85	
	01.10.62204.00		01.23.2023 - LIDOCAINE - MEDI		74.85	
84836021	Invoice	02/09/2023	01.24.2023 - CURAPLEX EPI KIT - MEDICAL PARAMEDIC RESPONSE S	0.00	47.00	
	01.10.62204.00		01.24.2023 - CURAPLEX EPI KIT -		47.00	
84839134	Invoice	02/09/2023	01.26.2023 - CURAPLEX EPI KIT - MEDICA PARAMEDIC RESPONSE S	0.00	141.00	
	01.10.62204.00		01.26.2023 - CURAPLEX EPI KIT		141.00	
84839135	Invoice	02/09/2023	01.26.2023 - QUIKCLOT GAUZE - MEDICAL PARAMEDIC RESPONSE S	0.00	1,326.34	
	01.10.62204.00		01.26.2023 - QUIKCLOT GAUZE -		1,326.34	
01313	Comcast	02/09/2023	Regular	0.00	484.21	22939

Check Report

Date Range: 02/01/2023 - 02/28/2023

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		
632-01232023	Invoice	02/09/2023	632 - WIRELESS SRVC - 01.28.23 - 02.27.23	0.00	484.21	
	01.14.61705.00		TELEPHONE		484.21	
01272	Diesel Direct West Inc	02/09/2023	Regular	0.00	1,771.12	22940
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84968675	Invoice	02/09/2023	01.31.2023 - GASOLINE UNL - 56.8 GALLO	0.00	297.88	
	01.25.62988.00		FUEL		297.88	
84968676	Invoice	02/09/2023	01.31.2023 - ULSD CLEAR - 261.4 GALLON	0.00	1,473.24	
	01.25.62988.00		FUEL		1,473.24	
01017	Fairfax Lumber	02/09/2023	Regular	0.00	172.24	22941
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
259325	Invoice	02/09/2023	02.03.2023 - MICRO AIR FILTER - MISC SU	0.00	123.85	
	01.05.62200.00		GENERAL DEPARTMENT S		123.85	
259388	Invoice	02/09/2023	02.05.2023 - TEA KETTLE - 2.5 QT	0.00	26.15	
	01.14.63040.00		APPLIANCES		26.15	
259568	Invoice	02/09/2023	02.08.2023 - HOSE FLEXOGEN - SUPPLIES	0.00	22.24	
	01.14.61500.00		BUILDING MAINTENANCE		22.24	
01295	Grier Argall Plumbing Inc	02/09/2023	Regular	0.00	175.00	22942
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15727	Invoice	02/09/2023	01.16.2023 - 10 PARK RD - DRAIN CHECK -	0.00	175.00	
	01.14.61500.21		BUILDING MAINTENANCE		175.00	
01410	Jackson's Hardware Inc	02/09/2023	Regular	0.00	4,319.39	22943
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
109036	Invoice	02/09/2023	01.25.2023 - RESCUE BAR & CHAIN - SUPP	0.00	4,104.21	
	01.10.63131.00		EQUIPMENT		4,104.21	
123408	Invoice	02/09/2023	02.08.2023 - PLUG LOCKING - MISC HARD	0.00	215.18	
	01.10.61000.00		TRAINING AND EDUCATIO		215.18	
01200	Kronos Inc	02/09/2023	Regular	0.00	1,755.00	22944
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12025762	Invoice	02/09/2023	01.30.2023 - SOLUTION CONSULTANT - BR	0.00	1,755.00	
	01.05.61105.00		OTHER CONTRACT SERVI		1,755.00	
01093	Martin & Harris	02/09/2023	Regular	0.00	2,226.80	22945
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
MK3165-0	Invoice	02/09/2023	01.18.2023 - GE REFRIDGERATOR - RECYC	0.00	2,005.41	
	01.14.63040.00		APPLIANCES		2,005.41	
S49171	Invoice	02/09/2023	01.30.2023 - IDLER PULLEY - REPLACEME	0.00	221.39	
	01.14.61500.18		BUILDING MAINTENANCE		221.39	
01415	Miranda Miller	02/09/2023	Regular	0.00	35.11	22946
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005347	Invoice	02/09/2023	02.06.2023 - REIMBURSEMENT - MILEAGE	0.00	35.11	
	01.15.61903.00		MWPA Local Projects		35.11	
01446	Nancarrow, Jason	02/09/2023	Regular	0.00	816.80	22947

Check Report

Date Range: 02/01/2023 - 02/28/2023

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		
5505718219	Invoice	02/09/2023	01.03.2023 - REIMBURSEMENT - CONFER	0.00	600.00	
	01.10.61902.00		MWPA DEFENDSIBLE SPA		600.00	
72463782172648	Invoice	02/09/2023	01.05.2023 - REIMBURSEMENT - TRIP TIC	0.00	216.80	
	01.10.61902.00		MWPA DEFENDSIBLE SPA		216.80	
01020	PG&E	02/09/2023	Regular	0.00	3,626.97	22948
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
758-01242023	Invoice	02/09/2023	01.24.2023 - GAS & ELECTRIC - 12.04.22 -	0.00	3,295.40	
	01.14.61702.00		GAS AND ELECTRIC		3,295.40	
937-01122023	Invoice	02/09/2023	01.12.2023 - GAS & ELECTRIC - 12.07.22 -	0.00	331.57	
	01.14.61702.00		GAS AND ELECTRIC		331.57	
01188	Staples Credit Plan	02/09/2023	Regular	0.00	59.96	22949
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3201351221	Invoice	02/09/2023	01.03.2023 Staples Memo Pads & Medica	0.00	59.96	
	01.05.62000.00		OFFICE SUPPLIES		59.96	
01098	Verizon Wireless	02/09/2023	Regular	0.00	695.31	22950
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9926109689	Invoice	02/09/2023	01.23.2023 - WIRELESS SRVC - 12.24.22 -	0.00	695.31	
	01.14.61705.00		TELEPHONE		695.31	
01434	Local Motion Solutions	02/14/2023	Regular	0.00	3,480.00	22951
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005348	Invoice	02/14/2023	01.31.2023 CONSULTING SERVICES - 12/1	0.00	3,480.00	
	01.05.61105.00		OTHER CONTRACT SERVI		3,480.00	
01326	AMAZON.COM SERVICES LLC	02/16/2023	Regular	0.00	61.29	22952
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1HGP-NC6Q-7JH3	Invoice	02/16/2023	02.09.2023 - PORTABLE POWER PUMP - B	0.00	61.29	
	01.10.61000.00		TRAINING AND EDUCATIO		61.29	
01421	Elite Tree Trimming Services, Inc.	02/16/2023	Regular	0.00	23,200.00	22953
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2023-2-4	Invoice	02/16/2023	02.09.2023 - ROADSIDE CLEARANCE - JAN	0.00	8,400.00	
	01.15.61903.00		MWPA Local Projects		8,400.00	
2023-2-5	Invoice	02/16/2023	02.09.2023 - ROADSIDE CLEARANCE - SUN	0.00	7,600.00	
	01.15.61903.00		MWPA Local Projects		7,600.00	
2023-2-6	Invoice	02/16/2023	02.09.2023 - ROAD CLEARANCE - BROAD	0.00	7,200.00	
	01.15.61903.00		MWPA Local Projects		7,200.00	
01017	Fairfax Lumber	02/16/2023	Regular	0.00	37.21	22954
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
259642	Invoice	02/16/2023	02.09.2023 - AIR COUPLER - MISC HARD	0.00	37.21	
	01.05.62200.00		GENERAL DEPARTMENT S		37.21	
01447	HRTM Consulting	02/16/2023	Regular	0.00	320.00	22955

Check Report

Date Range: 02/01/2023 - 02/28/2023

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		
0005936	Invoice	02/16/2023	02.08.2023 - TELESTAFF SOLUTION CONS	0.00	320.00	
	01.05.61121.00	COMPUTER SOFTWARE/S	02.08.2023 - TELESTAFF SOLUTI		320.00	
01441	Mariana Gonzalez Rojas	02/16/2023	Regular	0.00	1,320.83	22956
021523	Invoice	02/16/2023	02.16.2023 - ADMIN SERVICES 02.01.23-0	0.00	1,320.83	
	01.00.60010.00	TEMPORARY HIRE	02.16.2023 - ADMIN SERVICES 0		1,320.83	
01357	The Knox Company	02/16/2023	Regular	0.00	1,257.17	22957
INV-KA-149025	Invoice	02/16/2023	12.19.2023 - KEYSECURE - INSTALLATION -	0.00	1,257.17	
	01.10.63131.00	EQUIPMENT	12.19.2023 - KEYSECURE - INSTA		1,257.17	
01400	World Tree Service, Inc.	02/16/2023	Regular	0.00	24,850.00	22958
8213	Invoice	02/16/2023	12.14.2022 - EVACUATION CLEARANCE - F	0.00	12,425.00	
	01.15.61903.00	MWPA Local Projects	12.14.2022 - EVACUATION CLEA		12,425.00	
8228	Invoice	02/16/2023	12.21.2023 - EVACUATION CLEARANCE - F	0.00	12,425.00	
	01.15.61903.00	MWPA Local Projects	12.21.2023 - EVACUATION CLEA		12,425.00	
01073	U.S. Bank (CalCARD)	02/21/2023	Regular	0.00	3,323.77	22959
INV0005378	Invoice	01/23/2023	01.03.2023 - BASTIANON - ONKRON - STA	0.00	373.53	
	01.14.63044.00	TECHNOLOGY PURCHASE	01.03.2023 - BASTIANON - ONK		373.53	
INV0005379	Invoice	01/23/2023	01.4.2023 - POPKEN - RAFAEL LUMBER - P	0.00	563.95	
	01.10.62203.00	EMERGENCY RESPONSE S	01.4.2023 - POPKEN - RAFAEL L		563.95	
INV0005380	Invoice	01/23/2023	01.13.2023 - POPKEN - MARIN RESOURCE	0.00	46.00	
	01.14.63040.00	APPLIANCES	01.13.2023 - POPKEN - MARIN R		46.00	
INV0005381	Invoice	01/23/2023	12.24.2022 - GRASSER - STAMPS.COM - P	0.00	17.99	
	01.05.62003.00	POSTAGE	12.24.2022 - GRASSER - STAMPS		17.99	
INV0005382	Invoice	01/23/2023	01.09.2023 - ILLINGWORTH - GOOD EART	0.00	18.51	
	01.05.62200.00	GENERAL DEPARTMENT S	01.09.2023 - ILLINGWORTH - G		18.51	
INV0005383	Invoice	01/23/2023	01.22.2023 - ILLINGWORTH - FROGGY'S -	0.00	358.88	
	01.10.61000.00	TRAINING AND EDUCATIO	01.22.2023 - ILLINGWORTH - FR		358.88	
INV0005384	Invoice	01/23/2023	12.24.2022 - HOGGAN - AIRGAS USA - CO	0.00	203.69	
	01.10.63131.00	EQUIPMENT	12.24.2022 - HOGGAN - AIRGAS		203.69	
INV0005385	Invoice	01/23/2023	01.15.2023 - CUTTER - AMAZON - VISOR	0.00	128.04	
	01.10.61902.00	MWPA DEFENDSIBLE SPA	01.15.2023 - CUTTER - AMAZON		128.04	
INV0005386	Invoice	01/23/2023	01.10.2023 - HERBERTSON - BAILEYS - GUI	0.00	79.34	
	01.10.63131.00	EQUIPMENT	01.10.2023 - HERBERTSON - BAI		79.34	
INV0005387	Invoice	01/23/2023	01.10.2023 - HERBERTSON - ZORO TOOLS	0.00	445.24	
	01.10.63131.00	EQUIPMENT	01.10.2023 - HERBERTSON - ZO		445.24	
INV0005388	Invoice	01/23/2023	12.29.2022 - BARONA - WESTERN FIRE SU	0.00	32.62	
	01.10.63131.00	EQUIPMENT	12.29.2022 - BARONA - WESTER		32.62	
INV0005389	Invoice	01/23/2023	01.10.2023 - BARONA - FIREFIGHTING DE	0.00	211.46	
	01.10.63131.00	EQUIPMENT	01.10.2023 - BARONA - FIREFIG		211.46	
INV0005390	Invoice	01/23/2023	01.11.2023 - BARONA - MAGLITE - CHARG	0.00	344.52	
	01.10.63131.00	EQUIPMENT	01.11.2023 - BARONA - MAGLIT		344.52	
INV0005391	Invoice	01/23/2023	01.18.2023 - BARONA - GYM DOCTORS -	0.00	500.00	

Check Report

Date Range: 02/01/2023 - 02/28/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.14.63042.00	EXERCISE EQUIPMENT	01.18.2023 - BARONA - GYM DO		500.00	
01137	Adam T. Van Dyke	02/23/2023	Regular	0.00	35.80	22960
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005392	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	11.09.2023 - REIMBURSEMENT - GROCER	0.00	35.80	
	01.05.62200.00	GENERAL DEPARTMENT S	11.09.2023 - REIMBURSEMENT -		35.80	
01026	AT&T Calnet	02/23/2023	Regular	0.00	816.23	22961
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000019473808	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.10.2023 - WIRELESS SRVC - 01.10.23 -	0.00	816.23	
	01.14.61705.00	TELEPHONE	02.10.2023 - WIRELESS SRVC - 0		816.23	
01059	AT&T Mobility	02/23/2023	Regular	0.00	1,034.80	22962
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
287301083016X0	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.02.2023 - WIRELESS SRVC - 01.03.23 -	0.00	1,034.80	
	01.14.61705.00	TELEPHONE	02.02.2023 - WIRELESS SRVC - 0		1,034.80	
01016	Diego Truck Repair Inc	02/23/2023	Regular	0.00	583.85	22963
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
66193	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.09.2023 - INSPECTION - FLEET REPAIR	0.00	583.85	
	01.25.61600.00	FLEET MAINTENANCE/RE	02.09.2023 - INSPECTION - FLEE		583.85	
01050	Golden State Emergency Veh Svc	02/23/2023	Regular	0.00	677.16	22964
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CI037942	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.14.2023 - MOTOR FOR MIRROR - FLEE	0.00	250.85	
	01.25.62989.00	FLEET PARTS	02.14.2023 - MOTOR FOR MIRR		250.85	
CI037997	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.16.2023 - MODULE - FLEET REPAIR	0.00	80.62	
	01.25.62989.00	FLEET PARTS	02.16.2023 - MODULE - FLEET R		80.62	
CI038016	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.17.2023 - REGULATOR - FLEET REPAIR	0.00	345.69	
	01.25.62989.00	FLEET PARTS	02.17.2023 - REGULATOR - FLEE		345.69	
01020	PG&E	02/23/2023	Regular	0.00	353.85	22965
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
937-02102023	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	02/23/2023	02.10.2023 - GAS & ELECTRIC - 01.07.23 -	0.00	353.85	
	01.14.61702.00	GAS AND ELECTRIC	02.10.2023 - GAS & ELECTRIC - 0		353.85	
01255	TIAA Commercial Bank Inc.	02/23/2023	Regular	0.00	463.77	22966

Check Report

Date Range: 02/01/2023 - 02/28/2023

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			
9379042	Invoice	02/23/2023	02.05.2023 - COPIER LEASE - FEBRUARY	0.00	463.77	
01.05.61105.00	OTHER CONTRACT SERVI	02.05.2023 - COPIER LEASE - FE			463.77	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	78	41	0.00	94,023.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	78	41	0.00	94,023.24

Check Report

Date Range: 02/01/2023 - 02/28/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01013	AFLAC Business Services	02/06/2023	Regular	0.00	1,541.88	11270
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005322	Invoice	02/15/2023	AFLAC	0.00	1,541.88	
	01.00.20271.00		AFLAC P/R DEDUCTION		1,541.88	
01004	CAPF	02/06/2023	Regular	0.00	501.50	11271
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005325	Invoice	02/15/2023	DISABILITY INSURANCE	0.00	501.50	
	01.00.20275.00		DISABILITY INSURANCE W		501.50	
			DISABILITY INSURANCE			
01161	Nationwide Retirement Solutions	02/06/2023	Regular	0.00	2,891.23	11272
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005327	Invoice	02/15/2023	NATIONWIDE RETIREMENT	0.00	2,174.00	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,174.00	
			NATIONWIDE RETIREMENT			
INV0005328	Invoice	02/15/2023	NATIONWIDE RETIREMENT	0.00	717.23	
	01.00.20277.00		DEFERRED COMP. W/ NR		717.23	
			NATIONWIDE RETIREMENT			
01069	Ross Valley Firefighters Association	02/06/2023	Regular	0.00	2,324.00	11273
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005339	Invoice	02/15/2023	UNION DUES	0.00	2,324.00	
	01.00.20289.00		UNION DUES WITHHELD		2,324.00	
			UNION DUES			
01013	AFLAC Business Services	02/17/2023	Regular	0.00	1,541.88	11278
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005352	Invoice	02/28/2023	AFLAC	0.00	1,541.88	
	01.00.20271.00		AFLAC P/R DEDUCTION		1,541.88	
			AFLAC			
01004	CAPF	02/17/2023	Regular	0.00	501.50	11279
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005355	Invoice	02/28/2023	DISABILITY INSURANCE	0.00	501.50	
	01.00.20275.00		DISABILITY INSURANCE W		501.50	
			DISABILITY INSURANCE			
01161	Nationwide Retirement Solutions	02/17/2023	Regular	0.00	3,184.23	11280
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005357	Invoice	02/28/2023	NATIONWIDE RETIREMENT	0.00	2,174.00	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,174.00	
			NATIONWIDE RETIREMENT			
INV0005358	Invoice	02/28/2023	NATIONWIDE RETIREMENT	0.00	1,010.23	
	01.00.20277.00		DEFERRED COMP. W/ NR		1,010.23	
			NATIONWIDE RETIREMENT			
01069	Ross Valley Firefighters Association	02/17/2023	Regular	0.00	2,324.00	11281

Check Report

Date Range: 02/01/2023 - 02/28/2023

Vendor Number Payable #	Vendor Name Payable Type Account Number	Payment Date Post Date	Payment Type Payable Description Account Name	Discount Amount Discount Amount Distribution Amount	Payment Amount Payable Amount	Number
INV0005369	Invoice 01.00.20289.00	02/28/2023	UNION DUES UNION DUES WITHHELD	0.00	2,324.00	
			UNION DUES		2,324.00	

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	8	0.00	14,810.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	8	0.00	14,810.22

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	49	0.00	108,833.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	88	49	0.00	108,833.46

Fund Summary

Fund	Name	Period	Amount
98	POOLED PAYROLL	2/2023	14,810.22
99	POOLED CASH	2/2023	94,023.24
			108,833.46

Ross Valley Fire Dept

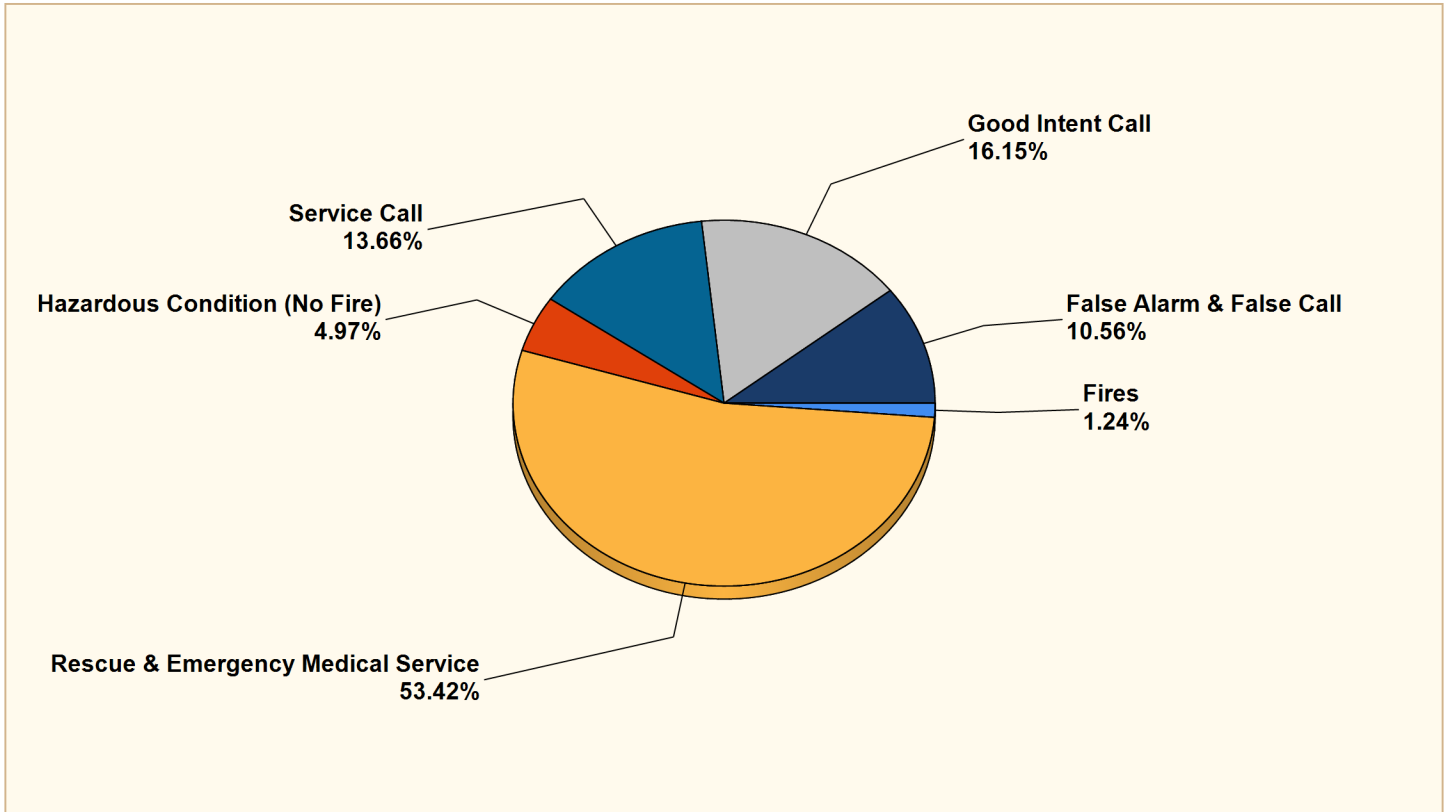
San Anselmo, CA

This report was generated on 3/1/2023 9:47:08 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2023 | End Date: 02/28/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.24%
Rescue & Emergency Medical Service	86	53.42%
Hazardous Condition (No Fire)	8	4.97%
Service Call	22	13.66%
Good Intent Call	26	16.15%
False Alarm & False Call	17	10.56%
TOTAL	161	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
113 - Cooking fire, confined to container	1	0.62%
150 - Outside rubbish fire, other	1	0.62%
321 - EMS call, excluding vehicle accident with injury	85	52.8%
322 - Motor vehicle accident with injuries	1	0.62%
421 - Chemical hazard (no spill or leak)	1	0.62%
424 - Carbon monoxide incident	1	0.62%
444 - Power line down	6	3.73%
512 - Ring or jewelry removal	1	0.62%
550 - Public service assistance, other	9	5.59%
551 - Assist police or other governmental agency	4	2.48%
553 - Public service	5	3.11%
554 - Assist invalid	2	1.24%
571 - Cover assignment, standby, moveup	1	0.62%
611 - Dispatched & cancelled en route	17	10.56%
622 - No incident found on arrival at dispatch address	6	3.73%
651 - Smoke scare, odor of smoke	3	1.86%
700 - False alarm or false call, other	1	0.62%
733 - Smoke detector activation due to malfunction	1	0.62%
735 - Alarm system sounded due to malfunction	2	1.24%
736 - CO detector activation due to malfunction	2	1.24%
743 - Smoke detector activation, no fire - unintentional	7	4.35%
745 - Alarm system activation, no fire - unintentional	4	2.48%
TOTAL INCIDENTS:	161	100%



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

Ross Valley Fire Dept

San Anselmo, CA

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Incident Type Count per Station for Date Range

Start Date: 02/01/2023 | End Date: 02/28/2023

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18 Ross	
321 - EMS call, excluding vehicle accident with injury	6
553 - Public service	1
611 - Dispatched & cancelled en route	6
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
# Incidents for 18 - Station 18 :	18

Station: 19 - STATION 19 San Anselmo	
321 - EMS call, excluding vehicle accident with injury	34
322 - Motor vehicle accident with injuries	1
444 - Power line down	4
550 - Public service assistance, other	7
551 - Assist police or other governmental agency	3
553 - Public service	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	4
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 19 - Station 19:	64

Station: 20 - STATION 20 Sleepy Hollow	
113 - Cooking fire, confined to container	1
321 - EMS call, excluding vehicle accident with injury	12
444 - Power line down	1
553 - Public service	1
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	4
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
745 - Alarm system activation, no fire - unintentional	1

Incidents for 20 - Station 20:

25

Station: 21 - STATION 21 Fairfax	
150 - Outside rubbish fire, other	1
321 - EMS call, excluding vehicle accident with injury	33
421 - Chemical hazard (no spill or leak)	1
424 - Carbon monoxide incident	1
444 - Power line down	1
512 - Ring or jewelry removal	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	1
553 - Public service	2
554 - Assist invalid	2
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	1
700 - False alarm or false call, other	1
745 - Alarm system activation, no fire - unintentional	2

Incidents for 21 - Station 21:

54

Only REVIEWED incidents included.



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Budget Report Group Summary

For Fiscal: 2022-2023 Period Ending: 02/28/2023

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	7,366,765.40	-3,684,266.60	33.34 %
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,770,213.00	2,210,069.00	100,093.56	1,405,760.13	-804,308.87	36.39 %
Revenue Total:	12,821,245.00	13,261,101.00	1,021,012.88	8,772,525.53	-4,488,575.47	33.85 %
Expense						
600 - SALARIES AND WAGES	6,246,838.00	6,631,156.00	501,897.72	4,543,692.90	2,087,463.10	31.48 %
601 - RETIREMENT	2,316,633.00	2,316,633.00	77,275.36	1,916,879.11	399,753.89	17.26 %
602 - EMPLOYEE BENEFITS	2,142,096.00	2,142,096.00	127,580.59	1,281,698.70	860,397.30	40.17 %
610 - TRAINING	42,000.00	42,000.00	1,571.47	14,641.82	27,358.18	65.14 %
611 - OUTSIDE SERVICES	990,895.00	865,895.00	7,249.49	361,370.09	504,524.91	58.27 %
613 - PUBLICATION / DUES	9,579.00	9,579.00	0.00	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	544.73	13,997.45	63,502.55	81.94 %
616 - VEHICLE MAINTENANCE	113,300.00	113,300.00	1,481.23	78,672.99	34,627.01	30.56 %
617 - UTILITIES	136,106.00	136,106.00	12,567.15	76,505.94	59,600.06	43.79 %
619 - MISCELLANEOUS	0.00	0.00	816.80	63,485.91	-63,485.91	0.00 %
620 - OFFICE SUPPLIES	5,717.00	5,717.00	59.96	4,258.39	1,458.61	25.51 %
622 - DEPARTMENT SUPPLIES	127,452.00	127,452.00	53,111.76	129,385.43	-1,933.43	-1.52 %
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	2,618.83	50,884.87	21,615.13	29.81 %
630 - EQUIPMENT	47,651.00	47,651.00	2,031.56	10,000.92	37,650.08	79.01 %
631 - CAPITAL OUTLAY	108,253.00	108,253.00	5,361.38	15,345.79	92,907.21	85.82 %
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	355,006.00	355,006.00	0.00	0.00 %
Expense Total:	12,821,245.00	13,080,563.00	1,149,174.03	8,975,964.35	4,104,598.65	31.38 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	180,538.00	-128,161.15	-203,438.82	-383,976.82	212.68 %
Fund: 15 - VEHICLE FUND						
Revenue						
519 - TRANSFERS IN	355,006.00	355,006.00	355,006.00	355,006.00	0.00	0.00 %
Revenue Total:	355,006.00	355,006.00	355,006.00	355,006.00	0.00	0.00 %
Expense						
631 - CAPITAL OUTLAY	262,633.00	262,633.00	0.00	107,728.16	154,904.84	58.98 %
640 - PRINCIPAL	297,797.00	297,797.00	0.00	302,044.52	-4,247.52	-1.43 %
641 - INTEREST	26,032.00	26,032.00	0.00	21,784.56	4,247.44	16.32 %
Expense Total:	586,462.00	586,462.00	0.00	431,557.24	154,904.76	26.41 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	355,006.00	-76,551.24	154,904.76	66.93 %
Report Surplus (Deficit):	-231,456.00	-50,918.00	226,844.85	-279,990.06	-229,072.06	-449.88 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	180,538.00	-128,161.15	-203,438.82	-383,976.82
15 - VEHICLE FUND	-231,456.00	-231,456.00	355,006.00	-76,551.24	154,904.76
Report Surplus (Deficit):	-231,456.00	-50,918.00	226,844.85	-279,990.06	-229,072.06



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		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	1,506,047.17	-754,125.83	33.37 %
01.00.47502.00	ROSS	2,266,963.00	2,266,963.00	188,913.58	1,511,308.64	-755,654.36	33.33 %
01.00.47503.00	SAN ANSELMO	3,931,536.00	3,931,536.00	327,628.00	2,621,024.00	-1,310,512.00	33.33 %
01.00.47504.00	SLEEPY HOLLOW	1,241,640.00	1,241,640.00	103,470.00	829,675.49	-411,964.51	33.18 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	48,856.00	48,856.00	4,071.33	33,248.32	-15,607.68	31.95 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,301,864.00	1,301,864.00	108,488.66	865,461.78	-436,402.22	33.52 %
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	380,315.00	52,240.98	380,315.00	0.00	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	5,507.72	507.72	110.15 %
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	20,520.04	223,529.26	-41,470.74	15.65 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	176.70	353.40	-49,646.60	99.29 %
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	15.00	13,988.12	3,988.12	139.88 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	59,541.00	2,941.22	67,475.49	7,934.49	113.33 %
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	264,794.71	-90,211.29	25.41 %
01.00.49524.00	TECHNOLOGY FEES	23,600.00	23,600.00	1,529.54	16,053.27	-7,546.73	31.98 %
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	13,261,101.00	1,021,012.88	8,772,525.53	-4,488,575.47	33.85 %
Expense							
01.00.60000.00	REGULAR SALARIES	4,845,101.00	4,865,101.00	373,738.39	3,121,430.07	1,743,670.93	35.84 %
01.00.60010.00	TEMPORARY HIRE	16,883.00	16,883.00	3,660.83	69,995.02	-53,112.02	-314.59 %
01.00.60020.00	MINIMUM STAFFING	765,346.00	765,346.00	84,702.48	685,876.69	79,469.31	10.38 %
01.00.60021.00	HOURLY OVERTIME	93,418.00	198,418.00	3,569.91	61,200.35	137,217.65	69.16 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	22,511.00	22,511.00	5,133.68	24,385.79	-1,874.79	-8.33 %
01.00.60025.00	OT OES RESPONSE	0.00	259,318.00	0.00	259,317.92	0.08	0.00 %
01.00.60026.00	OT TRAINING	62,520.00	62,520.00	5,410.60	13,709.43	48,810.57	78.07 %
01.00.60027.00	HOLIDAY	216,444.00	216,444.00	16,811.78	141,284.39	75,159.61	34.72 %
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	7,870.05	62,714.87	41,957.13	40.08 %
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	300.00	2,700.00	900.00	25.00 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	700.00	6,100.00	1,900.00	23.75 %
01.00.60100.00	RETIREMENT	2,316,633.00	2,316,633.00	77,275.36	1,916,879.11	399,753.89	17.26 %
01.00.60200.00	CAFETERIA HEALTH PLAN	895,522.00	895,522.00	70,116.68	564,970.78	330,551.22	36.91 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	28,906.00	28,906.00	3,011.10	24,189.17	4,716.83	16.32 %
01.00.60215.00	WORKERS' COMPENSATION INSUR	443,214.00	443,214.00	0.00	266,616.00	176,598.00	39.84 %
01.00.60220.00	PAYROLL TAXES	93,275.00	93,275.00	7,356.77	66,809.13	26,465.87	28.37 %
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	1,981.53	16,580.69	8,619.31	34.20 %
01.00.60225.00	EDUCATION REIMBURSEMENT	115,361.00	115,361.00	9,020.48	76,828.05	38,532.95	33.40 %
01.00.60231.00	RETIRES' HEALTH INSURANCE	536,878.00	536,878.00	36,094.03	265,693.03	271,184.97	50.51 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		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	261.46	-261.46	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	355,006.00	355,006.00	0.00	0.00 %
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	31,626.00	31,626.00	375.72	14,876.77	16,749.23	52.96 %
01.05.61105.00	OTHER CONTRACT SERVICES	62,800.00	62,800.00	5,698.77	94,928.24	-32,128.24	-51.16 %
01.05.61106.00	CONTRACT SERVICES - MCFD	332,653.00	207,653.00	0.00	0.00	207,653.00	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	320.00	3,271.63	30,821.37	90.40 %
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	0.00	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	0.00	1,862.00	7,717.00	80.56 %
01.05.62000.00	OFFICE SUPPLIES	4,635.00	4,635.00	59.96	3,989.48	645.52	13.93 %
01.05.62003.00	POSTAGE	1,082.00	1,082.00	0.00	268.91	813.09	75.15 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,132.00	13,132.00	196.86	4,270.74	8,861.26	67.48 %
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	17,510.00	17,510.00	0.00	0.00	17,510.00	100.00 %
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,223.00	4,223.00	0.00	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	1,571.47	14,641.82	27,358.18	65.14 %
01.10.61100.00	DISPATCH	224,594.00	224,594.00	0.00	113,578.92	111,015.08	49.43 %
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	855.00	1,371.46	3,778.54	73.37 %
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	816.80	-4,035.31	4,035.31	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,347.00	4,347.00	0.00	6,333.41	-1,986.41	-45.70 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	38,500.00	38,500.00	3,716.84	22,338.22	16,161.78	41.98 %
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	0.00	2,389.44	4,923.56	67.33 %
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMEN	38,196.00	38,196.00	1,112.95	4,282.95	33,913.05	88.79 %
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	5,361.38	649.74	39,350.26	98.38 %
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	0.00	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	105.26	3,031.35	14,468.65	82.68 %
01.14.61500.18	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	264.47	351.12	14,648.88	97.66 %
01.14.61500.19	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	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	175.00	6,400.56	8,599.44	57.33 %
01.14.61702.00	GAS AND ELECTRIC	45,320.00	45,320.00	6,899.59	31,684.54	13,635.46	30.09 %
01.14.61703.00	WATER	8,147.00	8,147.00	0.00	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	5,667.56	35,175.35	44,682.65	55.95 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI	10,000.00	10,000.00	0.00	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	2,031.56	2,077.56	2,922.44	58.45 %
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	4,211.74	6,088.26	59.11 %
01.14.63044.00	TECHNOLOGY PURCHASES	22,351.00	22,351.00	0.00	3,102.44	19,248.56	86.12 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		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	0.00	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	48,085.11	74,263.98	-74,263.98	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	0.00	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	1,481.23	78,672.99	34,627.01	30.56 %
01.25.62988.00	FUEL	42,500.00	42,500.00	1,771.12	35,238.58	7,261.42	17.09 %
01.25.62989.00	FLEET PARTS	15,000.00	15,000.00	847.71	15,646.29	-646.29	-4.31 %
	Expense Total:	12,821,245.00	13,080,563.00	1,149,174.03	8,975,964.35	4,104,598.65	31.38 %
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	180,538.00	-128,161.15	-203,438.82	-383,976.82	212.68 %
Fund: 15 - VEHICLE FUND							
Revenue							
15.00.51999.00	TRANSFERS IN	355,006.00	355,006.00	355,006.00	355,006.00	0.00	0.00 %
	Revenue Total:	355,006.00	355,006.00	355,006.00	355,006.00	0.00	0.00 %
Expense							
15.00.63154.00	VEHICLE PURCHASE	262,633.00	262,633.00	0.00	107,728.16	154,904.84	58.98 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	297,797.00	297,797.00	0.00	302,044.52	-4,247.52	-1.43 %
15.00.64110.00	LEASE PAYMENT - INTEREST	26,032.00	26,032.00	0.00	21,784.56	4,247.44	16.32 %
	Expense Total:	586,462.00	586,462.00	0.00	431,557.24	154,904.76	26.41 %
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	355,006.00	-76,551.24	154,904.76	66.93 %
	Report Surplus (Deficit):	-231,456.00	-50,918.00	226,844.85	-279,990.06	-229,072.06	-449.88 %

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	13,261,101.00	1,021,012.88	8,772,525.53	-4,488,575.47	33.85 %
Expense	12,821,245.00	13,080,563.00	1,149,174.03	8,975,964.35	4,104,598.65	31.38 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	180,538.00	-128,161.15	-203,438.82	-383,976.82	212.68 %
Fund: 15 - VEHICLE FUND						
Revenue	355,006.00	355,006.00	355,006.00	355,006.00	0.00	0.00 %
Expense	586,462.00	586,462.00	0.00	431,557.24	154,904.76	26.41 %
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-231,456.00	-231,456.00	355,006.00	-76,551.24	154,904.76	66.93 %
Report Surplus (Deficit):	-231,456.00	-50,918.00	226,844.85	-279,990.06	-229,072.06	-449.88 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	180,538.00	-128,161.15	-203,438.82	-383,976.82
15 - VEHICLE FUND	-231,456.00	-231,456.00	355,006.00	-76,551.24	154,904.76
Report Surplus (Deficit):	-231,456.00	-50,918.00	226,844.85	-279,990.06	-229,072.06

ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Workshop and Board Meeting of February 8, 2023

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

RVFD BOARD MEETING MINUTES

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

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

Board absents:

Staff present: Weber, Zuba, Mahoney

Town Managers Present: Donery, Johnson, Abrams

Agenda – February 8, 2023

2. Announce action in closed session, if any..

The Board approved Resolutions 23-02 and 23-03 delegating authority to the Executive Officer Donery for an Industrial Disability for CalPERS for two RVFD employees.

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.

No public comment concerning this item.

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

Burdo asked if the Department was applying for the SAFER Grant. Chief Weber provided the deadline to apply which is March 17, 2023, the RVFD Management Committee will discuss it, and a report might be provided as a possible policy item at the next Board meeting.

5. Chief Report – Verbal Update by Chief Weber

Update on Leadership and Governance Study: Chief Weber reported that as requested by the Board, each individual Council is receiving a report for a more in-depth discussion, and clarity. The goal is to bring the report back to the Board at the next meeting focusing more on the

Leadership portion since the Governance portion will take a while to change. The next step is for the Board to direct staff to explore at least one of the options provided to get more details.

MWPA Project Planning Update: Chief Weber reported that the MWPA planning is underway, and also reminded the Towns to bring any concerns or projects to MWPA or RVFD, so the projects can be added to the queue for either local or core projects. Also, Sonoma Technologies is doing great progress with the evacuation study related to infrastructure changes, traffic control, and vegetation management. The Ross Valley area has had great success with grants from CALFire. The DSpace program is expanding and Southern Marin Fire is joining the program.

Burdo asked about the evacuation study progress. Chief Weber responded that the study is looking for all the evacuation routes, grading the routes, providing a visual of what the problems are, and how they can be corrected.

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 Burdo/ Kuhl – roll call vote, eight ayes. Brekhus, Kuhl Colbert, Burdo, Finn, Shortall, Cutrano, Hellman.

No public comment concerning this item.

7. Approve Resolution 23-06 Midyear Budget Report Revising FY2022-2023 Operating Budget

Zuba summarized the report and explained that the two proposed revenue adjustment are not budgeted because they are unpredictable. The amended revenue amounts year-to-day are: \$380,315 for OES Out of County overtime for, and \$59,54 for Workers Compensation. Zuba also went over the expenses and the budget adjustments for regular salaries, hourly overtime, OES response overtime, and the cost reduction of the contracted services with MCFD.

No questions from the Board, and no public comment concerning this item.

M/S Shortall/Cutrano – roll call vote, 8 ayes. Brekhus, Kuhl, Colbert, Burdo, Finn, Shortall, Cutrano, Hellman.

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.

Chief Weber explained that the State of Emergency ends on February 28, 2023. As such, the RVFD Board intent is to meet in-person, at the San Anselmo Town Hall for the regular recurring Board meetings. In addition, staff is recommending to continue web casting the meetings for the public to participate remotely. Chief Weber thanked San Anselmo Council for hosting the RVFD Board meetings.

Hellman thanked staff for adding the chart, and added that she might have a conflict for the April meeting since she will be away and not on official business. Donery added that per the previous Brown Act, Board members can join remotely as long as they post their location in the agenda and where they are.

No public comment concerning this item.

9. Adjourn

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

Respectfully submitted,

s/Mariana Gonzalez

Temporary Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of March 8, 2023

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolution 23-07 Acknowledging Receipt of Report Regarding Compliance of Inspections for Certain State Fire Marshal Regulated Occupancies Pursuant to Sections 13146.2 and 13146.3 of the Health and Safety Code

RECOMMENDATION:

Staff recommends that the Board approves Resolution No. 23-07 acknowledging receipt of report regarding the inspection compliance of certain State Fire Marshal Regulated occupancies.

DISCUSSION:

After the tragic 2016 “Ghost Ship Fire” in Oakland that killed 36 people, Senator Jerry Hill introduced SB 1205 The Fire protection services-Compliance Reporting. On September 27, 2018, Governor Brown approved Senate Bill 1205, requiring fire departments to report annually to its administering authority (RVFD Fire Board), on the department’s inspection compliance.

Fire departments are required to perform annual inspections of every building used as a public or private school, as well as all apartment houses, hotels, motels, and lodging houses for compliance with California Health and Safety Code Sections 13145 and 13146.

The bill requires the administering authority to acknowledge receipt of the report in a resolution or a similar formal document.

Inspection Compliance 2022:

Occupancy Type	Number of Occupancies within RVFD	Number Completed	Percentage Completed
Groupe E - Educational Facilities	25	23	92%
Group R – Apartments / Hotels	136	133	97.8%

Next Steps:

Our 2023 goal is to complete 100% percent of the State Fire Marshal regulated occupancy inspections.

Engine companies are assigned the Group R (Apartments/Hotels) occupancy inspections. Two of the three missing inspections were assigned wrong identifiers or misclassified in our records management system and have since been corrected. The remaining missing inspection has been assigned to an individual Captain and will be completed in 2023.

The Prevention Bureau is assigned the task of completing the Group E (Educational Facilities) occupancy inspections. The two outstanding inspections are scheduled to be completed by April 1, 2023.

A training was conducted for each shift in late February 2023. The training was intended to be a refresher for the Captains and a how-to for the others.

FISCAL IMPACT:

There is no fiscal impact associated with this item. This is a reporting requirement by the State of California and does not carry any penalties for agencies not in compliance with 100% of the required inspections in each occupancy.

Encl.: Resolution 23-07 acknowledging receipt of report regarding compliance of inspections for certain State Fire Marshal regulated occupancies pursuant to sections 13146.2 and 13146.3 of the Health and Safety Code. – **Attachment #1**

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION NO. 23-07

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT
ACKNOWLEDGING RECEIPT OF REPORT REGARDING THE REQUIRED
ANNUAL INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS
13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Ross Valley Fire Department, that provide fire protection services to preform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

WHEREAS, Resolution 23-07 intends to fulfill the requirements of the California Health & Safety Code regarding acknowledgement of the Ross Valley Fire Department compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED THAT the RVFD Board of Directors expressly acknowledges the measure of compliance of the Department with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Ross Valley Fire Department as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within Ross Valley Fire Department jurisdiction boundaries, there lie twenty-seven (27) Group E occupancies, buildings, structures, and/or facilities.

During the calendar year of 2022, the Ross Valley Fire Department completed the annual inspection of twenty-three (23) Group E occupancies, buildings, structures, and/or facilities. This is a compliance rate of 92% for this reporting period.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities).

These residential care facilities have a number of different sub-classifications, and they may contain residents and clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Ross Valley Fire Department jurisdiction boundaries, there lie one hundred thirty-four (134) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2022, the Ross Valley Fire Department completed the annual inspection of one hundred thirty-three (133) Group R occupancies, buildings, structures and/or facilities. This a compliance rate of 97.8% for this reporting period.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephanie Hellman, Board President

ATTEST:

Mariana Gonzalez, Temporary Administrative Assistant

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

For the meeting of March 8, 2023

To: Ross Valley Fire Board

From: Jason Weber, Fire Chief

Subject: Receive Report on Opening of the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Application due March 17, 2023, Direct Staff as Appropriate

RECOMMENDATION

Receive report on the application process for the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant due March 17, 2023, and direct staff, as appropriate.

BACKGROUND

The purpose of the SAFER Grant Program is to provide funding directly to fire departments to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

To achieve this purpose, the SAFER Grant Program is a competitive, discretionary grant program that provides federal financial assistance to help fire departments hire new firefighters or change the status of part-time or paid-on-call firefighters to full-time firefighters. The goal is to improve fire department staffing levels to ensure that an adequate number of personnel respond and safely perform at incident scenes and provide protection from fire and fire-related hazards within communities.

The grant is a three-year term to assist fire departments by paying a portion of the salaries and benefits of the SAFER-funded positions. Only the salary and associated benefits (actual payroll expenses) for the SAFER-funded positions are eligible. Costs are reimbursable only if they are included as a part of the standard salary and benefits package available to all operational firefighter positions and are contractually obligated. In addition, only the salary and benefit costs for regularly scheduled and contracted operational shift hours are eligible for reimbursement (no unplanned overtime) with SAFER Grant Program funding.

The federal portion of grant funds for years one, two, and three is based on the usual annual cost of a first year (i.e., entry-level) firefighter in the department at the time the grant application was submitted. "Usual annual costs" includes the base salary (excluding non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first year (i.e., entry-level) firefighters.

Historically, the amount of Federal funding provided to a recipient for hiring a firefighter in any fiscal year was as follows:

- In the first and second years of the grant, up to 75% of the usual annual cost of a first-year firefighter employed by that department at the time the grant application was submitted; and
- In the third year of the grant, up to 35% percent of the usual annual cost of a first-year firefighter employed by that department at the time the grant application was submitted.

In cases of demonstrated economic hardship, and upon the request of the recipient, the Federal Emergency Management Agency (FEMA) Administrator may waive or reduce the cost-share, position cost limit, minimum budget, or supplanting requirements. The SAFER Grant Program Hiring of Firefighters Activity grant recipients may apply for the available waivers.

The 2022 SAFER Grant program has waived all matching funds for the entire three-year period. SAFER Grant Program award recipients are under no obligation to retain the SAFER Grant Program-funded positions after the conclusion of the period of performance.

DISCUSSION:

Your Board has expressed interest in the FEMA SAFER grant and directed staff to apply last year at the 2022 January board meeting. The notice of this grant cycle and the due date before our next Board meeting necessitates bringing this to your board for consideration. A major consideration surrounding this grant is the ongoing funding after the three-year term of the grant. As part of the Ross Fire Station decision your Board has established a Labor-Management Sub-Committee to explore options and opportunities surrounding staffing and deployment, as well as challenges and issues of budget and fiscal impacts.

Given the March 17, 2023 deadline staff is asking for direction regarding submitting an application for this grant cycle. Considerations associated with the decision to pursue the grant opportunity would need to be discussed in depth at a future RVFD Board meeting. Some of these considerations are, but not limited to:

- Financial and operational impacts with sustaining the additional staffing after the 36-month grant period.
- Approximate annual costs are \$715,00 with associated annual increases in personnel costs including pension and other benefits.
- One-Time costs of approximately \$30,000 for PPE and other new employee costs.
- Depending on staffing decisions, overtime and uncovered costs beyond the grant's funds.
- Enhancement of service levels
- Location of additional staffing to meet service demands.

During the grant period of performance, recipients of the FY 2022 SAFER Grant Program Hiring of Firefighters Activity are required to maintain the level of budgeted (filled and vacant positions) operational staffing that existed at the time of application, in addition to filling and retaining the SAFER Grant Program-funded positions. Currently RVFD has 30 budgeted operational positions, this grant would increase that to 33.

FISCAL IMPACT:

The receipt of this Staff Report does not have any associated fiscal impact. Future fiscal impacts would be significant and would be considered by your Board at a future meeting.

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

For the meeting of March 8, 2023

To: Ross Valley Fire Board

From: Jason Weber, Fire Chief

Subject: Receive Presentation from Local Motion Solutions (LMS) on Leadership and Governance Study, and Direct Staff as Appropriate

RECOMMENDATION

Staff recommends The RVFD Fire Board provide direction to staff to further explore a single option for Leadership of the Ross Valley Fire Department and direct staff to negotiate terms and conditions and return to your Board with additional details for policy consideration.

BACKGROUND

In July 2022, Local Motion Solutions was selected to develop a high-level report outlining future leadership and governance options available to the Ross Valley Fire Department. In January staff and consultants provided an overview of the Local Motion Solutions study on the future Leadership and Governance options for the Ross Valley Fire Department. Staff was asked to provide each Town with a summary of the report and return to this Board meeting to provide a summary of the discussions with each Town and answer any questions raised by your Board or Council members.

In August 2018, the RVFD entered into a Memorandum of Understanding (MOU) with Marin County Fire Department (MCFD) to provide administrative and executive services. However, the MOU between RVFD and MCFD terminates on June 30, 2023. The Ross Valley Fire Department has used the services provided by MCFD as outlined in the MOU for “Fire Chief” and other command/leadership since August of 2018 (Attachment 2). However, the MOU won’t be renewed. Instead, the department is using the opportunity to review options for a path forward for governance and leadership, ensuring the long-term sustainability of Fire and Emergency Services.

Shared and consolidated services have a long history in the Ross Valley. The Ross Valley Fire Department (RVFD) is a consolidated department of Ross, San Anselmo, Sleepy Hollow, and Fairfax. The Department’s history can be traced to the early 1900s, starting with the formation of small volunteer fire departments in the newly formed towns of Ross, San Anselmo, and Fairfax. Built near the wildfire-prone slopes of Mount Tamalpais, these communities were and continue to be acutely aware of the risk of fire.

In 1982, the Fairfax Fire Department and the San Anselmo Fire Department joined forces and became the Ross Valley Fire Services. At the time, Sleepy Hollow was receiving fire protection

from the Town of San Anselmo through a service contract. Sleepy Hollow chose not to become a Joint Powers Authority (JPA) member while maintaining a non-voting seat on the Board. In 2010, the JPA expanded to make Sleepy Hollow a full JPA member, ending its contract for service with the Town of San Anselmo.

In 2012, Ross Valley Fire Department's Board of Directors voted to consolidate fire services with the Town of Ross, incorporating the Town of Ross Fire Station 18 into the Ross Valley Fire Department. Therefore, the current aggregate population of the Department's service area is estimated to be 25,572, served from 4 fire stations with nine (9) suppression personnel on duty daily.

The department is seeking options for the succession of the MOU, which could include multiple scenarios that require research and, ultimately, policy options to be presented to the RVFD Fire Board.

The RVFD released a request for proposal after the May Fire Board meeting, soliciting a contractor to complete a leadership and governance study. RVFD received three proposals from well-qualified vendors to complete the study. The RVFD Management Team including a member of the Sleepy Hollow Fire District reviewed the three proposals. The Fire Board selected Local Motion Solutions (LMS) to complete the "Governance and Leadership" study.

The attached final draft report from LMS provides a high-level overview of options related to both leadership and governance. This report is not intended to provide details of each option but a list of options with high level pros and cons of both leadership (Fire Chief and Executive Staff) as well as Governance (JPA, District, etc.) options.

DISCUSSION:

The Ross Valley Fire Board received a presentation including results of the governance and leadership study at their meeting on January 11, 2023, staff was directed to bring the presentation to each Council ensuring opportunity for public input/engagement and answer questions each Council may have. On February 9, 2023 staff presented to the Ross Town Council and on February 15, 2023 Fairfax Council held a special meeting to hear the information. The Ross Town Council had a majority of council members interested in learning more about the details of a shared services agreement with Central Marin Fire. Fairfax Town Council unanimously supported exploring the shared services option and returning to the Fire Board with details, after engagement with Central Marin Fire and San Anselmo Council also unanimously voted to pursue discussions with Central Marin on a shared services option.

The report is broken into two principal areas for consideration (1) Leadership options (Fire Chief and executive leadership of the Department), second (2) Future Governance of the Department (How is the Department is governed – Joint Powers Authority, Dependent District, Independent District, etc.). **At this time staff is asking the Fire Board to consider a leadership option with the goal that future governance, which can take years to develop, should be considered as part of this decision, but not acted upon now.**

The report outlines four (4) options for leadership; 1. Contract for Service, 2. Joint Powers Agreement (shared services), 3. Joint Powers Authority and 4. Stand-alone fire agency (Fire Chief). LMS conducted extensive interviews with policy makers, adjacent agencies, labor representatives and Town executive staff. Some leadership options have been narrowed by allied agencies unable to accommodate expanding or sharing services. **At this time based on available options, staff is asking the Fire Board to narrow discussions and options to a stand-alone fire agency (Fire Chief & Executive Staff) or Joint Powers Agreement (shared services). Central Marin Fire is the only allied agency that expressed an interest in furthering discussions of the shared services option.**

Shared Services Agreement:

At this time, only one agency has expressed an interest in a shared services agreement. This interest needs further exploration and will require staff from both agencies to work on a draft agreement amendable to both parties. It would be pre-mature to provide anything more than high level, conceivable options with this shared services model. If the Fire Board directs staff to move forward with this option, staff will work with Central Marin Fire to explore the option further, develop detailed information and determine potential for a future long-term relationship.

As highlighted in the chart below the size and configuration of the two departments are very close. These similarities provide an opportunity that may not exist if the two were very different.

Demographics of Central Marin Fire and Ross Valley Fire Department

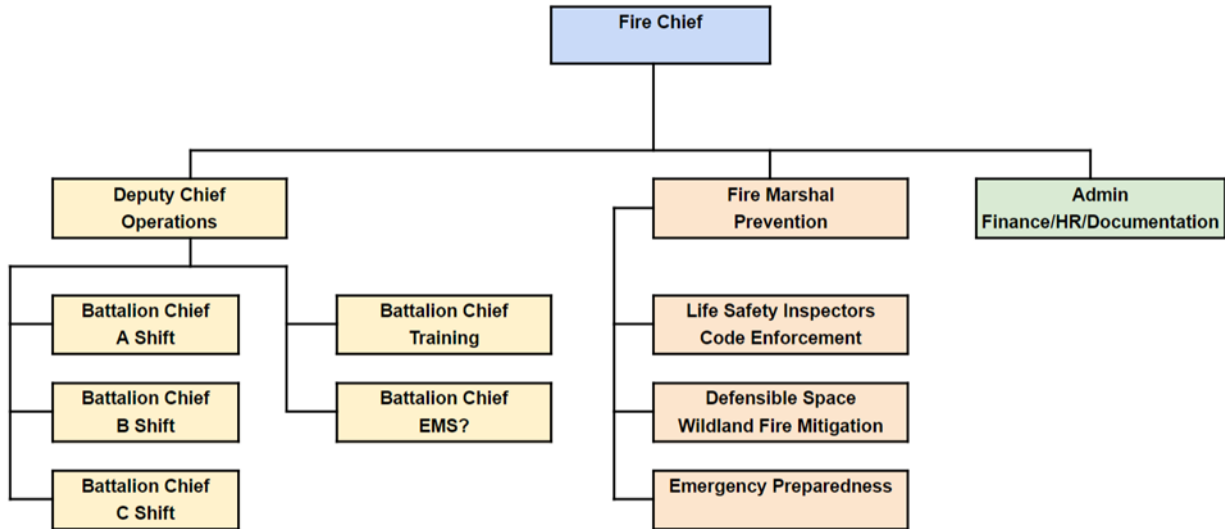
	Population	Budget	Personnel	Stations	Engines	Ambulance	Incidents
RVFD	25,572	\$12 mil	38	4	4	0	2831
CMFD	23,079	\$10.6 mil	42	4	3	1	3646

Stand-alone Agency with Fire Chief and Executive Staff:

Prior to the agreement with the Marin County Fire Department, Ross Valley Fire Department historically had a Fire Chief that served as the Executive of the Fire Department with three Battalion Chiefs (one on each of the three shifts) to serve as the on-duty shift commander and carry additional administrative duties that are generally categorized as Operations, Administrative and training. This structure is common in smaller agencies where leadership manages several programs within the organization. Larger agencies break down these tasks and typically have shift Battalion Chiefs that manage the daily operations and response to incidents and Battalion Chiefs working an administrative schedule, manage programs such as EMS, Fire Prevention and Training, independent of other duties. Typically, this group of mid-managers is crossed trained and can fill-in accordingly as need dictates. Demands on the fire service have increased over the last several decades to include increased fire prevention work, like vegetation management and pre-fire planning, training requirements to stay compliant with federal and state mandates and recommendations including National Fire Protection and CALOSHA. Administrative duties have also expanded including more complicated payroll, personnel actions including Firefighter Procedural Bill of Rights, employee evaluations, mentoring and succession planning.

These additional duties placed upon Executive and mid-level management are principal drivers in

LMS recommending that the existing contract should not be replaced with a single Fire Chief but should include a Deputy Fire Chief and Fire Marshal. It is important to note, from an industry perspective there is no defined organizational structure or statute that requires a certain staffing model or level. This recommendation is based on comparison of like organizations and workload measures including interviews with existing staff.



Examples of small to mid-size Fire Departments in the Bay Area

Agency	Type	Population (≈ 500)	Area (Sq Miles)	Budget (Millions)	Stations	Personnel	Safety Personnel	Chief Officers	FP Rank	FP Safety
Rancho Adobe	District	28,000	89	7.2	3	29	28	4	B/C-FM*	Yes
Sonoma Valley	District	48,000	78	16.6	4	62	59	6	B/C-FM	Yes
Sonoma County Fire	District	75,000	195	34.3	9	107	98	9	BC-FM	Yes
Goldridge Fire/North Bay	District	40,000	240	9.0	3	32	30	6	Div/C-FM	yes
Petaluma	City	59,800	14.5	20.2	3	67	59	6	FM	Yes
El Cerrito	City/JPA	31,000	4.6	13.3	3	37	35	5	B/C-FM	Yes
Dixon	District	25,000	320	6.4	1	22	20	5	A/C-FM	Yes
Davis	City	68,700	133	15.3	3	45	44	5	Div/C-FM	Yes
Piedmont	City	11,000	1.7	8.0	1	24	23	1	Capt-FM*	Yes
Central County (San Mateo)	JPA	66,000	14.9	32.7	7	88	74	8	FM	Yes
Menlo park	District	90,000	30.1	75.1	7	151	123	12	Div/C-FM	Yes
Woodland	City	61,000	15.3	13.8	3	50	47	5	FM	Yes

The above organizational chart helps visualize how a typical small to mid-size organization is structured ensuring adequate span of control and delegation of work. The lower chart provides examples of small to mid-size Fire Departments in the Bay area including population and area served, as well as budget and number of personnel including chief officers.

NEXT STEPS

Staff recommends your Fire Board provide direction to staff to further develop one of two leadership options developing detail including costs, organizational structure and any employee impacts that will ultimately be presented to the Fire Board for policy consideration.

OPTIONS

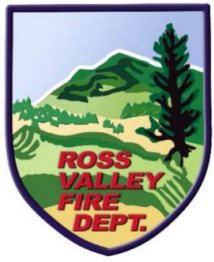
Staff recommends that the Council provide San Anselmo Fire Board members direction related to a preferred leadership option to explore further and develop detail necessary to ultimately return with a policy option for Fire Board consideration.

FISCAL IMPACT:

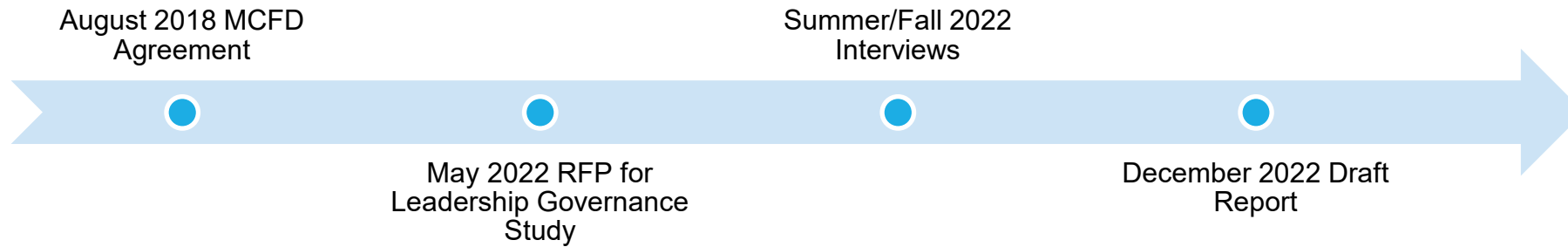
The receipt of this staff report and Local Motion Solutions (LMS) presentation has no direct fiscal impact. LMS remains under contract for work associated with the leadership and governance study.

Encl.: LMS Presentation – **Attachment #1**

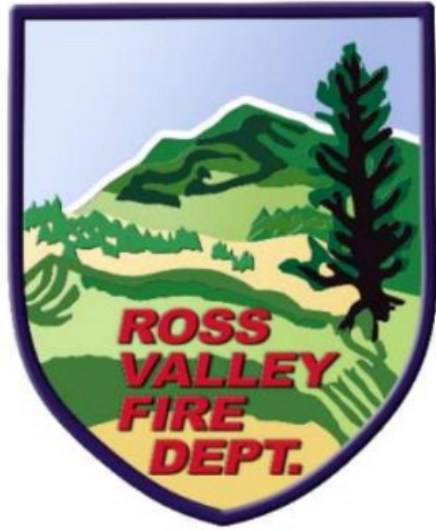
Future Governance and Leadership Draft Report from LMS – **Attachment #2**



Background



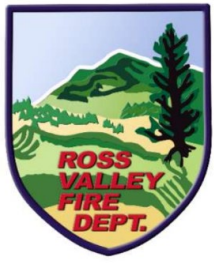
- ▶ LMS retained to provide options for leadership and governance with high level overview including pro's / con's
- ▶ Feedback received to date
 - ▶ Narrowing discussion to leadership
 - ▶ Stand alone Fire Chief
 - ▶ Shared Services Model with Central Marin
- ▶ Direction from Fire Board in March to staff
 - ▶ developing detail on single option.
- ▶ Return to the Fire Board with details in April/May for policy direction
- ▶ Intent of todays Council presentation



Ross Valley Fire Department Future Governance Leadership Project Update

Updated: March 8th, 2023

37



Two Different Decisions

Governance vs Leadership/Management

Governance

How is it funded and managed politically?

Independent District

Dependent District

Joint Powers Authority (current agencies)

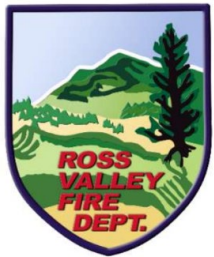
Joint Powers Authority (additional agencies)

Leadership/Management

How is it managed, led, and organized?

Contract for Service

- ➔ Joint Powers Agreement (shared services)
- ➔ Joint Powers Authority (additional agencies)
- ➔ Stand Alone Fire Agency



Stand Alone Fire Agency

The fire service has become more complex with greater demands placed on fire service managers.

Most modern fire agencies of Ross Valley's size have separate managers assigned to the three basic functions – Operations, Prevention, & Administration.

Operations

Fire Response
EMS/Paramedic Service
HazMat Response
Technical Rescue
Training
OSHA/NIOSH Compliance

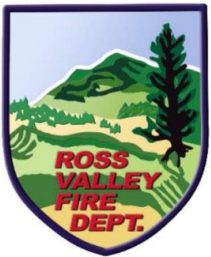
Prevention

Fire Prevention
Wildland Hazard Mitigation
Disaster Preparedness
Code Enforcement
Code Development
Community Education

Administration

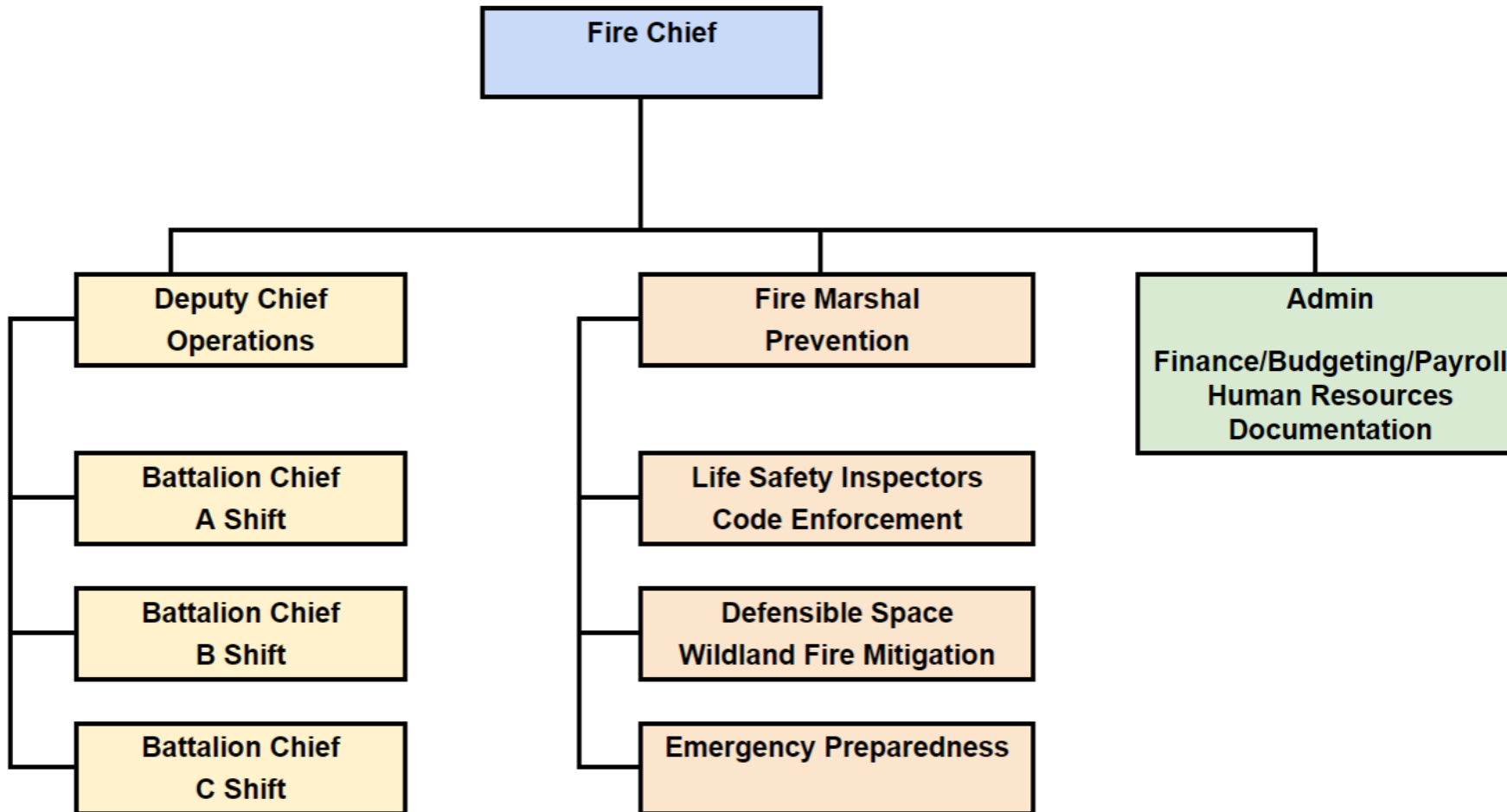
Budgeting/Finance
Personnel Management
Visioning/Planning
Career Development
Mentorship
Community Engagement

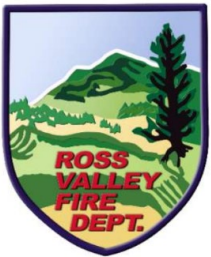
Ross Valley would likely have to not only hire/promote a Fire Chief, but likely a Deputy chief and possibly a Fire Marshal.



Stand Alone Fire Agency

Model Organization: Stand Alone Fire Department



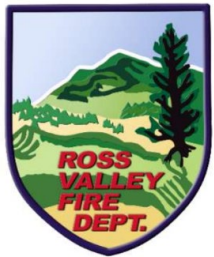


Stand Alone Fire Management vs Current Cost

Current Cost with Marin County	\$332,653
Projected Cost - Stand Alone RVFD	
Fire Chief	\$349,829
Deputy Chief	\$318,059
Fire Marshal	\$276,553
Total	\$944,441
Projected Increase	\$611,788

Costs reflect fully benefitted positions including, salaries, retirement, medical/health insurance, life insurance, workers compensation, and other post-employment benefits

– Provided by Jeff Zuba, San Anselmo Finance Director



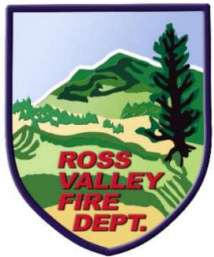
How do the other Town Council's feel about the various options?

Answer:

Ross Council did not take a formal vote, but there was interest to move forward and gather more information on the Joint Powers Agreement option.

Fairfax Council voted unanimously to support the RVFD Board exploring the Joint Powers Agreement option.

San Anselmo Council voted unanimously to support the RVFD Board exploring the Joint Powers Agreement option.

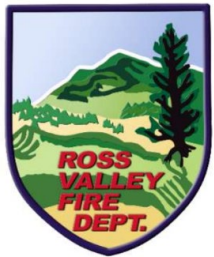


Have you met with the Corte Madera and Larkspur Council members?

Answer:

Neither LMS or RVFD Staff have met with any elected officials outside of the RVFD.

We would need direction from the RVFD Board to do so.

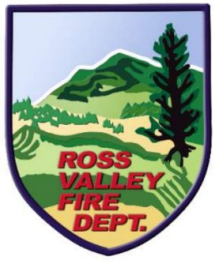


Can we get additional financial details regarding a Joint Powers Agreement?

Answer:

At this point the management structure is hypothetical.

If the Board chooses to explore the Joint Powers Agreement option with the Central Marin Fire Authority, it will take time to meet with Central Marin's Staff to confirm the management structure and identify the various expenses either party could incur as part of the preliminary discussions.

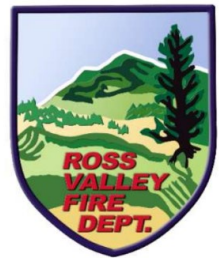


Do we need to hire a Fire Marshal? Can these duties be absorbed by an existing staff position or can it be staff with a Building Inspector or non-sworn Safety Officer?

Answer:

You don't have to hire a Fire Marshal, but best practice and as illustrated in the fire agency comparison, most Fire Departments have a Fire Marshal.

It is worth noting RVFD currently has six people assigned in the prevention, wildland hazard reduction, and disaster preparedness realm. The MCFD Fire Marshal has been acting as the ad hoc supervisor. With termination of the MCFD contract, that will end.

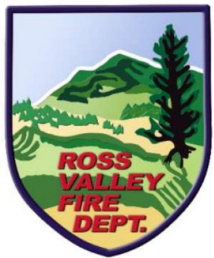


We need the Backup information and data related to a “typical” fire department management structure.

Answer:

Attached are two comparison tables with information related to Marin Fire Agencies and numerous other Bay Area Departments.

The document includes various data points including budget, population, square miles, staffing levels, and much more.



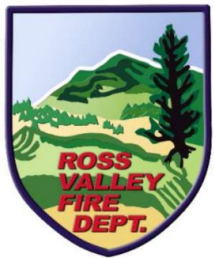
Marin Fire Agencies

Management Organization Comparison

Agency	Type	Population (≈ 500)	Area (Sq Miles)	Budget (Millions)	Stations	Personnel	Safety Personnel	Chief Officers	FP Rank	FP Safety
Ross Valley	JPA	24,500	9.6	12.0	4	38	30	4	Inspector	No
Kentfield	District	6,500	2.8	7.2	1	12	11	3*	FM	Yes
Central Marin	JPA	21,000	5.9	10.6	4	42	37	4*	Inspector	No
Tiburon (Belvedere)	District	10,500	4.7	10.3	2	29	26	5	FM	Yes
San Rafael (Marinwood)	City	70,000	27.1	34.9	7	88	76	6	Dep FM	No
Marin County*	County	15,000	375	35.7	6	110	96	7	B/C-FM	Yes
Southern Marin (Mill Valley)	District	40,000	25.4	31.8	5	84	70	8	D/C-FM	Yes
Novato	District	62,000	72	32.9	5	75	66	8	B/C-FM	Yes

*Central Marin and Kentfield share shift battalion chiefs

**Marin County fire operates M18 in Ross and four fire crews

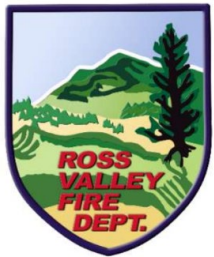


Bay Area Fire Agencies

Management Organization Comparison

Agency	Type	Population (≅ 500)	Area (Sq Miles)	Budget (Millions)	Stations	Personnel	Safety Personnel	Chief Officers	FP Rank	FP Safety
Piedmont	City	11,000	1.7	8.0	1	24	23	1	Capt-FM*	Yes
Rancho Adobe	District	28,000	89	7.2	3	29	28	4	B/C-FM*	Yes
El Cerrito	City/JPA	31,000	4.6	13.3	3	37	35	5	B/C-FM	Yes
Dixon	District	25,000	320	6.4	1	22	20	5	A/C-FM	Yes
Davis	City	68,700	133	15.3	3	45	44	5	Div/C-FM	Yes
Woodland	City	61,000	15.3	13.8	3	50	47	5	FM	Yes
Sonoma Valley	District	48,000	78	16.6	4	62	59	6	B/C-FM	Yes
Goldridge Fire/North Bay	District	40,000	240	9.0	3	32	30	6	Div/C-FM	yes
Petaluma	City	59,800	14.5	20.2	3	67	59	6	FM	Yes
Central County (San Mateo)	JPA	66,000	14.9	32.7	7	88	74	8	FM	Yes
Sonoma County Fire	District	75,000	195	34.3	9	107	98	9	BC-FM	Yes
Menlo park	District	90,000	30.1	75.1	7	151	123	12	Div/C-FM	Yes

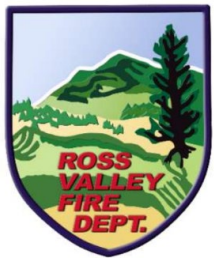
* Piedmont and Rancho Adobe use an on-shift fire marshal



Would there be a savings if we hired a Non-safety Fire Marshal?

Answer:

Yes, there are savings in both retirement and worker's compensation costs between safety and non-safety positions. We estimate the saving to be between \$20,000 and \$30,000.



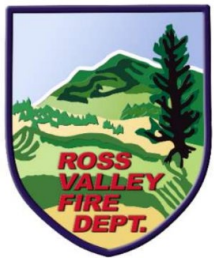
What are the potential cost savings from safety vs non-safety?

	Classic	PEPRA
Retirement Cost Difference (safety vs non-safety)	10.16%	6.82%
Workers Compensation Difference (safety vs non-safety)	6.50%	6.50%
Total Difference	16.66%	13.32%
Base Salary	\$150,000	\$150,000
Approximate Savings from Non-Safety	\$24,990	\$19,980

Rates for Fiscal year 23/24

Classic: Employees hired prior to 1/1/2013

PEPRA: Employees hired 1/1/2013 or later



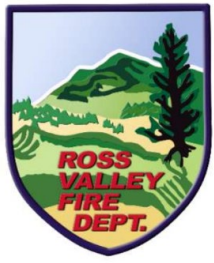
Recommend that Staff look into the impacts of Prop 13 and the property tax shift as it relates to the Fire District option. How will this affect the town's budget?

Answer:

Although Prop 13 set the tax rates for each of the three towns and the SHFPD, it would not really influence a potential property tax shift.

The amount of tax shifted is based on the funds needed for the successor district to provide service to the given area.

The shift of property tax would likely be similar to the expense the Towns are paying today for their share of the RVFD.



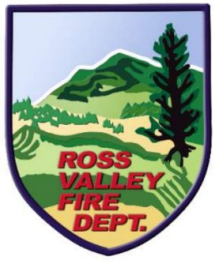
Joint Powers Agreement

Central Marin Fire

Central Marin fire has expressed interest in a joint powers agreement as a potential bridge to a joint powers authority. No other agency expressed an interest.

A joint powers agreement or authority with Central Marin Fire presents the only opportunity which is either cost neutral or possibly presents an opportunity for savings.

Central Marin Fire and Ross Valley Fire are similar agencies, both agencies are joint powers authorities serving small municipalities. Each agency has four stations and a similar management structure.

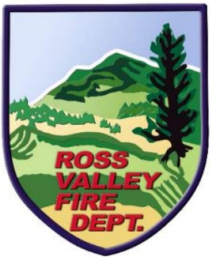


Joint Powers Agreement

Potential Central Marin Fire / Ross Valley Fire JPA

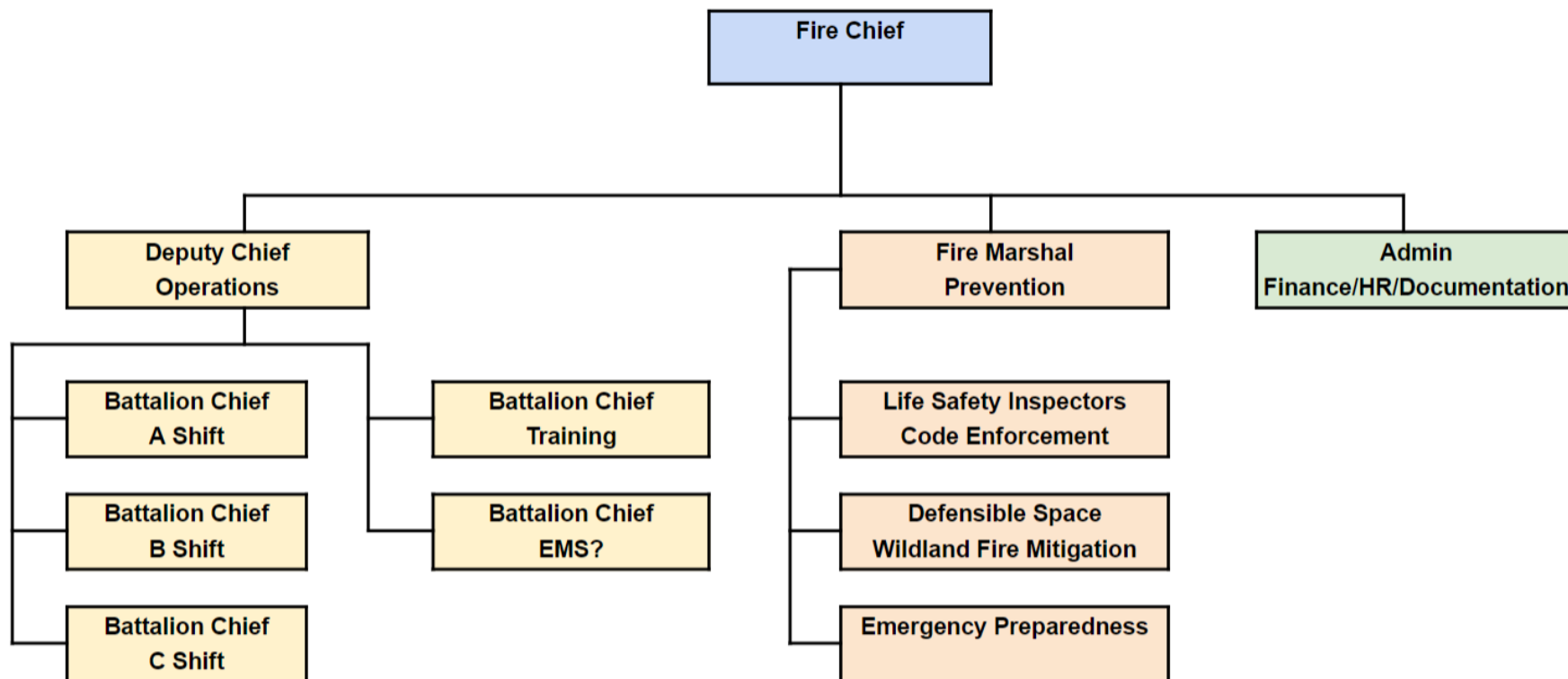
We have worked with the management staff of Ross Valley Fire and Central Marin Fire to create a possible organizational structure and potential cost for the structure.

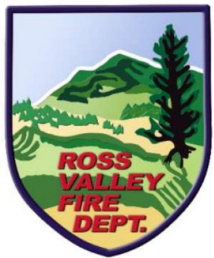
It should be noted, that this is a hypothetical structure and costs represent a high level look at potential costs.



Joint Powers Agreement

Model Organization: Small to Mid-sized Fire Department





Joint Powers Agreement

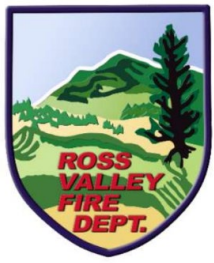
Potential Central Marin Fire / Ross Valley Fire JPA

Position	CMFD	RVFD	Combined	Combined Agency
Fire Chief	1		1	1
Dep Chief		1	1	1
Batt Chief (Shift)	2	2	4	3
Batt Chief (Admin)	1		1	2
Total Chief Officers	4	3	7	7

The restructuring of the chief officers could create an organizational structure to adequately support the Departments Operations, Prevention, and Administrative functions.

This could be accomplished by reassigning chief officers without an increase in the number of management personnel.

RVFD currently has 1 Battalion Chief serving as Deputy Chief temporarily
CMFD currently has 1 shift Battalion Chief covered by Kentfield Fire.



Next Steps:

Provide Feedback, Ask Questions, Seek Clarification

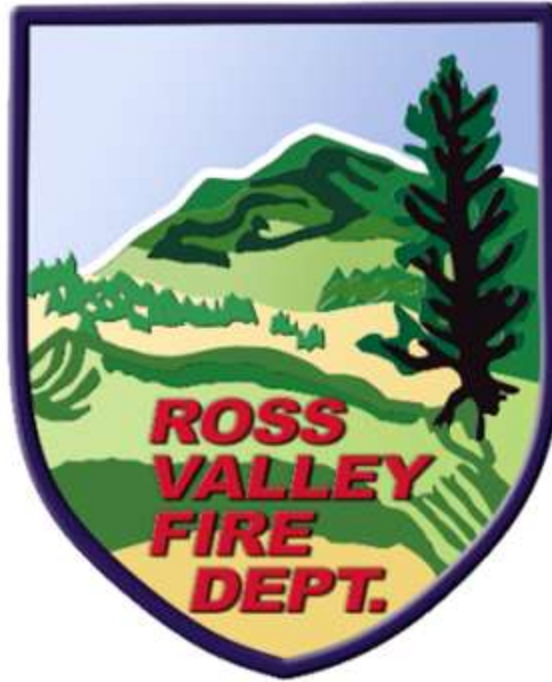
Opportunity to clarify any of the information presented

Provide Direction on any additional information you would like included in the Final Report

Consider long term sustainable option for leadership of RVFD

Staff requesting direction to pursue and develop detail on Boards preferred leadership option





Ross Valley Fire Department

Future Governance Leadership

March 8, 2023

LMS

Local Motion Solutions

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Overview

This report was developed to assist the Ross Valley Fire Department (RVFD) in evaluating options for managing the agency. This was brought about by the expiration of the contract for services with the Marin County Fire Department. Because Marin County Fire Department has chosen not to renew the contract for services with Ross Valley Fire Department, the Board needs to develop a plan for the management of the agency going forward.

RVFD has requested that Local Motion Solutions provide pros and cons, and other considerations of six potential management solutions for the future.

It should be noted that some of the options may not be implemented by the time the contract with Marin County Fire Department expires. This may require the RVFD to explore short-term options as a bridge to get to the desired model. The MOU for administrative and executive services with the Marin County Fire Department terminates on July 1, 2023.

Although the Ross Valley Fire Department Board had requested the pros and cons of each of the different options, not all the options are mutually exclusive. As an example, RVFD may opt to go with a District model but at the same time rehire a Fire Chief and move forward with a stand-alone Fire Department. Another option is to opt for the district model but choose to enter a Joint Powers Authority.

The Board really has two separate actions that it needs to make in its effort to move forward. The first is determining which governance model to pursue. Because the Ross Valley Fire Department serves four different agencies, there are basically two options, a district or a Joint Powers Authority. Each of these is discussed in greater detail later in this report.

The second is to determine how to manage fire services. This can be a contract for services, Joint Powers Agreement, Joint Powers Authority, or returning to a stand-alone fire chief model. Each of these options is discussed in greater detail later in this report.



History of the Ross Valley Fire Department

Historically, the towns of Fairfax, Ross, and San Anselmo each had their own stand-alone fire department. The Sleepy Hollow Fire Protection District (SHFPD) formed in 1949 and had a long-standing contract with the Town of San Anselmo for fire protection services. The Town of San Anselmo and the Town of Fairfax merged their two departments in 1982 into a joint powers agency, creating the Ross Valley Fire Department. Prior to the JPA, each agency had its own fire chief. The new agency would operate under a single fire chief. Service to Sleepy Hollow continued under the contract with the Town of San Anselmo. In 2010, the JPA was expanded to make SHFPD a full member of the JPA, ending its contract for service with the Town of San Anselmo. In 2012, the Town of Ross, which had been under contract with the Ross Valley Fire Department for Battalion Chief staffing coverage, became a member agency of the Ross Valley Fire Department Joint Powers Agreement.

The Ross Valley Fire Department is governed by an eight-member board that is comprised of two designees from each of the four participating agencies. The Town Councils of Fairfax, San Anselmo, Ross, and the Sleepy Hollow Fire Protection District Board of Directors annually designate two voting members to sit on the RVFD Board. Additionally, each entity has an alternate designated to serve in his/her place in the event of a scheduling conflict.

The RVFD Board of Directors oversees policy adoption, approving an annual budget, and setting fees for services, among other things. Any of the following changes requires a unanimous vote of the full board; Changes in the member agency's cost-sharing percentage, revision of the adopted budget that results in an increase in the annual member's contribution, any change to fire station service levels, or approval of any single expenditure in excess of 3%.

Management Leadership

RVFD receives administrative oversight from an Executive Officer (currently the Town Manager of San Anselmo). The Executive position is appointed by the Town Managers of Fairfax, San Anselmo, and Ross. The Board of Directors appoints a Fire Chief for operational oversight. The Fire Chief reports to the Board through the Executive Officer.

The current Fire Chief is the Marin County Fire Chief, whose services are currently rendered through a memorandum of understanding (MOU) with the Marin County Fire Department (MCFD).

The MOU also provides the Department with the services (when necessary) of the Deputy Chief-Operations, Deputy Director of Fire, Fire Marshal, Battalion Chief-Wildfire Protection, Battalion Chief (Training), Battalion Chief (EMS), Administrative Services Manager, Administrative Services Associate, and other MCFD staff as determined necessary by the MCFD.

Under this shared services agreement, RVFD pays 30% of the total cost of the Fire Chief's services to the MCFD, as well as varying lesser percentages for the other previously mentioned positions.

Other services provided to RVFD by MCFD include management and oversight for financial services and administration, managing human resource functions, providing management and general oversight of the Department's community risk reduction programs, providing management and general oversight of the Department's Emergency Medical Services (EMS) program, and providing general coordination of the Department's training program.

The current staffing level is 33 Full-Time Equivalent (FTE) employees. The MOU for administrative and executive services with the Marin County Fire Department terminates on July 1, 2023.

The RVFD is seeking options for a succession of the MOU which could include multiple scenarios that require research and ultimately policy options, to be presented to the RVFD Fire Board. The RVFD is proposing a phased approach to gather information, compile and narrow options, and present RVFD Board with several policy considerations.



Summary Of Scope of Work

Ross Valley Fire Department appointed Local Motion Solutions, LLC to conduct a fire and emergency services Governance study to include a high-level assessment of:

1. The existing emergency service levels.
2. The service delivery cost-effectiveness of the six broad approaches to organizing the delivery of fire services and a discussion of the appropriate governance arrangements as alternatives to the present situation:
 - a. Independent District
 - b. Dependent District
 - c. Contract For Services
 - d. Joint Powers Agreement
 - e. Joint Powers Authority
 - f. Stand Alone Fire Department
3. A gap analysis to determine where the existing revenue structure can or cannot support the existing and improved service levels and a summary discussion of available fiscal approaches to closing the fiscal gap.
4. The study was designed to provide options for the parties to consider that will most effectively organize the delivery of fire services and achieve the following objectives:
 - a. Stabilize existing services.
 - b. Maintain what is working well.
 - c. Expand partnerships to gain economies of scale.
 - d. Broadly identify the next steps depending on the policy options chosen.

Executive Summary

It is important to note there are no mandatory federal or state regulations directing the level of fire service a department must provide. What is required is that the Ross Valley Fire Department Board provide fire services with the safety of the firefighters and community as its primary objective. Given this requirement, the Ross Valley Fire Department is now charged to choose a Governance model that meets the goal to staff, train, and equip an effective fire service across four neighboring communities.

Local Motion Solutions finds the costs associated with providing fire services are only rising. The challenges to sustain small Fire Departments are not exclusive to the Ross Valley Fire Department, as it is a challenge most small fire departments are facing statewide. The goals are similar, and that is providing the highest level of fire services based on the financial resources available. Each of the four agencies needs to balance the competing needs of the community with limited financial resources against the fire threat faced year-round.



Revenue and Future Expenses

The current revenue structure should be reviewed as long-range planning continues. The Board is working towards staffing each of the engine companies, so that there are three firefighters on every engine vs the current staffing level of two.

This increase staffing level comes with ongoing expenses. Some of the expense will be absorbed by

the closure of Station #18 in Ross. It is clear, that additional sources of revenue are needed to assure the firefighters are working in safe and operational effective facilities.

There is also a need to address the immediate upgrades to bring the Fire Stations into code and equipped with modern living facilities. Long-range funding needs to be explored to address significant remodeling of the three Fire Stations, each with different upgrades needed at Stations #19, #20, and #21.

The overall General Fund Budget for Ross Valley Fire Department as budget at projected in 2021-22 is \$12,058,636 and the cost allocation per the four agencies is as follows:

Total Budget Allocation Per Agency FY 2021-22:

Agency	Fire Budget	% of Allocation
San Anselmo	\$3,739,735	40.53%
Town of Ross	\$2,183,012	23.37%
Town of Fairfax	\$2,149,921	23.30%
Sleepy Hollow	\$1,181,073	12.80%
Total	\$9,253,741	100%

Marin County Fire Administrative Budget & Allocation Per Agency:

Agency	Fire Budget	% of Allocation
San Anselmo	\$132,865	40.53%
Town of Ross	\$76,611	23.37%
Town of Fairfax	\$76,381	23.30%
Sleepy Hollow	\$41,961	12.80%
Total	\$327,818	100%

Governance vs Leadership/Management

In addition to the normal challenges of providing fire services, the Ross Valley Fire Department must now navigate the transition of separating from the leadership of Marin County Fire and moving to a new leadership structure by July 1, 2023. Local Motion Solutions evaluated all aspects of the six governance options. All options are presented with pros and cons.



It is important to understand that not all options are mutually exclusive. As an example, the Department may opt to go with a district model and opt for a stand-alone Fire Chief model. It may also remain a Joint Powers Authority and enter into a Joint Powers Agreement with other agencies. As a result, the Board has two separate decisions:

Governance

How is it funded and managed politically?

- Independent District
- Dependent District
- Joint Powers Authority (current agencies)
- Joint Powers Authority (additional agencies)

Leadership/Management

How is it managed, led, and organized?

- Contract for Service
- Joint Powers Agreement (shared Services)
- Joint Powers Authority (additional agencies)
- Stand Alone Fire Agency

It should be noted that some of the options may not be implemented by the time the contract with Marin County Fire Department expires. This may require the RVFD to explore short-term options as a bridge to get to the desired model.

In this report, Local Motion Solutions is highlighting what we believe to be the first step in a multi-step process.

Fire Services Governance

There are two fundamental governance models. The first is the creation of or annexation into a single district with a single board of directors. As shared in more detail below this could be with either an Independent District or a Dependent District. This is the most stable form of governance but, not as common because the Town Councils of separate municipalities prefer their communities to maintain local fiscal and policy control. This could be with either an Independent District or a Dependent District.

The second model is a Joint Powers Authority. When local government agencies seek to provide consolidated services and yet want to retain a greater measure of fiscal and operational oversight than a single enlarged district would allow, they usually turn to the creation of a Joint Powers Authority.

Joint Powers Authority vs Special District

	Joint Powers Authority	Special District
Legal Authority:	Section 6500 of the California Government Code	Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Act)
Formation:	Joint exercise of powers agreements	LAFCO approval and Board/Council or voter approval
Governance:	Determined by the JPA's member agencies	Governing board (elected/appointed)
Services:	Any common powers	Only what state law allows

Explanation of Each Governance and Leadership Option

Independent District

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Act) establishes procedures for local government changes of organization, including city incorporations, annexations to a city or special district, and city and special district consolidations.

An Independent Fire District is a financially and politically separate government agency.

"District" or "special district" are synonymous and mean an agency of the state, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries and in areas outside district boundaries when authorized by the commission pursuant to Section 56133 of Reorganization Act of 2000.

A fire district board may be elected "at large" or elected to represent a geographical area.

Examples of independent fire districts in Marin

Fire District	Area Served
Kentfield Fire Protection District	Kentfield and unincorporated Greenbrae
Novato Fire Protection District	City of Novato and surrounding unincorporated areas (Ignacio, Black Point, Green Point, Bel Marin Keys, Atherton)
Southern Marin Fire Protection District	City of Sausalito, ¼ Town of Tiburon, Unincorporated area surrounding Mill Valley (Tamalpais Valley, Almonte, Homestead Valley, Alto, Strawberry) Marin Headlands, Fort Cronkhite, Fort Baker, Fort Berry by contract with NPS *There is currently an application to LAFCO for the annexation of the City of Mill Valley into the District

Independent District - Two Options

There are two options for an independent district model for Ross Valley. The first is the creation of a completely new district.

The second option is to use the existing Sleepy Hollow Fire Protection District as the base agency and for each Town to be annexed into the existing District. Either option would require an application to Marin LAFCO (Local Agency Formation Commission).

To create a Ross Valley Fire District, each town council would have to vote to move forward with the application process for the formation of a new district or to be annexed into the Sleepy Hollow Fire Protection District.

While not optimal, it is possible to create a district without all the current members of the RVFD being in the new district. This would require renegotiation and rewriting of the existing JPA. This would have to include a plan for dealing with retirement liabilities and OPEB (Other Post-retirement Employee Benefits).

The expansion or creation of any district would have to be approved by LAFCO. The application to LAFCO can be a lengthy process and would likely not be concluded by the end date of the contract with the Marin County Fire Department. The application would include a pre-application meeting with LAFCO to discuss the process and required components of the application. The process would include the application itself, plan for services, legal boundary description, potentially GIS data, CEQA compliance (likely to be CEQA exempt), fiscal impact report, illustrative maps, a sphere of influence amendment, and application fees.

The plan for services would have to include how the new district would be funded. The only realistic option would be a tax transfer from the existing towns to the new fire district. The amount of the tax-transfer would be approximately the current cost borne by the agencies.

Towns would no longer be responsible for fire protection.

Pros

- The ability of the Fire District to address its own responsibilities and remain autonomous.
- Elected representatives make up the Board of Directors.
- Budget is independent and no longer part of the Town budgets.
- Property Tax shift is negotiated.
- Current “islands” in the Ross Valley Area could be included.
- Future cost is no longer a strain on the Town budgets.

Cons

- Lack of Town Council Oversight (loss of local control).
- The shift of Property Tax (most stable Town revenue).
- Disconnected from individual Town services.
- Focus on the creation of a district may distract from the pursuit of other models that may provide a greater immediate financial benefit.

Cost

- The cost for a dependent district is directly tied to the type of leadership Model that the future RVFD employs.
- Given a specific leadership model, the cost to maintain the current governance versus a district will likely be very similar.

Dependent Fire District

A dependent fire district is financially separate but politically subservient.

A dependent special district includes any special district that has a legislative body that consists, in whole or part, of ex officio members who are officers of a county or another local agency.

All the same laws (Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000) apply to a dependent district, just as an independent district.

The creation of a dependent district would also follow the same LAFCO procedure.

Dependent District – Examples of Dependent Districts in Marin

District	Area Served/Board Makeup
Marin/Sonoma Mosquito Abatement District	Marin County, Sonoma County, every city or town in Marin or Sonoma Counties. Supervisors and town/city council members
Golden Gate Bridge District	San Francisco, Marin County, Sonoma County, Napa County, Mendocino County, and Del Norte County. Combination of Board of Supervisors and Appointees.
Marin County Open Space District	Marin County Board of Supervisors serves as the MCOSD Board.
CSA 19 (Unincorporated islands, San Rafael)	Marin County Board of Supervisors
CSA 31 (Unincorporated islands, Marin)	Marin County Board of Supervisors

There are no dependent districts in Marin that are true fire agencies. There are two County Service Areas that provide funding to existing fire agencies.

The process for creating a dependent district is the same as in an independent district, A plan for services would have to include how the new district would be funded. Again, the only realistic option would be a tax transfer from the existing towns to the new fire district. The amount of the tax-transfer would be approximately the current cost borne by the agencies.

The District Board would be appointed by the individual agencies.

Fire examples: Contra Costa County Fire, Alameda County Fire, Santa Clara County Fire, and South Santa Clara County Fire.

Pros

- Ability of the Fire District to address its own responsibilities and remain autonomous.
- Elected representatives make up the Board of Directors.
- Budget is independent and no longer part of the Town budgets.
- Property Tax shift is negotiated.
- Current “islands” in the Ross Valley Area could be included.
- Future cost is no longer a strain on the Town budgets.
- Council appoints Board representatives.

Cons

- Board focus is not independent of the individual agencies.
- The shift of Property Tax (most stable Town revenue).
- Disconnected from individual Town Services.
- Focus on the creation of a district may distract from the pursuit of other models that may provide a greater immediate financial benefit.

Cost

- The cost for a dependent district is directly tied to the type of leadership Model that the future RVFD employs.
- Given a specific leadership model, the cost to maintain the current governance versus a district will likely be very similar.

JPA's - Joint Powers Agreements or Joint Powers Authority

Section 6500 of the California Government Code allows public agencies to enter into joint powers agreements and joint powers authorities.

Joint Powers Agreement

A Joint powers agreement consists of two or more agencies sharing or exercising common powers. Each agency continues to maintain independence for providing the service. Employees continue to work for the original agency. This should not be confused with a joint powers authority, such as the Ross Valley Fire Department.

Joint powers agreements may also be referred to as simply *shared services* or a *shared services agreement*. This enables agencies to share any services that both can provide legally. This allows the agencies to utilize personnel or resources to greater advantage by eliminating duplication of services.

This differs from a contract for service in that both agencies put resources or services into the agreement. As an example, one agency may put in management services while another agency puts in battalion chief coverage. It's up to the two agencies to determine what is fair and equitable between them. Sometimes it may also involve payment to cover an imbalance in resources put into the joint powers agreement. Examples of this are many and varied throughout Marin (see below).

One of the difficulties in shared services agreements or joint powers agreements is that there is not a single governing body overseeing the provision of service. Direction often relies on a committee with limited authority or *ad hoc* agreements between the two agencies. Over time, these understandings between the two agencies can drift or change. Because the agencies are separate, it can be difficult to focus on long-range planning and long-range capital outlay. Each agency still maintains its own budget, employees, and policies. Because employees work for separate agencies, there may be misunderstandings about the chain of authority, priorities, allegiances, and the mission of the organization. This can lead to difficulties with employee discipline, collective bargaining, working conditions, and benefits.

Joint powers agreements are good for sharing a single service or function within an organization, or as a bridge to get to another governance model, such as annexation, a full contract for service, or a joint powers authority. Joint powers agreements should not be used as a permanent replacement for any of those.

Examples of Joint Powers Agreements in Marin

Agencies	Services Shared
Southern Marin fire protection District City of Mill Valley	<p>Currently, the SMFPD and the MVFD operate a single fire department under a Joint Powers Agreement.</p> <p>As noted earlier in this report, the City of Mill Valley and the Southern Marin Fire Protection District currently have an application with LAFCO for the annexation of the City of Mill Valley into the Fire District.</p>
Central Marin Fire Authority Kentfield Fire Protection District	<p>The CMFA and the KFPD share battalion Chief coverage for the two service areas with CMFA covering two shifts and KFPD covering one shift.</p>
City of San Rafael Marinwood Community Services District (Marinwood Fire Department)	<p>SRFD and MCSD share initial response resources with Marinwood providing first-due response to city areas and San Rafael providing Battalion Chief Coverage.</p> <p>*Under separate agreements, San Rafael provides a Fire Chief and Fire Prevention services.</p>

Joint Powers Agreements

Pros

- Joint Powers Agreements are flexible and easy to form.
- Joint Powers Agreements are effective for sharing limited services or as a bridge to get to a more permanent agreement.
- Any government agency can participate in a Joint Powers Agreement.
- Member agencies may negotiate their levels of commitment.
- It allows agencies to essentially trade services or resources.
- It's up to the agencies to determine what is fair and equitable between them.
- Sometimes it may also involve payment to cover an imbalance in resources put into the Joint Powers Agreement.
- Joint Powers Agreements may be canceled without significant unwinding.

Joint Powers Agreements

Cons

- There is not a single governing body overseeing the provision of service.
- Direction often relies on a committee with limited authority or ad hoc agreements between agencies.
- Over time, understandings between the two agencies can drift or change.
- Each agency still maintains its own budget, employees, and policies.
- Because the agencies are separate, it can be difficult to focus on long-range planning and long-range capital outlay.
- Because employees work for separate agencies, there may be misunderstandings about the chain of authority, priorities, allegiances, or the mission of the organization. This can lead to difficulties with employee discipline, collective bargaining, working conditions, and benefits



Central Marin Fire

Central Marin Fire has expressed interest in a joint powers agreement as a potential bridge to a joint powers authority. No other agency expressed an interest in participating in a joint powers agreement.

A joint powers agreement or authority with Central Marin Fire presents the only opportunity which is either cost-neutral or a potential opportunity for savings.

Central Marin Fire and Ross Valley Fire are similar agencies, both agencies are joint powers authorities serving small municipalities. Each agency has four stations and a similar management structure.

We have worked with the management staff of Ross Valley Fire and Central Marin Fire to create a possible organizational structure and potential cost for the structure.

It should be noted that this is a hypothetical structure and costs represent a high-level look at potential costs.

Current Staffing RVFD and CMFD vs Potential Staffing of a Combined Agency

Position	CMFD	RVFD	Combined	Combined Agency
Fire Chief	1		1	1
Dep Chief		1	1	1
Batt Chief (Shift)	2	2	4	2*
Batt Chief (Admin)	1		1	3*
Total Chief Officers	4	3	7	7
Inspector	1	2	3	3
Wildfire Hazard Spec II	1	1	2	2
Wildfire Hazard Spec I		1	1	1
Emergency Prep Coord	1	1	2	2
Total Prevention/Preparedness	3	5	8	8

*Currently CMFD participates in a JPA with Kentfield Fire for a Shift Battalion Chief. Whether this makes sense in the long-term should be evaluated. Admin B/Cs would include a Training Officer, Fire Marshall, and possibly an EMS Officer.

Cost

Because the proposed organizational structure uses existing personnel reassigned to eliminate duplication and focus on more strategic needs, the cost would likely be approximately or possibly slightly less than the current cost.

Joint Powers Authority or Agency

A joint powers authority is distinct from the member authorities; they have separate operating boards of directors. These boards can be given any of the powers inherent in all the participating agencies. The authorizing agreement states the powers the new authority will be allowed to exercise. The term, membership, and standing orders of the board of the authority must also be specified. The joint authority may employ staff and establish policies independently of the constituent authorities.

A joint powers agency or joint powers authority (JPA) is a new, separate government organization created by the member agencies, but is legally independent from them.

Like a joint powers agreement (in which one agency administers the terms of the agreement), a joint powers agency shares powers common to the member agencies, and those powers are outlined in the joint powers agreement.

Joint powers authorities receive existing powers from the creating government agencies.

Examples of Joint Powers Authorities or Agencies in Marin

Agency	Area Served
Ross Valley Fire Department	Town of Fairfax, Town of Ross, Town of San Anselmo, and Sleepy Hollow Fire Protection District
Central Marin Fire Authority	Town of Corte Madera and City of Larkspur
Central Marin Police Authority	Town of Corte Madera, City of Larkspur and Town of San Anselmo

The Joint Powers Authority model with Central Marin Fire presents an opportunity which is either cost neutral or possibly presents an opportunity for savings. We have worked with the management staff of Ross Valley Fire and Central Marin Fire to create a possible organizational structure and potential cost for the structure. It should be noted that this is a hypothetical structure and costs represent a high level estimate of the anticipated costs.

Pros

- Joint Powers Authorities are flexible.
- A Joint Powers authority may be more efficient than separate governments.
- Joint Powers Authorities allow local agencies to join forces and tackle issues together.

- A Joint Powers Authority can use the personnel, expertise, equipment, and property of each agency, promoting economy and efficiency.
- A Joint Powers Authority can work on regional solutions.

Cons

- It is unlikely that a Joint Powers Authority could be completed before the termination of the contract with MCFD.
- A Joint Powers Authority requires that all employee benefits be brought into alignment.
- All employees must be transferred to the new agency.
- Cost-sharing formulas need to account for existing unfunded retirement liabilities and OPEB (Other Post-Employment Benefits).
- Joint Powers Authorities can be difficult to unwind (unfunded retirement liabilities and OPEB).
- Larger Joint Powers Authorities may have a large Board of Directors.
- Because Directors represent individual agencies, Board focus may not be independent of the Cities and Towns

Cost

- Because the proposed organizational structure uses existing personnel reassigned to eliminate duplication and focus on more strategic needs, the cost would likely be approximately or possibly slightly less than the current cost.

Contract for Service

A contract for service is one agency paying another to provide a service or a portion of service.

Contracts can be for management services, fire prevention, shift battalion chief coverage, or for the provision of all emergency response.



Contracts for Service Examples

Agencies	Services
Marin County/Ross Valley	Overhead services: Fire Chief, Deputy Chief, Fire Marshall
Tiburon Fire, City of Belvedere	Tiburon provides all fire services to Belvedere
San Rafael, Marinwood	San Rafael provides Fire Chief and Prevention services
Southern Marin, National Park Service	Southern Marin provides all emergency response but, does not provide fire prevention.

Pros

- Quick to initiate, good short-term solution.
- Can be easy to negotiate.
- Focused contract responsibilities.
- Cost-effective.
- Can provide experienced leadership.

Cons

- The contract agency may not get the same level of attention as the contractor agency.
- It may place heavier or competing workloads on contractor employees.
- Expectations may not always be clear.
- Lines of authority are not always clear.
- The contractor may have to hire additional personnel to meet expectations (this creates long-term obligations).
- Costs may be more volatile.
- Not always a long-term solution.

Contract for Service - Possibilities

Unfortunately, none of the surrounding agencies were interested in pursuing a contract for services for overhead. This included providing a fire chief or a deputy chief acting as the primary administrator for Ross Valley.

Marin County did express an interest in a contract for providing all fire services in a long-term contract (all employees under the County contract).

Because of differences in compensation packages, the increased cost to Ross Valley would likely be in excess of \$1 million.

A full contract for service polled very unfavorably with Board and Council members.

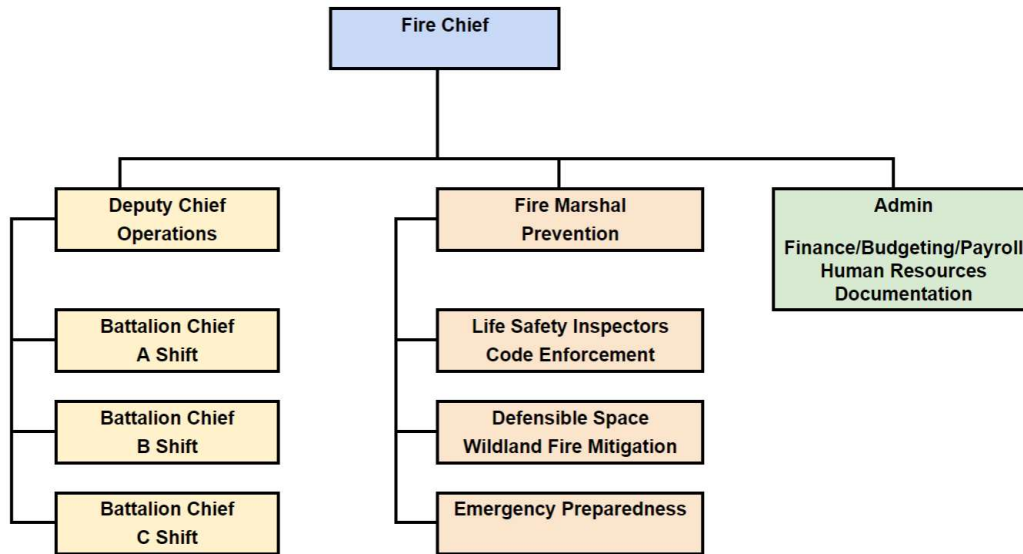
LMS did not pursue this option in detail.

Stand Alone model – Hire Fire Chief and Management Team

Ross Valley Fire Department historically has had a single fire chief who oversaw administration, operations, and fire prevention.

The fire service has become more complex with greater demands placed on fire service managers. Most modern fire agencies of Ross Valley’s size have separate managers assigned to these three functions.

Typical Fire Department Management Staffing Model



Fire service leaders who are overworked cannot provide optimal performance across the broad expanse of managerial responsibilities. Further, they are not able to provide for mentorship and leadership for their agencies. Mentorship programs are essential in building future fire service leaders.

Ross Valley would likely have to hire/promote not only a fire chief but likely a deputy chief and possibly a fire marshal.

Most modern fire agencies of Ross Valley’s size have separate managers assigned to the three basic functions – Operations, Prevention, & Administration.

Operations

Fire Response
EMS/Paramedic Service
HazMat Response
Technical Rescue
Training
OSHA/NIOSH Compliance

Prevention

Fire Prevention
Wildland Hazard Mitigation
Disaster Preparedness
Code Enforcement
Code Development
Community Education

Administration

Budgeting/Finance
Personnel Management
Visioning/Planning
Career Development
Mentorship
Community Engagement

Marin County Fire Agencies Management Organization Comparison

Agency	Type	Population (≈ 500)	Area (Sq Miles)	Budget (Millions)	Stations	Personnel	Safety Personnel	Chief Officers	FP Rank	FP Safety
Ross Valley	JPA	24,500	9.6	12.0	4	38	30	4	Inspector	No
Kentfield	District	6,500	2.8	7.2	1	12	11	3*	FM	Yes
Central Marin	JPA	21,000	5.9	10.6	4	42	37	4*	Inspector	No
Tiburon (Belvedere)	District	10,500	4.7	10.3	2	29	26	5	FM	Yes
San Rafael (Marinwood)	City	70,000	27.1	34.9	7	88	76	6	Dep FM	No
Marin County**	County	15,000	375	35.7	6	110	96	7	B/C-FM	Yes
Southern Marin (Mill Valley)	District	40,000	25.4	31.8	5	84	70	8	D/C-FM	Yes
Novato	District	62,000	72	32.9	5	75	66	8	B/C-FM	Yes

*Central Marin and Kentfield share shift battalion chiefs

**Marin County fire operates M18 in Ross and four fire crews

Pros of a Stand Alone Model

- Maintains local control.
- Ross Valley Fire Department would be the chief's sole focus.
- Simple and maintains the status quo.

Cons of a Stand Alone Model

- Will increase costs.
- A small pool of candidates internally.
- Hiring from the outside can bring unknown qualities.
- Duplicates services of adjacent agencies

Cost

The cost to return to a stand-alone fire chief model will be dependent on the management structure employed. Below is an estimate of the likely costs.

Stand Alone Fire Management vs Current Cost	
Current Cost with Marin County	\$332,653
Projected Cost - Stand Alone RVFD	
Fire Chief	\$349,829
Deputy Chief	\$318,059
Fire Marshal	\$276,553
Total	\$944,441
Projected Increase	\$611,788

Costs reflect fully benefitted positions including, salaries, retirement, medical/health insurance, life insurance, workers compensation, and other post-employment benefits

– Costs provided by Jeff Zuba, San Anselmo Finance Director

Could RVFD reduce costs by hiring a Non-safety Fire Marshal?

Yes, there are savings in both retirement and worker’s compensation costs between safety and non-safety positions. We estimate the saving to be between \$20,000 and \$30,000.

RVFD currently has four different retirement contribution rates. These include Safety-Classic, Safety-PEPRA, Misc-Classic, and Misc-PEPRA. Classic employees are employees who started prior to January 1, 2013 in any agency contracted with CalPERS or a 37-Act County Retirement agency. PEPRA employees are employees hired after the Public Employees Pension Reform Act (PEPRA) took affect on January 1, 2013.

The difference between safety and non-safety employees is greater (10.16%) with classic member than it is with PEPRA members (6.82%). Employers also pay a lesser worker’s compensation cost for non-safety members.

Potential cost savings from safety vs non-safety

	Classic	PEPRA
Retirement Cost Difference (safety vs non-safety)	10.16%	6.82%
Workers Compensation Difference (safety vs non-safety)	6.50%	6.50%
Total Difference	16.66%	13.32%
Base Salary	\$150,000	\$150,000
Approximate Savings from Non-Safety	\$24,990	\$19,980

Rates for Fiscal year 23/24
 Classic: Employees hired prior to 1/1/2013
 PEPRA: Employees hired 1/1/2013 or later

Next Steps

This report summarizes a high-level overview of each of the options available to the Ross Valley Fire Department. For all the options above, there will need to be additional discussion by elected officials and potentially members of the department.

It would benefit the agency to put further focus on a limited set of options that have the greatest potential for success. The Board should narrow the options for a deeper review.

Based on a limiting of options, Local Motion Solutions and staff can provide a more in-depth review of possible options and work toward possible implementation.

Board members should review the presentation, read over the report, and forward any questions to the fire chief.

