



Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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

**ROSS VALLEY FIRE DEPARTMENT
BOARD OF DIRECTORS AGENDA
Wednesday, February 14, 2024**

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

<https://us06web.zoom.us/j/82752790382>

Or Telephone: +1 669 900 6833 | Webinar ID: 827 5279 0382

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

Remote Access to Meeting Information: RVFD Board of Directors offers remote access to meetings via Zoom or through other internet or electronic access. Participation in the meeting via Zoom or other electronic access is provided as a courtesy to the public where no members of the Fire Board are attending the meeting via teleconference as defined in Government Code section 54953. When no members of the Fire Board are attending the meeting via teleconference if a technical error or outage occurs on the Zoom or electronic feed, the Fire Board may continue the meeting without waiting for Zoom or electronic access to return. Meetings are held in public at the San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960 unless otherwise noted in a specific agenda.

6:30 pm RVFD Board Meeting

1. **Call to order – 6:30 pm.**
2. Chief Report – Verbal update by Interim Fire Chief Mahoney
3. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.

- a) Acknowledge check register issued during January

[Item 3a – Check Register](#)

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

[Item 3b – Call & Out of Jurisdiction Reports](#)

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Ross Valley Fire Department

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- c) Receive current budget report

[Item 3c – Budget Report](#)

- d) Approve Minutes of the January 12, 2024, Special meeting

[Item 3d – Minutes January 12, 2024](#)

4. Budget Revision to Fiscal Year 2023-2024 Operating Budget. – Interim Fire Chief Mahoney & Finance Director Jeff Zuba

[Item 4 – Staff Report for Fiscal Year 2023-2024 Budget Revision](#)

[Item 4 – Resolution 24-02 – Attachment #1](#)

[Item 4 – FY2023-2024 Budget Document with Proposed Line-Item Adjustments – Attachment #2](#)

5. Recommend the Board Come to Consensus on Whether the President of the Ross Valley Fire Department Board of Directors Should Have the Ability to Add Future Agenda Items. – Interim Fire Chief Mahoney

[Item 5 – Staff Report for Board President Adding Future Agenda Items](#)

[Item 5 – Approved Resolution 24-01 – Attachment #1](#)

[Item 5 – Director Brekhus and Robbins Joint Proposal Response – Attachment #2](#)

6. Receive Report On Ross Valley Fire Department Stand Alone Fire Chief Model and Associated Costs and Provide Direction to Staff. – Interim Fire Chief Mahoney

[Item 6 – Staff Report for Department Command Structure](#)

[Item 6 – Local Motion Solutions Leadership and Governance Study – Attachment #1](#)

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

8. 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.

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9. Announce adjournment to Closed Session:
Convene in Closed Session – Personnel Matter - Direction On Hiring Fire Chief Position
10. Announce action in closed session, if any.
11. Adjourn

The next meeting is scheduled for Wednesday, March 13, 2024, in person at the San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via zoom.

s/Samantha Stettler, Administrative Assistant

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

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Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01285	360 Rescue LLC	01/02/2024	Regular	0.00	157.32	23496
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
20231208A	Invoice	12/08/2023	12.08.2023 - ROCKO NON-LOCKER	0.00	157.32	
	01.10.63131.00		EQUIPMENT		157.32	
01326	AMAZON.COM SERVICES LLC	01/02/2024	Regular	0.00	17.06	23497
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1MH3-L3TP-16D	Invoice	12/18/2023	12.18.2023 - COBWEB DUSTER BRUSH	0.00	17.06	
	01.14.61500.21		BUILDING MAINTENANCE		17.06	
01016	Diego Truck Repair Inc	01/02/2024	Regular	0.00	1,722.61	23498
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
67997	Invoice	12/05/2023	12.05.2023 - 2010 PIERCE ALLSTEER - 90	0.00	1,722.61	
	01.25.61600.00		FLEET MAINTENANCE/RE		1,722.61	
01471	FIRE RISK MANAGEMENT SERVICES	01/02/2024	Regular	0.00	107,990.00	23499
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FRMS-2023-0129	Invoice	07/14/2023	07.14.2023 - WORKERS COMP CONTRIBU	0.00	107,990.00	
	01.00.60215.00		WORKERS' COMPENSATI		107,990.00	
01049	Fishman Supply Company	01/02/2024	Regular	0.00	195.51	23500
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1426971.1	Invoice	12/13/2023	12.13.2023 - LAUNDRY DETERGENT	0.00	195.51	
	01.14.62206.00		JANITORIAL MAINTENAN		195.51	
01447	HRTM Consulting	01/02/2024	Regular	0.00	90.00	23501
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0006991	Invoice	12/13/2023	12.13.2023 - TELESTAFF SOLUTION CONS	0.00	90.00	
	01.05.61121.00		COMPUTER SOFTWARE/S		90.00	
01305	Kyocera Document Solution Northern California	01/02/2024	Regular	0.00	32.23	23502
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
55E1761060	Invoice	12/26/2023	12.26.2023 - TASKALFA 4053CI	0.00	32.23	
	01.05.61105.00		OTHER CONTRACT SERVI		32.23	
01276	Municipal Emergency Services, Inc	01/02/2024	Regular	0.00	67.68	23503
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
IN1982183	Invoice	12/26/2023	12.26.2023 - SCBA REPAIR	0.00	67.68	
	01.10.62211.00		BREATHING APPARATUS-C		67.68	
01234	Napa Auto Parts	01/02/2024	Regular	0.00	851.04	23504
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
835929	Invoice	12/20/2023	12.20.2023 - ENGINE FUEL	0.00	594.15	
	01.10.63131.00		EQUIPMENT		594.15	

Check Report

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0006460	Invoice	11/30/2023	11.30.2023 - AUTO PARTS	0.00	256.89	
	01.25.62989.00		FLEET PARTS		256.89	
01442	On Duty Health, PLLC	01/02/2024	Regular	0.00	24,126.00	23505
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1371	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	12/20/2023	12.20.2023 - STANDARD NFPA-1582 HEAL	0.00	24,126.00	
	01.05.61127.00		HEALTH AND WELLNESS		24,126.00	
01357	The Knox Company	01/02/2024	Regular	0.00	721.00	23506
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV-KA-240511	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/16/2023	11.16.2023 - ANNUAL KNOXCONNECT CL	0.00	721.00	
	01.05.61105.00		OTHER CONTRACT SERVI		721.00	
01477	Tyler Fiske	01/02/2024	Regular	0.00	425.00	23507
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006461	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	12/19/2023	12.19.2023 - REIMB - CSFT COMPANY OFF	0.00	425.00	
	01.10.61000.00		TRAINING AND EDUCATIO		425.00	
01339	WATTCO	01/02/2024	Regular	0.00	37,713.39	23508
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
60747	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	12/12/2023	12.12.2023 - 2023 CHEVY TAHOE - MODIF	0.00	37,713.39	
	15.00.63154.00		VEHICLE PURCHASE		37,713.39	
01326	AMAZON.COM SERVICES LLC	01/04/2024	Regular	0.00	72.27	23509
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1GGD-LQ14-3FXG	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	01/02/2024	01.02.2024 - RANGE IGNITER	0.00	72.27	
	01.05.62200.00		GENERAL DEPARTMENT S		72.27	
01000	American Messaging	01/04/2024	Regular	0.00	5.83	23510
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
W4106073YA	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	01/01/2024	01.01.2024 - SIREN ALERT - JAN 2024	0.00	5.83	
	01.10.63150.00		COMMUNICATIONS EQUI		5.83	
01433	AT&T Corp	01/04/2024	Regular	0.00	2,668.95	23511
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
233450008	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	12/27/2023	12.27.2023 - WIRELESS- 11.11.23-12.10.2	0.00	2,668.95	
	01.14.61705.00		TELEPHONE		2,668.95	
01272	Diesel Direct West Inc	01/04/2024	Regular	0.00	1,640.96	23512
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
85577121	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	12/28/2023	12.28.2023 - GASOLINE UNL - 90.0 GAL	0.00	488.32	
	01.25.62988.00		FUEL		488.32	
85577122	Invoice	12/28/2023	12.28.2023 - ULSD CLEAR - 213.6 GAL	0.00	1,152.64	
	01.25.62988.00		FUEL		1,152.64	
01090	Lynx Technologies Inc	01/04/2024	Regular	0.00	1,398.75	23513
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
9738	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/05/2023	11.05.2023 - COMPLETE MAP PROJECTS	0.00	1,398.75	
	01.10.63131.00		EQUIPMENT		1,398.75	
01441	Mariana Gonzalez Rojas	01/04/2024	Regular	0.00	1,136.84	23514

Check Report

Date Range: 01/01/2024 - 01/31/2024

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		
122923	Invoice	12/29/2023	12.29.2023 - ADMINISTRATIVE SERVICES	0.00	1,136.84	
	01.00.60010.00	TEMPORARY HIRE	12.29.2023 - ADMINISTRATIVE S		1,136.84	
01211	Mark Clementi PhD	01/04/2024	Regular	0.00	1,548.00	23515
12-15-23	Invoice	12/15/2023	12.15.2023 - PRE-EMPLOYMENT PSYCH EV	0.00	1,548.00	
	01.05.61129.00	HIRING EXPENSES	12.15.2023 - PRE-EMPLOYMENT		1,548.00	
01299	Onix Networking Corporation	01/04/2024	Regular	0.00	151.20	23516
SIN020450	Invoice	12/29/2023	12.29.2023 - GOOGLE WORKSPACE BUSIN	0.00	151.20	
	01.05.61121.00	COMPUTER SOFTWARE/S	12.29.2023 - GOOGLE WORKSPA		151.20	
01010	Redwood Security Systems Inc	01/04/2024	Regular	0.00	495.00	23517
4137329	Invoice	01/01/2024	01.01.2024 - FIRE MONITORING/MAINTE	0.00	495.00	
	01.05.61105.00	OTHER CONTRACT SERVI	01.01.2024 - FIRE MONITORING		495.00	
01073	U.S. Bank (CalCARD)	01/08/2024	Regular	0.00	9,410.99	23518
INV0006463	Invoice	12/22/2023	11.22.2023 - MAHONEY - ZOOM	0.00	228.90	
	01.05.61105.00	OTHER CONTRACT SERVI	11.22.2023 - MAHONEY - ZOOM		228.90	
INV0006464	Invoice	12/22/2023	11.27.2023 - MAHONEY- MAILCHIMP	0.00	26.50	
	01.15.61903.00	MWPA Local Projects	11.27.2023 - MAHONEY- MAILC		26.50	
INV0006465	Invoice	12/22/2023	11.27.2023 - PETERSON - RTIC	0.00	31.28	
	01.25.62989.00	FLEET PARTS	11.27.2023 - PETERSON - RTIC		31.28	
INV0006466	Invoice	12/22/2023	12.17.2023 - PETERSON - LIFT SUPPORTS	0.00	53.40	
	01.25.62989.00	FLEET PARTS	12.17.2023 - PETERSON - LIFT S		53.40	
INV0006467	Invoice	12/22/2023	11.30.2023 - POPKEN - MARIN AUTOMOT	0.00	197.10	
	01.25.61600.00	FLEET MAINTENANCE/RE	11.30.2023 - POPKEN - MARIN A		197.10	
INV0006468	Invoice	12/22/2023	11.30.2023 - POPKEN - MARIN AUTOMOT	0.00	259.37	
	01.25.61600.00	FLEET MAINTENANCE/RE	11.30.2023 - POPKEN - MARIN A		259.37	
INV0006469	Invoice	12/22/2023	12.05.2023 - POPKEN - MARIN AUTOMOT	0.00	724.38	
	01.25.61600.00	FLEET MAINTENANCE/RE	12.05.2023 - POPKEN - MARIN A		724.38	
INV0006470	Invoice	12/22/2023	12.07.2023 - POPKEN - MARIN AUTOMOT	0.00	73.00	
	01.25.61600.00	FLEET MAINTENANCE/RE	12.07.2023 - POPKEN - MARIN A		73.00	
INV0006471	Invoice	12/22/2023	11.24.2023 - GRASSER - APPLE.COM	0.00	1,194.00	
	01.14.63044.00	TECHNOLOGY PURCHASE	11.24.2023 - GRASSER - APPLE.C		1,194.00	
INV0006472	Invoice	12/22/2023	11.28.2023 - GRASSER - BK TECHNOLOGIE	0.00	508.62	
	01.10.61101.00	RADIO REPAIR	11.28.2023 - GRASSER - BK TEC		508.62	
INV0006473	Invoice	12/22/2023	12.07.2023 - GRASSER - JOTFORM	0.00	49.00	
	01.05.61121.00	COMPUTER SOFTWARE/S	12.07.2023 - GRASSER - BK TEC		49.00	
INV0006474	Invoice	12/22/2023	12.10.2023 - GRASSER - HR DIRECT POSTE	0.00	59.67	
	01.05.62000.00	OFFICE SUPPLIES	12.10.2023 - GRASSER - HR DIRE		59.67	
INV0006475	Invoice	12/22/2023	12.13.2023 - GRASSER - HR DIRECT POSTE	0.00	225.70	
	01.05.62000.00	OFFICE SUPPLIES	12.13.2023 - GRASSER - HR DIRE		225.70	
INV0006476	Invoice	12/22/2023	12.15.2023 - GRASSER - SHELL OIL	0.00	87.05	
	01.25.62988.00	FUEL	12.15.2023 - GRASSER - SHELL O		87.05	
INV0006477	Invoice	12/22/2023	12.21.2023 - GRASSER - TWILIO	0.00	40.16	
	01.14.61705.00	TELEPHONE	12.21.2023 - GRASSER - TWILIO		40.16	

Check Report

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0006478	Invoice	12/22/2023	12.19.2023 - ILLINGWORTH - BAREFOOT C	0.00	255.19	
	01.10.61000.00		TRAINING AND EDUCATIO		255.19	
INV0006479	Invoice	12/22/2023	11.24.2023 - HOGGAN - EBAY	0.00	251.26	
	01.25.61411.00		BURN TRAILER MAINTEN		251.26	
INV0006480	Invoice	12/22/2023	12.13.2023 - HOGGAN - LIFTSUPPORTS	0.00	60.97	
	01.25.62989.00		FLEET PARTS		60.97	
INV0006481	Invoice	12/22/2023	12.05.2023 - ARENAS - SAN ANSELMO GA	0.00	46.69	
	01.25.62988.00		FUEL		46.69	
INV0006482	Invoice	12/22/2023	12.11.2023 - JAMOTTE - HOME DEPOT	0.00	196.65	
	01.14.63042.00		EXERCISE EQUIPMENT		196.65	
INV0006483	Invoice	12/22/2023	11.27.2023 - CUTTER - APPLE STORE	0.00	652.91	
	01.15.61902.00		MWPA D-Space		652.91	
INV0006484	Invoice	12/22/2023	11.27.2023 - CUTTER - APPLE STORE	0.00	652.91	
	01.15.61902.00		MWPA D-Space		652.91	
INV0006485	Invoice	12/22/2023	12.05.2023 - CUTTER - CALTOPO	0.00	2,000.00	
	01.15.61902.00		MWPA D-Space		2,000.00	
INV0006486	Invoice	12/22/2023	12.07.2023 - CUTTER - STAPLES	0.00	145.82	
	01.15.61902.00		MWPA D-Space		145.82	
INV0006487	Invoice	12/22/2023	12.10.2023 - CUTTER - ATT	0.00	171.20	
	01.15.61902.00		MWPA D-Space		171.20	
INV0006488	Invoice	12/22/2023	12.21.2023 - HERBERTSON- 2-ELEVEN SHI	0.00	916.63	
	01.10.62213.00		PERSONAL PROTECTIVE E		916.63	
INV0006489	Invoice	12/22/2023	12.01.2023 - BARONA - PAYPAL GRIP LIFT	0.00	282.64	
	01.14.63042.00		EXERCISE EQUIPMENT		282.64	
INV0006490	Invoice	12/22/2023	11.24.2023 - STETTLER - STAMPS.COM	0.00	19.99	
	01.05.62003.00		POSTAGE		19.99	

	Void	01/08/2024	Regular	0.00	0.00	23519
01326	AMAZON.COM SERVICES LLC	01/11/2024	Regular	0.00	1,187.77	23520

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
131P-1GQ7-4WC	Invoice	01/05/2024	01.05.2024 - BLUE COOLERS ICE VAULT	0.00	327.74	
	01.10.63131.00		EQUIPMENT	01.05.2024 - BLUE COOLERS ICE	327.74	
1JG1-JHPW-9JQ	Invoice	01/05/2024	01.05.2024 - FRYING PAN/MASON JARS	0.00	238.79	
	01.05.62200.00		GENERAL DEPARTMENT S	01.05.2024 - FRYING PAN/MAS	238.79	
1K76-NC4D-963H	Invoice	01/09/2024	01.09.2024 - WALL MOUNT SHELF	0.00	65.52	
	01.05.62200.00		GENERAL DEPARTMENT S	01.09.2024 - WALL MOUNT SHE	65.52	
1NM6-LGNM-1H	Invoice	01/08/2024	01.08.2024 - KITCHEN SUPPLIES	0.00	385.48	
	01.05.62200.00		GENERAL DEPARTMENT S	01.08.2024 - KITCHEN SUPPLIES	385.48	
1TVL-YDNR-DW4	Invoice	01/05/2024	01.05.2024 - MASKS/RESPIRATORS	0.00	170.24	
	01.10.62204.00		PARAMEDIC RESPONSE S	01.05.2024 - MASKS/RESPIRATO	170.24	

01117	Bryan Galli	01/11/2024	Regular	0.00	250.00	23521
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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
INV0006520	Invoice	01/11/2024	01.11.2024 - PARAMEDIC LICENSE TRAINI	0.00	250.00	
	01.10.61000.00		TRAINING AND EDUCATIO	01.11.2024 - PARAMEDIC LICEN	250.00	

01481	Charles W Hicks	01/11/2024	Regular	0.00	227.50	23522
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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
INV0006521	Invoice	12/03/2023	12.03.2023 - REPAIR DAMAGED LADDER	0.00	227.50	
	01.25.61411.00		BURN TRAILER MAINTEN	12.03.2023 - REPAIR DAMAGED	227.50	

01077	Dean Barsocchini	01/11/2024	Regular	0.00	350.00	23523
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Check Report

Date Range: 01/01/2024 - 01/31/2024

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		
INV0006519	Invoice	01/09/2023	01.09.2023 - CSFT COMPANY OFFICER 2B	0.00	350.00	
	01.10.61000.00		TRAINING AND EDUCATIO		350.00	
01049	Fishman Supply Company	01/11/2024	Regular	0.00	256.54	23524
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1430434	Invoice	12/29/2023	12.29.2023 - DISHWATER SOAP/LAUNDRY	0.00	256.54	
	01.14.62206.00		JANITORIAL MAINTENAN		256.54	
01079	Hannibal's Inc.	01/11/2024	Regular	0.00	2,074.16	23525
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25120	Invoice	01/08/2024	01.08.2024 - MOVE CEILING SHORE DROP	0.00	1,775.37	
	01.14.61500.19		BUILDING MAINTENANCE		1,775.37	
25127	Invoice	01/08/2024	01.08.2024 - ROOF LEAK RECON & MASTI	0.00	298.79	
	01.14.61500.20		BUILDING MAINTENANCE		298.79	
01028	L. N. Curtis and Sons	01/11/2024	Regular	0.00	609.10	23526
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV779991	Invoice	01/04/2024	01.04.2024 - BOOTS PPE	0.00	609.10	
	01.10.63160.00		TURNOUTS		609.10	
01035	Marin County Sheriff's Office	01/11/2024	Regular	0.00	17,911.08	23527
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
12392	Invoice	01/04/2024	01.04.2024 - MDC SUPPORT & MAINTENA	0.00	17,911.08	
	01.10.61100.00		DISPATCH		17,911.08	
01426	Quest UCCS	01/11/2024	Regular	0.00	349.05	23528
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
130075	Invoice	01/09/2024	01.09.2024 - QTRLY POST WARRANTY AG	0.00	349.05	
	01.14.61705.00		TELEPHONE		349.05	
01095	Richards Watson Gershon	01/11/2024	Regular	0.00	2,166.00	23529
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
245851	Invoice	12/31/2023	12.31.2023 - GENERAL LEGAL COUNSEL -	0.00	2,166.00	
	01.05.61107.00		ATTORNEY/LEGAL FEES		2,166.00	
01147	Town of Ross	01/11/2024	Regular	0.00	7,309.00	23530
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
QTR 3 FYE24	Invoice	01/01/2024	01.01.2024 - PG&E/WATER - JAN TO MAR	0.00	7,309.00	
	01.14.61702.00		GAS AND ELECTRIC		6,636.00	
	01.14.61703.00		WATER		673.00	
01326	AMAZON.COM SERVICES LLC	01/22/2024	Regular	0.00	786.13	23531
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
116V-HDPW-6XL	Invoice	01/19/2024	01.19.2024 - FIREFIGHTER WEDGE/LASER	0.00	110.05	
	01.10.61000.00		TRAINING AND EDUCATIO		110.05	
199X-43F9-WPQJ	Invoice	01/12/2024	01.12.2024 - COOLER TIEDOWN	0.00	29.48	
	01.10.63131.00		EQUIPMENT		29.48	
19JM-YK33-N9K7	Invoice	01/11/2024	01.11.2024 - 40QT COOLER	0.00	322.28	
	01.10.63131.00		EQUIPMENT		322.28	

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Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1G3F-CK7V-TYTV	Invoice	01/12/2024	01.12.2024 - LIGHT BULBS	0.00	216.32	
	01.05.62000.00		OFFICE SUPPLIES		216.32	
1W11-GPDY-LP49	Invoice	01/16/2024	01.16.2024 - TUPPERWARE	0.00	39.78	
	01.05.62200.00		GENERAL DEPARTMENT S		39.78	
1W67-DN1Y-Y4G	Invoice	01/18/2024	01.18.2024 - OUTDOOR EXTENSION CORD	0.00	68.22	
	01.25.62989.00		FLEET PARTS		68.22	
01026	AT&T Calnet	01/22/2024	Regular	0.00	767.56	23532
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000021085745	Invoice	01/10/2024	01.10.2024 - WIRELESS - 12.10.23-01.09.2	0.00	767.56	
	01.14.61705.00		TELEPHONE		767.56	
01059	AT&T Mobility	01/22/2024	Regular	0.00	1,080.25	23533
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
287301083016X0	Invoice	01/02/2024	01.02.2024 - WIRELESS - 12.03.23-01.02.2	0.00	1,080.25	
	01.14.61705.00		TELEPHONE		1,080.25	
01054	BoundTree Medical	01/22/2024	Regular	0.00	3,880.43	23534
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85194757	Invoice	12/21/2023	12.21.2023 - GENERAL MED SUPPLIES	0.00	2,220.32	
	01.10.62204.00		PARAMEDIC RESPONSE S		2,220.32	
85215011	Invoice	01/11/2024	01.11.2024 - GENERAL MED SUPPLIES	0.00	1,355.63	
	01.10.62204.00		PARAMEDIC RESPONSE S		1,355.63	
85216447	Invoice	01/12/2024	01.12.2024 - SMART CAPNOLINE	0.00	304.48	
	01.10.62204.00		PARAMEDIC RESPONSE S		304.48	
01016	Diego Truck Repair Inc	01/22/2024	Regular	0.00	3,888.51	23535
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
67981	Invoice	12/04/2023	12.04.2023 - 2020 PIERCE ENFORCER - 90	0.00	1,574.35	
	01.25.61600.00		FLEET MAINTENANCE/RE		1,574.35	
68016	Invoice	12/07/2023	12.07.2023 - 2010 PIERCE ALLSTAR - REPA	0.00	2,314.16	
	01.25.61600.00		FLEET MAINTENANCE/RE		2,314.16	
01272	Diesel Direct West Inc	01/22/2024	Regular	0.00	707.22	23536
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85602001	Invoice	01/11/2024	01.11.2024 - GASOLINE UNL - 23.1 GAL	0.00	110.29	
	01.25.62988.00		FUEL		110.29	
85602002	Invoice	01/11/2024	01.11.2024 - ULSD CLEAR -110.3 GAL	0.00	596.93	
	01.25.62988.00		FUEL		596.93	
01482	Dryer Vent Wizard of the Greater North Bay Ar	01/22/2024	Regular	0.00	248.00	23537
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
47172-24-100080	Invoice	01/12/2024	01.12.2024 - STATION 20 - ROOF CLEANIN	0.00	248.00	
	01.14.61500.20		BUILDING MAINTENANCE		248.00	
01475	EverBank, N.A.	01/22/2024	Regular	0.00	465.81	23538
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9844092	Invoice	01/05/2024	01.05.2024 - KYOCERA TASKALFA	0.00	465.81	
	01.05.61105.00		OTHER CONTRACT SERVI		465.81	
01017	Fairfax Lumber	01/22/2024	Regular	0.00	13.71	23539

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Date Range: 01/01/2024 - 01/31/2024

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		
276700	Invoice	01/17/2024	01.17.2024 - PIPE INSULATION/GEAR TIE	0.00	13.71	
	01.14.61500.21		BUILDING MAINTENANCE		13.71	
01050	Golden State Emergency Veh Svc	01/22/2024	Regular	0.00	558.75	23540
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
CI043020	Invoice	01/16/2024	01.16.2024 - ICP BAR	0.00	365.09	
	01.25.62989.00		FLEET PARTS		365.09	
CI043030	Invoice	01/16/2024	01.16.2024 - DATA LINK MODULE	0.00	193.66	
	01.25.62989.00		FLEET PARTS		193.66	
01295	Grier Argall Plumbing Inc	01/22/2024	Regular	0.00	1,100.00	23541
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
17131	Invoice	01/15/2024	01.15.2024 - STATION 19 - THERMAL EXPA	0.00	550.00	
	01.14.61500.19		BUILDING MAINTENANCE		550.00	
17132	Invoice	01/15/2024	01.15.2024 - STATION 18 - THERMAL EXP	0.00	550.00	
	01.14.61500.18		BUILDING MAINTENANCE		550.00	
01037	Marin Municipal Water District	01/22/2024	Regular	0.00	1,043.05	23542
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
087-01112024	Invoice	01/11/2024	087 - 777 SAN ANSELMO AVE -11.07.23-0	0.00	765.60	
	01.14.61703.00		WATER		765.60	
135-01082024	Invoice	01/08/2024	135 - 14-18 PARK RD - 11.03.23-01.03.24	0.00	178.87	
	01.14.61703.00		WATER		178.87	
263-01082024	Invoice	01/08/2024	263 - 14-18 PARK RD - 11.03.23-01.03.24	0.00	49.29	
	01.14.61703.00		WATER		49.29	
868-01112024	Invoice	01/11/2024	868 - 777 SAN ANSELMO AVE -11.07.23-0	0.00	49.29	
	01.14.61703.00		WATER		49.29	
01299	Onix Networking Corporation	01/22/2024	Regular	0.00	168.00	23543
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN021510	Invoice	01/12/2024	01.12.2024 - GOOGLE WORKSPACE - ARC	0.00	168.00	
	01.05.61121.00		COMPUTER SOFTWARE/S		168.00	
01266	Southern Marin Fire District	01/22/2024	Regular	0.00	10,352.80	23544
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
23-24-33	Invoice	01/18/2024	01.18.2024 - FY24 TABLET COMMAND	0.00	10,352.80	
	01.10.61100.00		DISPATCH		10,352.80	
01024	Totally Computer Inc	01/22/2024	Regular	0.00	446.48	23545
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
23116	Invoice	01/17/2024	01.17.2024 - MOTHERBOARD REPLACEME	0.00	446.48	
	01.14.63041.00		OFFICE EQUIPMENT		446.48	
01098	Verizon Wireless	01/22/2024	Regular	0.00	853.45	23546
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9953193577	Invoice	01/01/2024	01.01.2024 - WIRELESS - 12.02.23-01.01.2	0.00	853.45	
	01.14.61705.00		TELEPHONE		853.45	
01230	BAUER COMPRESSORS	01/25/2024	Regular	0.00	1,275.88	23547

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Date Range: 01/01/2024 - 01/31/2024

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		
0000316965	Invoice	01/22/2024	01.22.2024 - COMPRESSOR SERVICE/REPA	0.00	1,275.88	
	01.14.61500.00		BUILDING MAINTENANCE		1,275.88	
01272	Diesel Direct West Inc	01/25/2024	Regular	0.00	2,317.98	23548
85614827	Invoice	01/18/2024	01.18.2024 - GASOLINE UNL - 127.6 GAL	0.00	627.12	
	01.25.62988.00		FUEL		627.12	
85614828	Invoice	01/18/2024	01.18.2024 - ULSD CLEAR - 313.8 GAL	0.00	1,690.86	
	01.25.62988.00		FUEL		1,690.86	
01017	Fairfax Lumber	01/25/2024	Regular	0.00	24.70	23549
277027	Invoice	01/24/2024	01.24.2024 - FIREMAN NOZZLE	0.00	24.70	
	01.14.61500.19		BUILDING MAINTENANCE		24.70	
01036	Marin County Tax Collector	01/25/2024	Regular	0.00	213.75	23550
INV0006552	Invoice	01/16/2024	01.16.2024 - RADIO SHOP SERVICES - DEC	0.00	213.75	
	01.10.61101.00		RADIO REPAIR		213.75	
01037	Marin Municipal Water District	01/25/2024	Regular	0.00	354.83	23551
256-01122024	Invoice	01/12/2024	256 - 150 BUTTERFIELD RD - 11.08.23-01.	0.00	49.29	
	01.14.61703.00		WATER		49.29	
354-01122024	Invoice	01/12/2024	354 - 150 BUTTERFIELD RD - 11.08.23-01.	0.00	305.54	
	01.14.61703.00		WATER		305.54	
01073	U.S. Bank (CalCARD)	01/30/2024	Regular	0.00	7,644.94	23552
INV0006554	Invoice	02/02/2024	12.22.2023 - MAHONEY - ZOOM	0.00	79.00	
	01.05.61105.00		OTHER CONTRACT SERVI		79.00	
INV0006555	Invoice	02/02/2024	12.27.2023 - MAHONEY - MAILCHIMP	0.00	26.50	
	01.15.61903.00		MWPA Local Projects		26.50	
INV0006556	Invoice	02/02/2024	01.12.2024 - MAHONEY - MARIN COUNCI	0.00	350.00	
	01.05.62200.00		GENERAL DEPARTMENT S		350.00	
INV0006557	Invoice	02/02/2024	12.28.2023 - PETERSON - GALLS	0.00	80.47	
	15.00.63154.00		VEHICLE PURCHASE		80.47	
INV0006558	Invoice	02/02/2024	12.29.2023 - GRASSER - CABLE EXPRESS C	0.00	440.33	
	01.14.63041.00		OFFICE EQUIPMENT		440.33	
INV0006559	Invoice	02/02/2024	01.02.2024 - GRASSER - RAM MOUNTS	0.00	429.24	
	15.00.63154.00		VEHICLE PURCHASE		429.24	
INV0006560	Invoice	02/02/2024	01.07.2024 - GRASSER - JOTFORM	0.00	49.00	
	01.05.61121.00		COMPUTER SOFTWARE/S		49.00	
INV0006561	Invoice	02/02/2024	01.02.2024 - ILLINGWORTH - WAYFAIR	0.00	361.32	
	01.14.62501.00		FURNISHINGS		361.32	
INV0006562	Invoice	02/02/2024	01.07.2024 - POPPE - COSTCO	0.00	830.76	
	01.14.62206.00		JANITORIAL MAINTENAN		830.76	
INV0006563	Invoice	02/02/2024	01.07.2024 - POPPE - COSTCO	0.00	117.95	
	01.14.62206.00		JANITORIAL MAINTENAN		117.95	
INV0006564	Invoice	02/02/2024	01.10.2024 - CUTTER - AMAZON	0.00	56.69	

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Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.10.61902.00		MWPA DEFENSIBLE SPA 01.10.2024 - CUTTER - AMAZON		56.69	
INV0006565	Invoice	02/02/2024	01.10.2024 - CUTTER - AMAZON	0.00	69.90	
	01.10.61902.00		MWPA DEFENSIBLE SPA 01.10.2024 - CUTTER - AMAZON		69.90	
INV0006566	Invoice	02/02/2024	01.10.2024 - CUTTER - ATT	0.00	171.20	
	01.10.61902.00		MWPA DEFENSIBLE SPA 01.10.2024 - CUTTER - ATT		171.20	
INV0006567	Invoice	02/02/2024	01.12.2024 - CUTTER - AMAZON	0.00	14.09	
	01.10.61902.00		MWPA DEFENSIBLE SPA 01.12.2024 - CUTTER - AMAZON		14.09	
INV0006568	Invoice	02/02/2024	01.12.2024 - CUTTER - GOLDEN RULE CRE	0.00	350.52	
	01.10.61902.00		MWPA DEFENSIBLE SPA 01.12.2024 - CUTTER - GOLDEN		350.52	
INV0006569	Invoice	02/02/2024	12.29.2023 - HERBERTSON - KENETREK B	0.00	1,056.00	
	01.10.62213.00		PERSONAL PROTECTIVE E 12.29.2023 - HERBERTSON - KE		1,056.00	
INV0006570	Invoice	02/02/2024	12.28.2023 - HERBERTSON - MYSTERY RA	0.00	1,738.80	
	01.10.62213.00		PERSONAL PROTECTIVE E 12.28.2023 - HERBERTSON - MY		1,738.80	
INV0006571	Invoice	02/02/2024	12.21.2023 - BARONA - FIRE SAFETY USA	0.00	359.90	
	01.10.63131.00		EQUIPMENT 12.21.2023 - BARONA - FIRE SAF		359.90	
INV0006572	Invoice	02/02/2024	12.23.2023 - STETTLER - STAPLES	0.00	70.43	
	01.05.62000.00		OFFICE SUPPLIES 12.23.2023 - STETTLER - STAPLE		70.43	
INV0006573	Invoice	02/02/2024	12.28.2023 - STETTLER - STAMPS.COM	0.00	19.99	
	01.05.62003.00		POSTAGE 12.28.2023 - STETTLER - STAMP		19.99	
INV0006574	Invoice	02/02/2024	01.13.2024 - STETTLER - TARGET	0.00	16.55	
	01.05.62200.00		GENERAL DEPARTMENT S 01.13.2024 - STETTLER - TARGET		16.55	
INV0006575	Invoice	02/02/2024	01.17.2024 - STETTLER - STAPLES	0.00	20.97	
	01.05.62000.00		OFFICE SUPPLIES 01.17.2024 - STETTLER - STAPLE		20.97	
INV0006576	Invoice	02/02/2024	01.18.2024 - STETTLER - STAPLES	0.00	51.51	
	01.05.62000.00		OFFICE SUPPLIES 01.18.2024 - STETTLER - STAPLE		51.51	
INV0006577	Invoice	02/02/2024	12.24.2023 - PORTER - RECOVERY TOOLS	0.00	39.20	
	01.14.63044.00		TECHNOLOGY PURCHASE 12.24.2023 - PORTER - RECOVER		39.20	
INV0006578	Invoice	02/02/2024	01.04.2024 - GALLI - FIRE DUE FABRICATI	0.00	494.95	
	01.10.62204.00		PARAMEDIC RESPONSE S 01.04.2024 - GALLI - FIRE DUE F		494.95	
INV0006579	Invoice	02/02/2024	01.10.2024 - GALLI - FROGGY'S FOG	0.00	323.38	
	01.10.61000.00		TRAINING AND EDUCATIO 01.10.2024 - GALLI - FROGGY'S F		323.38	
INV0006580	Invoice	02/02/2024	01.22.2024 - LATE PAYMENT CHARGES	0.00	26.29	
	01.05.61103.00		AUDIT & BOOKKEEPING SE 01.22.2024 - LATE PAYMENT CH		26.29	
	Void	01/30/2024	Regular	0.00	0.00	23553

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	132	56	0.00	263,520.06
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	132	58	0.00	263,520.06

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Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01013	AFLAC Business Services	01/05/2024	Regular	0.00	2,516.96	11408
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006493	Invoice	01/12/2024	AFLAC	0.00	2,516.96	
	01.00.20271.00		AFLAC P/R DEDUCTION		2,516.96	
01004	CAPF	01/05/2024	Regular	0.00	472.00	11409
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006496	Invoice	01/12/2024	DISABILITY INSURANCE	0.00	472.00	
	01.00.20275.00		DISABILITY INSURANCE W		472.00	
			DISABILITY INSURANCE			
01161	Nationwide Retirement Solutions	01/05/2024	Regular	0.00	3,662.05	11410
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006498	Invoice	01/12/2024	NATIONWIDE RETIREMENT	0.00	2,195.00	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,195.00	
			NATIONWIDE RETIREMENT			
INV0006499	Invoice	01/12/2024	NATIONWIDE RETIREMENT	0.00	1,467.05	
	01.00.20277.00		DEFERRED COMP. W/ NR		1,467.05	
			NATIONWIDE RETIREMENT			
01069	Ross Valley Firefighters Association	01/05/2024	Regular	0.00	2,490.00	11411
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006510	Invoice	01/12/2024	UNION DUES	0.00	2,490.00	
	01.00.20289.00		UNION DUES WITHHELD		2,490.00	
			UNION DUES			
01013	AFLAC Business Services	01/19/2024	Regular	0.00	2,516.96	11416
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006526	Invoice	01/31/2024	AFLAC	0.00	2,516.96	
	01.00.20271.00		AFLAC P/R DEDUCTION		2,516.96	
			AFLAC			
01004	CAPF	01/19/2024	Regular	0.00	472.00	11417
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006529	Invoice	01/31/2024	DISABILITY INSURANCE	0.00	472.00	
	01.00.20275.00		DISABILITY INSURANCE W		472.00	
			DISABILITY INSURANCE			
01161	Nationwide Retirement Solutions	01/19/2024	Regular	0.00	3,286.02	11418
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0006531	Invoice	01/31/2024	NATIONWIDE RETIREMENT	0.00	2,217.00	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,217.00	
			NATIONWIDE RETIREMENT			
INV0006532	Invoice	01/31/2024	NATIONWIDE RETIREMENT	0.00	1,069.02	
	01.00.20277.00		DEFERRED COMP. W/ NR		1,069.02	
			NATIONWIDE RETIREMENT			
01069	Ross Valley Firefighters Association	01/19/2024	Regular	0.00	2,490.00	11419

Check Report

Date Range: 01/01/2024 - 01/31/2024

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		
INV0006543	Invoice	01/31/2024	UNION DUES	0.00	2,490.00	
	01.00.20289.00		UNION DUES WITHHELD		2,490.00	

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	8	0.00	17,905.99
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	17,905.99

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	142	64	0.00	281,426.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	142	66	0.00	281,426.05

Fund Summary

Fund	Name	Period	Amount
98	POOLED PAYROLL	1/2024	17,905.99
99	POOLED CASH	1/2024	263,520.06
			281,426.05

Ross Valley Fire Dept

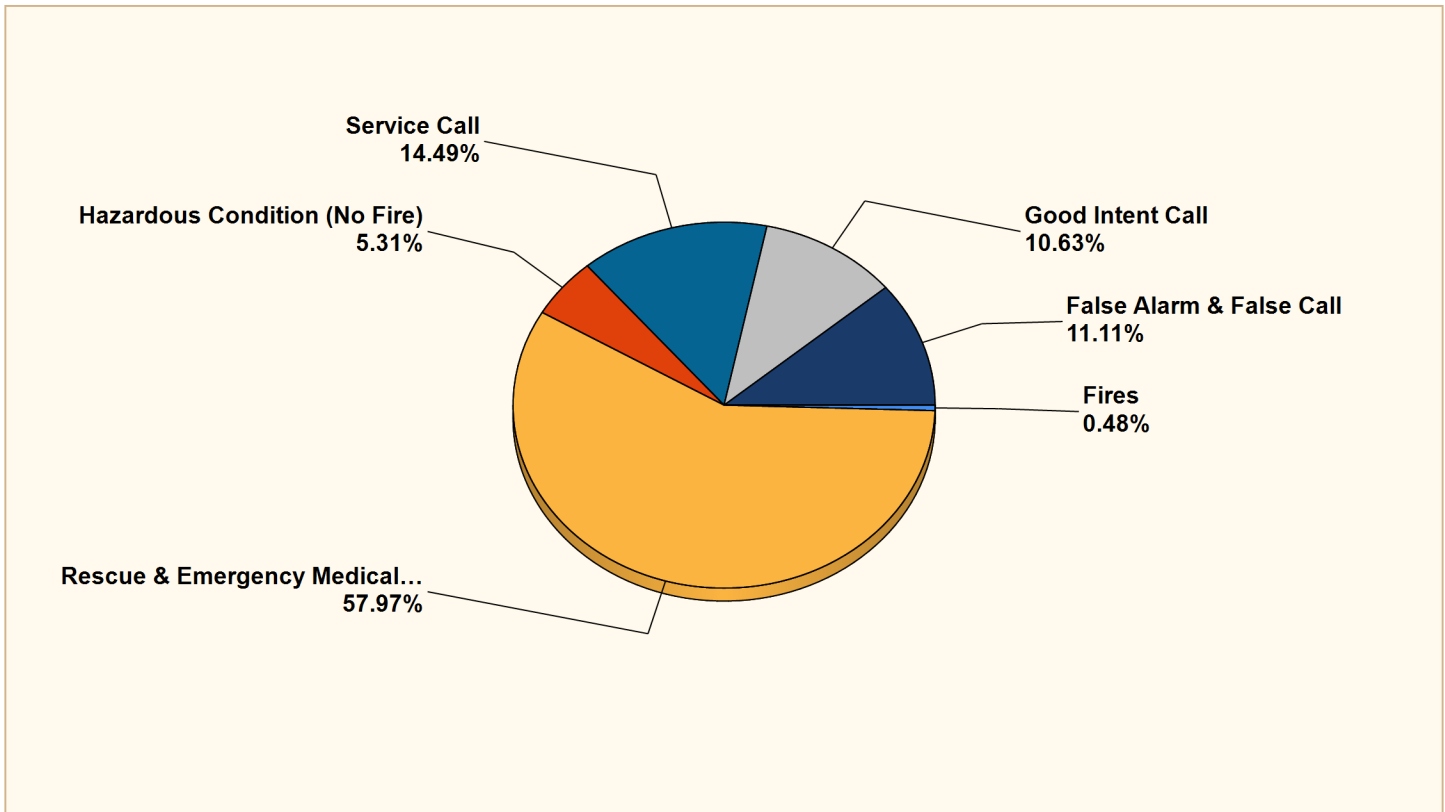
San Anselmo, CA

This report was generated on 2/6/2024 1:20:43 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.48%
Rescue & Emergency Medical Service	120	57.97%
Hazardous Condition (No Fire)	11	5.31%
Service Call	30	14.49%
Good Intent Call	22	10.63%
False Alarm & False Call	23	11.11%
TOTAL	207	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.48%
321 - EMS call, excluding vehicle accident with injury	115	55.56%
322 - Motor vehicle accident with injuries	4	1.93%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.48%
412 - Gas leak (natural gas or LPG)	2	0.97%
424 - Carbon monoxide incident	1	0.48%
440 - Electrical wiring/equipment problem, other	1	0.48%
444 - Power line down	7	3.38%
550 - Public service assistance, other	6	2.9%
553 - Public service	11	5.31%
554 - Assist invalid	12	5.8%
571 - Cover assignment, standby, moveup	1	0.48%
611 - Dispatched & cancelled en route	16	7.73%
622 - No incident found on arrival at dispatch address	1	0.48%
651 - Smoke scare, odor of smoke	5	2.42%
715 - Local alarm system, malicious false alarm	1	0.48%
733 - Smoke detector activation due to malfunction	3	1.45%
734 - Heat detector activation due to malfunction	1	0.48%
735 - Alarm system sounded due to malfunction	1	0.48%
736 - CO detector activation due to malfunction	3	1.45%
740 - Unintentional transmission of alarm, other	1	0.48%
743 - Smoke detector activation, no fire - unintentional	9	4.35%
744 - Detector activation, no fire - unintentional	1	0.48%
745 - Alarm system activation, no fire - unintentional	3	1.45%
TOTAL INCIDENTS:	207	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: 01/01/2024 | End Date: 01/31/2024

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18 - Ross	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	13
444 - Power line down	1
550 - Public service assistance, other	1
553 - Public service	1
611 - Dispatched & cancelled en route	5
733 - Smoke detector activation due to malfunction	1
734 - Heat detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	1

Incidents for 18 - Station 18 : 27

Station: 19 - STATION 19 - San Anselmo	
321 - EMS call, excluding vehicle accident with injury	39
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	1
444 - Power line down	1
550 - Public service assistance, other	2
553 - Public service	5
554 - Assist invalid	4
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	2
733 - Smoke detector activation due to malfunction	1
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	3
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

Incidents for 19 - Station 19: 72

Station: 20 - STATION 20 - Sleepy Hollow	
321 - EMS call, excluding vehicle accident with injury	21
550 - Public service assistance, other	1

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
553 - Public service	3
554 - Assist invalid	2
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	3
733 - Smoke detector activation due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2

Incidents for 20 - Station 20:

36

Station: 21 - STATION 21 - Fairfax

321 - EMS call, excluding vehicle accident with injury	42
322 - Motor vehicle accident with injuries	2
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	5
550 - Public service assistance, other	2
553 - Public service	2
554 - Assist invalid	6
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	4
715 - Local alarm system, malicious false alarm	1
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	1

Incidents for 21 - Station 21:

72

Only REVIEWED incidents included.



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Ross Valley Fire, CA

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 01/31/2024

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue						
475 - MEMBER CONTRIBUTIONS	11,660,707.00	11,660,707.00	971,725.66	6,802,079.65	-4,858,627.35	41.67%
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,877,091.00	1,877,091.00	146,666.11	1,630,394.33	-246,696.67	13.14%
Revenue Total:	13,537,798.00	13,537,798.00	1,118,391.77	8,432,473.98	-5,105,324.02	37.71%
Expense						
600 - SALARIES AND WAGES	6,889,961.00	6,889,961.00	623,543.54	4,123,210.71	2,766,750.29	40.16%
601 - RETIREMENT	2,385,110.00	2,385,110.00	90,576.95	1,856,038.36	529,071.64	22.18%
602 - EMPLOYEE BENEFITS	2,319,575.00	2,319,575.00	141,014.92	1,246,843.49	1,072,731.51	46.25%
610 - TRAINING	43,260.00	43,260.00	360.05	16,250.35	27,009.65	62.44%
611 - OUTSIDE SERVICES	741,096.00	741,096.00	32,521.65	424,839.70	316,256.30	42.67%
613 - PUBLICATION / DUES	9,866.00	9,866.00	0.00	5,286.62	4,579.38	46.42%
614 - MAINTENANCE	22,123.00	22,123.00	0.00	4,644.59	17,478.41	79.01%
615 - BUILDING MAINTENANCE	78,500.00	78,500.00	4,823.84	12,628.52	65,871.48	83.91%
616 - VEHICLE MAINTENANCE	120,500.00	120,500.00	217.37	58,029.08	62,470.92	51.84%
617 - UTILITIES	150,153.00	150,153.00	37,380.80	90,688.27	59,464.73	39.60%
619 - MISCELLANEOUS	0.00	0.00	0.00	8,343.88	-8,343.88	0.00%
620 - OFFICE SUPPLIES	6,215.00	6,215.00	216.32	2,148.59	4,066.41	65.43%
622 - DEPARTMENT SUPPLIES	131,675.00	131,675.00	2,678.69	71,680.07	59,994.93	45.56%
625 - FURNISHINGS	8,487.00	8,487.00	0.00	524.38	7,962.62	93.82%
629 - MISCELLANEOUS	101,510.00	101,510.00	5,046.08	41,547.56	59,962.44	59.07%
630 - EQUIPMENT	49,081.00	49,081.00	446.48	10,857.75	38,223.25	77.88%
631 - CAPITAL OUTLAY	115,030.00	115,030.00	1,355.39	49,145.77	65,884.23	57.28%
670 - TRANSFERS OUT	365,656.00	365,656.00	0.00	0.00	365,656.00	100.00%
Expense Total:	13,537,798.00	13,537,798.00	940,182.08	8,022,707.69	5,515,090.31	40.74%
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	178,209.69	409,766.29	409,766.29	0.00%
Fund: 15 - VEHICLE FUND						
Revenue						
519 - TRANSFERS IN	365,656.00	365,656.00	0.00	0.00	-365,656.00	100.00%
Revenue Total:	365,656.00	365,656.00	0.00	0.00	-365,656.00	100.00%
Expense						
631 - CAPITAL OUTLAY	98,000.00	98,000.00	0.00	39,205.44	58,794.56	59.99%
640 - PRINCIPAL	308,919.00	308,919.00	0.00	158,713.18	150,205.82	48.62%
641 - INTEREST	14,910.00	14,910.00	0.00	10,404.04	4,505.96	30.22%
Expense Total:	421,829.00	421,829.00	0.00	208,322.66	213,506.34	50.61%
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-56,173.00	-56,173.00	0.00	-208,322.66	-152,149.66	-270.86%
Report Surplus (Deficit):	-56,173.00	-56,173.00	178,209.69	201,443.63	257,616.63	458.61%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	178,209.69	409,766.29	409,766.29
15 - VEHICLE FUND	-56,173.00	-56,173.00	0.00	-208,322.66	-152,149.66
Report Surplus (Deficit):	-56,173.00	-56,173.00	178,209.69	201,443.63	257,616.63



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		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	2,407,212.00	2,407,212.00	200,601.00	1,404,207.00	-1,003,005.00	41.67 %
01.00.47502.00	ROSS	2,414,444.00	2,414,444.00	201,203.66	1,408,425.62	-1,006,018.38	41.67 %
01.00.47503.00	SAN ANSELMO	4,187,309.00	4,187,309.00	348,942.41	2,442,596.90	-1,744,712.10	41.67 %
01.00.47504.00	SLEEPY HOLLOW	1,322,417.00	1,322,417.00	110,201.42	771,409.94	-551,007.06	41.67 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	51,519.00	51,519.00	4,293.34	30,053.38	-21,465.62	41.67 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,277,806.00	1,277,806.00	106,483.83	745,386.81	-532,419.19	41.67 %
01.00.49501.00	COUNTY OF MARIN	258,021.00	258,021.00	0.00	258,021.00	0.00	0.00 %
01.00.49502.00	OES REIMBURSEMENT OUT OF CO	0.00	0.00	24,300.85	380,603.67	380,603.67	0.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PR	306,093.00	306,093.00	0.00	157,675.56	-148,417.44	48.49 %
01.00.49506.00	RVPA RENTAL	33,440.00	33,440.00	0.00	32,624.09	-815.91	2.44 %
01.00.49507.00	LAIF INTEREST	20,000.00	20,000.00	6,609.81	12,489.86	-7,510.14	37.55 %
01.00.49509.00	RVPA AGENCY REIMBURSEMENT	47,290.00	47,290.00	0.00	47,290.00	0.00	0.00 %
01.00.49510.00	PLAN CHECKING FEES	280,000.00	280,000.00	48,122.46	195,551.57	-84,448.43	30.16 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	0.00	176.70	-49,823.30	99.65 %
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	0.00	1,407.73	-8,592.27	85.92 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	0.00	33,539.54	142,569.26	142,569.26	0.00 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	93,241.00	93,241.00	0.00	35,822.24	-57,418.76	61.58 %
01.00.49518.00	DEFENSIBLE SPACE INSPECTION CO	327,410.00	327,410.00	0.00	126,802.25	-200,607.75	61.27 %
01.00.49523.00	APPARATUS REPLACEMENT	365,656.00	365,656.00	30,471.33	213,299.31	-152,356.69	41.67 %
01.00.49524.00	TECHNOLOGY FEES	25,940.00	25,940.00	3,622.12	14,692.63	-11,247.37	43.36 %
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	11,368.46	11,368.46	0.00 %
	Revenue Total:	13,537,798.00	13,537,798.00	1,118,391.77	8,432,473.98	-5,105,324.02	37.71%
Expense							
01.00.60000.00	REGULAR SALARIES	5,448,297.00	5,448,297.00	395,233.58	2,693,959.95	2,754,337.05	50.55 %
01.00.60010.00	TEMPORARY HIRE	17,389.00	17,389.00	0.00	10,012.67	7,376.33	42.42 %
01.00.60020.00	MINIMUM STAFFING	795,960.00	795,960.00	187,389.07	896,041.72	-100,081.72	-12.57 %
01.00.60021.00	HOURLY OVERTIME	102,354.00	102,354.00	3,861.65	50,151.20	52,202.80	51.00 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	23,411.00	23,411.00	7,779.93	55,160.34	-31,749.34	-135.62 %
01.00.60025.00	OT OES RESPONSE	0.00	0.00	0.00	215,094.06	-215,094.06	0.00 %
01.00.60026.00	OT TRAINING	70,576.00	70,576.00	834.31	13,327.38	57,248.62	81.12 %
01.00.60027.00	HOLIDAY	224,083.00	224,083.00	18,572.75	124,329.94	99,753.06	44.52 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	24,274.00	24,274.00	0.00	2,876.63	21,397.37	88.15 %
01.00.60029.00	FLSA O/T	108,747.00	108,747.00	8,772.25	54,185.38	54,561.62	50.17 %
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
01.00.60035.00	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	2,100.00	1,500.00	41.67 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	800.00	5,600.00	2,400.00	30.00 %
01.00.60100.00	RETIREMENT	2,385,110.00	2,385,110.00	90,576.95	1,856,038.36	529,071.64	22.18 %
01.00.60200.00	CAFETERIA HEALTH PLAN	940,000.00	940,000.00	81,760.68	521,585.80	418,414.20	44.51 %
01.00.60201.00	HEALTH INSURANCE	0.00	0.00	0.00	825.61	-825.61	0.00 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	39,793.00	39,793.00	4,511.56	23,581.86	16,211.14	40.74 %
01.00.60215.00	WORKERS' COMPENSATION INSUR	487,535.00	487,535.00	0.00	323,970.00	163,565.00	33.55 %
01.00.60220.00	PAYROLL TAXES	97,205.00	97,205.00	9,186.65	64,903.81	32,301.19	33.23 %
01.00.60223.00	UNIFORM REIMBURSEMENT	26,640.00	26,640.00	2,041.47	13,592.08	13,047.92	48.98 %
01.00.60225.00	EDUCATION REIMBURSEMENT	122,512.00	122,512.00	10,156.15	67,162.65	55,349.35	45.18 %
01.00.60231.00	RETIRES' HEALTH INSURANCE	605,890.00	605,890.00	33,358.41	231,211.77	374,678.23	61.84 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.00.61103.00	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	0.00	100.05	-100.05	0.00 %
01.00.61115.00	LIABILITY INSURANCE	71,322.00	71,322.00	0.00	60,250.00	11,072.00	15.52 %
01.00.62999.00	CONTINGENCY	26,510.00	26,510.00	0.00	0.00	26,510.00	100.00 %
01.00.67099.00	TRANSFERS OUT	365,656.00	365,656.00	0.00	0.00	365,656.00	100.00 %
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	32,575.00	32,575.00	1,034.21	15,854.65	16,720.35	51.33 %
01.05.61105.00	OTHER CONTRACT SERVICES	64,684.00	64,684.00	960.81	20,367.28	44,316.72	68.51 %
01.05.61107.00	ATTORNEY/LEGAL FEES	11,256.00	11,256.00	1,881.00	14,202.85	-2,946.85	-26.18 %
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	92,772.00	92,772.00	0.00	46,386.00	46,386.00	50.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	35,593.00	35,593.00	168.00	14,836.56	20,756.44	58.32 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENA	8,699.00	8,699.00	0.00	0.00	8,699.00	100.00 %
01.05.61127.00	HEALTH AND WELLNESS	28,325.00	28,325.00	0.00	24,491.00	3,834.00	13.54 %
01.05.61129.00	HIRING EXPENSES	12,731.00	12,731.00	0.00	7,278.58	5,452.42	42.83 %
01.05.61300.00	PUBLICATIONS AND DUES	9,866.00	9,866.00	0.00	5,286.62	4,579.38	46.42 %
01.05.62000.00	OFFICE SUPPLIES	5,100.00	5,100.00	216.32	1,824.47	3,275.53	64.23 %
01.05.62003.00	POSTAGE	1,115.00	1,115.00	0.00	324.12	790.88	70.93 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,526.00	13,526.00	848.34	5,024.91	8,501.09	62.85 %
01.10.60065.02	EXPLORER POST	9,270.00	9,270.00	0.00	371.44	8,898.56	95.99 %
01.10.61000.00	TRAINING AND EDUCATION	43,260.00	43,260.00	360.05	16,250.35	27,009.65	62.44 %
01.10.61100.00	DISPATCH	252,000.00	252,000.00	28,263.88	135,730.38	116,269.62	46.14 %
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	213.75	1,398.66	3,751.34	72.84 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	0.00	0.00	1,030.00	100.00 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	9,840.00	9,840.00	0.00	0.00	9,840.00	100.00 %
01.10.61110.00	MERA OPERATING EXPENSE	107,339.00	107,339.00	0.00	82,858.51	24,480.49	22.81 %
01.10.61410.00	EQUIPMENT MAINTENANCE	12,257.00	12,257.00	0.00	265.88	11,991.12	97.83 %
01.10.61902.00	MWPA DEFENDSIBLE SPACE	0.00	0.00	0.00	4,492.91	-4,492.91	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,478.00	4,478.00	0.00	5,681.78	-1,203.78	-26.88 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	40,000.00	40,000.00	1,830.35	20,702.62	19,297.38	48.24 %
01.10.62210.00	BREATHING APPARATUS	7,107.00	7,107.00	0.00	0.00	7,107.00	100.00 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,532.00	7,532.00	0.00	2,297.83	5,234.17	69.49 %
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMEN	39,396.00	39,396.00	0.00	6,560.45	32,835.55	83.35 %
01.10.63131.00	EQUIPMENT	40,000.00	40,000.00	740.46	12,171.59	27,828.41	69.57 %
01.10.63140.00	HYDRANTS	28,428.00	28,428.00	0.00	28,069.25	358.75	1.26 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	22,279.00	22,279.00	5.83	7,950.97	14,328.03	64.31 %
01.10.63160.00	TURNOUTS	24,323.00	24,323.00	609.10	953.96	23,369.04	96.08 %
01.14.61500.00	BUILDING MAINTENANCE AND LAN	18,500.00	18,500.00	1,363.27	2,173.08	16,326.92	88.25 %
01.14.61500.18	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	550.00	2,446.64	12,553.36	83.69 %
01.14.61500.19	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	2,350.07	4,780.86	10,219.14	68.13 %
01.14.61500.20	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	546.79	2,508.96	12,491.04	83.27 %
01.14.61500.21	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	13.71	718.98	14,281.02	95.21 %
01.14.61702.00	GAS AND ELECTRIC	55,000.00	55,000.00	29,590.55	43,003.72	11,996.28	21.81 %
01.14.61703.00	WATER	8,900.00	8,900.00	2,070.88	7,765.41	1,134.59	12.75 %
01.14.61704.00	SEWER	4,000.00	4,000.00	0.00	4,120.80	-120.80	-3.02 %
01.14.61705.00	TELEPHONE	82,253.00	82,253.00	5,719.37	35,798.34	46,454.66	56.48 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI	10,300.00	10,300.00	0.00	4,350.59	5,949.41	57.76 %
01.14.62501.00	FURNISHINGS	8,487.00	8,487.00	0.00	524.38	7,962.62	93.82 %
01.14.63040.00	APPLIANCES	5,150.00	5,150.00	0.00	981.58	4,168.42	80.94 %
01.14.63041.00	OFFICE EQUIPMENT	10,300.00	10,300.00	446.48	446.48	9,853.52	95.67 %
01.14.63042.00	EXERCISE EQUIPMENT	10,609.00	10,609.00	0.00	2,323.07	8,285.93	78.10 %
01.14.63044.00	TECHNOLOGY PURCHASES	23,022.00	23,022.00	0.00	7,106.62	15,915.38	69.13 %
01.15.60220.00	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	0.00	9.91	-9.91	0.00 %
01.15.61131.00	FIRE PREVENTION	4,880.00	4,880.00	0.00	1,085.18	3,794.82	77.76 %
01.15.61902.00	MWPA D-Space	0.00	0.00	0.00	3,850.97	-3,850.97	0.00 %
01.15.61903.00	MWPA Local Projects	0.00	0.00	0.00	23,844.33	-23,844.33	0.00 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,336.00	9,336.00	0.00	3,217.56	6,118.44	65.54 %
01.25.61411.00	BURN TRAILER MAINTENANCE	9,866.00	9,866.00	0.00	4,378.71	5,487.29	55.62 %
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	120,500.00	120,500.00	217.37	58,029.08	62,470.92	51.84 %
01.25.62988.00	FUEL	57,500.00	57,500.00	4,292.86	35,554.71	21,945.29	38.17 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.25.62989.00	FLEET PARTS	17,500.00	17,500.00	753.22	5,992.85	11,507.15	65.76 %
	Expense Total:	13,537,798.00	13,537,798.00	940,182.08	8,022,707.69	5,515,090.31	40.74%
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	178,209.69	409,766.29	409,766.29	0.00%
Fund: 15 - VEHICLE FUND							
Revenue							
15.00.51999.00	TRANSFERS IN	365,656.00	365,656.00	0.00	0.00	-365,656.00	100.00 %
	Revenue Total:	365,656.00	365,656.00	0.00	0.00	-365,656.00	100.00%
Expense							
15.00.63154.00	VEHICLE PURCHASE	98,000.00	98,000.00	0.00	39,205.44	58,794.56	59.99 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	308,919.00	308,919.00	0.00	158,713.18	150,205.82	48.62 %
15.00.64110.00	LEASE PAYMENT - INTEREST	14,910.00	14,910.00	0.00	10,404.04	4,505.96	30.22 %
	Expense Total:	421,829.00	421,829.00	0.00	208,322.66	213,506.34	50.61%
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-56,173.00	-56,173.00	0.00	-208,322.66	-152,149.66	-270.86%
	Report Surplus (Deficit):	-56,173.00	-56,173.00	178,209.69	201,443.63	257,616.63	458.61%

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue	13,537,798.00	13,537,798.00	1,118,391.77	8,432,473.98	-5,105,324.02	37.71%
Expense	13,537,798.00	13,537,798.00	940,182.08	8,022,707.69	5,515,090.31	40.74%
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	178,209.69	409,766.29	409,766.29	0.00%
Fund: 15 - VEHICLE FUND						
Revenue	365,656.00	365,656.00	0.00	0.00	-365,656.00	100.00%
Expense	421,829.00	421,829.00	0.00	208,322.66	213,506.34	50.61%
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-56,173.00	-56,173.00	0.00	-208,322.66	-152,149.66	-270.86%
Report Surplus (Deficit):	-56,173.00	-56,173.00	178,209.69	201,443.63	257,616.63	458.61%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	178,209.69	409,766.29	409,766.29
15 - VEHICLE FUND	-56,173.00	-56,173.00	0.00	-208,322.66	-152,149.66
Report Surplus (Deficit):	-56,173.00	-56,173.00	178,209.69	201,443.63	257,616.63

ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Board Special Meeting of January 12, 2024

Note: These are summary action minutes only. The zoom recording can be accessed by clicking [here](#). The passcode is Rvfd011224#

RVFD BOARD MEETING MINUTES

1. 2:05 pm Call to order.

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

Board Absents:

Staff Present: Mahoney (Remote)

Town Managers Present: Donery, Abrams

[Agenda – January 12, 2024](#)

2. Chief Report – Verbal Update by Interim Fire Chief Mahoney

SAFER Grant: Officially notified that we did not receive the SAFER Grant.

Two New Recruits Started: The two new recruits we hired a few months ago to fill the two vacancies from the retirements that occurred last year, have started. They've started their training, which is expected to end in October, and they'll then be counted towards our minimum staffing.

Firefighter Paramedic Recruitment: We opened recruitment to fill three Firefighter Paramedic positions that were approved by the Board. The application process closes January 31, 2024. We're still on track to get them onboarded with a start date of July 1, 2024 to begin their training.

Toy Drive: Successful toy drive this year. With COVID these last couple of years, there were some difficulties gathering enough toys. Toys were brought to the Fairfax San Anselmo Children's Center and distributed to families in need throughout Marin County. Would like to recognize community members for their generous donations.

Breakfast with Santa: In conjunction with the Town of San Anselmo, hosted pancake breakfast at Station 19. Fire Department staff were on hand to cook and San Anselmo staff were present to help with logistical needs. The event was a huge success.

No public comment.

3. **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.**

Cutrano commented there have been a number of Special meetings because of conflicts, often times with Fairfax Town Council Meetings, that get moved due to holidays. Cutrano looked ahead the next couple of years to see if there would be conflicts and they're usually in January and July. It appears that there will also be a conflict next January. The public should be given as much advance notice as possible if a standing meeting is moved.

Burdo added that if a meeting date is moved, to do our best to keep the meetings in the evening time when the regular meetings typically happen. Hellman added that if we do have a day time meeting, to think

about parking.

Brekhus highlighted that Board meeting times are Item 5 on the agenda.

No public comment.

M/S Brekhus/Robbins to approve consent agenda – roll call vote, eight ayes: Brekhus, Robbins, Colbert, Burdo, Shortall, Finn, Hellman, Cutrano.

4. Appoint President and Vice President to the Ross Valley Fire Department Board of Directors for 2024 – Interim Fire Chief Mahoney

Chief Mahoney summarized the Staff Report - a new President and Vice President are appointed in January of each year, serving a one year term.

No public comment.

Shortall nominates Finn to be President. Colbert nominates Burdo to be Vice President.

M/S Shortall/Brekhus to appoint President and Vice President for 2024 Board year – roll call vote, seven ayes: Brekhus, Robbins, Colbert, Burdo, Shortall, Hellman, Cutrano. One Abstain: Finn.

Finn took over running the Board meeting as President and acknowledged Hellman for the work she's put in over the past year as the former Board President.

5. Adopt Resolution 24-01 Updating the Meeting Location for Regular Meetings of the Ross Valley Fire Department Board of Directors. Board to Consider Adopting New Regular Meeting Dates and Providing Guidelines on Adding Items to the Agenda. – Interim Fire Chief Mahoney

Chief Mahoney summarized the Staff Report, which included a recommendation to replace Resolution 12-09 with Resolution 24-01. Updates included meeting location, the addition of August and December meetings as regular monthly meetings, and guidelines to adding agenda items.

Robbins endorsed setting the meeting schedule in advance and sticking to the dates. If a conflict is known ahead of time, make changes in advance. With respect to putting items on the agenda, Robbins recommended lowering the number of Directors from a majority down to two Board members. Robbins is unsure if the President alone should be allowed to put something on the agenda. If there's a critical item to be addressed, the Executive Officer and Fire Chief would know about the item and be able to add it to the agenda. Brekhus concurred with Robbins and brought up the risk of possibly violating the Brown Act if quorum was reached in the process of explaining why an item should be added to an agenda with the majority of Board members guideline.

Finn agreed the majority is too high, but feels two people is too low. Finn's suggestion is three people sign off on adding an agenda item. He is in favor of the President having the ability to add items to the agenda in consultation with the Executive Officer.

Hellman added if the Board chooses to go with the option of two members being able to add items to the agenda, that they should be from two different agencies or towns.

Burdo concurred with Finn about three people being a good number to add items to the agenda.

No public comment.

The Board agreed to lower the threshold for placing new items on the agenda from the majority of the Board to three Board members. With respect to the President having the ability to place items on the agenda in consultation with the Executive Officer, Finn requested Brekhus write a proposal so concerns can be addressed.

Chief Mahoney recommended a motion to approve the resolution with the exception of removing the agenda item portion, so that we fall in line with the Brown Act on Meeting Location. We can come back to the next meeting, and if need be, we can update the resolution to include whatever is decided upon regarding the agenda items. Ultimately, the Executive Officer sets the agenda.

Finn clarified that until Brekhus and anyone else have provided input and guidelines, the Board should continue to follow the customary practice of everything goes through the Executive Officer. Chief Mahoney would like to make sure the Meeting Location correction is made as of January 12th, 2024, so we are within Brown Act requirements.

Cutrano offered a substitute motion that captures everything excluding the President of the Board from adding agenda items and to amend the number of Board members it takes to get an item on the agenda from majority to three people.

Robbins motioned to approve Resolution 24-01 with the exception of condition number two (“By the President of the Board through written communication to the Executive Officer”) and with the amendment from majority of Board members down to three Board members. Hellman seconded.

Took public comment a second time since there were slight changes. **No public comment.**

M/S Robbins/Hellman to approve Resolution 24-01 with the exception of condition number two and amending majority to three Board members – roll call vote, eight ayes: Brekhus, Robbins, Colbert, Burdo, Shortall, Finn, Hellman, Cutrano.

6. Receive Update on Shared Services Discussions with Central Marin Fire Department and Direct Staff as Appropriate. – Interim Fire Chief Mahoney and Executive Officer Dave Donery

Chief Mahoney summarized Staff Report.

Shortall believes the future of the organization to be Shared Services and probably beyond that, a Central Marin Fire Department, which is consistent with the layout in the County as a whole. He requested the Board be cautious not to create a long-term contract for standalone fire services. Colbert and Cutrano seconded Shortalls comments. Cutrano asked what a timeline would look like with CMFD to move into another discussion with them around senior leadership.

Donery stated the wildfire component will benefit RVFD since they have a structure we can meld with easily. This would most likely be our first attempt at Shared Services, and would happen sooner than later. Life and safety fire prevention would be looked at later this year or early next year. In the meantime, talks are still being had about the potential for command; it’s not off the table.

Hellman asked if there is redundancy in the staffing around the MWPA and fire prevention. Donery explained having cross-jurisdiction would make the system we have in place more robust. Additionally,

with local funding, smaller towns are finding it hard to make sure there's good coordination on how money gets spent every year. The program would be much better if it was managed Valley wide.

Hellman requested some type of study in order for the Board to develop a point of view on what a district model might look like. Donery stated there was work done in relation to a potential larger department, not what a district would mean. With a district it's giving up property tax that we pay now and both Ross and Fairfax have special safety taxes, which make it complex.

Chief Mahoney requested the Board provide him the autonomy to provide what a stand-alone organization would look like with supporting staff and the fiscal impacts, which he would present at February's meeting.

No public comments.

By consensus, the Board directs Chief Mahoney to pursue the LMS study related investigation.

Finn requested Hellman conceptualize the entity level issues she was talking about and bring it back to the Board.

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

Cutrano asked what the timing is on backfilling the Emergency Preparedness Coordinator position. The Managers are currently looking at the job description and are setting up a meeting with Shortall to further discuss. The job description will be shared with the Board to be able to get to a point where recruitment can begin in the next couple of months.

8. 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.

9. Adjourn

The next meeting is scheduled for February 14, 2024, San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via Zoom.

Respectfully submitted,
s/Samantha Stettler
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 14, 2024

To: Board of Directors

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

Subject: Budget Revision to Fiscal Year 2023-2024 Operating Budget

RECOMMENDATION

That the Board consider approving Resolution 24-02, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line-item budget revisions to the Fiscal Year 2023-2024 (FY23-24) Operating Budget.

DISCUSSION

On June 14, 2023, the Board adopted the proposed FY23-24 Operating Budget for the Ross Valley Fire Department.

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

During the first half of this fiscal year, the adopted budget has been impacted by several events: multiple employees out on workers' comp, the transition of the Marin County dispatch center from the Marin County Sheriff to Marin County Fire, and the Department provided personnel and equipment to help combat wildfires throughout the State.

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

Beginning Fund Balance: The beginning fund balance for all funds from the adopted budget is being revised to \$4,047,186 to reflect the final audit of the Fiscal Year 2022-2023 financial statements.

Revenues: Projected increases in revenue include OES reimbursements (\$380,604) and Workers' Compensation Reimbursement (\$109,030).

The reimbursement revenue from the County for Defensible Space Inspectors was reduced by (-\$120,386) as two open positions were not filled during the year.

The revenue line-item changes have resulted in a \$369,247 net increase in revenues.

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

1. Funding through June 30, 2024 to support the current positions of Interim Fire Chief, Interim Deputy Chief and all associated costs to backfill these positions with existing personnel of \$178,800 which was approved at the November 27, 2023 Fire Board meeting.
2. Overtime costs associated with the Department's responses to wildfires throughout northern California, which contributed a \$215,094 increase to the total budget.
3. Increase in dispatch costs related to one-time start-up costs for the transition to Marin County Fire of \$481,594 which was approved at the November 8, 2023 Fire Board meeting.

The expense line-item changes have resulted in a \$875,488 increase in expenses.

Ending Fund Balance: The estimated ending fund balance for all funds is \$3,484,773, which is a decrease of (\$562,413) from the prior year.

Conclusion: Staff is recommending the approval of Resolution 24-02 adopting the proposed line-item budget revisions to the FY23-24 Operating Budget in order to bring the approved budget in line with expected revenues and expenses.

FISCAL IMPACT

The proposed line-item revisions include a \$369,247 increase in revenue and a \$875,488 increase in expense, with a net fund balance decrease of \$506,241.

ATTACHMENTS

Resolution 24-02 - Adopting the Proposed Line-Item Budget Revisions to the Fiscal Year 2023-2024 Operating Budget - **Attachment #1**
FY2023-2024 Budget Document with Proposed Line-Item Adjustments - **Attachment #2**

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 24-02

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ADOPTING THE PROPOSED LINE-ITEM BUDGET REVISIONS TO THE FISCAL YEAR 2023-2024 OPERATING BUDGET

WHEREAS, the Ross Valley Fire Department Boards of Directors adopted the revised proposed Fiscal Year 2023-2024 Operating Budget on June 14, 2023, at a regular meeting of the Ross Valley Fire Department Board of Directors to plan for anticipated revenues and expenses for the fiscal period; and

WHEREAS, the Ross Valley Fire Department Board, on the recommendation of staff, approves the Fiscal Year 2023-2024 Operating Budget line item revisions.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Ross Valley Fire Department hereby adopt the proposed Fiscal Year 2023-2024 Operating Budget line item revisions as listed in Attachment "A."

I do hereby certify that the above Resolution 24-02 is a true and correct copy as passed by the Ross Valley Fire Board on February 14, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Thomas Finn, Board President

Attest:

Samantha Stettler, Administrative Assistant

**Ross Valley Fire Department
FY2023-2024 Operating Budget
Revised Budget Line Items**

Account	Description	FY2023-24 Adopted	FY2023-24 Revised
<u>Revenue/Transfer In:</u>			
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	380,604
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	109,030
01.00.49518.00	DEFENSIBLE SPACE INSPECTORS	327,410	207,024
<u>Expenses/Transfer Out:</u>			
01.00.60000.00	REGULAR SALAIRES	5,448,497	5,627,297
01.00.60025.00	OT OES RESPONSE	-	215,094
01.10.61100.00	DISPATCH	252,000	733,594
<u>Fund Balance:</u>			
01.00.30001.00	NONSPENDABLE	28,300	28,300
01.00.30100.00	COMPENSATED ABSENCES	200,593	200,593
01.00.30101.00	TECHNOLOGY	106,409	106,409
15.00.30500.00	APPARATUS REPLACEMENT	339,193	283,020
16.00.30305.00	BREATHING APPARATUS	120,000	120,000
01.00.30203.00	PRIOR AUTHORITY OPEB	-	-
01.00.30800.00	UNASSIGNED	3,252,691	2,746,451
TOTAL FUND BALANCE		4,047,186	3,484,773

**Ross Valley Fire Department
FY2023-2024 Operating Budget
Revised Budget Line Items**

Ross Valley Fire Department - 2023-2024 Budget

	Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND			
Beginning Fund Balance	3,587,993	3,587,993	
Revenue			
00 - UNDESIGNATED	13,537,798	13,907,046	369,248
Expense			
00 - UNDESIGNATED	12,048,864	12,442,758	393,894
05 - ADMINISTRATION	319,142	319,142	-
10 - OPERATIONS	653,689	1,135,283	481,594
14 - FACILITIES	296,521	296,521	-
15 - COMMUNITY RISK REDUCTION	14,216	14,216	-
25 - FLEET	205,366	205,366	-
Total Expense	13,537,798	14,413,286	875,488
Ending Fund Balance	3,587,993	3,081,753	(506,240)
Fund: 15 - APPARATUS FUND/SCBA			
Beginning Fund Balance	459,193	459,193	
Revenue			
00 - UNDESIGNATED	365,656	365,656	-
Expense			
00 - UNDESIGNATED	421,829	421,829	-
Ending Fund Balance	403,020	403,020	-
Beginning Fund Balance - All Funds	4,047,186	4,047,186	-
Total Revenue - All Funds	13,903,454	14,272,702	369,248
Total Expense - All Funds	13,959,627	14,835,115	875,488
Surplus/(Deficit)	(56,173)	(562,413)	(506,240)
Ending Fund Balance - All Funds	3,991,013	3,484,773	(506,240)
Fund Balances	2023-2024	2023-2024	
Nonspendable	28,300	28,300	
Compensated Absences	200,593	200,593	
Technology	106,409	106,409	
Apparatus Replacement	339,193	283,020	
Breathing Apparatus	120,000	120,000	
Prior Authority OPEB	-	-	
Unassigned	3,252,691	2,746,451	
Total	4,047,186	3,484,773	



Budget Report

Ross Valley Fire, CA

For Fiscal: 2023-2024

		Original Total Budget	Amended Total Budget	Change
Fund: 01 - GENERAL FUND				
REVENUE				
01.00.47501.00	FAIRFAX	2,407,212.00	2,407,212.00	-
01.00.47502.00	ROSS	2,414,444.00	2,414,444.00	-
01.00.47503.00	SAN ANSELMO	4,187,309.00	4,187,309.00	-
01.00.47504.00	SLEEPY HOLLOW	1,322,417.00	1,322,417.00	-
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	51,519.00	51,519.00	-
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,277,806.00	1,277,806.00	-
01.00.49501.00	COUNTY OF MARIN	258,021.00	258,021.00	-
01.00.49502.00	OES REIMBURSEMENT OUT OF CO...	0.00	380,603.67	380,603.67
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PR...	306,093.00	306,093.00	-
01.00.49506.00	RVPA RENTAL	33,440.00	33,440.00	-
01.00.49507.00	LAIF INTEREST	20,000.00	20,000.00	-
01.00.49509.00	RVPA AGENCY REIMBURSEMENT	47,290.00	47,290.00	-
01.00.49510.00	PLAN CHECKING FEES	280,000.00	280,000.00	-
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	50,000.00	-
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	109,029.72	109,029.72
01.00.49517.00	DISASTER COORDINATOR REIMB.	93,241.00	93,241.00	-
01.00.49518.00	DEFENSIBLE SPACE INSPECTION CO...	327,410.00	207,024.00	-120,386.00
01.00.49523.00	APPARATUS REPLACEMENT	365,656.00	365,656.00	-
01.00.49524.00	TECHNOLOGY FEES	25,940.00	25,940.00	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	-
01.00.49527.00	MWPA DSPACE	0.00	0.00	-
01.00.49528.00	MWPA LOCAL FUNDS	0.00	0.00	-
Revenue Total:		13,537,798.00	13,907,045.39	369,247.39
EXPENSE				
01.00.60000.00	REGULAR SALARIES	5,448,297.00	5,627,097.00	178,800.00
01.00.60010.00	TEMPORARY HIRE	17,389.00	17,389.00	-
01.00.60020.00	MINIMUM STAFFING	795,960.00	795,960.00	-
01.00.60021.00	HOURLY OVERTIME	102,354.00	102,354.00	-
01.00.60024.00	SHIFT DIFFERENTIAL OT	23,411.00	23,411.00	-
01.00.60025.00	OT OES RESPONSE	0.00	215,094.06	215,094.06
01.00.60026.00	OT TRAINING	70,576.00	70,576.00	-
01.00.60027.00	HOLIDAY	224,083.00	224,083.00	-
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	24,274.00	24,274.00	-
01.00.60029.00	FLSA O/T	108,747.00	108,747.00	-
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000.00	50,000.00	-
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	-
01.00.60100.00	RETIREMENT	2,385,110.00	2,385,110.00	-

01.00.60200.00	CAFETERIA HEALTH PLAN	940,000.00	940,000.00	-
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	39,793.00	39,793.00	-
01.00.60215.00	WORKERS' COMPENSATION INSUR...	487,535.00	487,535.00	-
01.00.60220.00	PAYROLL TAXES	97,205.00	97,205.00	-
01.00.60223.00	UNIFORM REIMBURSEMENT	26,640.00	26,640.00	-
01.00.60225.00	EDUCATION REIMBURSEMENT	122,512.00	122,512.00	-
01.00.60231.00	RETIREE'S HEALTH INSURANCE	605,890.00	605,890.00	-
01.00.61115.00	LIABILITY INSURANCE	71,322.00	71,322.00	-
01.00.62999.00	CONTINGENCY	26,510.00	26,510.00	-
01.00.67099.00	TRANSFERS OUT	365,656.00	365,656.00	-
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	32,575.00	32,575.00	-
01.05.61105.00	OTHER CONTRACT SERVICES	64,684.00	64,684.00	-
01.05.61107.00	ATTORNEY/LEGAL FEES	11,256.00	11,256.00	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	92,772.00	92,772.00	-
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	35,593.00	35,593.00	-
01.05.61122.00	WEB PAGE DESIGN AND MAINTEN...	8,699.00	8,699.00	-
01.05.61127.00	HEALTH AND WELLNESS	28,325.00	28,325.00	-
01.05.61129.00	HIRING EXPENSES	12,731.00	12,731.00	-
01.05.61300.00	PUBLICATIONS AND DUES	9,866.00	9,866.00	-
01.05.62000.00	OFFICE SUPPLIES	5,100.00	5,100.00	-
01.05.62003.00	POSTAGE	1,115.00	1,115.00	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,526.00	13,526.00	-
01.10.60065.02	EXPLORER POST	9,270.00	9,270.00	-
01.10.61000.00	TRAINING AND EDUCATION	43,260.00	43,260.00	-
01.10.61100.00	DISPATCH	252,000.00	733,594.00	481,594.00
01.10.61101.00	RADIO REPAIR	5,150.00	5,150.00	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	9,840.00	9,840.00	-
01.10.61110.00	MERA OPERATING EXPENSE	107,339.00	107,339.00	-
01.10.61410.00	EQUIPMENT MAINTENANCE	12,257.00	12,257.00	-
01.10.61901.00	MWPA DEFENDSIBLE SPACE	0.00	0.00	-
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,478.00	4,478.00	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	40,000.00	40,000.00	-
01.10.62210.00	BREATHING APPARATUS	7,107.00	7,107.00	-
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,532.00	7,532.00	-
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMEN...	39,396.00	39,396.00	-
01.10.63131.00	EQUIPMENT	40,000.00	40,000.00	-
01.10.63140.00	HYDRANTS	28,428.00	28,428.00	-
01.10.63150.00	COMMUNICATIONS EQUIPMENT	22,279.00	22,279.00	-
01.10.63160.00	TURNOUTS	24,323.00	24,323.00	-
01.14.61500.00	BUILDING MAINTENANCE AND LAN...	18,500.00	18,500.00	-
01.14.61500.18	BUILDING MAINTENANCE STATION ...	15,000.00	15,000.00	-
01.14.61500.19	BUILDING MAINTENANCE STATION ...	15,000.00	15,000.00	-
01.14.61500.20	BUILDING MAINTENANCE STATION ...	15,000.00	15,000.00	-
01.14.61500.21	BUILDING MAINTENANCE STATION ...	15,000.00	15,000.00	-
01.14.61702.00	GAS AND ELECTRIC	55,000.00	55,000.00	-
01.14.61703.00	WATER	8,900.00	8,900.00	-
01.14.61704.00	SEWER	4,000.00	4,000.00	-
01.14.61705.00	TELEPHONE	82,253.00	82,253.00	-
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI...	10,300.00	10,300.00	-
01.14.62501.00	FURNISHINGS	8,487.00	8,487.00	-
01.14.63040.00	APPLIANCES	5,150.00	5,150.00	-
01.14.63041.00	OFFICE EQUIPMENT	10,300.00	10,300.00	-
01.14.63042.00	EXERCISE EQUIPMENT	10,609.00	10,609.00	-
01.14.63044.00	TECHNOLOGY PURCHASES	23,022.00	23,022.00	-
01.15.60220.00	PAYROLL TAXES - COMMUNITY ED...	0.00	0.00	-
01.15.61131.00	FIRE PREVENTION	4,880.00	4,880.00	-

01.15.61902.00	MWPA D-Space	0.00	0.00	-
01.15.61903.00	MWPA Local Projects	0.00	0.00	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,336.00	9,336.00	-
01.25.61411.00	BURN TRAILER MAINTENANCE	9,866.00	9,866.00	-
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	120,500.00	120,500.00	-
01.25.62988.00	FUEL	57,500.00	57,500.00	-
01.25.62989.00	FLEET PARTS	17,500.00	17,500.00	-
	Expense Total:	13,537,798.00	14,413,286.06	875,488.06
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	(506,240.67)	(506,240.67)
Fund: 15 - VEHICLE FUND				
REVENUE				
15.00.51999.00	TRANSFERS IN	365,656.00	365,656.00	-
	Revenue Total:	365,656.00	365,656.00	0.00
EXPENSE				
15.00.63154.00	VEHICLE PURCHASE	98,000.00	98,000.00	-
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	308,919.00	308,919.00	-
15.00.64110.00	LEASE PAYMENT - INTEREST	14,910.00	14,910.00	-
	Expense Total:	421,829.00	421,829.00	0.00
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-56,173.00	-56,173.00	0.00
	Report Surplus (Deficit):	-56,173.00	-562,413.67	-506,240.67

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 14, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief

Subject: Recommend the Board Come to Consensus on Whether the President of the Ross Valley Fire Department Board of Directors Should Have the Ability to Add Future Agenda Items.

RECOMMENDATION

Staff recommends the Board come to consensus on whether the President of the Board should have the ability to add future agenda items through written communication to the Executive Officer.

BACKGROUND

At the January 12, 2024 Board meeting, Resolution 24-01 was presented to the Board establishing the time and place for holding regular meetings of the Ross Valley Fire Department Board of Directors and adding items to the agenda. This resolution updated the location of regular monthly Board meetings to the San Anselmo Council Chambers and revised the occurrence of regular monthly Board meetings to include August and December.

In addition, Resolution 24-01, included four ways items could be added to a future agenda:

1. Upon consensus while at a public meeting of a majority of members of the Ross Valley Fire Department Board of Directors (“Board”);
2. By the President of the Board through written communication to the Executive Officer;
3. By the Executive Officer of the Ross Valley Fire Department; or
4. By the Fire Chief of the Department.

Discussion was had by the Board and they agreed future agenda items could be added by the Executive Officer and Fire Chief. The number of Board members needed to add a future agenda item was modified from a majority of Board members to three Board members. No consensus was met in regards to the President of the Board being able to add future agenda items. As a result, President Finn asked Director Brekhus to present a proposal to the Board at the February Board meeting.

The Board voted unanimously to approve Resolution 24-01 with the following revisions to adding items to the agenda:

1. Upon consensus while at a public meeting by three members of the Ross Valley Fire Department Board of Directors (“Board”);
2. By the Executive Officer of the Ross Valley Fire Department; or
3. By the Fire Chief of the Department.

DISCUSSION

Director’s Brekhus and Robbins provided a joint proposal (Attachment #2) stating why they feel it is inappropriate for the President of the Board to have the ability to add future agenda items. Their recommendation is the Board President should not be allowed to add items to future agendas through written communication to the Executive Officer.

The Board should decide if they would like to amend Resolution 24-01 to include the Board President's ability to add future agenda items through written communication to the Executive Officer or to keep the already passed Resolution 24-01 as is.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

ATTACHMENTS

Resolution 24-01 - Establishing the Time and Place for Holding Regular Meetings and Adding Items to the Agenda - **Attachment #1**
Director Brekhus and Robbins Joint Proposal Response - **Attachment #2**

**ROSS VALLEY FIRE DEPARTMENT
RESOLUTION 24-01**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT
ESTABLISHING THE TIME AND PLACE FOR HOLDING REGULAR MEETINGS OF
THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS AND ADDING
ITEMS TO THE AGENDA**

WHEREAS, pursuant to the government Code section 54954, the Brown Act, a legislative body shall provide by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by the body the time and place for holding regular meetings; and

WHEREAS, In 2010, Resolution 10-09 established Ross Valley Fire Department Board ("Department") of Directors regular meetings at 6:30 p.m. on the second Thursday of each month in the months of January, March, May, July, August, and October at San Anselmo Council Chambers at 525 San Anselmo Avenue, San Anselmo CA and in the months of February, April, June, September, November, December at Fairfax Women's Club at 46 Park Road, Fairfax, CA; and

WHEREAS, With the expansion of the Joint Powers Authority to include the Town of Ross, the meeting date of the second Thursday of each month was in conflict with the Ross Town Council meetings and the Department desired to hold its regular meetings at a single location rather than alternating the regular meeting location between Fairfax and San Anselmo; and

WHEREAS, In 2012, Resolution 12-09 established Ross Valley Fire Department Board of Directors regular meetings at 6:30 p.m. on the second Wednesday of the month, in the months of January, February, March, April, May, June, July, September, October, and November at the Ross Valley Fire Department Headquarters at 777 San Anselmo Avenue, San Anselmo CA.

WHEREAS, The Ross Valley Fire Department Board of Directors now desires to change the location and dates of their meetings, and also provide requirements for adding items to the agenda for future meetings;

NOW THEREFORE BE IT RESOLVED, This Resolution supersedes Resolutions 10-09 and 12-09 previously passed by this Board;

BE IT FURTHER RESOLVED, Effective immediately, the Ross Valley Fire Department Board of Directors establishes its regular meetings to be held at 6:30 p.m. on the second Wednesday of each month at San Anselmo Council Chambers at 525 San Anselmo Avenue, San Anselmo CA. The Board may cancel any meeting upon written notice of cancellation following any notice requirements required by law.

BE IT FURTHER RESOLVED, An agenda item may be added to a future agenda by any of the three following procedures: 1) Upon consensus while at a public meeting by three members of the Ross Valley Fire Department Board of Directors ("Board"); 2) By the Executive Officer of the Ross Valley Fire Department; or 3) By the Fire Chief of the Department.

BE IT FURTHER RESOLVED, agendas of the Board of Directors shall be prepared by the Fire Chief, with final approval by the Executive Officer.

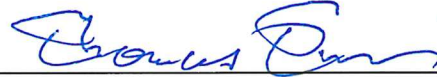
I do hereby certify that the above Resolution 24-01 is a true and correct copy as passed by the Ross Valley Fire Board on January 12, 2024, by the following vote:

AYES: Brekhus, Robbins, Colbert, Burdo, Shortall, Finn, Hellman, Cutrano -8

NOES: 0

ABSENT: 0

ABSTAIN: 0



Thomas Finn, Board President



Samantha Stettler, Administrative Assistant

Director Brekhus and Robbins Joint Proposal Response

The Fire Board has decided that three members are needed to put an item on the Fire Board agenda. This should apply to all members, including the president and vice President.

The president shouldn't have more authority to set Board direction than the other members of the Fire Board. We're elected to serve collectively, as a group. No one is elected as an individual to oversee the Board's direction, as the mayor of a large city is elected to set the city's direction. The president shouldn't have more power than anyone else. Most governing boards have guidelines similar to these Ross Town Council guidelines: "It's important to recognize that the Town Council acts as a body. No member has extraordinary powers beyond those of other members. While the Mayor and the Mayor Pro Tempore may have additional ceremonial and administrative responsibilities, in the establishment of policies, and in other significant areas, all members are equal. Policy is established and direction is given to Town staff by a majority vote of the Council."

If the president receives information that he/she believes needs to be acted on, he/she can share the information with two other Board members, or with the fire chief or executive officer, either one of whom can put an item on the agenda. There is no need for the president to have the authority alone to place an item on the agenda; there are multiple ways to place an item on the agenda.

If the president alone has the authority to place items on the agenda, the fire chief and director could be in the position of having a new boss with new priorities every year. That's not an effective way to run an organization. In addition, if the president alone has the authority to place items on the agenda, staff are put in an awkward position if they do not agree.

A suggestion was made that we could start by giving the president the authority to place items on the agenda and that if subsequently there was a problem, then this could be changed. But that's like opening a road without a speed limit, and then imposing a limit when there's a crash. The point of having guidelines and limits in advance is to prevent the crashes and problems.

In summary, it's not appropriate for a single Board member, even the president or vice-president, to have the authority to place an item on the agenda, and there's no need for a single board member to have this authority since there are many ways to place an item on the agenda.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 14, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief
Dave Donery, RVFD Executive Officer

Subject: Receive Report On Ross Valley Fire Department Stand Alone Fire Chief Model and Associated Costs and Provide Direction to Staff.

RECOMMENDATION

Receive Report On Ross Valley Fire Department Stand Alone Fire Chief Model and Associated Costs and Provide Direction to Staff.

BACKGROUND

At the January 12, 2024 Special Meeting of the Ross Valley Fire Department (RVFD) Board Of Directors (Board), staff provided an update on the current situation relating to the shared services discussions with Central Marin Fire Department (CMFD).

Staff highlighted that shared services discussions paused in June 2023 as RVFD Staff focused on the RVFD Board-level issues from June 2023 - October 2023. On December 1, 2023 managers from each of the CMFD and RVFD jurisdictions reconvened to resurrect the discussion regarding opportunities to share services. The outcome of this discussion concluded that there is a strong interest in exploring options of combining functions within the current Marin Wildfire Prevention Authority (MWPA) Central Area Program, and shared services options with the fire prevention functions in the near future. Central Marin managers expressed that although there remains an interest in discussions regarding sharing services at the “Senior Leadership” (management staff consisting of Fire Chief and Deputy Chief) level in the near future, they prefer that the fire prevention opportunities be explored first.

Staff explained the current status of a shared service option for “Senior Leadership” with CMFD was not viable in the immediate future, and the current RVFD command structure was not sustainable past June 30, 2024. Staff recommended the Board consider the remaining option that Local Motion Solutions (LMS) identified in their “Leadership and Governance Study”. That option was as follows:

- Pursue the development of a stand-alone fire agency (Fire Chief & Executive Staff)

During the meeting on January 12, 2024, Staff was directed to bring back details and fiscal impacts on this option for the Board to further discuss at the February 14, 2024 Board meeting.

DISCUSSION

As mentioned above, the LMS “Leadership and Governance Study” has identified the Departments only remaining option at this time is a “stand-alone fire agency”. The study identifies, modern day fire service needs that include positions to consider for an organization the size of RVFD and quotes, “To create a management staff of appropriate size, Ross Valley would likely have to hire/promote not only a Fire Chief but likely a Deputy Chief and possibly a Fire Marshal “ (LMS p 22).

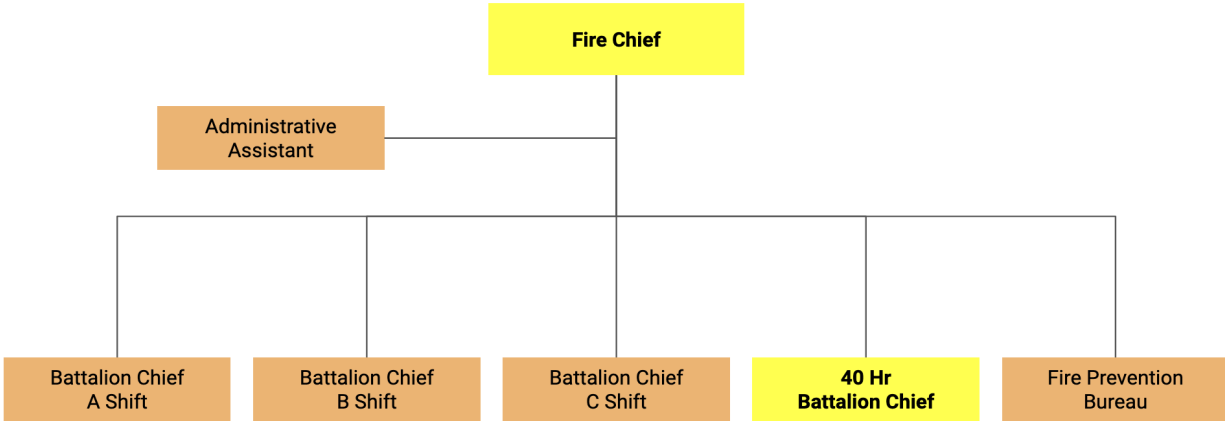
It is recommended that the following “RVFD Stand Alone Fire Chief Command Structure Proposal” be established and **re-evaluated in 12 months** to ensure the proposed positions are sufficient to support the organization. The proposed command structure also takes into consideration, and allows for flexibility relating to shared services discussions in the future.

RVFD STAND ALONE FIRE CHIEF COMMAND STRUCTURE PROPOSAL

The Department's current “Senior Leadership” includes temporarily placing an incumbent Battalion Chief into the Interim Fire Chief role, and an incumbent Battalion Chief into an Interim Deputy Chief role. This model has proven to be successful over the last year, as the Interim Deputy Chief role, one RVFD has never had before, provided much needed organizational support working alongside the Interim Fire Chief. Staff feels a similar command structure model is essential for the Department's future success.

Staff is asking the Board to consider the following command structure to support a “Stand Alone Fire Agency”:

- Filling the Fire Chief’s vacancy
- Creating a new full time Battalion Chief position, assigned to a 40 hour work schedule. This new Battalion Chief position will replace the temporarily created Interim Deputy Chief position.



The proposed new Battalion Chief (40hr) position will replace the position of the Departments current temporary Interim Deputy Chief.

Based on analysis of the Interim Deputy Chief job duties within the last 6 months, Staff feels at this time, these duties fall under the position of a Battalion Chief rather than a Deputy Chief. The position has proven to provide the Department with much needed support at the Chief Officer level allowing for Staff to take action on items such as: three person engine staffing and implementation, fire station remodels at Stations 20 and 21 (to include temporary housing of on duty personnel), and preparing for the closure of Fire Station 18. These items are still ongoing and will need continued attention to ensure fiscal accountability and timely completion. The position will also provide organization depth at the Chief Officer “administrative level” as the department has not increased its administrative support at any level since the early 1990’s (30 years). Furthermore, this position will provide an enhanced service to our community by providing emergency response while on duty, to incidents when needed, at times alleviating the need to rely on outside agencies from further away.

In addition, all fire departments in Marin of similar size, have at least one Chief Officer position similar to Staff’s recommendation.

ASSOCIATED SALARY COSTS

Associated costs below for both the Fire Chief and new Battalion Chief (40hrs) include salary and benefits (fully burden costs).

Fire Chief - The current Interim Fire Chiefs cost is \$330,347 (fully burden). An exact cost amount will be determined once a contract is agreed upon for the new Fire Chief. Filling this position is not anticipated to impact member agencies' costs in Fiscal Year 2024-2025, as money was already allocated in the Fiscal Year 2023-2024 budget to account for the Department’s transitional phase due to the MCFD contract ending.

Battalion Chief (40hrs) - Costs for this position will be approximately \$291,693 (fully burden), understanding that an exact amount will be determined once negotiations are completed with the

Chief Officers Association bargaining group, as the position of a Battalion Chief (40hrs) is not covered under the current Chief Officer MOU. This new position is expected to impact member agency costs in Fiscal Year 2024-2025 as estimated below.

ESTIMATED FISCAL YEAR 2024-2025 COST INCREASE				
FY	Fairfax	Ross	San Anselmo	Sleepy Hollow FPD
Percent Share	23.30%	23.37%	40.53%	12.80%
FY24-25	\$67,964	\$68,168	\$118,223	\$37,336

ASSOCIATED EMERGENCY RESPONSE VEHICLE COSTS

Fire Chief - Although the Fire Chief is not part of the normal response force, it is common practice to have this position staffed in an emergency response vehicle as they provide support to expanding incidents (large structure fire, earthquake, wildland fire, evacuations, ect). The estimated cost of a new Fire Chief’s emergency response vehicle is approximately \$125,000.

Battalion Chief (40hrs) - The new Battalion Chief position will have the same operational qualifications as the current three Battalion Chiefs (shift), providing much needed depth to the organization not just administratively but during emergency incidents and staffing challenges. The estimated cost of a new Battalion Chiefs emergency response vehicle is approximately \$140,00.

Staff recommends the Board consider funding the combined vehicle cost of approximately \$265,000 by means of “Undesignated Reserves” (Reserves). After the purchase of these two vehicles, the reserve account balance will be approximately \$2,481,451. This amount is 17.2% of the current budget still within the Department’s Reserve Fund Policy of 10%.

NEXT STEPS

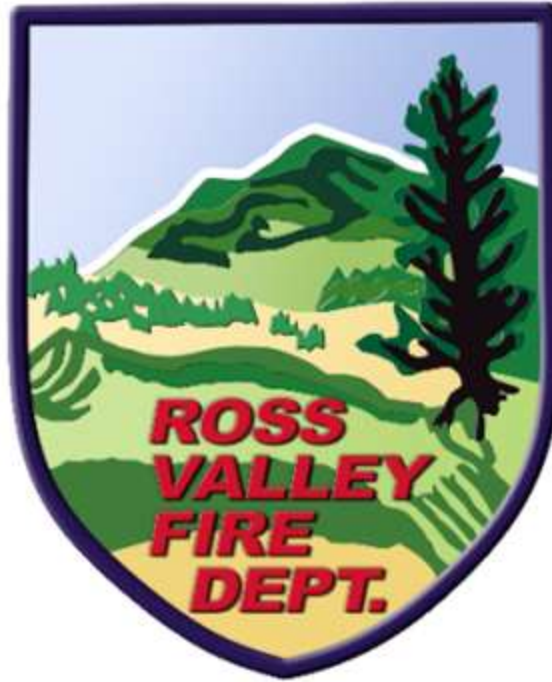
If the Board supports the Staff recommendation, refined costs and details of both the proposed positions of Fire Chief and Battalion Chief (40hrs) will be brought back to a future meeting for your consideration of approval. The first step in this process will be a discussion in closed session at the end of this meeting agenda.

FISCAL IMPACTS

There are no direct associated fiscal impacts to this report. Depending on Board direction, it is anticipated that there will be fiscal impacts in the future, however a Staff report will be provided to the Board at that time.

ATTACHMENTS

Local Motion Solutions Leadership and Governance Study - **Attachment #1**



Ross Valley Fire Department
Future Governance Leadership

June 7, 2023

LMS
Local Motion Solutions

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Overview

This report was developed by Local Motion Solutions 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 agency's management for the future.

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

The Board should note 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 option, not all the options are mutually exclusive. For example, RVFD may opt to go with a District model but at the same time rehire a Fire Chief and move forward with a standalone Fire Department. Another option is to opt for the District model but choose to enter into a Joint Powers Authority.

The Board 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 two options, a District or a Joint Powers Authority. Each of these is discussed in greater detail later in this report.

The second action 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 standalone 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 standalone 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 Towns of San Anselmo and 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 their 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 require 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 what we now find as a year-round threat.

Outreach

Local Motion Solutions provided extensive outreach to various stakeholders. Local Motion Solutions conducted over 45 informational and Q & A meetings. This included meeting with LAFCO's Executive Director, Ross Valley Firefighter's Association, Marin Professional Firefighter's Association, and individually with each Town Council member and Town Manager. In addition to meeting with the stakeholders, Local Motion Solutions met with the neighboring Fire Chiefs, including San Rafael Fire, Kentfield Fire, Central Marin Fire, and Marin County Fire. It should also be noted that Local Motion Solutions presented regular updates to the RVFD Board of Directors at their regularly scheduled public meetings and presented the draft report to the three Town Councils (Fairfax, Ross, and San Anselmo) at their regularly scheduled Council meetings.



Revenue and Future Expenses

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

This increased staffing level comes with ongoing expenses. Re-assignment of personnel from

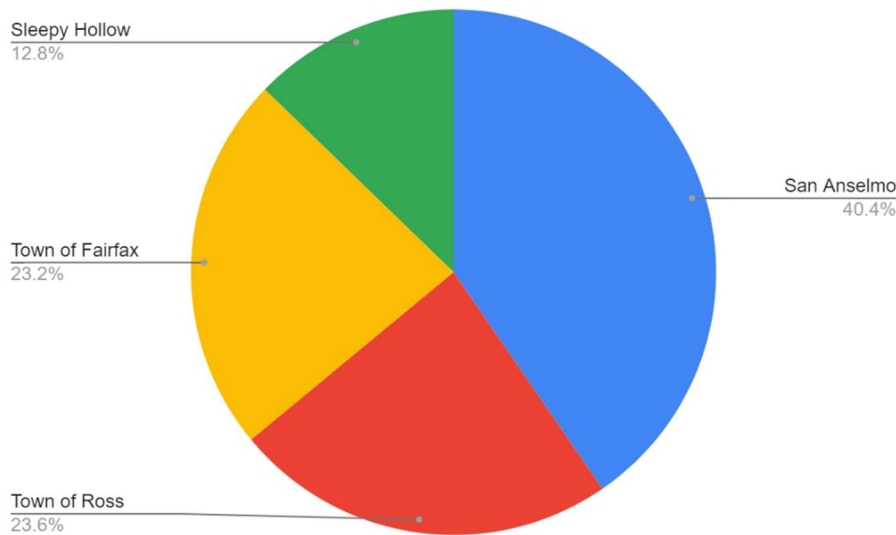
the closure of Station #18 in Ross will absorb some of the expense. However, additional sources of revenue are needed to ensure the firefighters are working in safe and operationally effective facilities.

There is also a need to address the immediate upgrades to bring the Fire Stations into code and equipped with modern living facilities. In addition, long-range funding needs to be explored to address significant remodeling of the three fire stations, each with different upgrades required at Stations #19 (San Anselmo), #20 (Sleepy Hollow), and #21 (Fairfax).

The overall General Fund Budget for Ross Valley Fire Department as 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 everyday challenges of providing fire services, the Ross Valley Fire Department faces a new challenge: transitioning from the Marin County Fire's leadership 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. For example, the Department may opt to go with a District model and a standalone 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 highlights 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.

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

Overview of Options

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 an Independent District is directly tied to the type of leadership Model 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 actual fire agencies. However, 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

- The ability of the Fire District to address its own responsibilities and remain autonomous.
- 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.
- Town Councils 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.

Proposition 13

Although Prop 13 set the tax rates for each of the three towns and the SHFPD, it would not 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.

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	The CMFA and the KFPD share battalion Chief coverage for the two service areas with CMFA covering two shifts and KFPD covering one shift.
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 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 that is either cost-neutral or possibly presents an opportunity for savings. We have had discussions with the management staff of Ross Valley Fire and Central Marin Fire and developed a possible organizational structure and potential cost for that structure. The Board should note that this is a hypothetical structure, and the costs presented 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. 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.

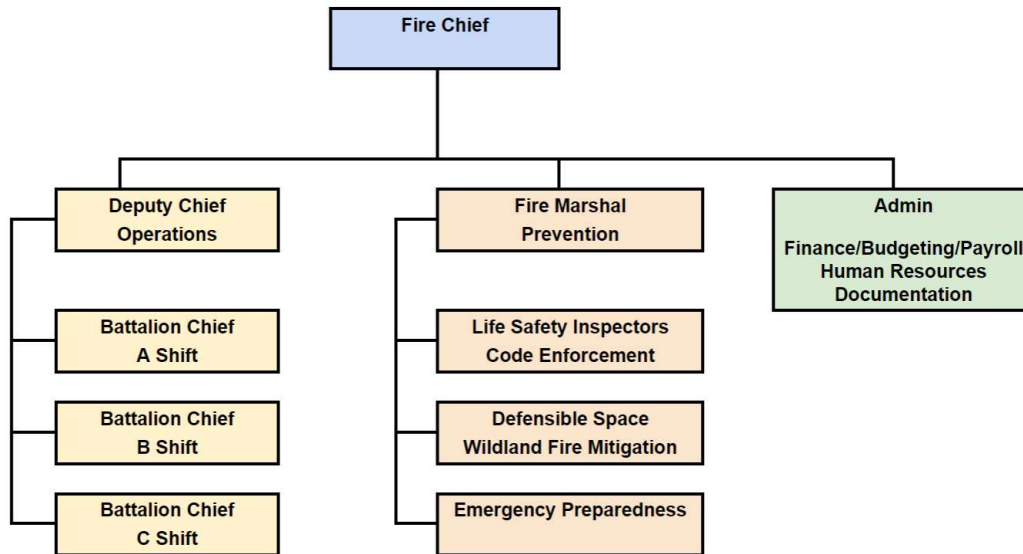
LMS did not pursue this option in detail.

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 on fire service managers. As a result, most modern fire agencies of Ross Valley's size have separate managers assigned to these three functions.

Typical Fire Department Management Staffing Model



Overworked fire service leaders 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 for developing future fire service leaders.

To create a management staff of appropriate size, 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

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

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 standalone 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?

There are potential 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 effect on January 1, 2013.

The difference between safety and non-safety employees is greater (10.16%) with classic members 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 option available to the Ross Valley Fire Department. For all the options above, there will need to be additional discussion by elected officials and potentially department members.

It would benefit the agency to focus further on a limited set of options with the most likely potential for success. Accordingly, the Board should narrow the options for a deeper review.

Short Term Options:

Determining the objective of the short-term options and the length of time needed to move toward a more sustainable Fire Department will be important when selecting what short-term option is best for RVFD and its community. Working with the RVFD Board of Directors and with the Management Team, LMS has identified two options for the Board's consideration: a Standalone Fire Department or a Joints Power Agreement with Central Marin Fire Authority.

Standalone Department:

To move forward with a standalone fire department, the Board must identify the short-term needs of the Department Staff and the community they serve. At a minimum, to keep the management structure like its current staffing level, the Board must recruit and hire a Chief and a Deputy Chief.

There is an option to fill these roles with Interim personnel, such as elevating or promoting one or more Battalion Chiefs to serve in these interim roles. Interim roles should be short-term solutions and limited to a three to six month assignment, so they are purposely short in nature.

The challenge in promoting a Battalion Chief to serve in an interim role is that you will need to fill the duties of the BCs. This has a domino effect as there will be an obligation to underfill the duties of the BCs with captains serving as interim BCs, Firefighters serving as acting Captains, and backfilling firefighter positions. This will require significant overtime or create a need to hire temporary firefighters to fill the vacancies. The cost in time, effort, and money to fill Firefighter positions is substantial, even temporarily.

During the transition, the Board must advertise, recruit and Hire a Fire Chief. A staggered recruitment for Deputy Fire Chief can overlap with the Chief's recruitment to assist in the appointment of the Deputy Chief once the Fire Chief has been hired, as the Fire Chief will need to make this appointment. The process will take no less than 4 months and could take up to 8 months or longer based on the pool of qualified candidates. The challenge with the standalone Fire Department model is that it may be perceived as a short-term solution to bridge the long-term objective. This by itself may reduce the number of qualified candidates. It should also be noted that the longer the recruitment extends, the more overtime expense will occur in addition to fatigue and burnout that will be experienced based on wear and tear on those in these high-stress interim positions.

Joint Powers Agreement:

The other option for the Board's consideration is to enter into a Joints Powers Agreement with Central Marin Fire. This option may serve as a good bridge to a new Joint Powers Authority between Central Marin Fire and the Ross Valley Fire Department.

If the Board moves forward with the Joint Powers Agreement, the agencies will need to negotiate an agreement that addresses operational service delivery as well as administrative services functions. This would include training, staffing levels, work assignments, standard operating procedures, along with many other considerations. Additionally, the agencies must agree on the leadership structure, including using command staff to fill the roles required to oversee the various Department Functions.

Another factor with a Joint Powers Agreement is extending the Department oversight with elected officials (Council members) and/or Management Staff (Town Managers). The Board may appoint one Council member from each of the six entities to form a group of six board members. Additionally, the Board could appoint two Town Managers of the six agencies to serve as the executive Management Team, who will then work with the Fire Chief and Deputy Fire Chief to oversee the Department's day-to-day operations. It is important to emphasize that this is a short-term agreement to bridge to the longer-term Joint Powers Agency. During this 18-month transition period, the Board, working with Staff and various Stakeholders, can evaluate the longer-term needs of the Department and confirm the structure of the governance and oversight needed to best serve the communities of Ross Valley and Central Marin.

Based on limiting the options, Local Motion Solutions, if needed, and staff can provide a more in-depth analysis and work towards possible implementation.