



# 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](mailto:sstettler@rossvalleyfire.org)

**ROSS VALLEY FIRE DEPARTMENT  
BOARD OF DIRECTORS AGENDA  
Wednesday, January 8, 2025**

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

<https://us06web.zoom.us/j/82555726168>

**Or Telephone: +1 669 900 6833 | Webinar ID: 825 5572 6168**  
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. Announce Adjournment to Closed Session:  
**Convene in Closed Session:**
  - a) **Conference with Labor Negotiator (Government Code §54957.6)**
    - i) Agency Designated Representative: Dan Mahoney/Dave Donery  
Employee Organization: Ross Valley Fire Chief Officers Association and  
Ross Valley Fire Fighter Association  
Regarding: Labor Negotiations
3. Announce Action in Closed Session, if any.
4. Chief Report – Verbal update by Fire Chief Mahoney

Committed to the protection of life, property, and environment.

**SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW**



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

---

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

- a) Acknowledge check register issued during December

[Item 5a – Check Register](#)

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

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

- c) Receive current budget report

[Item 5c – Budget Report](#)

- d) Approve Minutes of the December 11, 2024, Board meeting

[Item 5d – Minutes December 11, 2024](#)

- e) Approve Fire Inspector/Senior Fire Inspector Job Description

[Item 5e – Staff Report to Approve Fire Inspector/Senior Fire Inspector Job Description](#)

[Item 5e – Attachment #1 – Fire Inspector/Senior Fire Inspector Job Description](#)

6. Appoint President and Vice President to the Ross Valley Fire Department Board of Directors for 2025 – Fire Chief Mahoney

[Item 6 – Staff Report to Appoint President and Vice President to the Board for 2025](#)

7. Approve Resolution 25-01 Adopting a Department Purchasing Policy – Fire Chief Mahoney

[Item 7 – Staff Report for Department Purchasing Policy](#)

[Item 7 – Attachment #1 – Purchasing Policy](#)

[Item 7 – Attachment #2 – Resolution 25-01](#)

Committed to the protection of life, property, and environment.

**SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW**



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

---

8. Receive Staff Report and Provide Staff with Direction Regarding the Town of Ross Station 18 One-Year Delay Closure Letter – Fire Chief Mahoney

[Item 8 – Staff Report for Town of Ross Station 18 One-Year Delay Closure](#)

[Item 8 – Attachment #1 – 2022 Third Amendment to JPA](#)

[Item 8 – Attachment #2 – Letter From Ross Requesting One-Year Delay In Station 18 Closure](#)

[Item 8 – Attachment #3 – 2022 Staffing-Deployment Side Letter](#)

9. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
10. 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.
11. Adjourn

The next meeting is scheduled for Wednesday, February 12, 2025, in person at the San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via zoom.

*Samantha Stettler*

---

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.

Committed to the protection of life, property, and environment.

**SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW**



Ross Valley Fire, CA

# Check Report

By Check Number

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01058	Able Tire & Brake	12/05/2024	Regular	0.00	6,723.02	24061
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">689725</a>	Invoice	11/19/2024	11.19.2024 - TIRE INSPECTIONS & SERVIC	0.00	760.00	
	<a href="#">01.25.62989.00</a>		FLEET PARTS		760.00	
<a href="#">689732</a>	Invoice	11/19/2024	11.19.2024 - 2010 PIERCE E22 - TIRE SERV	0.00	2,981.51	
	<a href="#">01.25.62989.00</a>		FLEET PARTS		2,981.51	
<a href="#">689734</a>	Invoice	11/19/2024	11.19.2024 - 2020 PIERCE UNIT 21 - TIRE	0.00	2,981.51	
	<a href="#">01.25.62989.00</a>		FLEET PARTS		2,981.51	
01326	AMAZON.COM SERVICES LLC	12/05/2024	Regular	0.00	1,423.93	24062
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">1KLX-71L7-CD7Q</a>	Invoice	11/23/2024	11.23.2024 - VACUUM CLEANER	0.00	388.91	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE		388.91	
<a href="#">1PXD-Q14T-HT9Q</a>	Invoice	11/29/2024	11.29.2024 - FIREFIGHTER HANDBOOKS	0.00	976.01	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		976.01	
<a href="#">1WNK-73TK-MH4</a>	Invoice	11/24/2024	11.24.2024 - FIREFIGHTER WEDGES	0.00	59.01	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		59.01	
01272	Diesel Direct West Inc	12/05/2024	Regular	0.00	2,999.03	24063
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">86210549</a>	Invoice	11/21/2024	11.21.2024 - GASOLINE UNL - 150.1 GAL	0.00	764.08	
	<a href="#">01.25.62988.00</a>		FUEL		764.08	
<a href="#">86210550</a>	Invoice	11/21/2024	11.21.2024 - ULSD CLEAR - 273.2 GAL	0.00	1,351.16	
	<a href="#">01.25.62988.00</a>		FUEL		1,351.16	
<a href="#">86224004</a>	Invoice	11/29/2024	11.29.2024 - GASOLINE UNL - 32.0 GAL	0.00	159.04	
	<a href="#">01.25.62988.00</a>		FUEL		159.04	
<a href="#">86224005</a>	Invoice	11/29/2024	11.29.2024 - ULSD CLEAR - 146.5 GAL	0.00	724.75	
	<a href="#">01.25.62988.00</a>		FUEL		724.75	
01447	HRTM Consulting	12/05/2024	Regular	0.00	360.00	24064
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0007758</a>	Invoice	11/01/2024	11.01.2024 - TELESTAFF SOLUTION CONS	0.00	360.00	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/S		360.00	
01028	L. N. Curtis and Sons	12/05/2024	Regular	0.00	3,694.84	24065
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV856090</a>	Invoice	08/16/2024	08.16.2024 - WILDLAND JACKETS - HERBE	0.00	1,750.19	
	<a href="#">01.10.62213.00</a>		PERSONAL PROTECTIVE E		1,750.19	
<a href="#">INV887910</a>	Invoice	11/19/2024	11.19.2024 - WILDLAND JACKETS - HERBE	0.00	1,944.65	
	<a href="#">01.10.62213.00</a>		PERSONAL PROTECTIVE E		1,944.65	
01090	Lynx Technologies Inc	12/05/2024	Regular	0.00	2,045.99	24066

Check Report

Date Range: 12/01/2024 - 12/31/2024

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		
<a href="#">10302</a>	Invoice	12/02/2024	12.02.2024 - WALL MAPS	0.00	2,045.99	
	<a href="#">01.10.63131.00</a>	EQUIPMENT	12.02.2024 - WALL MAPS		2,045.99	
01211	Mark Clementi PhD	12/05/2024	Regular	0.00	844.00	24067
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">11-15-24</a>	Invoice	11/15/2024	11.15.2024 - EMPLYMNT PSYCH EVALS - E	0.00	844.00	
	<a href="#">01.05.61129.00</a>	HIRING EXPENSES	11.15.2024 - EMPLYMNT PSYCH		844.00	
01234	Napa Auto Parts	12/05/2024	Regular	0.00	122.27	24068
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">905372</a>	Invoice	11/26/2024	11.26.2024 - DIESEL EXHAUST FLUID	0.00	122.27	
	<a href="#">01.25.62988.00</a>	FUEL	11.26.2024 - DIESEL EXHAUST FL		122.27	
01452	Nicholas Hurn	12/05/2024	Regular	0.00	450.00	24069
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0007625</a>	Invoice	11/24/2024	11.24.2024 - REIMB - CSFT COMPANY OFF	0.00	450.00	
	<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATIO	11.24.2024 - REIMB - CSFT COM		450.00	
01020	PG&E	12/05/2024	Regular	0.00	2,145.86	24070
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">758-11212024</a>	Invoice	11/21/2024	11.21.2024 - UTILITIES - OCT 2024	0.00	2,145.86	
	<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC	11.21.2024 - UTILITIES - OCT 20		2,145.86	
01468	RICHARD HILL	12/05/2024	Regular	0.00	2,800.00	24071
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">465</a>	Invoice	12/02/2024	12.02.2024 - BKGRND INVSTGNS - LEMIEU	0.00	2,800.00	
	<a href="#">01.05.61129.00</a>	HIRING EXPENSES	12.02.2024 - BKGRND INVSTGNS		2,800.00	
01181	Royce Wintermute	12/05/2024	Regular	0.00	1,430.03	24072
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0007624</a>	Invoice	11/24/2024	11.24.2024 - REIMB - CA FIRE MECHANIC	0.00	640.03	
	<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATIO	11.24.2024 - REIMB - CA FIRE M		640.03	
<a href="#">INV0007626</a>	Invoice	11/24/2024	11.24.2024 - REIMB - CA FIRE MECHANICS	0.00	790.00	
	<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATIO	11.24.2024 - REIMB - CA FIRE M		790.00	
01509	Vestis Group, Inc. (f/k/a ARAMARK UNIFORM &	12/05/2024	Regular	0.00	158.65	24073
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">5080535353</a>	Invoice	11/25/2024	11.25.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENAN	11.25.2024 - NON GARMENT LA		31.73	
<a href="#">5080535354</a>	Invoice	11/25/2024	11.25.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENAN	11.25.2024 - NON GARMENT LA		31.73	
<a href="#">5080535936</a>	Invoice	11/26/2024	11.26.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENAN	11.26.2024 - NON GARMENT LA		31.73	
<a href="#">5080538982</a>	Invoice	12/02/2024	12.02.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENAN	12.02.2024 - NON GARMENT LA		31.73	
<a href="#">5080538983</a>	Invoice	12/02/2024	12.02.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENAN	12.02.2024 - NON GARMENT LA		31.73	
01151	Zoll	12/05/2024	Regular	0.00	749.55	24074

Check Report

Date Range: 12/01/2024 - 12/31/2024

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		
<a href="#">INV00189470</a>	Invoice	12/02/2024	12.02.2024 - FIRERMS ENTRIPRISE ANNU	0.00	749.55	
	<a href="#">01.05.61105.00</a>		OTHER CONTRACT SERVI		749.55	
01510	ATCO Pest Control Inc	12/09/2024	Regular	0.00	9,840.00	24075
<a href="#">142101</a>	Invoice	11/18/2024	11.18.2024 - STN 18 - EXCLUSION SERVICE	0.00	2,460.00	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE		2,460.00	
<a href="#">142316</a>	Invoice	11/19/2024	11.19.2024 - STN 18 - EXCLUSION SERVICE	0.00	2,460.00	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE		2,460.00	
<a href="#">142505</a>	Invoice	11/20/2024	11.20.2024 - STN 18 - EXCLUSION SERVICE	0.00	2,460.00	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE		2,460.00	
<a href="#">142692</a>	Invoice	11/21/2024	11.21.2024 - STN 18 - INSULATION RMVL/	0.00	2,460.00	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE		2,460.00	
01073	U.S. Bank (CalCARD)	12/09/2024	Regular	0.00	10,379.43	24076
<a href="#">INV0007655</a>	Invoice	11/22/2024	10.22.2024 - MAHONEY - ZOOM	0.00	23.50	
	<a href="#">01.05.61105.00</a>		OTHER CONTRACT SERVI		79.00	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		-55.50	
<a href="#">INV0007656</a>	Invoice	11/22/2024	10.28.2024 - MAHONEY - UBER	0.00	34.90	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		34.90	
<a href="#">INV0007657</a>	Invoice	11/22/2024	10.31.2024 - MAHONEY - UBER	0.00	23.99	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		23.99	
<a href="#">INV0007658</a>	Invoice	11/22/2024	10.30.2024 - MAHONEY - TOWN & COUN	0.00	671.43	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		671.43	
<a href="#">INV0007659</a>	Invoice	11/22/2024	10.31.2024 - MAHONEY - UBER	0.00	86.15	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		86.15	
<a href="#">INV0007660</a>	Invoice	11/22/2024	10.30.2024 - MAHONEY - SAN URBAN CR	0.00	29.18	
	<a href="#">01.10.61000.00</a>		TRAINING AND EDUCATIO		29.18	
<a href="#">INV0007661</a>	Invoice	11/22/2024	11.14.2024 - MAHONEY - ZOOM	0.00	2.90	
	<a href="#">01.05.61105.00</a>		OTHER CONTRACT SERVI		2.90	
<a href="#">INV0007662</a>	Invoice	11/22/2024	10.22.2024 - BASTIANON - SHELL	0.00	80.00	
	<a href="#">01.15.61131.00</a>		FIRE PREVENTION		80.00	
<a href="#">INV0007663</a>	Invoice	11/22/2024	10.25.2024 - BASTIANON - NFPA	0.00	347.66	
	<a href="#">01.15.61131.00</a>		FIRE PREVENTION		347.66	
<a href="#">INV0007664</a>	Invoice	11/22/2024	11.07.2024 - PETERSON - BATTERIES PLUS	0.00	129.97	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		129.97	
<a href="#">INV0007665</a>	Invoice	11/22/2024	11.06.2024 - POPKEN - FRANCISC ENOS FI	0.00	353.70	
	<a href="#">01.25.61600.00</a>		FLEET MAINTENANCE/RE		353.70	
<a href="#">INV0007666</a>	Invoice	11/22/2024	11.07.2024 - POPKEN - FRANCISC ENOS FI	0.00	2,286.00	
	<a href="#">01.25.61600.00</a>		FLEET MAINTENANCE/RE		2,286.00	
<a href="#">INV0007667</a>	Invoice	11/22/2024	11.08.2024 - POPKEN - FRANCISC ENOS FI	0.00	2,675.36	
	<a href="#">01.25.61600.00</a>		FLEET MAINTENANCE/RE		2,675.36	
<a href="#">INV0007668</a>	Invoice	11/22/2024	10.26.2024 - ILLINGWORTH - FRY SPECIAL	0.00	1,419.64	
	<a href="#">01.14.63040.00</a>		APPLIANCES		1,419.64	
<a href="#">INV0007669</a>	Invoice	11/22/2024	10.31.2024 - ILLINGWORTH - SAN ANSEL	0.00	33.50	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		33.50	
<a href="#">INV0007670</a>	Invoice	11/22/2024	11.02.2024 - ILLINGWORTH - APPLE.COM	0.00	32.72	
	<a href="#">01.14.63041.00</a>		OFFICE EQUIPMENT		32.72	
<a href="#">INV0007671</a>	Invoice	11/22/2024	11.02.2024 - ILLINGWORTH - APPLE.COM	0.00	86.31	

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">01.14.63041.00</a>		OFFICE EQUIPMENT		86.31	
<a href="#">INV0007672</a>	Invoice	11/22/2024	11.02.2024 - ILLINGWORTH - APPLE.COM	0.00	108.16	
	<a href="#">01.14.63041.00</a>		OFFICE EQUIPMENT		108.16	
<a href="#">INV0007673</a>	Invoice	11/22/2024	11.08.2024 - ILLINGWORTH - APPLE.COM	0.00	654.41	
	<a href="#">01.14.63041.00</a>		OFFICE EQUIPMENT		654.41	
<a href="#">INV0007674</a>	Invoice	11/22/2024	10.31.2024 - HOGGAN - FAIRFAX MARKET	0.00	33.20	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		33.20	
<a href="#">INV0007675</a>	Invoice	11/22/2024	10.25.2024 - POPPE - SAFEWAY	0.00	132.24	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		132.24	
<a href="#">INV0007676</a>	Invoice	11/22/2024	11.06.2024 - POPPE - COSTCO	0.00	100.46	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		100.46	
<a href="#">INV0007677</a>	Invoice	11/22/2024	11.06.2024 - POPPE - COSTCO	0.00	153.97	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		153.97	
<a href="#">INV0007678</a>	Invoice	11/22/2024	11.07.2024 - POPPE - COSTCO	0.00	152.91	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		152.91	
<a href="#">INV0007679</a>	Invoice	11/22/2024	10.23.2024 - STETTLER - STAPLES	0.00	172.42	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		172.42	
<a href="#">INV0007680</a>	Invoice	11/22/2024	10.23.2024 - STETTLER - CROWN TROPHY	0.00	25.80	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		25.80	
<a href="#">INV0007681</a>	Invoice	11/22/2024	10.24.2024 - STETTLER - STAMPS.COM	0.00	19.99	
	<a href="#">01.05.62003.00</a>		POSTAGE		19.99	
<a href="#">INV0007682</a>	Invoice	11/22/2024	10.25.2024 - STETTLER - STAMPS.COM	0.00	79.67	
	<a href="#">01.05.62003.00</a>		POSTAGE		79.67	
<a href="#">INV0007683</a>	Invoice	11/22/2024	10.27.2024 - STETTLER - MAILCHIMP	0.00	100.00	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES		100.00	
<a href="#">INV0007684</a>	Invoice	11/22/2024	10.25.2024 - STETTLER - COSTCO	0.00	59.97	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		59.97	
<a href="#">INV0007685</a>	Invoice	11/22/2024	10.31.2024 - STETTLER - USPS	0.00	10.45	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES		10.45	
<a href="#">INV0007686</a>	Invoice	11/22/2024	11.08.2024 - STETTLER - CROWN TROPHY	0.00	26.07	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		26.07	
<a href="#">INV0007687</a>	Invoice	11/22/2024	11.19.2024 - STETTLER - STAPLES	0.00	115.83	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		115.83	
<a href="#">INV0007688</a>	Invoice	11/22/2024	10.31.2024 - WILSON - FAIRFAX MARKET	0.00	27.96	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		27.96	
<a href="#">INV0007689</a>	Invoice	11/22/2024	11.07.2024 - GRASSER - JOTFORM	0.00	49.00	
	<a href="#">01.05.61129.00</a>		HIRING EXPENSES		49.00	
<a href="#">INV0007690</a>	Invoice	11/22/2024	11.10.2024 - GRASSER - TWILIO	0.00	40.01	
	<a href="#">01.14.61705.00</a>		TELEPHONE		40.01	
	**Void**	12/09/2024	Regular	0.00	0.00	24077
	**Void**	12/09/2024	Regular	0.00	0.00	24078
01285	360 Rescue LLC	12/16/2024	Regular	0.00	246.58	24079
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">20241205C</a>	Invoice	12/05/2024	12.05.2024 - ANCHOR WEBBING	0.00	246.58	
	<a href="#">01.10.63131.00</a>		EQUIPMENT		246.58	
01326	AMAZON.COM SERVICES LLC	12/16/2024	Regular	0.00	43.40	24080
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">1PWN-CHMY-MX</a>	Invoice	12/07/2024	12.07.2024 - AIR FILTER	0.00	43.40	
	<a href="#">01.14.61500.18</a>		BUILDING MAINTENANCE		43.40	



Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01433	AT&T Corp	12/16/2024	Regular	0.00	5,379.48	24081
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">243159229</a>	Invoice	11/27/2024	11.27.2024 - WIRELESS - 10.11.24-11.10.2	0.00	5,379.48	
	<a href="#">01.14.61705.00</a>		TELEPHONE		5,379.48	
01128	Brian Sheldon McCarthy	12/16/2024	Regular	0.00	7,700.00	24082
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007699</a>	Invoice	12/05/2024	12.05.2024 - FIRE MTGTN MGMT - 10.07.	0.00	7,700.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		7,700.00	
01511	Burke, Williams & Sorenson LLP	12/16/2024	Regular	0.00	2,014.00	24083
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">331545</a>	Invoice	11/15/2024	11.15.2024 - CONTRACT NEGOTIATIONS -	0.00	2,014.00	
	<a href="#">01.05.61105.00</a>		OTHER CONTRACT SERVI		2,014.00	
01512	Cisco Air Systems, Inc.	12/16/2024	Regular	0.00	825.00	24084
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">278041-1</a>	Invoice	11/13/2024	11.13.2024 - STN 21 - COMPRESSOR RECI	0.00	825.00	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE		825.00	
01016	Diego Truck Repair Inc	12/16/2024	Regular	0.00	3,308.91	24085
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">69466</a>	Invoice	08/08/2024	08.08.2024 - 2006 PIERCE ALL WHEEL STE	0.00	3,308.91	
	<a href="#">01.25.61600.00</a>		FLEET MAINTENANCE/RE		3,308.91	
01272	Diesel Direct West Inc	12/16/2024	Regular	0.00	934.10	24086
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">86240367</a>	Invoice	12/06/2024	12.06.2024 - GASOLINE UNL - 40.1 GAL	0.00	195.67	
	<a href="#">01.25.62988.00</a>		FUEL		195.67	
<a href="#">86240368</a>	Invoice	12/06/2024	12.06.2024 - ULSD CLEAR - 152.9 GAL	0.00	738.43	
	<a href="#">01.25.62988.00</a>		FUEL		738.43	
01006	Fire Agencies Self Insurance System	12/16/2024	Regular	0.00	1,109.07	24087
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">Claim #24016201</a>	Invoice	12/12/2024	12.12.2024 - REIMB - VANDYKE CLAIM #2	0.00	1,109.07	
	<a href="#">01.00.49513.00</a>		WORKERS COMP REIMBU		1,109.07	
01363	Forster & Kroeger Landscape Maintenance, Inc.	12/16/2024	Regular	0.00	86,280.00	24088
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">10040</a>	Invoice	10/31/2024	10.31.2024 - FIRE FUEL REDUCTION-FALLE	0.00	14,000.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		14,000.00	
<a href="#">10041</a>	Invoice	10/31/2024	10.31.2024 - FIRE FUEL REDUCTION - WEL	0.00	13,100.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		13,100.00	
<a href="#">10042</a>	Invoice	10/31/2024	10.31.2024-FIRE FUEL REDUCTION-LOMA	0.00	11,450.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		11,450.00	
<a href="#">10043</a>	Invoice	10/31/2024	10.31.2024 - FIRE FUEL REDUCTION - STU	0.00	10,890.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		10,890.00	
<a href="#">10044</a>	Invoice	11/30/2024	11.30.2024 - FIRE FUEL REDUCTION - WO	0.00	10,890.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		10,890.00	
<a href="#">10045</a>	Invoice	11/30/2024	11.30.2024 - FIRE FUEL REDUCTION - AVE	0.00	14,190.00	



Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		14,190.00	
<a href="#">10046</a>	Invoice	11/30/2024	11.30.2024 - FIRE FUEL REDUCTION - PRO	0.00	11,760.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		11,760.00	
01295	Grier Argall Plumbing Inc	12/16/2024	Regular	0.00	705.66	24089
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">18283</a>	Invoice	11/26/2024	11.26.2024 - STN 19 - MOVE PLUMBING	0.00	705.66	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE		705.66	
01036	Marin County Tax Collector	12/16/2024	Regular	0.00	386.00	24090
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">IN0354040</a>	Invoice	12/01/2024	12.01.2024 - HAZMAT BUSINESS PLAN FEE	0.00	386.00	
	<a href="#">01.14.61500.00</a>		BUILDING MAINTENANCE		386.00	
01095	Richards Watson Gershon	12/16/2024	Regular	0.00	3,718.31	24091
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">250783</a>	Invoice	11/30/2024	11.30.2024 - GENERAL LEGAL COUNSEL -	0.00	3,718.31	
	<a href="#">01.05.61107.00</a>		ATTORNEY/LEGAL FEES		3,718.31	
01440	The Tree Man, LLC	12/16/2024	Regular	0.00	1,250.00	24092
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">082824-51</a>	Invoice	11/04/2024	11.04.2024 - TREE/BUSH REMOVAL	0.00	1,250.00	
	<a href="#">01.00.49529.00</a>		MWPA CORE FUNDS		1,250.00	
01509	Vestis Group, Inc. (f/k/a ARAMARK UNIFORM &	12/16/2024	Regular	0.00	126.92	24093
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<a href="#">5080539976</a>	Invoice	12/03/2024	12.03.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		31.73	
<a href="#">5080542603</a>	Invoice	12/09/2024	12.09.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		31.73	
<a href="#">5080542604</a>	Invoice	12/09/2024	12.09.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		31.73	
<a href="#">5080543532</a>	Invoice	12/10/2024	12.10.2024 - NON GARMENT LAUNDRY SE	0.00	31.73	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		31.73	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	31	0.00	160,194.03
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
	<b>92</b>	<b>33</b>	<b>0.00</b>	<b>160,194.03</b>

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01013	AFLAC Business Services	12/06/2024	Regular	0.00	4,144.65	11534
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007631</a>	Invoice	12/13/2024	AFLAC	0.00	4,144.65	
	<a href="#">01.00.20271.00</a>		AFLAC P/R DEDUCTION		4,144.65	
01004	CAPF	12/06/2024	Regular	0.00	472.00	11535
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">CM0000227</a>	Credit Memo	12/13/2024	DISABILITY INSURANCE	0.00	-44.75	
	<a href="#">01.00.20275.00</a>		DISABILITY INSURANCE W		-44.75	
<a href="#">INV0007634</a>	Invoice	12/13/2024	DISABILITY INSURANCE	0.00	516.75	
	<a href="#">01.00.20275.00</a>		DISABILITY INSURANCE W		516.75	
01161	Nationwide Retirement Solutions	12/06/2024	Regular	0.00	2,217.00	11536
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007636</a>	Invoice	12/13/2024	NATIONWIDE RETIREMENT	0.00	2,217.00	
	<a href="#">01.00.20277.00</a>		DEFERRED COMP. W/ NR		2,217.00	
01069	Ross Valley Firefighters Association	12/06/2024	Regular	0.00	3,315.00	11537
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007647</a>	Invoice	12/13/2024	UNION DUES	0.00	3,315.00	
	<a href="#">01.00.20289.00</a>		UNION DUES WITHHELD		3,315.00	
01069	Ross Valley Firefighters Association	12/09/2024	Regular	0.00	331.50	11538
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007695</a>	Invoice	12/13/2024	UNION DUES	0.00	331.50	
	<a href="#">01.00.20289.00</a>		UNION DUES WITHHELD		331.50	
01013	AFLAC Business Services	12/18/2024	Regular	0.00	4,144.65	11543
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007704</a>	Invoice	12/31/2024	AFLAC	0.00	4,144.65	
	<a href="#">01.00.20271.00</a>		AFLAC P/R DEDUCTION		4,144.65	
01004	CAPF	12/18/2024	Regular	0.00	472.00	11544
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007707</a>	Invoice	12/31/2024	DISABILITY INSURANCE	0.00	471.50	
	<a href="#">01.00.20275.00</a>		DISABILITY INSURANCE W		471.50	
<a href="#">INV0007708</a>	Invoice	12/31/2024	DISABILITY INSURANCE	0.00	0.50	
	<a href="#">01.00.20275.00</a>		DISABILITY INSURANCE W		0.50	
01161	Nationwide Retirement Solutions	12/18/2024	Regular	0.00	2,217.00	11545
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0007710</a>	Invoice	12/31/2024	NATIONWIDE RETIREMENT	0.00	2,217.00	
	<a href="#">01.00.20277.00</a>		DEFERRED COMP. W/ NR		2,217.00	
01069	Ross Valley Firefighters Association	12/18/2024	Regular	0.00	3,646.50	11546

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number Payable #	Vendor Name Payable Type Account Number	Payment Date Post Date	Payment Type Payable Description Account Name	Discount Amount Discount Amount Distribution Amount	Payment Amount Payable Amount	Number
<a href="#">INV0007721</a>	Invoice <a href="#">01.00.20289.00</a>	12/31/2024	UNION DUES UNION DUES WITHHELD	0.00	3,646.50	
			UNION DUES		3,646.50	

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	9	0.00	20,960.30
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
	<b>11</b>	<b>9</b>	<b>0.00</b>	<b>20,960.30</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	40	0.00	181,154.33
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
	<b>103</b>	<b>42</b>	<b>0.00</b>	<b>181,154.33</b>

### Fund Summary

Fund	Name	Period	Amount
98	POOLED PAYROLL	12/2024	20,960.30
99	POOLED CASH	12/2024	160,194.03
			<b>181,154.33</b>

# Ross Valley Fire Dept

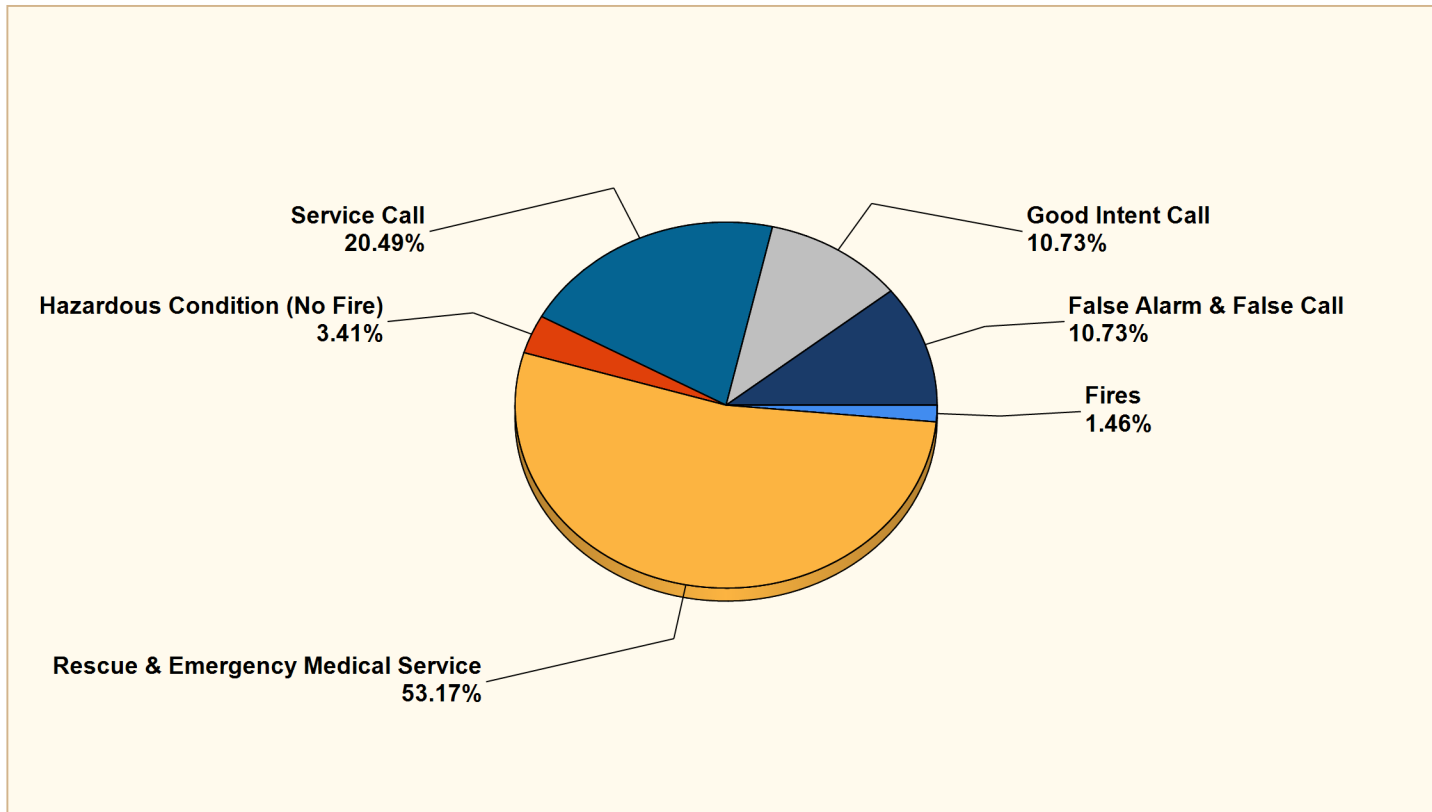
San Anselmo, CA

This report was generated on 1/2/2025 8:03:28 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.46%
Rescue & Emergency Medical Service	109	53.17%
Hazardous Condition (No Fire)	7	3.41%
Service Call	42	20.49%
Good Intent Call	22	10.73%
False Alarm & False Call	22	10.73%
<b>TOTAL</b>	<b>205</b>	<b>100%</b>

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	0.49%
114 - Chimney or flue fire, confined to chimney or flue	1	0.49%
150 - Outside rubbish fire, other	1	0.49%
300 - Rescue, EMS incident, other	1	0.49%
321 - EMS call, excluding vehicle accident with injury	102	49.76%
322 - Motor vehicle accident with injuries	1	0.49%
324 - Motor vehicle accident with no injuries.	5	2.44%
411 - Gasoline or other flammable liquid spill	1	0.49%
424 - Carbon monoxide incident	1	0.49%
441 - Heat from short circuit (wiring), defective/worn	1	0.49%
444 - Power line down	3	1.46%
461 - Building or structure weakened or collapsed	1	0.49%
500 - Service Call, other	6	2.93%
522 - Water or steam leak	1	0.49%
541 - Animal problem	1	0.49%
550 - Public service assistance, other	2	0.98%
553 - Public service	24	11.71%
554 - Assist invalid	5	2.44%
561 - Unauthorized burning	1	0.49%
571 - Cover assignment, standby, moveup	2	0.98%
600 - Good intent call, other	1	0.49%
611 - Dispatched & cancelled en route	14	6.83%
622 - No incident found on arrival at dispatch address	4	1.95%
650 - Steam, other gas mistaken for smoke, other	1	0.49%
651 - Smoke scare, odor of smoke	2	0.98%
733 - Smoke detector activation due to malfunction	2	0.98%
735 - Alarm system sounded due to malfunction	4	1.95%
736 - CO detector activation due to malfunction	2	0.98%
740 - Unintentional transmission of alarm, other	2	0.98%
743 - Smoke detector activation, no fire - unintentional	6	2.93%
744 - Detector activation, no fire - unintentional	3	1.46%
745 - Alarm system activation, no fire - unintentional	3	1.46%
<b>TOTAL INCIDENTS:</b>	<b>205</b>	<b>100%</b>

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



# Ross Valley Fire Dept

San Anselmo, CA

This report was generated on 1/2/2025 8:04:10 AM



## Incident Type Count per Station for Date Range

Start Date: 12/01/2024 | End Date: 12/31/2024

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

<b>Station: 18 - STATION 18 - Ross</b>	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	14
322 - Motor vehicle accident with injuries	1
550 - Public service assistance, other	1
553 - Public service	1
561 - Unauthorized burning	1
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	1
735 - Alarm system sounded due to malfunction	2
736 - CO detector activation due to malfunction	1
745 - Alarm system activation, no fire - unintentional	2
<b># Incidents for 18 - Station 18 :</b>	<b>29</b>

<b>Station: 19 - STATION 19 - San Anselmo</b>	
150 - Outside rubbish fire, other	1
321 - EMS call, excluding vehicle accident with injury	31
324 - Motor vehicle accident with no injuries.	3
411 - Gasoline or other flammable liquid spill	1
444 - Power line down	1
500 - Service Call, other	4
553 - Public service	6
554 - Assist invalid	2
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	2
650 - Steam, other gas mistaken for smoke, other	1
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	2
743 - Smoke detector activation, no fire - unintentional	5
744 - Detector activation, no fire - unintentional	2

Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 857  
Page # 1 of 2



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

**# Incidents for 19 - Station 19: 68**

**Station: 20 - STATION 20 - Sleepy Hollow**

114 - Chimney or flue fire, confined to chimney or flue	1
321 - EMS call, excluding vehicle accident with injury	18
324 - Motor vehicle accident with no injuries.	2
424 - Carbon monoxide incident	1
444 - Power line down	2
461 - Building or structure weakened or collapsed	1
522 - Water or steam leak	1
541 - Animal problem	1
550 - Public service assistance, other	1
553 - Public service	8
554 - Assist invalid	1
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	1
743 - Smoke detector activation, no fire - unintentional	1

**# Incidents for 20 - Station 20: 44**

**Station: 21 - STATION 21 - Fairfax**

300 - Rescue, EMS incident, other	1
321 - EMS call, excluding vehicle accident with injury	38
441 - Heat from short circuit (wiring), defective/worn	1
500 - Service Call, other	2
553 - Public service	9
554 - Assist invalid	2
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	6
622 - No incident found on arrival at dispatch address	1
736 - CO detector activation due to malfunction	1
744 - Detector activation, no fire - unintentional	1

**# Incidents for 21 - Station 21: 63**

Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 857  
Page # 2 of 2



Ross Valley Fire, CA

# Budget Report Group Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
475 - MEMBER CONTRIBUTIONS	13,337,352.00	13,337,352.00	1,111,446.09	6,668,676.38	-6,668,675.62	50.00%
495 - OUTSIDE / MISCELLANEOUS REVENUE	1,570,120.00	1,570,120.00	82,923.76	1,025,209.82	-544,910.18	34.71%
<b>Revenue Total:</b>	<b>14,907,472.00</b>	<b>14,907,472.00</b>	<b>1,194,369.85</b>	<b>7,693,886.20</b>	<b>-7,213,585.80</b>	<b>48.39%</b>
<b>Expense</b>						
600 - SALARIES AND WAGES	7,239,271.00	7,239,271.00	625,033.85	3,680,982.07	3,558,288.93	49.15%
601 - RETIREMENT	2,831,208.00	2,831,208.00	95,277.91	2,042,785.30	788,422.70	27.85%
602 - EMPLOYEE BENEFITS	2,591,377.00	2,591,377.00	124,283.09	1,388,597.02	1,202,779.98	46.41%
610 - TRAINING	48,260.00	48,260.00	0.00	19,577.62	28,682.38	59.43%
611 - OUTSIDE SERVICES	938,414.00	938,414.00	4,154.46	225,221.37	713,192.63	76.00%
613 - PUBLICATION / DUES	10,162.00	10,162.00	0.00	2,597.56	7,564.44	74.44%
614 - MAINTENANCE	23,787.00	23,787.00	0.00	-76.80	23,863.80	100.32%
615 - BUILDING MAINTENANCE	78,500.00	78,500.00	429.40	22,331.51	56,168.49	71.55%
616 - VEHICLE MAINTENANCE	124,115.00	124,115.00	0.00	44,705.42	79,409.58	63.98%
617 - UTILITIES	168,503.00	168,503.00	0.00	55,971.37	112,531.63	66.78%
620 - OFFICE SUPPLIES	6,215.00	6,215.00	0.00	1,249.96	4,965.04	79.89%
622 - DEPARTMENT SUPPLIES	135,595.00	135,595.00	540.44	64,369.62	71,225.38	52.53%
625 - FURNISHINGS	8,487.00	8,487.00	0.00	0.00	8,487.00	100.00%
629 - MISCELLANEOUS	118,760.00	118,760.00	934.10	33,358.15	85,401.85	71.91%
630 - EQUIPMENT	53,404.00	53,404.00	0.00	3,871.13	49,532.87	92.75%
631 - CAPITAL OUTLAY	155,787.00	155,787.00	2,292.57	53,097.13	102,689.87	65.92%
644 - MERA BOND PAYMENT	0.00	0.00	0.00	74,199.00	-74,199.00	0.00%
670 - TRANSFERS OUT	376,626.00	376,626.00	0.00	0.00	376,626.00	100.00%
<b>Expense Total:</b>	<b>14,908,471.00</b>	<b>14,908,471.00</b>	<b>852,945.82</b>	<b>7,712,837.43</b>	<b>7,195,633.57</b>	<b>48.27%</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-999.00</b>	<b>-999.00</b>	<b>341,424.03</b>	<b>-18,951.23</b>	<b>-17,952.23</b>	<b>-1,797.02%</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
519 - TRANSFERS IN	-376,626.00	-376,626.00	0.00	0.00	376,626.00	100.00%
<b>Revenue Total:</b>	<b>-376,626.00</b>	<b>-376,626.00</b>	<b>0.00</b>	<b>0.00</b>	<b>376,626.00</b>	<b>100.00%</b>
<b>Expense</b>						
631 - CAPITAL OUTLAY	340,411.00	340,411.00	0.00	-3,900.00	344,311.00	101.15%
640 - PRINCIPAL	161,252.59	161,252.59	0.00	161,252.59	0.00	0.00%
641 - INTEREST	7,864.63	7,864.63	0.00	7,864.63	0.00	0.00%
<b>Expense Total:</b>	<b>509,528.22</b>	<b>509,528.22</b>	<b>0.00</b>	<b>165,217.22</b>	<b>344,311.00</b>	<b>67.57%</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>-886,154.22</b>	<b>-886,154.22</b>	<b>0.00</b>	<b>-165,217.22</b>	<b>720,937.00</b>	<b>81.36%</b>
<b>Report Surplus (Deficit):</b>	<b>-887,153.22</b>	<b>-887,153.22</b>	<b>341,424.03</b>	<b>-184,168.45</b>	<b>702,984.77</b>	<b>79.24%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-999.00	-999.00	341,424.03	-18,951.23	-17,952.23
15 - VEHICLE FUND	-886,154.22	-886,154.22	0.00	-165,217.22	720,937.00
<b>Report Surplus (Deficit):</b>	<b>-887,153.22</b>	<b>-887,153.22</b>	<b>341,424.03</b>	<b>-184,168.45</b>	<b>702,984.77</b>



Ross Valley Fire, CA

# Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 01 - GENERAL FUND</b>							
<b>Revenue</b>							
<a href="#">01.00.47501.00</a>	FAIRFAX	2,729,988.00	2,729,988.00	227,499.00	1,364,994.00	-1,364,994.00	50.00 %
<a href="#">01.00.47502.00</a>	ROSS	2,738,189.00	2,738,189.00	228,182.50	1,369,094.68	-1,369,094.32	50.00 %
<a href="#">01.00.47503.00</a>	SAN ANSELMO	4,748,772.00	4,748,772.00	395,731.00	2,374,386.16	-2,374,385.84	50.00 %
<a href="#">01.00.47504.00</a>	SLEEPY HOLLOW	1,499,736.00	1,499,736.00	124,978.00	749,868.00	-749,868.00	50.00 %
<a href="#">01.00.47507.00</a>	PRIOR AUTHORITY RETIREE HEALTH	80,000.00	80,000.00	6,666.67	40,000.02	-39,999.98	50.00 %
<a href="#">01.00.47510.00</a>	PRIOR AUTHORITY RETIREMENT	1,540,667.00	1,540,667.00	128,388.92	770,333.52	-770,333.48	50.00 %
<a href="#">01.00.49501.00</a>	COUNTY OF MARIN	266,875.00	266,875.00	0.00	266,875.00	0.00	0.00 %
<a href="#">01.00.49504.00</a>	RVPA REIMBURSEMENT MEDIC PR	317,511.00	317,511.00	0.00	158,755.32	-158,755.68	50.00 %
<a href="#">01.00.49506.00</a>	RVPA RENTAL	8,360.00	8,360.00	0.00	17,137.84	8,777.84	205.00 %
<a href="#">01.00.49507.00</a>	LAIF INTEREST	25,000.00	25,000.00	0.00	8,054.98	-16,945.02	67.78 %
<a href="#">01.00.49509.00</a>	RVPA AGENCY REIMBURSEMENT	47,290.00	47,290.00	0.00	47,290.00	0.00	0.00 %
<a href="#">01.00.49510.00</a>	PLAN CHECKING FEES	285,000.00	285,000.00	11,042.11	161,521.33	-123,478.67	43.33 %
<a href="#">01.00.49511.00</a>	RE-SALE INSPECTION FEES	50,000.00	50,000.00	0.00	0.00	-50,000.00	100.00 %
<a href="#">01.00.49512.00</a>	MISCELLANEOUS INCOME	10,000.00	10,000.00	409.76	1,173.16	-8,826.84	88.27 %
<a href="#">01.00.49513.00</a>	WORKERS COMP REIMBURSEMENT	0.00	0.00	46,955.35	195,917.21	195,917.21	0.00 %
<a href="#">01.00.49517.00</a>	DISASTER COORDINATOR REIMB.	96,740.00	96,740.00	0.00	0.00	-96,740.00	100.00 %
<a href="#">01.00.49523.00</a>	APPARATUS REPLACEMENT	376,626.00	376,626.00	31,385.41	188,312.46	-188,313.54	50.00 %
<a href="#">01.00.49524.00</a>	TECHNOLOGY FEES	26,718.00	26,718.00	831.13	12,802.52	-13,915.48	52.08 %
<a href="#">01.00.49526.18</a>	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
<a href="#">01.00.49526.19</a>	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
<a href="#">01.00.49526.20</a>	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
<a href="#">01.00.49526.21</a>	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
<a href="#">01.00.49528.00</a>	MWPA LOCAL FUNDS	0.00	0.00	0.00	62,600.00	62,600.00	0.00 %
<a href="#">01.00.49529.00</a>	MWPA CORE FUNDS	0.00	0.00	-7,700.00	-95,230.00	-95,230.00	0.00 %
	<b>Revenue Total:</b>	<b>14,907,472.00</b>	<b>14,907,472.00</b>	<b>1,194,369.85</b>	<b>7,693,886.20</b>	<b>-7,213,585.80</b>	<b>48.39%</b>
<b>Expense</b>							
<a href="#">01.00.60000.00</a>	REGULAR SALARIES	5,698,118.00	5,698,118.00	419,802.57	2,425,788.04	3,272,329.96	57.43 %
<a href="#">01.00.60010.00</a>	TEMPORARY HIRE	17,389.00	17,389.00	0.00	0.00	17,389.00	100.00 %
<a href="#">01.00.60020.00</a>	MINIMUM STAFFING	831,694.00	831,694.00	165,617.06	1,035,082.09	-203,388.09	-24.45 %
<a href="#">01.00.60021.00</a>	HOURLY OVERTIME	106,448.00	106,448.00	4,898.61	26,192.66	80,255.34	75.39 %
<a href="#">01.00.60024.00</a>	SHIFT DIFFERENTIAL OT	24,113.00	24,113.00	2,821.22	22,523.35	1,589.65	6.59 %
<a href="#">01.00.60026.00</a>	OT TRAINING	80,576.00	80,576.00	447.47	7,750.35	72,825.65	90.38 %
<a href="#">01.00.60027.00</a>	HOLIDAY	247,176.00	247,176.00	19,759.17	110,713.22	136,462.78	55.21 %
<a href="#">01.00.60028.00</a>	PARAMEDIC TRAINING OVERTIME	37,177.00	37,177.00	1,396.18	1,396.18	35,780.82	96.24 %
<a href="#">01.00.60029.00</a>	FLSA O/T	121,432.00	121,432.00	9,391.57	47,036.18	74,395.82	61.27 %
<a href="#">01.00.60030.00</a>	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">01.00.60035.00</a>	RETIRED S/L COMPENSATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">01.00.60039.00</a>	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	1,800.00	1,800.00	50.00 %
<a href="#">01.00.60040.00</a>	BOARD MEMBER STIPEND	8,000.00	8,000.00	600.00	2,700.00	5,300.00	66.25 %
<a href="#">01.00.60100.00</a>	RETIREMENT	2,831,208.00	2,831,208.00	95,277.91	2,042,785.30	788,422.70	27.85 %
<a href="#">01.00.60200.00</a>	CAFETERIA HEALTH PLAN	1,085,000.00	1,085,000.00	91,925.63	504,315.09	580,684.91	53.52 %
<a href="#">01.00.60210.00</a>	RETIREE HEALTH SAVINGS MATCH	43,641.00	43,641.00	4,300.40	23,114.65	20,526.35	47.03 %
<a href="#">01.00.60215.00</a>	WORKERS' COMPENSATION INSUR	548,561.00	548,561.00	0.00	546,538.00	2,023.00	0.37 %
<a href="#">01.00.60220.00</a>	PAYROLL TAXES	108,331.00	108,331.00	9,250.88	68,510.42	39,820.58	36.76 %
<a href="#">01.00.60223.00</a>	UNIFORM REIMBURSEMENT	28,080.00	28,080.00	2,102.75	11,860.99	16,219.01	57.76 %
<a href="#">01.00.60225.00</a>	EDUCATION REIMBURSEMENT	139,341.00	139,341.00	11,988.43	64,711.17	74,629.83	53.56 %
<a href="#">01.00.60231.00</a>	RETIREE'S HEALTH INSURANCE	638,423.00	638,423.00	4,710.00	169,534.45	468,888.55	73.44 %
<a href="#">01.00.61103.00</a>	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	0.00	86.19	-86.19	0.00 %
<a href="#">01.00.61115.00</a>	LIABILITY INSURANCE	78,454.00	78,454.00	0.00	71,273.00	7,181.00	9.15 %
<a href="#">01.00.62999.00</a>	CONTINGENCY	41,510.00	41,510.00	0.00	0.00	41,510.00	100.00 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<a href="#">01.00.67099.00</a>	TRANSFERS OUT	376,626.00	376,626.00	0.00	0.00	376,626.00	100.00 %
<a href="#">01.05.61103.00</a>	AUDIT & BOOKEEPING SERVICES	33,552.00	33,552.00	355.77	14,799.37	18,752.63	55.89 %
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES	73,625.00	73,625.00	749.55	45,754.00	27,871.00	37.86 %
<a href="#">01.05.61107.00</a>	ATTORNEY/LEGAL FEES	18,000.00	18,000.00	0.00	5,949.81	12,050.19	66.95 %
<a href="#">01.05.61112.00</a>	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	249.14	1,603.49	1,296.51	44.71 %
<a href="#">01.05.61120.00</a>	CONTRACT SERVICES-SAN ANSELM	95,555.00	95,555.00	0.00	47,777.50	47,777.50	50.00 %
<a href="#">01.05.61121.00</a>	COMPUTER SOFTWARE/SUPPORT	36,661.00	36,661.00	0.00	19,746.74	16,914.26	46.14 %
<a href="#">01.05.61122.00</a>	WEB PAGE DESIGN AND MAINTENA	8,960.00	8,960.00	0.00	0.00	8,960.00	100.00 %
<a href="#">01.05.61127.00</a>	HEALTH AND WELLNESS	58,991.00	58,991.00	0.00	6,485.00	52,506.00	89.01 %
<a href="#">01.05.61129.00</a>	HIRING EXPENSES	16,000.00	16,000.00	2,800.00	10,376.46	5,623.54	35.15 %
<a href="#">01.05.61300.00</a>	PUBLICATIONS AND DUES	10,162.00	10,162.00	0.00	2,597.56	7,564.44	74.44 %
<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	5,100.00	5,100.00	0.00	780.40	4,319.60	84.70 %
<a href="#">01.05.62003.00</a>	POSTAGE	1,115.00	1,115.00	0.00	469.56	645.44	57.89 %
<a href="#">01.05.62200.00</a>	GENERAL DEPARTMENT SUPPLIES	13,932.00	13,932.00	0.00	2,187.83	11,744.17	84.30 %
<a href="#">01.10.60065.02</a>	EXPLORER POST	9,548.00	9,548.00	0.00	0.00	9,548.00	100.00 %
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION	48,260.00	48,260.00	0.00	19,577.62	28,682.38	59.43 %
<a href="#">01.10.61100.00</a>	DISPATCH	386,830.00	386,830.00	0.00	0.00	386,830.00	100.00 %
<a href="#">01.10.61101.00</a>	RADIO REPAIR	5,305.00	5,305.00	0.00	356.25	4,948.75	93.28 %
<a href="#">01.10.61102.00</a>	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	0.00	250.75	779.25	75.66 %
<a href="#">01.10.61103.00</a>	AUDIT & BOOKEEPING SERVICES	10,332.00	10,332.00	0.00	0.00	10,332.00	100.00 %
<a href="#">01.10.61110.00</a>	MERA OPERATING EXPENSE	107,339.00	107,339.00	0.00	0.00	107,339.00	100.00 %
<a href="#">01.10.61410.00</a>	EQUIPMENT MAINTENANCE	13,625.00	13,625.00	0.00	-471.59	14,096.59	103.46 %
<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE SUPPLIES	4,612.00	4,612.00	0.00	284.56	4,327.44	93.83 %
<a href="#">01.10.62204.00</a>	PARAMEDIC RESPONSE SUPPLIES	41,200.00	41,200.00	0.00	16,341.61	24,858.39	60.34 %
<a href="#">01.10.62210.00</a>	BREATHING APPARATUS	7,320.00	7,320.00	0.00	0.00	7,320.00	100.00 %
<a href="#">01.10.62211.00</a>	BREATHING APPARATUS-CONTRACT	7,758.00	7,758.00	0.00	0.00	7,758.00	100.00 %
<a href="#">01.10.62213.00</a>	PERSONAL PROTECTIVE EQUIPMEN	40,548.00	40,548.00	0.00	3,704.64	36,843.36	90.86 %
<a href="#">01.10.63131.00</a>	EQUIPMENT	41,200.00	41,200.00	2,292.57	13,487.36	27,712.64	67.26 %
<a href="#">01.10.63140.00</a>	HYDRANTS	41,281.00	41,281.00	0.00	39,508.08	1,772.92	4.29 %
<a href="#">01.10.63150.00</a>	COMMUNICATIONS EQUIPMENT	22,947.00	22,947.00	0.00	101.69	22,845.31	99.56 %
<a href="#">01.10.63160.00</a>	TURNOUTS	50,359.00	50,359.00	0.00	0.00	50,359.00	100.00 %
<a href="#">01.10.64401.00</a>	MERA BOND PAYMENT PRIOR AUT	0.00	0.00	0.00	74,199.00	-74,199.00	0.00 %
<a href="#">01.14.61500.00</a>	BUILDING MAINTENANCE AND LAN	18,500.00	18,500.00	386.00	7,687.22	10,812.78	58.45 %
<a href="#">01.14.61500.18</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	43.40	10,370.80	4,629.20	30.86 %
<a href="#">01.14.61500.19</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	-503.87	15,503.87	103.36 %
<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	462.31	14,537.69	96.92 %
<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	4,315.05	10,684.95	71.23 %
<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC	67,500.00	67,500.00	0.00	23,622.62	43,877.38	65.00 %
<a href="#">01.14.61703.00</a>	WATER	11,750.00	11,750.00	0.00	5,236.05	6,513.95	55.44 %
<a href="#">01.14.61704.00</a>	SEWER	4,532.00	4,532.00	0.00	0.00	4,532.00	100.00 %
<a href="#">01.14.61705.00</a>	TELEPHONE	84,721.00	84,721.00	0.00	27,112.70	57,608.30	68.00 %
<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE SUPPLI	10,609.00	10,609.00	190.38	2,911.50	7,697.50	72.56 %
<a href="#">01.14.62501.00</a>	FURNISHINGS	8,487.00	8,487.00	0.00	0.00	8,487.00	100.00 %
<a href="#">01.14.63040.00</a>	APPLIANCES	5,150.00	5,150.00	0.00	1,419.64	3,730.36	72.43 %
<a href="#">01.14.63041.00</a>	OFFICE EQUIPMENT	10,609.00	10,609.00	0.00	881.60	9,727.40	91.69 %
<a href="#">01.14.63042.00</a>	EXERCISE EQUIPMENT	10,927.00	10,927.00	0.00	899.78	10,027.22	91.77 %
<a href="#">01.14.63044.00</a>	TECHNOLOGY PURCHASES	26,718.00	26,718.00	0.00	670.11	26,047.89	97.49 %
<a href="#">01.15.60220.00</a>	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	5.00	12.25	-12.25	0.00 %
<a href="#">01.15.61131.00</a>	FIRE PREVENTION	4,880.00	4,880.00	0.00	627.57	4,252.43	87.14 %
<a href="#">01.15.61903.00</a>	MWPA Local Projects	0.00	0.00	0.00	35,410.60	-35,410.60	0.00 %
<a href="#">01.15.61904.00</a>	MWPA CORE FUNDS	0.00	0.00	0.00	135.24	-135.24	0.00 %
<a href="#">01.15.62220.00</a>	COMMUNITY EDUCATION & PREP.	9,616.00	9,616.00	350.06	3,528.88	6,087.12	63.30 %
<a href="#">01.25.61411.00</a>	BURN TRAILER MAINTENANCE	10,162.00	10,162.00	0.00	394.79	9,767.21	96.12 %
<a href="#">01.25.61600.00</a>	FLEET MAINTENANCE/REPAIRS	124,115.00	124,115.00	0.00	44,705.42	79,409.58	63.98 %
<a href="#">01.25.62988.00</a>	FUEL	59,225.00	59,225.00	934.10	22,299.55	36,925.45	62.35 %
<a href="#">01.25.62989.00</a>	FLEET PARTS	18,025.00	18,025.00	0.00	11,058.60	6,966.40	38.65 %
	<b>Expense Total:</b>	<b>14,908,471.00</b>	<b>14,908,471.00</b>	<b>852,945.82</b>	<b>7,712,837.43</b>	<b>7,195,633.57</b>	<b>48.27%</b>
	<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-999.00</b>	<b>-999.00</b>	<b>341,424.03</b>	<b>-18,951.23</b>	<b>-17,952.23</b>	<b>-1,797.02%</b>

**Budget Report**

**For Fiscal: 2024-2025 Period Ending: 12/31/2024**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 15 - VEHICLE FUND</b>							
<b>Revenue</b>							
<a href="#">15.00.51999.00</a>	TRANSFERS IN	-376,626.00	-376,626.00	0.00	0.00	376,626.00	0.00 %
	<b>Revenue Total:</b>	<b>-376,626.00</b>	<b>-376,626.00</b>	<b>0.00</b>	<b>0.00</b>	<b>376,626.00</b>	<b>100.00%</b>
<b>Expense</b>							
<a href="#">15.00.63154.00</a>	VEHICLE PURCHASE	340,411.00	340,411.00	0.00	-3,900.00	344,311.00	101.15 %
<a href="#">15.00.64010.00</a>	LEASE PAYMENT - PRINCIPAL	161,252.59	161,252.59	0.00	161,252.59	0.00	0.00 %
<a href="#">15.00.64110.00</a>	LEASE PAYMENT - INTEREST	7,864.63	7,864.63	0.00	7,864.63	0.00	0.00 %
	<b>Expense Total:</b>	<b>509,528.22</b>	<b>509,528.22</b>	<b>0.00</b>	<b>165,217.22</b>	<b>344,311.00</b>	<b>67.57%</b>
	<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>-886,154.22</b>	<b>-886,154.22</b>	<b>0.00</b>	<b>-165,217.22</b>	<b>720,937.00</b>	<b>81.36%</b>
	<b>Report Surplus (Deficit):</b>	<b>-887,153.22</b>	<b>-887,153.22</b>	<b>341,424.03</b>	<b>-184,168.45</b>	<b>702,984.77</b>	<b>79.24%</b>

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 01 - GENERAL FUND</b>						
Revenue	14,907,472.00	14,907,472.00	1,194,369.85	7,693,886.20	-7,213,585.80	48.39%
Expense	14,908,471.00	14,908,471.00	852,945.82	7,712,837.43	7,195,633.57	48.27%
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-999.00</b>	<b>-999.00</b>	<b>341,424.03</b>	<b>-18,951.23</b>	<b>-17,952.23</b>	<b>-1,797.02%</b>
<b>Fund: 15 - VEHICLE FUND</b>						
Revenue	-376,626.00	-376,626.00	0.00	0.00	376,626.00	100.00%
Expense	509,528.22	509,528.22	0.00	165,217.22	344,311.00	67.57%
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>-886,154.22</b>	<b>-886,154.22</b>	<b>0.00</b>	<b>-165,217.22</b>	<b>720,937.00</b>	<b>81.36%</b>
<b>Report Surplus (Deficit):</b>	<b>-887,153.22</b>	<b>-887,153.22</b>	<b>341,424.03</b>	<b>-184,168.45</b>	<b>702,984.77</b>	<b>79.24%</b>



### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
01 - GENERAL FUND	-999.00	-999.00	341,424.03	-18,951.23	-17,952.23
15 - VEHICLE FUND	-886,154.22	-886,154.22	0.00	-165,217.22	720,937.00
<b>Report Surplus (Deficit):</b>	<b>-887,153.22</b>	<b>-887,153.22</b>	<b>341,424.03</b>	<b>-184,168.45</b>	<b>702,984.77</b>

## ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Board Meeting of December 11, 2024

*Note: These are summary action minutes only. The zoom recording can be accessed by clicking [here](#). The passcode is Rvfd121124#*

### RVFD BOARD MEETING MINUTES

#### 1. 6:30pm Call to order.

**Board Present:** Dowling, Robbins, Burdo, Shortall, Finn, Hellman, Coler

**Board Absents:**

**Staff Present:** Mahoney

**Town Managers Present:** Donery, Johnson, Abrams

#### Agenda – December 11, 2024

#### 2. Announce Adjournment to Closed Session:

##### **Convene in Closed Session:**

##### **a) Conference with Labor Negotiator (Government Code §54957.6)**

- i) Agency Designated Representative: Dan Mahoney/Dave Donery  
Employee Organization: Ross Valley Fire Chief Officers Association and  
Ross Valley Fire Fighter Association  
Regarding: Labor Negotiations

#### 3. Announce Action in Closed Session, if any.

The Closed Session with the Labor Negotiator was rescheduled for the January Board Meeting by request of the Labor Negotiator and Fire Chief.

#### 4. Chief Report – Verbal Update by Fire Chief Mahoney

**Recruitment Update:** Started three new Firefighter Paramedic recruits at the beginning of December. Currently a Firefighter Paramedic recruitment is open; closes December 16, 2024. Will hopefully pick up at least one additional Firefighter Paramedic through the current recruitment. Fire Inspector recruitment is opening next week. Hope to onboarding the position in March 2025. Currently we have a temporary Fire Inspector contracted out. Samantha has put in notice. She will be leaving at the end of January 2025. Anticipate Administrative Assistant recruitment out in the beginning of January 2025.

**Breakfast with Santa:** Hosting at Fire Station 19 this Saturday, December 14. This event is sponsored by the Town of San Anselmo and is a fundraiser event.

**Firefighter Health & Wellness Assessments:** Hosted by On Duty Health, a company that specializes in occupational medicine. Assessments include strength, heart function, respiratory fitness, ultrasound analysis of major organs, and an in-depth blood review. We have also moved to three separate cancer screenings - one for esophageal cancer, one has to do with the 50 deadliest cancers out there, and the last is the most common cancers. RVFD has been one of the leading agencies in the county for our proactiveness for cancer screenings and a lot of neighboring agencies have reached out to us to create a standard for their own departments. Chief Mahoney recognized Engineer Jamotte for coordinating these assessments. He's put a lot of time in because he truly cares about the health and wellness of the

members.

**Incident Reports:**

**Larkspur Structure Fire** - Battalion Chief responded to a structure fire in Larkspur. We share our services (mutual aid) with other agencies when assistance is needed. BC was assigned as Safety Officer, which is accountable for all the resources that are on the incident. Fire was extinguished & stabilized.

**Vehicle vs. Pedestrian in Ross** - Mid-November, Engines 18 & 19, Medic 18, and Battalion 21 responded to a vehicle versus pedestrian incident in the Town of Ross. The engine companies and paramedic unit did what they could to render life saving measures, but the accident resulted in the pedestrian fatality.

**No public comment.**

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

**No public comment.**

**M/S Burdo/Robbins to approve consent agenda – roll call vote, seven ayes: Dowling, Robbins, Burdo, Shortall, Finn, Hellman, Coler**

- 6. Update on Town of Ross Station 18 One-Year Delay Closure Letter – Fire Chief Mahoney**

Chief Mahoney summarized the Staff Report.

Chief Mahoney gave a verbal report for the regular December 5, 2024 meeting since the RVPA meeting took place after our Fire Board packet was sent out. A closed session was held regarding the terms and conditions of a lease for Medic 18 between the Town of Ross and the RVPA. In the open session there were discussions about a financial review of the RVPA.

Staff feels healthy deliberations are taking place at the RVPA Board level that would be beneficial to consider before taking action on the letter. Staff will remain engaged in the RVPA and will report out in January with the current situation and a recommendation.

Director Hellman asked if there was a report out from the closed session. Chief Mahoney stated there was no reportable action from the meeting on December 5, 2024.

Director Robbins shared the underpinnings of the one-year delay request is to have time to figure out how to best serve medical response in the whole Ross Valley. The recent City Gate study and letter from the Larkspur Town Manager compromised the foundation that the Ross Town Council's decision to close the station was based on. Ross was told the ambulance would be present in Ross 85% of the time and that closing the station wouldn't have any difference in response time. The recent City Gate study showed the ambulance would be available less than 50% of the time. In addition, the letter from the Larkspur Town Manager showed some uncertainty about the stability of the RVPA.

Director Burdo asked Director Robbins to direct him to the time stamp on the video of the meeting that mentioned the ambulance would be at the Ross Station 85% of the time. Director Robbins replied it was included in the powerpoint and then specifically stated at the Town workshop in October of 2020, included in the powerpoint and stated at the March 2021 meeting, and was part of the frequently asked questions available for Ross Town residents to review. Director Robbins will email Director Burdo the time to look at those meetings.

No recommendation and no Board action required for this item. This was just an update.

**No public comment.**

**7. Update on Department Unassigned Reserve Account – Fire Chief Mahoney**

Chief Mahoney summarized the Staff Report.

Director Hellman asked what the budgeted allocation for overtime is for the current fiscal year, where are we at right now in terms of overtime budget spent, and what is being forecast for the next 6 months? Chief Mahoney stated we have \$832,000 allocated for Minimum Staffing. As of right now, we're \$37,000 over that allocation. Chief Mahoney has a meeting with Finance Director Zuba in January. This is where they will forecast out what we can anticipate and then at the mid-year budget review we'll bring it back to the Board and either recommend to revisit the budget in April or make a recommendation to take out some money to help cover the unanticipated overtime costs.

No action recommended on this item.

**No public comment.**

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

Director Finn recapped the challenges and achievements of 2023 and 2024 and thanked everyone for their contributions. 2024 focused on leadership, restructuring the Command Staff, and recruitment.

Chief Mahoney shared that he was going to be meeting with Director Cutrano to present him with a plaque and thanking him for his support. Director Burdo requested that Chief Mahoney encourage Director Cutrano to attend the January meeting so everyone has the opportunity to thank him.

**9. 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.**

**Moved to the beginning of the Board meeting before the Chief Report.**

Nicholas Warren Grabowski - Came to share concern about three invasive species plants - poison hemlock, tree of heaven, and pampas grass - that could pose significant fire fuel or crowd out other plants and open up the space for fire fuels to enter in.

**10. Adjourn**

The next meeting is scheduled for January 8, 2025, San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via Zoom.

Respectfully submitted,  
s/Samantha Stettler  
Administrative Assistant III

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of January 8, 2025

To: Board of Directors  
From: Dan Mahoney, Fire Chief  
Subject: Approve Fire Inspector/Senior Fire Inspector Job Description

---

**RECOMMENDATION**

That the Board approve a new Fire Inspector/Senior Fire Inspector Job Description

**BACKGROUND AND DISCUSSION**

On October 9, 2019, the Board adopted Resolution 19-09: a Resolution to amend the compensation package for the Fire Inspector and reclassify the second position as a Senior Fire Inspector.

An updated job description to include the reclassified “Senior Fire Inspector” was never brought to the Board for approval. Staff is recommending the Board approve the new job description that has been in draft form since the reclassification of the position.

**FISCAL IMPACT**

There are no fiscal impacts to this report.

**ATTACHMENTS**

**Attachment #1** – Fire Inspector/Senior Fire Inspector Job Description

## Fire Inspector/Senior Fire Inspector

### 242.1 SPECIFICATIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. This position is a non-safety position.

### 242.2 POSITION

Under general supervision, performs a variety of technical duties in the field and office which include plan reviews and inspections of residential, commercial and/or industrial facilities for compliance with laws, ordinances, and regulations pertaining to the control and prevention of fires; conducts fire prevention training; and performs other duties as required.

### 242.3 CLASS CHARACTERISTICS

Fire Inspector is an entry-level classification. Initially under supervision, the incumbent is responsible for analyzing plans and construction drawings, conducting technical field inspections, testing and commissioning of fire protection systems, and fire code enforcement.

Senior Fire Inspector job class differs from the Fire Inspector in terms of increased knowledge, experience, and skills related to fire prevention activities with considerable independence. Incumbents may be placed in this classification at the discretion of the Fire Chief and approval of the Personnel Officer.

### 242.4 EXAMPLE OF DUTIES

- Performs technical inspections on commercial, industrial, residential facilities and at special events to ensure compliance with fire and life safety codes.
- Interpret and enforce regulations objectively and fairly, Issue code violations, confer and make recommendations to the Fire Marshal for non-compliance.
- Examines and analyses plans and construction drawings, including fire suppression and fire alarm submittals
- Plan and organize on-site inspections of required fire protection systems; schedule and inspect mandated facilities
- Ability to interpret and explain codes, regulations (including their intent), permit programs, code enforcement rules, hazardous materials, and related policies and procedures to customers.
- Attends and participates in professional group meetings; stays current on new trends and innovations in the field of fire prevention.
- Fire cause and origin determination, as well as participating as an active member of the Marin County Fire Investigation Team.

# Ross Valley Fire Department

## Policies

### *Fire Inspector/Senior Fire Inspector*

---

- Establish and maintain harmonious and effective working relationships.
- Write clear and concise reports and letters.
- Plan and organize daily work schedules and prioritize inspections.
- Read and interpret maps, sketches, drawings, specifications, plans, and technical manuals.
- Observe and ensure a safe work environment.
- Read, interpret, and record data accurately, including maintenance of records.

#### **242.5 KNOWLEDGE OF:**

- Principals, practices, methods, and technologies used in modern fire inspection, prevention and suppression efforts.
- Operational characteristics of fire safety systems.
- Building construction, rating systems, exiting plans, and fire department service capabilities.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods of operation for various smoke detectors, portable fire extinguishers.
- Methods and techniques for record-keeping and report preparation and writing, including use of computer and software systems for fire prevention.
- Appropriate and proper use of the English language, spelling, and grammar.
- Basic mathematical principles.
- Occupational hazards and standard safety procedures.

#### **242.6 MINIMUM QUALIFICATIONS AND CERTIFICATIONS AND LICENSES**

##### 242.6.1 EDUCATION

- Possess a high school diploma or equivalent GED Certificate.
- Associates degree with major course work in fire science or related field is highly desirable.

##### 242.6.2 EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: An Associates of Arts degree in Fire Science, or three (3) years of full-time service as a firefighter or two (2) years as a full-time inspector in a fire prevention bureau or building inspection department (or private-sector experience deemed equivalent) with duties or experience that can be directly related to the characteristics, duties and knowledge outlined above.



# Ross Valley Fire Department

## Policies

### *Fire Inspector/Senior Fire Inspector*

---

#### 242.6.3 CERTIFICATIONS AND LICENSES

This job class requires travel between various Department and business-related locations. Employees who drive on Department business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and must meet automobile insurability requirements of the Department, including review of a recent DMV history. Applicants are required to furnish a recent DMV driving record.

Courses and certifications from California State Fire Training (or equivalent) in Fire Protection Systems, Plans Examiner is highly desirable.

#### **242.7 WORKING CONDITIONS**

Work is performed in office settings and in the field. Noise levels are usually moderate in the office setting. When in the field, the employee may encounter adverse weather conditions such as hot and/or humid or cold and/or stormy weather, may work in confined spaces, and may work with hazardous materials. The employee must travel locally within the County and may travel outside as needed to attend training related to their assignment.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of January 8, 2025

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Appoint President and Vice President to the Ross Valley Fire Department Board of Directors for 2025.

---

**RECOMMENDATION**

The Fire Board appoint President and Vice President to the Ross Valley Fire Department Board of Directors for 2025.

**BACKGROUND**

The Fire Board (Board) adopted a policy in Resolution 00-11, which established the offices of President and Vice President. New officers are appointed in January of each year, serving a one-year term. The practice has been to alternate the presidency and vice presidency between the member agencies.

**DISCUSSION**

In January of 2024, The Board appointed Thomas Finn as President and Steve Burdo as Vice President. In line with established practice, a member from San Anselmo should be elected President, and a member from Ross should be elected Vice President. Typically, the Vice President is appointed President.

See the table below for past Presidents and Vice President's appointments by member agencies.

Year	President	Vice President
Jan 2025	(San Anselmo)	(Ross)
Jan 2024	Thomas Finn (Sleepy Hollow)	Steve Burdo (San Anselmo)
Jan 2023	Stephanie Hellman (Fairfax)	Thomas Finn (Sleepy Hollow)
Jan 2022	Beach Kuhl (Ross)	Renee Goddard (Fairfax)
Jan 2021	Ford Greene (San Anselmo)	Beach Kuhl (Ross)
Jan 2020	Richard Shortall (Sleepy Hollow)	Ford Greene (San Anselmo)

Jan 2019	Peter Lacques (Fairfax)	Richard Shortall (Sleepy Hollow)
Jan 2018	Elizabeth Brekhus (Ross)	Peter Lacques (Fairfax)
Feb 2017	Tom McInerney (San Anselmo)	Elizabeth Brekhus (Ross)
Jan 2016	Richard Shortall (Sleepy Hollow)	Tom McInerney (San Anselmo)

**FISCAL IMPACT**

There are no fiscal impacts to this report.

**ATTACHMENTS**

None

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of January 8, 2025

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Adoption of the Ross Valley Fire Department’s Purchasing  
Policy Resolution 25- 01

---

**RECOMMENDATION**

Staff recommends the Board adopt Resolution 25- 01, creating a Purchasing Policy for the Department.

**DISCUSSION**

Section 3.1(d) of the Joint Powers Agreement (“JPA”) for the Ross Valley Fire Department (“Department”) allows the Board of Directors (“Board”) to provide direction on “entering into contracts, leases and other agreements, which may include a contract for administrative and fiscal services and a contract with a Certified Public Accountant for annual audit services, and may include mutual aid or automatic response agreements or contracts for services to other jurisdictions.”

However, the Board has not provided direction to staff regarding Section 3.1(d). Staff, therefore, proposes creating a formal purchasing policy that governs the procurement of supplies, materials, services, equipment, and all other services described under Section 3.1(d).

The absence of such a policy can lead to inconsistencies in purchasing practices and potential inefficiencies in the procurement process. Furthermore, a lack of policy means that the Board must often take action to approve contracts, leases, and other agreements that could be designated to the Fire Chief, Executive Director, or other staff.

A formal purchasing policy has been developed for the Department to comply with Section 3.1(d) and ensure that purchasing practices align with legal requirements and industry best practices.

### **Purpose of the Purchasing Policy**

The primary purpose of the Purchasing Policy is to establish clear guidelines and procedures for the procurement of supplies, materials, services, and equipment for the Ross Valley Fire Department. The policy aims to:

- Give formal direction from the Board to Department staff on the provisions of Section 3.1(d)
- Ensure compliance with applicable State and local laws.
- Promote transparency, fairness, and consistency in purchasing practices.
- Optimize the use of public funds by securing quality goods and services at the most reasonable cost.
- Define the roles and responsibilities of staff involved in the purchasing process.

### **Key Provisions of the Purchasing Policy**

The Purchasing Policy outlines specific procedures based on the dollar value of purchases:

1. Purchases up to \$10,000:  
For purchases valued at \$1,000 or less, the Fire Chief or their designee may approve purchases based on informal oral or written vendor quotes. This allows for quick and efficient procurement of necessary items for daily operations.
2. Purchases between \$10,001 and \$50,000:  
For purchases in this range, the Fire Chief or their designee may approve purchases based on a minimum of three informal quotes, where feasible. The contract is to be awarded to the lowest responsible bidder, considering factors such as price, quality, service, and vendor reputation.
3. Purchases exceeding \$50,000:  
Any purchase exceeding \$50,000, which has not been authorized pursuant to a specific contract or other action previously approved by the Board of Directors, shall be presented and approved by the Board of Directors

### **Exemptions and Special Circumstances**

The policy also includes provisions for specific situations where the standard purchasing procedures may not apply:

- Emergency Purchases: When immediate procurement is necessary to prevent or respond to an emergency situation, the Fire Chief has the authority to bypass standard procedures to expedite the purchase.
- Sole Source Purchases: When only one vendor can provide the required goods or services, the Fire Chief may approve a sole source purchase with proper justification.
- Professional Services: Contracts for professional or expert services are exempt from the competitive bidding process but must still undergo a thorough review and approval process.

### **Disposal of Surplus Property**

The policy provides guidelines for the disposal of obsolete or surplus property. The Fire Chief is authorized to determine the most appropriate method for disposing of such property, which may include sale, donation, or recycling.

### **Inflation Adjustment**

The policy includes a provision for annual adjustments based on the San Francisco Bay Area Consumer Price Index (CPI) to ensure that the purchasing thresholds remain relevant over time.

### **CONCLUSION**

Implementing the Purchasing Policy will enhance the efficiency, transparency, and accountability of the Ross Valley Fire Department's procurement processes. The policy is designed to provide clear and consistent guidelines for all purchasing activities, ensuring that public funds are used effectively and responsibly.

### **FISCAL IMPACT**

There is no direct fiscal impact as a result of adopting this resolution.

### **ATTACHMENTS**

**Attachment #1** – Purchasing Policy

**Attachment #2** – Resolution 25-01

# **Ross Valley Fire Department Purchasing Policy**

## **Purpose and Scope:**

This policy establishes procedures for the procurement of supplies, materials, equipment, and services in compliance with all applicable federal and state laws. It is enacted pursuant to Government Code Section 54202. This chapter does not apply to public projects as defined by California Public Contracts Code Section 20160 et seq. or to federal award contracts.

## **Purchasing Agent Designation and Duties:**

(a) The Fire Chief and Executive Officer are designated as the purchasing agent for the Fire Department and are responsible for procuring supplies, materials, equipment, and services for the department. The Fire Chief may delegate these duties to Fire Department staff as necessary.

(b) The purchasing agent's duties include:

1. Procuring or contracting for the procurement of supplies, materials, equipment, and services as required by the Fire Department in compliance with this policy and applicable laws.
2. Negotiating and recommending the execution of contracts for procurement and leasing as required by the Fire Department.
3. Ensuring that all purchases meet necessary quality standards and specifications.
4. Supervising the inspection of all goods and services to ensure compliance with specifications.
5. Recommending the sale or disposal of surplus or obsolete supplies, materials, and equipment.
6. Maintaining a list of potential bidders, including local vendors who have an established business within the Fire Department's jurisdiction.
7. Periodically reviewing vendor pricing for competitiveness.

## **Purchase Procedures:**

(a) The purchasing agent shall seek favorable pricing for all procurements, with bids solicited from local vendors whenever feasible.



(b) "Lowest responsible bidder" is defined as the bidder who submits a complete and responsive bid that best meets the Fire Department's needs in terms of price, quality, service, fitness, and capacity, with price not being the sole determining factor.

(c) The purchasing agent may approve purchases up to \$10,000 without requiring formal quotes.

(d) For purchases between \$10,001 and \$50,000, an informal bidding process should be used, with at least three bids obtained when possible.

(e) Any purchase exceeding \$50,000, which has not been authorized pursuant to a specific contract or other action previously approved by the Board of Directors, shall be presented to and approved by the Board of Directors.

**Exemptions:**

Bidding is not required under the following conditions:

(a) Emergency conditions requiring immediate action.

(b) Sole source procurement, where the goods or services are unique and available from only one source.

(c) Professional services such as architectural, engineering, legal, and financial services, which may be selected based on qualifications and competence.

(d) Cooperative purchasing agreements with other public entities.

**Local Vendor Preference:**

(a) The Fire Department shall prioritize purchasing from vendors with a principal place of business within its jurisdiction.

(b) A local vendor is defined as one who has been in business within the jurisdiction for at least 12 months.

(c) Exemptions to the local vendor preference include professional services, emergency purchases, public projects, and purchases under \$1,000.

**Surplus Materials, Supplies, and Equipment:**

The purchasing agent shall periodically report and manage the sale or disposal of surplus or obsolete materials, supplies, and equipment.

**Staging Prohibited:**

Purchases shall not be staged or split to evade procurement procedures.

**Inflation Factor:**

Dollar limits in this chapter shall be adjusted annually based on the San Francisco, California All Urban Consumer Price Index.

1/8/2025

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 25-01**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ADOPTING A  
PURCHASING POLICY**

**WHEREAS**, Section 3.1(d) of the Joint Powers Agreement of the Ross Valley Fire Department allows the Board of Directors to provide direction on “entering into contracts, leases and other agreements, which may include a contract for administrative and fiscal services and a contract with a Certified Public Accountant for annual audit services, and may include mutual aid or automatic response agreements or contracts for services to other jurisdictions;” and

**WHEREAS**, the Fire Department requires a standardized and compliant purchasing policy to manage the procurement of supplies, materials, equipment, and services; and

**WHEREAS**, the proposed policy complies with all applicable federal and state laws, including Government Code Section 54202 and the California Public Contracts Code; and

**WHEREAS**, the policy designates the Fire Chief and Executive Officer as the purchasing agent, responsible for overseeing all purchasing activities, with provisions for delegation as necessary; and

**WHEREAS**, the policy includes procedures for competitive bidding, exemptions for certain conditions, local vendor preferences, and the promotion of environmentally sustainable purchasing practices; and

**WHEREAS**, the policy ensures that purchases will be made in the best interest of the Fire Department, with consideration for quality, service, and cost-effectiveness;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors that the Fire Department Purchasing Policy, attached as “*Attachment A*”, is hereby adopted and shall take effect immediately upon adoption.

I do hereby certify that the above Resolution 25-01 is a true and correct copy as passed by the  
Ross Valley Fire Board on January 8, 2025, by the following vote

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

, Board President

---

Samantha Stettler, Administrative Assistant III

# Attachment A

## Ross Valley Fire Department Purchasing Policy

### **Purpose and Scope:**

This policy establishes procedures for the procurement of supplies, materials, equipment, and services in compliance with all applicable federal and state laws. It is enacted pursuant to Government Code Section 54202. This chapter does not apply to public projects as defined by California Public Contracts Code Section 20160 et seq. or to federal award contracts.

### **Purchasing Agent Designation and Duties:**

(a) The Fire Chief and Executive Officer are designated as the purchasing agent for the Fire Department and are responsible for procuring supplies, materials, equipment, and services for the department. The Fire Chief may delegate these duties to Fire Department staff as necessary.

(b) The purchasing agent's duties include:

1. Procuring or contracting for the procurement of supplies, materials, equipment, and services as required by the Fire Department in compliance with this policy and applicable laws.
2. Negotiating and recommending the execution of contracts for procurement and leasing as required by the Fire Department.
3. Ensuring that all purchases meet necessary quality standards and specifications.
4. Supervising the inspection of all goods and services to ensure compliance with specifications.
5. Recommending the sale or disposal of surplus or obsolete supplies, materials, and equipment.
6. Maintaining a list of potential bidders, including local vendors who have an established business within the Fire Department's jurisdiction.
7. Periodically reviewing vendor pricing for competitiveness.

### **Purchase Procedures:**

(a) The purchasing agent shall seek favorable pricing for all procurements, with bids solicited from local vendors whenever feasible.

(b) "Lowest responsible bidder" is defined as the bidder who submits a complete and responsive bid that best meets the Fire Department's needs in terms of price, quality, service, fitness, and capacity, with price not being the sole determining factor.

(c) The purchasing agent may approve purchases up to \$10,000 without requiring formal quotes.

(d) For purchases between \$10,001 and \$50,000, an informal bidding process should be used, with at least three bids obtained when possible.

(e) Any purchase exceeding \$50,000, which has not been authorized pursuant to a specific contract or other action previously approved by the Board of Directors, shall be presented to and approved by the Board of Directors.

### **Exemptions:**

Bidding is not required under the following conditions:

(a) Emergency conditions requiring immediate action.

(b) Sole source procurement, where the goods or services are unique and available from only one source.

(c) Professional services such as architectural, engineering, legal, and financial services, which may be selected based on qualifications and competence.

(d) Cooperative purchasing agreements with other public entities.

### **Local Vendor Preference:**

(a) The Fire Department shall prioritize purchasing from vendors with a principal place of business within its jurisdiction.

(b) A local vendor is defined as one who has been in business within the jurisdiction for at least 12 months.

(c) Exemptions to the local vendor preference include professional services, emergency purchases, public projects, and purchases under \$1,000.

### **Surplus Materials, Supplies, and Equipment:**

The purchasing agent shall periodically report and manage the sale or disposal of surplus or obsolete materials, supplies, and equipment.

**Staging Prohibited:**

Purchases shall not be staged or split to evade procurement procedures.

**Inflation Factor:**

Dollar limits in this chapter shall be adjusted annually based on the San Francisco, California All Urban Consumer Price Index.

1/8/2025

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of January 8, 2025

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Receive Staff Report and Provide Staff with Direction Regarding the Town of Ross Station 18 One-Year Delay Closure Letter

---

**RECOMMENDATION**

Receive staff report and provide staff with direction regarding the Town of Ross Station 18 One-Year Delay Closure Letter.

**BACKGROUND**

On January 12, 2022 the Ross Valley Fire Board voted unanimously to close Fire Station 18, which is located in the Town of Ross. Effective January 1, 2022 all Members entered into the Third Amendment of the Joint Powers Authority (JPA) identifying that Station 18 “ shall be closed on July 1, 2025, or upon a written agreement among all Members to close on an earlier date” (Section 9.2(d)). (Attachment #1)

On October 14, 2024, Ross Valley Fire Board President Thomas Finn received a letter from Ross Town Manager Christa Johnson (directed to do so by the Ross Town Council in a 5-0 vote) requesting “an amendment to the Ross Valley Fire Department (RVFD) Joint Powers Authority Agreement (JPA) dated January 1, 2022, to allow for a one-year delay in the closure of the Ross Fire Station 18” (Attachment # 2)”.

The letter states that the one-year delay will enable the Ross Valley Paramedic Authority (RVPA) to complete its comprehensive study and engage in transparent Board discussions about the future of the RVPA Joint Powers Agreement. RVPA Executive Officer Chief Jason Weber also received an email stating that the Town of Ross is requesting a lease agreement be agreed on before December 31, 2024.

At the November 2024 and December 2024 RVFD Fire Board meetings, staff provided updates on the current situation and felt that a proactive approach had been taking place by both RVPA and the Town of Ross regarding a lease agreement (to house the RVPA paramedics in Ross) and therefore recommended deferring any discussion and action on the letter to allow for additional



deliberations to occur between the RVPA and the Town of Ross. The Town of Ross's request to agree on a lease agreement by December 31, 2024, has expired.

## **DISCUSSION**

As mentioned previously, the Town of Ross's request to agree on a lease agreement by December 31, 2024, has expired, and the Town of Ross and the RVPA do not have a current lease agreement in place. With July 1, 2025, six months away, staff feels it is appropriate for the Board to discuss the letter requesting to amend the current agreed-upon Third Amendment and extend the closure of Station 18 from July 1, 2025, to July 1, 2026 (one-year).

The letter highlights a few reasons (listed below) for this request. Staff has noted actions that have taken place since the letter was received back in October 2024.

- **Allows the RVPA to complete its comprehensive study:**
  - The RVPA comprehensive study (EMS Deployment and Fiscal Assessment Review) has been completed as of November 1, 2024 and presented to the RVPA Board in November 2024.
  
- **The stated intention of the RVPA paramedic unit may not be reliable enough to remain in Ross:**
  - The results of the study suggested and found:
    - Create a mutual understanding with the Town of Ross to continue to deploy Medic 18 in the Town.
    - Medic 18's current location in the Town of Ross should continue as long as RVPA is served by only two ambulances.
  - Both the Town of Ross and the RVPA remain active in the negotiation process with the intent to come to a lease agreement for the paramedic unit in Ross.
  
- **Engage in transparent discussions about the future of the RVPA JPA:**
  - The results of the study suggested:
    - Reach written agreement(s) to stop any further consideration regarding the separation of RVPA into two parts.
  - The RVPA has created two separate sub-committees
    - Working Group 1 - Strengthen the JPA
    - Working Group 2 - Increase Fiscal Accountability and Transparency

Over the last two years, the Third Amendment to the RVFD JPA has been used as a guiding document for the Department when considering operational and fiscal decision-making and organizational planning. Closing a fire station has a significant impact on an organization. By taking proactive measures for the anticipated closure of Station 18, the Department anticipates it has minimized organizational impacts while remaining fiscally responsible.

The following lists some of the actions that have already taken place to anticipate July 1, 2025:

- Hired Firefighter Paramedic and are in the process of training to ensure they are qualified to fill the Firefighter Paramedic role in a three-person engine company by July 2025.
- Currently, the Department is actively recruiting for the firefighter paramedic position to fill additional vacancies.
- Newly-purchased apparatus has been assigned to Station 19 in a cost-saving effort.
- The Town of San Anselmo and the Sleepy Hollow Fire Protection District have jointly committed \$3.5 Million Dollars towards the remodeling of Fire Station 20 to accommodate a three-person engine company.
  - Temporary living quarters were costed out to accommodate three personnel by July 2025 as an increased cost to this project.
- Staff has spent considerable time preparing for the upcoming Firefighter negotiation process, considering the projected deployment model in July 2025.
- The Department's Facilities Manager has been vigilant in only making the necessary repairs for fire personnel at Station 18. There has been no vision for improving living conditions.
- The Department has NOT made promotions to vacant Fire Captain and Engineer positions to transition 3 Captain/3 Engineer positions to Firefighter Paramedic Positions through attrition as soon as possible to July 1, 2025, to provide considerable cost savings to member agencies and honor Section 24.5 (a) of the Third Amendment.
- The Department has NOT pursued the last two available staffing grants (Staffing for Adequate Fire and Emergency Response SAFER).

During the Third Amendment negotiation process, the Department reached agreeable terms with the labor group (Ross Valley Firefighters Association) through a “2022 Side Letter” (Attachment #3). Management would need to meet and renegotiate any changes to that agreement.

As mentioned above, the Department has multiple Captain and Engineer vacancies. It anticipates that a year from the closure of Station 18, the “Full Savings” could be realized per Section 24.5 (a) of the Third Amendment.

The strategy behind leaving these vacancies open will only be sustainable until July 2025, as there are impacts on members having to fill these positions either in an “Acting Status” or through overtime. If there were to be an extension of the closure date, the Department would most likely need to fill these positions, thus delaying any cost “Saving” for Ross or completion of Section 24.5 (a) until future attrition occurs.

### **Amendment Process**

Any extension of the agreed upon July 1, 2025 closure of Station 18 will have a direct impact on Section 9.4 “Certain Service Levels” in the Third Amendment, thus requiring a “unanimous vote of the full Board” per the 2010 RVFD JPA section Section 2.3 (d)(i).

When a unanimous vote is needed, the following steps would need to occur:

Step 1: The Board votes unanimously to bring the recommended amendments to their Town Councils or Governing Boards.

Step 2: The Town Council or Governing Board of each member agency would then ratify the amendment by majority vote.

### **Next Steps**

Staff is recommending the Board discuss the following:

- Does the Board feel that a unanimous vote can be obtained by extending the closure date of Station 18 from July 1, 2025 to July 1, 2026?
  - If NO, no other action will be taken on the letter request.
  - If YES, provide staff with specific direction as to the desired next steps in this process (i.e. prepare draft amendment language for consideration by the Board).

### **FISCAL IMPACT**

There are no direct fiscal impacts related to this report.

### **ATTACHMENTS**

**Attachment #1** – 2022 Third Amendment to JPA

**Attachment #2** – Letter From Ross Requesting One-Year Delay in Station 18 Closure

**Attachment #3** – 2022 Staffing-Deployment Side Letter

**THIRD AMENDMENT TO AMENDED AND RESTATED  
JOINT POWERS AGREEMENT**

This Third Amendment to the Amended and Restated Joint Powers Agreement (“Third Amendment”) is entered into as of January 1, 2022 (the “Third Amendment Effective Date”), and is made by and among the Town of Fairfax, a municipal corporation (“Fairfax”), the Town of San Anselmo, a municipal corporation (“San Anselmo”), the Sleepy Hollow Fire Protection District, an independent special district of the State of California (“Sleepy Hollow”), and the Town of Ross, a municipal corporation (“Ross”), each a “Member,” and collectively referred to as the “Members.”

**RECITALS**

A. Fairfax, San Anselmo and Sleepy Hollow entered into that certain Amended and Restated Joint Powers Agreement dated as of July 1, 2010 (the “Agreement”). All capitalized terms used herein without definition shall have the same meanings assigned to them in the Agreement.

B. The Agreement governs the operations of the Ross Valley Fire Department (the “Authority”).

C. The Members entered into the First Amendment to the Amended and Restated Joint Powers Agreement, effective as of July 1, 2012 (the “First Amendment”), to (i) include Ross as a Member of the Authority; (ii) modify the composition of the Board; (iii) revise the Members’ cost sharing and ownership rights; and (iv) address certain other issues agreed upon among the Members.

D. The Members entered into the Second Amendment to the Amended and Restated Joint Powers Agreement, effective as of February 13, 2014 (the “Second Amendment”), to: (i) establish a Management Committee and (ii) implement the provisions of Government Code § 54956.96, permitting the disclosure of certain closed session information in an authorized closed session of a Member.

E. The Members desire to enter into this Third Amendment to the Amended and Restated Joint Powers Agreement to: (1) provide for the closure of the Ross Fire Station and (ii) allocate Authority resources, savings and costs attributable to the Ross Fire Station closure.

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

**AGREEMENT**

1. Section 9.2, **Fire Station Maintenance**, is hereby amended by adding subsections d., e. and f. to read as follows:

**“9.2 Fire Station Maintenance**

**d. Closure of the Ross Fire Station.** Fire Station 18, located at 33 Sir Francis Drake Boulevard in Ross, CA (the “Ross Fire Station”) shall be closed on July 1,

2025, or upon a written agreement among all Members to close on an earlier date (such closure date being the “Ross Fire Station Closure Date”).

**e. One Time Cost For Remodel of Fire Station 21.** On or before the Ross Fire Station Closure Date, the Town of Fairfax shall contribute one-time costs not to exceed \$210,000 to fund the interior remodel of Fire Station 21, located at 10 Park Road in Fairfax, CA (“Station 21”) to accommodate additional staffing.

**f. Shared Costs for Station 19.** Commencing in the first fiscal year following the Ross Fire Station Closure Date, and in each fiscal year thereafter, the Town of Ross and the Town of San Anselmo shall share the maintenance costs of Fire Station 19, located at 777 San Anselmo Avenue in San Anselmo, CA (“Station 19”) for which the Town of San Anselmo is responsible pursuant to Section 9.2 a. The Town of Ross shall contribute twenty-seven percent (27%) and the Town of San Anselmo shall contribute seventy-three percent (73%) toward maintenance costs; provided, however, that the Town of San Anselmo and the Town of Ross shall agree upon an annual budget for such costs for the ensuing fiscal year. The foregoing requirement to agree upon an annual budget is intended to obtain an agreement for the total annual maintenance costs to be shared by the parties and in no event shall such agreement modify the annual percentage obligations for Station 19 maintenance costs of either the Town of Ross or the Town of San Anselmo. Subsequent to adopting the annual budgets for the Town of Ross and Town of San Anselmo, and prior to incurring any unbudgeted cost under Section 9.2 a. in excess of \$10,000 for Fire Station 19, the Town of San Anselmo shall notify the Town of Ross, and the parties shall meet and confer and agree on any such cost to be incurred.

2. Effective on the Ross Fire Station Closure Date, Section 9.4, **Certain Service Levels**, shall be deleted in its entirety and replaced with the following:

"9.4, **Certain Service Levels.** The Authority's three fire stations will be routinely open, fully staffed and equipped for 24-hour continuous operation by not less than three (3) full-time sworn trained firefighters at two of the three fire stations and not less than two (2) full-time sworn trained firefighters at the third fire station. Notwithstanding the foregoing, the Fire Chief shall have the sole discretion as to the most effective manner of handling and responding to calls for service. This includes positioning both equipment and staffing between and among the fire stations to meet conflicting demands. Consequently, the Members acknowledge that there may be times when equipment or personnel may not be available from all three fire stations."

3. A new Section 9.5, **Closure of Ross Fire Station**, is hereby added to the Agreement to read as follows:

**“9.5 Closure of Ross Fire Station and Movement of Personnel.** As of the Ross Fire Station Closure Date, the Fire Chief shall move personnel from the Ross Fire Station to Station 19 and Station 21 as the Fire Chief deems appropriate.”

4. Section 24.5, **Existing Capital Assets**, subsection a., **Ross Fire Station**, is hereby amended by restating subsection a. to read as follows:

**a. Ross Fire Station.** Beginning on the Ross Fire Station Closure Date, the Authority’s annual operations costs will be reduced (the “Savings”) due to the closure of the Ross Fire Station, the elimination of one engine from the Authority’s vehicle replacement schedule, the planned transition of three (3) Captain positions to three (3) Firefighter/Paramedic positions, and the planned transition of three (3) Engineer positions to three (3) Firefighter/ Paramedic positions, with such personnel changes occurring upon the resignation or retirement of the current Captain and Engineer personnel. The annual amount of Savings shall be detailed in the annual budget prepared pursuant to Section 6.2, with the portion of the Savings attributable to personnel changes determined at the time the changes occur, based on the difference in salary and fully loaded benefits of such personnel. The annual amount of the Savings, as shown on the annual budget, shall be credited to the amount of the annual contribution owed by the Town of Ross pursuant to Section 7.1. After the full Savings, by the elimination of one engine from the Authority’s vehicle replacement schedule, the planned transition of three (3) Captain positions to three (3) Firefighter/Paramedic positions, and the planned transition of three (3) Engineer positions to three (3) Firefighter/Paramedic positions has been realized, the Members’ Percentage Shares (Section 8.1) shall be adjusted to reflect the savings attributed to Ross. In addition, The Town of Ross will be billed by the Authority for actual legal costs (not to exceed \$15,000) incurred by the Authority in connection with the preparation of this Third Amendment.

5. Except as expressly modified by this Third Amendment, all other terms and conditions of the Agreement are hereby ratified and confirmed and shall remain in full force and effect and binding on the parties.
6. This Third Amendment may be executed on behalf of the respective Members in one or more counterparts, all of which collectively shall constitute one document and agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first written above.

TOWN OF SAN ANSELMO, a municipal corporation

By: \_\_\_\_\_  
Brian Colbert, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

TOWN OF FAIRFAX, a municipal corporation

By: \_\_\_\_\_  
Stephanie Hellman, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

SLEEPY HOLLOW FIRE PROTECTION DISTRICT, an independent special district of the State of California

By: Richard C. Shortall  
Name: RICHARD C. SHORTALL  
Title: PRESIDENT

ATTEST:

Thomas J. [Signature]  
Secretary

TOWN OF ROSS, a municipal corporation

By: \_\_\_\_\_  
Elizabeth Robbins, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first written above.

TOWN OF SAN ANSELMO, a municipal corporation

By: \_\_\_\_\_  
Brian Colbert, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

TOWN OF FAIRFAX, a municipal corporation

By:   
Stephanie Hellman, Mayor

ATTEST:

  
Town Clerk

SLEEPY HOLLOW FIRE PROTECTION DISTRICT, an independent special district of the State of California

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

TOWN OF ROSS, a municipal corporation

By: \_\_\_\_\_  
Elizabeth Robbins, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first written above.

TOWN OF SAN ANSELMO, a municipal corporation

By Alexis Fineman  
Alexis Fineman, Mayor

ATTEST:  
Carla Kaeman  
Town Clerk

TOWN OF FAIRFAX, a municipal corporation

By: \_\_\_\_\_  
Stephanie Hellman, Mayor

ATTEST:  
\_\_\_\_\_  
Town Clerk

SLEEPY HOLLOW FIRE PROTECTION DISTRICT, an independent special district of the State of California

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:  
\_\_\_\_\_  
Secretary

TOWN OF ROSS, a municipal corporation

By: \_\_\_\_\_  
Elizabeth Robbins, Mayor

ATTEST:  
\_\_\_\_\_  
Town Clerk

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first written above.

TOWN OF SAN ANSELMO, a municipal corporation

By: \_\_\_\_\_  
Brian Colbert, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

TOWN OF FAIRFAX, a municipal corporation

By: \_\_\_\_\_  
Stephanie Hellman, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

SLEEPY HOLLOW FIRE PROTECTION DISTRICT, an independent special district of the State of California

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

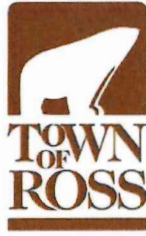
\_\_\_\_\_  
Secretary

TOWN OF ROSS, a municipal corporation

By: Elizabeth Robbins  
Elizabeth Robbins, Mayor

ATTEST:

John Fogarty  
Town Clerk



October 14, 2024

Mr. Thomas Finn  
Chairperson  
Board of Directors  
Ross Valley Fire Department  
777 San Anselmo Avenue  
San Anselmo, CA 94960

Dear Chairperson Finn,

On behalf of the Town of Ross Town Council, I am writing to request an amendment to the Ross Valley Fire Department (RVFD) Joint Powers Agreement (JPA), dated January 1, 2022, to allow for a one-year delay in the closure of the Ross Fire Station 18.

Since the RVFD JPA was amended in January 2022, the RVFD has been steadily moving toward its implementation which requires the closure of Station 18 by July 1, 2025. The RVFD Board and Chief Mahoney have been making personnel decisions and purchasing decisions based on this anticipated closure. The Towns of Fairfax and San Anselmo have been planning to renovate their fire stations in part to accommodate the six firefighters that will be transferred from Ross Station 18 to the other RVFD fire stations. Significantly, the RVFD Board voted earlier this year to increase staffing on its engines from two to three persons. This action is made financially feasible by the anticipated closure of Station 18 which allows six of the required nine additional positions to be gained from the transfer from Ross to the other three RVFD stations. The remaining three positions required by the increased staffing are funded via a substantial increase in annual costs to all four RVFD member agencies. The Town of Ross voted to implement this increased staffing model and has been cooperating with Chief Mahoney over this past year as he works towards the station's planned closure.

The Ross Valley Paramedic Authority (RVPA) has operated one of its two paramedic ambulances out of the Ross Fire Station since the early 1980's. On June 15, 2023 the Ross Town Council adopted a Master Facilities Plan that included a new paramedic ambulance facility. The estimated cost (based on 2023 construction estimates) to build this new paramedic facility is \$2 million. In December 2023, the Ross Town Council requested a long-term commitment from the RVPA to continue to base the paramedic ambulance in Ross. At the urging of Central Marin Fire Chief Martin, the RVPA Board decided to conduct a deployment study to confirm that Ross is still the best location in Ross Valley

to house its paramedic ambulance. The RVPA Board was not willing to enter into a long-term lease with Ross without conducting a deployment study.

On February 23, 2024 Larkspur City Manager Dan Schwarz sent a letter to the RVPA asking that the study scope be expanded, stating, "It also seems timely to evaluate whether a restructuring of the governance model for ambulance and paramedic services in the Ross Valley is warranted. Allowing Corte Madera and Larkspur to leave RVPA by authorizing CMFA to be the service provider for these jurisdictions might better align governance to the stewardship of jurisdictionally-generated taxes and resources." Due to this request and the difficulties of obtaining reliable data, the expanded study has not yet been completed. Please see RVPA Chief Weber's staff report to the RVPA Board for its October 7, 2024 meeting for an update regarding the status of the study (attached). In particular, please note the attachment to the staff report which lists the questions the expanded study seeks to answer. Specifically, Question #8 asks "Is the current service model adequate for the greater Ross Valley?" The results of this study will concern every member agency in the RVFD.

Unfortunately, the events and discussions unfolding at the Ross Valley Paramedic Authority (RVPA) over the past ten months have paralyzed Ross's ability to move forward with its plans to renovate its civic center campus with resulting cost increases of over \$800,000 annually. More importantly, the events and discussions at RVPA have compromised the foundation on which the Ross Town Council made its 2021 decision to close its fire station. The decision was based on the belief that the emergency medical function in Ross would continue to be provided by RVPA. If RVFD Station 18 closes and the RVPA reduces its jurisdictional boundaries as requested by the Larkspur City Manager or if the RVPA ceases to exist as a result of financial instability caused by the loss of the eastern portion of the RVPA, no emergency response personnel will be based in Ross resulting in a two-minute increase in response time for medical emergencies. The resulting ten-minute response time is considered an "edge suburban to rural level of response" time and would be a significant decrease in service levels to the Town of Ross. (Please see page 56 of the 2019 RVFD Standards of Coverage Study, revised on November 10, 2023 by Citygate Assoc, LLC)

As recently as November 2023, RVPA Chief Executive Officer Jason Weber stated that the paramedics have operated out of the Ross station for 40 years without problems and he nor the RVPA Board have indicated their interest nor intention of relocating the RVPA paramedics to another location. However, over the past ten months it has become increasingly clear that this stated intention to remain in Ross may not be reliable enough to ensure that adequate emergency medical response will be available to Ross residents if the RVFD Station 18 closes on June 30, 2025. Therefore, the Town of Ross is requesting a one-year delay in the closure of RVFD Fire Station 18.

TOWN OF ROSS ● P.O. BOX 320 ● ROSS, CA 94957-0320  
(415) 453-1453 ● FAX (415) 453-1950



The one-year delay will enable the RVPA to complete its comprehensive study and engage in transparent Board discussion about the future of the JPA. Depending on the actions taken by the City of Larkspur and the Town of Corte Madera, the Marin County Local Emergency Medical Services Authority may become involved as this agency oversees the provision of emergency medical services in all of Marin County. This agency would need to approve any changes to the RVPA jurisdictional boundaries. During this time, the 2019 Standards of Coverage study could be updated to determine RVFD response times in the event the RVPA dissolves or changes boundaries. Other options for ensuring that all RVFD member agencies receive adequate emergency medical services could be explored.

In conclusion, in 2021 no one understood that the RVPA's jurisdictional boundaries or entire existence were in jeopardy. Three years later, the fragility of the RVPA JPA is clear and its viability is in question. It is reasonable to request a one-year delay in the closure of Ross Fire Station 18 so that every member of the RVFD and the RVPA can determine how best to maintain adequate levels of emergency medical response in the greater Ross Valley.

Thank you for your consideration. Please contact me at 415-453-1453 ext. 107 or at [cjohnson@townofross.org](mailto:cjohnson@townofross.org) if you have questions regarding the Town of Ross's request.

Sincerely,



Christa Johnson  
Ross Town Manager

Attachments:

Chief Weber's staff report for the October 7, 2024 RVPA Board meeting  
2019 RVFD Standards of Coverage Study, revised on November 10, 2023 by Citygate Assoc, LLC

cc: Board of Directors, Ross Valley Fire Department  
Ross Town Council  
RVFD Chief Dan Mahoney  
RVPA Chief Executive Officer Jason Weber  
Fairfax Town Manager  
San Anselmo Town Manager

TOWN OF ROSS ● P.O. BOX 320 ● ROSS, CA 94957-0320  
(415) 453-1453 ● FAX (415) 453-1950

**SIDE LETTER**

**STAFFING / DEPLOYMENT  
BETWEEN**

**ROSS VALLEY FIRE DEPARTMENT  
AND  
ROSS VALLEY FIREFIGHTERS' ASSOCIATION LOCAL 1775**

The Ross Valley Fire Department (hereinafter Department) and the Ross Valley Firefighters' Association (hereinafter Association) have mutually agreed to the following:

- Upon the closure of Fire Station 18 located in Ross, California, scheduled for July 1, 2025, the six assigned personnel (three Fire Captains and three Firefighter Engineers) shall be moved West to increase staffing from two to three personnel at Fire Stations 19 and 21;
- The parties further agree the third person on each engine will be converted to a Firefighter Paramedic Position through attrition.
- Nothing in this letter agreement shall affect the minimum number of personnel required for daily staffing under the parties' MOU.
- The parties agree that the labor-management sub-committee will meet at minimum quarterly, beginning the first quarter of 2022, with the goal of determining how to also increase the staffing to three personnel at Fire Station 20 in Sleepy Hollow. This sub-committee will include at least one Association member representing labor, a Board member from each member agency, and the management committee.

If the foregoing is in accordance with your understanding, please sign below:

For the Department



\_\_\_\_\_

Date: 24 Feb 22

For the Association



\_\_\_\_\_

Date: 01/10/2022