

Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

**Board of Directors Meeting
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960
Wednesday, January 10, 2018
6:30pm**

Open time for public expression. The public is welcome to address the Board at this time 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 or that the need to take action arose following posting of the agenda.

1. Update on status of Fire Chief Recruitment and Shared Services
2. Election of President and Vice President for 2018
3. Board requests for future agenda items, questions and comments to staff, staff miscellaneous items
4. 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 and file check number 19874 – 19923 issued during month of December
 - b) Call report and out of jurisdiction report
 - c) Current Budget Report
 - d) Minutes from December 13, 2017 Board Meeting
 - e) Firefighter EMT and Firefighter Paramedic Recruitment Process
5. Approval of Vehicle Replacement Schedule and Funding Plan
6. Authorize the purchase of Type 3 (Wildland) fire engine

Closed Session: Adjourn to Closed Session

Conference with Legal Counsel – Workers' Compensation Claim/Existing Litigation (Government Code Section 54956.9, 54956.95) Craig Dow v. Ross Valley Fire Department (Application Filed, Case Number Pending)

Consideration of Application of Fire Captain Craig Dow for Industrial Disability Retirement pursuant to Government Code Sections 54957(b), 54957.1(a)(5).

Announce action, if any, from Closed Session.

Next meeting – scheduled for Wednesday, February 14, 2018, Ross Valley Fire Department, 777 San Anselmo Ave., San Anselmo.

JoAnne Lewis, 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 DEPARTMENT
STAFF REPORT**

For the meeting of: January 10, 2018

To: Board of Directors
From:  Roger Meagor, Acting Fire Chief
Subject: Shared Services / Fire Chief

RECOMMENDATIONS:

That the Board receives the staff report, meets with Regan Williams with Bob Murray & Associates, and provides direction to staff as appropriate.

BACKGROUND

Since September the Department has been exploring options to fill the Fire Chief vacancy created by the retirement of Chief Mills. The options include a shared agreement at the executive management level (Fire Chief) or to continue with a stand-alone fire chief.

In order to explore the shared service option there has been discussion with both Kentfield Fire District and Marin County Fire Department. At the November Board meeting, a facilitated workshop was held to receive input from the Board, staff, and public. Chief Pomi, Kentfield Fire District and Chief Weber, Marin County Fire Department attended the workshop. Chief Weber and Chief Pomi were ask by the Board to make a presentation at an upcoming Board meeting.

At the December meeting Chief Weber gave a presentation outlining the basic concepts of a shared service option between Ross Valley Fire Department and Marin County Fire Department. Chief Pomi provide a letter communicating that after reviewing the needs and expectations gathered during the Public Workshop, and anticipating the parameters that will be included in an RFP, he felt that Kentfield Fire District would not be a good fit for this service. He provided thanks and that he looks forward to exploring future opportunities and collaboration between the two organizations.

DISCUSSION:

At the December meeting the Board directed staff to continue to explore both shared services and the recruitment for a Fire Chief. Staff was directed develop an RFP for the shared service option, while at the same time contracting with a recruiting firm to conduct the initial phases of the Fire Chief recruitment to see if there is a well-qualified group of candidates. The Executive Officer was authorized to spend up to \$20,000 for a

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firm to assist with the preparation of a RFP and spend up to \$23,000 for a recruitment firm.

The Executive Officer has secured agreements with Citygate Associates to assist in the shared service option and Bob Murray & Associates to conduct the initial phase of a Fire Chief recruitment. The Management Team has begun working with both Citygate and Bob Murray & Associates. Regan Williams with Bob Murray & Associates is scheduled to meet Board members, staff and management. Regan Williams will be in attendance at the Board meeting.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: January 10, 2018,

To: Board of Directors

From:  Roger Meagor, Fire Chief

Subject: Election of President and Vice-President

RECOMMENDATION:

For the Board to elect a new President and Vice-President for the year 2018.

BACKGROUND:

The Fire Board adopted a policy in the form of Resolution 00-11 which established the offices of President and Vice President. New officers are elected 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 February of 2017, Tom McInerney was elected President and Elizabeth Brekhus was elected Vice-President. Previously Richard Shortall and John Reed served as President in 2016 and 2015, respectively.

In keeping with past practice, a member from Ross is due to be elected as President and a member from Fairfax is due to be elected as Vice-President.

AGENDA ITEM # 2
Date 1/10/18



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 12/01/2017 - 12/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
01013	AFLAC Business Services	12/01/2017	Regular	0.00	37.00	19874
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>1Dec17 WR</u>	Invoice	12/01/2017	Insurance Premium	0.00	37.00	
	<u>01.00.60200.00</u>		CAFETERIA HEALTH PLAN		37.00	
01004	CAPF	12/01/2017	Regular	0.00	24.50	19875
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>1Dec17 WR</u>	Invoice	12/01/2017	Insurance Premiums	0.00	24.50	
	<u>01.00.60200.00</u>		CAFETERIA HEALTH PLAN		24.50	
01004	CAPF	12/01/2017	Regular	0.00	24.50	19876
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>1Dec17 WR-2nd</u>	Invoice	12/01/2017	Hoggan Premium	0.00	24.50	
	<u>01.00.60200.00</u>		CAFETERIA HEALTH PLAN		24.50	
01018	Mark Mills	12/04/2017	Regular	0.00	3,963.00	19877
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>30Nov17 Pay</u>	Invoice	12/04/2017	Disability Advance	0.00	3,963.00	
	<u>01.00.12003.00</u>		DISABILITY ADVANCE PAY		3,963.00	
01000	American Messaging	12/07/2017	Regular	0.00	368.41	19878
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>W4106073RL</u>	Invoice	12/06/2017	Dispatch	0.00	368.41	
	<u>01.10.61100.00</u>		DISPATCH		368.41	
01026	AT&T Calnet	12/07/2017	Regular	0.00	477.18	19879
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>10559673</u>	Invoice	12/06/2017	Telephone	0.00	159.06	
	<u>01.14.61705.00</u>		TELEPHONE		159.06	
<u>10559674</u>	Invoice	12/06/2017	Telephone	0.00	159.06	
	<u>01.14.61705.00</u>		TELEPHONE		159.06	
<u>10559676</u>	Invoice	12/06/2017	Telephone	0.00	159.06	
	<u>01.14.61705.00</u>		TELEPHONE		159.06	
01059	AT&T Mobility	12/07/2017	Regular	0.00	1,171.47	19880
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>11232017</u>	Invoice	12/06/2017	Telephone	0.00	1,171.47	
	<u>01.14.61705.00</u>		TELEPHONE		1,171.47	
01075	Batteries Plus Bulbs	12/07/2017	Regular	0.00	153.81	19881
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>308-390758</u>	Invoice	12/06/2017	Emergency Response Supplies	0.00	153.81	
	<u>01.10.62203.00</u>		EMERGENCY RESPONSE S		153.81	
01054	BoundTree Medical	12/07/2017	Regular	0.00	351.61	19882

AGENDA ITEM # 4A
 Date 1/1/18

Check Report

Date Range: 12/01/2017 - 12/31/2017

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		
82688636	Invoice <u>01.10.62204.00</u>	12/06/2017	Paramedic Response Supplies PARAMEDIC RESPONSE S	0.00	273.34	
82700167	Invoice <u>01.10.62204.00</u>	12/06/2017	Paramedic Response Supplies PARAMEDIC RESPONSE S	0.00	78.27	
01154	California State Firefighters Association	12/07/2017	Regular	0.00	1,046.25	19883
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10052	Invoice <u>01.10.60064.01</u>	12/06/2017	V Length of Svc VOLUNTEER LENGTH OF S	0.00	1,046.25	
01017	Fairfax Lumber	12/07/2017	Regular	0.00	59.73	19884
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
151330	Invoice <u>01.05.62200.00</u>	12/06/2017	Genl Dept Supplies GENERAL DEPARTMENT S	0.00	41.11	
152344	Invoice <u>01.14.61500.21</u>	12/06/2017	Bldg Maint Station 21 BUILDING MAINTENANCE	0.00	18.62	
01007	Golden Gate Petroleum	12/07/2017	Regular	0.00	913.77	19885
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
709475	Invoice <u>01.25.62988.00</u>	12/06/2017	Fuel FUEL	0.00	199.34	
710733	Invoice <u>01.25.62988.00</u>	12/06/2017	Fuel FUEL	0.00	561.86	
711425	Invoice <u>01.25.62988.00</u>	12/06/2017	Fuel FUEL	0.00	152.57	
01050	Golden State Emergency Veh Svc	12/07/2017	Regular	0.00	8,812.83	19886
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
001337	Invoice <u>01.25.61600.00</u>	12/06/2017	Repairs Vehicle REPAIRS VEHICLE	0.00	8,159.64	
009275	Invoice <u>01.25.62989.00</u>	12/06/2017	Parts Vehicle PARTS VEHICLE	0.00	520.88	
009362	Invoice <u>01.25.62988.00</u>	12/06/2017	Fuel FUEL	0.00	132.31	
01145	Healthy Firefighters USA Inc	12/07/2017	Regular	0.00	8,310.00	19887
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11292017	Invoice <u>01.05.61127.00</u>	12/06/2017	Physicals PHYSICALS	0.00	8,310.00	
01120	Justin Scott Hanson	12/07/2017	Regular	0.00	206.75	19888
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
20Nov2017 Inv	Invoice <u>01.15.62220.00</u>	12/06/2017	Comm Edu and Prep COMMUNITY EDUCATION	0.00	61.75	
20Nov2017-2	Invoice <u>01.05.61127.00</u>	12/06/2017	Physicals PHYSICALS	0.00	145.00	
01066	Kaiser Foundation Health Plan Inc	12/07/2017	Regular	0.00	1,020.00	19889

Check Report

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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		
9Nov2017	Invoice 01.05.61127.00	12/06/2017	Physicals PHYSICALS	0.00	1,020.00	
01089	Life-Assist Inc	12/07/2017	Regular	0.00	460.67	19890
826491	Invoice 01.10.62205.00	12/06/2017	Emergency Med Supplies EMERGENCY MEDICAL SU	0.00	460.67	
01037	Marin Municipal Water District	12/07/2017	Regular	0.00	802.09	19891
3759 11/13/17	Invoice 01.14.61703.00	12/06/2017	Water WATER	0.00	229.77	
4240 11/8/2017	Invoice 01.14.61703.00	12/06/2017	Water WATER	0.00	94.33	
8069 11/14/17	Invoice 01.14.61703.00	12/06/2017	Water WATER	0.00	248.94	
8815F 11/8/2017	Invoice 01.14.61703.00	12/06/2017	Water WATER	0.00	76.35	
8816F 11/14/17	Invoice 01.14.61703.00	12/06/2017	Water WATER	0.00	76.35	
8817F 11/13/17	Invoice 01.14.61703.00	12/06/2017	Water WATER	0.00	76.35	
01020	PG&E	12/07/2017	Regular	0.00	1,294.44	19892
22Nov17	Invoice 01.14.61702.00	12/06/2017	Utilities GAS AND ELECTRIC	0.00	1,294.44	
01188	Staples Credit Plan	12/07/2017	Regular	0.00	590.40	19893
18Dec17	Invoice 01.05.62000.00	12/06/2017	Office Supplies OFFICE SUPPLIES	0.00	590.40	
01216	Tomas Pastalka	12/07/2017	Regular	0.00	105.00	19894
1Dec2017	Invoice 01.10.60060.01	12/06/2017	Vol Shift Pay/Drills VOLUNTEER SHIFT PAY/D	0.00	105.00	
01147	Town of Ross	12/07/2017	Regular	0.00	4,844.00	19895
FY18 Q2	Invoice 01.14.61702.00 01.14.61703.00	12/06/2017	Utilities GAS AND ELECTRIC WATER	0.00	4,844.00 4,264.00 580.00	
01144	Town of San Anselmo	12/07/2017	Regular	0.00	20,000.00	19896
2017-18-022	Invoice 01.05.61120.00	12/06/2017	Other Contract Svcs OTHER CONTRACT SERVI	0.00	20,000.00	
01155	Tyler Business Forms	12/07/2017	Regular	0.00	311.58	19897

Check Report

Date Range: 12/01/2017 - 12/31/2017

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		
7789	Invoice 01.05.62000.00	12/06/2017	Office Supplies OFFICE SUPPLIES	Office Supplies	0.00	190.24
7988	Invoice 01.05.62000.00	12/06/2017	Office Supplies OFFICE SUPPLIES	Office Supplies	0.00	121.34
01073	U S Bank	12/07/2017	Regular	0.00	30,511.57	19898
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Oct and Nov2017	Invoice	12/07/2017	Card Charges	0.00	30,511.57	
	01.05.61103.00	AUDIT & BOOKKEEPING SE	Card Charges	4.72		
	01.05.61121.00	COMPUTER SOFTWARE/S	Card Charges	43.00		
	01.05.61129.00	HIRING EXPENSES	Card Charges	20.38		
	01.05.61129.00	HIRING EXPENSES	Card Charges	329.96		
	01.05.62000.00	OFFICE SUPPLIES	Card Charges	233.93		
	01.05.62003.00	POSTAGE	Card Charges	31.98		
	01.05.62200.00	GENERAL DEPARTMENT S	Card Charges	1,083.61		
	01.10.61000.00	TRAINING AND EDUCATIO	Card Charges	3.98		
	01.10.61101.00	RADIO REPAIR	Card Charges	269.93		
	01.10.62203.00	EMERGENCY RESPONSE S	Card Charges	74.95		
	01.10.62204.00	PARAMEDIC RESPONSE S	Card Charges	29.07		
	01.10.63131.00	EQUIPMENT	Card Charges	1,140.81		
	01.10.63150.00	COMMUNICATIONS EQUI	Card Charges	1,404.95		
	01.14.61500.18	BUILDING MAINTENANCE	Card Charges	434.99		
	01.14.61500.19	BUILDING MAINTENANCE	Card Charges	161.85		
	01.14.61500.20	BUILDING MAINTENANCE	Card Charges	4,970.23		
	01.14.61500.21	BUILDING MAINTENANCE	Card Charges	4,885.02		
	01.14.61705.00	TELEPHONE	Card Charges	1,109.20		
	01.14.62206.00	JANITORIAL MAINTENAN	Card Charges	268.16		
	01.14.62501.00	FURNISHINGS	Card Charges	54.95		
	01.14.63042.00	EXERCISE EQUIPMENT	Card Charges	290.56		
	01.15.61131.00	FIRE PREVENTION	Card Charges	1,067.70		
	01.15.62220.00	COMMUNITY EDUCATION	Card Charges	50.21		
	01.25.61600.00	REPAIRS VEHICLE	Card Charges	10,086.38		
	01.25.62988.00	FUEL	Card Charges	100.00		
	01.25.62989.00	PARTS VEHICLE	Card Charges	2,361.05		
	Void	12/07/2017	Regular	0.00	0.00	19899
01098	Verizon Wireless	12/07/2017	Regular	0.00	550.50	19900
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9796904977	Invoice	12/06/2017	Telephone	0.00	550.50	
	01.14.61705.00	TELEPHONE	Telephone	550.50		
01018	Mark Mills	12/13/2017	Regular	0.00	3,963.00	19901
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
15Dec17 Mills	Invoice	12/13/2017	Disability Advance	0.00	3,963.00	
	01.00.12003.00	DISABILITY ADVANCE PAY	Disability Advance	3,963.00		
01133	Aaron William Read	12/21/2017	Regular	0.00	245.00	19902
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2Dec17 Training	Invoice	12/21/2017	Training and Education	0.00	245.00	
	01.10.61000.00	TRAINING AND EDUCATIO	Training and Education	245.00		
01026	AT&T Calnet	12/21/2017	Regular	0.00	573.61	19903

Check Report

Date Range: 12/01/2017 - 12/31/2017

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		
10626770	Invoice	12/21/2017	Telephone	0.00	19.13	
	<u>01.14.61705.00</u>		TELEPHONE		19.13	
10626772	Invoice	12/21/2017	Telephone	0.00	512.15	
	<u>01.14.61705.00</u>		TELEPHONE		512.15	
10626773	Invoice	12/21/2017	Telephone	0.00	23.30	
	<u>01.14.61705.00</u>		TELEPHONE		23.30	
10626994	Invoice	12/21/2017	Telephone	0.00	19.03	
	<u>01.14.61705.00</u>		TELEPHONE		19.03	
01054	BoundTree Medical	12/21/2017	Regular	0.00	2,721.68	19904
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>Order No. 99258</u>	Invoice	12/21/2017	Paramedic Response Supplies	0.00	978.19	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		978.19	
<u>Sales Order 9921</u>	Invoice	12/21/2017	Paramedic Response Supplies	0.00	56.54	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		56.54	
<u>Sales Order 9921</u>	Invoice	12/21/2017	Paramedic Response Supplies	0.00	110.91	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		110.91	
<u>Sales Order 9925</u>	Invoice	12/21/2017	Paramedic Response Supplies	0.00	1,576.04	
	<u>01.10.62204.00</u>		PARAMEDIC RESPONSE S		1,576.04	
01148	Brian Costello	12/21/2017	Regular	0.00	540.00	19905
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>2016-1</u>	Invoice	12/21/2017	Computer Software/Support	0.00	140.00	
	<u>01.05.61121.00</u>		COMPUTER SOFTWARE/S		140.00	
<u>2017-6</u>	Invoice	12/21/2017	Computer Software/Support	0.00	400.00	
	<u>01.05.61121.00</u>		COMPUTER SOFTWARE/S		400.00	
01015	Curtis Tools	12/21/2017	Regular	0.00	377.60	19906
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV144291</u>	Invoice	12/21/2017	Equipment	0.00	377.60	
	<u>01.10.63131.00</u>		EQUIPMENT		377.60	
01016	Diego Truck Repair Inc	12/21/2017	Regular	0.00	35.28	19907
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>Repair Order 539</u>	Invoice	12/21/2017	Parts Vehicle	0.00	35.28	
	<u>01.25.62989.00</u>		PARTS VEHICLE		35.28	
01064	Everbank Commercial Finance Inc	12/21/2017	Regular	0.00	204.45	19908
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4893807</u>	Invoice	12/21/2017	Other Contract Services	0.00	204.45	
	<u>01.05.61105.00</u>		OTHER CONTRACT SERVI		204.45	
01017	Fairfax Lumber	12/21/2017	Regular	0.00	47.19	19909
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>153134</u>	Invoice	12/21/2017	Bldg Maint Station 20	0.00	47.19	
	<u>01.14.61500.20</u>		BUILDING MAINTENANCE		47.19	
01049	Fishman Supply Company	12/21/2017	Regular	0.00	236.21	19910

Check Report

Date Range: 12/01/2017 - 12/31/2017

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		
<u>1106832</u>	Invoice <u>01.14.62206.00</u>	12/21/2017	Janitorial Supplies JANITORIAL MAINTENAN	0.00	236.21	
			Janitorial Supplies		236.21	
01221	GMS Lazer Works	12/21/2017	Regular	0.00	95.00	19911
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>17-2108</u>	Invoice <u>01.05.62200.00</u>	12/21/2017	Genl Department Supplies GENERAL DEPARTMENT S	0.00	95.00	
			Genl Department Supplies		95.00	
01007	Golden Gate Petroleum	12/21/2017	Regular	0.00	1,417.81	19912
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>711848</u>	Invoice <u>01.25.62988.00</u>	12/21/2017	Fuel FUEL	0.00	1,140.70	
			Fuel		1,140.70	
<u>712286</u>	Invoice <u>01.25.62988.00</u>	12/21/2017	Fuel FUEL	0.00	277.11	
			Fuel		277.11	
01066	Kaiser Foundation Health Plan Inc	12/21/2017	Regular	0.00	310.00	19913
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>9Dec17 Invoice</u>	Invoice <u>01.05.61127.00</u>	12/21/2017	Physicals PHYSICALS	0.00	310.00	
			Physicals		310.00	
01044	Maze & Associates	12/21/2017	Regular	0.00	2,008.00	19914
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>26824</u>	Invoice <u>01.05.61103.00</u>	12/21/2017	Audit and Bookkeeping AUDIT & BOOKEEPING SE	0.00	2,008.00	
			Audit and Bookkeeping		2,008.00	
01056	R & S Erection	12/21/2017	Regular	0.00	514.50	19915
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>78541</u>	Invoice <u>01.14.61500.21</u>	12/21/2017	Bldg Maint Sta 21 BUILDING MAINTENANCE	0.00	514.50	
			Bldg Maint Sta 21		514.50	
01095	Richards Watson Gershon	12/21/2017	Regular	0.00	2,299.00	19916
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>214904</u>	Invoice <u>01.05.61107.00</u>	12/21/2017	Atty/Legal Fees ATTORNEY/LEGAL FEES	0.00	2,299.00	
			Atty/Legal Fees		2,299.00	
01146	Ross Valley Sanitary District	12/21/2017	Regular	0.00	2,311.20	19917
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>IN100217</u>	Invoice <u>01.14.61704.00</u>	12/21/2017	Sewer SEWER	0.00	2,311.20	
			Sewer		2,311.20	
01205	W. Bradley Electric Inc	12/21/2017	Regular	0.00	835.67	19918
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>179549</u>	Invoice <u>01.14.63041.00</u>	12/21/2017	Office Equipment OFFICE EQUIPMENT	0.00	530.39	
			Office Equipment		530.39	
<u>179586</u>	Invoice <u>01.14.63041.00</u>	12/21/2017	Office Equipment OFFICE EQUIPMENT	0.00	305.28	
			Office Equipment		305.28	
01047	XMR Fire Emergency Svcs Consulting	12/21/2017	Regular	0.00	6,889.55	19919

Check Report

Date Range: 12/01/2017 - 12/31/2017

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			
2017-073	Invoice <u>01.05.61121.00</u>	12/21/2017	Computer Software/Support COMPUTER SOFTWARE/S	0.00	3,370.80 3,370.80	
2017-074	Invoice <u>01.15.62220.00</u>	12/21/2017	Genl Dept Supplies COMMUNITY EDUCATION	0.00	2,043.75 2,043.75	
2017-075	Invoice <u>01.05.61122.00</u>	12/21/2017	Webpage Design & Maint WEB PAGE DESIGN AND	0.00	1,475.00 1,475.00	
01151	Zoll	12/21/2017	Regular	0.00	2,520.00	19920
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>INV00014191</u>	Invoice <u>01.05.61105.00</u>	12/21/2017	Other Contract Svcs OTHER CONTRACT SERVI	0.00	2,520.00 2,520.00	
01222	Sunshine Flooring	12/26/2017	Regular	0.00	4,500.00	19921
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>921</u>	Invoice <u>01.14.61500.18</u>	12/26/2017	Bldg Maintenance Station 18 BUILDING MAINTENANCE	0.00	4,500.00 4,500.00	
01018	Mark Mills	12/27/2017	Regular	0.00	3,963.00	19922
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>31Dec17 Mills</u>	Invoice <u>01.00.12003.00</u>	12/27/2017	Disability Advance DISABILITY ADVANCE PAY	0.00	3,963.00 3,963.00	
01162	FDAC Employee Benefit Authority	12/28/2017	Regular	0.00	52.35	19923
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>INV0000861</u>	Invoice <u>01.00.20270.00</u>	12/28/2017	Insurance Premiums STANDARD LIFE INS. WIT	0.00	52.35 52.35	
01157	P.E.R.S.	12/07/2017	Bank Draft	0.00	41,332.60	DFT0000567
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>INV0000863</u>	Invoice <u>01.00.60100.00</u> <u>01.00.60100.00</u> <u>01.00.60100.00</u> <u>01.00.60100.00</u>	12/07/2017	12.31.2017 PERS unfunded liability RETIREMENT RETIREMENT RETIREMENT RETIREMENT	0.00	41,332.60 41,211.72 97.35 22.98 0.55	
01097	MidAmerica	12/18/2017	Bank Draft	0.00	20,869.72	DFT0000568

Check Report

Date Range: 12/01/2017 - 12/31/2017

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		
<u>INV0000864</u>	Invoice	12/18/2017	MidAmerica retiree health reimb 1.1.201	0.00	20,869.72	
	<u>01.00.60231.00</u>	RETIRES' HEALTH INSUR	MidAmerica retiree health reim		20,869.72	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	49	0.00	123,071.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	2	2	0.00	62,202.32
EFT's	0	0	0.00	0.00
	77	52	0.00	185,273.48

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	49	0.00	123,071.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	2	2	0.00	62,202.32
EFT's	0	0	0.00	0.00
	77	52	0.00	185,273.48

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH	12/2017	185,273.48
			185,273.48

Ross Valley Fire Dept

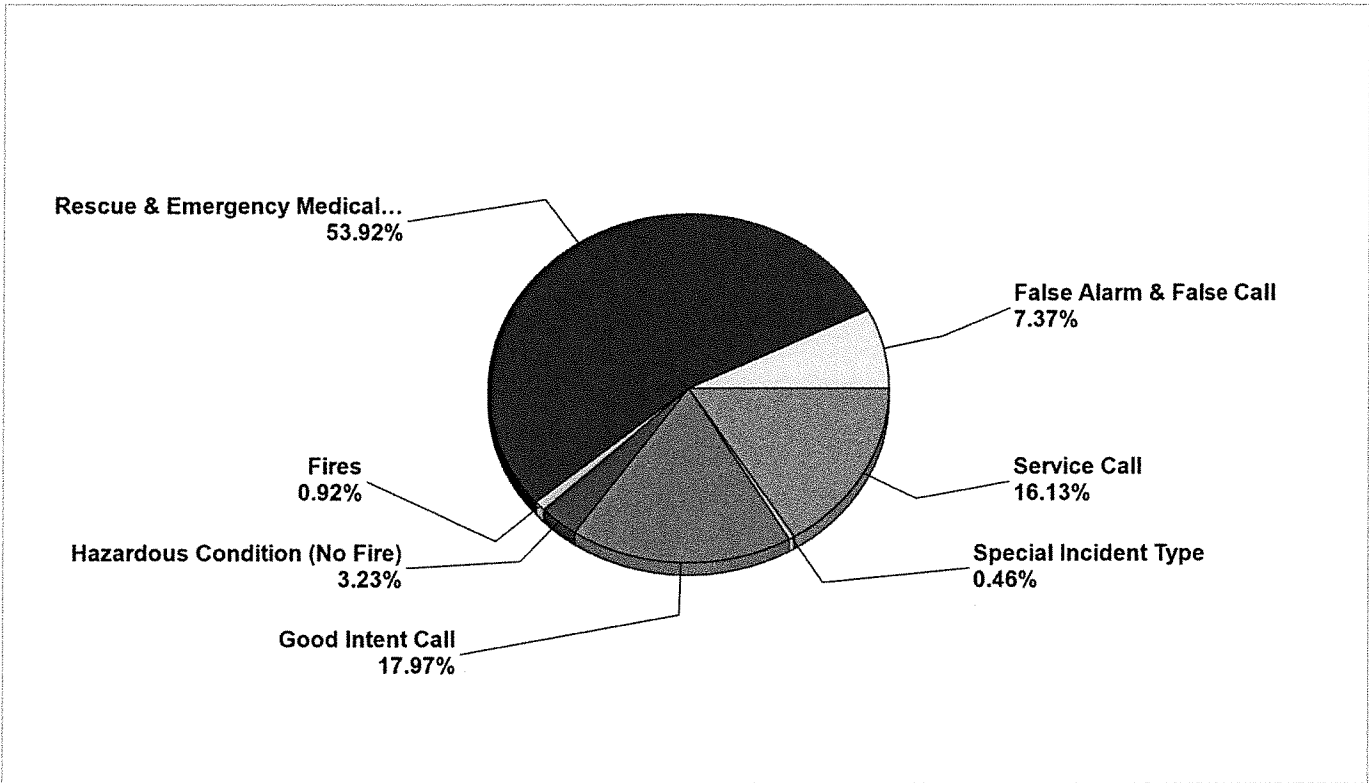
San Anselmo, CA

This report was generated on 1/4/2018 10:59:54 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2017 | End Date: 12/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	0.92%
Rescue & Emergency Medical Service	117	53.92%
Hazardous Condition (No Fire)	7	3.23%
Service Call	35	16.13%
Good Intent Call	39	17.97%
False Alarm & False Call	16	7.37%
Special Incident Type	1	0.46%
TOTAL	217	100.00%

AGENDA ITEM # 3B
 Date 1/10/18

Only REVIEWED incidents 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
141 - Forest, woods or wildland fire	1	0.46%
150 - Outside rubbish fire, other	1	0.46%
311 - Medical assist, assist EMS crew	1	0.46%
321 - EMS call, excluding vehicle accident with injury	106	48.85%
322 - Motor vehicle accident with injuries	5	2.30%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.92%
324 - Motor vehicle accident with no injuries.	2	0.92%
356 - High-angle rescue	1	0.46%
412 - Gas leak (natural gas or LPG)	2	0.92%
422 - Chemical spill or leak	1	0.46%
440 - Electrical wiring/equipment problem, other	1	0.46%
444 - Power line down	3	1.38%
500 - Service Call, other	1	0.46%
550 - Public service assistance, other	1	0.46%
551 - Assist police or other governmental agency	1	0.46%
553 - Public service	19	8.76%
554 - Assist invalid	11	5.07%
561 - Unauthorized burning	1	0.46%
571 - Cover assignment, standby, moveup	1	0.46%
600 - Good intent call, other	2	0.92%
611 - Dispatched & cancelled en route	18	8.29%
622 - No incident found on arrival at dispatch address	6	2.76%
651 - Smoke scare, odor of smoke	13	5.99%
700 - False alarm or false call, other	2	0.92%
730 - System malfunction, other	1	0.46%
733 - Smoke detector activation due to malfunction	4	1.84%
735 - Alarm system sounded due to malfunction	1	0.46%
736 - CO detector activation due to malfunction	1	0.46%
740 - Unintentional transmission of alarm, other	2	0.92%
743 - Smoke detector activation, no fire - unintentional	3	1.38%
745 - Alarm system activation, no fire - unintentional	2	0.92%
900 - Special type of incident, other	1	0.46%
TOTAL INCIDENTS:	217	100.00%

Only REVIEWED incidents 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 1/4/2018 11:00:17 AM



Incident Type Count per Station for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
321 - EMS call, excluding vehicle accident with injury	7
412 - Gas leak (natural gas or LPG)	2
444 - Power line down	1
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	5
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
# Incidents for 18 - Station 18 :	22

Station: 19 - STATION 19	
321 - EMS call, excluding vehicle accident with injury	41
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	1
440 - Electrical wiring/equipment problem, other	1
500 - Service Call, other	1
551 - Assist police or other governmental agency	1
553 - Public service	10
554 - Assist invalid	6
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	4
651 - Smoke scare, odor of smoke	2
700 - False alarm or false call, other	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
745 - Alarm system activation, no fire - unintentional	2
900 - Special type of incident, other	1

Incidents for 19 - Station 19: 83

Station: 20 - STATION 20	
321 - EMS call, excluding vehicle accident with injury	14
322 - Motor vehicle accident with injuries	1
444 - Power line down	1
553 - Public service	4
561 - Unauthorized burning	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	3
733 - Smoke detector activation due to malfunction	1

Incidents for 20 - Station 20: 28

Station: 21 - STATION 21	
141 - Forest, woods or wildland fire	1
150 - Outside rubbish fire, other	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	44
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	1
356 - High-angle rescue	1
422 - Chemical spill or leak	1
444 - Power line down	1
550 - Public service assistance, other	1
553 - Public service	5
554 - Assist invalid	5
611 - Dispatched & cancelled en route	7
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	7
700 - False alarm or false call, other	1
733 - Smoke detector activation due to malfunction	1

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
740 - Unintentional transmission of alarm, other	2
# Incidents for 21 - Station 21:	84

Only REVIEWED incidents included.



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 12/31/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
Department: 00 - UNDESIGNATED						
<u>01.00.47501.00</u>	FAIRFAX	1,865,806.00	1,865,806.00	155,483.83	932,902.98	-932,903.02 50.00 %
<u>01.00.47502.00</u>	ROSS	1,859,101.00	1,859,101.00	154,925.08	929,550.48	-929,550.52 50.00 %
<u>01.00.47503.00</u>	SAN ANSELMO	3,246,346.00	3,246,346.00	270,528.83	1,623,172.98	-1,623,173.02 50.00 %
<u>01.00.47504.00</u>	SLEEPY HOLLOW	1,024,992.00	1,024,992.00	85,416.00	512,496.02	-512,495.98 50.00 %
<u>01.00.47505.00</u>	PRIOR AUTHORITY SIDE FUND PYM	50,451.00	50,451.00	4,204.24	25,225.44	-25,225.56 50.00 %
<u>01.00.47507.00</u>	PRIOR AUTHORITY RETIREE HEALTH	198,007.00	198,007.00	16,500.58	99,003.48	-99,003.52 50.00 %
<u>01.00.47508.00</u>	PRIOR AUTHORITY MERA BOND	38,250.00	38,250.00	3,187.50	19,125.00	-19,125.00 50.00 %
<u>01.00.47510.00</u>	PRIOR AUTHORITY RETIREMENT	770,709.00	770,709.00	64,225.77	385,354.60	-385,354.40 50.00 %
<u>01.00.49501.00</u>	COUNTY OF MARIN	159,620.00	159,620.00	0.00	0.00	-159,620.00 0.00 %
<u>01.00.49502.00</u>	OES REIMBURSEMENT OUT OF CO	0.00	0.00	86,150.47	122,092.59	122,092.59 0.00 %
<u>01.00.49503.00</u>	OES REIMB. PRIOR YEAR	0.00	0.00	0.00	-23,835.44	-23,835.44 0.00 %
<u>01.00.49506.00</u>	RVPA RENTAL	28,835.00	28,835.00	14,417.47	28,834.95	-0.05 100.00 %
<u>01.00.49507.00</u>	LAIF INTEREST	2,500.00	2,500.00	0.00	1,610.73	-889.27 64.43 %
<u>01.00.49509.00</u>	RVPA EMS TRAINING/SUPPLY REIM	47,341.00	47,341.00	0.00	0.00	-47,341.00 0.00 %
<u>01.00.49510.00</u>	PLAN CHECKING FEES	241,800.00	241,800.00	10,109.34	126,013.82	-115,786.18 52.11 %
<u>01.00.49511.00</u>	RE-SALE INSPECTION FEES	46,500.00	46,500.00	1,205.28	16,944.60	-29,555.40 36.44 %
<u>01.00.49512.00</u>	MISCELLANEOUS INCOME	2,500.00	2,500.00	36,169.15	114.27	-2,385.73 4.57 %
<u>01.00.49513.00</u>	WORKERS COMP REIMBURSEMENT	0.00	0.00	13,026.69	59,815.12	59,815.12 0.00 %
<u>01.00.49514.00</u>	MLFT REIMBURSEMENT	2,000.00	2,000.00	2,345.14	2,345.14	345.14 117.26 %
<u>01.00.49523.00</u>	APPARATUS REPLACEMENT	200,000.00	200,000.00	12,773.33	121,226.65	-78,773.35 60.61 %
<u>01.00.49524.00</u>	TECHNOLOGY FEES	21,700.00	21,700.00	851.64	12,560.49	-9,139.51 57.88 %
<u>01.00.49526.18</u>	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
<u>01.00.49526.19</u>	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
<u>01.00.49526.20</u>	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
<u>01.00.49526.21</u>	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
Department: 00 - UNDESIGNATED Total:		9,866,458.00	9,866,458.00	931,520.34	4,994,553.90	-4,871,904.10 50.62 %
Revenue Total:		9,866,458.00	9,866,458.00	931,520.34	4,994,553.90	-4,871,904.10 50.62 %
Expense						
Department: 00 - UNDESIGNATED						
<u>01.00.60000.00</u>	REGULAR SALARIES	3,816,400.00	3,816,400.00	283,841.19	1,733,830.71	2,082,569.29 45.43 %
<u>01.00.60010.00</u>	TEMPORARY HIRE	5,000.00	5,000.00	8,107.93	39,392.28	-34,392.28 787.85 %
<u>01.00.60020.00</u>	MINIMUM STAFFING	601,040.00	601,040.00	97,071.08	554,965.21	46,074.79 92.33 %
<u>01.00.60021.00</u>	HOURLY OVERTIME	81,000.00	81,000.00	13,387.39	46,675.07	34,324.93 57.62 %
<u>01.00.60024.00</u>	SHIFT DIFFERENTIAL OT	40,000.00	40,000.00	1,750.28	9,879.88	30,120.12 24.70 %
<u>01.00.60025.00</u>	OT OES RESPONSE	0.00	0.00	33,296.48	151,372.61	-151,372.61 0.00 %
<u>01.00.60026.00</u>	OT TRAINING	35,000.00	35,000.00	0.00	0.00	35,000.00 0.00 %
<u>01.00.60027.00</u>	HOLIDAY	178,662.00	178,662.00	13,221.18	81,061.97	97,600.03 45.37 %
<u>01.00.60028.00</u>	PARAMEDIC TRAINING OVERTIME	0.00	0.00	358.82	904.39	-904.39 0.00 %
<u>01.00.60029.00</u>	FLSA O/T	99,457.00	99,457.00	7,248.99	40,628.46	58,828.54 40.85 %
<u>01.00.60030.00</u>	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00 0.00 %
<u>01.00.60035.00</u>	RETIRED S/L COMPENSATION	50,000.00	50,000.00	1,908.10	61,373.11	-11,373.11 122.75 %
<u>01.00.60039.00</u>	EXECUTIVE OFFICER	8,000.00	8,000.00	300.00	1,800.00	6,200.00 22.50 %
<u>01.00.60040.00</u>	BOARD MEMBER STIPEND	3,600.00	3,600.00	0.00	3,600.00	0.00 100.00 %
<u>01.00.60100.00</u>	RETIREMENT	1,582,840.00	1,582,840.00	99,369.65	601,806.50	981,033.50 38.02 %
<u>01.00.60200.00</u>	CAFETERIA HEALTH PLAN	784,107.00	784,107.00	50,256.73	299,078.83	485,028.17 38.14 %
<u>01.00.60210.00</u>	RETIREE HEALTH SAVINGS MATCH	15,834.00	15,834.00	849.30	5,217.58	10,616.42 32.95 %
<u>01.00.60215.00</u>	WORKERS' COMPENSATION INSUR	0.00	0.00	0.00	230,044.00	-230,044.00 0.00 %
<u>01.00.60220.00</u>	PAYROLL TAXES	68,590.00	68,590.00	6,286.85	38,586.19	30,003.81 56.26 %
<u>01.00.60221.00</u>	HOUSING ALLOWANCE	51,600.00	51,600.00	3,145.99	20,203.19	31,396.81 39.15 %

AGENDA ITEM # 4C
Date 1/10/18

Budget Report

For Fiscal: 2017-2018 Period Ending: 12/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.00.60223.00</u>	UNIFORM REIMBURSEMENT	24,480.00	24,480.00	1,723.81	10,694.63	13,785.37	43.69 %
<u>01.00.60225.00</u>	EDUCATION REIMBURSEMENT	96,731.00	96,731.00	6,619.38	41,240.59	55,490.41	42.63 %
<u>01.00.60231.00</u>	RETIRES' HEALTH INSURANCE	696,858.00	696,858.00	24,837.72	140,136.52	556,721.48	20.11 %
<u>01.00.61115.00</u>	LIABILITY INSURANCE	0.00	0.00	0.00	17,171.00	-17,171.00	0.00 %
<u>01.00.62999.00</u>	CONTINGENCY	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<u>01.00.67099.00</u>	TRANSFERS OUT	538,446.00	538,446.00	0.00	200,000.00	338,446.00	37.14 %
Department: 00 - UNDESIGNATED Total:		8,791,645.00	8,791,645.00	653,580.87	4,329,662.72	4,461,982.28	49.25 %
Department: 05 - ADMINISTRATION							
<u>01.05.61103.00</u>	AUDIT & BOOKKEEPING SERVICES	22,000.00	22,000.00	2,137.31	14,125.31	7,874.69	64.21 %
<u>01.05.61105.00</u>	OTHER CONTRACT SERVICES	25,000.00	25,000.00	2,724.45	18,626.17	6,373.83	74.50 %
<u>01.05.61107.00</u>	ATTORNEY/LEGAL FEES	10,000.00	10,000.00	2,299.00	1,068.00	8,932.00	10.68 %
<u>01.05.61112.00</u>	PERS ADMINISTRATIVE FEE	2,800.00	2,800.00	241.47	1,231.59	1,568.41	43.99 %
<u>01.05.61120.00</u>	OTHER CONTRACT SERVICES-SAN A	80,000.00	80,000.00	20,000.00	40,000.00	40,000.00	50.00 %
<u>01.05.61121.00</u>	COMPUTER SOFTWARE/SUPPORT	37,250.00	37,250.00	3,953.80	12,249.30	25,000.70	32.88 %
<u>01.05.61122.00</u>	WEB PAGE DESIGN AND MAINTENA	6,100.00	6,100.00	1,475.00	3,071.80	3,028.20	50.36 %
<u>01.05.61127.00</u>	PHYSICALS	21,000.00	21,000.00	9,785.00	10,452.70	10,547.30	49.77 %
<u>01.05.61129.00</u>	HIRING EXPENSES	4,000.00	4,000.00	350.34	4,218.34	-218.34	105.46 %
<u>01.05.61300.00</u>	PUBLICATIONS AND DUES	4,000.00	4,000.00	0.00	2,185.60	1,814.40	54.64 %
<u>01.05.62000.00</u>	OFFICE SUPPLIES	4,500.00	4,500.00	1,074.12	1,765.62	2,734.38	39.24 %
<u>01.05.62003.00</u>	POSTAGE	1,000.00	1,000.00	31.98	63.96	936.04	6.40 %
<u>01.05.62200.00</u>	GENERAL DEPARTMENT SUPPLIES	8,000.00	8,000.00	1,219.72	7,752.37	247.63	96.90 %
<u>01.05.64010.00</u>	PRINCIPAL-PRIOR AUTH PENSION B	50,324.00	50,324.00	0.00	50,323.77	0.23	100.00 %
<u>01.05.64110.00</u>	INTEREST - PRIOR AUTHORITY PENS	127.00	127.00	0.00	63.53	63.47	50.02 %
Department: 05 - ADMINISTRATION Total:		276,101.00	276,101.00	45,292.19	167,198.06	108,902.94	60.56 %
Department: 10 - OPERATIONS							
<u>01.10.60060.01</u>	VOLUNTEER SHIFT PAY/DRILLS	17,400.00	17,400.00	205.00	730.02	16,669.98	4.20 %
<u>01.10.60064.01</u>	VOLUNTEER LENGTH OF SERVICE	3,200.00	3,200.00	1,046.25	2,796.25	403.75	87.38 %
<u>01.10.60065.02</u>	EXPLORER POST	4,400.00	4,400.00	0.00	99.73	4,300.27	2.27 %
<u>01.10.60220.01</u>	PAYROLL TAXES	0.00	0.00	1.45	1.45	-1.45	0.00 %
<u>01.10.61000.00</u>	TRAINING AND EDUCATION	35,500.00	35,500.00	248.98	5,426.95	30,073.05	15.29 %
<u>01.10.61100.00</u>	DISPATCH	158,662.00	158,662.00	368.41	80,529.54	78,132.46	50.76 %
<u>01.10.61101.00</u>	RADIO REPAIR	4,000.00	4,000.00	269.93	269.93	3,730.07	6.75 %
<u>01.10.61102.00</u>	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<u>01.10.61108.00</u>	HAZARDOUS MATERIAL CONTRACT	8,925.00	8,925.00	0.00	8,925.00	0.00	100.00 %
<u>01.10.61110.00</u>	MERA OPERATING EXPENSE	42,365.00	42,365.00	0.00	41,292.00	1,073.00	97.47 %
<u>01.10.61301.01</u>	VOLUNTEER DUES	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
<u>01.10.61402.00</u>	HYDRANT MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<u>01.10.61410.00</u>	EQUIPMENT MAINTENANCE	7,800.00	7,800.00	0.00	421.11	7,378.89	5.40 %
<u>01.10.62203.00</u>	EMERGENCY RESPONSE SUPPLIES	4,000.00	4,000.00	228.76	580.69	3,419.31	14.52 %
<u>01.10.62204.00</u>	PARAMEDIC RESPONSE SUPPLIES	17,000.00	17,000.00	3,102.36	8,229.74	8,770.26	48.41 %
<u>01.10.62205.00</u>	EMERGENCY MEDICAL SUPPLIES	7,500.00	7,500.00	460.67	2,274.63	5,225.37	30.33 %
<u>01.10.62210.00</u>	BREATHING APPARATUS	5,700.00	5,700.00	0.00	317.35	5,382.65	5.57 %
<u>01.10.62211.00</u>	BREATHING APPARATUS-CONTRACT	6,900.00	6,900.00	0.00	0.00	6,900.00	0.00 %
<u>01.10.62213.00</u>	PROTECTIVE CLOTHING	8,000.00	8,000.00	0.00	267.51	7,732.49	3.34 %
<u>01.10.63131.00</u>	EQUIPMENT	21,500.00	21,500.00	1,518.41	7,646.17	13,853.83	35.56 %
<u>01.10.63140.00</u>	HYDRANTS	16,600.00	16,600.00	0.00	0.00	16,600.00	0.00 %
<u>01.10.63150.00</u>	COMMUNICATIONS EQUIPMENT	10,000.00	10,000.00	1,404.95	1,404.95	8,595.05	14.05 %
<u>01.10.63160.00</u>	TURNOUTS	14,241.00	14,241.00	0.00	0.00	14,241.00	0.00 %
<u>01.10.64401.00</u>	MERA BOND PAYMENT PRIOR AUT	38,249.00	38,249.00	0.00	38,249.45	-0.45	100.00 %
Department: 10 - OPERATIONS Total:		438,142.00	438,142.00	8,855.17	199,462.47	238,679.53	45.52 %
Department: 14 - FACILITIES							
<u>01.14.61500.00</u>	BUILDING MAINTENANCE AND LAN	6,000.00	6,000.00	0.00	78.04	5,921.96	1.30 %
<u>01.14.61500.18</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	4,934.99	6,720.22	8,279.78	44.80 %
<u>01.14.61500.19</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	161.85	2,145.85	12,854.15	14.31 %
<u>01.14.61500.20</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	5,017.42	5,267.91	9,732.09	35.12 %
<u>01.14.61500.21</u>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	5,418.14	7,923.81	7,076.19	52.83 %
<u>01.14.61702.00</u>	GAS AND ELECTRIC	24,344.00	24,344.00	5,558.44	10,227.10	14,116.90	42.01 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 12/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01.14.61703.00</u>	WATER	3,946.00	3,946.00	1,382.09	7,087.04	-3,141.04	179.60 %
<u>01.14.61704.00</u>	SEWER	2,563.00	2,563.00	2,311.20	2,311.20	251.80	90.18 %
<u>01.14.61705.00</u>	TELEPHONE	35,000.00	35,000.00	3,881.96	15,912.65	19,087.35	45.46 %
<u>01.14.62206.00</u>	JANITORIAL MAINTENANCE SUPPLI	14,600.00	14,600.00	504.37	2,141.22	12,458.78	14.67 %
<u>01.14.62501.00</u>	FURNISHINGS	2,500.00	2,500.00	54.95	3,538.78	-1,038.78	141.55 %
<u>01.14.63041.00</u>	OFFICE EQUIPMENT	11,000.00	11,000.00	835.67	2,956.34	8,043.66	26.88 %
<u>01.14.63042.00</u>	EXERCISE EQUIPMENT	12,500.00	12,500.00	290.56	1,955.18	10,544.82	15.64 %
<u>01.14.63044.00</u>	TECHNOLOGY PURCHASES	21,700.00	21,700.00	0.00	286.19	21,413.81	1.32 %
Department: 14 - FACILITIES Total:		194,153.00	194,153.00	30,351.64	68,551.53	125,601.47	35.31 %
Department: 15 - COMMUNITY RISK REDUCTION							
<u>01.15.60220.00</u>	PAYROLL TAXES	0.00	0.00	5.05	12.99	-12.99	0.00 %
<u>01.15.61131.00</u>	FIRE PREVENTION	4,500.00	4,500.00	1,067.70	1,313.08	3,186.92	29.18 %
<u>01.15.62220.00</u>	COMMUNITY EDUCATION & PREP.	8,000.00	8,000.00	2,522.75	5,147.62	2,852.38	64.35 %
Department: 15 - COMMUNITY RISK REDUCTION Total:		12,500.00	12,500.00	3,595.50	6,473.69	6,026.31	51.79 %
Department: 25 - FLEET							
<u>01.25.61411.00</u>	BURN TRAILER MAINTENANCE	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00 %
<u>01.25.61600.00</u>	REPAIRS VEHICLE	100,000.00	100,000.00	18,246.02	57,456.97	42,543.03	57.46 %
<u>01.25.62988.00</u>	FUEL	30,750.00	30,750.00	-1,325.46	11,399.50	19,350.50	37.07 %
<u>01.25.62989.00</u>	PARTS VEHICLE	6,200.00	6,200.00	2,917.21	4,283.55	1,916.45	69.09 %
Department: 25 - FLEET Total:		141,050.00	141,050.00	19,837.77	73,140.02	67,909.98	51.85 %
Expense Total:		9,853,591.00	9,853,591.00	761,513.14	4,844,488.49	5,009,102.51	49.16 %
Fund: 01 - GENERAL FUND Surplus (Deficit):		12,867.00	12,867.00	170,007.20	150,065.41	137,198.41	1,166.28 %
Fund: 10 - INSURANCE FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>10.00.51999.00</u>	TRANSFERS IN	338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Department: 00 - UNDESIGNATED Total:		338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Revenue Total:		338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Expense							
Department: 00 - UNDESIGNATED							
<u>10.00.60215.00</u>	WORKERS' COMPENSATION INSUR	313,646.00	313,646.00	0.00	0.00	313,646.00	0.00 %
<u>10.00.61113.00</u>	WORKERS COMP CLAIMS	300.00	300.00	0.00	0.00	300.00	0.00 %
<u>10.00.61115.00</u>	LIABILITY INSURANCE	24,500.00	24,500.00	0.00	0.00	24,500.00	0.00 %
Department: 00 - UNDESIGNATED Total:		338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Expense Total:		338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 15 - VEHICLE FUND							
Revenue							
Department: 00 - UNDESIGNATED							
<u>15.00.49512.00</u>	PROCEED OF SALES	0.00	0.00	0.00	9,000.00	9,000.00	0.00 %
<u>15.00.51999.00</u>	TRANSFERS IN	200,000.00	200,000.00	0.00	200,000.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		200,000.00	200,000.00	0.00	209,000.00	9,000.00	104.50 %
Revenue Total:		200,000.00	200,000.00	0.00	209,000.00	9,000.00	104.50 %
Fund: 15 - VEHICLE FUND Total:		200,000.00	200,000.00	0.00	209,000.00	9,000.00	104.50 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY							
Revenue							
Department: 00 - UNDESIGNATED							
<u>25.00.49504.00</u>	RVPA REIMBURSEMENT MEDIC PR	219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Department: 00 - UNDESIGNATED Total:		219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Revenue Total:		219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Expense							
Department: 00 - UNDESIGNATED							
<u>25.00.60000.00</u>	SALARIES	190,240.00	190,240.00	0.00	0.00	190,240.00	0.00 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 12/31/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>25.00.60025.00</u> OT OES RESPONSE	1,624.00	1,624.00	0.00	0.00	1,624.00	0.00 %
<u>25.00.60028.00</u> PARAMEDIC TRAINING OVERTIME	27,690.00	27,690.00	0.00	0.00	27,690.00	0.00 %
Department: 00 - UNDESIGNATED Total:	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Expense Total:	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00 %
Report Surplus (Deficit):	212,867.00	212,867.00	170,007.20	359,065.41	146,198.41	168.68 %

Group Summary

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	9,866,458.00	9,866,458.00	931,520.34	4,994,553.90	-4,871,904.10	50.62 %
Revenue Total:	9,866,458.00	9,866,458.00	931,520.34	4,994,553.90	-4,871,904.10	50.62 %
Expense						
00 - UNDESIGNATED	8,791,645.00	8,791,645.00	653,580.87	4,329,662.72	4,461,982.28	49.25 %
05 - ADMINISTRATION	276,101.00	276,101.00	45,292.19	167,198.06	108,902.94	60.56 %
10 - OPERATIONS	438,142.00	438,142.00	8,855.17	199,462.47	238,679.53	45.52 %
14 - FACILITIES	194,153.00	194,153.00	30,351.64	68,551.53	125,601.47	35.31 %
15 - COMMUNITY RISK REDUCTION	12,500.00	12,500.00	3,595.50	6,473.69	6,026.31	51.79 %
25 - FLEET	141,050.00	141,050.00	19,837.77	73,140.02	67,909.98	51.85 %
Expense Total:	9,853,591.00	9,853,591.00	761,513.14	4,844,488.49	5,009,102.51	49.16 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	12,867.00	12,867.00	170,007.20	150,065.41	137,198.41	1,166.28 %
Fund: 10 - INSURANCE FUND						
Revenue						
00 - UNDESIGNATED	338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Revenue Total:	338,446.00	338,446.00	0.00	0.00	-338,446.00	0.00 %
Expense						
00 - UNDESIGNATED	338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Expense Total:	338,446.00	338,446.00	0.00	0.00	338,446.00	0.00 %
Fund: 10 - INSURANCE FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00 %
Fund: 15 - VEHICLE FUND						
Revenue						
00 - UNDESIGNATED	200,000.00	200,000.00	0.00	209,000.00	9,000.00	104.50 %
Revenue Total:	200,000.00	200,000.00	0.00	209,000.00	9,000.00	104.50 %
Fund: 15 - VEHICLE FUND Total:	200,000.00	200,000.00	0.00	209,000.00	9,000.00	104.50 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY						
Revenue						
00 - UNDESIGNATED	219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Revenue Total:	219,554.00	219,554.00	0.00	0.00	-219,554.00	0.00 %
Expense						
00 - UNDESIGNATED	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Expense Total:	219,554.00	219,554.00	0.00	0.00	219,554.00	0.00 %
Fund: 25 - ROSS VALLEY PARAMEDIC AUTHORITY Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00 %
Report Surplus (Deficit):	212,867.00	212,867.00	170,007.20	359,065.41	146,198.41	168.68 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	12,867.00	12,867.00	170,007.20	150,065.41	137,198.41
10 - INSURANCE FUND	0.00	0.00	0.00	0.00	0.00
15 - VEHICLE FUND	200,000.00	200,000.00	0.00	209,000.00	9,000.00
25 - ROSS VALLEY PARAMEDIC AU	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	212,867.00	212,867.00	170,007.20	359,065.41	146,198.41

Ross Valley Fire Board
Meeting Minutes
Wednesday, December 13, 2017

Vice Chair Breckhus called the meeting to order at 635pm

No public addressed the board.

Members present: Reed, Lacques, Finn, Shortall, Kuhl, Breckhus, Brown.
Member absent: Greene

Staff: Toy, Meagor, Stasiowski, Grasser, Mahoney, Lewis, Chinn, Donery

M/S Consent Agenda: Reed/Finn to approve. All ayes.

Presentation and acceptance of Annual Financial Audit for FY 16/17. Acting chief Meagor introduced Finance Director Helen Yu Scott to present the staff report and the position of the Department as of June 30, 2017. She also reported on the Memorandum of Internal Control and the new items – regarding journal entry review and bank reconciliation review. The other item is the Capital Asset amount increase. In addition there needs to be addressed the accounting policies and procedures to mirror the Town of San Anselmo procedures. Discussion regarding what will be included in the policies and procedures and how the items will be addressed. The Memorandum of Internal Control was not sent to the Board Members, so the items will be brought back to the board with updates on the items in the MOIC.

The auditor from Maze and Associates presented the basic financial statements and highlighted various items within the statements. The financial statements are unmodified or a “clean” audit.

M/S Finn/ Kuhl to accept the auditor report and defer the MOIC until the next meeting.

Shared Services/Fire Chief: Chief Meagor presented the staff report and explained where the discussion is currently. Chief Pomi and Kentfield FPD have pulled out of the process of the Shared Services discussions at this time.

Chief Meagor introduced Fire Chief Jason Weber, Marin County FD, who made a presentation to the board regarding the Shared Services option. He showed the board what a possible shared services working relationship with RVFD staff and programs could look like. He also shared some of his thoughts on the pros and cons of a shared services agreement.

Discussion ensued with Chief Weber regarding the presentation.

Vice Chair Breckhus brought the discussion back to the board. Member Kuhl felt after the last meeting that both options should be considered. Tonight he was very

AGENDA ITEM # 4D
Date 11/21/18

impressed by the suggestions presented. However, he feels that all options should still be considered. He is leaning more towards the shared services. Member Breckhus is supportive of looking at both options and feels that if there was a qualified candidate out there that they should be considered. She is still concerned what would be beneficial to Ross and is still on the fence. Member Brown isn't sure that the process of creating the RFP would need to continue as Kentfield has pulled out of the discussion. He wants to be sure the firefighters are in support of whatever decision was made. Member Reed appreciated the presentation and realizes that more discussions need to be held with staff to get their input. Would like to see what else is out there and if there are qualified Fire Chief candidates out there. Member Lacques also appreciated the presentation and the education that he has received as a new board member. There is a lot of promise for the shared services, but believes the recruitment process needs to be pursued as well. Does feel that the RFP drafting would be beneficial to put all the information together in one document. Member Finn feels that the Shared services is the wave of the future and we should not spend time and money to recruit a new fire chief. Member Shortall doesn't see the point to recruit a new chief when you have a proven fire chief and the added value to the citizens and the area. Would like to see the time and energy put into working with Chief Weber to flush out the details of the proposal. We have a great department but feels that hiring a new Chief doesn't change things. Status quo is not acceptable any longer. It is the boards' job to explain what the benefits are to the new model. SHFPD has done a lot of prevention activities and believes that the publics' expectation is towards prevention. Hopes this can move forward and it's not a forever deal. It is time for a bold action and not the status quo.

M/S Kuhl/Brown to adopt the recommendation from the staff report and proceed on the two tracks – shared services and stand-alone fire chief.

Minutes respectfully submitted,

A handwritten signature in black ink, appearing to read 'JoAnne Lewis', written in a cursive style.

JoAnne Lewis
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: January 10, 2018

To: Board of Directors

From: Dave Stasiowski, Battalion Chief
Roger Meagor, Acting Fire Chief



Subject: Firefighter EMT and Firefighter Paramedic Recruitment Process

RECOMMENDATION:

Acknowledge and file status report on Firefighter EMT and Firefighter Paramedic Recruitment Process

BACKGROUND:

To assist in the hiring process, the Department utilizes *Firefighter Candidate Testing Center Statewide Eligibility List* (FCTC-SEL) which is run by the California Firefighter Joint Apprenticeship Committee (Cal-JAC). Cal-JAC is co-sponsored by the Office of the California State Fire Marshal, representing management, and the California Professional Firefighters, representing labor.

FCTC-SEL conducts the initial screening of candidates to ensure that they meet the minimum job qualifications. Additionally, they conduct a fully validated written examination and a job-specific physical ability test. Candidates that meet the necessary qualification and pass the required testing are placed on a Statewide Eligibility List.

DISCUSSION:

In October, at the request of Ross Valley Fire, FCTC-SEL notified 2,873 candidates inviting them to submit applications for Firefighter EMT and Firefighter Paramedic. The Department received 91 applications. The applications were reviewed for completeness and minimum qualifications. From there, an initial screening process was conducted. Thirty four (34) candidates were invited to participate in the interview process. Following the interviews, 22 candidates were selected to move forward and were placed on the eligibility list. The Executive Officer certified the list on December 8, 2018.

With the recent retirement of Captain Mark Lui, in mid- December, the Department currently has four firefighter vacancies. During the week of December 18, Chief Meagor and Battalion Chief Stasiowski interviewed the top candidates on the eligibility list. Following the interviews, conditional job offers were extended to three candidates. The candidates are currently going through pre-employment review. It is anticipated that the pre-employment process should be completed by mid-February, at which time the three new hires will begin their initial training.

AGENDA ITEM # 4e
Date 1/10/18

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: January 10, 2018

To: Board of Directors

From:  Roger Meagor, Acting Fire Chief

Subject: Vehicle Replacement Schedule and Funding Plan

RECOMMENDATION:

That the Board approves the updated Vehicle Replacement Schedule and Funding Plan.

BACKGROUND:

The Ross Valley Fire Department currently maintains a fire apparatus fleet of seven fire engines, six "Type 1" engines and one "Type 3" engine. The Type 1 engines are designed for structural firefighting and the Type 3 engine is specifically designed for wildland firefighting, but also has limited structure firefighting capabilities. The Type 1 engines carry a full complement of wildland firefighting equipment, but are limited to paved roadways, whereas the Type 3 has off road capabilities. One of the Type 1 engines is owned and maintained by the State of California and operated by Ross Valley Fire for local and statewide response. The Department also maintains a fleet of seven staff vehicles.

In 2013 the Board approved a 12-year Vehicle Replacement Schedule and reviewed the Funding Plan for fire engines and staff vehicles.

The current Schedule provides for fire engines to remain in first-run service for 15 years and in reserve status for a minimum of 5 additional years. Staff vehicles scheduled service is 10 to 15 years. The Schedule includes the estimated replacement cost for each vehicle.

The current Funding Plan provides for the cash purchase of staff vehicles and the lease purchase of fire engines. The amortization schedules for lease purchases include an estimated 4.25% interest rate. Annual contributions by member agencies increase 3% annually through FY24/25.

DISCUSSION:

For Board consideration is an updated Vehicle Replacement Schedule and Funding Plan for fire engine and staff vehicle purchases through FY 28/29.

In the last several years, the purchase of fire engines and other vehicles has fallen behind the replacement timeline established in the 2013 Schedule. Additionally annual funding for the Plan has fallen short. The proposed Replacement Schedule and Funding Plan includes a timeline and funding strategy to meet the Departments vehicle replacement needs through FY 28/29.

AGENDA ITEM # 5
Date 1/10/18

There are several factors that have that have impacted the Funding Plan:

- The replacement cost for fire engines and other vehicles has increased at a faster rate than anticipated.
- Two fire engines that were scheduled for purchase in 2015 have been delayed, resulting in a higher replacement cost.
- The Plan has been under funded by \$273,000 over the last several years.
- The estimated replacement cost of command and utility vehicles did not include the full cost for emergency lighting, radios, other equipment, and installation cost.

In order to address the impacts included above, the updated Funding Plan includes the following:

- Increase the annual inflation factor for vehicle replacement cost from 3% to 4.5% through 2022, thereafter the annual rate drops to 3.5%.
- Increase the FY 18/19 total member contribution amount from \$259,000 to \$300,000, with a 4% annual increase in future years. The increase is 3% annually in the 2013 Plan.
- Transfer \$280,000 from unassigned reserves into the Apparatus Replacement Fund.

Conclusion: The Vehicle Replacement Schedule and Funding Plan are designed to be used as a management tool and should be reviewed on a regular basis and updated as needed. The Funding Plan will provide for consistent annual payments by the member agencies, at the same time ensuring there are adequate resources to maintain a reliable apparatus and vehicle fleet. Staff recognizes the updated Funding Plan represents an increase in the level of funding by the member agencies. Staff has always, and will continue to, take advantage of opportunities to reduce costs where possible.

Staff is recommending the Board approve the Vehicle Replacement Schedule and Funding Plan.

FISCAL IMPACT:

In the current Fiscal Year, \$278,000 will be transferred from unassigned reserves to the Apparatus Replacement fund. After the transfer, \$485,141 will remain in unassigned reserves.

FY18/19 the Funding Plan includes \$300,000 to be contributed by the member agencies, Ross - \$70,110, Sleepy Hollow - \$38,400, Fairfax - \$69,900 and San Anselmo - \$121,590. The contribution amount will increase by 4% annually.

Attachment: 2018 Vehicle Replacement Schedule and Funding Plan
2013 Vehicle Replacement Schedule and Funding Plan

Ross Valley Fire Department Vehicle Replacement Schedule - 2013

Fire Engines	Type	Year Purchased	First Run Service	Reserve	Surplus	Total Service	Purchase Cost	Replacement Cost
E-98	Type 3	1998	17	2015	2020	22	182,961	390,000
E-95	Type 1	1995	15	2010	2015	20	230,000	577,425
E-96	Type 1	1996	10	2006	2018	22	204,864	630,968
E-2000	Type 1	2000	15	2015	2021	21	270,000	689,476
E-2003	Type 1	2003	15	2018	2025	22	330,000	776,011
E-2006	Type 1	2006	15	2021	2030	24	442,632	
E-2010	Type 1	2010	15	2025	2033	23	498,092	

Staff Vehicles	Type	Year Purchased	First Run Service	Reserve	Surplus	Total Service	Purchase Cost	Replacement Cost
U1999	Utility	1999	15	2014	2016	17	25,192	44,640
C2002	Command	2002	12	2014	2014	12	28,167	47,500
U2004	Utility	2004	15	2019	2024	20	24,258	47,358
C2008	Command	2008	10	2018	2018	10	38,404	48,500
P2008	Prevention	2007	11	2018	2018	11	25,653	36,000
U2008	Utility	2008	15	2023	2023	15	34,213	48,500

Type 1 Fire Engine is a standard fire engine used for regular responses and structural firefighting

Type 3 Fire Engine is a wildland fire engine

Fire Engines are scheduled to remain in First Run Service for 15 years and Reserve status for 5 to 9 years

Utility vehicles are scheduled to remain in service for 15 years

Command vehicles are scheduled to remain in service for 10 years

Replacement Cost is based on a 3% annual inflation factor

Ross Valley Fire Department Vehicle Replacement Schedule - 2013

Funding Plan

Fire Engines	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
2015 Type 3 Fire Engine				88,221	88,221	88,221	88,221	84,624					
2015 Type 1 Fire Engine				207,997	107,997	107,997	107,997	103,594					
2018 Type 1 Fire Engine							142,729	142,729	142,729	142,729	136,911		
2021 Type 1 Fire Engine										155,964	155,964	155,964	155,964
2025 Type 1 Fire Engine													175,539
2010 Type 1 Fire Engine	88,383	88,383	88,383	E-2010 lease payments are being paid by the Prior Authority members									
	Fire engines are purchased utilizing a lease purchase program, E-2015 Type 1 includes a cash down payment of \$100K												
	Lease purchase amortization schedules include an annual interest rate of 4.25%												

Staff Vehicles	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
2015 Utility Vehicle				44,640									
2014 Command Vehicle		47,500											
2019 Utility Vehicle												47,358	
2018 Command Vehicle							48,500						
2018 Staff Vehicle							36,000						
2023 Utility Vehicle											48,500		
	All staff vehicles will be cash purchases												

Annual Cost	88,383	135,883	88,383	340,858	196,218	196,218	423,447	330,948	142,729	298,694	341,375	203,322	331,503
Annual Funding	88,383	218,383	222,283	237,000	244,110	251,433	258,976	266,746	274,748	282,990	291,480	300,225	309,231
Year-end Balance	23,886	106,386	240,286	136,428	184,321	239,536	75,065	10,863	142,882	127,179	77,284	174,186	151,914

San Anselmo	46,755	99,444	101,025	96,056	98,938	101,906	104,963	108,112	111,355	114,696	118,137	121,681	134,358
Fairfax	26,868	57,158	58,067	55,221	56,878	58,584	60,341	62,152	64,016	65,937	67,915	69,952	77,240
Sleepy Hollow	14,760	31,400	31,899	30,336	31,246	32,183	33,149	34,143	35,168	36,223	37,309	38,429	42,432
Ross		30,381	31,292	55,387	57,049	58,760	60,523	62,338	64,209	66,135	68,119	70,162	77,472
Total	88,383	218,383	222,283	237,000	244,110	251,433	258,976	266,746	274,748	282,990	291,480	300,225	331,503
	FY 12/13 through FY14/15 contributions include the 2010 lease payment obligations of the Prior Authority												

Ross Valley Fire Department Vehicle Replacement Schedule - 2018

Fire Engines	Type	Year Purchased	First Run Service	Reserve	Replacement	Total Service	Purchase Cost	Replacement Cost
E-98	Type 3	1998	20	2018	2018	20	182,961	440,000
E-96	Type 1	1996	10	2006	2019	23	204,864	753,170
E-2000	Type 1	2000	19	2019	2019	19	270,000	753,170
E-2003	Type 1	2003	16	2019	2022	19	330,000	851,267
E-2006	Type 1	2006	16	2022	2025	19	442,632	943,815
E-2010	Type 1	2010	15	2025	2034	24	498,092	1,286,323

Staff Vehicles	Type	Year Purchased	First Run Service	Reserve	Replacement	Total Service	Purchase Cost	Replacement Cost
U1999	Utility	1999	19	2014	2018	19	25,192	70,000
C2002	Command	2002	12	2014	2018	16	28,167	90,000
U2004	Utility	2004	18	2019	2024	18	24,258	91,158
FC2008	Fire Chief	2008	12	2018	2020	12	38,404	102,000
P2008	Prevention	2007	11	2018	2018	11	25,653	50,000
C2008	Command	2008	10	2023	2023	15	34,213	117,000
P2014	Prevention	2014	12	26	2026	12		74,500

Type 1 Fire Engine is a standard fire engine used for regular responses and structural firefighting

Type 3 Fire Engine is a wildland fire engine

Fire Engines are scheduled to remain in First Run Service for 15 to 16 years and Reserve status for 4 to 9 years

Replacement Cost is based on a 4.5% annual inflation factor through 2022. In 2023 rate decreases to 3.5%

Ross Valley Fire Department Vehicle Replacement Schedule - 2018

Funding Plan

Fire Engines	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
2018 Type 3 Fire Engine			435,000										
2019 Type 1 Fire Engine				366,278	116,278	116,278	116,278	111,537					
2019 Type 1 Fire Engine				366,278	116,278	116,278	116,278	116,278					
2022 Type 1 Fire Engine							192,563	192,563	192,563	192,563	192,563		
2025 Type 1 Fire Engine										213,498	213,498	213,498	231,853
Type 1 Fire engines are purchased utilizing a lease purchase program.													
2018 Type 3 fire engine is a cash purchase. E-2019 Type 1 fire engines include a \$250K cash down payment													

Staff Vehicles	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
2018 Utility Vehicle			65,000										
2018 Command Vehicle			90,000										
2024 Utility Vehicle								83,837					
2020 Fire Chief				90,000									
2018 Staff Vehicle			50,000										
2023 Command Vehicle							112,156						
2026 Staff Vehicle										71,501			
All staff vehicles will be cash purchases													


Annual Cost	-	-	640,000	822,556	232,556	232,556	537,274	504,215	192,563	477,561	406,060	213,498	231,853
Annual Funding	250,000	480,000	300,000	312,000	324,480	337,459	350,958	364,996	379,596	394,780	410,571	426,994	444,073
Year-end Balance	541,434	1,021,434	681,434	170,878	262,803	367,707	181,390	42,171	229,204	146,422	150,933	364,429	576,649

San Anselmo	101,325	81,060	121,590	126,454	131,512	136,772	142,243	147,933	78,046	193,556	164,576	86,531	93,970
Fairfax	58,250	46,600	69,900	72,696	75,604	78,628	81,773	85,044	44,867	111,272	94,612	49,745	54,022
Sleepy Hollow	32,000	25,600	38,400	39,936	41,533	43,195	44,923	46,719	24,648	61,128	51,976	27,328	29,677
Ross	58,425	46,740	70,110	72,914	75,831	78,864	82,019	85,300	45,002	111,606	94,896	49,894	54,184
Total	250,000	200,000	300,000	312,000	324,480	337,459	350,958	364,996	192,563	477,561	406,060	213,498	231,853
FY 17/18 funding includes a transfer of \$280K from undesignated reserves													

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of January 10, 2018

To: Board of Directors

From:  Dan Mahoney, Battalion Chief
Roger Meagor, Acting Fire Chief

Subject: Type 3 (Wildland) Fire Engine Purchase

RECOMMENDATIONS:

That the Board approves the purchase of one (1) Type 3 fire engine from Hi-Tech Emergency Vehicle Service, Inc. by piggybacking on an award made by the County of Marin following a competitive bidding process for \$430,708.76 including sales tax.

BACKGROUND:

The Ross Valley Fire Department currently maintains a fire apparatus fleet of seven fire engines, six "Type 1" engines and one "Type 3" engine. The Type 1 engines are designed for structural firefighting. The Type 3 engine is specifically designed for wildland firefighting.

As indicated in the Vehicle Replacement Schedule, Engine 621 a Gregory Truck Body 1998 Type 3 fire engine is due for replacement.

DISCUSSION:

A Department sub-committee has been hard at work for several months to develop the final specifications for a new Type 3 fire engine.

Ross Valley Fire Department is taking advantage of specifications developed by Marin County Fire Department. In Early 2016, the County of Marin solicited, through the formal competitive bidding process, a Request for Proposals for the construction of Type 3 fire engines. As a result of the bidding process, Hi-Tech Emergency Vehicle Service, Inc., located in Oakdale, California was awarded the contract. The proposal by Hi-tech Emergency Vehicle Service allows for other government agencies to utilize the proposal.

The final design and specifications are consistent with design and specifications developed by Marin County Fire Department. During the build process of the County's fire engine, Marin County Fire requested several change orders. Those changes, as well as several other changes identified by the sub-committee have been included in the final specifications.

AGENDA ITEM # 6
Date 1/10/18

The County of Marin 2016 approved bid purchase price, without equipment, was \$363,637 plus tax. The Ross Valley Fire purchase price is \$397,883, an increase of \$34,246. The increase includes \$7,712 for a 2018 International 7400 SFA 4X4 chassis, 3% annual increase to the body build cost, which equals \$14,282, and a net change order price increase of \$7,536. Ross Valley total purchase price with tax is \$430,708.76

Recommendations: Staff is recommending that the Board approve the purchase of a new Hi-Tech, International, 350 HP, 500 GPM, Type 3 Wildland Pumper.

FISCAL IMPACT:

The total purchase price for Hi-Tech, International, 350 HP, 500 GPM, Type 3 Wildland Pumper is \$430,708.76, including sales tax. The Apparatus Replacement Fund will be utilized for the purchase of the fire engine.

December 18, 2017

Chief Roger Meagor
Ross Valley Fire Department
777 San Anselmo Avenue
San Anselmo, CA 94960

Dear Chief Meagor,

Tuesday evening's Laps of Appreciation event at Sonoma Raceway was a rousing success, raising more than \$70,000 to support fire relief efforts in Sonoma and Mendocino Counties. It was also a wonderful opportunity for members of our community who were affected by October's fires to express their appreciation to the first responders who made such heroic efforts on all of our behalves.

Thank you for committing your department's resources and personnel to the event. I hope those driving the laps enjoyed the event as much as our patrons and staff.

I'm sure that everyone in your departments is ready for a little time to relax and be with their families over the holidays. I hope that the fire conditions calm down enough to allow you all to do so.

Best wishes,



Steve Page
President & General Manager

AGENDA ITEM # Misc
Date 11/2/18