



Ross Valley Fire, CA

Check Report

By Check Number

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01326	AMAZON.COM SERVICES LLC	04/07/2025	Regular	0.00	179.46	24258
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
17W1-19TY-44HC	Invoice	04/01/2025	04.01.2025 - RUBBER SEALS	0.00	47.32	
	01.25.62989.00		FLEET PARTS		47.32	
199Q-P1W1-94K	Invoice	04/01/2025	04.01.2025 - KEYBOARD/MOUSE	0.00	69.91	
	01.05.62200.00		GENERAL DEPARTMENT S		69.91	
1YXY-GD6D-G9XT	Invoice	03/31/2025	03.31.2025 - PAPER TOWEL HOLDERS	0.00	62.23	
	01.14.62206.00		JANITORIAL MAINTENAN		62.23	
01026	AT&T Calnet	04/07/2025	Regular	0.00	25.65	24259
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000023271441	Invoice	04/01/2025	04.01.2025 - WIRELESS - 03.01.2025-03.3	0.00	25.65	
	01.14.61705.00		TELEPHONE		25.65	
01433	AT&T Corp	04/07/2025	Regular	0.00	2,689.69	24260
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
250729049	Invoice	03/27/2025	03.27.2025 - WIRELESS - 02.11.2025-03.1	0.00	2,689.69	
	01.14.61705.00		TELEPHONE		2,689.69	
01054	BoundTree Medical	04/07/2025	Regular	0.00	2,925.27	24261
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
85715070	Invoice	03/28/2025	03.28.2025 - MEDICAL SUPPLIES	0.00	2,596.45	
	01.10.62204.00		PARAMEDIC RESPONSE S		2,596.45	
85721028	Invoice	04/02/2025	04.02.2025 - MEDICAL SUPPLIES	0.00	328.82	
	01.10.62204.00		PARAMEDIC RESPONSE S		328.82	
01487	Brady Industries NorCal	04/07/2025	Regular	0.00	157.52	24262
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
9626925	Invoice	01/08/2025	01.08.2025 - JANITORIAL SUPPLIES	0.00	157.52	
	01.14.62206.00		JANITORIAL MAINTENAN		157.52	
01511	Burke, Williams & Sorenson LLP	04/07/2025	Regular	0.00	22,392.35	24263
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
338730	Invoice	03/17/2025	03.17.2025 - LABOR NEGOTIATIONS - FEB	0.00	22,392.35	
	01.05.61105.00		OTHER CONTRACT SERVI		22,392.35	
01272	Diesel Direct West Inc	04/07/2025	Regular	0.00	3,283.90	24264
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
86449634	Invoice	03/27/2025	03.27.2025 - GASOLINE UNL - 169.1 GAL	0.00	964.28	
	01.25.62988.00		FUEL		964.28	
86449635	Invoice	03/27/2025	03.27.2025 - ULSD CLEAR - 445.1 GAL	0.00	2,319.62	
	01.25.62988.00		FUEL		2,319.62	
01017	Fairfax Lumber	04/07/2025	Regular	0.00	5.44	24265

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
294972	Invoice	03/24/2025	03.24.2025 - 5PK QFIT TEE	0.00	5.44	
	01.14.61500.20	BUILDING MAINTENANCE	03.24.2025 - 5PK QFIT TEE		5.44	
01150	Fire Safety Supply Inc	04/07/2025	Regular	0.00	1,755.23	24266
125777	Invoice	03/26/2025	03.26.2025 - FIRE EXTINGUISHERS	0.00	271.03	
	01.10.61410.00	EQUIPMENT MAINTENAN	03.26.2025 - FIRE EXTINGUISHE		271.03	
125778	Invoice	03/26/2025	03.26.2025 - FIRE EXTINGUISHERS	0.00	678.85	
	01.10.61410.00	EQUIPMENT MAINTENAN	03.26.2025 - FIRE EXTINGUISHE		678.85	
125780	Invoice	03/26/2025	03.26.2025 - FIRE EXTINGUISHERS	0.00	381.01	
	01.10.61410.00	EQUIPMENT MAINTENAN	03.26.2025 - FIRE EXTINGUISHE		381.01	
125781	Invoice	03/26/2025	03.26.2025 - FIRE EXTINGUISHERS	0.00	424.34	
	01.10.61410.00	EQUIPMENT MAINTENAN	03.26.2025 - FIRE EXTINGUISHE		424.34	
01523	JLD Investigations	04/07/2025	Regular	0.00	1,515.00	24267
25-002	Invoice	03/26/2025	03.26.2025 - BKGRD INVSGTN - FIRE INSP	0.00	1,515.00	
	01.05.61129.00	HIRING EXPENSES	03.26.2025 - BKGRD INVSGTN -		1,515.00	
01332	Jones Garage Door Co. Inc	04/07/2025	Regular	0.00	573.00	24268
50581	Invoice	03/27/2025	03.27.2025 - STN 18 - HINGE/ROLLER REP	0.00	573.00	
	01.14.61500.18	BUILDING MAINTENANCE	03.27.2025 - STN 18 - HINGE/RO		573.00	
01010	Redwood Security Systems Inc	04/07/2025	Regular	0.00	330.00	24269
4163294	Invoice	04/01/2025	04.01.2025 - FIRE MONITORING/MAINTE	0.00	330.00	
	01.05.61105.00	OTHER CONTRACT SERVI	04.01.2025 - FIRE MONITORING		330.00	
01334	Teleflex LLC	04/07/2025	Regular	0.00	1,201.75	24270
9509800013	Invoice	03/28/2025	03.28.2025 - STN 21 EMS SUPPLIES	0.00	1,201.75	
	01.10.62204.00	PARAMEDIC RESPONSE S	03.28.2025 - STN 21 EMS SUPPL		1,201.75	
01509	Vestis Group, Inc. (f/k/a ARAMARK UNIFORM &	04/07/2025	Regular	0.00	429.51	24271
5080560738	Invoice	01/13/2025	01.13.2025 - NON GARMENT LAUNDRY SE	0.00	34.79	
	01.14.62206.00	JANITORIAL MAINTENAN	01.13.2025 - NON GARMENT LA		34.79	
5080560739	Invoice	01/13/2025	01.13.2025 - NON GARMENT LAUNDRY SE	0.00	81.66	
	01.14.62206.00	JANITORIAL MAINTENAN	01.13.2025 - NON GARMENT LA		81.66	
5080561626	Invoice	01/14/2025	01.14.2025 - NON GARMENT LAUNDRY SE	0.00	31.73	
	01.14.62206.00	JANITORIAL MAINTENAN	01.14.2025 - NON GARMENT LA		31.73	
5080598219	Invoice	03/25/2025	03.25.2025 - NON GARMENT LAUNDRY SE	0.00	50.83	
	01.14.62206.00	JANITORIAL MAINTENAN	03.25.2025 - NON GARMENT LA		50.83	
5080600971	Invoice	03/31/2025	03.31.2025 - NON GARMENT LAUNDRY SE	0.00	66.40	
	01.14.62206.00	JANITORIAL MAINTENAN	03.31.2025 - NON GARMENT LA		66.40	
5080600972	Invoice	03/31/2025	03.31.2025 - NON GARMENT LAUNDRY SE	0.00	113.27	
	01.14.62206.00	JANITORIAL MAINTENAN	03.31.2025 - NON GARMENT LA		113.27	
5080601896	Invoice	04/01/2025	04.01.2025 - NON GARMENT LAUNDRY SE	0.00	50.83	

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	01.14.62206.00	JANITORIAL MAINTENAN	04.01.2025 - NON GARMENT LA		50.83	
01339	WATTCO	04/07/2025	Regular	0.00	18,260.00	24272
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
64398	Invoice	03/21/2025	03.21.2025 - UNIT C19 EMGNCY EQUIPM	0.00	18,260.00	
	15.00.63154.00		VEHICLE PURCHASE		18,260.00	
01326	AMAZON.COM SERVICES LLC	04/14/2025	Regular	0.00	51.70	24273
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1X3H-H1GH-7PR	Invoice	04/04/2025	04.04.2025 - EXPANSION ENVELOPES	0.00	51.70	
	01.05.62000.00		OFFICE SUPPLIES		51.70	
01148	Brian Costello	04/14/2025	Regular	0.00	1,200.00	24274
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-1	Invoice	04/04/2025	04.04.2025 - IT ONGOING MAINTENANCE	0.00	1,200.00	
	01.05.61121.00		COMPUTER SOFTWARE/S		1,200.00	
01028	L. N. Curtis and Sons	04/14/2025	Regular	0.00	249.64	24275
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV932733	Invoice	03/31/2025	03.31.2025 - PFAS 36IN CHAINSAW CHAP	0.00	249.64	
	01.10.63131.00		EQUIPMENT		249.64	
01020	PG&E	04/14/2025	Regular	0.00	2,714.72	24276
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
758-03242025	Invoice	03/24/2025	758 - UTILITIES - 02.01.2025-03.04.2025	0.00	2,714.72	
	01.14.61702.00		GAS AND ELECTRIC		2,714.72	
01095	Richards Watson Gershon	04/14/2025	Regular	0.00	442.50	24277
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
252404	Invoice	03/31/2025	03.31.2025 - GENERAL LEGAL COUNSEL -	0.00	442.50	
	01.05.61107.00		ATTORNEY/LEGAL FEES		442.50	
01073	U.S. Bank (CalCARD)	04/14/2025	Regular	0.00	14,012.60	24278
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008034	Invoice	02/24/2025	01.22.2025 - MAHONEY - ZOOM	0.00	89.00	
	01.05.61105.00		OTHER CONTRACT SERVI		89.00	
INV0008035	Invoice	02/24/2025	01.28.2025 - MAHONEY - SAN ANSELMO	0.00	10.25	
	01.05.62200.00		GENERAL DEPARTMENT S		10.25	
INV0008036	Invoice	02/24/2025	01.28.2025 - MAHONEY - COMFORTS	0.00	55.49	
	01.05.62200.00		GENERAL DEPARTMENT S		55.49	
INV0008037	Invoice	02/24/2025	01.29.2025 - MAHONEY - PEET'S COFFEE	0.00	104.85	
	01.05.61129.00		HIRING EXPENSES		104.85	
INV0008038	Invoice	02/24/2025	01.31.2025 - MAHONEY - STAPLES	0.00	157.71	
	01.05.62000.00		OFFICE SUPPLIES		157.71	
INV0008039	Invoice	02/24/2025	02.22.2025 - MAHONEY - ZOOM	0.00	89.00	
	01.05.61105.00		OTHER CONTRACT SERVI		89.00	
INV0008040	Invoice	02/24/2025	01.29.2025 - BASTIANON - MH BREAD AN	0.00	125.14	
	01.05.61129.00		HIRING EXPENSES		125.14	
INV0008041	Invoice	02/24/2025	01.29.2025 - BASTIANON - SA COFFEE RO	0.00	18.05	
	01.05.61129.00		HIRING EXPENSES		18.05	
INV0008042	Invoice	02/24/2025	01.29.2025 - BASTIANON - MARIN COFFE	0.00	50.92	

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	01.05.61129.00		HIRING EXPENSES		50.92	
INV0008043	Invoice	02/24/2025	02.14.2025 - BASTIANON - SPRING REGIO	0.00	30.00	
	01.10.61000.00		TRAINING AND EDUCATIO		30.00	
INV0008044	Invoice	02/24/2025	02.14.2025 - BASTIANON - SPRING REGIO	0.00	30.00	
	01.10.61000.00		TRAINING AND EDUCATIO		30.00	
INV0008045	Invoice	02/24/2025	02.19.2025 - BASTIANON - CHEVRON	0.00	187.46	
	01.15.61131.00		FIRE PREVENTION		187.46	
INV0008046	Invoice	02/24/2025	02.19.2025 - BASTIANON - MARIN COFFE	0.00	31.57	
	01.15.61131.00		FIRE PREVENTION		31.57	
INV0008047	Invoice	02/24/2025	01.30.2025 - POPKEN - MARIN AUTOMOT	0.00	205.43	
	01.25.61600.00		FLEET MAINTENANCE/RE		205.43	
INV0008048	Invoice	02/24/2025	02.05.2025 - POPKEN - IDENTIFIRE	0.00	119.94	
	01.10.62210.00		BREATHING APPARATUS		119.94	
INV0008049	Invoice	02/24/2025	02.21.2025 - POPKEN - CHASSIS UNLIMITE	0.00	4,109.96	
	15.00.63154.00		VEHICLE PURCHASE		4,109.96	
INV0008050	Invoice	02/24/2025	02.21.2025 - POPKEN - CHASSIS UNLIMITE	0.00	2,000.89	
	15.00.63154.00		VEHICLE PURCHASE		2,000.89	
INV0008051	Invoice	02/24/2025	01.22.2025 - ILLINGWORTH - COMFORTS	0.00	24.75	
	01.10.61000.00		TRAINING AND EDUCATIO		24.75	
INV0008052	Invoice	02/24/2025	01.23.2025 - ILLINGWORTH - COMFORTS	0.00	22.05	
	01.10.61000.00		TRAINING AND EDUCATIO		22.05	
INV0008053	Invoice	02/24/2025	01.24.2025 - ILLINGWORTH - COMFORTS	0.00	17.33	
	01.10.61000.00		TRAINING AND EDUCATIO		17.33	
INV0008054	Invoice	02/24/2025	01.27.2025 - ILLINGWORTH - COMFORTS	0.00	24.75	
	01.10.61000.00		TRAINING AND EDUCATIO		24.75	
INV0008055	Invoice	02/24/2025	01.30.2025 - ILLINGWORTH - SAN ANSEL	0.00	38.00	
	01.10.61000.00		TRAINING AND EDUCATIO		38.00	
INV0008056	Invoice	02/24/2025	02.03.2025 - ILLINGWORTH - EMERGENCY	0.00	250.00	
	01.10.61000.00		TRAINING AND EDUCATIO		250.00	
INV0008057	Invoice	02/24/2025	02.08.2025 - ILLINGWORTH - COMFORTS	0.00	27.50	
	01.10.61000.00		TRAINING AND EDUCATIO		27.50	
INV0008058	Invoice	02/24/2025	02.14.2025 - ILLINGWORTH - U-HAUL	0.00	76.69	
	01.14.61500.20		BUILDING MAINTENANCE		76.69	
INV0008059	Invoice	02/24/2025	02.05.2025 - HOGGAN - JOHNSON & DALY	0.00	400.00	
	01.14.61500.20		BUILDING MAINTENANCE		400.00	
INV0008060	Invoice	02/24/2025	02.19.2025 - POPPE - COSTCO	0.00	174.76	
	01.14.62206.00		JANITORIAL MAINTENAN		174.76	
INV0008061	Invoice	02/24/2025	02.19.2025 - POPPE - COSTCO	0.00	202.65	
	01.14.62206.00		JANITORIAL MAINTENAN		202.65	
INV0008062	Invoice	02/24/2025	02.19.2025 - POPPE - COSTCO	0.00	191.06	
	01.14.62206.00		JANITORIAL MAINTENAN		191.06	
INV0008063	Invoice	02/24/2025	01.27.2025 - HERBERTSON - WALMART	0.00	859.18	
	01.14.61500.21		BUILDING MAINTENANCE		859.18	
INV0008064	Invoice	02/24/2025	02.08.2025 - HERBERTSON - WPSG, INC	0.00	779.25	
	01.10.62213.00		PERSONAL PROTECTIVE E		779.25	
INV0008065	Invoice	02/24/2025	02.02.2025 - BARONA - MAGLITE	0.00	117.99	
	01.10.63131.00		EQUIPMENT		117.99	
INV0008066	Invoice	02/24/2025	02.20.2025 - BARONA - MES	0.00	1,309.91	
	01.05.62200.00		GENERAL DEPARTMENT S		1,309.91	
INV0008067	Invoice	02/24/2025	01.24.2025 - STETTLER - STAMPS.COM	0.00	19.99	
	01.05.62003.00		POSTAGE		19.99	
INV0008068	Invoice	02/24/2025	01.27.2025 - STETTLER - MAILCHIMP	0.00	100.00	

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	01.05.61129.00		HIRING EXPENSES		100.00	
INV0008069	Invoice	02/24/2025	01.29.2025 - STETTLER - ADOBE	0.00	47.32	
	01.14.63044.00		TECHNOLOGY PURCHASE		47.32	
INV0008070	Invoice	02/24/2025	01.28.2025 - STETTLER - THE COPY SHOP	0.00	217.41	
	01.05.62200.00		GENERAL DEPARTMENT S		217.41	
INV0008071	Invoice	02/24/2025	01.31.2025 - BARSOCCHINI - CANNERY H	0.00	89.27	
	01.10.61000.00		TRAINING AND EDUCATIO		89.27	
INV0008072	Invoice	02/24/2025	01.31.2025 - BARSOCCHINI - CANNERY H	0.00	89.27	
	01.10.61000.00		TRAINING AND EDUCATIO		89.27	
INV0008073	Invoice	02/24/2025	01.31.2025 - BARSOCCHINI - CANNERY H	0.00	89.27	
	01.10.61000.00		TRAINING AND EDUCATIO		89.27	
INV0008074	Invoice	02/24/2025	01.23.2025 - GALLI - MYSTERY RANCH BA	0.00	1,364.54	
	01.10.62204.00		PARAMEDIC RESPONSE S		1,364.54	
INV0008075	Invoice	02/24/2025	02.06.2025 - GRASSER - DRIVE EXPLORER	0.00	15.00	
	01.14.63044.00		TECHNOLOGY PURCHASE		15.00	
INV0008076	Invoice	02/24/2025	02.07.2025 - GRASSER - JOTFORM	0.00	49.00	
	01.05.61129.00		HIRING EXPENSES		49.00	
	Void	04/14/2025	Regular	0.00	0.00	24279
	Void	04/14/2025	Regular	0.00	0.00	24280
01326	AMAZON.COM SERVICES LLC	04/21/2025	Regular	0.00	260.17	24281
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1416-NDNW-3XC	Invoice	04/09/2025	04.09.2025 - LOW PROFILE AUX LIGHT	0.00	133.50	
	01.25.62989.00		FLEET PARTS		133.50	
19MQ-J7GL-CHQ	Invoice	04/07/2025	04.07.2025 - ETHERNET SWITCH	0.00	85.20	
	01.10.61110.00		MERA OPERATING EXPEN		85.20	
1XDC-9FVK-6PXK	Invoice	04/07/2025	04.07.2025 - EXERCISE BIKE MAT	0.00	41.47	
	01.14.63042.00		EXERCISE EQUIPMENT		41.47	
01026	AT&T Calnet	04/21/2025	Regular	0.00	823.05	24282
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
000023299762	Invoice	04/10/2025	04.10.2025 - WIRELESS - 03.10.2025-04.0	0.00	823.05	
	01.14.61705.00		TELEPHONE		823.05	
01059	AT&T Mobility	04/21/2025	Regular	0.00	1,126.28	24283
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
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287301083016X0	Invoice	04/02/2025	04.02.2025 - WIRELESS - 03.03.2025-04.0	0.00	1,126.28	
	01.14.61705.00		TELEPHONE		1,126.28	
01076	Burros Brothers Company	04/21/2025	Regular	0.00	960.00	24284
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
22417	Invoice	04/10/2025	04.10.2025 - STN 19 - TILE CLEANING	0.00	960.00	
	01.14.61500.19		BUILDING MAINTENANCE		960.00	
01525	City of San Rafael	04/21/2025	Regular	0.00	765.78	24285
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
3685	Invoice	04/08/2025	04.08.2025 - REIMB-DAVID GIVOT EMS LE	0.00	765.78	
	01.10.61000.00		TRAINING AND EDUCATIO		765.78	
01272	Diesel Direct West Inc	04/21/2025	Regular	0.00	1,983.20	24286

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	Account Number	Account Name	Item Description	Distribution Amount		
86475760	Invoice	04/10/2025	04.10.2025 - ULSD CLEAR - 386.1 GAL	0.00	1,983.20	
	01.25.62988.00	FUEL	04.10.2025 - ULSD CLEAR - 386.		1,983.20	
01354	Matrix HG	04/21/2025	Regular	0.00	461.00	24287
185656	Invoice	04/09/2025	04.09.2025 - UNIT ASSESSMENTS	0.00	461.00	
	01.14.61500.19	BUILDING MAINTENANCE	04.09.2025 - UNIT ASSESSMENT		461.00	
01516	Pacific Mobile Structures, Inc.	04/21/2025	Regular	0.00	92.86	24288
INV-00444574	Invoice	05/01/2025	05.01.2025 - RENTAL CONTAINER	0.00	92.86	
	01.14.61500.20	BUILDING MAINTENANCE	05.01.2025 - RENTAL CONTAINER		92.86	
01020	PG&E	04/21/2025	Regular	0.00	1,273.09	24289
006-04072025	Invoice	04/07/2025	006 - TEMP FACILITIES - 03.03.2025-03.31	0.00	1,273.09	
	01.14.61702.00	GAS AND ELECTRIC	006 - TEMP FACILITIES - 03.03.2		1,273.09	
01426	Quest UCCS	04/21/2025	Regular	0.00	349.05	24290
137711	Invoice	04/09/2025	04.09.2025 - QRTL POST WARRANTY PH	0.00	349.05	
	01.14.61705.00	TELEPHONE	04.09.2025 - QRTL POST WARR		349.05	
01132	Scott Porter	04/21/2025	Regular	0.00	7,611.28	24291
INV0008078	Invoice	04/15/2025	04.15.2025 - ADVANCE DISABILITY PAYME	0.00	7,611.28	
	01.00.62999.00	CONTINGENCY	04.15.2025 - ADVANCE DISABILI		7,611.28	
01118	Tim Grasser	04/21/2025	Regular	0.00	8,790.98	24292
INV0008079	Invoice	04/15/2025	04.15.2025 - ADVANCE DISABILITY PAYME	0.00	8,790.98	
	01.00.62999.00	CONTINGENCY	04.15.2025 - ADVANCE DISABILI		8,790.98	
01098	Verizon Wireless	04/21/2025	Regular	0.00	881.85	24293
6109979304	Invoice	04/01/2025	04.01.2025 - CELLULAR - 03.02.2025-04.0	0.00	881.85	
	01.14.61705.00	TELEPHONE	04.01.2025 - CELLULAR - 03.02.		881.85	
01509	Vestis Group, Inc. (f/k/a ARAMARK UNIFORM &	04/21/2025	Regular	0.00	50.83	24294
5080605524	Invoice	04/08/2025	04.08.2025 - NON GARMENT LAUNDRY SE	0.00	50.83	
	01.14.62206.00	JANITORIAL MAINTENAN	04.08.2025 - NON GARMENT LA		50.83	
01444	Winner Chevrolet	04/21/2025	Regular	0.00	62,721.42	24295

Check Report

Date Range: 04/01/2025 - 04/30/2025

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		
0011155	Invoice	04/03/2025	04.03.2025 - 2025 CHEVY SILVERADO K25	0.00	62,721.42	
	15.00.63154.00	VEHICLE PURCHASE	04.03.2025 - 2025 CHEVY SILVE		62,721.42	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	36	0.00	162,545.77
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
	93	38	0.00	162,545.77

Check Report

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01013	AFLAC Business Services	04/11/2025	Regular	0.00	5,105.39	11591
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008011	Invoice	04/15/2025	AFLAC	0.00	5,105.39	
	01.00.20271.00		AFLAC P/R DEDUCTION		5,105.39	
01004	CAPF	04/11/2025	Regular	0.00	457.25	11592
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008014	Invoice	04/15/2025	DISABILITY INSURANCE	0.00	457.25	
	01.00.20275.00		DISABILITY INSURANCE W		457.25	
01161	Nationwide Retirement Solutions	04/11/2025	Regular	0.00	3,699.55	11593
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008016	Invoice	04/15/2025	NATIONWIDE RETIREMENT	0.00	2,258.16	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,258.16	
INV0008017	Invoice	04/15/2025	NATIONWIDE RETIREMENT	0.00	1,441.39	
	01.00.20277.00		DEFERRED COMP. W/ NR		1,441.39	
01069	Ross Valley Firefighters Association	04/11/2025	Regular	0.00	3,580.50	11594
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008026	Invoice	04/15/2025	UNION DUES	0.00	3,580.50	
	01.00.20289.00		UNION DUES WITHHELD		3,580.50	
01013	AFLAC Business Services	04/23/2025	Regular	0.00	5,105.39	11599
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008084	Invoice	04/30/2025	AFLAC	0.00	5,105.39	
	01.00.20271.00		AFLAC P/R DEDUCTION		5,105.39	
01004	CAPF	04/23/2025	Regular	0.00	457.25	11600
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008087	Invoice	04/30/2025	DISABILITY INSURANCE	0.00	457.25	
	01.00.20275.00		DISABILITY INSURANCE W		457.25	
01161	Nationwide Retirement Solutions	04/23/2025	Regular	0.00	3,188.24	11601
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0008089	Invoice	04/30/2025	NATIONWIDE RETIREMENT	0.00	2,258.16	
	01.00.20277.00		DEFERRED COMP. W/ NR		2,258.16	
INV0008090	Invoice	04/30/2025	NATIONWIDE RETIREMENT	0.00	930.08	
	01.00.20277.00		DEFERRED COMP. W/ NR		930.08	
01069	Ross Valley Firefighters Association	04/23/2025	Regular	0.00	3,580.50	11602

Check Report

Date Range: 04/01/2025 - 04/30/2025

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
INV0008101	Invoice 01.00.20289.00	04/30/2025	UNION DUES UNION DUES WITHHELD	0.00	3,580.50	
			UNION DUES		3,580.50	

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	8	0.00	25,174.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	8	0.00	25,174.07

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	44	0.00	187,719.84
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
	103	46	0.00	187,719.84

Fund Summary

Fund	Name	Period	Amount
98	POOLED PAYROLL	4/2025	25,174.07
99	POOLED CASH	4/2025	162,545.77
			187,719.84



Ross Valley Fire, CA

Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND							
Revenue							
01.00.47501.00	FAIRFAX	2,729,988.00	2,729,988.00	227,499.00	2,274,990.00	-454,998.00	16.67 %
01.00.47502.00	ROSS	2,738,189.00	2,738,189.00	228,182.42	2,281,824.52	-456,364.48	16.67 %
01.00.47503.00	SAN ANSELMO	4,748,772.00	4,748,772.00	395,731.00	3,957,310.16	-791,461.84	16.67 %
01.00.47504.00	SLEEPY HOLLOW	1,499,736.00	1,499,736.00	124,978.00	1,249,780.00	-249,956.00	16.67 %
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	80,000.00	80,000.00	6,666.67	66,666.70	-13,333.30	16.67 %
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,540,667.00	1,540,667.00	128,388.92	1,283,889.20	-256,777.80	16.67 %
01.00.49501.00	COUNTY OF MARIN	266,875.00	266,875.00	0.00	266,875.00	0.00	0.00 %
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PR	317,511.00	317,511.00	79,337.66	238,092.98	-79,418.02	25.01 %
01.00.49506.00	RVPA RENTAL	8,360.00	17,137.84	-79,337.66	17,137.84	0.00	0.00 %
01.00.49507.00	LAIF INTEREST	25,000.00	25,000.00	0.00	16,048.33	-8,951.67	35.81 %
01.00.49509.00	RVPA AGENCY REIMBURSEMENT	47,290.00	47,290.00	0.00	47,290.00	0.00	0.00 %
01.00.49510.00	PLAN CHECKING FEES	285,000.00	335,000.00	36,794.63	272,844.64	-62,155.36	18.55 %
01.00.49511.00	RE-SALE INSPECTION FEES	50,000.00	0.00	0.00	190.00	190.00	0.00 %
01.00.49512.00	MISCELLANEOUS INCOME	10,000.00	10,000.00	0.00	2,635.32	-7,364.68	73.65 %
01.00.49513.00	WORKERS COMP REIMBURSEMENT	0.00	218,585.31	62,467.23	356,272.26	137,686.95	162.99 %
01.00.49517.00	DISASTER COORDINATOR REIMB.	96,740.00	96,740.00	0.00	0.00	-96,740.00	100.00 %
01.00.49523.00	APPARATUS REPLACEMENT	376,626.00	376,626.00	31,385.41	313,854.10	-62,771.90	16.67 %
01.00.49524.00	TECHNOLOGY FEES	26,718.00	26,718.00	2,769.49	19,395.38	-7,322.62	27.41 %
01.00.49526.18	STATION MAINT REVENUE #18	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49526.19	STATION MAINT REVENUE #19	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49526.20	STATION MAINT REVENUE #20	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49526.21	STATION MAINT REVENUE #21	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
01.00.49528.00	MWPA LOCAL FUNDS	0.00	0.00	0.00	62,600.00	62,600.00	0.00 %
01.00.49529.00	MWPA CORE FUNDS	0.00	0.00	95,535.76	305.76	305.76	0.00 %
	Revenue Total:	14,907,472.00	15,134,835.15	1,340,398.53	12,728,002.19	-2,406,832.96	15.90%
Expense							
01.00.60000.00	REGULAR SALARIES	5,698,118.00	5,698,118.00	385,399.27	4,057,792.05	1,640,325.95	28.79 %
01.00.60010.00	TEMPORARY HIRE	17,389.00	17,389.00	18,425.20	57,459.97	-40,070.97	-230.44 %
01.00.60020.00	MINIMUM STAFFING	831,694.00	831,694.00	166,181.64	1,683,250.75	-851,556.75	-102.39 %
01.00.60021.00	HOURLY OVERTIME	106,448.00	106,448.00	3,626.84	41,451.05	64,996.95	61.06 %
01.00.60024.00	SHIFT DIFFERENTIAL OT	24,113.00	24,113.00	0.00	29,692.29	-5,579.29	-23.14 %
01.00.60026.00	OT TRAINING	80,576.00	80,576.00	18,768.15	37,917.10	42,658.90	52.94 %
01.00.60027.00	HOLIDAY	247,176.00	247,176.00	18,372.93	187,248.86	59,927.14	24.24 %
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	37,177.00	37,177.00	5,396.95	14,169.24	23,007.76	61.89 %
01.00.60029.00	FLSA O/T	121,432.00	121,432.00	8,617.02	82,781.04	38,650.96	31.83 %
01.00.60030.00	S/L BUY BACK	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
01.00.60035.00	ACCRUED LEAVE PAYOUT	50,000.00	50,000.00	0.00	142,978.34	-92,978.34	-185.96 %
01.00.60039.00	EXECUTIVE OFFICER	3,600.00	3,600.00	300.00	3,000.00	600.00	16.67 %
01.00.60040.00	BOARD MEMBER STIPEND	8,000.00	8,000.00	600.00	5,600.00	2,400.00	30.00 %
01.00.60100.00	RETIREMENT	2,831,208.00	2,831,208.00	84,420.80	2,397,556.28	433,651.72	15.32 %
01.00.60200.00	CAFETERIA HEALTH PLAN	1,085,000.00	1,085,000.00	86,114.92	872,119.62	212,880.38	19.62 %
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	43,641.00	43,641.00	4,300.40	39,993.72	3,647.28	8.36 %
01.00.60215.00	WORKERS' COMPENSATION INSUR	548,561.00	548,561.00	0.00	546,538.00	2,023.00	0.37 %
01.00.60220.00	PAYROLL TAXES	108,331.00	108,331.00	9,089.50	94,588.37	13,742.63	12.69 %
01.00.60223.00	UNIFORM REIMBURSEMENT	28,080.00	28,080.00	1,944.06	19,855.10	8,224.90	29.29 %
01.00.60225.00	EDUCATION REIMBURSEMENT	139,341.00	139,341.00	11,668.00	113,145.19	26,195.81	18.80 %
01.00.60231.00	RETIREE'S HEALTH INSURANCE	638,423.00	638,423.00	4,424.00	312,959.37	325,463.63	50.98 %
01.00.61103.00	AUDIT & BOOKKEEPING SERVICES	0.00	0.00	0.00	165.89	-165.89	0.00 %
01.00.61115.00	LIABILITY INSURANCE	78,454.00	78,454.00	0.00	71,273.00	7,181.00	9.15 %
01.00.62999.00	CONTINGENCY	41,510.00	41,510.00	16,402.26	30,197.01	11,312.99	27.25 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01.00.67099.00	TRANSFERS OUT	376,626.00	641,626.00	0.00	641,626.00	0.00	0.00 %
01.05.61103.00	AUDIT & BOOKEEPING SERVICES	33,552.00	33,552.00	593.66	17,533.96	16,018.04	47.74 %
01.05.61105.00	OTHER CONTRACT SERVICES	73,625.00	73,625.00	387.28	86,023.29	-12,398.29	-16.84 %
01.05.61107.00	ATTORNEY/LEGAL FEES	18,000.00	18,000.00	0.00	19,696.81	-1,696.81	-9.43 %
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	272.34	2,722.50	177.50	6.12 %
01.05.61120.00	CONTRACT SERVICES-SAN ANSELM	95,555.00	95,555.00	0.00	95,555.00	0.00	0.00 %
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	36,661.00	36,661.00	1,200.00	22,776.74	13,884.26	37.87 %
01.05.61122.00	WEB PAGE DESIGN AND MAINTENA	8,960.00	8,960.00	0.00	0.00	8,960.00	100.00 %
01.05.61127.00	HEALTH AND WELLNESS	58,991.00	58,991.00	115.00	44,110.00	14,881.00	25.23 %
01.05.61129.00	HIRING EXPENSES	16,000.00	16,000.00	844.00	20,523.26	-4,523.26	-28.27 %
01.05.61300.00	PUBLICATIONS AND DUES	10,162.00	10,162.00	0.00	2,811.58	7,350.42	72.33 %
01.05.62000.00	OFFICE SUPPLIES	5,100.00	5,100.00	51.70	1,287.31	3,812.69	74.76 %
01.05.62003.00	POSTAGE	1,115.00	1,115.00	0.00	554.53	560.47	50.27 %
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,932.00	13,932.00	209.66	7,167.05	6,764.95	48.56 %
01.10.60065.02	EXPLORER POST	9,548.00	9,548.00	0.00	0.00	9,548.00	100.00 %
01.10.61000.00	TRAINING AND EDUCATION	48,260.00	48,260.00	765.78	24,989.28	23,270.72	48.22 %
01.10.61100.00	DISPATCH	386,830.00	868,424.00	0.00	682,711.15	185,712.85	21.39 %
01.10.61101.00	RADIO REPAIR	5,305.00	5,305.00	0.00	758.60	4,546.40	85.70 %
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030.00	1,030.00	0.00	250.75	779.25	75.66 %
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	10,332.00	10,332.00	0.00	10,332.00	0.00	0.00 %
01.10.61110.00	MERA OPERATING EXPENSE	107,339.00	107,339.00	85.20	74,284.20	33,054.80	30.79 %
01.10.61410.00	EQUIPMENT MAINTENANCE	12,625.00	12,625.00	0.00	7,019.37	5,605.63	44.40 %
01.10.61600.00	REPAIRS VEHICLE	0.00	0.00	0.00	528.65	-528.65	0.00 %
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,612.00	4,612.00	0.00	318.02	4,293.98	93.10 %
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	41,200.00	41,200.00	328.82	40,653.84	546.16	1.33 %
01.10.62210.00	BREATHING APPARATUS	7,320.00	7,320.00	0.00	-28.05	7,348.05	100.38 %
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,758.00	7,758.00	0.00	2,518.76	5,239.24	67.53 %
01.10.62213.00	PERSONAL PROTECTIVE EQUIPMEN	40,548.00	40,548.00	1,479.75	16,467.72	24,080.28	59.39 %
01.10.63131.00	EQUIPMENT	41,200.00	41,200.00	0.00	13,896.53	27,303.47	66.27 %
01.10.63140.00	HYDRANTS	41,281.00	41,281.00	0.00	39,508.08	1,772.92	4.29 %
01.10.63150.00	COMMUNICATIONS EQUIPMENT	22,947.00	22,947.00	0.00	101.69	22,845.31	99.56 %
01.10.63160.00	TURNOUTS	50,359.00	50,359.00	0.00	4,770.35	45,588.65	90.53 %
01.14.61500.00	BUILDING MAINTENANCE AND LAN	18,500.00	18,500.00	1,569.19	9,946.58	8,553.42	46.23 %
01.14.61500.18	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	12,461.80	2,538.20	16.92 %
01.14.61500.19	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	1,585.09	14,600.43	399.57	2.66 %
01.14.61500.20	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	70.84	2,843.52	12,156.48	81.04 %
01.14.61500.21	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	15,527.08	-527.08	-3.51 %
01.14.61702.00	GAS AND ELECTRIC	67,500.00	67,500.00	1,273.09	44,725.17	22,774.83	33.74 %
01.14.61703.00	WATER	11,750.00	11,750.00	0.00	9,631.37	2,118.63	18.03 %
01.14.61704.00	SEWER	4,532.00	4,532.00	0.00	5,323.40	-791.40	-17.46 %
01.14.61705.00	TELEPHONE	84,721.00	84,721.00	3,205.88	50,395.14	34,325.86	40.52 %
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLI	10,609.00	10,609.00	607.89	7,495.46	3,113.54	29.35 %
01.14.62501.00	FURNISHINGS	8,487.00	8,487.00	0.00	445.13	8,041.87	94.76 %
01.14.63040.00	APPLIANCES	5,150.00	5,150.00	0.00	1,419.64	3,730.36	72.43 %
01.14.63041.00	OFFICE EQUIPMENT	10,609.00	10,609.00	0.00	1,323.80	9,285.20	87.52 %
01.14.63042.00	EXERCISE EQUIPMENT	10,927.00	10,927.00	41.47	1,864.88	9,062.12	82.93 %
01.14.63044.00	TECHNOLOGY PURCHASES	26,718.00	26,718.00	0.00	3,917.42	22,800.58	85.34 %
01.15.60220.00	PAYROLL TAXES - COMMUNITY EDU	0.00	0.00	0.00	12.25	-12.25	0.00 %
01.15.61131.00	FIRE PREVENTION	4,880.00	4,880.00	0.00	914.60	3,965.40	81.26 %
01.15.61903.00	MWPA Local Projects	0.00	0.00	0.00	35,410.60	-35,410.60	0.00 %
01.15.61904.00	MWPA CORE FUNDS	0.00	0.00	0.00	135.24	-135.24	0.00 %
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,616.00	9,616.00	0.00	5,182.38	4,433.62	46.11 %
01.25.61411.00	BURN TRAILER MAINTENANCE	10,162.00	10,162.00	0.00	526.04	9,635.96	94.82 %
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	124,115.00	124,115.00	0.00	105,448.95	18,666.05	15.04 %
01.25.62988.00	FUEL	59,225.00	59,225.00	3,348.78	39,104.46	20,120.54	33.97 %
01.25.62989.00	FLEET PARTS	18,025.00	18,025.00	205.89	11,936.71	6,088.29	33.78 %
	Expense Total:	14,907,471.00	15,654,065.00	862,293.25	13,103,793.26	2,550,271.74	16.29%
	Fund: 01 - GENERAL FUND Surplus (Deficit):	1.00	-519,229.85	478,105.28	-375,791.07	143,438.78	27.63%

Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 15 - VEHICLE FUND							
Revenue							
15.00.51999.00	TRANSFERS IN	-376,626.00	-641,626.00	0.00	641,626.00	1,283,252.00	100.00 %
	Revenue Total:	-376,626.00	-641,626.00	0.00	641,626.00	1,283,252.00	200.00%
Expense							
15.00.63154.00	VEHICLE PURCHASE	340,411.00	605,411.00	62,721.42	245,946.18	359,464.82	59.38 %
15.00.64010.00	LEASE PAYMENT - PRINCIPAL	161,252.59	161,252.59	0.00	161,252.59	0.00	0.00 %
15.00.64110.00	LEASE PAYMENT - INTEREST	7,864.63	7,864.63	0.00	7,864.63	0.00	0.00 %
	Expense Total:	509,528.22	774,528.22	62,721.42	415,063.40	359,464.82	46.41%
	Fund: 15 - VEHICLE FUND Surplus (Deficit):	-886,154.22	-1,416,154.22	-62,721.42	226,562.60	1,642,716.82	116.00%
	Report Surplus (Deficit):	-886,153.22	-1,935,384.07	415,383.86	-149,228.47	1,786,155.60	92.29%

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue	14,907,472.00	15,134,835.15	1,340,398.53	12,728,002.19	-2,406,832.96	15.90%
Expense	14,907,471.00	15,654,065.00	862,293.25	13,103,793.26	2,550,271.74	16.29%
Fund: 01 - GENERAL FUND Surplus (Deficit):	1.00	-519,229.85	478,105.28	-375,791.07	143,438.78	27.63%
Fund: 15 - VEHICLE FUND						
Revenue	-376,626.00	-641,626.00	0.00	641,626.00	1,283,252.00	200.00%
Expense	509,528.22	774,528.22	62,721.42	415,063.40	359,464.82	46.41%
Fund: 15 - VEHICLE FUND Surplus (Deficit):	-886,154.22	-1,416,154.22	-62,721.42	226,562.60	1,642,716.82	116.00%
Report Surplus (Deficit):	-886,153.22	-1,935,384.07	415,383.86	-149,228.47	1,786,155.60	92.29%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	1.00	-519,229.85	478,105.28	-375,791.07	143,438.78
15 - VEHICLE FUND	-886,154.22	-1,416,154.22	-62,721.42	226,562.60	1,642,716.82
Report Surplus (Deficit):	-886,153.22	-1,935,384.07	415,383.86	-149,228.47	1,786,155.60

Ross Valley Fire Dept

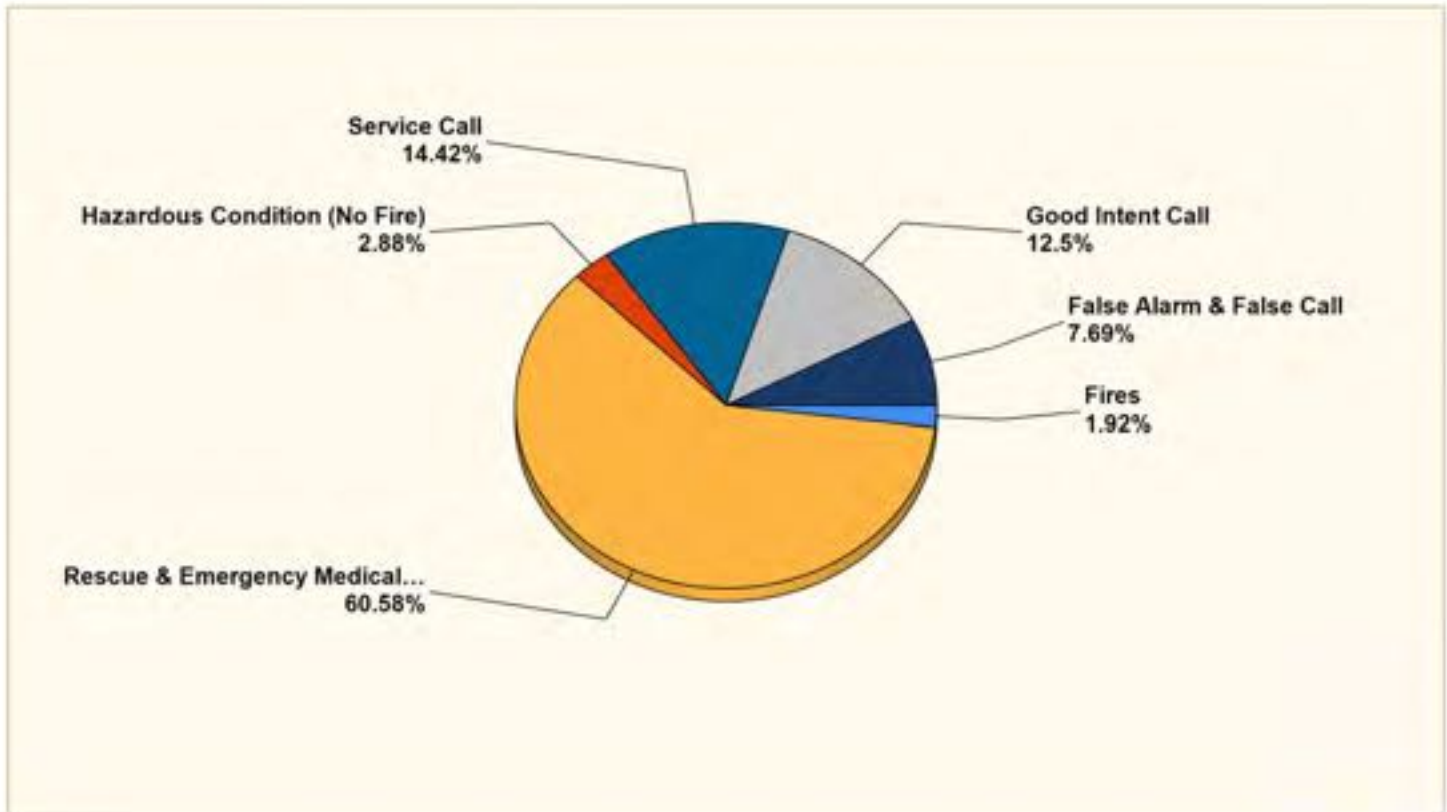
San Anselmo, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2025 | End Date: 04/30/2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.92%
Rescue & Emergency Medical Service	63	60.58%
Hazardous Condition (No Fire)	3	2.88%
Service Call	15	14.42%
Good Intent Call	13	12.5%
False Alarm & False Call	8	7.69%
TOTAL	104	100%

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

Item 4c(i)



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	2	1.92%
320 - Emergency medical service, other	1	0.96%
321 - EMS call, excluding vehicle accident with injury	60	57.69%
322 - Motor vehicle accident with injuries	1	0.96%
324 - Motor vehicle accident with no injuries.	1	0.96%
412 - Gas leak (natural gas or LPG)	1	0.96%
445 - Arcing, shorted electrical equipment	2	1.92%
500 - Service Call, other	1	0.96%
511 - Lock-out	2	1.92%
520 - Water problem, other	1	0.96%
550 - Public service assistance, other	1	0.96%
553 - Public service	2	1.92%
554 - Assist invalid	5	4.81%
561 - Unauthorized burning	1	0.96%
571 - Cover assignment, standby, moveup	2	1.92%
611 - Dispatched & cancelled en route	10	9.62%
622 - No incident found on arrival at dispatch address	3	2.88%
714 - Central station, malicious false alarm	1	0.96%
733 - Smoke detector activation due to malfunction	3	2.88%
735 - Alarm system sounded due to malfunction	1	0.96%
743 - Smoke detector activation, no fire - unintentional	1	0.96%
745 - Alarm system activation, no fire - unintentional	2	1.92%
TOTAL INCIDENTS:	104	100%

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

Item 4c(i)



Ross Valley Fire Dept

San Anselmo, CA

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Incident Type Count per Station for Date Range

Start Date: 04/01/2025 | End Date: 04/30/2025

INCIDENT TYPE	# INCIDENTS
Station: 18 - STATION 18	
321 - EMS call, excluding vehicle accident with injury	7
550 - Public service assistance, other	1
553 - Public service	1
611 - Dispatched & cancelled en route	1
714 - Central station, malicious false alarm	1
743 - Smoke detector activation, no fire - unintentional	1
# Incidents for 18 - Station 18 :	12

Station: 19 - STATION 19	
321 - EMS call, excluding vehicle accident with injury	11
322 - Motor vehicle accident with injuries	1
511 - Lock-out	2
554 - Assist invalid	2
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	4
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
# Incidents for 19 - Station 19:	23

Station: 20 - STATION 20	
131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	17
324 - Motor vehicle accident with no injuries.	1
445 - Arcing, shorted electrical equipment	1
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	2
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 20 - Station 20:	24

Station: 21 - STATION 21	
131 - Passenger vehicle fire	1
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	25
412 - Gas leak (natural gas or LPG)	1
445 - Arcing, shorted electrical equipment	1
500 - Service Call, other	1

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
520 - Water problem, other	1
553 - Public service	1
554 - Assist invalid	3
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	1
733 - Smoke detector activation due to malfunction	2
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 21 - Station 21:	45

Only REVIEWED incidents included.





ROSS VALLEY FIRE DEPARTMENT

Minutes of the Ross Valley Fire Board of April 09, 2025

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

RVFD Board Meeting

1. Call to order – 6:30 pm.

Board Present: Dowling, Burdo, Walker, Finn, Shortall, Coler, Hellman

Board Absents: Kircher, Robbins

Staff Present: Mahoney, Zuba

Town Managers Present: Abrams, Johnson

2. Chief Report – Verbal update by Fire Chief Mahoney

Recruitments: We will post Firefighter Paramedic and Wildfire Preparedness Coordinator on May 1. Four vacant FF positions. The Firefighter Explorer Academy was last month.

Incident reports: There was a structure fire in Ross with no injuries. The fire is still under investigation. Responded to a call for a bicyclist having chest pain. Bystanders administered CPR and a helicopter was called in, but unfortunately the bicyclist did not make it. There was a vehicle fire with no injuries and the fire was contained. Director Coler had a question on a particular EV bike accident involving kids. Manager Abrams responded first aid only was administered and there were no lasting injuries.

3. Open time for public expression. The public is welcome to address the Board at this time on matters not on the agenda. However, please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or that the need to take action arose following the posting of the agenda.

No public comment.

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.

No public comment.

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



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

None.

6. Announce Adjournment to Closed Session:
Convene in Closed Session: (6:40 pm)
 - a) **Conference with Labor Negotiators (Government Code 54957.6)**
 - i) Agency Designated Representative: Dave Donery
Employee Organization: Ross Valley Fire Chief Officers Association and
The Ross Valley Firefighters Association
Regarding: Labor Negotiations

Director Walker left at 7:00 pm.

No public comment.

7. Announce Action in Closed Session, if any. (7:15 pm)

Burdo: Only action taken was to give direction to the negotiator.

8. Adjourn

The next meeting is scheduled for Wednesday, May 14, 2025, in person at the San Anselmo Town Council Chambers, at 525 San Anselmo Ave. San Anselmo, CA 94960, and via zoom.

Lauren Houde

s/Lauren Houde, 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.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of May 14, 2025

To: Board Of Directors

From: Dan Mahoney, Fire Chief

Subject: Authorize the Board President to execute a Professional Services Agreement with the Town of San Anselmo that includes renewing the 2020 financial services agreement with an expanded scope and adding a human resources function.

RECOMMENDATION:

Authorize the Board President to execute a Professional Services Agreement with the Town of San Anselmo that includes renewing the 2020 financial services agreement with an expanded scope and adding a human resources function.

BACKGROUND:

In 2020, the Ross Valley Fire Department (Department) renewed its financial services agreement with the Town of San Anselmo (Town). The Town has been successfully providing fiscal services to the Department in the areas of bookkeeping, budgeting, financial reporting, auditing, accounts payable, accounts receivable, payroll management, and related fiscal functions. Since 2020, the Town and Department have identified additional efficiencies, some due to software/technology advancements that can be delivered by the Town rather than the Department, thus leading to an expanded scope relating to financial services. Each year, these financial statements are audited in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the Department has consistently received an unmodified opinion, which is the highest level of assurance an auditor can provide. This reflects the Town's commitment to fiscal responsibility, transparency, and sound financial management practices on behalf of the Fire Department.

DISCUSSION:

The Department operates with a small administrative team comprised of the Fire Chief, one Administrative Assistant, and a Battalion Chief of Administration whose focus is on administration directly related to the unique needs and demands of the fire service. It has been common practice for the department to share human resources responsibilities with

the administrative team. Over the last few years, this model has been proven to be less effective as the human resources component has grown with expectations of a single job function and not one of a Fire Chief, Administrative Assistant or Battalion Chief (Firefighter), especially for a department that now has a staff of 39 employees.

As the Department's service demands have grown, the complexity of human resources and financial compliance requirements has also increased. Specialized expertise is necessary to ensure accurate payroll processing, regulatory compliance (e.g., employment law, benefits administration, financial reporting standards), employee onboarding/offboarding, and support for external audits. Changes in state and federal employment laws, expanded reporting obligations, stricter retirement and benefit regulations, and evolving labor agreements have made human resources administration more specialized. Similarly, governmental accounting standards have become more rigorous, with new Government Accounting Standards Board (GASB) pronouncements, increased transparency expectations, and heightened scrutiny over public funds. These shifts require a higher level of expertise to ensure accurate processing, regulatory compliance, and responsive support for the Department's operational needs. The Town's experienced staff and centralized support structure enable the Department to navigate these challenges effectively while focusing on its core mission of public safety.

Hiring a full-time fiscal and/or human resources employee would exceed the Department's current budgetary capacity and would not represent an efficient use of limited resources. The cost of one full-time benefited employee is estimated at \$185,000. Contracting with the Town offers the Department a cost-effective solution by providing access to experienced professional services, ensuring that essential operational and compliance functions are performed without incurring the long-term financial and administrative commitments associated with hiring additional staff.

The use of a contractor supports the Department's goals of maintaining financial responsibility, strengthening internal controls, enhancing personnel management practices, and ensuring timely and accurate financial and human resources reporting.

Staff explored different contract options for human resources with comparable agency models and found the following:

- **Third Party Vendors** - Three vendors were contacted, two of which declined to provide human resources services without providing financial services. The other vendor quoted a cost (in March 2024) of \$40,000 - \$50,000 annually.
- **Public Agencies in Marin** - Two similarly sized fire/law agencies in Marin are paying between \$50,000 - \$100,000 for human resources functions.

Because the Town is already providing fiscal services, there is a cost efficiency in including human resources, as these two functions are linked. For example, human resources and payroll must handle tax reporting, maintain proper employee classifications and records, and ensure compliance with myriad overlapping laws. In addition, the physical proximity of the Department and the Town of San Anselmo creates efficiencies in operations related to records management, meetings, and general communication.

The approval of this contract is necessary to maintain the Department's operational integrity and ensure compliance with legal, fiscal, and personnel requirements. In addition, it will allow the Department to responsibly manage internal operations, meet fiduciary duties, and support continued growth and service delivery without overextending limited resources.

FISCAL IMPACT:

The current FY 24/25 finance agreement is \$95,555. The proposed agreement will have a cost increase of \$40,445 for a total of \$136,000 for FY 25/26. Below are the fiscal impacts for this FY 24/25 and FY 25/26.

- Fiscal impacts for FY 25/26 will be cost-neutral as staff were able to adjust other line items to allow for the increase in cost for the new agreement.
- Fiscal impacts for the remainder of FY 24/25 relating to this agreement will be \$9,000 (April - June 2025).

ATTACHMENT:

Attachment #1: Professional Services Agreement with Town of San Anselmo for fiscal and human resources services

**AMENDED AND RESTATED PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN THE ROSS VALLEY FIRE DEPARTMENT AND THE TOWN OF SAN ANSELMO**

This Amended and Restated Professional and Financial Services Agreement (“Agreement”) dated _____ (“Effective Date”) is entered into by and between the Ross Valley Fire Department, a California Joint Powers Authority (“RVFD”) and Town of San Anselmo, a California Municipal Corporation (“Town”, collectively the “Parties”) with respect to the following:

RECITALS

WHEREAS, the RVFD is a consolidated fire protection Joint Powers Authority established pursuant to the California Joint Exercise of Powers Act (Government Code Sections 6500 *et seq.*, the “Act”) whose member agencies are the Town of San Anselmo, the Town of Fairfax, the Town of Ross, and the Sleepy Hollow Fire Protection District; and

WHEREAS, the Act allows member agencies to enter into contracts with each other; and

WHEREAS, on July 1, 2020, the Town and RVFD entered into a contract for financial services, whereby the Parties agreed that the Town would provide certain financial services for RVFD, and an addendum to said agreement on October 13, 2021 (collectively, the “Original Agreement”); and

WHEREAS, the Parties now desire to expand the scope of services the Town will provide to RVFD to include human resource professional services; and

WHEREAS, the Parties now desire to amend and restate the Original Agreement as set forth herein to reflect the additional services to be provided by the Town to RVFD.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties hereby agree to amend and restate the Original Agreement as follows:

AGREEMENT

- 1) TERM OF AGREEMENT. This Agreement shall commence on the Effective Date stated above and shall continue in full force and effect for an indefinite term until terminated as set forth in this Agreement.
- 2) AMENDED AND RESTATED AGREEMENT; EARLIER AGREEMENTS SUPERSEDED. This Agreement between the Parties supersedes all other earlier written and verbal agreements between the Town and RVFD regarding the subject matter herein, which earlier understandings and agreements are hereby revoked, superseded, and terminated
- 3) SERVICES. Subject to the terms and conditions set forth in this Agreement, the Town shall provide to the RVFD the services described in Exhibits “B,” and “C”. The Town shall provide said services at the time, place, and in the manner specified in Exhibit “A.” In the event of a

conflict between this Agreement and any Exhibit or other document relating to the scope of services or payment, the terms of this Agreement shall control.

- 4) PAYMENT. RVFD shall pay the Town for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "D." The payments specified in Exhibit "D" shall be the only payments to be made to the Town for services rendered pursuant to this Agreement. The Town shall submit all billings for said services to the RVFD in the manner specified in Exhibit "D."
- 5) FACILITIES AND EQUIPMENT. The Town shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement. RVFD agrees to guarantee access and make provisions for the Town to enter RVFD property to do its work and make available all pertinent data and records for review.
- 6) GENERAL PROVISIONS. The general provisions set forth in Exhibit "A" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "A" shall control.
- 7) INSURANCE REQUIREMENTS. The insurance requirements set forth in Exhibit "E" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "E" shall control.
- 8) EXHIBITS. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.
- 9) ANTI-DISCRIMINATION AND ANTI-HARASSMENT. The Town and/or any subcontractor of the Town shall not unlawfully discriminate against or harass any individual, including, but not limited to, any employee or volunteer of the RVFD based on race, color, religion, nationality, sex, sexual orientation, age, or condition of disability in the provision of Services under this Agreement. The Town and/or any subcontractor understands and agrees that the Town and/or any subcontractor is bound by and will comply with the anti-discrimination and anti-harassment mandates of all Federal, State, and local statutes, regulations, and ordinances, including, but not limited to, RVFD Personnel Management Regulation, which shall be provided to the Town.
- 10) CONFIDENTIALITY. During performance of this Agreement, the Town may gain access to and use RVFD information, including but not limited to confidential Human Resources and Financial information, data, and other vital information (hereafter collectively referred to as "RVFD Information"). The Town agrees to protect and hold in strict confidence all RVFD information and treat it as strictly confidential, and further agrees that the Town shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any

RVFD information to a third party without the prior written consent of RVFD. In addition, the Town shall comply with any RVFD policies governing the use of RVFD's network and technology systems, which policies shall be provided to the Town. A violation by the Town of this section shall be a material violation of this Agreement.

- 11) RECORDS MANAGEMENT AND RETENTION: The Town shall follow RVFD's record retention schedule for the maintenance and destruction of documents related to the work performed under this contract, which record retention schedule shall be provided to the Town.
- 12) FINANCIAL INTEGRITY: If any act or omission under this Agreement by the Town and its staff presents a reasonable perceived or potential risk to the public funds/monies being handled or controlled by the Town on RVFD's behalf, RVFD shall notify the Town of the concern by email, telephone and in writing. If the Town fails to correct the concern within thirty (30) days after receipt of written notice, RVFD may suspend this Agreement until such time as this concern has been corrected. The decision of RVFD as to the existence of such a risk or concern and its resolution shall be final, but the Town shall be permitted to present its response to the RVFD Board of Directors either in writing or orally or both before any such final decision is rendered. Should the RVFD Board of Directors determine that there is no reasonable risk and/or the concerns have been addressed by the Town, then no action shall be taken and the Agreement shall remain in effect.
- 13) AMENDMENTS. This Agreement may only be amended in writing by mutual consent of both parties in writing.
- 14) JURISDICTION AND VENUE. This Agreement shall be construed under the laws of the State of California. Venue shall be the Marin County Superior Court or the United States District Court of Northern California.
- 15) NOTICE. This Agreement shall be managed by the individuals listed below unless otherwise changed in writing by either party:

For RVFD: Dan Mahoney, Fire Chief, or designee
 Ross Valley Fire Department
 777 San Anselmo Ave
 San Anselmo, CA 94960
 (415) 601-9095
 dmahoney@rossvalleyfire.org

For the Town: David Donery, Town Manager, or designee
 Town of San Anselmo
 525 San Anselmo Avenue
 San Anselmo, CA 94960
 (415) 258-4652
 ddonery@sananselmo.gov

16) SEVERABILITY. If any part, term or provision of this Agreement is held to be illegal, in conflict with any law or otherwise invalid, the remaining portion or portions shall be considered severable and not be affected by such determination, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provisions held to be illegal or invalid.

17) COUNTERPARTS AND ELECTRONIC SIGNATURES. This Agreement may be executed by each party in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one binding document. Both parties may execute this agreement via electronic signature and deliver via electronic means.

18) ENTIRE AGREEMENT. This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between RVFD and the Town. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.

19) EXHIBITS. The following Exhibits are attached and incorporated to this agreement

Exhibit A – General Provisions

Exhibit B – Services Provided - Financial

Exhibit C – Services Provided - Human Resources

Exhibit D – Payments and Fees

Exhibit E – Insurance Requirements

EXECUTED as of the day first above-stated.

Steve Burdo, Board President

Date

Dave Donery, San Anselmo Town Manager

Date

EXHIBIT A

General Provisions

- 1) INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, the Town shall be an independent contractor and shall not be an employee of RVFD. RVFD shall have the right to control the Town only insofar as the results of the Town's services rendered pursuant to this Agreement; however, RVFD shall not have the right to control the means by which the Town accomplishes services rendered pursuant to this Agreement.
- 2) RELATIONSHIP BETWEEN THE PARTIES. It is expressly understood that in the performance of the services herein, the Town, and the agents and employees thereof, shall act in an independent capacity and not as officers, employees or agents of the RVFD. The Town shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.
- 3) LICENSES, PERMITS, ETC. The Town represents and warrants to RVFD that the Town has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for the Town to practice the services required under this Agreement. The Town represents and warrants to RVFD that the Town shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for the provision of services under this Agreement.
- 4) STANDARD ACCOUNTING & FISCAL PRACTICES. Standard and sound public entity accounting and fiscal procedures and practices shall guide all the Town personnel performing financial services under this Agreement. RVFD and the Town shall have the opportunity to review and provide input during the formulation and identification of all such accounting and fiscal procedures and practices applicable to the Town's performance hereunder. RVFD reserves the right to modify financial practices and standards to conform with any changes required by law. The Town will have 30 days from the time of notification in writing to institute changes unless a different time period is agreed upon in writing by the Parties.
- 5) TIME. The Town shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of the Town's obligations pursuant to this Agreement.
- 6) CONTRACTOR NOT AN AGENT. Except as RVFD may specify in writing, the Town shall have no authority, express or implied, to act on behalf of RVFD in any capacity whatsoever as an agent. The Town shall have no authority, express or implied, pursuant to this Agreement, to bind RVFD to any obligation whatsoever.
- 7) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. The rights, responsibilities and duties under this Agreement are personal to the Town and may not be transferred or assigned without the express prior

written consent of RVFD, which consent shall not be unreasonably withheld. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

- 8) PERSONNEL. The Town shall assign only competent personnel to perform services pursuant to this Agreement. In the event that RVFD, in its reasonable discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by the Town to perform services pursuant to this Agreement, the Town shall remove any such person from the performance of services under this Agreement immediately upon receiving written notice from RVFD of the desire of RVFD for the removal of such person or persons.
- 9) STANDARD OF PERFORMANCE. The Town shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which the Town is engaged in the geographical area in which the Town practices the profession.
- 10) TERMINATION.
 - a) Without Cause. Either Party may terminate this Agreement without cause upon thirty (30) days' written notice delivered by registered mail.
 - b) Cause. Either Party may terminate this agreement for cause upon fifteen (15) days' written notice delivered by registered mail, and the notified Party's failure to cure or correct the cause of termination to the reasonable satisfaction of the party giving such notice within said fifteen (15) day period.
 - c) Effect of Termination. Upon receipt of a notice of termination, neither Party shall incur additional obligations under any provision of this Agreement without prior written agreement.
 - d) Return of Documents. Upon termination, any and all RVFD documents and/or materials provided to the Town, and any and all of the Town's documents and/or materials prepared in relation to the performance of its duties under this Agreement, shall be delivered to RVFD no later than thirty (30) days after termination.
 - e) Compensation for Work Performed. In the event this Agreement is terminated pursuant to this Section, RVFD shall pay the Town the actual value of the work performed up to the time of termination. Upon termination, the Town will submit an invoice to RVFD of outstanding work performed.
- 11) INDEMNIFY AND HOLD HARMLESS. the Town shall indemnify, defend, and hold harmless the RVFD, its officers, agents, employees and volunteers from all claims, suits, or actions of every name, kind and description, in connection with its performance under this Agreement. It is understood that the duty of the Town to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve the Town from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

- 12) COMPLIANCE WITH APPLICABLE LAWS. The Town shall comply with all Federal, State and local laws, rules, regulations, ordinances and resolutions.
- 13) PROHIBITED INTERESTS. No employee of the RVFD shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the RVFD if this provision is violated.
- 14) CONFLICT OF INTEREST. The Town covenants and declares that other than this Agreement, it has no holdings or interests within the RVFD, nor business holdings, contracts or agreements with any official, employee, or other representative of RVFD. The Town further covenants that it shall not enter into any agreement or otherwise acquire any holdings or interests that would hinder the Town's performance of services under this Agreement.

Exhibit B

Finance Functions

The following functions are all such services rendered by the Town to RVFD.

Budgeting

Prepare, analyze, and administer the RVFD budget. Collaborate with the Fire Chief to prepare, analyze, and administer the budget, ensuring effective financial management and resource allocation.

Accounting

Manage accounts payable and receivable, general ledger, and financial reporting. Oversee the management of accounts payable and receivable, ensuring timely processing of payments and collections to maintain accurate financial records. Maintain the general ledger, reconciling accounts, and tracking financial transactions to ensure accuracy and compliance. Prepare and analyze financial reports to support strategic decision-making and ensure transparency in financial operations.

Payroll

Calculate wages, withhold taxes, distribute paychecks or direct deposits, ensure compliance with local, state, and federal regulations, and generate applicable tax documents such as W-2s and 1099's, maintain payroll records and assist with employee onboarding and offboarding with respect to payroll issues. Ensure that all employee paychecks are accurate based on current agreements (Memorandum of Understanding or Resolutions).

Cash Management

Manage cash and investments by monitoring cash flow, optimizing liquidity, and ensuring funds are allocated efficiently to meet operational needs.

Debt Management

Manage RVFD's debt.

Financial Reporting

Prepare and publish financial reports.

Auditing

Coordinate internal and external audits to ensure compliance. Coordinate internal and external audits to uphold compliance with financial regulations and policies, maintaining transparency and accountability in all financial operations

Risk Management

Develop loss control programs to manage risk and expenses.

Grants

Manage the financial aspects of grants received.

Capital Assets

Manage equipment purchased and used by RVFD. Maintain an inventory of capital assets in accordance with GASB guidelines. Ensure timely depreciation tracking, disposal documentation, and annual inventory reconciliation.

Exhibit C

Human Resource Functions

The following functions are all such services rendered by the Town to RVFD.

Recruitment and Staffing

Develop and execute recruitment strategies to attract and hire qualified candidates. This involves identifying staffing needs, advertising open positions, managing job postings, screening applications, coordinating interviews, coordinating background checks and communicating with applicants. Coordinate the on and offboarding process and separations.

Employee Relations

Serve as a point of contact for all employees' concerns, including concerns related to the Fire Chief of RVFD. Foster positive relationships between RVFD and its employees. Promote a fair and respectful workplace. Work collaboratively with RVFD to manage labor relations. This involves assisting with negotiating collective bargaining agreements, managing collective bargaining agreements, and interpreting and administering the terms of said agreements. Responsibilities also include coordinating and ensuring compliance with all relevant State and Federal labor laws, including ADA, CFRA, FLSA, FMLA, PDL, and other applicable regulations and leave programs. Serve as a point of contact for RVFD employees with questions on these regulations and programs. Services may also include administrative support only to the Fire Chief of RVFD when handling investigations, employee relations issues, addressing grievances, managing disciplinary actions, and ensuring compliance with labor relations laws and collective bargaining agreements.

Compensation and Benefits Administration

Manage the RVFD's compensation structure, including salaries, wages, and benefits packages. This involves administering payroll, managing employee benefits (CalPERS, health insurance, retirement plans, etc.), retiree benefits/compensation, and ensuring compliance with relevant regulations. Research salary structures and pay scales.

Workers' Compensation

Manage and track employees who are on leave pursuant to California Labor Code section 4850. Ensure workers' compensation payments are accurate and update RVFD on employee work status.

Performance Management

Ensure all Performance Appraisals are completed for Memorandum of Understanding Step increase requirements. Work collaboratively with RVFD to implement current best practices in the RVFD Performance Management Program.

Employee Records Management:

Maintain payroll information. Work collaboratively with RVFD to maintain accurate and confidential employee records (Personnel Folder).

Policy Development and Implementation:

Work collaboratively with RVFD in developing and implementing personnel policies .

EXHIBIT D

Payments and Fees

1) Pricing shall be as follows:

The total contract price for services rendered by the Town under this Agreement shall be \$136,000 annually for the first year.

The compensation for services under this Agreement shall increase annually by 3%, effective starting July 1, 2026.

The total contract price for services rendered by the Town under this Agreement shall be billed quarterly.

2) The payments shall constitute all compensation to the Town for all costs of services, including but not limited to, direct costs of labor of employees engaged by the Town, phone charges, copying charges, software licenses, data requests, etc.

3) Any additional meetings or work required beyond that set forth in **Exhibit "B & C"** shall be mutually agreed to in writing by the RVFD and the Town, and shall be billed on a time and materials basis to RVFD and shall be considered an amendment to this Agreement.

EXHIBIT E

Insurance Requirements

The Town shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Town, its agents, representatives, or employees.

1) **MINIMUM SCOPE AND LIMITS OF INSURANCE**

a) Commercial General Liability coverage with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance, each in the amount of \$1,000,000 per accident for bodily injury or disease.

d) Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$1,000,000 per occurrence.

2) **ACCEPTABILITY OF INSURER.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the RVFD.

3) **VERIFICATION OF COVERAGE.** The Town shall furnish the RVFD with proof of insurance as required by this Exhibit D.

4) **SUBCONTRACTORS.** The Town shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of the Town to verify existence of subcontractor's insurance shall not relieve the Town from any claim arising from subcontractor's work on behalf of the Town.

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of May 14, 2025

To: Board Of Directors

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

Subject: Fiscal Year 2025-2026 Proposed Budget

RECOMMENDATION:

Staff recommends that the Board review and consider the proposed Fiscal Year 2025-2026 budget and provide recommendations to staff. Any recommended changes by the Board will be incorporated into the final budget that will be submitted for approval at the June meeting.

DISCUSSION/ANALYSIS:

The Ross Valley Fire Department Joint Powers Agreement (JPA) requires that, no later than June 1st of each year, the Executive Officer and Fire Chief present a recommended budget to the Board for the upcoming fiscal year. The Board must adopt a final budget no later than June 15th. The proposed budget has been discussed with the Management team at several meetings.

This year's budget document includes summary pages for the General Fund and all other funds. Each summary provides an overview of projected revenues and expenditures, along with beginning and ending fund balances.

The FY 2025-2026 budget was prepared by staff using revenue and expense projections for the next fiscal year. The total proposed General Fund operating budget for FY 2025-2026 is \$15,433,332 which includes \$15,045,407 for the General Fund and a fund transfer of \$387,925 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions based on the cost-sharing percentages are as follows:

Prior Authority:

Town of San Anselmo	52.90%
Town of Fairfax	30.40%
Sleepy Hollow Fire Protection District	16.70%

Expanded Authority:

Town of San Anselmo	40.53%
Town of Fairfax	23.30%
Town of Ross	23.37%
Sleepy Hollow Fire Protection District	12.80%

The proposed FY 2025–26 budget includes implementation of the Third Amendment to the RVFD JPA. Section 24.5 of the amendment addresses the operational impacts related to the planned closure of the Ross Fire Station, effective July 1, 2025.

As outlined in the Third Amendment, the Authority’s annual operating costs will be reduced through the removal of one fire engine from the vehicle replacement schedule and the reclassification of three (3) Captain positions and three (3) Engineer positions to six (6) Firefighter/Paramedic positions. The cost savings from these personnel changes will be determined at the time of each transition, based on the differential in salary and fully burdened benefit costs between the affected classifications.

It is important to note that the current savings estimate of \$323,283 (see Attachment #1, Page 5 Fire Service Cost by Agency) for the Town of Ross reflects the implementation of five (5) of the six (6) planned personnel transitions, along with the removal of one fire engine from the vehicle replacement schedule. The full savings associated with all six transitions will not be realized immediately, as the timing depends on the resignation or retirement of incumbent employees. Final transitions are expected to be completed in early 2026. Additionally, the projected savings remain contingent on the successful negotiation and implementation of successor Fire Chief Officers Association and Firefighters Association Memorandum of Understandings (MOU) effective July 1, 2025. The savings amount is spread to the other members of the JPA based on the priority authority formula.

The Operating Budget is funded by member contributions of \$3,554,197 from Fairfax, \$2,595,544 from Ross, \$6,182,889 from San Anselmo, and \$1,952,511 from Sleepy Hollow. Outside revenues are estimated at \$1,148,190.

Vehicle/SCBA Fund: The proposed Apparatus Replacement contribution from the member agencies is \$387,925. There is one new acquisition planned in FY2025-2026 in addition to the fourth installment of loan repayment of \$169,117 to PNC Equipment Lease for 2022 Pierce Enforcer 1500 GPM Pumper.

Total General Fund expenses have increased by \$525,860 from the Adopted 2024-2025 budget (a 3.53% increase). The following items have contributed to the increase, including:

Items impact the Budget approved by the Board

- Estimated increases have been included in salaries and benefits as negotiations are still in progress.

Items impact the Budget outside the control of the Department

- Marin County Fire Department dispatch contract increasing 4.0% due to an increase to RVFD call volume.
- Employer Contribution Rates for both Classic and PEPRAs employees have increased.
- Increases in the Prior Authority Unfunded Liability payment to CalPERS affecting Fairfax, San Anselmo, and Sleepy Hollow Fire Protection District

- Estimated health insurance premiums increased for 6 months.
- Estimated premium increases for liability and workers' compensation insurance.
- During the budget development, in consideration of the increased expenses, staff and management have made considerable efforts to limit cost increases for FY2025-2026.

In addition, the Department also developed a five-year financial forecast for operating during the budget process. The goal is to provide perspective and analysis of what will happen if current financial decisions and operational practices continue into the future. The financial forecast illustrates the impacts on each of its member agencies and will help the Board and member agencies understand their ability to fund the current level of services and determine if it is likely to be sustainable.

Ross Valley Fire Department Five-Year Financial Forecast

Item	Projected FY2024-25	Projected FY2025-26	Projected FY2026-27	Projected FY2027-28	Projected FY2028-29	Projected FY2029-30
Prior Year Credit	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Revenue	\$15,134,835	\$15,433,331	\$16,218,509	\$17,317,117	\$18,315,180	\$19,070,528
Total Expense	\$15,654,066	\$15,433,331	\$16,218,509	\$17,317,117	\$18,315,180	\$19,070,528
Surplus/(Gap)	(\$519,231)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Member Contrib.						
Fairfax	\$3,310,424	\$3,554,197	\$3,749,878	\$4,017,214	\$4,266,663	\$4,487,196
Ross	2,826,207	2,595,544	2,717,738	2,903,777	3,058,636	3,218,252
San Anselmo	5,758,752	6,182,889	6,523,310	6,988,376	7,422,338	7,805,979
Sleepy Hollow	1,818,595	1,952,511	2,060,009	2,206,871	2,343,906	2,465,057
Sub-Total	\$13,718,798	\$14,285,142	\$15,050,934	\$16,116,238	\$17,091,544	\$17,976,484
% Change from Prior Year		4.16%	5.36%	7.08%	6.05%	5.18%

Attachment II shows a more detailed listing of revenues and expenses from FY2025- 26 through FY2029- 30.

FISCAL IMPACT:

The total proposed General Fund operating budget for FY 2025-2026 is \$15,433,332, including \$15,045,407 for the General Fund and a fund transfer of \$387,925 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions of \$3,554,197 from Fairfax, \$2,595,544 from Ross, \$6,182,889 from San Anselmo, and \$1,952,511 from Sleepy Hollow. Outside revenues are estimated at \$1,148,190. Member contribution increases include: \$243,773 for Fairfax, (\$230,663) for Ross, \$424,137 for San Anselmo, and \$133,916 for Sleepy Hollow.

The estimated total beginning fund balance for FY 2025-2026 is \$3,831,775, of which \$251,122 is Apparatus Replacement, \$3,125,351 is Unassigned, \$28,300 is non-spendable, \$200,593 is Compensated Absences, \$106,409 is Technology, and \$120,000 is Breathing Apparatus.

Estimated ending fund balance is \$3,982,438 of which \$401,785 is Apparatus Replacement, \$3,125,351 is Unassigned, \$28,300 is non-spendable, \$200,593 is Compensated Absences, \$106,409 is Technology, and \$120,000 is Breathing Apparatus.

ATTACHMENTS:

Attachment #1: FY2025-26 Proposed Budget

Attachment #2: Five-Year Financial Forecast from FY2025-26 through FY2029-30

Ross Valley Fire Department - 2025-2026 Proposed Budget Summary

	2024-2025	2024-2025	2024-2025	2025-2026	Change
	Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	
Fund: 01 - GENERAL FUND					
Beginning Fund Balance	3,979,884	3,979,884	3,979,884	3,460,653	
Revenue					
00 - UNDESIGNATED	14,907,472	15,134,835	15,134,835	15,433,332	525,860
Expense					
00 - UNDESIGNATED	13,148,897	13,413,898	13,413,898	13,656,974	508,077
05 - ADMINISTRATION	374,555	374,555	374,555	456,532	81,977
10 - OPERATIONS	838,494	1,320,088	1,320,088	858,423	19,929
14 - FACILITIES	319,503	319,503	319,503	277,594	(41,909)
15 - COMMUNITY RISK REDUCTION	14,496	14,496	14,496	14,784	288
25 - FLEET	211,527	211,527	211,527	169,025	(42,502)
Total Expense	14,907,472	15,654,066	15,654,066	15,433,332	525,860
Ending Fund Balance	3,979,884	3,460,653	3,460,653	3,460,653	
Fund: 15 - APPARATUS FUND/SCBA					
Beginning Fund Balance	504,024	504,024	504,024	371,122	
Revenue					
00 - UNDESIGNATED	376,626	641,626	641,626	387,925	11,299
Expense					
00 - UNDESIGNATED	509,528	774,528	774,528	237,262	(272,266)
Ending Fund Balance	371,122	371,122	371,122	521,785	
Beginning Fund Balance - All Funds	4,483,908	4,483,908	4,483,908	3,831,775	
Total Revenue - All Funds	15,284,098	15,776,461	15,776,461	15,821,257	537,159
Total Expense - All Funds	15,417,000	16,428,594	16,428,594	15,670,594	253,594
Surplus/(Deficit)	(132,903)	(652,133)	(652,133)	150,663	
Ending Fund Balance - All Funds	4,351,005	3,831,775	3,831,775	3,982,438	
Fund Balances	2024-2025	2024-2025	2024-2025	2025-2026	
Nonspendable	28,300	28,300	28,300	28,300.00	
Compensated Absences	200,593	200,593	200,593	200,593	
Technology	106,409	106,409	106,409	106,409	
Apparatus Replacement	339,193	251,122	251,122	401,785	
Breathing Apparatus	120,000	120,000	120,000	120,000	
Prior Authority OPEB	-	-	-	-	
Unassigned	3,252,691	3,125,351	3,125,351	3,125,351	
Total	4,047,186	3,831,775	3,831,775	3,982,438	

Ross Valley Fire Department - 2025-2026 Proposed Budget

		2024-2025	2024-2025	2024-2025	2025-2026		
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change	
Fund: 01 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
01.00.47501.00	FAIRFAX	2,729,988	2,729,988	2,729,988	2,917,976	187,988	6.89%
01.00.47502.00	ROSS	2,738,189	2,738,189	2,738,189	2,504,886	(233,303)	-8.52%
01.00.47503.00	SAN ANSELMO	4,748,772	4,748,772	4,748,772	5,075,839	327,067	6.89%
01.00.47504.00	SLEEPY HOLLOW	1,499,736	1,499,736	1,499,736	1,603,007	103,271	6.89%
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	80,000	80,000	80,000	82,400	2,400	3.00%
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	1,540,667	1,540,667	1,540,667	1,713,109	172,442	11.19%
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROGRAM	317,511	317,511	317,511	294,127	(23,384)	-7.36%
01.00.49501.00	COUNTY OF MARIN	266,875	266,875	266,875	279,779	12,904	4.84%
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	-	-	-	-	
01.00.49506.00	RVPA RENTAL	8,360	17,138	17,138	-	(8,360)	-100.00%
01.00.49507.00	LAIF INTEREST	25,000	25,000	25,000	15,000	(10,000)	-40.00%
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290	47,290	47,290	47,290	-	0.00%
01.00.49510.00	PLAN CHECKING FEES	285,000	335,000	335,000	330,000	45,000	15.79%
01.00.49511.00	RE-SALE INSPECTION FEES	50,000	-	-	-	(50,000)	-100.00%
01.00.49512.00	MISCELLANEOUS INCOME	10,000	10,000	10,000	10,000	-	0.00%
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	218,585	218,585	-	-	
01.00.49517.00	WILDFIRE PREPAREDNESS COORDINATOR	96,740	96,740	96,740	99,474	2,734	2.83%
01.00.49523.00	APPARATUS REPLACEMENT	376,626	376,626	376,626	387,925	11,299	3.00%
01.00.49524.00	TECHNOLOGY FEES	26,718	26,718	26,718	27,520	802	3.00%
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	15,000	-	(15,000)	-100.00%
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	15,000	15,000	-	0.00%
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	15,000	15,000	-	0.00%
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	15,000	15,000	-	0.00%
01.00.49527.00	MWPA Defensible Space	-	-	-	-	-	
01.00.49528.00	MWPA Local Funds	-	-	-	-	-	
Total Revenue		14,907,472	15,134,835	15,134,835	15,433,332	525,860	
Expense							
Department: 00 - UNDESIGNATED							
01.00.60000.00	REGULAR SALARIES	5,698,118	5,698,118	5,698,118	5,772,816	74,698	1.31%
01.00.60010.00	TEMPORARY HIRE	17,389	17,389	17,389	17,389	-	0.00%
01.00.60020.00	MINIMUM STAFFING	831,694	831,694	831,694	873,279	41,585	5.00%
01.00.60021.00	HOURLY OVERTIME	106,448	106,448	106,448	111,770	5,322	5.00%
01.00.60024.00	SHIFT DIFFERENTIAL OT	24,113	24,113	24,113	25,319	1,206	5.00%
01.00.60026.00	OT TRAINING	80,576	80,576	80,576	84,605	4,029	5.00%
01.00.60027.00	HOLIDAY	247,176	247,176	247,176	273,713	26,537	10.74%
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	37,177	37,177	37,177	33,943	(3,234)	-8.70%
01.00.60029.00	FLSA O/T	121,432	121,432	121,432	122,731	1,299	1.07%
01.00.60030.00	S/L BUY BACK	4,000	4,000	4,000	-	(4,000)	-100.00%
01.00.60035.00	ACCURED LEAVE PAYOUT	50,000	50,000	50,000	50,000	-	0.00%
01.00.60039.00	EXECUTIVE OFFICER	3,600	3,600	3,600	3,600	-	0.00%
01.00.60040.00	BOARD MEMBER STIPEND	8,000	8,000	8,000	8,000	-	0.00%
01.00.60100.00	RETIREMENT	1,290,541	1,290,541	1,290,541	1,253,110	(37,431)	-2.90%
01.00.60100.00	PRIOR AUTHORITY RETIREMENT	1,540,667	1,540,667	1,540,667	1,713,109	172,443	11.19%
01.00.60200.00	CAFETERIA HEALTH PLAN	1,085,000	1,085,000	1,085,000	1,195,000	110,000	10.14%
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	43,641	43,641	43,641	64,688	21,047	48.23%
01.00.60215.00	WORKERS' COMPENSATION INSURANCE	548,561	548,561	548,561	630,845	82,284	15.00%
01.00.60220.00	PAYROLL TAXES	108,331	108,331	108,331	110,637	2,306	2.13%
01.00.60223.00	UNIFORM REIMBURSEMENT	28,080	28,080	28,080	28,080	-	0.00%
01.00.60225.00	EDUCATION REIMBURSEMENT	139,341	139,341	139,341	162,930	23,589	16.93%
01.00.60231.00	RETIREEES' HEALTH INSURANCE	638,423	638,423	638,423	605,337	(33,086)	-5.18%
01.00.61115.00	LIABILITY INSURANCE	78,454	78,454	78,454	81,964	3,510	4.47%
01.00.62999.00	CONTINGENCY	41,510	41,510	41,510	46,184	4,674	11.26%
01.00.67099.00	TRANSFERS OUT - APPARATUS	376,626	641,626	641,626	387,925	11,299	3.00%
Total Undesignated		13,148,897	13,413,898	13,413,898	13,656,974	508,077	

Ross Valley Fire Department - 2025-2026 Proposed Budget

		2024-2025	2024-2025	2024-2025	2025-2026		
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change	
Department: 05 - ADMINISTRATION							
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	33,552	33,552	33,552	34,559	1,007	3.00%
01.05.61105.00	OTHER CONTRACT SERVICES	73,626	73,626	73,626	93,334	19,708	26.77%
01.05.61107.00	ATTORNEY/LEGAL FEES	18,000	18,000	18,000	18,540	540	3.00%
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,900	2,900	2,900	2,900	-	0.00%
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	95,555	95,555	95,555	136,000	40,445	42.33%
01.05.61121.00	COMPUTER SOFTWARE/IT SUPPORT	36,661	36,661	36,661	47,761	11,100	30.28%
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	8,960	8,960	8,960	13,229	4,269	47.64%
01.05.61127.00	HEALTH AND WELLNESS	58,991	58,991	58,991	58,991	-	0.00%
01.05.61129.00	HIRING EXPENSES	16,000	16,000	16,000	20,000	4,000	25.00%
01.05.61300.00	PUBLICATIONS AND DUES	10,162	10,162	10,162	10,467	305	3.00%
01.05.62000.00	OFFICE SUPPLIES	5,100	5,100	5,100	5,253	153	3.00%
01.05.62003.00	POSTAGE	1,115	1,115	1,115	1,148	33	2.96%
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	13,932	13,932	13,932	14,350	418	3.00%
Total Administration		374,555	374,555	374,555	456,532	81,977	
Department: 10 - OPERATIONS							
01.10.60065.02	EXPLORER POST	9,548	9,548	9,548	9,835	287	3.01%
01.10.61000.00	TRAINING AND EDUCATION	48,260	48,260	48,260	49,708	1,448	3.00%
01.10.61100.00	DISPATCH	386,830	868,424	868,424	402,321	15,491	4.00%
01.10.61101.00	RADIO REPAIR	5,305	5,305	5,305	5,464	160	3.01%
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,030	1,030	1,030	1,030	-	0.00%
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	10,332	10,332	10,332	13,998	3,666	35.48%
01.10.61110.00	MERA OPERATING EXPENSE	107,339	107,339	107,339	110,559	3,220	3.00%
01.10.61410.00	EQUIPMENT MAINTENANCE	12,625	12,625	12,625	13,004	379	3.00%
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,612	4,612	4,612	4,750	138	2.98%
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	41,200	41,200	41,200	42,436	1,236	3.00%
01.10.62210.00	BREATHING APPARATUS	7,320	7,320	7,320	7,540	220	3.00%
01.10.62211.00	BREATHING APPARATUS-CONTRACT	7,758	7,758	7,758	7,991	233	3.00%
01.10.62213.00	PROTECTIVE CLOTHING	40,548	40,548	40,548	41,764	1,216	3.00%
01.10.63131.00	EQUIPMENT	41,200	41,200	41,200	30,000	(11,200)	-27.18%
01.10.63140.00	HYDRANTS	41,281	41,281	41,281	42,519	1,238	3.00%
01.10.63150.00	COMMUNICATIONS EQUIPMENT	22,947	22,947	22,947	23,635	688	3.00%
01.10.63160.00	TURNOUTS	50,359	50,359	50,359	51,870	1,511	3.00%
Total Operations		838,494	1,320,088	1,320,088	858,423	19,929	
Department: 14 - FACILITIES							
01.14.61500.00	BUILDING MAINTENANCE AND LANDSCAPING	18,500	18,500	18,500	18,500	-	0.00%
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000	15,000	15,000		(15,000)	
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000	15,000	15,000	15,000	-	
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000	15,000	15,000	15,000	-	
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000	15,000	15,000	15,000	-	
01.14.61702.00	GAS AND ELECTRIC	67,500	67,500	67,500	55,000	(12,500)	-18.52%
01.14.61703.00	WATER	11,750	11,750	11,750	9,500	(2,250)	-19.15%
01.14.61704.00	SEWER	4,532	4,532	4,532	5,483	951	20.98%
01.14.61705.00	TELEPHONE	84,721	84,721	84,721	72,263	(12,458)	-14.70%
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	10,609	10,609	10,609	10,927	318	3.00%
01.14.62501.00	FURNISHINGS	8,487	8,487	8,487	8,487	-	0.00%
01.14.63040.00	APPLIANCES	5,150	5,150	5,150	5,305	155	3.01%
01.14.63041.00	OFFICE EQUIPMENT	10,609	10,609	10,609	10,609	-	0.00%
01.14.63042.00	EXERCISE EQUIPMENT	10,927	10,927	10,927	9,000	(1,927)	-17.64%
01.14.63044.00	TECHNOLOGY PURCHASES	26,718	26,718	26,718	27,520	802	3.00%
Total Facilities		319,503	319,503	319,503	277,594	(41,909)	

Ross Valley Fire Department - 2025-2026 Proposed Budget

		2024-2025	2024-2025	2024-2025	2025-2026		
		Adopted Budget	Revised Budget	Estimated Actual	Proposed Budget	Change	
Department: 15 - COMMUNITY RISK REDUCTION							
01.15.61131.00	FIRE PREVENTION	4,880	4,880	4,880	4,880	-	0.00%
01.15.62220.00	COMMUNITY EDUCATION & PREP.	9,616	9,616	9,616	9,904	288	3.00%
Total Community Risk Reduction		14,496	14,496	14,496	14,784	288	
Department: 25 - FLEET							
01.25.61411.00	BURN TRAILER MAINTENANCE	10,162	10,162	10,162	-	(10,162)	-100.00%
01.25.61600.00	FLEET MAINTENANCE/REPAIRS	124,115	124,115	124,115	100,000	(24,115)	-19.43%
01.25.61601.00	VEHICLE LEASE	-	-	-	-	-	
01.25.62988.00	FUEL	59,225	59,225	59,225	51,000	(8,225)	-13.89%
01.25.62989.00	FLEET PARTS	18,025	18,025	18,025	18,025	-	0.00%
Total Fleet		211,527	211,527	211,527	169,025	(42,502)	
Total Expenses		14,907,472	15,654,066	15,654,066	15,433,332	525,860	
Fund: 15 - VEHICLE FUND / SCBA							
Revenue							
Department: 00 - UNDESIGNATED							
15.00.49512.00	PROCEED OF SALES	-	-	-	-	-	
15.00.51999.00	TRANSFERS IN	376,626	641,626	641,626	387,925	11,299	
Total Revenue		376,626	641,626	641,626	387,925	11,299	
Expense							
Department: 00 - UNDESIGNATED							
15.00.63154.00	VEHICLE PURCHASE	340,411	605,411	605,411	68,145	(272,266)	-79.98%
15.00.64010.00	FIRE ENGINE LEASE PAYMENT - PRINCIPAL	169,117	169,117	169,117	169,117	-	0.00%
15.00.64110.00	FIRE ENGINE LEASE PAYMENT - INTEREST	-	-	-	-	-	#DIV/0!
Total Expenses		509,528	774,528	774,528	237,262	(272,266)	

ROSS VALLEY FIRE DEPARTMENT
2025-2026

Fire Service Cost by Agency

CURRENT AUTHORITY						2024/2025	
	San Anselmo	Fairfax	Sleepy Hollow	Ross	Total		
Base Contribution	4,904,822	2,819,698	1,549,019	2,828,169	12,101,708	12,235,916	-1.10%
Vehicle Replacement Fund	157,226	90,386	49,654	90,658	387,925	376,626	3.00%
3rd Amendment to JPA - Ross Savings	171,017	98,278	53,988	-323,283	-	-	
Sub Total	5,233,065	3,008,362	1,652,661	2,595,544	12,489,632		

PRIOR AUTHORITY						2024/2025	
Retirement Unfunded Liability	906,235	520,785	286,089		1,713,109	1,540,667	11.19%
OPEB Prior Liability	43,590	25,050	13,761		82,400	80,000	3.00%
Total Prior Authority	949,824	545,835	299,850		1,795,509	1,620,667	10.79%

Total 2025-2026 Contribution	6,182,889	3,554,197	1,952,511	2,595,544	14,285,142	1,620,667	781.44%
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2024-2025 contribution	5,758,752	3,310,424	1,818,595	2,826,207	13,713,978		
Change	424,137	243,773	133,916	-230,663	571,164		
	7.37%	7.36%	7.36%	-8.16%			

	Actual FYE 2024	Revised Budget FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected FYE 2028	Projected FYE 2029	Projected FYE 2030
REVENUES							
Member Contributions							
Fairfax	2,407,212	2,729,988	2,917,976	3,053,748	3,266,490	3,443,006	3,582,506
Ross	2,414,444	2,738,189	2,504,886	2,634,702	2,818,251	2,970,544	3,090,265
San Anselmo	4,187,309	4,748,772	5,075,839	5,312,014	5,682,080	5,989,129	6,231,093
Sleepy Hollow	1,322,417	1,499,736	1,603,007	1,677,594	1,794,465	1,891,435	1,967,479
Prior Authority Side Fund	0	0	0	0	0	0	0
Prior Authority Retiree Health	51,520	80,000	82,400	84,872	87,418	90,041	92,742
Prior Authority MERA Bond	0	0	0	0	0	0	0
Prior Authority Retirement	1,277,806	1,540,667	1,713,109	1,888,441	2,055,985	2,283,493	2,397,668
Apparatus Replacement	365,656	376,626	387,925	399,563	411,549	423,896	436,613
Member Contributions Subtotal	12,026,364	13,713,978	14,285,142	15,050,934	16,116,238	17,091,544	17,798,365
% Change from prior year	15.7%	14.0%	4.2%	5.4%	7.1%	6.1%	4.1%
Outside/Miscellaneous Revenue							
County of Marin	258,021	266,875	279,779	288,172	296,818	305,722	327,123
OES Reimbursement Out of County	399,472	0	0	0	0	0	0
RVPA Reimbursement Medic	311,807	317,511	294,127	302,951	312,039	321,401	343,899
Interest, Rental, and Miscellaneous Inc	63,213	52,138	25,000	20,000	20,000	15,000	15,000
RVPA EMS Training/Supply Reimb.	47,290	47,290	47,290	47,290	47,290	47,290	47,290
Plan Checking and Tech Fees	430,449	361,718	357,520	358,345	359,195	365,071	365,973
Resale Inspection Fees	177	0	0	0	0	0	0
Workers Comp & Training Reimb	305,972	218,585	0	0	0	0	0
Station Maintenance Rev.	43,873	60,000	45,000	45,000	45,000	45,000	45,000
Grants and One Time Rev Offset of Exp	261,214	96,740	99,474	105,816	120,537	124,153	127,878
Subtotal	2,121,488	1,420,857	1,148,190	1,167,575	1,200,879	1,223,637	1,272,163
Total Revenues	14,147,852	15,134,835	15,433,331	16,218,509	17,317,117	18,315,180	19,070,528
% Change in Revenues	12.2%	7.0%	3.5%	5.1%	6.8%	5.8%	4.1%

EXPENSES							
Wages	6,689,507	6,805,977	6,948,796	7,238,333	7,658,812	8,049,874	8,356,982
Overtime	571,323	369,746	378,368	394,992	415,266	430,801	454,899
Pension - Normal Cost	1,020,959	1,290,541	1,253,110	1,304,908	1,448,136	1,489,125	1,533,798
Pension - Unfunded Liability	1,277,806	1,540,667	1,713,109	1,888,441	2,055,985	2,283,493	2,397,668
Health Benefits	936,514	1,085,000	1,259,688	1,370,279	1,488,533	1,614,985	1,750,207
OPEB-Retiree Health Care	605,890	638,423	605,337	623,497	667,202	712,218	758,585
Workers Compensation	438,466	548,561	630,845	700,004	784,005	863,885	949,357

Employee Benefits - Other	356,911	493,357	479,795	468,736	502,803	507,438	436,674
Subtotal	11,897,376	12,772,272	13,269,047	13,989,190	15,020,742	15,951,819	16,638,169
		7.4%	3.9%	5.4%	7.4%	6.2%	4.3%
Appartus	365,656	641,626	387,925	399,563	411,549	423,896	436,613
Contract Services - MCFD	120	-	-	-	-	-	-
Other Administration (05)	295,713	374,554	456,532	470,228	484,335	498,865	513,831
Dispatch Contract	225,286	868,424	402,321	416,402	430,976	443,906	457,223
Other Operations (10)	398,334	451,664	456,103	469,786	483,880	498,396	513,349
Building Maintenance	54,381	78,500	63,500	63,500	63,500	63,500	63,500
Utilities	172,126	168,503	142,246	146,513	150,909	155,436	160,099
Other Facilities (14)	49,300	72,500	71,848	74,003	76,224	78,510	80,866
Community Risk Reduction(15)	61,562	14,496	14,784	15,228	15,684	16,155	16,640
Fleet Maintenance (25)	185,776	211,527	169,025	174,096	179,319	184,698	190,239
Subtotal	1,808,254	2,881,794	2,164,284	2,229,319	2,296,375	2,363,362	2,432,359
TOTAL EXPENSES	13,705,630	15,654,066	15,433,331	16,218,509	17,317,117	18,315,180	19,070,528
% Change in Expenses	14.9%	14.2%	-1.4%	5.1%	6.8%	5.8%	4.1%
Net Surplus/(Deficit)	442,222	(519,231)	-	-	-	-	-

**ROSS VALLEY FIRE DEPARTMENT
ANNUAL % CHANGE IN PROJECTION**

Assumptions:

	Actual FYE 2024	Revised Budget FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected FYE 2028	Projected FYE 2029	Projected FYE 2030
REVENUES							
Member Contributions							
Fairfax	15.9%	13.4%	6.9%	4.7%	7.0%	5.4%	4.1%
Ross	15.9%	13.4%	-8.5%	5.2%	7.0%	5.4%	4.0%
San Anselmo	15.9%	13.4%	6.9%	4.7%	7.0%	5.4%	4.0%
Sleepy Hollow	15.9%	13.4%	6.9%	4.7%	7.0%	5.4%	4.0%

Prior Authority Side Fund								
Prior Authority Retiree Health	-71.7%	55.3%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Prior Authority MERA Bond	-100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Prior Authority Retirement	35.6%	20.6%	11.2%	10.2%	8.9%	11.1%	5.0%	
Apparatus Replacement	11.4%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Member Contributions Subtotal	15.7%	14.0%	4.2%	5.4%	7.1%	6.1%	4.1%	

% Change from prior year

Outside/Miscellaneous Revenue								
County of Marin	15.2%	3.4%	4.8%	3.0%	3.0%	3.0%	7.0%	
OES Reimbursement Out of County	-61.3%	-100.0%						
RVPA Reimbursement Medic	28.7%	1.8%	-7.4%	3.0%	3.0%	3.0%	7.0%	
Interest, Rental, and Miscellaneous Inc	38.4%	-17.5%	-52.1%	-20.0%	0.0%	-25.0%	0.0%	
RVPA EMS Training/Supply Reimb.	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Plan Checking and Tech Fees	38.5%	-16.0%	-1.2%	0.2%	0.2%	1.6%	0.2%	
Resale Inspection Fees	-99.8%	-100.0%						
Workers Comp & Training Reimb	63.4%	-28.6%						
Station Maintenance Rev.	-5.2%	36.8%	-25.0%	0.0%	0.0%	0.0%	0.0%	
Grants and One Time Rev Offset of Exp	#DIV/0!	-63.0%	2.8%					
Subtotal	-4.0%	-33.0%	-19.2%	1.7%	2.9%	1.9%	4.0%	
Total Revenues		35.8%	2.0%	5.1%	6.8%	5.8%	4.1%	

EXPENSES								
Wages	24.4%	1.7%	2.1%	4.2%	5.8%	5.1%	3.8%	
Overtime	-24.3%	-35.3%	2.3%	4.4%	5.1%	3.7%	5.6%	
Pension - Normal Cost	19.7%	26.4%	-2.9%	4.1%	11.0%	2.8%	3.0%	
Pension - Unfunded Liability	35.6%	20.6%	11.2%	10.2%	8.9%	11.1%	5.0%	
Health Benefits	28.1%	15.9%	16.1%	8.8%	8.6%	8.5%	8.4%	
OPEB-Retiree Health Care	-4.8%	5.4%	-5.2%	3.0%	7.0%	6.7%	6.5%	
Workers Compensation	3.8%	25.1%	15.0%	11.0%	12.0%	10.2%	9.9%	
Employee Benefits - Other	3.6%	38.2%	-2.7%	-2.3%	7.3%	0.9%	-13.9%	
Subtotal	18.3%	7.4%	3.9%	5.4%	7.4%	6.2%	4.3%	
Appartus	11.4%	75.5%	-39.5%	3.0%	3.0%	3.0%	3.0%	
Contract Services - MCFD	-100.0%	-100.0%						
Other Administration (05)	24.4%	26.7%	21.9%	3.0%	3.0%	3.0%	3.0%	
Dispatch Contract	17.7%	285.5%	-53.7%	3.5%	3.5%	3.0%	3.0%	
Other Operations (10)	2.3%	13.4%	1.0%	3.0%	3.0%	3.0%	3.0%	
Building Maintenance	-15.4%	44.4%	-19.1%	0.0%	0.0%	0.0%	0.0%	

Utilities	36.7%	-2.1%	-15.6%	3.0%	3.0%	3.0%	3.0%
Other Facilities (14)	-39.7%	47.1%	-0.9%	3.0%	3.0%	3.0%	3.0%
Community Risk Reduction(15)	819.9%	-76.5%	2.0%	3.0%	3.0%	3.0%	3.0%
Fleet Maintenance (25)	39.0%	13.9%	-20.1%	3.0%	3.0%	3.0%	3.0%
Subtotal	-3.4%	59.4%	-24.9%	3.0%	3.0%	2.9%	2.9%
Total Expenses	14.9%	14.2%	-1.4%	5.1%	6.8%	5.8%	4.1%

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of May 14, 2025

To: Board Of Directors

From: Dan Mahoney, Fire Chief

Subject: Side Letter with the International Association of Firefighters Local 1775 and the Ross Valley Fire Department, increasing staffing of the Minimum Emergency Response Force from 9 to 10 firefighters daily.

RECOMMENDATION:

Staff recommends the Board approve a Side Letter with the International Association of Firefighters Local 1775 and the Ross Valley Fire Department, which incorporates the previously approved Firefighter Paramedic positions into the staffing to Minimum Emergency Response Force from 9 to 10 firefighters daily.

BACKGROUND:

On October 11, 2023, a Staff Report (Attachment #1) was presented regarding the creation of a new Firefighter Paramedic position. The report included a recommendation from the Labor Management Sub Committee to create a new Firefighter Paramedic position in an effort to increase fire engine staffing from two to three Firefighters. During the meeting, the Board voted, in a unanimous decision, to approve the creation of a Firefighter Paramedic position. The agreement included hiring three new Firefighter Paramedics with funding to begin on July 1, 2024.

On June 12, 2024, a Side Letter (Attachment #2) was approved which identified the salary, benefits, and provisions for the already approved position, and is now considered part of the current, “Memorandum Of Understanding Between International Association Of Firefighters Local 1775 And Ross Valley Fire Department” (2022-2025).

This Side Letter included the following language:

- “The parties agree that the position will not be part of minimum staffing until the new Firefighter Paramedics have completed the department’s Firefighter training program, which is anticipated to take approximately 90 days from date of hire. Once all three Firefighter Paramedics have been trained, an additional side letter will be created to include this new position as part of the Department’s daily minimum staffing, therefore increasing the Department’s daily minimum staffing requirements from 9 to 10 firefighters on duty per day. This includes one Battalion Chief.”

DISCUSSION:

As of April 15, 2025, the Firefighter Paramedics have completed their training. Therefore, it is the Department's recommendation that the Board approve the attached Side Letter that "includes this new position as part of the Department's daily minimum staffing, therefore increasing the Department's daily minimum staffing requirements from 9 to 10 firefighters on duty per day". This Side Letter shall hereby be incorporated into the MOU 2025-2028.

The Department currently has a Minimum Emergency Response Force of 9 firefighters on duty per day, with the following deployment model:

- Station 21 - 2 Firefighters
- Station 20 - 2 Firefighters
- Station 19 - 2 Firefighters, 1 Battalion Chief
- Station 18 - 2 Firefighters
- Total - 9 personnel on duty per day

This side letter approval will allow one engine company to be staffed with 3 personnel, thus increasing the department's Minimum Emergency Response Force from 9 to 10 firefighters with the following deployment model:

- Station 21 - 3 Firefighters
- Station 20 - 2 Firefighters
- Station 19 - 2 Firefighters, 1 Battalion Chief
- Station 18 - 2 Firefighters
- Total - 10 personnel on duty per day

After the closure of Station 18 on July 1, 2025, the remaining two fire stations will be staffed with 3 firefighters (Per the RVFD Joint Powers Agreement Third Amendment) with the following deployment model:

- Station 21 - 3 Firefighters
- Station 20 - 3 Firefighters
- Station 19 - 3 Firefighters, 1 Battalion Chief
- Total - 10 personnel on duty per day

FISCAL IMPACT:

There is no fiscal impact on the approval of this Side Letter, as funding was already approved on October 11, 2023, to begin on July 1, 2024. The three Firefighter Paramedic positions have been included in the budget as of Fiscal Year 2024-25.

ATTACHMENTS:

Attachment #1 - Staff Report October 11, 2023 - Receive Staff Report Presented to Labor Management Subcommittee and Consider Recommendation from Labor Management Subcommittee Relating to Increased Staffing per The “2022 Staffing/Deployment” Side Letter. Recommendation includes a Funding Plan and a Position Start Date.

Attachment #2 - Approved Side Letter dated June 12, 2024 - Creation of Firefighter Paramedic Position Between Ross Valley Fire Department and Ross Valley Firefighters’ Association IAFF Local 1775

Attachment #3 - Side Letter - Increase Staffing to Minimum Emergency Response Force Between Ross Valley Fire Department and Ross Valley Firefighters’ Association IAFF Local 1775

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of October 11, 2023

To: Board Of Directors

From: Dan Mahoney, Interim Fire Chief

Subject: Receive Staff Report Presented to Labor Management Subcommittee and Consider Recommendation From Labor Management Subcommittee Relating to Increased Staffing per The "2022 Staffing/Deployment" Side Letter. Recommendation Includes a Funding Plan and a Position Start Date.

RECOMMENDATION:

Staff recommends the Board receive the staff report (see below) presented to the “Labor Management Subcommittee” and consider the recommendation from the “Labor Management Subcommittee” relating to increased staffing per the "2022 Staffing/Deployment" side letter. The recommendation includes a funding plan and position start date.

At the October 5, 2023 “Labor Management Subcommittee” meeting, a motion was passed, by unanimous vote, to provide a recommendation to the Board.

The recommendation is as follows:

1. **Funding Plan:** Option 1 was chosen and states “Each Member agency will begin paying their respective “percentage share” from the position date of hire.”
2. **Position Start Date:** July 1, 2024

This recommendation was based on the following staff report presented at the October 5, 2023 Labor Management Subcommittee meeting.

BACKGROUND:

Since the creation of the Joint Powers Authority (JPA) in 1982, the Ross Valley Fire Department’s (Department) response model formerly relied on and was augmented by a large group of local volunteer firefighters who responded to incidents, such as structure or vegetation fires, to provide assistance to the Department’s two-person engine company deployment model. Additionally, many of our full-time personnel lived in the communities our department serves and they too would respond to incidents off-duty. The ability to use off-duty personnel and volunteer firefighters provided some operational

relief to the Department's two-person engine companies. This model was less than ideal, creating a delayed and inconsistent response force. The Department's Volunteer Program no longer exists due to lack of interest and most full-time personnel have moved away from the community we serve primarily due to high housing costs.

Community expectations of the Department have increased, and external factors have created challenges and demands that have put our Department at the forefront of mitigating complex and challenging emergency responses of all kinds. Examples include flooding; swift water rescue; violent encounters / active shooter response; a "new normal" of intensely destructive Wildland Urban Interface fires; and extension of wildland fire season from a few months (formerly) to potentially almost year round. These realities, particularly from the fire prevention and risk reduction standpoints, have led the Department to enhance our fire hazard and life safety inspections of businesses and residential apartment buildings. The Department, with the help of funding through Measure C, has also increased our neighborhood defensible space efforts, working with communities to reduce fuels, improve emergency access and egress, and plan for potential evacuations. Since the Department's JPA was formed 41 years ago, the Department has hired two Fire Inspectors (JPA Funds) to increase service demands relating to fire prevention, one Emergency Preparedness Coordinator (Measure C funds) and one Defensible Space Coordinator (Measure C funds). No additional firefighters have been hired to meet these increased operational demands of the Department's engine company, as the minimum fire engine company staffing still remains at two-personnel.

In 2001, the National Fire Protection Association (NFPA), a leader in the development of industry standards for the fire service, issued its first edition of the "Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments" known as NFPA 1710. The document identifies minimum staffing for fire engines along with identifying the number of personnel that shall be deployed to a structure fire.

In 2019, Citygate Associates conducted a comprehensive Standards of Coverage Assessment of the Department to provide a foundation for future fire service planning. The goal of this assessment was to identify both current services and desired service levels, and to assess the Department's ability to provide them. This data-driven report strongly suggests that the RVFD should staff three-person engine companies.

At the January 2020 Board meeting, a "Staffing/Deployment" side letter was approved to enhance the current "Labor Management Subcommittee" (subcommittee) with additional members. The subcommittee's goal was "how to increase staffing".

The subcommittee held its first meeting on April 20, 2022. Discussion was held regarding the need to identify future funding if the Department was awarded its grant application for the 2021 "Staffing for Adequate Fire and Emergency Response" (SAFER) Grant. It was explained that the grant would provide funding for the first 36 months of the proposed Firefighter position (three Firefighters in total), however, on month 37, the member agencies would need to begin funding the position. Staff was given direction to provide an ongoing cost estimate after the first 36 months and present it to the Board for discussion at the June 2022 Board meeting. Staff presented the cost estimate at the June

2022 Board meeting. No direction to Staff or action was taken other than for Staff to keep the Board informed on the SAFER grant application. Ultimately the SAFER Grant was not awarded to the Department. The Subcommittee has not met since, and there has been no further formal discussions at the Board level.

At the September 2023 Board Meeting, Staff recommended filling a vacancy in the Subcommittee and holding another Subcommittee meeting before the October 2023 Board meeting.

The Subcommittee met on October 5, 2023. A staff report was presented and a discussion was held regarding increased staffing to three-person engine companies. A motion was passed to bring a recommendation to the Board that included a funding plan and start date for the new firefighter position.

DISCUSSION:

When evaluating the need to increase staffing, this staff report will refer to the industry standard set forth by the National Fire Protection Association 1710. The Departments 2019 Standards Of Coverage Assessment will also be a guiding document as to how the Department compares to the standard. Below is a brief background of these documents and key points within them relating to the Department's current staffing.

National Fire Protection Association 1710 (NFPA 1710) - A U.S.-based international nonprofit organization devoted to eliminating death, injury, property, and economic loss due to fire. In 2001, the first edition of NFPA 1710 was issued. The development of that benchmark standard was the result of a considerable amount of hard work and tenacity by the technical committee members and the organizations they represented. This standard was the first organized approach to defining levels of service, deployment capabilities, and staffing levels for career fire departments. Research work and empirical studies in North America were used by the committee as a basis for developing response times and resource capabilities for those services, as identified by the fire department.

The following two NFPA 1710 industry standards will be referred to within this staff report:

NFPA 1710 ENGINE COMPANY STANDARDS
5.2.3.1.1 These companies shall be staffed with a minimum of <u>four on-duty members</u> (NFPA 1710 p.11)
NFPA 1710 INITIAL ALARM ASSIGNMENT STANDARDS
5.2.4.1.1 (9) Single family Dwelling Initial Alarm Assignment Capability - Total effective response force with a minimum of 16 firefighters. (NFPA 1710 p.12)
<i>*Initial Alarm Assignment = number of firefighters initially deployed to a structure fire</i>

2019 Standards Of Coverage Assessment (2019 SOC) - In 2019, Citygate Associates conducted a comprehensive Standards of Coverage Assessment of the Department to provide a foundation for future fire service planning. The goal of this assessment was to identify both current services and desired service levels, and to assess the Department's ability to provide them. Citygate utilized various NFPA and Insurance Services Office publications as best practice guidelines, along with the self-assessment criteria of the Commission on Fire Accreditation International.

The following are recommendations, opinions and excerpts from the 2019 SOC that correlate with how the Department meets the NFPA 1710 industry standards:

Recommendation #3: Consider providing a third firefighter per day on the three engines other than Engine 18. (2019 SOC p.7)

Citygates Overall Opinion: "Citygate is, however, concerned about the overall limited Department staffing per day and its ability to respond with more "weight of attack*" to keep emerging serious emergencies controlled. Even Countywide mutual aid resources are not quickly available in this part of Marin County, as they would be in an urban area with flat terrain and interconnected roads." (2019 SOC p.4)

2.5.1 Critical Firefighting Tasks: "Table 8 illustrates the critical tasks required to control a typical single-family dwelling fire with six response units (engines/chief), for a total Effective Response Force* of 16 personnel, where the Ross Valley Fire Department initially sends 12. A confirmed serious fire additionally receives a second Battalion Chief and a fourth engine raising this to 15 personnel. However, in many locations these additional units come from much farther away. These tasks are taken from typical fire departments' operational procedures, which are consistent with the customary findings of other agencies using the Standards of Coverage process. No conditions exist to override the Occupational Safety and Health Administration two-in/two-out safety policy, which requires that firefighters enter Immediately Dangerous to Life and Health atmospheres, such as building fires, in teams of two, while two more firefighters are outside and immediately ready to rescue them should trouble arise." (2019 SOC p.26)

2.5.3 Critical Task Analysis and Effective Response Force Size - A question one might ask is, "If fewer firefighters arrive, such as does occur in the Ross Valley Department, what from the list of tasks mentioned would not be completed?" This is also critical given the two firefighter staffing. The initial force is a smaller count as it takes the third and fourth-due units much longer to arrive. Most likely, the search team would be delayed, as would ventilation. The attack lines would only consist of two firefighters, which does not allow for rapid movement of the hose line above the first floor in a multiple-story building. Rescue is conducted with at least two person teams. Thus, when rescue is

essential, other tasks are not completed in a simultaneous, timely manner. Effective deployment is about the **speed** (travel time) and the **weight*** (number of firefighters) of the response. (2019 SOC p.30)

This staff report will also reference various field studies.

**Weight of attack - refers to multiple-unit responses (Effective Response Force, or ERF, commonly also called a First Alarm) for more serious emergencies such as building fires, multiple-patient medical emergencies, vehicle collisions with extrication required, or technical rescue incidents.*

The Department’s current response model relies on a two-person engine company consisting of a Captain and Engineer for emergency (including Emergency Medical Services EMS) and non-emergency response, for fire prevention efforts, to provide public education, and to perform every other task that is required for the Department to function at the highest level and meet the needs of the community. Unlike other Fire Departments, and the NFPA 1710 industry standard (5.2.3.1.1), the Department does not have a Firefighter position within our ranks. Rather, the roles and assignments that typically fall on a person in this position at the scene of an incident instead fall to the Engineer or Captain. Below are the typical duties of a Captain, Engineer and Firefighter at a structure fire incident:

TYPICAL DUTIES AT A STRUCTURE FIRE		
CAPTAIN	ENGINEER	FIREFIGHTER
<i>Engine Company Supervisor</i> <i>Crew Safety Officer</i> <i>In charge of crew accountability</i> <i>Makes decisions quickly/accurately to limit loss of life</i> <i>Command's emergency situations until relieved</i> <u>COORDINATES</u> fire control/search and rescue/ventilation/salvage/overhaul/ventilation operations, <i>Provides EMS care</i>	<i>Operates and pumps fire engine at fire</i> <i>Responsible for maintaining and driving apparatus to emergency incidents</i> <i>Functions as a Firefighter when assigned to other functions on the fire when not the pumping Engine</i> <u>CONDUCTS</u> fire control/search and rescue/ventilation/salvage/overhaul/ventilation operations <i>Provides EMS care</i>	<i>Responsible for stretching hose lines</i> <i>Operating all tools and equipment on the Engine used for various types of emergency fire and rescue operations</i> <u>CONDUCTS</u> fire control/search and rescue/ventilation/salvage/overhaul/ventilation operations <i>Provides EMS care</i>

All of the above are critical life saving tasks that need to be accomplished on the fire ground. You will notice the compaction of responsibilities that our Engineers and Captains experience at every incident due to no Firefighter position. Functioning with a two-person engine company negatively impacts our safety, capacity, and operational effectiveness as noted in the 2019 SOC “Critical Task Analysis” mentioned above.

The following section identifies common engine company workloads and quantifies the difference between a two-person and three-person engine company through National Institute of Standards and Technology (NIST) field experiments. Even an increase in staffing on one of our four fire engines will have an immediate impact as seen below:

Structure Fire Fighting Impacts - As mentioned in the Departments 2019 SOC, one of the two contributing factors to an effective deployment model is *weight* (number of firefighters) of the response. The Department currently has 15 firefighters on its Initial Alarm Response, one less Firefighter than the industry standard. Increasing staffing on one fire engine per the “Staffing/Deployment” agreement will allow the Department to comply with the following NFPA 1710 standard:

NFPA 1710 5.2.4.1.1: (9) Single family Dwelling Initial Alarm Assignment Capability
Total effective response force with a minimum of 16 firefighters. (NFPA 1710 p.12)

Fire extinguishment and search/rescue operations are time critical and can be a matter of life or death. The following “National Institute of Standards and Technology Fireground Field Experiments” (NIST Fire) quantifies the time differences between two and three person engine companies. You will notice a faster “Hose Stretch” that equates to a more rapid fire extinguishment and a faster “Search/Rescue Start Time.” All that equates to an increased survivability rate for fire victims.

NIST FIREGROUND FIELD EXPERIMENTS	
Hose Stretch	A two-person crew took 57 seconds longer than a three-person crew to stretch a line. (NIST Fire p.38)
Search/Rescue Start Time	The three-person crew started a primary search/rescue more than 25 % faster than the two-person crew. (NIST Fire p.41)

Emergency Medical Care Impacts - Engine companies are usually the first on scene during Emergency Medical Service (EMS) calls. The following “National Institute of Standards and Technology EMS Field Experiments” (NIST EMS) quantifies the time differences between two and three person engine companies. Notice a three-person engine company provides faster “Patient Access” and a “Patient Removal “ start time. All that equates to improved medical care on routine EMS incidents.

PATIENT ACCESS
Two-person crews finished the patient access tasks approximately half a minute later than larger first responder crews.(NIST EMS p.33)
<i>*(Note: Our two-person engine companies are sometimes tasked with carrying 94.6 lbs of medical equipment while gaining “patient access”.)</i>
PATIENT REMOVAL
Two-person first responder crews completed patient removal between (1.2 – 1.5) minutes slower than larger crews, depending on crew size. This is largely the result of work load in carrying equipment, supplies and the patient with fewer crew members. (NIST EMS p.33)

One of the most challenging EMS calls a firefighter responds too is a cardiac arrest (not breathing/no pulse). Providing efficient CPR is vital to reversing the effects of cardiac arrest and saving a life. Providing chest compressions, rescue breathing and operating a defibrillator are three core tasks that must take place simultaneously. A two-person engine company cannot perform these three tasks simultaneously. Additional fire engines from further away subsidize our two-person engine company, thus delaying efficient CPR by minutes, when seconds count.

The “Chain Of Survival” identifies four factors that will increase the survivability rate of someone in cardiac arrest. Increasing to a three-person engine company will improve speed of patient access/patient removal, and allow the first engine company on scene to provide immediate CPR (chest compressions/rescue breathing) and defibrillation, resulting in an improved survivability rate within the community.

CHAIN OF SURVIVAL		
1.	Early Access	Patient Access
2.	Early CPR	Chest Compressions and rescue breathing are core CPR tasks
3.	Early Defibrillation	Core CPR task
4.	Early Advanced Medical Care	Part of Patient Removal

Physiological Effects - Reports on firefighter fatalities consistently document overexertion/overstrain as the leading cause of line-of-duty fatalities. There is strong epidemiological evidence that heavy physical exertion can trigger sudden cardiac events. Therefore, information about the effect of crew size on physiological strain is very valuable.

Danger is increased for small crews because the stress of fire fighting keeps heart rates elevated beyond the maximum heart rate for the duration of a fire response. (NIST Fire pg 50)

Average Heart Rates

- Higher for members of small crews.
 - Particularly two-person crews.
- Higher heart rates were maintained for sustained time intervals.

CONCLUSION

The Department needs a paradigm shift to maintain effective operational readiness in this modern world. In order to meet all of these new demands, we need to increase our engine company staffing as soon as possible. The Department is currently the only department in Marin County that has two-person engine companies. Marin County fire agencies have a combined 31 staffed fire engines, 26 of which are staffed with three personnel. Of the remaining five engines not staffed with three personnel, four of those engines are the Departments.

It has been a long term goal of the Fire Board to make the transition to a three-person engine company. The “2022 Staffing/Deployment” Side Letter provides an opportunity for the Department to begin staffing its engines with one three-person engine company prior to July 1, 2025 if the Board so chooses. The remaining two engine companies will be staffed with three personnel after the closure of Station 18 on July 1, 2025.

MEMBER AGENCY COSTS

The chart below represents a fully-burdened cost of three Firefighter Paramedic positions, taking into consideration the following: monthly salary/benefits were calculated using the Boards agreed (on 1/8/22) amounts from the Firefighter Paramedic “Side Letter Of Agreement” and salary schedule/benefits were adjusted to match the negotiated increase/benefit changes since 2020, overtime costs are based on the negotiated leave days (sick/vacation), and one time equipment costs are based on outfitting a Firefighter with protective clothing (one time equipment costs only included in 24/25 and 25/26).

COST BY MEMBER AGENCY				
FY	Fairfax	Ross	San Anselmo	Sleepy Hollow FPD
Percent Share	23.30%	23.37%	40.53%	12.80%
24/25	\$147,262	\$147,705	\$256,161	\$80,900
25/26	\$156,034	\$156,503	\$271,420	\$85,719
26/27	\$164,114	\$164,607	\$285,473	\$90,157

FUNDING OPTIONS

Option 1: Each Member agency will begin paying their respective “percentage share” from the position date of hire. (*This is the funding option chosen by the subcommittee)

Option 2: Authorize one-time use from undesignated reserves to fund the first year from the position date of hire. Each Member agency will begin paying their respective “percentage share” after year one.

Option 3: Authorize one-time use from undesignated reserves to fund a phased approach using a combination of undesignated reserves and member agency respective “percentage share” for the first two years of the position. The Department would use undesignated reserves to pay the difference of the actual cost and the amount being billed to the member agencies. Member agencies would be charged 50% in year one, 75% in year 2, and 100% in year 3.(See chart below).

OPTION 3: COST BY MEMBER AGENCY (PHASED APPROACH)					
FY	Fairfax	Ross	San Anselmo	Sleepy Hollow FPD	Reserve Funds
Percent Share	23.30%	23.37%	40.53%	12.80%	
24/25 (50%)	\$73,631	\$73,852	\$128,080	\$40,450	\$316,014
25/26 (75%)	\$117,026	\$117,377	\$203,565	\$64,289	\$167,419
26/27 (100%)	\$164,114	\$164,607	\$285,473	\$90,157	\$0

FISCAL IMPACT:

If the Board supports the subcommittees recommendation of a funding plan that entails “Option 1: Each Member agency will begin paying their respective “percentage share” from the position date of hire” and a start date of July 1, 2024 the fiscal impact would include a \$632,028 increase to the FY 24/25 Budget.

ENCLOSED REFERENCES/ATTACHMENTS:

Ross Valley Fire Department 2022 Side Letter Staffing/Deployment Between Ross Valley Fire Department And Ross Valley Firefighters’ Association Local 1775.

Ross Valley Fire Department 2020 Side Letter of Agreement between the Ross Valley Fire Department and the Ross Valley Professional Firefighters’ IAFF Local 1775.

(2019 SOC): Citygate Associates, LLC. 2019. Ross Valley Fire Department Standards of Coverage Assessment Volume 1 of 2: Technical Report.

(NIST Fireground): National Institute of Standards and Technology. 2010. Report Residential Fireground Field Experiments. 56.

(NIST EMS): National Institute of Standards and Technology. 2010. Report on EMS Field Experiments. 60.

(NFPA1710): National Fire Protection Association. 2020. NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.

SIDE LETTER

**CREATION OF FIREFIGHTER PARAMEDIC POSITION
BETWEEN
ROSS VALLEY FIRE DEPARTMENT
AND
ROSS VALLEY FIREFIGHTERS' ASSOCIATION IAFF LOCAL 1775**

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

- The full-time paid, professional, career Firefighter Paramedic position funding will begin no later than July 1, 2024.
- The parties agree the new Firefighter Paramedic position will fall under the "Firefighter Paramedic" job description (Lexipol Policy 246).
- The Firefighter Paramedic position will be entitled to the same benefits and provisions as others in the Ross Valley Firefighters' Association, according to the current MOU, with the exception of Section 10 (a) as the "professional pay differential" is not applicable to this new Firefighter Paramedic position.
- The new Firefighter Paramedic position salary will be:


Salary Steps			
	A	B	C
July 1, 2024	\$9,076	\$9,530	\$10,007

- The parties agree that the position will not be part of minimum staffing until the new Firefighter Paramedics have completed the department's Firefighter training program, which is anticipated to take approximately 90 days from date of hire. Once all three Firefighter Paramedics have been trained, an additional side letter will be created to include this new position as part of the Department's daily minimum staffing, therefore increasing the Department's daily minimum staffing requirements from 9 to 10 firefighters on duty per day. This includes one Battalion Chief.
- The JPA between all member agencies will be updated as soon as possible to reflect the change in the daily staffing requirement.

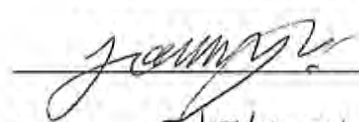
- This agreement shall hereby be incorporated into the parties' MOU during the next open contract period.

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

For The Department:


Date: 6/12/24

For The Association:


Date: 5/17/2024

SIDE LETTER

INCREASE STAFFING TO MINIMUM EMERGENCY RESPONSE FORCE

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:

- Effective May 15, 2025 Section 12 (b) of the Ross Valley Firefighters' Association Local 1775 Memorandum of Understanding shall be replaced with the following:

12. WORKING CONDITIONS

b. Authority agrees that during the term of this agreement, a minimum emergency response force of ten (10) personnel shall be maintained. The response force shall consist of a Battalion Chief or Acting Battalion Chief and nine (9) Captains, Engineers and/ or Firefighter/ Paramedics; two of the nine must be Captains. Policy 213 (Staffing) is hereby incorporated by reference.

1) Twenty-four (24) hour shift employees assigned to inspection, training, maintenance or other duty to be counted as within emergency response Force.

2) Regular shift assignments to be supplemented by overtime as needed.

3) No engine company to consist of fewer than, and no station to operate with less than two (2) personnel one of which must be a Captain or Acting Captain.

4) The minimum standard may be waived by the Chief in the event of multiple work-connected injuries, prolonged mutual aid response to another jurisdiction, similar major emergency, or combination of such factors.

5) At all times there must be a Battalion Chief or Acting Battalion Chief on duty or available.

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

Board President Steve Burdo

Association President, Thomas Pastalka

Date: _____

Date: _____