



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

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## Board of Directors

### Ross Valley Fire Department

<https://us06web.zoom.us/j/88609906322>

Webinar ID: 886 0990 6322

Phone: 669-900-6833

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

**Wednesday, September 8, 2021**

**6:30 pm RVFD Board Meeting**

Zoom Disclaimer: Zoom regularly provides updates to their software, as do internet browsers such as Chrome. For proper remote viewing of Ross Valley Fire Department's Board meetings, we recommend you upgrade to the latest version of the software that you are using.

1. **Call to order – 6:30 pm**
2. Announce action from the closed session of the August 11, 2021, meeting.
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.
4. Board requests for future agenda items, questions, and comments to staff, staff miscellaneous items.
5. Chief Report – Verbal update by Chief Weber
6. Consent Agenda: Items on the consent agenda may be removed and discussed separately. Discussion may take place at the end of the agenda. Otherwise, all items may be approved with one action.
  - a) Acknowledge check register issued during August,
  - b) Receive call report and out of jurisdiction report for August,
  - c) Receive current budget report, and
  - d) Approve Minutes of the August 11, 2021, Board meeting.
7. Approve Resolution 21-11 Amending Resolution 21-02 for the Emergency Preparedness Coordinator Position. – Chief Weber
8. Authorize the Purchase of one (1) Pierce All-Steer Type 1 Engine and Associated Fund Transfer. – Deputy Director Fire Kevin Yeager
9. Receive Presentation on Defensible Space Program. – Defensible Space Lead Kathleen Cutter

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

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# Ross Valley Fire Department

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10. Closed Session

**Convene in Closed Session**

Instructions to labor negotiator (Fire Chief, Deputy Director, and Executive Officer) pursuant to California Government Code Section 54957.6(a), regarding negotiations with International Association of Firefighters Local 1775 and Ross Valley Fire Chief Officers Association.

**Announcement of Closed Session Action**

Reporting on any action taken at this meeting will be done in open session at the beginning of the next RVFD Board of Directors' regular meeting.

**Adjournment**

The next meeting is scheduled for Wednesday, October 13, 2021, Location TBD.

\_\_\_\_\_  
s/Mariana Gonzalez, Administrative Assistant

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

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HEADQUARTERS: 777 San Anselmo Avenue, San Anselmo, CA 94960 TEL: (415) 258-4686 FAX: (415) 258-4689 [www.rossvalleyfire.org](http://www.rossvalleyfire.org)



Ross Valley Fire, CA

# Check Report

By Check Number

Date Range: 08/01/2021 - 08/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01382	Diamond Truck Body Mfg. Co. Inc.	08/03/2021	Regular	0.00	15,799.55	21978
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">25080A</a>	Invoice	06/30/2021	06.17.2021 - 16-38-80 CT B49 Diamond Tr	0.00	15,799.55	
	<a href="#">15.00.63154.00</a>		VEHICLE PURCHASE		15,799.55	
01073	U.S. Bank Corporate Payment System	08/05/2021	Regular	0.00	9,882.70	21979
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">INV0003632</a>	Invoice	06/30/2021	06.28.2021 BASTIANON - Overstock.com	0.00	658.13	
	<a href="#">01.05.62000.00</a>		OFFICE SUPPLIES		658.13	
<a href="#">INV0003633</a>	Invoice	06/30/2021	06.29.2021 - PETERSON - Amazon.com Ak	0.00	68.19	
	<a href="#">01.14.61500.20</a>		BUILDING MAINTENANCE		68.19	
<a href="#">INV0003635</a>	Invoice	06/30/2021	06.27.2021 - ILLINGWORTH - WPSG, Inc	0.00	2,128.11	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		2,128.11	
<a href="#">INV0003636</a>	Invoice	06/30/2021	06.23.2021 - HOGGAN - Amazon.com Flas	0.00	57.39	
	<a href="#">01.25.61411.00</a>		BURN TRAILER MAINTEN		57.39	
<a href="#">INV0003637</a>	Invoice	06/30/2021	06.30.2021 - ADDICKS - MysteryRanch.co	0.00	1,430.37	
	<a href="#">01.10.62213.00</a>		PROTECTIVE CLOTHING		1,430.37	
<a href="#">INV0003638</a>	Invoice	06/30/2021	06.11.2021 - ROSECRANS - TSI Service	0.00	1,059.25	
	<a href="#">01.10.62210.00</a>		BREATHING APPARATUS		1,059.25	
<a href="#">INV0003639</a>	Invoice	06/30/2021	06.29.2021 - ROSECRANS - Amazon.com	0.00	307.74	
	<a href="#">01.10.62210.00</a>		BREATHING APPARATUS		307.74	
<a href="#">INV0003640</a>	Invoice	06/30/2021	06.30.2021 - ROSECRANS - Amazon.com E	0.00	80.46	
	<a href="#">01.10.62210.00</a>		BREATHING APPARATUS		80.46	
<a href="#">INV0003641</a>	Invoice	06/30/2021	06.30.2021 - POPPE - Costco	0.00	137.59	
	<a href="#">01.14.62206.00</a>		JANITORIAL MAINTENAN		137.59	
<a href="#">INV0003642</a>	Invoice	06/30/2021	06.23.2021 - GONZALEZ - Stamps.com	0.00	17.99	
	<a href="#">01.05.62003.00</a>		POSTAGE		17.99	
<a href="#">INV0003643</a>	Invoice	06/30/2021	07.06.2021 - GONZALEZ - FASTRAK	0.00	25.00	
	<a href="#">01.05.62200.00</a>		GENERAL DEPARTMENT S		25.00	
<a href="#">INV0003644</a>	Invoice	06/30/2021	06.22.2021 - CUTTER - The Chop Shop	0.00	105.97	
	<a href="#">01.10.61902.00</a>		MWPA DEFENDSIBLE SPA		105.97	
<a href="#">INV0003645</a>	Invoice	06/30/2021	06.27.2021 - GUTIERREZ - Home Depot	0.00	510.20	
	<a href="#">01.25.61600.00</a>		REPAIRS VEHICLE		510.20	
<a href="#">INV0003646</a>	Invoice	06/30/2021	06.29.2021 - GUTIERREZ - Summit Racing	0.00	619.95	
	<a href="#">01.25.61600.00</a>		REPAIRS VEHICLE		619.95	
<a href="#">INV0003654</a>	Invoice	06/30/2021	06.26.2021 - GALLI - Amazon.com - Pelica	0.00	32.02	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		32.02	
<a href="#">INV0003655</a>	Invoice	06/30/2021	06.26.2021 - GALLI - Amazon.com Pelican	0.00	45.68	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		45.68	
<a href="#">INV0003656</a>	Invoice	06/30/2021	06.26.2021 - GALLI - Amazon.com MAGID	0.00	720.64	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		720.64	
<a href="#">INV0003657</a>	Invoice	06/30/2021	06.30.2021 - GALLI - Rogue Hoe Dist LLC	0.00	1,354.20	
	<a href="#">01.10.63131.00</a>		EQUIPMENT		1,354.20	
<a href="#">INV0003658</a>	Invoice	06/30/2021	06.29.2021 - GALLI - Amazon.com Pelican	0.00	97.89	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		97.89	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">SO262161</a>	Invoice	06/30/2021	06.28.2021 - GALLI - MysteryRanch.com	0.00	425.93	
	<a href="#">01.10.62204.00</a>		PARAMEDIC RESPONSE S		425.93	
	**Void**	08/05/2021	Regular	0.00	0.00	21980
01073	U.S. Bank Corporate Payment System	08/05/2021	Regular	0.00	1,973.60	21981
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<a href="#">00011751</a>	Invoice	08/02/2021	07.07.2021 - GALLI - Petersons Paint and BUILDING MAINTENANCE	0.00	109.97	
	<a href="#">01.14.61500.21</a>		07.07.2021 - GALLI - Petersons P		109.97	
<a href="#">INV0003647</a>	Invoice	07/29/2021	06.29.2021 - PETERSON - Amazon.com	0.00	102.02	
	<a href="#">01.14.61500.20</a>		BUILDING MAINTENANCE		102.02	
<a href="#">INV0003648</a>	Invoice	07/07/2021	07.07.2021 - GONZALEZ - Adobe Acrobat	0.00	14.99	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/S		14.99	
<a href="#">INV0003649</a>	Invoice	07/01/2021	07.01.2021 - CUTTER - USPS Chrysanthem	0.00	23.00	
	<a href="#">01.10.61902.00</a>		MWPA DEFENDSIBLE SPA		23.00	
<a href="#">INV0003650</a>	Invoice	07/08/2021	07.08.2021 - CUTTER - USPS Chrysanthem	0.00	23.00	
	<a href="#">01.10.61902.00</a>		MWPA DEFENDSIBLE SPA		23.00	
<a href="#">INV0003651</a>	Invoice	07/21/2021	07.21.2021 - CUTTER - Office Depot	0.00	92.06	
	<a href="#">01.10.61902.00</a>		MWPA DEFENDSIBLE SPA		92.06	
<a href="#">INV0003652</a>	Invoice	07/06/2021	07.06.2021 - GUTIERREZ - NationalFireFig	0.00	123.92	
	<a href="#">15.00.63154.00</a>		VEHICLE PURCHASE		123.92	
<a href="#">INV0003653</a>	Invoice	07/12/2021	07.12.2021 - GRASSER - Apple PDF	0.00	59.90	
	<a href="#">01.05.61121.00</a>		COMPUTER SOFTWARE/S		59.90	
<a href="#">INV0003660</a>	Invoice	08/02/2021	07.26.2021 - GALLI - Food & Gas & Motel	0.00	554.68	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		554.68	
<a href="#">INV0003661</a>	Invoice	08/02/2021	07.21.2021 - GALLI - Best Western	0.00	145.01	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		145.01	
<a href="#">INV0003662</a>	Invoice	08/02/2021	07.21.2021 - GALLI - Best Western	0.00	145.01	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		145.01	
<a href="#">INV0003663</a>	Invoice	08/02/2021	07.21.2021 - GALLI - Best Western	0.00	145.01	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		145.01	
<a href="#">INV0003664</a>	Invoice	08/02/2021	07.21.2021 - GALLI - Best Western	0.00	145.01	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		145.01	
<a href="#">INV0003665</a>	Invoice	08/02/2021	07.21.2021 - GALLI - Best Western	0.00	145.01	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		145.01	
<a href="#">INV0003666</a>	Invoice	08/02/2021	07.21.2021 - GALLI - Best Western	0.00	145.01	
	<a href="#">01.10.62203.00</a>		EMERGENCY RESPONSE S		145.01	
01326	AMAZON.COM SERVICES LLC	08/05/2021	Regular	0.00	158.54	21982
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<a href="#">13K4-6KVG-4H74</a>	Invoice	08/05/2021	08.01.2021 Brother Genuine P-touch TZE-OFFICE SUPPLIES	0.00	16.83	
	<a href="#">01.05.62000.00</a>		08.01.2021 Brother Genuine P-t		16.83	
<a href="#">14W6-K17P-HW3</a>	Invoice	08/05/2021	08.01.2021 White Paint Pen, 8 Pack 0.7m OFFICE SUPPLIES	0.00	17.37	
	<a href="#">01.05.62000.00</a>		08.01.2021 White Paint Pen, 8 P		17.37	
<a href="#">1HVX-H7QP-QCFJ</a>	Invoice	08/05/2021	08.03.2021 BYD CARE Single Use Dispos GENERAL DEPARTMENT S	0.00	124.34	
	<a href="#">01.05.62200.00</a>		08.03.2021 BYD CARE Single Us		124.34	
01000	American Messaging	08/05/2021	Regular	0.00	47.79	21983
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<a href="#">W4106073VH</a>	Invoice	08/05/2021	08.01.2021-08.31.2021 - ACCT# W4-1060 COMMUNICATIONS EQUI	0.00	47.79	
	<a href="#">01.10.63150.00</a>		08.01.2021-08.31.2021 - ACCT#		47.79	
01313	Comcast	08/05/2021	Regular	0.00	825.59	21984

Check Report

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<a href="#">632-07232021</a>	Invoice	08/05/2021	632 - 07.28.2021-08.27.2021 33 SFD BLVD TELEPHONE	0.00	825.59	
	<a href="#">01.14.61705.00</a>		632 - 07.28.2021-08.27.2021 33		825.59	
01234	Napa Auto Parts	08/05/2021	Regular	0.00	261.72	21985
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">630548</a>	Invoice	08/05/2021	07.20.2021 Blue Def 2.5 Gal 10 Quantity FUEL	0.00	135.83	
	<a href="#">01.25.62988.00</a>		07.20.2021 Blue Def 2.5 Gal 10		135.83	
<a href="#">634530</a>	Invoice	08/05/2021	08.04.2021 Crimson 2 GRS Car & Delo 400 REPAIRS VEHICLE	0.00	125.89	
	<a href="#">01.25.61600.00</a>		08.04.2021 Crimson 2 GRS Car		125.89	
01188	Staples Credit Plan	08/05/2021	Regular	0.00	106.34	21986
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">2878523101</a>	Invoice	08/05/2021	07.10.2021 AMPAD MEMO PADS 3X5 NAR OFFICE SUPPLIES	0.00	106.34	
	<a href="#">01.05.62000.00</a>		07.10.2021 AMPAD MEMO PAD		106.34	
01098	Verizon Wireless	08/05/2021	Regular	0.00	751.01	21987
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">9884718470</a>	Invoice	08/05/2021	07.24.2021-08.23.2021 - ACCT# 8421016 TELEPHONE	0.00	751.01	
	<a href="#">01.14.61705.00</a>		07.24.2021-08.23.2021 - ACCT#		751.01	
01389	Jim's Repair Service	08/05/2021	Regular	0.00	160.40	21988
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">273927</a>	Invoice	06/30/2021	06.24.2021 Repair Job for Fire Station BUILDING MAINTENANCE	0.00	160.40	
	<a href="#">01.14.61500.20</a>		06.24.2021 Repair Job for Fire St		160.40	
01262	MacLeod Watts Inc	08/05/2021	Regular	0.00	2,765.00	21989
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">072921RVFD</a>	Invoice	06/30/2021	07.29.2021 MacLeod Watts OPEB Actuari AUDIT & BOOKKEEPING SE	0.00	2,765.00	
	<a href="#">01.05.61103.00</a>		07.29.2021 MacLeod Watts OPE		2,765.00	
01234	Napa Auto Parts	08/05/2021	Regular	0.00	68.45	21990
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">624573</a>	Invoice	06/30/2021	06.28.2021 Battery & Core Deposit & CA REPAIRS VEHICLE	0.00	68.45	
	<a href="#">01.25.61600.00</a>		06.28.2021 Battery & Core Dep		68.45	
01020	PG&E	08/05/2021	Regular	0.00	1,493.21	21991
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">758-07262021</a>	Invoice	06/30/2021	758 - 06.05.2021-07.06.2021 Electricity & GAS AND ELECTRIC	0.00	1,493.21	
	<a href="#">01.14.61702.00</a>		758 - 06.05.2021-07.06.2021 EI		1,493.21	
01299	Onix Networking Corporation	08/13/2021	Regular	0.00	24.95	21992
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">2103280</a>	Invoice	06/30/2021	06.30.2021 Google Voice Standard June 2 COMPUTER SOFTWARE/S	0.00	24.95	
	<a href="#">01.05.61121.00</a>		06.30.2021 Google Voice Standa		24.95	
01026	AT&T Calnet	08/13/2021	Regular	0.00	2,494.18	21993



























Budget Report

For Fiscal: 2021-2022 Period Ending: 08/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.00.60231.00</a>	RETIREES' HEALTH INSURANCE	648,838.00	648,838.00	32,875.76	88,474.28	560,363.72	13.64 %
<a href="#">01.00.61115.00</a>	LIABILITY INSURANCE	29,458.00	29,458.00	0.00	45,027.00	-15,569.00	152.85 %
<a href="#">01.00.62999.00</a>	CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">01.00.67099.00</a>	TRANSFERS OUT	341,352.00	341,352.00	0.00	0.00	341,352.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>10,398,778.00</b>	<b>10,398,778.00</b>	<b>953,421.22</b>	<b>2,902,285.45</b>	<b>7,496,492.55</b>	<b>27.91 %</b>
<b>Department: 05 - ADMINISTRATION</b>							
<a href="#">01.05.61103.00</a>	AUDIT & BOOKEEPING SERVICES	30,705.00	30,705.00	1,764.09	2,199.74	28,505.26	7.16 %
<a href="#">01.05.61105.00</a>	OTHER CONTRACT SERVICES	55,900.00	55,900.00	-10,675.68	8,283.09	47,616.91	14.82 %
<a href="#">01.05.61106.00</a>	CONTRACT SERVICES - MCFD	327,818.00	327,818.00	0.00	0.00	327,818.00	0.00 %
<a href="#">01.05.61107.00</a>	ATTORNEY/LEGAL FEES	10,610.00	10,610.00	0.00	0.00	10,610.00	0.00 %
<a href="#">01.05.61112.00</a>	PERS ADMINISTRATIVE FEE	2,900.00	2,900.00	235.71	235.71	2,664.29	8.13 %
<a href="#">01.05.61120.00</a>	CONTRACT SERVICES-SAN ANSELM	87,447.00	87,447.00	0.00	0.00	87,447.00	0.00 %
<a href="#">01.05.61121.00</a>	COMPUTER SOFTWARE/SUPPORT	32,750.00	32,750.00	1,065.80	-5,939.31	38,689.31	-18.14 %
<a href="#">01.05.61122.00</a>	WEB PAGE DESIGN AND MAINTENA	8,200.00	8,200.00	0.00	0.00	8,200.00	0.00 %
<a href="#">01.05.61127.00</a>	HEALTH AND WELLNESS	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<a href="#">01.05.61129.00</a>	HIRING EXPENSES	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
<a href="#">01.05.61300.00</a>	PUBLICATIONS AND DUES	9,300.00	9,300.00	0.00	2,040.00	7,260.00	21.94 %
<a href="#">01.05.62000.00</a>	OFFICE SUPPLIES	4,500.00	4,500.00	245.86	245.86	4,254.14	5.46 %
<a href="#">01.05.62003.00</a>	POSTAGE	1,050.00	1,050.00	0.00	0.00	1,050.00	0.00 %
<a href="#">01.05.62200.00</a>	GENERAL DEPARTMENT SUPPLIES	12,750.00	12,750.00	157.26	514.66	12,235.34	4.04 %
<b>Department: 05 - ADMINISTRATION Total:</b>		<b>620,930.00</b>	<b>620,930.00</b>	<b>-7,206.96</b>	<b>7,579.75</b>	<b>613,350.25</b>	<b>1.22 %</b>
<b>Department: 10 - OPERATIONS</b>							
<a href="#">01.10.60060.01</a>	VOLUNTEER SHIFT PAY/DRILLS	17,000.00	17,000.00	120.00	240.00	16,760.00	1.41 %
<a href="#">01.10.60064.01</a>	VOLUNTEER LENGTH OF SERVICE	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00 %
<a href="#">01.10.60065.02</a>	EXPLORER POST	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
<a href="#">01.10.60220.00</a>	PAYROLL TAXES	0.00	0.00	1.74	3.48	-3.48	0.00 %
<a href="#">01.10.60220.01</a>	PAYROLL TAXES - VOLUNTEER	1,301.00	1,301.00	7.44	14.88	1,286.12	1.14 %
<a href="#">01.10.61000.00</a>	TRAINING AND EDUCATION	40,000.00	40,000.00	3,040.00	3,040.00	36,960.00	7.60 %
<a href="#">01.10.61100.00</a>	DISPATCH	218,052.00	218,052.00	58,214.25	58,214.25	159,837.75	26.70 %
<a href="#">01.10.61101.00</a>	RADIO REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01.10.61102.00</a>	HAZARDOUS MATERIAL REMOVAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">01.10.61108.00</a>	HAZARDOUS MATERIAL CONTRACT	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00 %
<a href="#">01.10.61110.00</a>	MERA OPERATING EXPENSE	105,313.00	105,313.00	0.00	0.00	105,313.00	0.00 %
<a href="#">01.10.61410.00</a>	EQUIPMENT MAINTENANCE	11,400.00	11,400.00	0.00	0.00	11,400.00	0.00 %
<a href="#">01.10.61902.00</a>	MWPA DEFENDSIBLE SPACE	0.00	0.00	0.00	138.06	-138.06	0.00 %
<a href="#">01.10.62203.00</a>	EMERGENCY RESPONSE SUPPLIES	4,220.00	4,220.00	1,424.74	1,424.74	2,795.26	33.76 %
<a href="#">01.10.62204.00</a>	PARAMEDIC RESPONSE SUPPLIES	32,500.00	32,500.00	1,811.36	1,811.36	30,688.64	5.57 %
<a href="#">01.10.62210.00</a>	BREATHING APPARATUS	6,400.00	6,400.00	0.00	0.00	6,400.00	0.00 %
<a href="#">01.10.62211.00</a>	BREATHING APPARATUS-CONTRACT	7,100.00	7,100.00	0.00	0.00	7,100.00	0.00 %
<a href="#">01.10.62213.00</a>	PROTECTIVE CLOTHING	24,900.00	24,900.00	0.00	0.00	24,900.00	0.00 %
<a href="#">01.10.63131.00</a>	EQUIPMENT	30,000.00	30,000.00	219.25	1,716.23	28,283.77	5.72 %
<a href="#">01.10.63140.00</a>	HYDRANTS	21,000.00	21,000.00	0.00	768.57	20,231.43	3.66 %
<a href="#">01.10.63150.00</a>	COMMUNICATIONS EQUIPMENT	21,000.00	21,000.00	84.47	-2,405.00	23,405.00	-11.45 %
<a href="#">01.10.63160.00</a>	TURNOUTS	16,400.00	16,400.00	0.00	0.00	16,400.00	0.00 %
<a href="#">01.10.64401.00</a>	MERA BOND PAYMENT PRIOR AUT	0.00	0.00	0.00	55,313.00	-55,313.00	0.00 %
<b>Department: 10 - OPERATIONS Total:</b>		<b>579,886.00</b>	<b>579,886.00</b>	<b>64,923.25</b>	<b>120,279.57</b>	<b>459,606.43</b>	<b>20.74 %</b>
<b>Department: 14 - FACILITIES</b>							
<a href="#">01.14.61500.00</a>	BUILDING MAINTENANCE AND LAN	16,500.00	16,500.00	-797.95	3,044.26	13,455.74	18.45 %
<a href="#">01.14.61500.18</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	925.00	2,766.00	12,234.00	18.44 %
<a href="#">01.14.61500.19</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	230.20	578.63	14,421.37	3.86 %
<a href="#">01.14.61500.20</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	0.00	196.78	14,803.22	1.31 %
<a href="#">01.14.61500.21</a>	BUILDING MAINTENANCE STATION	15,000.00	15,000.00	109.97	5,355.44	9,644.56	35.70 %
<a href="#">01.14.61702.00</a>	GAS AND ELECTRIC	44,000.00	44,000.00	544.39	544.39	43,455.61	1.24 %
<a href="#">01.14.61703.00</a>	WATER	7,910.00	7,910.00	0.00	-3,359.78	11,269.78	-42.48 %
<a href="#">01.14.61704.00</a>	SEWER	2,700.00	2,700.00	0.00	0.00	2,700.00	0.00 %
<a href="#">01.14.61705.00</a>	TELEPHONE	77,532.00	77,532.00	5,073.25	5,898.84	71,633.16	7.61 %
<a href="#">01.14.62206.00</a>	JANITORIAL MAINTENANCE SUPPLI	10,000.00	10,000.00	581.48	581.48	9,418.52	5.81 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 08/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01.14.62501.00</a>	FURNISHINGS	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">01.14.63040.00</a>	APPLIANCES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01.14.63041.00</a>	OFFICE EQUIPMENT	10,000.00	10,000.00	2,545.41	2,545.41	7,454.59	25.45 %
<a href="#">01.14.63042.00</a>	EXERCISE EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<a href="#">01.14.63044.00</a>	TECHNOLOGY PURCHASES	21,700.00	21,700.00	0.00	0.00	21,700.00	0.00 %
<b>Department: 14 - FACILITIES Total:</b>		<b>273,342.00</b>	<b>273,342.00</b>	<b>9,211.75</b>	<b>18,151.45</b>	<b>255,190.55</b>	<b>6.64 %</b>
<b>Department: 15 - COMMUNITY RISK REDUCTION</b>							
<a href="#">01.15.61131.00</a>	FIRE PREVENTION	4,600.00	4,600.00	0.00	0.00	4,600.00	0.00 %
<a href="#">01.15.62220.00</a>	COMMUNITY EDUCATION & PREP.	8,800.00	8,800.00	0.00	0.00	8,800.00	0.00 %
<b>Department: 15 - COMMUNITY RISK REDUCTION Total:</b>		<b>13,400.00</b>	<b>13,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,400.00</b>	<b>0.00 %</b>
<b>Department: 25 - FLEET</b>							
<a href="#">01.25.61411.00</a>	BURN TRAILER MAINTENANCE	9,300.00	9,300.00	0.00	0.00	9,300.00	0.00 %
<a href="#">01.25.61600.00</a>	REPAIRS VEHICLE	110,000.00	110,000.00	4,060.00	4,093.36	105,906.64	3.72 %
<a href="#">01.25.62988.00</a>	FUEL	40,500.00	40,500.00	5,379.07	13,460.89	27,039.11	33.24 %
<a href="#">01.25.62989.00</a>	PARTS VEHICLE	12,500.00	12,500.00	820.65	820.65	11,679.35	6.57 %
<b>Department: 25 - FLEET Total:</b>		<b>172,300.00</b>	<b>172,300.00</b>	<b>10,259.72</b>	<b>18,374.90</b>	<b>153,925.10</b>	<b>10.66 %</b>
<b>Expense Total:</b>		<b>12,058,636.00</b>	<b>12,058,636.00</b>	<b>1,030,608.98</b>	<b>3,066,671.12</b>	<b>8,991,964.88</b>	<b>25.43 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>		<b>-87,346.00</b>	<b>-87,346.00</b>	<b>65,416.62</b>	<b>-1,087,541.62</b>	<b>-1,000,195.62</b>	<b>1,245.10 %</b>
<b>Fund: 15 - VEHICLE FUND</b>							
<b>Revenue</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">15.00.51999.00</a>	TRANSFERS IN	341,352.00	341,352.00	0.00	0.00	-341,352.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>341,352.00</b>	<b>341,352.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-341,352.00</b>	<b>0.00 %</b>
<b>Revenue Total:</b>		<b>341,352.00</b>	<b>341,352.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-341,352.00</b>	<b>0.00 %</b>
<b>Expense</b>							
<b>Department: 00 - UNDESIGNATED</b>							
<a href="#">15.00.63154.00</a>	VEHICLE PURCHASE	0.00	0.00	0.00	123.92	-123.92	0.00 %
<a href="#">15.00.64010.00</a>	LEASE PAYMENT - PRINCIPAL	141,583.00	141,583.00	0.00	0.00	141,583.00	0.00 %
<a href="#">15.00.64110.00</a>	LEASE PAYMENT - INTEREST	13,129.00	13,129.00	0.00	0.00	13,129.00	0.00 %
<b>Department: 00 - UNDESIGNATED Total:</b>		<b>154,712.00</b>	<b>154,712.00</b>	<b>0.00</b>	<b>123.92</b>	<b>154,588.08</b>	<b>0.08 %</b>
<b>Expense Total:</b>		<b>154,712.00</b>	<b>154,712.00</b>	<b>0.00</b>	<b>123.92</b>	<b>154,588.08</b>	<b>0.08 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>		<b>186,640.00</b>	<b>186,640.00</b>	<b>0.00</b>	<b>-123.92</b>	<b>-186,763.92</b>	<b>-0.07 %</b>
<b>Report Surplus (Deficit):</b>		<b>99,294.00</b>	<b>99,294.00</b>	<b>65,416.62</b>	<b>-1,087,665.54</b>	<b>-1,186,959.54</b>	<b>-1,095.40 %</b>

**Group Summary**

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	11,971,290.00	11,971,290.00	1,096,025.60	1,979,129.50	-9,992,160.50	16.53 %
<b>Revenue Total:</b>	<b>11,971,290.00</b>	<b>11,971,290.00</b>	<b>1,096,025.60</b>	<b>1,979,129.50</b>	<b>-9,992,160.50</b>	<b>16.53 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	10,398,778.00	10,398,778.00	953,421.22	2,902,285.45	7,496,492.55	27.91 %
05 - ADMINISTRATION	620,930.00	620,930.00	-7,206.96	7,579.75	613,350.25	1.22 %
10 - OPERATIONS	579,886.00	579,886.00	64,923.25	120,279.57	459,606.43	20.74 %
14 - FACILITIES	273,342.00	273,342.00	9,211.75	18,151.45	255,190.55	6.64 %
15 - COMMUNITY RISK REDUCTION	13,400.00	13,400.00	0.00	0.00	13,400.00	0.00 %
25 - FLEET	172,300.00	172,300.00	10,259.72	18,374.90	153,925.10	10.66 %
<b>Expense Total:</b>	<b>12,058,636.00</b>	<b>12,058,636.00</b>	<b>1,030,608.98</b>	<b>3,066,671.12</b>	<b>8,991,964.88</b>	<b>25.43 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-87,346.00</b>	<b>-87,346.00</b>	<b>65,416.62</b>	<b>-1,087,541.62</b>	<b>-1,000,195.62</b>	<b>1,245.10 %</b>
<b>Fund: 15 - VEHICLE FUND</b>						
<b>Revenue</b>						
00 - UNDESIGNATED	341,352.00	341,352.00	0.00	0.00	-341,352.00	0.00 %
<b>Revenue Total:</b>	<b>341,352.00</b>	<b>341,352.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-341,352.00</b>	<b>0.00 %</b>
<b>Expense</b>						
00 - UNDESIGNATED	154,712.00	154,712.00	0.00	123.92	154,588.08	0.08 %
<b>Expense Total:</b>	<b>154,712.00</b>	<b>154,712.00</b>	<b>0.00</b>	<b>123.92</b>	<b>154,588.08</b>	<b>0.08 %</b>
<b>Fund: 15 - VEHICLE FUND Surplus (Deficit):</b>	<b>186,640.00</b>	<b>186,640.00</b>	<b>0.00</b>	<b>-123.92</b>	<b>-186,763.92</b>	<b>-0.07 %</b>
<b>Report Surplus (Deficit):</b>	<b>99,294.00</b>	<b>99,294.00</b>	<b>65,416.62</b>	<b>-1,087,665.54</b>	<b>-1,186,959.54</b>	<b>-1,095.40 %</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-87,346.00	-87,346.00	65,416.62	-1,087,541.62	-1,000,195.62
15 - VEHICLE FUND	186,640.00	186,640.00	0.00	-123.92	-186,763.92
<b>Report Surplus (Deficit):</b>	<b>99,294.00</b>	<b>99,294.00</b>	<b>65,416.62</b>	<b>-1,087,665.54</b>	<b>-1,186,959.54</b>

## Conditions

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ExportRaw	
Fiscal	2021-2022
Period	August
Budget Code	(Default)
Account Schema	Account Schema - Main
Fund	
Account Type	Expense;Revenue
Account Status	Active
Report Group	
Hide Accounts Without Activity or Budget	True
Filter 1 Segment	
Filter 1 Value(s)	
Filter 2 Segment	
Filter 2 Value(s)	
From Number	
To Number	
Abbreviate Grouping Labels	False
Group 1	Fund
Group 1 Segment	
Group 2	Account Type
Group 2 Segment	
Group 3	Segment (Select Below)
Group 3 Segment	Department
Group 4	(None)
Group 4 Segment	
Group 5	(None)
Group 5 Segment	
Group 6	(None)
Group 6 Segment	
Budget	Total Fiscal Budget
Group Page Break	
Percent Calculation	Percent Used
Style	Summary & Detail
Include Budget Adjustments	False
Include Budget Detail	False
Include Budget Notes	False
Hide Note Subject	
Include Note Audit	
Include Encumbrances	False
Show Shading	False
Show Account Type Totals Before Group 1	False
QueryContextId	Budget Report

**ROSS VALLEY FIRE DEPARTMENT**

Minutes of the Ross Valley Fire Board Special Meeting of August 11, 2021

**1. 6:33 pm Call to order. Announce action in closed session, if any.**

**Board Present:** Hellman, Kuhl, Greene, Shortall, Finn, Goddard, Burdo, Brekhus

**Board absent:**

**Staff present:** Weber, Yeager, Alber.

**Town Managers Present:** Politzer, Chinn, Donery.

**Agenda – August 11, 2021**

**2. Announce action from the closed session of the June 9, 2021, meeting.**

None

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

None

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

Dir. Goddard requested either a brief presentation or summation of the defensible space inspections; she received a great report and thinks the public could benefit from getting more information. Dir. Greene responded that it would probably be covered during the Chief's report, and Chief Weber answered that he would give an MWPA update and include more data. Goddard added that she appreciates the Chief's update but would still like a report to share with the residents to answer any questions. Further, Chief Weber said that he would have Kathleen Cutter, the Defensible Space Lead, present at the next Board meeting. Dir. Brekhus joined the meeting at 6:40 pm.

**5. Approve Resolution 21-09, Recognizing the Service of Executive Officer Garrett Toy**

Chief Weber recognized Garrett Toy for his outstanding work as the Executive Officer and as part of the Management team. Goddard added that Garret Toy sent his thanks since he could not attend the meeting.

M/S Goddard/Burdo – roll call vote, seven ayes, one absent

## 6. Chief Report – Verbal Update by Chief Weber

**Fire Season:** Chief Weber mentioned that California, but especially the Northside of the State, has faced tremendous challenges such as the Dixie Fire, which has destroyed the Town and drawn down considerable resources. As we typically do, the Department has sent two engine companies (OES and type 3 engine) to provide mutual aid. Further, the OES continues to support the fires; it came back for a couple of hours but was sent back right away when the Dixie Fire lost its containment. For this engine, we have four personnel supporting it. The type 3 engine is back, and we won't release it to give personnel time to recover. Additionally, the State just reached the critical level for our life fuel moisture which is at 60%; we are a month and a half ahead of what we typically are at this time. Greene asked what the 60% meant, and Chief Weber responded that the life fuel level that can go above 100, the lower the number is, the higher the fire risk is.

**Station 18:** Chief Weber reported that the dialogue continues. As the Board knows, we have four options that are being looked at, and data analysis is in process and will be provided to the Board later. Additionally, we have a closed session tonight to cover some items related to labor negotiations.

**Disaster Coordinator:** Chief Weber reported that the top candidate who had initially accepted the job offer declined it after almost completing the background check. Additionally, the second candidate also declined the offer. Therefore, we are doing a job analysis and salary survey with benefits options. In addition, we will discuss with the management team to come up with other solutions, such as additional contributions from the JPA members. We are hopeful that the second job posting will be successful.

**SAFER Grant:** Chief Weber reported that some agencies had received award letters, and the Department has not. However, does that not mean that we would not be selected in the second round. And if we do get selected, Staff will come back to the Board in a special meeting to discuss the grant.

**Introduction of Interim Fairfax Town Manager:** Chief Weber welcomed Adam Politzer to the Management team as the Interim Fairfax Town Manager. We look forward to working with him while Fairfax moves forward with filling the position.

**MWPA:** Chief Weber reported that a Project Manager shared with the County and Southern zone region was hired to manage all the projects in the area and hire contractors. Further, the PM is a county employee but will support the Towns. Regarding inspections, Chief Weber added that the inspections are going pretty well. And to remind the Board, we are in a consortium with MCFD, Kentfield Fire, Central Marin Fire to work on these inspections. We have one lead inspector managing the program and 25 inspectors covering the different areas. So far, they have exceeded 8000 inspections this year; some are gross negligence, and some are neighbor complaints. For the gross negligence reports, they are doing a second inspection to ensure the issues were fixed, and if they were not, we would move forward with the enforcing part.

Dir. Hellman asked how inspections work for rental properties and if the owner or renter gets informed about the inspections. What happens when the owner is not present? How do they get notified? Chief Weber responded that we are using new software that provides a QR code and an email sent to the homeowner, and we also use the tax address to mail out a follow-up. Additionally, the renter could share the QR code or email with the owner. And in the instances where there is a compliance or non-compliance issue, a certified mail letter is sent to the tax address, and they have some days to respond.

Regarding inspections, Chief Weber mentioned that the feedback has been very positive, and the use of the software is very helpful since it provides pictures and to-do lists. Further, he provided some data on where the inspections have been done and mentioned chipper dates. As previously mentioned, Kathleen Cutter, the Defensible Space Lead, will present at the next Board meeting. Goddard thanked Chief Weber for the report and added that the information provided after the inspections is beneficial as it shows detailed images and information. Further, she asked if there could be more community outreach to notify residents about the inspections.

Additionally, Goddard asked if the zone zero distance has changed. Chief Weber responded that zone zero is still the immediate area around the property. However, the question is whether the State will adopt that as part of the fire code as law since it is currently recommended not to have any combustibles within 5ft of the property, so, though the zone has not changed, the enforcing legislation might. Further, he mentioned that the defensible space program is still a work in progress. Though the Department is including inspections information across our social media accounts, we will work with the Firewise communities to have better community outreach. The feedback is greatly appreciated, and we will work with Kathleen Cutter to make more improvements. Dir. Shortall added that FIRESafe Marin coordinates with Kathleen the inspection schedule and is now sending all the Firewise communities the necessary information a couple of weeks in advance.

Dir. Greene followed up with the zoom connection issue we experienced at the July 14, 2021, Board meeting. Chief Weber responded that some people could join the meeting through the RVFD website and the agenda link. However, working with zoom, we found that they could not connect if people did not update their browser. As a result, and as a reminder, we added a message on our website providing zoom resources. Further, we are also using a new link; we stopped using the ongoing webinar link used for over a year.

Resident Jody Timms thanked the Department for everything they do and the defensible space inspection reports; her report is beneficial, and she learned a lot from it. Unfortunately, she has not been able to download it. She can only print it. Further, Mrs. Timms inquired about the Disaster Coordinator position and how it differs from the County's Disaster Coordinator since the Towns contribute to that position. The Department will also ask for an additional contribution for the RVFD's Disaster Coordinator. Chief Weber responded that he would follow up with the download issues to ensure they get fixed. Moreover, he mentioned that the Cities, Fire Districts, Towns believe there is a need for Countywide coordination for a more efficient process regarding the Disaster Coordinator position.

The County's coordinator would streamline the process, bring consistency, and eliminate redundancy. For this position, the County secured funding for the first two years with no contribution to a minimal contribution from the Towns. Therefore, year three and on would require additional financing of the Towns, and the employer would be Southern Marin Fire.

Dir. Brekhus asked why the Towns should use tax money to fund the position when other areas voted against the tax increase when a large sum of money was already allocated. Chief Weber responded that MWPA would contribute about a third of the total cost; however, the issue is that the legislation is specifically for wildfire prevention. As a result, Management and Fire Chiefs agreed to request MWPA for 30% of the funding, and MWPA agreed. Further, the additional funding requested from the Towns is in the range of \$1,500 to \$2,000. But having the position would be beneficial and would eliminate the projects' duplication around the County.

Dir. Greene asked if there was a fire near the East Peak of Tam. Chief Weber reported a vehicle fire West of the East Peak that burned about 1.5 acres of vegetation, and we were fortunate there was not a lot of wind when it happened.

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

M/S Burdo/Brekhus – roll call vote, all ayes

- 8. Approve Resolution 21-10 Appointing San Anselmo Town Manager Dave Donery as the Executive Officer of the RVFD.**

Chief Weber reported that the upcoming changes to Ross and San Anselmo's Town Manager's willingness to step up on this roll with Garrett's departure. The Executive Officer serves as the Management team leader and oversees the Department's personnel actions. And under the JPA, we require an Executive Officer, and the Management team recommends that Dave Donery be appointed as the JPA's Executive Officer.

No public comment concerning this item.

M/S Goddard/Hellman – roll call vote, all ayes

- 9. Receive Executive Order N-08-21 establishing October 1, 2021, as a set date to transition back to public meetings for full compliance with the Brown Act.**

Chief Weber explained that this Governor's Executive Order came before the delta variance. Many agencies are still looking into managing virtual meetings and have adequate space to allow social distance with in-person meetings. Chief Weber mentioned that the order might change between now and our next meeting, and he recommends that we continue to do some research and look at

what other agencies are doing. Staff is already working with Dave Donery to see if we can use the Town Hall to provide in-person and virtual meetings.

Dir. Burdo agreed that it is more likely that the order will change and that over the past year and a half, we have seen more public attendance with virtual meetings, and he does not recall having any public when we had the Board meetings at the fire stations. Further, Burdo agrees that we should continue meeting remotely for now. Brekhus agreed and added that we should not meet in person until it is safe to do so. Hellman agreed as well and asked if we were exploring having a hybrid model to support both. Chief Weber responded that this option is being discussed with the Management team and other best practices.

No public comment concerning this item.

**10. Receive Presentation on Wildland Urban Interface (WUI) areas.**

Fire Marshal Alber provided background on Wildland Urban Interface (WUI). He mentioned that it originated in MCFD to work around the codes related to fire issues and defensible space. CALFire developed statewide fire risk maps showing where ignition-resistant buildings must be built for the State responsibility area (SRA) and Local responsibility area (LRA). LRA applies to incorporated cities and towns such as Ross, Fairfax, San Anselmo. Further, most agencies have adopted a WUI ordinance and adjusted their WUI maps to upload them to Marinmaps. Regarding the Ross Valley area, each Town has adopted its own WUI maps; however, the maps have not been updated in Marinmaps

Dir. Goddard asked about the consistency between the JPA agency members. She would like to know what would happen if the Ross Valley area within the JPA is designated as the WUI area due to the high fire risks. Alber responded that if someone did a remodel or alteration in their building, the altered portion would have to comply with Chapter 7A requirements. Therefore, if Downtown Fairfax is designated, anything replaced would have to comply with WUI (i.e., replacing a window with a WUI window tends to be more expensive than a regular window). Goddard asked why not all residential areas are considered WUI areas. Alber added that the Marinmaps version is more comprehensive than the maps adopted by the Towns. As mentioned in the report, the Downtown areas were left out because of the structure density.

Dir. Greene asked that if the Towns were considering implementing what Alber suggested. Would not each independent jurisdiction have to do its own regulation implementation? Alber responded that if a triangle code adoption is implemented as he suggests, a map could be adopted as part of the code. Moreover, Greene added that the adoption is done by jurisdiction.

Dir. Brekhus mentioned that she was doing some remodeling in the Ross Downtown area and was told to replace to WUI standards under fire code amendments. Further, she added that the WUI designation was looked at for all the Marin area to see other jurisdictions. However, she does not think the JPA should decide for each jurisdiction, but she is open to hearing its benefits. Alber responded that all jurisdictions had adopted a WUI map. Still, for consistency, it would be beneficial that the Town's adopted maps matching the Marinmaps, and that does not require a JPA

vote or regulatory action. And that decision, such as including the Downtown area as a WUI zone, would be up to each jurisdiction. Greene added that, for instance, if Fairfax wanted to designate its Downtown area as a WUI zone, nothing would prevent it from happening. Goddard clarified that she was not proposing any JPA mandate; she is just looking for more efficient ways to utilize our resources.

Brekhus added that there should be a cost-benefit for upgrading buildings since it is so expensive. Further, Brekhus also mentioned that construction costs should be considered before deciding on adding WUI zones to the Downtown areas since it would mean that building owners would have to pick up a cost of about \$100k. Manager Chinn added that in 2018 Ross included the whole Town as a WUI area (3/4 is WUI). Chief Weber said that Staff could come back to each jurisdiction for the tri-annual adoption for a more detailed WUI zone revision. Further, Chief Weber said that if it's in the WUI, the State legislator might make WUI regulations that can have downstream effects, such as resale inspection requirements.

Resident Max Edwards wanted to thank everyone for the WUI discussion, especially Dir. Goddard for her effort to put this on the agenda. Mr. Edwards wanted to confirm that since we are a month and a half ahead of our live fuel moisture and fire behavior, the fire staff recommends that the WUI zone be expanded to the downtown areas and that the benefit outweighs the cost. Greene responded that each Town would make the determination. Mr. Edwards added that if we do not mitigate this, the risk of a devastating fire through any downtown could be so much more expensive for building or remodeling than adopting WUI zones.

## **11. Receive Verbal Report on the use of Bio-Diesel and Potential Transition.**

Chief Weber provided a brief report since the RVFD Engineer/Mechanic has been working on the Dixie fire for about 30 days. Chief Weber reported that the Department looked for this option a couple of years ago and opted to continue using conventional diesel for several reasons. While technology has improved, some of the challenges continue. Some of the pros of using bio-diesel are that (1) NOx emissions decreased, and (2) it is formulated with non-petroleum-based ingredients. However, some of the challenges from the mechanical perspective are (1) DPF exhaust system takes longer to regenerate, (2) the County has had several issues with deregulation in emergencies by losing power, and that is less than desirable when out in the fire line, (3) 10% to 12% decrease in engine performance has been reported by the operators.

Dir. Hellman asked for clarification regarding the complaints, and Chief Weber responded that the statewide fire mechanics are noticing the engine power is less while using bio-diesel. Further, Hellman requested a written report rather than a verbal one. She would like to have more detailed information. Chief Weber also added that RD99 (international and cummings) run at 99% biofuel. However, the engine manufacturers only approve B20 biofuel, a blend of 20% biodiesel and 80% diesel; this is probably related to their warranties. Therefore, the policy would have to be reviewed if we decide to move forward since it could potentially void the warranty. Moreover, Chief Weber mentioned that we are still gathering information about the warranty and the effects of using biodiesel in the type 3 engines. Additionally, Chief Weber noted that we are in the process of replacing the fire prevention vehicles, and we have the opportunity to go all-electric.

Resident Jody Timms thanked Chief Weber and Dir. Hellman for starting the bio-diesel use conversation. She mentioned that the Fairfax climate action plans were updated in the last couple of years, and they plan to use renewal diesel.

Dir. Greene thanked Fire Marshal Alber for his presentation and for providing the WUI zone information.

**12. Adjourn to Closed Session**

No public comment concerning this item.

Meeting adjourned.

The next meeting is scheduled for September 8, via zoom video conferencing.

Respectfully submitted,

s/Mariana Gonzalez  
Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of September 8, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolution 21-11 Amending Resolution 21-02 for the Emergency Preparedness Coordinator Position

---

**RECOMMENDATION:**

Staff recommends that the Board approves Resolution 21-11 Amending Resolution 21-02 for the Emergency Preparedness Coordinator Position.

This position will focus on improving and coordinating emergency preparedness in the greater Ross Valley area, working closely with the Wildfire Mitigation Specialist- D-space Lead to implement critical aspects of wildfire preparedness.

**BACKGROUND:**

The last several years have highlighted the need to increase emergency preparedness and resiliency throughout the Valley. Recommendations include: (a) prepare residents for wildfire, (b) Re-energizing the Get Ready Program, (c) develop and support neighborhood response groups, and (d) providing leadership and coordination with local agency disaster councils and/or emergency preparedness committees. The goal of the recommendations is to increase resident resiliency, focusing on self-sufficiency for the first 72 hours post-disaster.

The Ross Valley Fire Department will host the fixed-term position on behalf of member agencies. The responsibility of the Department will include providing office space, daily oversight, and general employment requirements. Further, the Ross Valley Fire Department will work closely with the Towns and District on work plans and projects for the Disaster Coordinator.

**DISCUSSION:**

On February 10, 2021, The RVFD Board of Directors approved Resolution 21-02, establishing a two-year fixed-term Emergency Preparedness position; however, resolution did not include any health benefits. The Department posted the position, and a job offer was made but was unfortunately declined.

As a result, Staff and the Management team reviewed the salary, benefits, job specifications, and terms and conditions for the Emergency Preparedness Position. As a result, they came to the consensus to add health benefits to the position. Therefore, the amount of the cafeteria plan shall be equal to the full single cost of Kaiser (PERS Kaiser Bay Area Plan), which currently is \$813.64 per month.

**FISCAL IMPACT:**

The annual salary is \$65,496 - \$68,772 plus up to \$20,080.68 in retirement and benefits. This position will be funded by additional revenue from the Towns (Ross, San Anselmo, and Fairfax) and Sleepy Hollow Fire District. These jurisdictions are using Marin Wildfire Prevention Authority local funding. Revenue will be based on agreed-upon percentages:

San Anselmo: 45%

Fairfax: 32.5%

Ross: 11.25%

Sleepy Hollow Fire District: 11.25%

**Attachments:** Resolution 21-11 Emergency Preparedness Coordinator Position – Attachment #1  
Resolution 21-02 Disaster Coordinator Position –Attachment #2  
Emergency Preparedness Coordinator Job Classification –Attachment #3

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-11**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDS AND RESTATES THE POSITION AND COMPENSATION PACKAGE FOR THE EMERGENCY PREPAREDNESS COORDINATOR**

**WHEREAS**, Ross Valley Fire adopted Resolution 21-02 on February 10, 2021, to establish a two-year fixed-term Emergency Preparedness Coordinator position

**WHEREAS**, Ross Valley Fire wishes to update and amend the Emergency Preparedness Coordinator position benefits to include a cafeteria plan for health benefits such as health, dental, vision, life, or disability; and

**WHEREAS** Ross Valley Fire hereby amends and restates the limited-term (two-year) position of Emergency Preparedness Coordinator as a non-safety position within the Department; and

**NOW THEREFORE BE IT RESOLVED**, that the following are the salary and benefits for this position;

**BE IT FURTHER RESOLVED** that the Ross Valley Fire Department adopts Exhibit A Emergency Preparedness Coordinator class specifications, which the Fire Chief may make minor amendments from time-to-time effective September 8, 2021:

**Disaster Preparedness Coordinator**

<b>Step A</b>	<b>Step B</b>
5,458	5,731

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority’s Civil Service Rules and Regulations.

**Salary Adjustments:** The Fire Board will review the Disaster Preparedness Coordinator’s compensation annually.

**Retirement:** PERS PEPRA for Miscellaneous Members

**Vacation Leave Schedule:** 10 days

**Holidays:** 13 Days off per year: New Year’s Day; Martin Luther King, Jr. Day; Lincoln’s Birthday; Washington’s Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans’ Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast,

Thanksgiving, or holiday.

**Sick Leave:** 3 days per year, capped at 6 days.

**Cafeteria Plan:** The amount of the cafeteria plan shall be an amount equal to the full single cost of Kaiser (PERS Kaiser Bay Area Plan), which at this time is \$813.64 per month. Any unused amount can be applied toward other benefits, including dental, life, and disability.

I do hereby certify that the above Resolution 21-11 is a true and correct copy as passed by the Ross Valley Fire Board on September 8, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Ford Greene, Board President

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Mariana Gonzalez, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-02**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDS AND RESTATES THE POSITION AND COMPENSATION PACKAGE FOR THE DISASTER PREPAREDNESS COORDINATOR**

**WHEREAS**, Ross Valley Fire adopted Resolution 19-03 on March 13, 2019 to establish the Disaster Preparedness Coordinator position

**WHEREAS**, Ross Valley Fire wishes to update and amend the Disaster Coordinator Preparedness position including salary, benefits, job specifications, and terms and conditions; and

**WHEREAS** Ross Valley Fire hereby amends and restates the limited term (two-year) position of Disaster Preparedness Coordinator as a non-safety position within the Department; and

**NOW THEREFORE BE IT RESOLVED**, that the following are the salary and benefits for this position;

**BE IT FURTHER RESOLVED**, that the Ross Valley Fire Department adopts Exhibit A Disaster Preparedness Coordinator class specifications, which the Fire Chief, may make minor amendments from time to time effective March 1, 2021:

<b>Disaster Preparedness Coordinator</b>	Step A	Step B
	5,458	5,731

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

**Salary Adjustments:** The Fire Board will review the Disaster Preparedness Coordinator's compensation annually.

**Retirement:** PERS PEPR for Miscellaneous Members

**Vacation Leave Schedule:** 10 days

**Holidays:** 13 Days off per year: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast, Thanksgiving or holiday.

**Sick Leave:** 3 days per year, capped at 6 days.

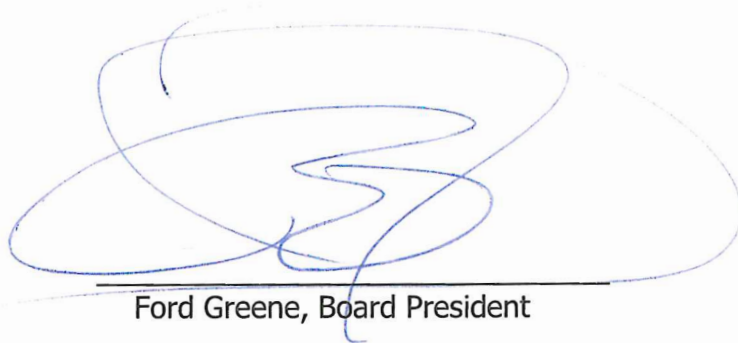
I do hereby certify that the above Resolution 21-02 is a true and correct copy as passed by the Ross Valley Fire Board on February 10, 2021, by the following vote:

AYES: ⑦

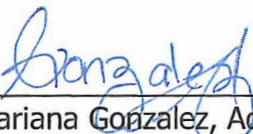
NOES: ②

ABSENT: ①

ABSTAIN: ②

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Ford Greene, Board President

A handwritten signature in blue ink, appearing to read 'Mariana Gonzalez', written in a cursive style.

Mariana Gonzalez, Administrative Assistant

## Emergency Preparedness Coordinator

### SALARY RANGE

Full-Time (40 hours per week) / Two-year Fixed-Term Position

\$5,458 - \$5,731 per month (DOE)

### BENEFITS & RETIREMENT

\$813.64 per month for health benefits

PERS PEPRRA for Miscellaneous Members

**Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.**

### DEFINITION

Under general direction, serves as valley-wide coordinator of a range of activities associated with emergency preparedness. Coordinates emergency preparedness initiatives and community resiliency activities among local, State and Federal agencies; develops and presents emergency preparedness public safety educational outreach programs and materials; prepares, implements, and maintains emergency preparedness programs that may include municipal employees and the community; and performs related work as required.

### CLASS CHARACTERISTICS

This is a single class position that will work as a miscellaneous (non-safety) employee under the Ross Valley Fire Department's direction. Under general supervision, the incumbent has overall responsibility for developing valley-wide emergency resiliency and preparedness.

**EXAMPLE OF DUTIES:** (Illustrative Only) Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Coordinate the development, implementation, and maintenance of various community-based emergency preparedness programs (i.e., wildfire preparedness, NRG, Get Ready; CERT, and Disaster Councils)
- Coordinate the development of emergency prevention and emergency management public education programs and materials among Towns and District
- Present and assist in presenting community resiliency and emergency preparedness public education and training programs; speak to groups of various ages, educational levels, and socio-economic backgrounds
- Provide consultation services and evaluations regarding emergency preparedness
- Assist community, volunteer, educational, or other public and private groups with emergency prevention and preparedness

## **Emergency Preparedness Coordinator**

- Seek and participate in the development of various emergency management grants
- Coordinate with Federal, State, County, Cities, Towns, and other local emergency management organizations
- Utilize standard personal computer software, including word processing and spreadsheet programs; develop various forms, reports, and statistical analysis; and use software tools to evaluate program effectiveness and develop alternative solutions
- Work with volunteers, coordinate their activities, provide instructions and motivation; ensure volunteer activities are effective and provide appropriate recognition
- Maintain accurate records and files; prepare various statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies
- Serve as a support team member in the Emergency Operations Centers during an emergency or disaster response situations
- Assist in the developing agreements with allied agencies and vendors to commit personnel, equipment, and other appropriate resources to support the Municipalities during emergencies
- Coordinate with other governmental agencies, the public, and stakeholders to gain and maintain effective working relationships and communication

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed:

#### **Knowledge of:**

- Principles and practices of emergency management, and emergency preparedness, response and recovery
- California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
- Emergency operations communications systems
- State and Federal volunteer regulations and reporting and reimbursement procedures
- Principles and practices of program coordination, development, budgeting, administration, and evaluation
- Office procedures, methods and equipment including MS Office computer software programs, such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations
- Preparing and presenting public information; teaching; and public speaking.
- Principles and practices of supervision and training

## Emergency Preparedness Coordinator

### **Ability to:**

The candidate must be capable of carrying out all items in both emergency and non-emergency situations.

- Be self-motivated, work independently to complete assigned duties and responsibilities promptly
- Develop and present training programs for staff and the public that address emergency management systems, procedures and responses
- Develop and coordinate emergency preparedness exercises
- Interpret and explain emergency preparedness services, policies, and procedures
- Interpret and apply federal, state, and local laws, rules, and regulations
- Learn and retain local geography and resources as they relate to emergency preparedness planning and operations
- Stay abreast of emergency preparedness requirements and standards
- Analyze and evaluate new program techniques
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing
- Coordinate, train, oversee, and evaluate volunteers
- Logically and creatively utilize a variety of analytical techniques to solve complex emergency preparedness challenges
- Gain the respect, confidence, and cooperation of municipal leaders and the public and maintain effective working relationships with those contacted in the course of work
- Participate in the development and administration of goals, objectives, procedures, and budgets
- Work cooperatively with the public and emergency response agencies
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations to support goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Build and maintain positive working relationships with stakeholders to ensure that assigned disaster preparedness coordination efforts are successful

### **CERTIFICATES/LICENSE**

Obtain prior to and maintain a valid California Driver's License with a satisfactory driving record.

Possession or ability to obtain a Healthcare Provider CPR certificate issued by a training center approved by the California EMS Authority. Healthcare Provider cards issued by

## **Emergency Preparedness Coordinator**

the American Heart Association and the American Red Cross meet the CPR requirement.

### **SPECIAL REQUIREMENTS**

Required to work on some weekends and evenings; work at any location in the County; attend meetings and classes both; work under various adverse and hazardous conditions; perform routine and repetitive work; personally maintain all certifications and licenses required for job class, assist in training agency employees; wear uniform; and maintain clean and neat appearance.

### **PHYSICAL REQUIREMENTS**

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes performing activities in the natural environment and the constructed environment.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to walk on trails or up and down steep inclines off trails. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and vision sufficient to read computer screens and printed documents with, or without, correction. Hear within the normal audio range with, or without, correction. The employee must have sufficient physical ability to work in an office setting and operate office equipment.

The employee will be expected to wear personal protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection for noisy environments, eye protection, dust mask or respirator, and safety shoes.

While performing the duties of this job, the employee is regularly working in an office environment. The noise level in the office work environment is relatively quiet. However, there may be conditions with elevated noise levels during outdoor operations, odors or smoke may be present, with heavy machinery nearby.

In emergencies, the employee may be required to work under significant pressure, be subjected to extended work hours, and be on-call in case of emergencies.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of September 8, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Authorize the Purchase of one (1) Pierce All-Steer Type 1 Engine and Associated Fund Transfer

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**RECOMMENDATIONS:**

That the Board approves:

- (a) the purchase of one (1) new Pierce Manufacturing All-Steer Type 1 Fire Engine one year earlier on the fleet purchase plan;
- (b) and authorizes the Fire Chief to negotiate the best financial package and to sign the associated purchase documents, not to exceed \$1,056,000 plus a 10% contingency;
- (c) and as discussed with your Board at the June budget hearing, approve the transfer of \$250,000 from the unrestricted fund to the Fleet Fund.

**BACKGROUND:**

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

In 2018 the Board approved an updated vehicle replacement schedule through 2029. The schedule calls for the replacement of Type 1 engines after 20 years of service, 15 years as a first-run apparatus, and five years in reserve status. First run engines are the fire engines used every day, one at each of the three fire stations. Station 18 and Station 20 also house a reserve Type 1 engine, and Station 21, in addition to the first run Type 1 engine, has the first run Type 3 engine. This purchase authorization moves up the next planned Type 1 engine purchase by one year (from 2022-23 to 2021-22) due to significant and costly repair costs on the 2003 Types 1 engine. It would take between six months and nine months to repair the 2003 Types 1 engine at an estimated repair cost of \$60,000 - \$80,000; thus, the recommendation is to instead purchase the new engine one year earlier than planned.

Beginning in 1995, the Department has been purchasing Type 1 fire engines with “All-Steer” capability. All-Steer provides coordinated steering of all four wheels, not just the front wheels as with normal vehicles. The All-Steer capability provides a significantly increased maneuverability on the towns’ narrow roadways. Currently, Pierce Manufacturing is the only fire apparatus manufacturer that provides the All-Steer capability.

**DISCUSSION:**

It would be standard for the Department to develop specifications and request proposals through the formal bid process; however, Ross Valley Fire Department utilizes the All-Steer system. The Oshkosh Corporation holds the patent on the All-Steer system. Pierce Manufacturing is a subsidiary of Oshkosh. Currently, Pierce Manufacturing is the only fire apparatus manufacturer that provides the All-Steer capability. The current design is consistent with our four current first-run fire engines.

There are various ways to finance this purchase in line with our Fleet Replacement schedule to find the best overall price, including tagging on to existing competitively bid agreements similar to how we purchased engines in 2019. Staff will analyze to find the best overall deal, make the purchase and its associated purchase agreements, and bring the relevant financial documents back to the Board for approval at a future board meeting.

During budget discussions in May and June 2021, staff discussed setting aside \$250,000 of the one-time surplus funds at year-end to the Fleet Fund to move up some engine purchases to improve fiscal policy regarding repairs on the older engines. These one-time funds were generated by revenue from the 2020 fire season.

**FISCAL IMPACT:**

Not to exceed \$1,056,000 plus a 10% contingency to purchase one (1) new Pierce Manufacturing All-Steer Type 1 Fire Engine, inclusive of taxes and projected interest charges. This remains within the funding available in the Fleet Fund.

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of September 8, 2021

To: Board of Directors  
From: Kathleen Cutter, Defensible Space Lead  
Subject: Receive Presentation on Defensible Space Program

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**RECOMMENDATION:**

Staff recommends that the Board receives the Presentation on the Defensible Space Program that will provide an update on the program and the number of inspections throughout the greater Ross Valley area for the JPA member agencies.

**BACKGROUND:**

The agencies of Central Marin Fire Department, Kentfield Fire Protection District, Ross Valley Fire Department, and Marin County Fire Department are working together to provide defensible space inspections for the Greater Ross Valley area and West Marin. We have 22 seasonal defensible inspectors this year, with the goal to complete 10,000 inspections this season. A secondary goal is to inspect every property under our responsibility once every three years.

Furthermore, with every inspection, property owners are provided with a comprehensive report; such report can be accessed online using a unique code given to the property owners or left at their door by the inspectors. Additionally, residents are welcome to accompany the inspectors during the inspection; our inspectors do not access properties without the permission of the tenant or owner. If no one is home or access is denied, the inspection is done from the street, obeying laws of curtilage.

We are piloting custom Defensible Space Software, which allows inspectors to collect data. It compiles an individualized report for each property. Soon, it will provide us with comprehensive data about the areas we have inspected. We will share this information as it becomes available.

**DISCUSSION:**

As of September 1, our defensible space inspectors have completed over 10,500 inspections eclipsing our season goal. While our program doesn't have a hard end-of-season date, we expect to have the funds to inspect through October.

Approximately four days to one week before our inspectors start inspecting a neighborhood, we notify the community through “press releases” pushed through the RVFD, the local Firewise sites, and through town newsletters/notifications. In addition, while inspecting, our inspectors place sandwich boards with the message “Wildfire Mitigation Defensible Space Inspectors in Your Neighborhood” at highly visible--and safe--locations in the inspected area.

The inspection areas are based on the Mutual Threat Zones (MTZ), otherwise known as the Evacuation Maps, and this interactive map can be found at Marin MTZ (Lynx 2021). In 2020, the following Ross Valley’s MTZ areas were inspected: Bothin, Fairfax-Bolinas, Fawn, Irving, Kent, Legend, Redwood, Ridgeway, San Francisco, Shady, and Van Winkle. As such, they are not being considered for inspection in 2021.

Moreover, as of September 1, we have completed inspecting the MTZ maps of Oak Manor, Drake, Cascade Canyon, Oak, Alameda, and in Ross east of Sir Francis Drake. We expect to finish up the MTZ of Tamalpais on Tuesday September 7th.

September and October will find us first in Sequoia, and we will work through Forest, Herrera, Deer Park, and Wellington. With the completion of these areas, all of the Greater Ross area will have been inspected at least once since 2019, thus meeting our goal of inspecting every property in a three-year period.

We are currently developing our reinspection strategy and have begun reinspecting selected properties in the Corte Madera and Kentfield jurisdictions.

**FISCAL IMPACT:**

Funding for the defensible space program is provided by the Marin Wildfire Prevention Authority (MWPA); therefore, there is no other fiscal impact to the department.

Thank you for the resue last  
Thursday night at 61 Woodland  
in San Anselmo!

Sincerely,  
Residents, Staff, and Board  
of  
Tam House

You guys  
see the  
Tops!!!

Beats  
Sharon  
Morton week!!!

Princess and  
Princess for  
Princess  
and Princess  
Team to PRPB  
LEMS at 61  
Goodland  
#5-leaf  
Morton week!!!

Brian Colbert  
Mayor

Alexis Fineman  
Vice Mayor

Steve Burdo  
Council Member

Ford Greene  
Council Member

Eileen Burke  
Council Member



TOWN OF  
**SAN ANSELMO**  
EST. 1907

Town of San Anselmo  
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(415) 258-4616  
[www.townofsananselmo.org](http://www.townofsananselmo.org)

August 12, 2021

Dear Dan Mahoney and everyone at Ross Valley Fire Department,

Thank you very much for participating in the San Anselmo Public Library's StoryWalk. This was the first time we attempted this activity and from all accounts, it was very successful. We are so grateful for your partnership and support for the Children's Summer Reading Program. We hope you enjoyed it too! Please email me at [jwaskey@townofsananselmo.org](mailto:jwaskey@townofsananselmo.org) with any feedback or observations about the activity. We hope to do this again in some form in the future.

Thank you,

A handwritten signature in black ink that reads "Jennie Waskey".

Jennie Waskey  
Youth Service Librarian  
San Anselmo Library  
110 Tunstead Way  
San Anselmo, CA 94960  
415-258-4656

