



## **Southern Marin Fire Protection District Board of Directors Meeting Agenda**

28 Liberty Ship Way Suite 2800 Sausalito, California 94965

**Wednesday, June 28, 2023**

**6:00 pm**

**Right to be Heard:** Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

**Accommodations:** Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda and a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for the meeting, upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact Southern Marin Fire Protection District at 415.388.8182 at least 5 working days prior to the meeting and provide information on the assistance required.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Agenda Adjustments and Approval**
5. **Open Time for Public Expression:** (limited to 3 minutes per person)  
*The Board welcomes public comments on all agenda items.*
6. **Board Member Candidate Interviews**  
Suggested Action: Board of Directors to review application materials, interview candidates, and vote to select a new Board Member, who will serve on the Southern Marin Fire District Board of Directors for the remainder of the term of Director Willis, who had resigned.

Note: Candidate's confidential personal info for the candidates is edited out as indicated, since this is a public packet and is also published on the internet. Those details are available to the Board members, as needed. Please contact the Board Clerk.

6.a Board Director Candidate (City of Mill Valley) - G. Hardy Acree

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*

- [G H Acree - Cover Letter and Resume - Pub.pdf](#)
- 6.b Board Director Candidate (Strawberry) - Michael Gallagher  
[M Gallagher - Cover Email- pub.pdf](#)
- 6.c Board Director Candidate (Tam Valley) - Lawrence Kaplan  
[L Kaplan - Cover Letter Email - pub.pdf](#)  
[L Kaplan - Resume - Pub.pdf](#)
- 6.d Board Director Candidate(Strawberry) - Victoria Lim  
[V Lim - Cover Letter - pub.pdf](#)  
[V Lim - Resume - Pub.pdf](#)
- 6.e Board Director Candidate (City of Mill Valley) - Rich Riechel  
[R Riechel - Cover Letter - pub.pdf](#)  
[R Riechel - Resume -pub.pdf](#)
- 6.f Board Director Candidate (City of Mill Valley) - Toby Salz  
[T Salz - Cover Email - Pub.pdf](#)  
[T Salz - Resume CV - pub.pdf](#)
- 6.g Board Director Candidate (City of Valley) - Daniel St. John  
[D St John - Cover Letter - pub.pdf](#)  
[D St John - Resume Pub.pdf](#)
- 6.h Board Director Candidate (City of Mill Valley) - Clifford Waldeck  
[C Waldeck - Cover - Pub.pdf](#)  
[C Waldeck - Resume Pub.pdf](#)

7. **Meeting Minutes of Previous Meeting**

7.a **Approval of the Minutes of the May 24, 2023 Board of Directors meeting**

Suggested Action: Approve Minutes as presented.

[BOD Meeting Minutes 5-24-2023.pdf](#)

7.b **Approval of the Minutes of the June 11, 2023 Board of Directors Special Closed Session meeting.**

Suggested Action: Approve Minutes as presented.

[BOD Special Meeting Minutes 6-11-2023.pdf](#)

8. **Consent Calendar**

*REMOVAL OF ITEMS FROM THE CONSENT CALENDAR. Matters listed under the Consent Calendar are considered routine and non-controversial, require no discussion, are expected to have unanimous Board support, and may be enacted by the Board in one motion in the form listed below. There'll be no separate discussion of Consent Calendar items. However, before the Board votes on a motion to adopt the Consent Calendar items, Board Directors may request that specific items be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be discussed immediately following approval of the remaining Consent Calendar items.*

8.a **Correspondence and Information**

[Letter Nicasio Fire Dept-Wilkinson 6-5-23.pdf](#)

[Thank you for Neighborfest from Alta Molino Firewise 6-7-23.pdf](#)

[Flavin Email.pdf](#)

[Marin IJ \\$21M MWPA.pdf](#)

[State Farm.pdf](#)

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*

## 9. Staff Reports

### 9.a Fire Chiefs Report

Suggested Action: Receive Report.

[Fire Chiefs Board Report June 2023.docx.pdf](#)

[MVFD Block E Paved Roads 2023.pdf](#)

[SMFD Zone 9 Block D June 2023 PDF.pdf](#)

[M U FISCAL CHARTS JUNE 2023 Word Doc.pdf](#)

### 9.b Finance Report

**Suggested Action: Receive Report**

[JUNE 2023 FINANCE REPORT.pdf](#)

### 9.c Association Report

Suggested Action: Receive Report.

### 9.d Staff Report - Station 4 Update

Suggested Action: The Fire Chief recommends that the Board review the Staff Report and provide any additional direction to staff.

[Staff Report - Station 4.pdf](#)

## 10. Board Committee Reports

1. Southern Marin Emergency Medical Paramedic System (Advisory) - Director Fleming
  2. Finance Committee - Director Perazzo
  3. Personnel Committee - Director TBD
  4. Emergency & Disaster Preparedness Committee - Director DeBerry
  5. Building Committee (Ad Hoc) - Director Chun
  6. FASIS (Advisory) - Director Perazzo
  7. Marin Wildfire Prevention Authority (Advisory) - Director Hilliard
  8. MERA Committee (Advisory) - Director Hilliard
- 10.a Attachment to the MWPA Committee Report - Flyer Executive Officer Report flyer  
[MWPA Executive Officer Report - June 2023.pdf](#)

## 11. Action Items

### 11.a Staff Report and Resolutions 2022/2023-08 and 2022/2023-09 - Fiscal Year 24 Tax Rates

Suggested Action: Receive Report and Approve Resolutions 2022/2023-08 & 2022/2023-09, which read as follows:

Resolution 2022/2023 - 08

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT

ESTABLISHING A 2023/24 FISCAL YEAR TAX RATE FOR SPECIAL TAXES

ORIGINALLY APPROVED BY VOTERS OF THE TAMALPAIS FIRE PROTECTION DISTRICT AND ALTO RICHARDSON BAY FIRE PROTECTION DISTRICT AND

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*

CONTINUED AS PART OF THE FORMATION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT.

Resolution 2022/2023 - 09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT

ESTABLISHING A 2023/24 FISCAL YEAR TAX RATE FOR MEASURE U SPECIAL TAXES ORIGINALLY APPROVED BY VOTERS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT

[FY24 Tax Rates Staff Report.pdf](#)

[Resolution 22-23-08 FY24 Existing Parcel Tax Rate.pdf](#)

[Resolution 22-23-09 FY24 Measure U Tax Rate.pdf](#)

**11.b Resolution 2022/2023 - 07 - Revising an Adopted Appropriations Limit**

Suggested Action: The Fire Chief recommends that the Board Adopt Resolution 2022-2023-07 - RESOLUTION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT APPROVING THE ANNEXATION OF THE CITY OF MILL VALLEY'S FIRE AND EMERGENCY MEDICAL SERVICES AS SET FORTH IN MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION RESOLUTION 22-33; ADOPTING A REVISED DISTRICT APPROPRIATIONS LIMIT; AND DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS TO IMPLEMENT THE ANNEXATION.

[Staff Report - Appropriations Limit res 22-23 - 07.pdf](#)

[Bundled GANN Limit Res for annex of MV effective 7-1-23.pdf](#)

[FY24 GANN Limit Worksheet.pdf](#)

**11.c Southern Marin Fire District and City of Mill Valley Advisory Board – A Subcommittee of the Board**

Suggested Action: The Fire Chief recommends that the Board President select two Board members to sit on the new Advisory Subcommittee.

[Staff Report - Mill Valley Governance.pdf](#)

[Attachment\\_VI\\_-\\_Draft\\_Governance\\_Agr final.pdf](#)

**11.d Fiscal Year 2024 Preliminary Budget Package**

Suggested Action: Fire Chief recommends that the Board of Directors review and approve the Fiscal Year 2024 Preliminary Budget or provide feedback.

[FY24 Budget Package v1.pdf](#)

**12. Poll of the Board**

**13. Adjournment**

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*

### Posting Statement

A copy of this agenda was posted at the Southern Marin Fire Protection District's Administrative Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the Southern Marin Fire Protection District's Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (415) 388-8182. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (City of Mill Valley) - G. Hardy Acree

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[G H Acree - Cover Letter and Resume - Pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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*G. Hardy Acree*

*<Personal Info  
Omitted  
For Public Packet>*

June 13, 2023

Dear Ms. Paterson:


Attached, please find my resume as an expression of interest to fill the open Southern Marin Fire Protection District Board seat.

As an airport administrator responsible for large complex organizations, my responsibilities have included Operational chain-of-command as well as Budget Control for Airport Fire Rescue. My management philosophy embraces the concepts of continuous improvement, and service above self. Relevant and pertinent experiences are outlined in the resume.

On a personal note, as one of 12 children (#6 in the litter) born and raised in the backwaters of Northeast Arkansas, life growing up in poverty was not easy. Thanks to the Boy Scouts, the Air Force and a supportive spouse I was able to get an education. Attribution for my career achievements are due to the support of those I served and the team members I had the honor to lead. If selected, I will bring those same skills and traits to this position.

**REFERENCE: Lance McCasland, Retired Fire Chief  
Sacramento County Airport System, 916.508-7736.**

Thank you for your time and consideration.

  
G. Hardy Acree

## **RELEVANT AIRPORT RESCUE/FIRE FIGHTING EXPERIENCE:**

OPERATIONS DUTY MANAGER - KING KHALED INTERNATIONAL AIRPORT, RIYADH SAUDI ARABIA. MEMBER OF BECHTEL CORP. STARTUP TEAM AS **ASSISTANT DIRECTOR FOR AIRPORT CERTIFICATION. DEVELOPED ARFF STAFFING REQUIREMENTS AND EQUIPMENT/PROCUREMENT. KKIA WAS THE FIRST KINGDOM AIRPORT TO BE CERTIFIED UNDER INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) RULES AND STANDARDS.**

OPERATIONS MANAGER - PHILADELPHIA INTERNATIONAL AIRPORT, CITY OF PHILADELPHIA. RESPONSIBLE FOR SAFE AND EFFICIENT OPERATION OF ALL TERMINAL AND AIRFIELD OPERATIONS. **BUDGET OVERSIGHT/APPROVAL FOR CITY CONTRACTED FIRE AND POLICE SERVICES.**

AIRPORT MANAGER - ANCHORAGE INTERNATIONAL AIRPORT/LAKEHOOD SEAPLANE BASE, STATE OF ALASKA/DEPT. TRANSPORTATION. RESPONSIBLE FOR AIRFIELD AND TERMINAL OPERATIONS, **INCLUDING CHAIN-OF-COMMAND FOR COMBINED POLICE/FIRE AIRPORT SAFETY SECTION.**

DEPUTY DIRECTOR OF AVIATION - BUSH INTERCONTINENTAL AIRPORT. MEMBER, SENIOR MANAGEMENT TEAM. LED TEAM OF 900 EMPLOYEES. **HAD BUDGET CONTROL/APPROVAL OVER CITY CONTRACTED POLICE & FIRE SERVICES.**

DIRECTOR OF AIRPORTS (RETIRED 2012), SACRAMENTO COUNTY AIRPORT SYSTEM. REPORTING TO COUNTY EXECUTIVE RESPONSIBLE FOR PLANNING, DEVELOPMENT, MARKETING, OPERATIONS & MAINTENANCE **(INCLUDING CHAIN-OF-COMMAND FOR AIRPORT FIRE SERVICE)** FOR A MULTI-AIRPORT SYSTEM. **THROUGH SUBORDINATE PERSONNEL (COO & FIRE CHIEF) APPROVED MUTUAL AID AGREEMENTS WITH CITY OF SACRAMENTO AND METRO FIRE.**

**EDUCATION:** MBA/AVIATION, EMBRY-RIDDLE AERONAUTICAL UNIVERSITY.

### **PROFESSIONAL AFFILIATIONS:**

CHAIRMAN, BOARD OF DIRECTORS AIRPORTS COUNCIL INTERNATIONAL-NA.  
CHAIRMAN/FOUNDING MEMBER, NORTHERN CALIFORNIA TRADE CENTER  
FOUNDER AND CHAIRMAN, CALIFORNIA CAPITAL AIR SHOW (501c3).  
MEMBER, SACRAMENTO COUNTY DEBT UTILIZATION COMMITTEE.  
MEMBER, ASSOC. OF BAY AREA REGIONAL AIRPORTS PLANNING COMMITTEE.

### **VOLUNTEER COMMUNITY AFFILIATIONS:**

BOARD OF DIRECTORS, GREATER SACRAMENTO URBAN LEAGUE.  
BOARD OF DIRECTORS, CALIFORNIA TRANSPORTATION FOUNDATION.  
COURT APPOINTED SPECIAL ADVOCATE (CASA).  
ROSELAND UNIV. PREP., MENTOR TO FIRST GENERATION COLLEGE STUDENT.





# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (Strawberry) - Michael Gallagher

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[M Gallagher - Cover Email- pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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**Fwd: Candidate for SMFD Board of Directors --- Michael Gallagher**

1 message

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**Susan Paterson** <spaterson@smfd.org>  
To: Admin Aide <adminaide@smfd.org>

Wed, Jun 21, 2023 at 11:36 AM

----- Forwarded message -----

From: **Michael Gallagher** <omitted for public packet>@gmail.com>  
Date: Tue, Jun 13, 2023 at 9:30 PM  
Subject: Candidate for SMFD Board of Directors --- Michael Gallagher  
To: Ted Peterson <tpeterson@smfd.org>, <spaterson@smfd.org>  
Cc: Tom Welch <twelch@smfd.org>, <<omitted for public packet>@gmail.com>

Dear Members of the SMFD Board of Directors —

I am very fond of local democracy, local government, and public service. Few things are more important for the public's well being than well managed fire protection and safety services.

I would be honored to serve my neighbors in Southern Marin by putting in the time and effort with other board members to provide public oversight of the Southern Marin Fire District.

You may already have highly able candidates to fill the open position on the Board. If you do, please set aside my offer to serve.

If you would like to consider my candidacy, please know the following:

My wife, two daughters, and I moved to Mill Valley in 1998. After retiring from 26 years as an executive at Wells Fargo in 2018, I now work on mostly civic projects without compensation. I still do a small amount of consulting work in the spaces of humanitarian work in Asia, and investment activities in artificial intelligence and banking technology. I believe my business management experience, financial management, people management, and my service on non-profit boards would be useful as a board member.

If I were to serve alongside other directors, I would request to option to attend board meetings by Zoom when I am traveling out of town. In the near term, my travel schedule is about 40% overseas. The 6pm PT time of meetings works quite well even when I am out of town if I can attend by Zoom.

In lieu of a resume, please see the attached LinkedIn profile which reflects my professional, educational, and volunteer leadership roles.

<https://www.linkedin.com/in/michael-gallagher-92286b8/>

Thank you for your service to the rest of us here in Southern Marin.

Best wishes,

Michael Gallagher  
<Personal info omitted  
for public packet>



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (Tam Valley) - Lawrence Kaplan

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[L Kaplan - Cover Letter Email - pub.pdf](#)

[L Kaplan - Resume - Pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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**Fwd: Board of Directors application**

1 message

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**Susan Paterson** <spaterson@smfd.org>  
To: Admin Aide <adminaide@smfd.org>

Wed, Jun 21, 2023 at 11:33 AM

----- Forwarded message -----

From: **Lawrence Kaplan** <*contact info omitted for public packet*>

Date: Sun, Jun 11, 2023 at 6:51 PM

Subject: Board of Directors application

To: spaterson@smfd.org &lt;spaterson@smfd.org&gt;

Dear Ms. Paterson,

Attached please find my resume in connection with this application for the position on the SMFD Board of Directors. Please note that the resume is in an abbreviated format and that further information or background can be found at [lawrencejkaplan.com](http://lawrencejkaplan.com); and, of course, by way of an interview.

There are several reasons for my application. To begin with, fire safety in our county is literally and justifiably front page news (as one example, today's lead story in the Marin I.J., entitled "Homeowners rattled as fire risks jolt coverage"). The guidance and services provided by the SMFD are vital to the health and welfare of Marin's residents. Every one of us, at least to some extent, has experienced the drastic consequences of wildfires. This is, to me, of the highest priority and I would feel privileged to help protect my family, neighbors and community.

After 32 years of continuous full-time employment, my wife and I moved to Tam Valley 11 years ago. As an independent consultant and community worker, I've been able to organize my calendar so that I can spend a lot of time outdoors, hiking and biking in our hills. As a result, I've gotten a greater understanding of the fire risks that surround our towns, my neighborhood and my home. I'd like to offer my time to the SMFD. I am confident that I can bring plenty of energy and a helpful perspective.

Though my professional background is not in the area of the Fire Service, my work has taught me to appreciate the details while keeping my eye on the big picture. For most of my 21 years at Disney, I was the Executive Vice-President and General Manager of a business unit that had operations in 30 countries. I had a good deal of responsibility in a complicated, constantly changing environment. My prior jobs were directly involved in the legal profession which required me to solve knotty problems and handle difficult clients. In short, though this position would be a new challenge, my background should help me guide the SMFD in a number of ways.

Soon after moving here in 2012, I was pleasantly surprised to see how many people would show up for a town meeting, and how engaged and articulate they were in expressing their opinions. It made me feel that locals really can affect the decisions that affect the quality of their lives. In 2014, I was appointed to work on the Marin County Personnel Commission which gave me a good look into the nitty gritty of working life in Marin, from road workers to secretaries to police, as well as a better understanding of local government (by the way, my wife has also become quite involved over the last 7 years with the Library Commission).

Likewise, in 2014, a neighbor asked me to get involved--with more than 300 other neighbors--in trying to stop the placement of more cell phone towers and antennas on Station #4 on Poplar Avenue. This turned into a full-time (pro bono) job for me over the course of many months because I thought that our concerns were quite valid (not to mention the potential health issues of additional antennas over the heads of the firefighters living in the station). To our surprise and elation, we worked through the problem with the Fire District Board and the Board of Supervisors and AT&T eventually withdrew its application.

Lastly, I'd like to mention my work with Greenway in Santa Cruz County. Essentially, this all-volunteer group came together to advocate for converting the unused, dilapidated 32 mile rail corridor into a beautiful pedestrian and bike trail along the ocean from Davenport to Watsonville. I stood in front of grocery stores collecting signatures and knocked on doors, and I wrote letters and spoke before the Regional Transportation Commission. Ultimately, we qualified the question as a ballot initiative in the June 2022 election but fell short of our goals. Nonetheless, it was a worthwhile effort that continues today.

Thank you for considering this application. I look forward to hearing from you.

Regards,  
Lawrence Kaplan

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[www.lawrencejkaplan.com](http://www.lawrencejkaplan.com)

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 LawrenceKaplanResumeCE.pdf  
56K

# LAWRENCE J. KAPLAN

<contact info omitted for public packet> ;

/<contact info omitted for public packet> lawrencejkaplan.com

**Consultant** for domestic and foreign clients since 2011.

For the previous 21 years, a senior executive at **The Walt Disney Company** with broad responsibilities for Disney's international motion picture division, including start-ups, joint ventures, strategic planning, market access, government relations, human relations, finance & administration, anti-piracy, operations, transactions and dispute resolution. A high energy executive, diligent and ethical, with a cooperative negotiating and leadership style.

For the 10 years before **Disney**, Lawrence worked as a litigator in the entertainment industry.

## COMMUNITY EXPERIENCE

Member (and for a time, President), **Marin County Personnel Commission**, appointed by the Board of Supervisors to resolve disputes between the County and its 2,200 employees.

Community Organizer in successful opposition to AT&T's efforts to construct cell phone towers and antennas in residential neighborhood; specifically, on the roof of Station #4 of Southern Marin Fire District in Tamalpais Valley. Numerous written and oral presentations to Board of Supervisors and to Board of Directors of Southern Marin Fire District

Community Activist with Greenway (Santa Cruz County): walked neighborhoods; collected signatures for ballot initiative (Measure D); wrote position papers; made presentations before the Regional Transportation Commission and Board of Supervisors, all to amend the County's General Plan to focus on the construction of a 32 mile world-class pedestrian and bike trail.

## EDUCATION

NORTHEASTERN UNIVERSITY SCHOOL OF LAW

UNIVERSITY OF CALIFORNIA, SANTA CRUZ (Communications & Film)



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate(Strawberry) - Victoria Lim

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[V Lim - Cover Letter - pub.pdf](#)

[V Lim - Resume - Pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

## **Victoria Yeon Sun Lim**

*<contact info omitted for public packet>*

### **LETTER OF INTENT SOUTHERN MARIN FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPLICATION**

June 15, 2023

Board of Directors  
Southern Marin Fire Protection District

Dear Board Members:

I am writing to apply for the vacant position on the Board of Directors of the Southern Marin Fire Protection District ("SMFD"). I am trained in Economics and Finance, with a BA from Stanford University, an MBA in Finance from the Wharton School of Business, and over 13 years of private sector finance experience serving diverse global investment firms and multinational clients in the Asia Pacific region. In March 2023, I submitted my application to become a citizen of the United States and am awaiting interview scheduling.

More recently, I have worked as a public servant in local government agencies such as the City of Mill Valley and the City of San Rafael. I have also served as a Commissioner on the City of Mill Valley Emergency Preparedness Commission ("EPC") since March 2021. In partnership with Deputy Chief Welch, I led the EPC to create the first ever Commission budget to ensure better alignment of our spending with our strategic plan and priorities. I am interested in supporting the work of the SMFD Finance Committee and any other Committees where I could add value.

With the SMFD's focus on DEI, I believe I bring a different lens and perspective of diversity, being an immigrant from South Korea and having worked across multicultural situations for over 13 years across the diverse cultures of Asia, the US, and Europe. I also bring greater diversity to the Board as an Asian professional woman and a single parent of a young child. I have been a resident of the unincorporated area of Strawberry for over 4 years and would be honored to serve my adopted community by joining the Board.

Thank you for taking the time to consider my application.

Best regards,

Victoria Lim



# VICTORIA YEON SUN LIM, MBA

<contact info omitted for public packet> US Citizenship Applicant & US Permanent Resident LinkedIn:  
linkedin.com/in/victoria-y-lim/

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Strategic, analytical international private sector finance expert and local public servant, experienced in corporate debt and equity financing, investor relations, and strategic M&A; creating and executing strategic plans; increasing operational efficiency; leading innovative cross-departmental projects to maximize public benefit; and conducting public outreach for emergency preparedness education. Positive-minded problem solver and collaborative team player with a unique blend of humility, integrity, empathy, humor, and deep dedication to public service.

## EDUCATION

**MBA, Wharton School of Business.** Major: Finance. Courses: Strategic Management, Marketing, Leadership.  
**BA, Stanford University.** Economics & English (Double Major).

## PROFESSIONAL EXPERIENCE

**CITY OF SAN RAFAEL, San Rafael, CA** 2021 – Present  
*City of approximately 60,000 residents with a diverse economic profile located in Marin County.*

### **Senior Management Analyst - Economic Development Department**

- Acted as sole representative of Economic Development Department for 5 months, interfacing with City leadership, external partners, private sector leads, commercial realtors, businesses, and residents to drive economic growth.
- **Departmental Operating Budget:** Liaise with Finance Department to make annual adjustment to operating budget.
- **Streetary Program:** Winner of 2021 Innovation Award for leadership in and development of the City's post-COVID outdoor dining program, rebranded as the Streetary Program. Winner of 2022 Q3 Team of the Quarter. Engaged and motivated colleagues across multiple departments to collaborate in a fun, organized manner to create comprehensive policy guidelines. Researched urban design options throughout California to propose menu of economic vitality enhancing structures. Drafted staff report and presented to City Council. Transitioned and implemented new program.
- **Economic Development Strategic Plan:** Spearheaded selection and appointment of consulting firms to develop the City's first economic development strategic plan. Short-listed and facilitated interviews of candidate firms. Engaged with City leadership, Economic Development Subcommittee, and external partners to create key goals of the strategic plan. Drafted staff report approved by Council and negotiated professional services contract with Kosmont. Acted as ongoing staff liaison to support Kosmont with community stakeholder surveys, meetings, data gathering, and refining findings.
- **Staff Liaison:** Play key role as liaison to Economic Development Subcommittee, Chamber of Commerce, Downtown Business Improvement District, East San Rafael Working Group, Marin Small Business Development Center, Downtown San Rafael Arts District, and California Association for Local Economic Development.
- **Together San Rafael and DEI Initiatives:** Project leader for quarterly Directors and Mid-Managers meeting. Collaborated with Fire, Planning, Public Works, and Sustainability colleagues to organize a City staff volunteer clean up and refurbishment event to help prepare the Multicultural Center of Marin in Downtown San Rafael for its grand opening. Volunteer panel member for selection of external consultant to conduct City's Equity Audit Project.

**EMERGENCY PREPAREDNESS COMMISSION, Mill Valley, CA** 2021 – Present  
*Seven-member Commission appointed by Mill Valley City Council*

### **Commissioner - Business Partnerships Committee and Finance Committee Lead**

- **Budget Creation and Financial Management:** As lead for the Finance Committee, created the first ever budget and financial processes for the Commission to maintain fiscal responsibility. Manage expenses and budget adjustments.
- **Strategic Plan:** Collaborate with Southern Marin Fire District leadership and emergency preparedness partners throughout Southern Marin to ideate and draft the Emergency Preparedness Strategic Plan for 2023-2026.
- **City Leadership:** Invited by Mill Valley City Council to participate in community interview panel that resulted in the selection of Mill Valley's new City Manager, Todd Cusimano. Quoted by the City in its official press release.

**CITY OF MILL VALLEY, Mill Valley, CA** 2019 – 2020  
*City of approximately 14,000 residents located 14 miles north of San Francisco.*

### **Communications Assistant - City Manager Department**

- Supported the City's Public Information Officer as part of City Manager's Department to develop and execute the City's strategic communications operations, ensuring consistency with the City's mission and goals. Coordinated and implemented outreach solutions for the public, community groups, outside agencies, elected and appointed officials and all City Departments, leveraging various technology platforms and social media.
- **Community Engagement:** Prepared and published City's e-newsletter, MVConnect, which has an external audience of over 14,000. Monitored key metrics to track, analyze, and provide reports to PIO on a regular basis. Developed stories in collaboration with all City departments and created visuals to attract and engage the City's digital audience.

- **Business Outreach:** Liaised with businesses to inform, assist, and answer questions during public works projects.
- **Research and Analysis:** Assisted in conducting research, creating community surveys, analyzing results, and creating reports on key topics including the City's response and services during Public Safety Power Shutoffs, LRAD emergency siren testing results, and the City's ADA Transition plan.
- **Website and IT Management:** Acted as City staff liaison with Granicus to resolve website performance issues and discuss potential improvements and upgrades. Assessed IT needs as part of City's internal IT Committee.

**CONSULTANT**, San Francisco, CA and Seoul, Korea

2017 – 2018

**Communications and Social Media Strategy**

*Pro bono consulting teams of 5-6 UPenn alumni engaged to conduct analysis and craft strategic plans for non-profit organizations.*

- Crafted social media strategy for Real Options for City Kids, a disadvantaged children's non-profit.
- Facilitated initial intake meeting with executive team and Board of Directors to assess goals and success metrics.
- Conducted data analytics, developed social media strategy, and prepared and presented final proposal to Board.

**Global Business Development**

- Supported global marketing team of a KOSDAQ-listed technology firm to create organic business leads and potential international partnerships. Revamped corporate marketing presentations and spoke at international industry events to generate new business revenue. Analyzed international joint ventures to assess potential structure modifications.

**CITIGROUP**, Hong Kong, China

2011 – 2016

*US investment bank consistently ranked within top 5 in equity and debt capital markets and M&A.*

**Director - Investment Banking**

- Managed multiple deal teams simultaneously, raising over US\$11.7B in capital for clients in technology, retail, real estate, and banking sectors. Diverse regional coverage: Greater China, South and SE Asia, Korea.
- Led deal execution, managed cross-functional teams, built financial models and negotiated legal and financial terms.
- Promoted to Director and nominated to newly created strategic management and business restructuring role.
- Led change management program to achieve operational efficiency, collaborating cross-functionally with senior executives, HR, and operations to integrate 90 bankers in nine countries and eight industry groups into one team. Planned and implemented recruiting initiatives, training programs, performance and promotion reviews, and off-sites.
- Set strategic priorities for resource allocation, optimized resources and improved productivity by reengineering operational processes, streamlining staffing, negotiating outsourcing partnerships, and designing management analytics.

**PROFESSIONAL CULINARY TRAINING AND SABBATICAL**, France & Singapore

2009 – 2010

*Pursued culinary studies at Le Cordon Bleu in Paris, France.*

**CREDIT SUISSE**, Hong Kong, China

2004 – 2008

*Swiss investment bank consistently ranked within top 10 in equity and debt capital markets and M&A.*

**Vice President - Technology Investment Banking**

- Promoted to Vice President after receiving top-rankings as Associate. Diverse product experience across equity, debt and M&A with regional coverage throughout China, SE Asia and Korea.
- Led deal execution and due diligence, managed cross-functional teams, built financial models, negotiated legal and financial terms, oversaw debt and equity closing processes, and managed third party invoice payments.
- Originated deals in collaboration with country bankers by presenting industry analyses, strategic acquisition opportunities, and financing options. Cultivated relationships with CEOs/CFOs, acting as trusted advisor and coach.
- Created marketing presentations, drafted talking points and potential Q&A lists for clients approaching international investors and debt rating agencies. Coached clients in rehearsing presentations and mock investor meetings.
- One of few key team members to lead college and MBA campus recruitment programs across US. Actively involved in interviewing and hiring decisions. Motivated, mentored, and trained junior bankers.

**LONE STAR FUNDS**, Seoul, Korea

2002 – 2004

*US private equity firm with global expertise and capital commitments over US\$70B across 17 funds.*

**Senior Analyst, Private Equity Investments**

- Conducted financial and strategic analyses and due diligence and made investment recommendations to senior fund executives for corporate, real estate, and financial asset investments.
- Key member of deal team responsible for US\$1.3B acquisition of 51% stake in Korea Exchange Bank and its corporate restructuring. Other deals completed include US\$154M buyout of Kukdong Construction (sold for US\$712M).

**ADDITIONAL INFORMATION**

**Volunteer Experience:** Strawberry Point School PTA Executive Board (20-21); Room to Read – Fundraising (04-08)

**Languages:** English (native), Korean (native), French (basic), Mandarin (basic)



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (City of Mill Valley) - Rich Riechel

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

## ATTACHMENTS

[R Riechel - Cover Letter - pub.pdf](#)

[R Riechel - Resume -pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

Rich Riechel

<personal contact info omitted for public packet>

06/15/2023

Susan Paterson

Human Resources Manager

Southern Marin Fire Protection District

28 Liberty Ship Way, Suite 2800

Sausalito, CA 94965

Dear Susan Paterson & Members of the Southern Marin Fire Protection District Board,

I am writing this letter to express my strong interest in the Board of Director position at the Southern Marin Fire Protection District. I have a deep passion for public safety and a strong desire to contribute my skills and expertise to the community I call home. With this letter, I hereby submit my intent to be considered for this position.

Over the past 15 years, I have had the privilege of serving our community through my active involvement in both the Mill Valley Fire Department and the Marin County Sheriff's Office. Through these experiences, I have developed a deep understanding of public safety and its critical role in safeguarding our residents' lives and well-being.

My qualifications for this position, built upon my extensive community service involvement, include:

- **Community Service Experience:** I am deeply invested in our community and have actively participated in various organizations and events. Over my 15 years in the Mill Valley Fire Department and the Marin County Sheriff's Office, I have gained valuable insights into emergency response organizations' unique challenges and requirements. This first-hand experience has fostered my unwavering commitment to public safety and a profound appreciation for the dedicated professionals who protect and serve our community.
- **Leadership and Collaboration:** Throughout my service, I have been entrusted with various leadership roles within the Mill Valley Fire Department and the Marin County Sheriff's Office. These positions have allowed me to develop strong leadership skills, effectively manage teams, and collaborate with diverse groups of professionals to achieve common goals.
- **Emergency Management Expertise:** Over the years, I have acquired a comprehensive understanding of emergency management principles, incident response protocols, and disaster preparedness strategies. My experience has equipped me with the ability to make informed decisions during crisis situations while considering the best interests of our community. **Strategic Vision:** I have a forward-thinking mindset and a strategic approach to

Susan Paterson

06/15/2023

Page 2

problem-solving. I am adept at analyzing situations, identifying opportunities for improvement, and implementing effective solutions that align with organizational goals.

- **Passion for Public Safety:** My commitment to public safety stems from a genuine desire to serve and protect the well-being of our community. I believe in the importance of maintaining a high standard of emergency response, preparedness, and education.
- **Community Engagement and Outreach:** I have actively engaged with our community through outreach programs and participation in local events. By fostering positive relationships with stakeholders and promoting open lines of communication, I have contributed to a stronger sense of safety and security within our community.
- **Integrity and Ethics:** I adhere to the highest ethical standards and believe in the importance of transparency, accountability, and fairness. I am committed to upholding the values of the Southern Marin Fire Protection District and ensuring that our community's trust in the organization is consistently reinforced.

If given the opportunity to serve on the Board of Directors, I am fully dedicated to fulfilling my responsibilities with the utmost professionalism, integrity, and diligence. I feel that my skills and experience will be valuable in guiding the Southern Marin Fire Protection District toward continued success.

Thank you for considering my candidacy. I look forward to discussing my qualifications in more detail and learning more about the Southern Marin Fire Protection District and its vision for the future. Please find my resume attached for your reference.

Sincerely,

Rich Riechel

**Rich Riechel**  
<personal contact  
info omitted for  
public packet>

### **Objective**

- To obtain an oversight position that will allow me to serve my community and leverage my years of experience and knowledge in both Mill Valley Fire and Marin County Emergency Services, as well as a first responder and twenty-year Mill Valley resident to benefit the community in which I live.

### **Summary of Qualifications**

- Volunteer service in Fire, Urban, and Wilderness Search and Rescue, interfacing with numerous agencies and personnel throughout California.
- Management experience of over 20 years supervising up to 150 personnel in various fields.
- Real-world catastrophic disaster-related experience working hurricanes and floods, including Katrina, Rita, Francis, Ivan, and Andrew.
- Years of service in disaster recovery and mitigation fields both in state and nationally.
- Staff training and development experience, including customer relations, operations policies and procedures, sales, and product knowledge.
- Fiscal management background includes budget development, purchasing, inventory control, cost analysis, sales forecasting, and implementation of standards, policies, and procedures.
- Comprehensive experience in both residential and commercial real estate valuation.

### **Career History and Accomplishments**

Operations Director & Search Manager, Marin County Sheriff's Department Division of Search and Rescue	2007 to Current
<ul style="list-style-type: none"><li>• Responsible for supervising search and rescue missions on incidents throughout California.</li><li>• Coordinate, lead, and manage search operations involving up to 400 responders.</li><li>• Oversee Operations, Planning, Logistics, Investigatory, and Safety functions.</li><li>• Oversee risk management processes and procedures for all operational activities.</li><li>• Interface with allied agencies, unified commanders, and agency supervisors to ensure the highest level of cooperation and the effective utilization of resources. Design, update, and oversee operational policies and procedures. Manage, train, and recruit a team of Search Managers and Duty Officers who oversee, manage, and coordinate all response activities.</li><li>• Extensive training in ICS and NIMS Incident management.</li></ul>	
Specialist, Marin County Urban Search and Rescue, California Regional Task Force 1	2009 to Current
<ul style="list-style-type: none"><li>• Search specialist for heavy rescue in urban area search incidents throughout California.</li></ul>	
Member, North Bay Incident Management Team	2017 to Current
<ul style="list-style-type: none"><li>• Plans Team Member and Resource Unit Leader trainee</li></ul>	
Volunteer Firefighter, Mill Valley Fire Department	2007 to Current
<ul style="list-style-type: none"><li>• California-certified volunteer firefighter. Operational 2007 - 2012</li><li>• President, Mill Valley Association of Volunteer Firefighters 2012 to present.</li><li>• Responsible for overseeing unit activities, meetings, fundraising events, and legal obligations.</li></ul>	
Certified Real Estate Appraiser / Owner, CalPacific Appraisal, Mill Valley CA	2002 to 2010
<ul style="list-style-type: none"><li>• Principal Appraiser on complex and high-value properties.</li><li>• Valued and consulted on thousands of residential and income properties of various values throughout Marin, Sonoma, San Francisco, Alameda, and Contra Costa counties for real estate and mortgage brokers, banks, private lenders, attorneys, and homeowners.</li><li>• Supervised six licensed appraisers. These duties included hiring, assigning workflow, reviewing, correcting, and approving all work products completed.</li><li>• Trained, mentored, and reviewed eight trainee appraisers in both theory and real-</li></ul>	

world application of appraisal practice over a ten-year period.

<p>Catastrophic Insurance Claims Adjuster, Independent Contractor, Louisiana and Florida</p> <ul style="list-style-type: none"> <li>• Inspected, investigated, negotiated, and settled hundreds of insurance loss claims on hurricane-damaged residential properties in Louisiana and Florida as a contractor for several insurance companies and government agencies, including State Farm and FEMA.</li> </ul>	2004 to 2007
<p>Appraiser, Anza Appraisal, San Francisco CA</p> <ul style="list-style-type: none"> <li>• Appraised residential properties as an independent contractor</li> </ul>	2000 to 2002
<p>Appraiser, Breedlove and Associates, Hercules CA</p> <ul style="list-style-type: none"> <li>• Appraised Residential Properties as an independent contractor</li> </ul>	2000 to 2002
<p>Building Inspector, Star Inspection Group, Oakland CA</p> <ul style="list-style-type: none"> <li>• Inspected residential properties for presale, ongoing and post-construction for buyers, sellers, and lenders.</li> </ul>	1998 to 2001
<p>Insurance Adjuster, David Morse and Associates, San Francisco CA</p> <ul style="list-style-type: none"> <li>• Inspected and investigated property damage claims on both residential and commercial properties.</li> <li>• Prepared estimates and adjustments, negotiated and settled loss claims up to five million dollars in value per loss.</li> </ul>	1994 to 1997
<p>General Manager, Medical Management Consultants, Tampa FL</p> <ul style="list-style-type: none"> <li>• Managed complete company reorganization by implementing new operations policies and procedures, establishing new administrative positions, and revising planning.</li> <li>• Oversaw staff development for new and existing personnel, staff training programs, and employee manuals.</li> <li>• Turned around operations resulting in reduced employee turnover, production and delivery delays, and improved profitability.</li> </ul>	1993 to 1994
<p>Supervisor / Project Manager, GW Construction, Miami FL</p> <ul style="list-style-type: none"> <li>• Managed construction projects with budgets up to \$8 million dollars.</li> <li>• Collaborated on project estimates.</li> <li>• Established, coordinated, and supervised project scheduling.</li> <li>• Negotiated contracts, subcontractor bids, and material agreements.</li> <li>• Supervised and evaluated staff and subcontractor performance.</li> </ul>	1992 to 1993
<p>Chief Operations Officer, Singer Consultants. Tampa FL</p> <ul style="list-style-type: none"> <li>• Collaborated in all facets of operations for a medical management company with over \$7 million in annual sales revenue.</li> <li>• Established and implemented operations policies and procedures including staffing, employee training programs, forecasting, and budget development.</li> <li>• Participated in product development, sales and marketing strategies, and new business development.</li> <li>• Participated in accounting and fiscal management strategies, including long-range financial planning, sales forecasting, cost analysis, and cost control.</li> </ul>	1988 to 1991

Sales and Marketing Manager, Singer Consultants, Tampa FL	1986 to 1988
Product Sales Manager, Singer Consultants, Tampa FL	1984 to 1986
Product Sales, Singer Consultants, Tampa FL	1983 to 1984
<ul style="list-style-type: none"> <li>Established and managed product sales department; increasing sales to over \$2 million in annual revenue.</li> <li>Supervised, recruited, set sales/performance goals, and evaluated staff performance for sales and marketing staff; successfully developed personnel into management positions.</li> <li>Trained staff in administrative, customer relations, new business development, sales, and operations procedures.</li> <li>Collaborated in the development and rollout of new product lines.</li> <li>Developed marketing strategies and promotional materials for individual, trade shows, and direct marketing.</li> <li>Fiscal management responsibilities, including budget, inventory control, purchasing, cost analysis, and forecasting.</li> </ul>	

**Licenses held:**

Certified Real Estate Appraiser  
 General Building Contractor

**Appointments:**

Marin County Sheriff's Office – Operations Director / Search Manager / Incident Coordinator  
 Marin County Fire Department – Specialist  
 Mill Valley Fire Department – Volunteer Firefighter & Association President





# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (City of Mill Valley) - Toby Salz

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

## ATTACHMENTS

[T Salz - Cover Email - Pub.pdf](#)

[T Salz - Resume CV - pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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**Fwd: SMFD BOD open seat**

1 message

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**Susan Paterson** <spaterson@smfd.org>  
To: Admin Aide <adminaide@smfd.org>

Wed, Jun 21, 2023 at 11:38 AM

----- Forwarded message -----

From: **Toby Salz** <<contact info omitted for public packet>>  
Date: Thu, Jun 15, 2023 at 10:01 AM  
Subject: SMFD BOD open seat  
To: <spaterson@smfd.org>

Greetings,

My name is Toby Salz. I'm a local emergency physician at Kaiser San Rafael, current EMS Medical Director for the Novato Fire Protection District and an active member of Marin County EMS Agency Advisory Committees. I moved to Mill Valley when I was 12 years old. I went to Mill Valley Middle School and Graduated from Tamalpais High School in 1994. After college in San Diego and medical school in Chicago, I returned to Mill Valley in 2004 and have been here since that time. I'm currently raising a son in town with my wife Leslie.

I am writing to you to express my interest in the Southern Marin Board of Directors open seat. It would be an honor to be considered for this position. As a long-term member of this community and as a healthcare provider involved in local EMS education and policy, I think I could offer a unique and relevant voice and be an asset to the board.

Thank you in advance for taking the time to read this email and review my CV. I look forward to speaking with you further if that opportunity arises.

Sincerely,

Toby O. Salz, M.D.

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 **CV - Google Docs.pdf**  
42K

## TOBY O. SALZ

### EDUCATION

B.S.	University of California, San Diego, 1998 La Jolla, California Major: Biochemistry and Cell Biology Minor: Psychology
M.D.	Rosalind Franklin University of Medicine and Science/The Chicago Medical School, 2004 North Chicago, Illinois Summa Cum Laude
Residency	Alameda County Medical Center, Highland General Hospital, 2008 Emergency Medicine Oakland, California

### EMPLOYMENT

2014-present	Staff Physician, Kaiser Medical Center, Dept of Emergency Medicine, San Rafael, CA
2013-2017	Staff Physician, Summit Medical Center, Dept of Emergency Medicine, Oakland, CA
2013-2017	Staff Physician, Alta Bates Medical Center, Dept of Emergency Medicine, Berkeley, CA
2013-present	Staff Physician, Kaiser Medical Center, Dept of Emergency Medicine, Santa Rosa, CA
2009	Staff Physician, Colusa Regional Medical Center, Dept of Emergency Medicine, Colusa, CA
2008-2009	Staff Physician, Sutter Solano Medical Center, Dept of Emergency Medicine, Vallejo, CA
2008-present	Staff Physician, Novato Community Hospital, Dept of Emergency Medicine, Novato, CA
2007-2011	Staff Physician, Ukiah Valley Medical Center, Dept of Emergency Medicine, Ukiah, CA
2007-2008	Emergency Services Night House Physician, Kindred Hospital, San Leandro, California
2004-2008	Resident Physician, Highland General Hospital, Oakland, CA
1998-2000	Account Manager, Valet Parking, Certified Parking Attendants, San Francisco, California
1996-2000	Soccer Coach, Dave Fromer Soccer Camp, Mill Valley, California
1998-1999	Medical Billing, Marin Medical Practice Concepts, Larkspur, California
1995-1998	<i>I'll do Anything</i> . Started/managed handyman-type work, Marin/ San Diego Counties, CA
1995-1997	Landscaper, Angela's Gardens, Marin County, California

### HONORS AND AWARDS

2018/2019	[415] Top Doctor
2007	The Annual Patrick Connell, M.D. Memorial Award
2007	American College of Emergency Physicians: CPC Conference; Best Resident Presenter
2006	UCSF Medical Center THANKS Star Award for Exceptional Service
2004	Chicago Med School Alumni Association Scholastic Achievement Award, RFUMS/CMS
2004	Chicago Med School Board of Trustees Clinical Scholarship Award, RFUMS/CMS
2004	Chicago Med School Board of Trustees Basic Sciences Scholarship Award, RFUMS/CMS
2004	Summa Cum Laude, RFUMS/CMS
2004	Surgery Clerkship Award, RFUMS/CMS
2003	Alpha Omega Alpha Honor Medical Society, Junior AOA, RFUMS/CMS
2002-2003	Honors earned in Surgery, Medicine, Family Practice, Emergency Medicine, Neurology, Pediatrics, Obstetrics and Gynecology, Psychology, RFUMS/CMS
2003	Child Psychology Honors Program
2001-2002	Pathology Honors Program, RFUMS/CMS
2001	Alpha Omega Alpha Student Service Project Award - Playground Medicine
2001	Illinois State Attorney General Grant - Playground Medicine
1996-1998	Provost's Honors (GPA of 3.5+), UCSD
1997	Outstanding Volunteer Award, UCSF-Mount Zion Medical Center ICU

TEACHING EXPERIENCE

2004-2008	Resident Lectures, Highland General Hospital, Children's Hospital Oakland, UCSF ICU
2004-2008	UCSF Medicine 140.37: Advanced Emergency Medicine/Highland. Lectures in core Emergency Medicine topics to 4th year medical students: Toxicology, Sepsis, Orthopedic splinting, First Trimester Vaginal Bleeding and Emergency Ultrasound
2001-2004	Emergency Medicine Interest Group Clinical Labs - Clinical skills labs for fellow students
2000-2002	CMS Community AIDS Resources and Education Service (CMS CARES) HIV/AIDS education for middle school students
2000-2002	Adolescent Substance Abuse Prevention (ASAP): Taught 5 <sup>th</sup> - 8 <sup>th</sup> graders effects of drugs on body systems by presenting healthy and diseased organ specimens.
1998-2000	Glide Memorial Foundation, San Francisco, California: Tutoring and mentoring high-risk teens
1997-1998	Active Students for Kids (ASK), San Diego, California: One-to-one tutoring and mentoring program for inner city children
1997	Teaching Assistant, Structural Biochemistry, UCSD

PRESENTATIONS

2017	Drowning and Submersion Injuries; Sausalito, CA - Barbary Coast Waterman Club
2013	Drowning and Submersion Injuries; Grand Canyon, AZ - Highland General Hospital Wilderness Medicine Course
2011	The 2010 American Heart Association Guidelines: A Summary, Novato Community Hospital, Emergency Services Committee
2010	Disaster Medicine: In The Field; Pritzker Lecture: California Academy of Sciences
2010	Science Today: Beyond the Headlines. Earthquake Doctors; California Academy of Sciences
2010	An Emergency Physicians Experience in Post-Earthquake Haiti, Novato Community Hospital, Emergency Services Committee
2008	Chiapas, A Resident's Experience, Highland General Hospital, Resident Lecture Series
2008	An Initial Description of a Sonographic Sign That Verifies Intrathoracic Chest Tube Placement, Highland General Hospital, Resident Lecture Series
2008	Traumatic Contusions, Highland General Hospital, Trauma Surgery/Emergency Medicine Combined Conference, Resident Lecture Series
2007	Case Conference #1, Highland General Hospital, Resident Lecture Series
2007	Case Conference #2, Highland General Hospital, Resident Lecture Series
2007	Case Conference #3, Highland General Hospital, Resident Lecture Series
2007	UCSF Follow-Up Case Series, Highland General Hospital, Resident Lecture Series
2007	American College of Emergency Physicians, Annual Conference: CPC Conference Finalist
2007	Society of Academic Emergency Medicine, Annual Conference: CPC Conference Semifinalist
2007	An Usual Presentation of Ectopic Pregnancy, Dubai, United Arab Emirates
2006	Medical Myths, Highland General Hospital, Resident Lecture Series
2006	CHRCO Follow-Up Case Series, Highland General Hospital, Resident Lecture Series
2006	Acute Management of Overdose and Poisonings, UCSF ICU Resident Lecture Series
2005	Pediatric Hematuria, Children's Hospital & Research Center Oakland (CHRCO), Department of Emergency Medicine
2005	Journal Watch, Highland General Hospital, Resident Lecture Series

**PUBLICATIONS**

Fraze BW, Salz TO, Lambert L et al. Fatal community-associated methicillin-resistant staphylococcus aureus pneumonia in an immunocompetent young adult. *Ann Emerg Med.* 2005;46:401-4.

Salz TO, Wilson SR, Price DD, Liebmann O. A Sonographic Sign That Verifies Intra-thoracic Chest Tube Placement. *Am J Emerg Med.* 2010 Jun;28(5):626-30. Epub 2010 Jan 28.

Liebmann O, Salz TO, Snoey E. Bedside Ultrasonographic Assessment of the Inferior Vena Cava in the Extremes of Volume Status. In progress.

**RESEARCH EXPERIENCE**

2003-2004 Jimenez ML, Anderson TL, Salz TO. A Retrospective Review of 247 Acetabular Fractures Treated With Single Surgeon, Open Reduction Internal Fixation. In progress.

1997-1998 Isolation, purification, and structural determination of the extra-cellular domain of P2X2, an ATP-gated ion channel, Senyon Choe, Ph.D., The Salk Institute, Structural Biology Laboratory, La Jolla, California

**EXTRACURRICULAR ACTIVITIES/COMMITTEES**

2021 Marin County EMS Agency Continuous Quality Improvement Committee, Member

2021 Marin County EMS Agency Policy and Procedure Committee, Member

2021 Marin County EMS Agency Trauma Advisory Committee, Member

2021 Marin Health Medical Center Trauma Committee, Member

2021 Marin County EMS Agency STEMI Advisory Committee, Member

2021 Marin County EMS Agency Physician Advisory Committee, Member

2020-present Black Rock City COVID-19 Task Force

2010-2012 Collaborator, Institute for Exploration and Travel Health, California Academy of Sciences

2009-present Emergency Services Committee, Novato Community Hospital, Member

2007-2008 ACMC/HGH, International Emergency Medicine Interest Group, Member

2003-2004 RFUMS/CMS Admissions Committee, Member

2003-2004 Alpha Omega Alpha Honor Medical Society Delta Chapter, President

2000-2004 International Health Interest Group

2000-2001, M1 rep; 2001-2002, Treasurer; 2002-2004, M3/4 rep

2000-2004 Emergency Medicine Interest Group

2001-2002 Playground Medicine Co-founder

Co-designed and implemented basic first aid curriculum for 1<sup>st</sup> - 4<sup>th</sup> graders

2001-2002 RFUMS/CMS Student Council Budget Committee, Member

2000-2002 Tour Guide for RFUMS/CMS Medical Student Interviews

**PROFESSIONAL ORGANIZATIONS**

2011-present Wilderness Medical Society, Member

2009-present American Academy of Emergency Medicine, Member

2005-present Society of Academic Emergency Medicine, Member

2005-present American Medical Association, Member

2004-present American College of Emergency Physicians, Member

2004-2008 ACEP, International Emergency Medicine Section, Member

2004-2008 Emergency Medicine Residents' Association, Member

2002-present Alpha Omega Alpha, Honor Medical Society, Member

2000-2008 American Medical Student Association, Member

**VOLUNTEER ACTIVITIES**

2020-present	Black Rock City COVID-19 Task Force
2011-present	Black Rock City, Emergency Services Department, Medical Branch
5/2010	International Medical Corps, Port Au Prince, Haiti, Hôpital De L'Universite D'Etat D'Haïti, Emergency Department/Intensive Care Unit Medical Coordinator
3/2010	International Medical Corps, Port Au Prince, Haiti, Hôpital De L'Universite D'Etat D'Haïti
2009-2010	Eco-Surf Volunteers, Canoa, Ecuador, Medical Director
4-5/2008	Hospital San Carlos, Altamirano, Chiapas, Mexico
2007-2010	Suitcase Clinic, Berkeley, California
2007	Rashid Trauma Center, Dubai, United Arab Emirates
2000-2004	CMS Healthcare Project, North Chicago, Illinois; Free healthcare clinic for homeless
2000-2003	CMS Community AIDS Resources and Education Service (CMS CARES)
2000-2003	Adolescent Substance Abuse Prevention (ASAP)
1998-2001	Glide Memorial Foundation, San Francisco, California
1997-1998	Active Students for Kids (ASK), San Diego, California
1997-1998	El Corazon, Tijuana, Mexico
1997-1998	Sharp Cabrillo Hospital, Department of Emergency Medicine, San Diego, California
1997	UCSF-Mount Zion Medical Center Intensive Care Unit, San Francisco, California

**LICENSES AND CERTIFICATIONS**

2009-present	American Board of Emergency Medicine Board Certification
2006-present	California Medical License (A96032)
2006-present	DEA License (BS9808253)
2004-present	Advanced Cardiac Life Support
2004-present	Advanced Trauma Life Support

**LANGUAGES**

Spanish; intermediate conversation, reading and writing

**PERSONAL INTERESTS**

Traveling, international medicine, bicycle touring, surfing, mountain biking, snowboarding, whitewater kayaking, whitewater rafting, hiking, camping, backpacking, gardening, beekeeping, long drives, burritos, flip-flops, big art, fire effects in art



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (City of Valley) - Daniel St. John

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

## ATTACHMENTS

[D St John - Cover Letter - pub.pdf](#)

[D St John - Resume Pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

# DANIEL ST JOHN

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<personal contact info omitted for public packet> | San Francisco - Bay Area | [Linkedin.com/in/danrstjohn](https://www.linkedin.com/in/danrstjohn)

Dear SMFD Board Members and District personal,

It is with great enthusiasm that I express my interest in the position of Board Member for the Southern Marin Fire District.

When I moved to Mill Valley in 2020, it was with a heavy heart that I had to resign my SMFD board position after serving 11 years. Since then, I have met with the chief several times to offer my services in any capacity, and recently started attending board meetings in which I heard about the Board Position opening.

After carefully reviewing the job description along with my efforts to reconnect on current events, I believe that my skills, qualifications, and dedication still align well with the responsibilities and objectives of the board.

## What does that look like:

- **Applying my skills and abilities in support of the districts strategic goals:** As a past board member, past chair of Finance and Personal committees, former fire fighter/EMT, and marketing/technology leader, I played a core role in helping the district achieve the success it has today. That includes helping stabilize the finances, leading extremely complex negotiations/discussions, bringing new ideas and thinking from my professional experience, helping enable the merger with Sausalito and annexation with Mill Valley today. I am fully prepared to support the 2022/2023 strategic objectives to combine the services with Mill Valley and achieve the districts DEI goals.
- **Fulfilling the broad accountabilities of a board member:** As a previous board member and senior business executive, I understand the importance and demonstrated my ability to comply with all the state and the federal demands, regulations, Brown Act, procedures, and training, to ensure the districts policies and actions align with the will of the people and comply with applicable laws. I recognize and grasp the role of a board member, the ethics involved and importance of strong open and objective lines of communication vital to effective governance.
- **Aptitude and Attitude:** I will bring a fresh strategic perspective and energy needed to tackle some of the complex challenges and bring momentum to the district's successes. I'm committed and will fully participate in any of the activities to move the district forward. It is an incredibly exciting time for the district! Both from a financial and capabilities lens, the district has never been better positioned to support the needs of the community and I am motivated to help support that trend into the future. I also do see opportunities to bring people together, leverage the best from the new combined district and skilled to help resolve any divisions, align on what success looks like for everyone and promote a culture that attracts and retains the talent needed to support a very special district.

In conclusion, I believe that my unique business, firefighting, past board accomplishments, passion for public service, and commitment to upholding the Fire Districts mission and goals make me a strong candidate for the position of board member. I am sure there are other very qualified candidates, want what is best for the future success of the district, and would be honored if the board chose me to fill the open board position.

Thank you for considering my application and welcome any chance to discuss my candidacy further.

My best regards - Dan



# DANIEL ST JOHN

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<personal contact info omitted for public packet> | San Francisco - Bay Area | [Linkedin.com/in/danrstjohn](https://www.linkedin.com/in/danrstjohn)

## CAREER SUMMARY

Former Southren Marin fire district board member (2009-2020), and seasoned marketing executive skilled building and motivating highly productive teams and nurturing lasting relationships across a broad spectrum of stakeholders. Over 40 years of public service as a board member, firefighter/EMT, Search and Rescue technician, high school sports coach, and broad level of gross roots community efforts. Recognized for leading teams, financial management, technology expertise, developing strategies, analytics, and large-scale project implementations. High energy, solution focused, analytic minded leader with a broad level expertise who will bring a fresh strategic and people-based approach.

### *Technical Skills:*

Strategic Planning - Operations - Advanced Analytics – Public Speaking – Financial Management  
Employee Relations - Transformation - Data and Technology Solutions - Customer Experience  
Risk Management – Process & Policy Management – Team Leadership – Community

## CAREER HIGHLIGHTS

- Led finance committees that enabled the SMFD district to transition needing county loans at year end to a funded capital and reserve accounts.
- Established one of the county's first OPEB accounts.
- Delivered in partnership with labor, fellow board members, and leadership team multiple contract negotiations that stabilized our finances and enabled merger with Sausalito as personal committee lead.
- Led personal committee efforts that developed multiple new district leadership roles that has enabled our fire prevention efforts, financial management, HR support and annexation with Mill Valley today.
- Spearheaded initial strategy sessions in which labor, leadership and the board reviewed our mission, values, and goals and building block for current "Vision for the Future".
- Volunteer Fire Fighter and EMT at Kentfield Fire District for 7 years.
- Marin County Fire Department, 9 years as a Search and Rescue team member.
- NICA certified rider coach for Tam and San Rafael High Schools.

## RELEVANT PROFESSIONAL HIGHLIGHTS

- 25 years leading global marketing, technology, and operations teams with 300+ employees.
- Multiple organization and business transformations that saved Ancesrty.com from insolvency, supported and California Automobile Association to go from supporting 4M to 40M members.
- Implemented a HUD study in partnership with the Federal Government, and 2 other large financial Banks.
- Built banks emergency preparedness capabilities to support 2-hour turnaround emergency communications our 45M customers.
- Developed the bans marketing governance models (i.e., vendor management, policy, quality), risk management programs, and partnerships needed to respond to a large increase in audits and federally driven inquiries.
- Led annual "September Month of Giving" United Way campaign for all of Marketing, driving \$7.2 million of employee donations and 14,000 employee volunteer hours.
- Consistently led all of Marketing divisions and functions for DEIB cultivation, increasing group diversity from 23% to 46%.

## PROFESIONAL EXPERIENCE

- WELLS FARGO BANK, San Francisco – Bay Area
  - *Executive Vice President, Head of Campaign Execution*
- CALIFORNIA STATE AUTOMOBILE ASSOCIATION (CSAA), San Francisco
  - *Vice President, Information Services*
- CHARLES SCHWAB, San Francisco, CA
  - *Vice President, Database Marketing*
- ANCESTRY.COM – MY FAMILY.COM, Provo, UT
  - *Vice President, Head of Consumer Marketing*

## CERTIFICATIONS

McKinsey Academy Strategy Development | Wells Fargo  
Agile Leader Program | Wells Fargo  
Executive Leadership Program | Wells Fargo  
Baldrige Executive Leadership Program | California State Automobile Association  
DePaul University Database Marketing | Chicago

## EDUCATION

Golden Gate University, San Francisco, CA  
Bentley University, Boston MA



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Board Director Candidate (City of Mill Valley) - Clifford Waldeck

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[C Waldeck - Cover - Pub.pdf](#)

[C Waldeck - Resume Pub.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

**Name:** Clifford Waldeck

**Phone/cell:** <omitted for public packet> Email: <omitted for public packet>

Linkedin: <https://www.linkedin.com/in/cliffordwaldeck/>

**Home Address:** <omitted for public packet>

**Present Occupation(s):** Substitute teacher for preschool and K-12 Marin County public and private schools. Also, work for Indoff Inc., Law Offices of Mark J. Rice and as a consultant for permitting, advocacy and business development. Also, serve on the three-person steering committee for the Mill Valley Memorial Day Parade.

**Summary of Qualification:** Former elected and state appointed official. Mill Valley City Councilmember and Mayor. Regional Water Board member and Chair. BCDC Commissioner. Member and Chair, Regional Airport Planning Committee.

Effective and collegial, works well with fellow Board members, staff and stakeholders. Always prepared for meetings. Strives to keep comments short and to the point during meetings. Blindsides no one.

**Reason for Applying:** Since I first ran for City Council with the theme "Fire Safety First", I have been passionate about the work of our local fire departments. I have witnessed the evolution of the SMFD, impressed by the organizations' strategic and measured growth. I approach SMFD with an open mind, a willingness to learn and the pride that I am guiding an agency that makes our community a better, safer place. Thank you for your consideration.

# CLIFFORD WALDECK

<contact info  
omitted for public packet>

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## CLIFFORD WALDECK

<contact info omitted for public packet> , [Clifford Waldeck | LinkedIn](#)

### HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

#### SUBSTITUTE TEACHER, Marin County

March 2021-present

- Began as a COVID Classroom Monitor at Redwood High School then earned a substitute teacher credential from the Marin County Office of Education.
- Employed by Mill Valley Middle School, Edna Maguire Elementary School, Strawberry Point Elementary School, Park Elementary School, Old Mill Elementary School, Tam Valley Elementary School, Tamalpais High School, Marin Horizon, Neil Cummins Elementary School, Hall Middle School, Redwood High School, Archie Williams High School, Marin Catholic High School

#### CLIFFORD WALDECK CONSULTING

September 2008-present

Permitting, Advocacy and Business Development

- Providing hands-on assistance and guidance from local permitting to international business development to drive and help individuals and businesses achieve their goals.
- Bringing a unique and special skill set to advance market needs as a former elected official, and as a governor appointed State of California environmental regulator combining decades of active involvement in local and regional business organizations.

#### CLIFF'S HAPPY HEALTHY OFFICE/INDOFF INC. St. Louis MO

December 2017-present

Bay Area Business Development <http://www.indoffbusinessproducts.com/cliff.waldeck>

#### BLAISDELL'S BUSINESS PRODUCTS, Oakland CA 2014 to 2017

Business Development / Community Outreach

- Responsible for expanding Blaisdell's customer base into Marin County and San Francisco.
- Successfully brought in 128 new customers and close to \$2 million in sales in less than three years.
- Relationships Included: Bay Area Council, many local Chambers of Commerce, SPUR and San Francisco Citizen's Initiative for Technology and Innovation.

#### GIVE SOMETHING BACK-OFFICE SUPPLIES, Oakland, CA 2010 to 2014

Business Development/Community Cultivator

- Built revenue and community identity for the West Coast's largest independent office supplier; a certified green business that donates 75% of its profits to local nonprofits.
- Achieved 125% of sales goals in the first year. Brought in 250 new business customers with sales nearing \$3 million.
- Successfully managed and expanded existing account base while consistently bringing in new customers.

#### WALDECK OFFICE SUPPLIES FOR A SMALL PLANET, San Francisco, CA 1981 to 2010

President and Owner 1997-2010

- President and Director of operations of family founded 55-year-old office supply business,
- Innovated online and green business practices, sustainable job creation, and two retail locations
- Created methodologies to lessen turnover and increase employee morale.
- Created and hosted multiple community and customer events including a reception for then San Francisco District Attorney, Kamala Harris.

# CLIFFORD WALDECK

<contact info  
omitted for public packet>

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## Multiple Firsts:

### Recognized by local, state, and federal agencies for initiating “green” business innovations:

- ~ CoolCalifornia.org Small Business Excellence Award 2009
- ~ SF Small Business Commission Certificate of Honor 2009
- ~ *SF Bay Guardian* Chain Store Alternative Award 2007
- ~ California Governor's Environmental and Economic Leadership Award (GEELA) 2006
- ~ US EPA Region 9 Environmental Award 2006
- ~ San Francisco's *first ever* GreenBiz of the Month 2006
- ~ *First* company to join the Business Council for Climate Change (BC3) 2005
- ~ San Francisco Small Business Network's *first ever* Green Business Award 2006
- ~ Waste Reduction Awards Program (WRAP), California Department of Resources Recycling and Recovery (CalRecycle) 2005, 2006
- ~ San Francisco's *first* Certified Green Office Supply Business 2005
- ~ 2nd Place / Neighborhood Business Award presented by Urban Solutions 2005

### Recognized for achievements in job creation in diversity. Broad engagement in the hiring of deserving San Francisco residents - general assistance, and community support:

- ~ San Francisco Council of District Merchants Community Service Award 2002
- ~ Goodwill Graduate Employer Showcase Award 1999
- ~ One of the first San Francisco small businesses to offer domestic partner benefits

### Contributed expertise and efforts to the work of local business organizations:

- ~ Business Council on Climate Change, Founding Member 2005-2010
- ~ San Francisco Chamber of Commerce Board of Directors, Member 2003-2006
- ~ San Francisco Small Business Network, President 2001-2004
- ~ Member and active participant, Bay Area Council's Water, Government Relations, Land Use, Transportation, Water Transportation and Housing Committees 2015-present

## COMMUNITY SERVICE

**SF Bay Regional Water Quality Control Board**, Chair 2005, Vice Chair 2002-2005, Member 1999-2007

**SF Bay Conservation and Development Commission**, Member 1999-2007

**Regional Airport Planning Committee**, Chair 2006-2007, Member 1999-2007

**SF Chamber of Commerce**, Director 2003-2006, Chair, Small Business Advisory Council

**City of Mill Valley, Mayor** 2001, **Councilmember** 1997-2005 – At the end of tenure in 2005, Mill Valley was named by *Money Magazine* as the best place to live in California.

**Marin Visitors Board Steering Committee**, representing the cities of Marin 1997-1999

**Marin Telecommunications Agency**, Board Vice Chair 1999-2004, Member 1997-2005

**SF Commission for National Service**, Member 1993-1995

**Mill Valley Chamber of Commerce**, Director 2012-2015

**Mill Valley Historical Society**, Board member, Publicity Chair “History Walk” 2012-2015

**Conservation Corps North Bay**, Board member 2012-2016

**Mill Valley Memorial Day Parade (three person) Steering Committee** 2008-present

## EDUCATION

**BA, Mass Communications**, University of California, Berkeley, CA

References available upon request



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Approval of the Minutes of the May 24, 2023 Board of Directors meeting

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Approve Minutes as presented.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[BOD Meeting Minutes 5-24-2023.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



## Southern Marin Fire Protection District

### Board of Directors

Christine DeBerry, President, Ashley Raveche, Vice President, Pete Fleming, Secretary  
Kurt Chun, Thomas Perazzo, Cathryn Hilliard, Stephen Willis

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### Board of Directors Meeting Minutes Wednesday, May 24, 2023.

#### 1. CALL TO ORDER

The Southern Marin Fire District Board of Directors meeting was called to order by President DeBerry at 6:04 PM in the Board meeting room at SMFD Headquarters at 28 Liberty Ship Way, Suite 2800, Sausalito, CA 94965.

#### 2. ROLL CALL

**BOARD MEMBERS: DIRECTORS ARE ATTENDING IN PERSON:** President DeBerry, Vice President Raveche, Director Chun, Director Perazzo, Director Fleming and Director Hilliard.

**ABSENT:** Director Willis (resigned)

**STAFF: ALL ATTENDING IN PERSON:** Chief Tubbs, Chief Peterson, Chief Hilliard, Chief Welch, Finance Manager Alyssa Schiffmann, HR Manager Susan Paterson, Communications Coordinator Elysha Omoomy, Finance Assistant Lauren Wolfe, IT Coordinator Russ Jaycox, and Clerk of the Board Mariya Weinberg.

**OTHER PARTICIPATING SMFD/MVFD Personnel/Associates:** Battalion Chief Jason Golden, and Southern Marin Association President Ben Powers.

#### 3. PLEDGE OF ALLEGIANCE

Everyone in attendance stood up and recited the Pledge of Allegiance.

#### 4. AGENDA ADJUSTMENTS AND APPROVAL

Chief Tubbs asked for an Agenda Adjustment to add Item 5.a under Presentations and Recognitions. The new item is a Letter of Commendation for Firefighter Jake Ielmorini. Original Agenda Item 5.a will become 5.b. The Chief also asked for the Board to allow an approximately 10-minute break for celebration and pictures after Presentations and Reconditions.

Approval of the Agenda Adjustments was unopposed.

#### 5. PRESENTATIONS AND RECOGNITIONS

##### 5.a Letter of Commendation for Firefighter Jake Ielmorini

Firefighter Ielmorini was unavoidably detained on the way to the Board meeting, so the swearing in of Kevin Zondervan actually took place prior to Firefighter Ielmorini's Letter of Commendation.

Chief Tubbs read aloud the Letter of Commendation. Firefighter Ielmorini, while off duty, was playing basketball, when another one of the players collapsed on the court. The patient began responding upon Firefighter Ielmorini, utilizing an AED. The Commendation Letter, signed by Chief Tubbs, praised Firefighter Ielmorini for his selfless quick-thinking acts that represent the District in a great light as well.

##### 5.b. Swearing in/Oath of Office - Kevin Zondervan

Chief Tubbs presented Firefighter Zondervan to the Board. Firefighter Zondervan is a lateral candidate hired by the District, most recently working in Colorado. Chief Tubbs spoke about Firefighter Zondervan's valuable experience and education, and gave a personal introduction as well. Chief Tubbs administered Oath of Office to Firefighter Zondervan. Wife Lauren, with the help of son Carter, pinned the badge.

Following completion of items 5.b, and then 5.a, there was a break starting 06:08 PM and ending at 06:22 PM



## 6. OPEN TIME FOR PUBLIC EXPRESSION:

The President welcomed Public Comments. Since there was no one wishing to speak, President DeBerry closed the Public Comment.

## 7. CONSENT CALENDAR

The Consent Calendar, originally consisted of three items: 7.a Correspondence and Information; 7.b Fire Season Outlook 2023/2024; and 7c. Fire Chief Employment Agreement Changes.

Director Perazzo requested to pull Item 7.c, Fire Chief Employment Agreement Changes, from the Consent Calendar for correction, and to approve the other two items.

M/S: Perazzo/Chun

Ayes: Hilliard, Perazzo, Chun, Fleming, Raveche, DeBerry

Abstain: none

Absent: Willis (resigned)

Noes: none

The Board of Directors then considered the Fire Chief Employment Agreement Changes, which was pulled from Consent. President DeBerry clarified that there was a clerical omission in the prior version of the Fire Chief Employment Agreement. There is an item, which was part of the terms that were approved in a Closed Session that the Board had on the subject, but was left out of the document. The item in question is a \$2,500 COVID stipend.

The motion is to accept the Chief's Employment Agreement changes, with the addition that the Fire Chief will receive a COVID retention award of \$2,500.

M/S: DeBerry/Hilliard

Ayes: Hilliard, Perazzo, Fleming, Raveche, DeBerry

Abstain: none

Absent: Willis (resigned)

Noes: Chun

## 8. MEETING MINUTES OF PREVIOUS MEETING

### 8.a Approval of the Minutes of the April 26, 2023 Board of Directors meeting

President DeBerry called for a Motion.

*Motion to approve the Minutes.*

M/S: Chun/Raveche

Ayes: Hilliard, Perazzo, Chun, Raveche

Abstain: Fleming, DeBerry

Absent: Willis (resigned)

Noes: none

## 9. STAFF REPORTS

### 9.a Fire Chiefs Report

Chief Tubbs added a statement about the mold issue at Station 4, and the strong concerns of the Firefighters' Association and the Union about the risk, and about how the issue was handled by senior management. Chief Tubbs mention retaining the services of an unbiased outside investigator. If there is negligence found, appropriate discipline would be applied. Chief Tubbs will include the Associations President Powers and Morlock in all investigator communications.

Processes to immediately address safety and health issues are being reviewed and established. We will ensure all personnel who identify a safety and health issue know how it is reported and addressed in a timely manner. Chief Tubbs directed Chiefs Welch and Hilliard to implement a facility inspection process. They will work with the Associations and ensure we capture the necessary elements of a comprehensive safety and health inspection of all of our facilities. Once the process is established, the training officer will train all personnel, so that we ensure that trained inspectors are conducting regular and complete inspections.

Fire Chief is requesting to have meetings between and Association Presidents and himself, so that health and safety or other issues are promptly brought to attention of senior staff. Lastly, Chief expressed his commitment to full cooperation with the public Records Request for records pertaining to this matter, which was submitted by Local 1775.

The Fire Chief shared this plan by email with both Association Presidents on May 20<sup>th</sup>, 2023 and included President DeBerry, and Directors Raveche and Perazzo. Chief welcomed questions on the Fire Chief's report.

*Director Chun:* based on the May 11, 2023 meeting with IFF 1775 President John Bagala, what is the status of the Mill Valley Transfer Agreement?

*Chief Tubbs:* we are finalizing multiple attachments to the Transfer Agreement, such include a seniority list, the financial analysis, the staffing model, a number of other agreements. We're probably about 95% finished. We have one follow-up meeting left with 1775.

*Director Hilliard:* Asked about the implications to the District of FCC approving radio bandwidth changes that were described in today's packet. Chief Tubbs said there are likely to be some implications. However, the information about potential changes was just received. Moreover, there is heavy advocacy from many public safety agencies to refrain from making changes.

*Director Hilliard:* asked for an update on the cyber security scan. Chief Tubbs and IT Coordinator provided an update. We contracted with CISA, the Cybersecurity Infrastructure Security Administration, which is under the Homeland Security, and we did three scans. They included a web app scan, and a cyber hygiene scan, and a remote penetration for the web app scan. Some minor issues involving Granicus, our website provider, were identified and forwarded to Granicus.

For the cyber hygiene, we started with some issues, identified in March, that were quickly addressed by beginning of May. We are down to zero issues. We are currently in the que for the remote penetration scan. We were able to share our experiences and resources with other agencies in Marin County.

*Director Hilliard* commented the following items A) she noted that the handheld underwater sonar devices should be very helpful in our environment. B) Jessica Riboli, one of our new hires currently going through the Fire Academy, was number one in skills and academics, as of the writing of the Fire Chief's report.

*Director Hilliard* asked for an update on the Golden Gate Bridge Suicide Prevention Barrier. Chief Tubbs said it is partially constructed, and already three-four people have been caught by the net. Chief Welch has been working with the golden Gate Security Coalition Partners to develop training, with Chief Welch providing additional details.

*Director Raveche* asked about the facilities inspection process in relation to the Station 4 report. Who would be responsible, and what guidelines we will be using? Chief Tubbs said these details are currently being worked out. Some guidelines will likely come from OSHA, although there are many types of agencies that do facilities inspections, whose material we can leverage. Typically, the personnel at the facility would be doing routine inspections, but the process is being developed. Director Perazzo mentioned that in the past he had worked on developing self-inspection program, which was to be part of the Injury Illness Prevention Program (IIPP), and he can try to locate that form for us to leverage. Director Raveche asked to make sure leadership is involved in making sure the inspections take place.

*Director Raveche* asked about the comment on back pay for cell service for Sausalito Station 1. Chief Tubbs said that the city's new finance manager indicated we owe the City of Sausalito back pay for phone service going back to the time of Sausalito Annexation in 2012. Note that the City, not the District, is responsible for the phones in the old EOC at St 1. For other phones, our finance department did some research, and made a record of every payment made. That information was sent to the City of Sausalito finance today.

*Director Raveche* asked about the meeting about the Fentanyl crisis. Chief Tubbs said this issue was brought before the Homeland Security Advisory Committee for Cal OES, and that we are continuing to monitor the situation as to how it may affect our District.

*Director Perazzo* sent a shout out to Chief Vollmer for instituting a mentor program, which will hopefully have positive effect on the culture of the department.

*Director Fleming* asked about the ETA for completion of the Station 4 Public Records Request (PRA). Chief Tubbs said there is no specific date at this is time, but we are happy to provide regular updates.

*President DeBerry* commented on brining in an outside investigator, and that it is important to provide independent transparent information. We want to make sure we are on the same team, and that everyone knows that the Board members care deeply about the Station 4 issue, and wants to make sure that we are all handling this in a way that protects personnel health.

*President DeBerry* asked about the 9 new fire personnel. Chief Tubbs said they are all now official employees, and are going through the fire academy.

## **9.b Association Report**

*Southern Marin Firefighters Association President Captain Ben Powers:*

Captain Powers congratulated Firefighter Jake Ielmorini with regard to the Commendation Letter, and praised him on his high caliber performance while off duty. Captain Powers congratulated and welcomed Firefighter Kevin Zondervan. Captain Powers highlighted that this month is Mental Health Month. Association has been doing training with regard to this subject, with Mill Valley participating as well. Employees have opportunities to seek help, with EAP and peer support, considering the current emotional and stressful times. The Mill Valley employees coming over appreciate the sessions with HR and Finance concerning the District benefits. The Side Letters (for Annexation) are close to being done, and Captains Powers and Captain Morlock will review them with the Union and the District.

Captain Powers said the members are actively participating in the OSHA investigation {Station 4}. There is a “meet and confer” meeting set up with regards to the PRA and personal cell phones. The Association met on that same subject last week. The Union members also discussed uniform pants and those that may cause cancer.

There are four members participating in a dive rescue class this week. Three members are up in Tahoe currently, engaging in a week-long rope rescue class.

Captain Powers has been contacted by some retirees in regards to post-retirement medical benefits, and the members are working on understanding those concerns.

Captain Powers made a reminder announcement about the pancake breakfast put on by the Mill Valley volunteer firefighters on Monday morning in downtown Mill Valley. Also, Jazz by the Bay event is coming up on June 9<sup>th</sup>.

Captain Powers referenced Chief's earlier statement on Station 4 and had previously responded to Chief's email this morning. Captain Powers read his reply, here are the highlights.

- Expressed appreciation for Chief's attention to the very serious matter, and for the constructive conversation about issues within the organization.
- Pleased that Chief will include Captains Powers and Morlock in the communications with Mr. Bertrand, the investigator. This will help with transparency. Waiting to hear about scheduling the initial meetings with Association Presidents, Mr. Bertrand and the Fire Chief.
- Committed to assisting the District with creating a better process, in which any and all employees can easily report safety and health concerns.
- Goal is to make Southern Marin or SMFD a place where all employees can come to work and feel physically, mentally and emotionally safe.
- A better and more streamlined process to report issues of health and safety needs to be collaboratively created.
- Looks forward to discussions to formulate how to roll out facility inspection process, with the Association at the table for the discussion and planning process.
- Captain Powers and Captain Morlock look forward to monthly meetings with the Fire Chief.
- We have a lot of work to do, but with collaboration between the Fire Chief and the Association leadership, we can work towards accomplishing these steps.

- The email expressing above in detail was sent to the Chief, CC the Board and Captain Morlock.

The Board asked questions as follows:

*Director Chun* asked if we have Cyanide kits. Captain Powers said we have one per Ambulance.

*Director Raveche* asked if there was any feedback from the new members that are being brought on Board by the Annexation. Captain Powers said that everyone is excited, and the Southern Marin association is putting their best foot forward and working on taking good care of the new family members. Director Raveche believes we should openly communicate with everyone and offered Board support to the new members.

### **9.c Finance Staff Report**

Finance Manager Schiffmann presented this report. She had nothing to add to the written report, and welcomed questions. Director Chun asked, with overtime at 99% of the Budget, would it benefit the District to over-hire? Ms. Schiffmann said that this was considered, but with the cost of benefits and so on, the cost of an additional employee would be approximately the same as paying overtime. Also, we did just do a large round of hiring. Chief Tubbs said the current situation is an anomaly, and it is premature to react, until we know what the next year looks like. There are many factors to consider, with the Association also having a stake in this. Director Chun asked if we are considering an actuary study of our staff? Chief Tubbs described the possibility and the challenges. Director Chun asked if there will be increased levels of staffing? Chief Tubbs said that it would not be the case, but Mill Valley annexation will benefit in this area. Also, we have provisions regarding staffing in the MOU. We can better gage the needs after one year of operating with Mill Valley annexed.

### **9.c DEI Quarterly Update**

Fire Prevention Specialist McKenna Ramiro presented this report.

She said that with regard to the goals previously presented, four of them were accomplished so far. The past three months have been spent primarily on public outreach and engaging with the community, continuing the conversation on diversity, equity, inclusion and belonging.

Ms. Ramiro read a statement that expressed gratitude to her fellow committee members, and all other District members who have been pitching in to participate.

Ms. Ramiro extended personal thanks to Communication Coordinator Elisha Ooomy, Captain Nick Langlois, Captain Ben Powers, Battalion Chief Jason Golden, Inspector Madison Mead, MCEPC Elaine Wilkinson, NRG Coordinator Leah Curtis, ENG/PM Manny Avila, HR Manager Susan Patterson, and Deputy Chief Ted Peterson.

Ms. Ramiro especially recognized temporary Captain Robert Grady, who has spent a remarkable amount of time and made extremely valuable contributions to the DEI program, and has been a very helpful resource.

All the Members of the Board spoke to compliment, thank, and encourage Ms. Ramiro and the DEI Committee. They hope the new employees we have just hired can contribute to the process of developing the program. The Board is excited about the progress that has been made, and looks forward to more.

## **10. BOARD COMMITTEE REPORTS**

### **1. Southern Marin Emergency Medical Paramedic System**

*Director Fleming:* The Committee meet on May 17, and received an update from the Chief. There was a preliminary evaluation of the next year's budget, which had no red flags. The next meeting will be in September.

### **2. Shared Services Committee (Ad Hoc)**

*Board Clerk:* This committee was included on the list by mistake. This Committee is inactive, not meeting for the time being.

### **3. Finance Committee**

*Director Hilliard reported,* since Director Perazzo was away. The Committee went over the second iteration of the preliminary budget, which should be ready for Board review next month. The final Budget would be adopted in October.

Director Fleming said the Committee received a thorough presentation by Station 4 Architect about the financials of the project, with additional information coming.

**4. Personnel Committee**

*Director Chun:* the Committee did not meet last month.

**5. Emergency & Disaster Preparedness Committee**

*President DeBerry:* the Committee did not meet last month.

**6. Building Committee (Ad Hoc)**

*Director Chun:* The Fire Chief provided a detailed update in his report. Director Chun gave a shout out to Chris Ford. He's very organized, very meticulous, and we're very lucky to have him on board.

**7. FASIS (Advisory)**

*Director Perazzo:* There was a special meeting the 3<sup>rd</sup> of May. They reviewed the contact with Sedgwick. FASIS executive director is leaving, so a subcommittee was formed to interview her replacement, and that should happen in the next few weeks.

**8. Marin Wildfire Prevention Authority (Advisory)**

*Director Hilliard:* MWPA met, and there is a handout available, with a report from Mark Brown. MWPA Board did pass the Work Plan. Southern Marin got many of thank you's for our input. Advisory technical Committee got a big shout out. The member agencies are able to communicate well and were actually helping each other to hone in their plans. The Budget was approved during this meeting. It was a really good session.

**9. MERA Committee (Advisory)**

*Director Hilliard:* MERA met on the 10<sup>th</sup>. The handout just became available. Construction is continuing. Motorola has a new person in charge. Heather Plamondon is doing a great job of holding people accountable. Things are moving along.

**11. Action Items**

**11.a Shared Battalion Chief Agreement**

RESOLUTION NO 2022/2023-06. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT APPROVING A SHARED SERVICES AGREEMENT BETWEEN THE SOUTHERN MARIN FIRE PROTECTION DISTRICT AND THE REGIONAL MARIN COUNTY FIRE AGENCIES FOR THE PROVISION OF SHARED SERVICES OF BATTALION CHIEFS AND AUTHORIZING THE FIRE CHIEF TO EXECUTE THE AGREEMENT.

The Fire Chief recommends that the Board of Directors reviews and approves the Shared Services Agreement between the Southern Marin Fire Protection District and the Marin County regional fire agencies (Kentfield Fire Protection District, Marin County Fire Department, Novato Fire Protection District, Ross Valley Fire Department, San Rafael Fire Department, Southern Marin Fire Protection District, and Tiburon Fire Protection District) and authorize the Fire Chief to complete the meet and confer process with labor (Southern Marin Chief Officers' Association and the Southern Marin Professional Firefighters) and execute the Agreement.

Chief Welch spoke about this Battalion Chief agreement between multiple jurisdictions within Marine County. Recent events highlighted the need for being able to share Battalion Chiefs between agencies to ensure that Battalion Chiefs can get relief from doing extra-long duty shifts, and cover for each other. This will also give Acting Battalion Chiefs an opportunity to get more experience. Chief Tubbs added that requests for this agreement came from Battalion Chiefs from across the County, including those from SMFD. The model is designed as, basically, a last measure.

Our attorney has reviewed the contract. We're looking to Board to approve the Resolution and instruct Chief Tubbs to sign the contract, following a meet and confer process with our Labor.

Director Raveche asked if there are any non-compete agreements? Chief Tubbs responded that that there is no cause for concern in this area, which may possibly result in other Agency Chiefs wish to apply to work for SMFD.

Director DeBerry asked for a motion.

There was a Motion to approve Resolution 2022/2023-06

M/S: Perazzo/Fleming  
Ayes: Hilliard, Perazzo, Chun, Fleming, Raveche, DeBerry  
Abstain: none  
Absent: Willis (resigned)  
Noes: none

### **11.b Filling the recently vacated seat on the Southern Marin Fire District Board of Directors**

Suggested Action: The Fire Chief is recommending the SMFD Board should appoint a new Board member utilizing Option B, described in the Summary section of this report as: “Recruit, interview and appoint a new member”.

Chief Peterson explained that with the retirement of Chief Willis (see his letter included in today’s packet), there is an open slot on the Board of Directors, and we have options on how to go about getting a new Director. Those options are outlined in the Staff Report included in the meeting packet.

The Fire Chief and staff are recommending to go with an appointment, which has been past practice. If Staff are given the direction tonight, we can immediately open up the 15 day period to advertise. Then the Board can either appoint a subcommittee to interview, or interview at the next Board meeting, but we should make the appointment at the June Board meeting. Chief Tubbs mentioned that using another option, the County-administered special election, is expensive, estimated that it would cost the District about a million dollars.

*Captain Powers* asked if City of Mill Valley residents can apply, and Chief Tubbs confirmed that they can, as the annexation was effective in December of last year.

*Director Fleming* asked if we can wait until the next general election held on November 2024. This would then be minimal cost to the District. Chief Tubbs said if we wait that long, with Director Willis still technically on the Board, but not attending, and the County will likely step in and make an appointment for us. That also answered Director Hilliard’s subsequent question.

*Director Perazzo* moved to recruit, interview and appoint a new Board Member.

Discussion followed. *Director Chun* said that it would be a good opportunity for the City of Mill Valley to participate, and he supports this motion. *President DeBerry* said that while she would like to see an election, she does not want to spend \$1M of District money, and with addition of Mill Valley, there will be more candidates to interview. *Director Perazzo* added that when City of Sausalito became part of the District, there was an example of appointment process, which in the current case would allow a Mill Valley representative to possibly come on board. He said he believes election costs as part of November 2024 election would be about \$70K? *Director Fleming* added that last election we spent about \$30K, but we normally budget \$80K, so it varies.

*Director Fleming* asked to clarify the length of the term. Chief Tubbs stated that it is the remainder of Director Willis’s term, which would be until November 2024. *Director Raveche* suggested that we engage the DEI community. *Director Raveche* asked if Marin City residents can apply. Chief Tubbs confirmed that, unfortunately, Marin City is not legally part of the District, so we are not able to utilize those residents.

Discussion was concluded, and President DeBerry confirmed that we have a motion to proceed with an appointment by the Board from Director Perazzo, seconded by Director Chun.

M/S: Perazzo/Chun  
Ayes: Hilliard, Perazzo, Chun, Fleming, Raveche, DeBerry  
Abstain: none

Absent: Willis (resigned)

Noes: none

Director Chun added a clarification that it is option B: recruit, interview, and appoint.

## 12. POLL OF THE BOARD

*Secretary Fleming* – Expressed general gratitude, congratulated Kevin Zondervan on his post, and commented on how talented the District members are in general. Director Fleming gave thanks for the Chief and the Association reports. He said that it is a challenging time, but, as President Barry said, it's really important that we come out of this stronger together, and that we keep a great culture. He expressed that Board members are in support.

*Director Perazzo* – Added his appreciation for Kevin and mentioned his experience with the Coast Guard. He said we really need to continue to work on Station Four issues and get those put to bed, get everybody back in that station and continue to work on the health and safety of our staff. This is Mental Health Month, but we also need to have health and safety for all year round.

*Vice President Raveche* – Gave kudos to Kevin Zondervan and his family, and commended Jake Ielmorini for his actions in saving a life. She said we should continue courageous conversations about Station 4. She said the Board is available should any members wish to express concerns without concerns about any retaliation. She said we all need to look out for each other for health and safety. Director Raveche said she will miss Director Willis and his contributions, but looks forward to a new Board member.

*Director Hilliard* – echoed previous sentiments. She commented on Kenny O'Reilly's amazing accomplishments. She also complimented Jake Ielmorini and congratulated Kevin Zondervan. She is also going to miss Chief Willis. They didn't always agree on everything but he taught her a lot. Thank you Staff for preparing today's Board packet.

Director Hilliard added later that she thanks Elysha Omoomy, and other staff members for work involved in Ember Stomp, which doubled in attendance from last year. She mentioned that Southern Marin gets a lot of respect from other agencies.

*Director Chun* – Echoed everybody's sentiment. He is going to miss Director Willis, with regard to his perspective. Thank you Staff for preparing today's Board packet. He gave a shout out for Ms. Schiffmann and the rest of the staff with regard to being 77% under budget, due to good management of expenditures. Director Chun gave a shout out to the Chiefs for identifying what we need to do about the Station 4 issues and that health and safety are very important operationally.

*President DeBerry* – Thanked all of the fellow Board members. She said the Station 4 situation is one of the harder issues that the Board had to tackle. She appreciates fellow Board Member's engagement and concern. She thanked the Chief for putting forward a proactive plan for us. President DeBerry expressed leadership's concern about the safety of our team. She thanked the Association for continuing to engage with the Board and keep the Board informed and for being at the table. President DeBerry said that the rest of the organization is looking at all of us, and expressed her gratitude and my commitment to continue to do what we need to do to make sure we come out of this even better. There will be learnings from this, and be stronger as a family. She is sad to see Director Willis leave. Congratulations for the new hires (Zondervan) and the life-saving events (Ielmorini).

## 13. ADJOURNMENT – May 24, 2023

*President DeBerry called for a Motion to Adjourn.*

M/S: Chun/Perazzo

Ayes: Hilliard, Perazzo, Chun, Fleming, Raveche, DeBerry

Abstain: none

Absent: Willis (resigned)

Noes: none

**Adjourned at 08:34 pm.**



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Approval of the Minutes of the June 11, 2023 Board of Directors Special Closed Session meeting.

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Approve Minutes as presented.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[BOD Special Meeting Minutes 6-11-2023.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief





## Southern Marin Fire Protection District

### Board of Directors

Christine DeBerry, President, Ashley Raveche, Vice President, Pete Fleming, Secretary  
Kurt Chun, Thomas Perazzo, Cathryn Hilliard, Stephen Willis

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### Board of Directors Meeting Minutes – Special Closed Session meeting Sunday, June 11, 2023

#### 1. CALL TO ORDER

The Southern Marin Fire District Board of Directors meeting was called to order by President DeBerry at 10:07 AM in the Board meeting room at SMFD Headquarters at 28 Liberty Ship Way, Suite 2800, Sausalito, CA 94965.

#### 2. ROLL CALL

**BOARD MEMBERS:** ALL DIRECTORS ARE ATTENDING IN PERSON: President DeBerry, Vice President Raveche, Secretary Fleming, Director Chun, Director Perazzo, Director Hilliard.

**ABSENT:** Chief Willis (resigned)

**STAFF/OTHER:** Chief Tubbs, William Adams (counsel)

*President DeBerry called for Motion to Adjourn.*

M/S: Raveche/Perazzo

Ayes: Hilliard, Perazzo, Fleming, Raveche, DeBerry

Abstain: none

Absent: Chun, Willis

Noes: none

**Adjourned into Closed Session at 10:08 AM, followed by a short break. Entered into Closed Session at 10:08 AM.**

#### 3. CLOSED SESSION

##### **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9.

Potential cases: 1.

**Out of closed Session 12:38 AM.**

Outcome: Direction given to Fire Chief.

#### 4. ADJOURNMENT – June 11, 2023

**Adjourned at 12:38 AM.**



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Correspondence and Information

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[Letter Nicasio Fire Dept-Wilkinson 6-5-23.pdf](#)

[Thank you for Neighborfest from Alta Molino Firewise 6-7-23.pdf](#)

[Flavin Email.pdf](#)

[Marin IJ \\$21M MWPA.pdf](#)

[State Farm.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



**NICASIO VOLUNTEER FIRE DEPARTMENT**

June 5, 2023

**NVFD Roster**

\* Board of Directors

- Kent Grady, Chief\*
- Robyn Burton, Asst. Chief \*
- Patrick Gallagher, Capt. & TO\*
- Johnny Rutledge, Firefighter\*\*
- John Kozubik, Firefighter
- Mark Burton, Firefighter
- Paul Zell, Firefighter
- Chris Lind-White, Firefighter
- Joseph Goodman, Firefighter
- Shawn Higbee, Firefighter
- Kirby Wilcox, Board Secretary\*

**Contact Info:**

Chief Kent Grady  
[kent@nicasiofire.org](mailto:kent@nicasiofire.org)  
415-717-0084

**Mailing Address:**

P.O. Box 791  
Nicasio CA 94946

Dear Elaine Wilkinson,,

We cannot thank you enough for your excellent presentation at our Disaster Training Event. Thank you, thank you. The feedback we have received from our community has been nothing but positive. We look forward to making this an annual event!

I also want to thank you for the NOAA radios for our neighborhood liaisons and for consistently being available to our Disaster Council members after normal business hours.

Please let us know if you see areas that we can improve upon when it comes to "training" our community.

We very much look forward to partnering with you on future community educational events!!

Sincerely,

Kent Grady  
Chief  
Nicasio Volunteer Fire Department  
415-717-0084

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**Re: Upcoming Emergency Preparedness Committee meeting agenda question - Evacuation Drills for small groups of neighborhoods**

1 message

**Tom Welch** <twelch@smfd.org>

Mon, Jun 12, 2023 at 7:52 AM

To: Margaret Fisher &lt;fishermarn@aol.com&gt;

Cc: Leah Curtis &lt;nrg@smfd.org&gt;, "mterrell@cityofmillvalley.org" &lt;mterrell@cityofmillvalley.org&gt;

Thanks for your kind words Margaret. We appreciate all of your efforts in the neighborhood.

Best,

Tom Welch, Deputy Chief  
Operations and Training

Southern Marin Fire Protection District

Main 415-389-4142  
Cell 415-320-3852



On Jun 7, 2023, at 3:16 PM, Margaret Fisher <fishermarn@aol.com> wrote:

Dear Leah, Michelle and Chief Welch:

First and most importantly, we want to thank you so very much for your support of our recent Alta Molino NRG Firewise Community (AMNRGFW) Neighborfest in late May. It was so successful because of your support and we are super grateful!

Second ~ I had to opportunity to listen to the Marin Wildfire Prevention Authority's presentation this week at our MV City Council meeting. Another awesome educational experience. The information definitely got me thinking.

So while composing our AMNRGFW June and July newsletter, (which we are focusing on Go/Stay Kits and Evacuation preparation ~ trying to follow the Fire Safe Marin Calendar.), I was prompted to ask you, if at the upcoming Emergency Preparedness Committee, are you going to discuss upcoming AlertMarin evacuation drills?

Unfortunately, we were not prepared to participate in the **EmberStomp evacuation drill**, but it was such an amazing idea that I am hoping you might be able to guide us in how we might plan for such a drill in our NRG/Firewise neighborhood. I know it must require a lot of people power, on the AlertMarin side of

things; but we were thinking that if we just targeted our 100 homes with an AlertMarin, maybe 30 homes might actually participate, This would not create such a terrible flood of cars that it would not need police etc.

At any rate, I encourage such a drill somewhere down the line, and please know if given enough notice, our NRG/Firewise community would love to participate.

Thank you!

**Margaret Fisher**

Alta Molino Firewise Community, Board Member

Southern Marin Neighborhood Response Group, Edgewood Area, Block Captain



Chris Tubbs &lt;ctubbs@smfd.org&gt;

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**Great service**

3 messages

**John Flavin** <jrf415@gmail.com>

Tue, May 30, 2023 at 4:37 PM

To: Chris Tubbs &lt;ctubbs@smfd.org&gt;

Cc: Flavin Kate &lt;kflavin129@gmail.com&gt;

Chris,

My wife and I were very impressed with Madison Mead in your Vegetation Management department. We had been trying to identify the source of two large and drying piles of tree cuttings, ironically straddling a fire hydrant, down the block from us on Prospect Avenue. No luck with the City or the Next Door social site. However, one call to Fireman Mead produced results. She said she would check and shortly called back to say the piles were PG&E's and should be gone by week's end.

You and SMFD are fortunate to have such an energetic and professional member of your team.

All the best,

John Flavin

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2167K

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**Chris Tubbs** <ctubbs@smfd.org>

Tue, May 30, 2023 at 4:59 PM

To: John Flavin &lt;jrf415@gmail.com&gt;

Cc: Flavin Kate &lt;kflavin129@gmail.com&gt;

Thank you John. I will be sure to share this with Madison and our Board. Much appreciated!

Chris

[Get Outlook for iOS](#)

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**From:** John Flavin <jrf415@gmail.com>**Sent:** Tuesday, May 30, 2023 4:37:45 PM**To:** Chris Tubbs <ctubbs@smfd.org>**Cc:** Flavin Kate <kflavin129@gmail.com>**Subject:** Great service

[Quoted text hidden]

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**Chris Tubbs** <ctubbs@smfd.org>

Tue, May 30, 2023 at 5:00 PM

To: Fred Hilliard &lt;fhilliard@smfd.org&gt;, Madison Mead &lt;mmead@smfd.org&gt;

Received this email from John. Way to go Madison!

Chris

[Get Outlook for iOS](#)

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**From:** John Flavin <[jrf415@gmail.com](mailto:jrf415@gmail.com)>  
**Sent:** Tuesday, May 30, 2023 4:37:45 PM  
**To:** Chris Tubbs <[ctubbs@smfd.org](mailto:ctubbs@smfd.org)>  
**Cc:** Flavin Kate <[kflavin129@gmail.com](mailto:kflavin129@gmail.com)>  
**Subject:** Great service

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THE COUNTY

# Wildfire authority plans \$21M in safety projects



Firefighters look for hot spots at a fire off Harbor Drive in Novato in 2019. Fire officials are planning to create a 60-mile shaded fuel break around Novato to curb wildfire risks. ALAN DEP — MARIN INDEPENDENT JOURNAL

BY ADRIAN RODRIGUEZ

[ARODRIGUEZ@MARINIJ.COM](mailto:ARODRIGUEZ@MARINIJ.COM)



Firefighters in Marin County will be gearing up over the next year to complete \$21 million in projects designed to thwart the threat of wildfire.

The Marin Wildfire Prevention Authority's 2023-24 work plan was unanimously approved last week by the agency's board of directors.

"All of us need to be proactive as the threat of wildfire is a constant presence throughout Marin," Supervisor Dennis Rodoni, the authority's board president, said after the approval May 18. "MWPA recognizes that this work never stops and these future projects, along with those already underway, will advance our systems approach. With each of these steps, we are moving us closer towards becoming a fire-adapted community."

The plan outlines goals in five key areas: vegetation management and wildfire prevention; detection, alert and evacuation; grants; public outreach and education; and defensible space and home hardening.

The plan includes 13 countywide projects totaling \$4.7 million. The plan also outlines \$1.67 million for 21 projects in Novato; \$1.88 million for 20 projects in San Rafael; \$1.45 million for 20 projects in central Marin; \$1.84 million for 22 projects southern Marin; and \$586,291 for 17 projects in western Marin.

The major work so far has been the massive fuel break projects, including the ongoing effort in the greater Ross Valley and the upcoming attack in Novato. Fuel breaks aim to prevent the spread of flames into neighborhoods and allowing firefighters to access fires more easily. The Novato plan will be done over the next five years. The Marin Wildfire Prevention Authority and the Novato Fire Protection District plan to create a 60-mile shaded fuel break around the city.

The fuel break and related fire fuel reduction work will cover more than 3,000 acres and will run alongside 5,200 residences on the outer edges of the city.

The Marin Wildfire Prevention Authority is a year into building a 38-mile shaded fuel break in the greater Ross Valley area. A network of fuel breaks also exists in San Rafael, southern Marin and western Marin.

About 11 miles of the Ross Valley shaded fuel break has been completed in its first year at a cost of about \$2 million. The authority was able to secure more than \$3.5 million in state grant funding for the project.

The authority has applied for a \$5 million grant through Cal Fire for the Novato project and is expecting to hear back in the coming months, said Mark Brown, the authority's executive director.

Brown said several other fuel break projects have been approved. One is the Ridgewood shaded fuel break, which will cover about 75 acres of dense eucalyptus forest on the Terra Linda-Sleepy Hollow divide preserve near Mount Tamalpais Cemetery. The plan includes \$500,000 for work in the next fiscal year.

"What's exciting about this project is that it connects to the greater Ross Valley shaded fuel break, which helps us have a continuous network of defense," Brown said.

The plan also includes \$272,000 for a Mill Valley fuel break; \$130,000 for a Tamalpais-Homestead Valley fuel break; and a \$100,000 for a Ring Mountain fuel break project.

The plan also considers expanding the "long range acoustic device" emergency alarm system in the Mill Valley area, and includes \$200,000 to explore adding the system to Novato.

About \$1.2 million will go toward supporting chipper day programs, and \$980,000 toward wildfire education, services and resources.

A few million dollars going toward home hardening and defensible space efforts across the county.

"I think the most important piece of fire protection remains the first five feet around homes," said Marin County fire Chief Jason Weber. "If we get everyone on board with defensible space and home hardening, we're going to have a fire adaptive community, and that's what we're trying to get to."

The wildfire authority was created in 2019. It is funded through Measure C, which passed in March 2020 and imposed a 10-cent-per-square-foot building space parcel tax.

Sixty percent of Measure C revenue is allocated for cross-jurisdictional projects; 20% for community-level wildfire prevention mitigation; and 20% for defensible space evaluations and home hardening for residents.

More information about the 2023-24 work plan is at [webportal.marinwildfire.org/home](http://webportal.marinwildfire.org/home).

CALIFORNIA

# State Farm stops writing property policies

BY CORINNE PURTILL

LOS ANGELES TIMES

Insurance giant State Farm is no longer accepting new applications for business or personal property coverage in California.

“We take seriously our responsibility to manage risk,” the company said in a statement posted to its website Friday. “State Farm General Insurance Company made this decision due to historic increases in construction costs outpacing inflation, rapidly growing catastrophe exposure and a challenging reinsurance market.”

Automobile insurance is not affected by the change, which took effect Saturday.

The company was the state’s largest provider of property and casualty insurance as of 2021, the most recent year for which data are available from the California Department of Insurance.

“While insurance companies prioritize their short-term financial goals, the long-term goal of the Department of Insurance is protecting consumers,” said Michael Soller, deputy insurance commissioner and spokesman. “The factors driving State Farm’s decision are beyond our control, including climate change, reinsurance costs affecting the entire insurance industry and global inflation.”

Last year, California became the first state to require insurance premium discounts for owners who implement wildfire protection safeguards at homes or businesses. The change was a response to soaring insurance costs for people in areas prone to wildfire.

“Protecting Californians from deadly wildfires means everyone doing their part, including insurance companies, by rewarding consumers for being safer,” Insurance Commissioner Ricardo Lara said at the time.

While State Farm pledged to “work constructively” with California policymakers and regulators, the change is necessary to “improve the company’s financial strength,” the statement said.

State Farm last year posted a net loss of \$6.7 billion, driven largely by losses in the auto division. The company’s homeowner division recorded \$849 million in underwriting gains.

*Distributed by Tribune News Service*



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Fire Chiefs Report

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Receive Report.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

## ATTACHMENTS

[Fire Chiefs Board Report June 2023.docx.pdf](#)

[MVFD Block E Paved Roads 2023.pdf](#)

[SMFD Zone 9 Block D June 2023 PDF.pdf](#)

[M U FISCAL CHARTS JUNE 2023 Word Doc.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Board of Directors

President, Cristine DeBerry, Vice-President, Ashley Raveche, Secretary, Pete Fleming  
Kurt Chun, Cathryn Hilliard, Stephen Willis, Thomas Perazzo

## STAFF REPORT

### Announcements

This is our final Board meeting before the formal Annexation with the Mill Valley Fire Department. Over eight years of work by the staff of the District and the City of Mill Valley, have led to this momentous milestone. We note this in announcements because of its significance and note the importance of recognizing and celebrating this accomplishment for the agency and the communities we serve.

### Projects and Strategic Initiatives

#### *Board Strategic Initiatives and Goals.*

At the Annual Board Retreat, the Board of Directors adopts strategic initiatives which are in alignment with the organization's mission, and strategically move the organization towards its adopted vision. These initiatives are in addition to the day-to-day operations of the agency that ensure this agency delivers those critical services (our mission) to the community with compassion, professionalism, and dedication.

#### Culture - Diversity, Equity & Inclusion:

*22/23 Initiative - As part of developing a formal written DEI plan as directed by the Board of Directors, take specific steps identified in a three-tier process for implementing hiring and recruitment initiatives in response to specific hardships, difficulties, or restraints, discovered through research efforts of the taskforce members, within the fire service, focused on developing equitable opportunities and institutional change for inclusion.*

- **RFP for Recruitment Video.** Senior staff are working to conclude the final details for the request for proposal (RFP) for the recruitment video. The final details include legal review and input on the RFP, the schedule for posting to selection, and any additional information or input that may be needed. Once the RFP is finalized by the Senior Management Team, the subcommittee will continue moving forward with the posting and selection of a production company.
- **City of Mill Valley's Pride Month Resolution.** At their meeting on Monday, May 15, Mill Valley's City Council adopted a Resolution declaring June 2023 as LGBTQIA+ Pride Month in the City of Mill Valley and authorized the display of the Pride Flag on City property. The Pride Flag will be flown at all City buildings during the month of June, including Station 6 and Station 7. This marks the first time in the City of Mill Valley's history that the pride flag has been flown

on city property. The City held a small ceremony with staff members, the Mayor, the Vice Mayor, and City Council members in raising the Pride Flag on June 1st at City Hall.

Consolidation:

*22/23 Initiative: Based on the outcome of the Annexation Analysis and Decisions by the Mill Valley City Council, and the Southern Marin Fire Protection District, staff will develop and deploy a plan that will successfully align with the collective decision by the Southern Marin Fire Protection District Board of Directors and the City of Mill Valley City Council regarding consolidation.*

**Completed.**

- **On January 25, 2023 LAFCo sent the Southern Marin Fire Protection District its Certificate of Completion.** This signifies completion of the Consolidation / Annexation Process by LAFCo. Our official date of consolidation is July 1, 2023. **Completed.**
- On April 5, 2023, The Fire District received from the State Board of Equalization Property Tax Department, the **Certificate finalizing the Annexation and Tax exchange process with the City of Mill Valley - Completed.**
- The District has contracted again with the Results Group, Ltd to deliver week long training for all staff of the District. The training is part of both our cultural initiative, and our consolidation initiative and is critical as we consolidate the Mill Valley and Southern Marin fire agencies. The training occurred between February 20 and March 2 and is divided into three segments, (Executive and Command Staff, Line Supervisors, and line employees). The results of the training will also provide the organization direction with areas to reinforce and institutionalize and areas of opportunity to continue to grow. **Completed.**

**Staff is now extracting the “take aways” and next steps learned from this process, and developing a plan of action.**

- Transfer Agreement: Staff met with IAFF 1775 President Bagala and John Grey to review outstanding questions on the transfer agreement. Some of these were raised by 1775. We are working to finalize the agreement and the attachments. **In Process.**
- Consolidation Task Force Update: The Task Force continues to make progress on a variety of issues that are focused on the consolidation of Mill Valley into the Southern Marin Fire Protection District. Consolidating software platforms, developing plan to consolidate HR records for Mill Valley employees into SMFD system, District ID cards for Mill Valley Personnel in process, the design of a new District patch, helmet shield design, station 6 & 7 station signage design, uniforms for Mill Valley personnel (paid out of Mill Valley budget), are some of the items completed and underway. **In Process.**
- Final Annexation and District Appropriations Limit Resolution has been drafted to complete the Annexation Process, and will be presented at the June Board Meeting. **In Process.**
- Transfer of two Mill Valley Fire Department leased fire apparatus. As part of the signed agreements, Mill Valley will be transferring all Fire Department apparatus to the District, and replacement costs are included in the property tax exchange. Two of the Mill Valley Fire apparatus are leased. The agreement calls for Southern Marin Fire to assume those leases from the City of Mill Valley. Staff has been working with the City of Mill Valley and Capital One (leasing agency), to execute the transfer of those agreements. The transfer is scheduled to occur by June 30, 2023. **In Process.**



- **On-Boarding of Mill Valley Employees and new hires.** The recently hired Southern Marin firefighters are the largest group of recruits we have hired at one time. Additionally, effective July 1, 2023, we will be adding 27 Mill Valley employees and Southern Marin employees. This amounts to a total of 37 new employees and the need for an organized on-boarding process. Our HR Manager and Finance Team have been working diligently for several months in producing a very organized and comprehensive on-boarding process. This process includes all aspects of pay and benefits and required documentation. It is designed to ensure that not only do employees fill out all the required documentation as part of their benefits, but it also walks each employee through those benefits and becoming a District employee. Our HR Manager and Finance Team have put together the most organized and comprehensive on-boarding process and package that the District has ever produced. It will serve the agency well moving into the future. **Completed.**

#### Fiscal Resiliency

- Complete and Submit Annual Comprehensive Financial Report (ACFR). Staff is working on completing the 2022 report and preparing its submittal. The main element we are waiting for is the Annual Audit, which is an integral part of the ACFR submittal. We have requested an extension for our ACFR submission, and have received approval. **In Process**
- Complete and Board Adoption of Final 2022/2023 Budget. **Adopted at the September Meeting - Completed.**
- Staff has begun the 2023/2024 budget drafting process. Staff has presented a series of three Preliminary Budget drafts to the Finance Committee for review and feedback. The most recent draft was reviewed at the June 21, 2023 Finance Committee meeting. Subsequently, at the recommendation of the Finance Committee, the Preliminary Budget Draft, version 3, is included in today's meeting packet for Board's review. **In Process**

#### Station 4 Fact Finding Investigation

- At the May Board Meeting, the Fire Chief presented a multi-step process as part of the initial after action steps as a result of the mold remediation process at Station 4. The following is an update on those steps. **A separate Staff Report is provided to the Board.**

#### Risk Reduction

- Staff was notified by Assemblymember Levine's Office of our success in securing a direct budget allocation for \$907,500 for vegetation management work. Staff recently received the required documentation to receive the funding, has completed and returned the documentation, and is awaiting the funding. **Funding Approved / Funds were received. The Fire Marshal will present his plans for how those funds will be expended and the intended outcomes.**

#### Operational Efficiency

- The SMFD Drone program, also known as the UAV (unmanned aircraft vehicle) program. Policies and procedural manuals are being reviewed by UAV Drone team members for additional insight. There is a series of scheduled team meetings to discuss details of the program and future training. Review of alternate software is underway to provide an approach similar to other fire agencies across the State. Preliminary budgeting is being developed to support the team for FY 2023-24. Skyfire is prepared to complete the reinstatement of the District COA with the FAA once the PO is approved. A public outreach presentation is being prepared for future community and City council meetings. Additionally the following work is underway:

- The DroneSense drone operator software platform has been partially built out during testing and will begin to go live with pilots at the start of FY23/24.
- Two community meetings held on the progress of the “First Responder” UAS program. Both April 11th and April 26th meetings were recorded. Recordings are posted on the SMFD YouTube.
- Preparing to launch a SMFD website page to highlight the transparency element of the UAS program to the public. Host program videos, content, Q&As, and more. Share future mission logs as applicable.
- Reaching out to public agency partners with similar developing programs, such as Marin County Fire, GGNRA, Marin County Search and Rescue.

### **In Process.**

- Develop and Adopt Capital Replacement Plan for IT Equipment (Begin Framework for future budgeting strategies). Our IT Coordinator has been focusing his efforts on our cybersecurity assessment, cybersecurity policies, and maintenance and installation of equipment related to existing systems. This project has been placed lower in the project que. **In Process.**

### Communications

- Conduct a Community Survey and Provide Report to the Board of Directors. The survey has been completed and the vendor is preparing a presentation and report for the Board of Directors. Staff will present the findings in an upcoming Board meeting. **Completed.**
- Complete Annual Report. **Completed and published to the website.**

### Other Projects

- Regional Dispatch (**new**). Earlier this year the MCSO notified Marin Fire Agencies that the Sheriff's Office would be exiting the fire dispatch services business. The Fire Chief has included this information in previous Board Reports. On November 8, 2022, Director Hilliard and President Perazzo met with Chief Tubbs, Marin County Fire Chief Jason Weber and Dr. Charlotte Jourdain. The Directors were briefed on the status of the analysis, and current plan moving forward. The Fire Chief has sent to Chief Weber, a non-binding letter of intent, signifying the District's interest in participating in a fire based dispatch service co-located at the Marin County OES space. Marin County Fire is working with an Architect to finalize draft plans for remodeling the Dispatch Center so that final costs can be included in the proposed project / initiative. Nothing new to report this month. **In Process.**
- CyberSecurity Policies (**new**). All policies have been reviewed and have been entered into our electronic policy system. The next step in the process will be to meet and confer with the Association. Nothing new to report this month. **In Process.**
- Cybersecurity Assessment (**new**). IT Coordinator Jaycox has been working with FEMA CISA to conduct a series of comprehensive security scans for vulnerability of District assets and resources. Our first scan, (Web Applications) was completed and reported on to the Board. We have subsequently conducted a series of Cyber Hygiene Scans and now have Zero vulnerabilities. The final test we have been waiting to conduct is a remote penetration test.

Unfortunately CISA is exceedingly backlogged with these requests. CISA also has an Advisor Program and we have been assigned an advisor from our region. We recently learned that our advisor, while new to CISA, comes from a Cybersecurity Auditing firm and he has many, many years in this field. He has previously conducted work for the City of Sausalito and performed twice yearly audits of their systems, policies and procedures. He will be a great addition to our Cybersecurity Team.

**In Process.**

- Problem Reporting System Project. **Completed.**
- Digital Information Boards Project. This fiscal year we will be installing First Arriving displays in each Battalion Chiefs Office. The chromebox units have arrived and will be installed in the coming weeks. **Completed.**
- Records Management Project - Phase 1. Records Management Project. This project has been focused on the collection and organization on all District documentation, both physical and digital. It also includes an update to records management policy, ensuring that we are in compliance with all current California and Federal Regulations. It further includes a review and update of the filing and naming conventions used for the management of all District records. **Completed.**
- Employee Handbook Project. The draft handbook is complete. This project has been placed on hold due to other demands on HR. **In Process but paused due to other immediate demands on HR.**
- Career Succession and Mentoring Plan Project. The draft succession and mentoring plan is complete. This project has been placed on hold due to other demands on HR. **In Process but paused due to other immediate demands on HR**
- Honor Guard. Our Honor Guard is up and running and has already performed at several events, most recently the Marin County Regional Recruit Academy Graduation. They are the only Fire Service Honor Guard in Marin County. **Completed.**
- New Intranet. We have acquired an out of the box intranet system that partners with our existing electronic Dashboards. We are in the process of populating the new intranet site with the required elements. All employee data and access rights have been completed. We anticipate launching the new site prior to or no later than July 1, 2023. **In Process.**

## **Operations & Training**

### **Leadership Training (submitted by Chef Barnes)**

Marin County Fire Chief's Officer Development Program 2023

The Marin County Training Officers hosted a Company Officer Development Series during the months of May and June. With the assistance of a regional effort, Battalion Chief Matt Barnes created the program and led the training sessions with Chief Officers, Captains, and Subject Matter Experts from the Novato Fire District, Central Marin Fire Department, Marin County Fire Department and the Southern Marin Fire District (Battalion Chief Adam Vollmer, Battalion Chief Doug Paterson, and Captain Jon Butler) rounding out the leadership team as facilitators for each session.

Participating agencies included Kentfield Fire District, Ross Valley Fire Department, Central Marin Fire Department and the Southern Marin Fire District. 20 current and up-and-coming Company Officers participated in six intensive sessions that included academic and manipulative training in the areas of Organizational Vision Development, Organizational Expectation Development, Culture, Leadership, Human Factors, Safety, Mindset, Command and Control, Operations, Strategy and Tactics, Discipline, Difficult Conversations with Subordinates, and the Firefighter Bill of Rights Assembly Bill.

The Vision is to grow this program very similarly to the Marin County Regional Firefighter Academy and make it a yearly countywide training program. The previous two years the Southern Marin Fire District hosted two In-House Beta Classes to not only develop our current organizational members, but to fine tune it, so it can become a countywide offering, as was the case this year.

It is anticipated that a Chief Officer Development Program will be rolled out countywide next year as well.

### **Marine Operations (submitted by Chief Golden)**

Below is an overview of the Marine Divisions' latest activity.

#### **Rescue Swimmer training**

Engineer Fesler has put together a rescue swim clinic with a local Master's instructor who will be working with our rescue swimmers to improve their technique and provide workouts to improve stamina in the water. These clinics will be occurring throughout the months of June and July at the Strawberry recreation center. All three shifts will be participating.

In June and July, we will conduct annual requalification swim tests for rescue swimmers.

#### **Dive Operations**

Firefighters Mock, Selchau, Scott, and Brusatti completed their rescue diver certification course. The course was conducted by Stockton Fire Captain Sean Hidalgo and Engineer Joe Frazier as an adjunct instructor through ERDI. This Public Safety Diving agency trains fire in search and rescue techniques that apply to submerged environments. The course took place over the week of May 21<sup>st</sup>-26<sup>th</sup> at multiple locations in Alameda and Sausalito. Engineer Frazier reported back that all of our divers performed well during the class. As a result, the four firefighters are officially a part of the Dive Team.

Training on the new Aqua Eye handheld Sonar has been completed.

Divers will be conducting their annual requalification swim tests to be completed by August.

#### **Fireboat Liberty**

I will be working with Captain Fox to schedule annual requalification tests for all of the boat operators during the summer months, as the schedule permits. We have a couple of individuals who have opened their fire boat operator taskbook and are working towards completing it so they can be ready to attend the large rescue boat operator class in the fall.

#### **Rescue Water Craft**

During the winter, we had three individuals who were slated to attend an RWC course in Pismo Beach, but, due to weather and other circumstances, the course was canceled. Firefighter Fesler is working to try and get them into another class to help increase our number of RWC operators.

## **Marin County Emergency Preparedness Coordinator Update:**

Mill Valley Neighborfest is now complete and a summary of the event is available in this report

The County Coordinator was invited to take part in a one day seminar on Equity & Disaster Climate Planning which was facilitated by Marin Community Foundation on June 5th.

On June 20th the Coordinator along with the regional coordinators and the Director of OEM started discussions on county wide evacuation drills and understanding the needs / wants of our community. The goal is to have a mass alert test at some point and see how more residents can engage in the drills that are happening across the county by different jurisdictions.

Ready Marin hosted the Marin Medical Reserve Corps training class on Lifesaving Skills. Around 40 people attended the class who were a mix of CERTs, Firewise leaders and NRG leads. The attendees learnt the basics of Hands Only CPR, Stop the Bleed, Narcan and the use of AEDs. The class was held at the MWPA office and Ready Marin will host another class in Novato in July.

On May 25th the Coordinator interviewed long time firefighter Clare Frank at Mill Valley library - this was a hybrid event which was well attended.

The Coordinator met with BC Bret McTigue and VERG members to discuss needs in the San Geronimo Valley and to start streamlining communications from the VERG group to the West Marin residents it serves.

On June 21st a meeting was held with the Instructional team from MCOE to talk about the introduction of the California Preparedness Ambassador program - this is aimed at 4th grade students and the Coordinator hopes that this will start to be implemented in the classroom in the upcoming academic year.

## **Southern Marin NRG Coordinator Update:**

### Marin City

- On June 1st, the NRG Coordinator attended a “flood control” meeting alongside personnel from the Office of Emergency Management, Supervisor Moulton-Peters, DPW, the flooding task force, and community members. The group participated in a presentation from Marin County DPW, followed by a walk around surrounding areas known to be affected by flooding. This was a very informative meeting and beneficial to see the impact of flooding on local neighborhoods to better plan for and support emergency preparedness efforts in the community.

### Sausalito

- The Coordinator is working closely with the Sausalito Floating Homes Association and Sausalito Village to host an emergency prep event in September. This event builds on the work of the FHA and SV from last year, where they reached 100 of their members. This year, it will be open to the wider public to bring emergency preparedness, life and fire safety education to the community, as well as raise awareness of volunteer opportunities, like NRGs.
- On June 2nd, the NRG Coordinator and Coordinator Wilkinson distributed 300+ starter go bags to students at Dr. Martin Luther King Jr. Academy, which serves Marin City and Sausalito residents. Thank you to Phillip Logan and Dr. MLK Jr. Academy for allowing us this opportunity to reach our young residents. They expressed their gratitude for these resources, purchased with funds donated by the Mill Valley Rotary Club, and would love a visit from our

fire crews after the summer break.



#### Mill Valley Neighborfest

- The pilot program concluded on May 31st with a final event hosting around 150 residents of the West Blithedale neighborhood. Overall, at least 15 (that were confirmed) Neighborfest events were held in the month of May 2023 to build connections amongst neighbors, with some focusing their efforts on fire safety and recruiting emergency prep/response volunteers. The events ranged in size from small driveway gatherings to larger events that reached a variety of ages, young families, and seniors. Overall, Neighborfest was a great success in building community connections, belonging and was received with enthusiasm from our community. We hope to see this program spread across the district and beyond next year.
- You can read more details prepared by Marin County EPC, Elaine Wilkinson, in [this report](#).

#### Evacuation Drills

- On June 3rd, two evacuation drills were hosted in Strawberry and Homestead Valley. The events were advertised widely on SMFD social channels by Communications Coordinator Omoomy, followed by distribution of on average 300 door hanger invitations and 300 alerts sent the morning of the drills. Around 25 residents attended each event alongside Marin County Sheriff and SMFD personnel. The groups were highly engaged and expressed the value they receive from these events.
- On June 20th, the NRG Coordinator attended a meeting with the Director of OEM, Marin County's EPC, and regional coordinators to share current and best practices for evacuation drills and ways to increase public engagement.

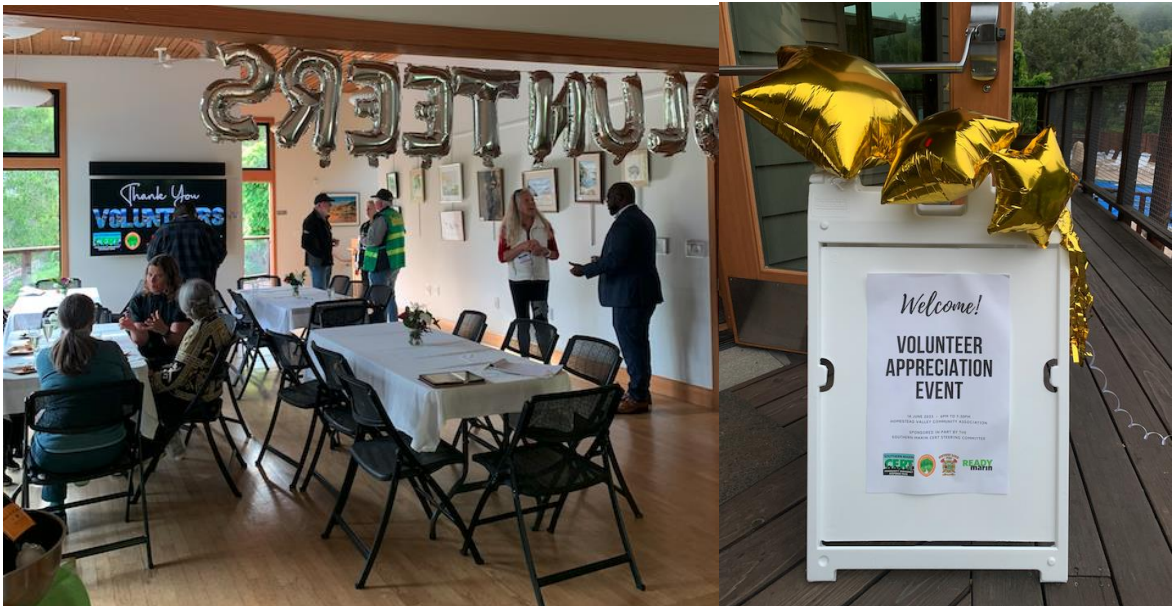
#### Evacuation Maps

- The 2023 evacuation maps are in the final stages of approval with a goal to print before the end of June. There are 11 versions of the map (6 for the City of MV; 5 for Southern Marin), which will be mailed to all addresses in the pertinent zones for each map.
- Tremendous thanks to McKenna Ramiro, Elaine Wilkinson, Elysha Omoomy, and Chief Welch for their contributions to this project. The new maps have a fresh look, will remedy some of the

feedback received from the public on prior maps, and have streamlined evacuation information that's consistent with both SMFD and ReadyMarin messaging.

#### Miscellaneous

- The NRG Coordinator met with MWPA, County and regional coordinators on June 12th to learn more about MWPA's Risk Perception Survey. Once completed, this survey will be extremely beneficial in identifying gaps in risk awareness in our district, as well as where we can better target our efforts to increase awareness and preparedness.
- On June 14th, the Coordinator assisted the Southern Marin CERT Steering Committee with a joint volunteer appreciation event. Around 30 CERT, NRG and Firewise volunteers attended the gathering and had an opportunity to ask questions of Marin County's new Director of OEM, Steven Torrence.



- The Coordinator continues to attend monthly Emergency Preparedness Coalition meetings at the County with Firesafe Marin, County and regional coordinators, HHS, MMRC, OEM, and others to improve upon consistent messaging across our collective channels and jurisdictions.

#### **Training (submitted by Chief Vollmer):**

The Training Division is actively working on a number of projects that will contribute to the betterment of the District, quality service delivery, regionalization and consolidation efforts.

The Marin County Regional Fire Academy (MCRFA) has come to an end with all recruits graduating successfully. I am pleased to report that the SMFD recruits held the top spots for academics and skills at the end of each week.

The graduating class of 2023 will be taking two District sponsored Office of the State Fire Marshal classes before they report to their station assignments. They will each have completed Driver Operator 1A and Driver Operator 1D prior to working their first shift. Thank you to Captain Fox, Captain Gundolff, Engineer Schonig, Engineer Chapman and Firefighter Ielmorini for assisting with these classes.

The District has developed a mentorship program for the ten new recruits to assist them through their time in the Academy, probation period and their careers. Engineer Mondot and Engineer Shonig have developed and implemented the program and assigned lined personnel to each one of the recruits. SMFD line personnel who have volunteered to be mentors and are currently assigned to a recruit include Joe Frazier, Manny Avila, Zac Fleckner, Jake Ielmorini, Colin Chambers, Nick Young, Elliott Chapman, Jeff Fesler, Jason Cardwell, and Drew Clason.

The Regional Truck Training program is ongoing. The drill topic for this month is peaked roof ventilation and taking ladders aloft via ground ladder. The drill is taking place at San Rafael Station 52.

The Golden Gate Bridge District is working with a contract company to build a training prop for the new suicide net. The bidding process is complete and a contract has been awarded. Construction has not yet begun as they are still in their design phase. There have been multiple site visits from the contractor and GGB District at the training tower.

The Marin County Training Officers Group has identified a list of goals for the 2023 training schedule and are in the process of implementation. In addition the MCTOs group will be sponsoring two classes available free of charge to Marin Fire Agencies.

Upcoming classes that have been posted by the Training Division include:

Electric Vehicle Fires

Company Officer Development Series presented by BC Matt Barnes.

In addition to these classes, the County Training Officers have developed a county wide RT-130 refresher class to be held at Saint Vincent's. There will be a combination of manipulative evolutions and live fire training opportunities. The countywide training matrix will be utilized to ensure area coverage and attendance.

The Training Division has been in contact with Santa Rosa Junior College to participate in a Paramedic Internship Program. This program will allow our Paramedics to take interns through the college and provide a high level of training and evaluation, giving back to the EMS community. The program is expected to begin following an analysis of available preceptors and scheduling with the shift Battalion Chiefs. To date we have had two Paramedics interested in this opportunity.

The Training Division will be exploring partnerships with the Napa Valley College for intern and paramedic school student placement.

The Training Division has established a Training and Safety Committee that consists of both new and former members of the original committee. The objective is to build an institutionalized comprehensive safety and accident prevention program providing mechanics to minimize risk and loss to the organization. We will focus on building a collaborative training program that provides quality and up to date content that prepares our members to safely and competently respond to a broad spectrum of incidents. This committee had its first meeting on 5/1/23 and is scheduled to have the next meeting on 6/1/23.

The Training Division continues to maintain relationships with our USCG partners. Reoccurring drills have been tentatively scheduled for the first Tuesday of the month through the end of the year.

A follow up training has been scheduled for the Steve Kent Leadership class. The Senior Team will Participate in this training with the goal of affecting positive change throughout the organization and achieving strategic advantage across all ranks. The training will take place in the near future.



The Training Division has assisted the College of Marin with placing ten EMT ride-a-longs on our ALS medic units. The students will gain valuable experience and act in an observer capacity with interventions dictated by the station Captain and the Paramedic on the medic unit.

The Training division will be conducting unified command training with our internal and external stakeholders with the goal of complex incident organization and mitigation. The train-the-trainer portion of the course was kicked off on May 24th, 2023. The next session is scheduled for mid to late July.

The Training Division is coordinating upcoming training with the Prevention Division in anticipation of launching the SMFD Drone Program. Dates will be scheduled in June 2023.

Leadership of Character by Dave Anderson Training will be coordinated by Chief Tubbs. Dates are to be determined.

The Training Division, Chief Tubbs, and Russ Jaycox have been in communication regarding the new department intranet platform. Once the program is solidified a training plan will be developed and the new intranet will be rolled out.

May and June are scheduled for the department's annual RT-130 refresher. Crews will receive hands-on and online compliance training to maintain currency with NWCG requirements.

## Personnel & Administration

### Worker's Compensation:

- 2 members are awaiting an IDR<sup>(1)</sup> from MCERA.
- 2 members are on TTD<sup>(2)</sup> leave.
- 2 members are on LC4850<sup>(3)</sup> leave.

#### Workers Compensation Glossary:

Please note that these are brief summaries. Applicable labor codes should be consulted for full explanations and implications of these items.

<sup>(1)</sup> Industrial Disability Retirement (also referred to as IDR) is the inability to perform the usual job duties due to a work-related injury or illness. This classification is for safety members and agencies that specifically contract for this benefit.

<sup>(2)</sup> TTD means that a worker's injuries have left them totally disabled and unable to work, but only for a temporary amount of time. If you receive TTD benefits, a portion of your wages, such as 70 percent, will be paid until you have recovered from your disability and are able to return to your previous job.

<sup>(3)</sup> LC 4850 California Labor Code 4850 provides eligible public employees a paid leave of absence for up to 1 year after sustaining a temporary total disability (TTD) from an injury that arose from the course of his or her duties. During that year, the employee receives a salary continuation at their full rate of pay.

### Hiring Update:

- The District has hired two full time non-safety, prevention positions to fill the Vegetation Management Specialist and Wildfire Mitigation Specialist. After completing extensive background checks, one employee started June 12th and the other started June 20th respectively. Both employees have received their New Employee Onboarding presentation by Susan Paterson, Human Resources Manager and Lauren Wolfe, Finance Assistant.
- The District has hired 9 full time Firefighters, and 1 Firefighter/Paramedic, who started on March 27th. One firefighter completed SMFD lateral academy and was placed on line as a probationary FF

May 1. On June 9, the 8 Firefighters and 1 Firefighter/Paramedic successfully completed the Marin County Regional Fire Academy and graduated that evening. Starting June 11, over the next two weeks they moved through the Driver operator 1A and 1D and then were assigned to a Station and a Shift, working in Stations 1, 4 and 7 for the next 4-5 months before they rotate.

- As of Thursday, June 8th, all Mill Valley Firefighters have received the comprehensive New Employee Onboarding and Benefits binder and presentation. A total of 11 meetings, one and one half hour each, were conducted by Susan Paterson, Human Resources Manager and Lauren Wolfe, Finance Assistant. The timing of the meetings was critical and essential which will provide a smooth transition in time for the July 1, 2023 annexation, and, most importantly, will ensure that each employee will have no loss in benefit coverage.

## Logistics

### Fire Station 1

- The city of Sausalito Public Works continues to evaluate the drainage system that runs under the upper floor deck.
- We will be getting bids on patching the holes in the apparatus bay ceiling that were caused when the roll up doors were replaced.

### Fire Station 4

- Work began this week to replace the rest of the roof on the station.
- There was substantial water damage on the upper north/east wall of the southern apparatus bay. Upon investigating the cause, it appears that the seals around the exterior Plymovent system have failed, and that is the cause of the damage. This issue will be mitigated when the motor is reinstalled after the roofing is replaced. After the last heavy rain, there was also water found in a corner of the newly created upstairs bedroom. The inspection showed a failed flashing around the upper corner of the roof. This will also be mitigated with the new roof.
- It was also discovered during the last heavy rain that the gutter system was easily overwhelmed and the rain water was pouring over the gutters and down the exterior walls. We will be replacing the current rain gutter system with a more contemporary design that will meet the drainage needs of the building.
- The roof replacement was moved up in priority from FY 23/24 to now as OSHA has advised the District that all sources of moisture that can lead to mold be mitigated before the building can be reoccupied by our firefighters.
- The neighbor fencing has been replaced after the blackberry bushes were removed. A replacement 'buffer' or hedge will be planted after we gather input from the neighbors on what they would like to see.
- Fire Prevention is developing a plan for a demonstration garden in the front of the fire station consisting of firewise plants.
- The budget for new furniture in the fire station has been approved and the contractor is finishing up on final touches to the interior.
- The new rack storage locker for the newly created PPE room has been purchased and the contract will be working to install them this week.

### Fire Station 9

- A plan to expand the solar panel system that will meet the needs of the station is being developed.
- The new Unit 9 is in service, and the old Unit 9 will be donated to the V.I.P's.

## Prevention & Wildfire Risk Reduction

### **FIRE PREVENTION SPECIALIST REPORT:**

Marin County Fire Prevention Officers are working on creating a county-wide flyer and social media post regarding the fireworks ban in Marin County ahead of Fourth of July Weekend. The initiative was discussed at the May 2023 MCFPO meeting. The idea coincides with the group's annual goal of creating content for public education at a countywide level. The materials will be shared with each jurisdiction's communications and/or outreach departments for posting on websites and social media platforms when completed.

### **FIRE INSPECTORS REPORT:**

- We completed 67 inspections. We performed 14 resale inspections last month. These inspections were in varied locations within the District. with 32 follow-up inspections.

### **VEGETATION MANAGEMENT PROJECTS**

- Inspector Mead assisted Tiburon Fire District in a weekend chipper and vegetation removal event in June. SMFD saw a combination of Tiburon and Southern Marin residents and filled over 6 40-yard green waste bins, more than 20 tons of fuel.
- Our vegetation management program recently completed paved roads in Mill Valley: Bolsa Ave, Circle Ave, Elinor Ave, Hillcrest Road, Hillside Ave, & Oakdale Ave (attachment P)
- Our vegetation management program recently completed paved roads in Strawberry: Reed Blvd, Ricardo Lane, Ricardo Drive, Richardson, Shayan Court, South Knoll Road, Strawberry Circle, Timoteo Terrace, Vista Del Sol, Vista Real (attachment P1)
- The SMFD chipper visited a total of 25 homes in the last month, and our MVFD chipper visited a total of 35 homes. MVFD had a neighborhood chipping event which consisted of 25 homes, and there were two other chipping days that serviced 10 additional homes.
- SMFD continues collaborating with the city of Sausalito to help maintain city parcels and roads with encroaching vegetation. SMFD is currently working with the City to coordinate annual clearing near Willow Creek by the City, an effort that has been long supported by us and the nearby residents.
- Inspector Mead is working towards implementation of multiple forest health restoration and fuel break projects, namely in the Ralston/Summit area as well as a project in Sausalito which will cover the perimeter of the community. Due to the sensitive nature of nearby vegetation, habitats, and historically compromised slope stability in both areas, SMFD is taking both of these projects slow and doing everything possible to understand the vulnerabilities of the areas being worked in. SMFD's goal is to ensure that work is helping enhance the community, instead of presenting new challenges along with it. We have been working with MWPA, NPS, soil engineers, CEQA experts, archaeologists, the Federated Tribes of Graton Rancheria, and many others in order to achieve our goal of stewardship along with forest restoration.
- We recently completed our work on Indian Rock Ct in Tiburon, which is a part of our Ring Mountain Fuel break project. This project is successful so far in regards to removing tons of invasive species of vegetation and allowing for natives to grow back into the landscape, achieving our goal of a more fire-resilient landscape.
- Inspector Mead has coordinated annual clearings for parcels owned by Tamalpais Community Services District as well as the city of Mill Valley. Our efforts are taking more time than the previous years, due to the unprecedented rains we saw this winter. In total, once complete, we will have cleared nearly 30 parcels in preparation for fire season.

## Communications & Outreach

- On June 1, 2023, [Southern Marin Fire District \(June \)](#) Newsletter was sent out to a total of **3,580** subscribers, with a total number of opens of **1,947**. In this e-Newsletter we highlighted: SMFD Board of Directors' Meeting information, May SMFD Incidents and Vegetation Projects, Operations news, community events, and defensible space/vegetation management information. E-Newsletter statistics: Top 3 clicked on articles: Home Assessment Youtube Video (**88 clicks**), Schedule Home Assessment (**50 clicks**), and Board of Director Application (**34 clicks**). As of June 6, there was a **61.4% Open Rate**. Industry average open rate is 33.9%. Also, there was a **5.5% Click Rate**. Industry average click rate is 4.7%.
- May Safety and Educational Messages were digitally communicated across social media, Nextdoor, and e-Newsletters consisted of the following top subjects: Memorial Day Weekend activities safety messages, boating safety, suicide awareness and prevention, wildfire preparedness, and defensible space education.
- Southern Marin Fire District's [top media tweet](#) for May regarding Wildfire Preparedness Day earned SMFD's twitter account **653 impressions** and **10 engagements**.
- Southern Marin Fire District's [top tweet](#) for May regarding Senator McGuire's Town Hall Webinar focusing on "Wildfire Prevention and Preparedness" earned SMFD's twitter account **747 impressions** and **15 engagements**.
- May social media analytics are: 274 new follows, 122k individuals reached, 141K Impressions, 372 post comments, shares and likes, 17.02% engagement rate, and 213 post likes.
- May website analytics include: 2,863 users (down by 0.94%), 2,628 new users (down by 0.11%), 4,356 sessions (down by 2.3%), 60.65% bounce rate (up by 1.50%), 2.44 pages views (up by 6.15%), and 00:03:50 average session duration (up by 14.78%).
- Social media analytics percentage changes for the month of May include: Total Page Likes "Follows" up by 75.64%, total post likes up by 42.36%, total reach up by 15.03%, total impressions up by 20.03%, total post engagement up by 37.27%, total post clicks up by 21.44%, total number of posts up by 52.14%, and total average engagement rate% across all social media platforms up by 29.54%.
- Social media analytics percentage changes for fiscal year of 2021-22 to 2022-23 include: Total Page Likes "Follows" up by 499.85%, total post likes down by 10.19%, total reach down by 23.94%, total impressions down by 22.94%, total post engagement down by 17.20%, total post clicks up by 114.14%, total number of posts down by 26.93%, and total average engagement rate% across all social media platforms down by 16.28%.

## Committees, Events & Meetings

- On May 25, 2023, Chief Tubbs met with the Southern Marin Fire District Health and Wellness Committee.
- On May 25, 2023, Chief Tubbs met with LEMSA Director Chris Le Braudour.

- On May 29, 2023, Chief Tubbs attended the Mill Valley Annual Memorial Day Pancake Breakfast in Mill Valley.
- On May 30, 2023, Chiefs Tubbs participated in the weekly CalChiefs Presidents Conference Call.
- On May 31, 2023, Chief Tubbs met with IAFF President Bagala and his legal counsel Gregg Adam, along with District Counsel, to meet and confer regarding 1775's PRA.
- On June 1, 2023, Chief Tubbs, along with District Counsel, met with OSHA Investigator Perry Churchill.
- On June 5, 2023, Chiefs Tubbs met with S MEMPS Medical Director Dr. Ballard.
- On June 5, 2023, Chiefs Tubbs & Welch, HR Manager Paterson, FM Schiffmann, Mill Valley City Manager Cusimano, and 1775 President Bagala and Legal Counsel John Grey met to finalize the transfer agreement.
- On June 6, 2023, Chief Tubbs participated in the monthly CalChiefs E-Board Meeting.
- On June 7, 2023, Chief Tubbs met with Association Presidents Powers and Morlock.
- On June 8, 2023, Chief Tubbs participated in an online meeting with a Company conducting research and engaged in producing an exoskeleton system for firefighters.
- On June 8, 2023, Chief Tubbs and Communications Coordinator Omoomy participated in an online meeting with the vendor of our FirstArriving Digital messaging system and our new intranet system.
- On June 12, 2023, Chiefs Tubbs and Welch met with Capital One and the City of Mill Valley to discuss final details regarding the transfer of Mill Valley apparatus leases per the signed transfer agreement terms.
- On June 12, 2023, Chief Tubbs met with Dr Ballard, our EMS Medical director.
- On June 12, 2023, Chief Tubbs attended the Mill Valley City Council meeting in support of MWPA Executive Director Mark Brown and his presentation.
- On June 13, 2023, Chief Tubbs participated in the weekly CalChiefs President's call.
- On June 13, 2023, Chiefs Tubbs, Welch, and Finance Manager Schiffmann met with IAFF 1775's John Bagala and John Grey to work on finalizing details for the transfer agreement.
- On June 14, 2023, was the monthly Battalion Chief / Deputy Chief meeting to discuss various issues. The Fire Chief was in attendance.
- On June 14, 2023, Chief Tubbs and Heine (Sonoma County Fire) met with the Interim EMSA Director Liz Basnett.
- On June 15, 2023, Chief Tubbs attended the monthly Marin County Fire Chiefs meeting.

- On June 15, 2023, Chief Tubbs met with Chief Golden to discuss a recognition proposal.
- June 19, 2023 was a holiday for District employees.
- On June 22, 2023, Chiefs Tubbs and Welch, Finance Manager Schiffmann and HR Manager Paterson, Mill Valley City Manager Todd Cusimano and former City Manager Al Piombo, met with 1775's President John Bagala and John Grey to further discuss annexation issues.
- On June 26, 2023 Chief Tubbs participated in a FireScope SB450 meeting.
- On June 26, 2023, Chief Tubbs met with the Marin County Supervisor Stephanie Moulton-Peters.

## Legislative

Chiefs Tubbs & Peterson report:

As the Legislature focused on passing a state budget this week, committee hearings were sparse. A few measures that passed committees include:

[Assembly Bill 70 \(Rodriguez\)](#) would expand the law that requires certain buildings to have at least six trauma kits on premises for buildings being renovated or improved.

[Assembly Bill 267 \(Bauer-Kahan\)](#) would adjust fire safety regulations for fabric structures (tents) to 11 people for flammability rule application.

[Assembly Bill 570 \(Gallagher\)](#) would include county service areas (CSAs) that are formed exclusively for fire protection services to be eligible for funding by the Special District Fire Response Fund.

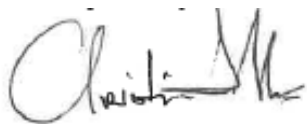
[Assembly Bill 750 \(Rodriguez\)](#) would clarify the circumstances of entry of a qualified media representative into an area closed due to a menace to public safety or health situation.

[Assembly Bill 946 \(S. Nguyen\)](#) would codify the CHP's Endangered Missing Advisory (EMA) alert program.

## Online Information for Legislative Measures

If you would like to find information on a legislative bill, please use this [link](#).

Respectfully,



Christian Tubbs, Fire Chief  
Southern Marin Fire District



## Southern Marin Fire Protection District

28 Liberty Ship Way Suite 2800

Sausalito, CA 94965

Phone 415 388-8182

[www.smfd.org](http://www.smfd.org)

### Paved Road Fuel Reduction Program

Dear Mill Valley Resident,

The Southern Marin Fire Protection District & Mill Valley Fire Department has made the reduction of flammable vegetation that surrounds us one of its biggest priorities. To that end, The District's multi-faceted Vegetation Management Program is coming to your neighborhood with two primary goals in mind: reduce flammable vegetation and improve access for emergency vehicles, particularly on narrow, windy streets.

The focus of the Vegetation Management Program in your neighborhood includes:

- Pruning trees to maintain emergency vehicle access - 15 feet up from the roads edge
- Removal of all flammable and encroaching vegetation from road-sides and sidewalks
- Evaluation of designated parking spots
- Clearing of vegetation around fire hydrants
- Any trees identified as dead or dying will be designated for removal with an orange flag.

**Please do not pile any vegetation on the roadside for pick up. This project is for street clearing only.**

If you have any questions regarding this program, concerns about specifically marked trees, or interest in scheduling a chipper day, please contact the Wildfire Mitigation Specialist Madison Mead at 415-388-8184 or [mmead@smfd.org](mailto:mmead@smfd.org)

Sincerely,

Madison Mead  
Wildfire Mitigation Specialist  
Southern Marin Fire Protection District  
[mmead@smfd.org](mailto:mmead@smfd.org)  
415-388-8184

### SCHEDULE

The following streets are scheduled for vegetation maintenance starting on or around **June 1, 2023**.

- Bay Tree Lane**
- Buena Vista Ave**
- Country Club Dr**
- Dawn Pl**
- Glen Dr**
- Heather Lane**

### ATTACHMENT P

Scan this code to subscribe to Southern Marin Fire District's Official E-Newsletter.





## Southern Marin Fire Protection District

28 Liberty Ship Way Suite 2800

Sausalito, CA 94965

Phone 415 388-8182

[www.smfd.org](http://www.smfd.org)

### Paved Road Fuel Reduction Program

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Sincerely,

Madison Mead  
Wildfire Mitigation Specialist  
Southern Marin Fire Protection District  
[mmead@smfd.org](mailto:mmead@smfd.org)  
415-388-8184

### SCHEDULE

The following streets are scheduled for vegetation maintenance starting on or around **June 1, 2023.**

- Reed Blvd
- Ricardo Lane
- Ricardo Drive
- Richardson
- Shayan Court
- South Knoll Road
- Strawberry Circle
- Timoteo Terrace
- Vista Del Sol
- Vista Real

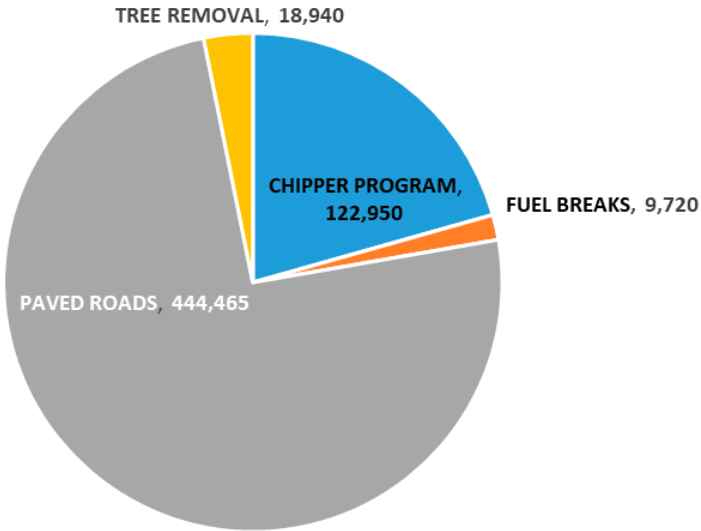
### ATTACHMENT P1

Scan this code to subscribe to Southern Marin Fire District's Official E-Newsletter.

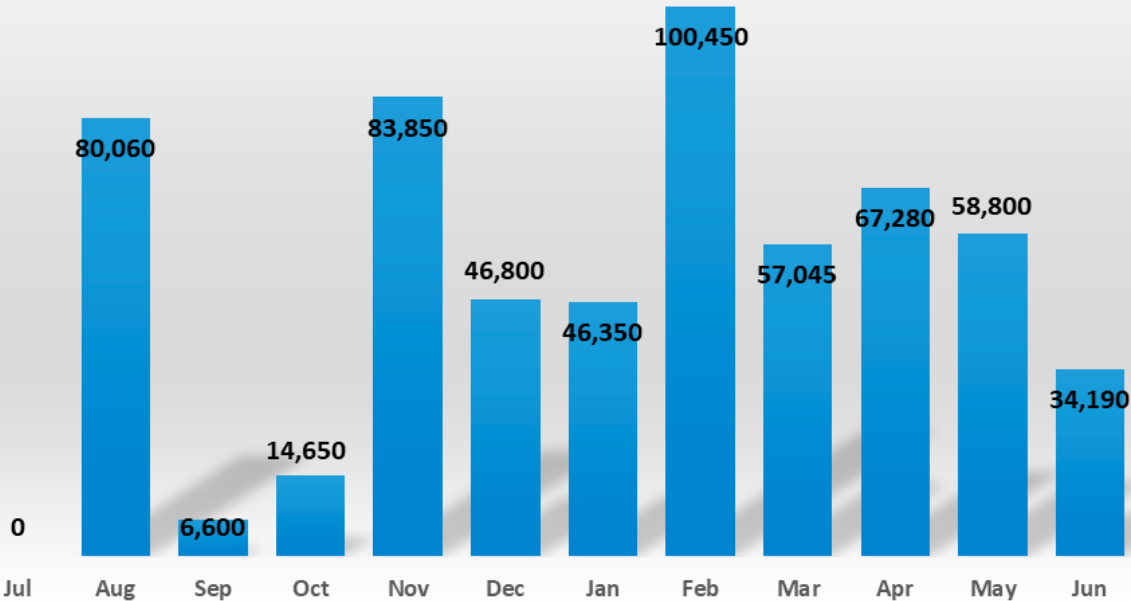




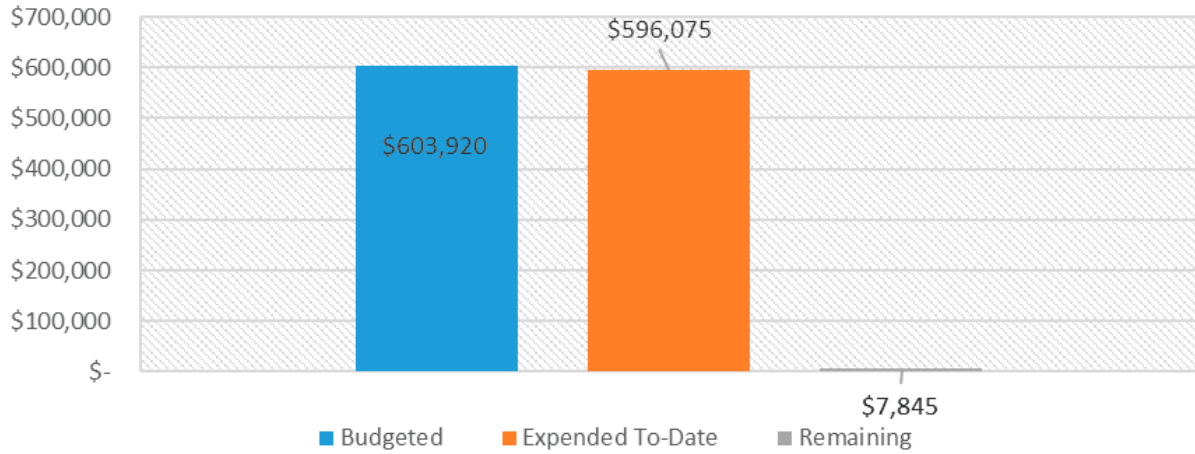
**MEASURE U FUEL REDUCTION FUNDING EXPENDED  
\$596,075 EXPENDED FY23**



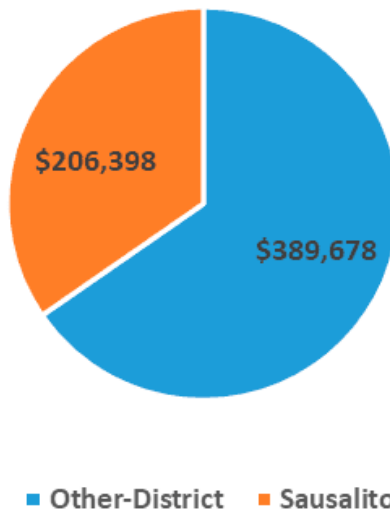
### Veg Mgmt Expenditures by Month



### MEASURE U - FUEL REDUCTION EXPENDED VS REMAINING



### Vegetation Management Program





# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Finance Report

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Receive Report

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[JUNE 2023 FINANCE REPORT.pdf](#)

PREPARED BY: Alyssa Schiffmann

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Board of Directors

President, Cristine DeBerry, Vice-President, Ashley Raveche, Secretary, Pete Fleming  
Kurt Chun, Cathryn Hilliard, Stephen Willis, Thomas Perazzo

### FINANCE STAFF REPORT

#### FY23 Budget Report

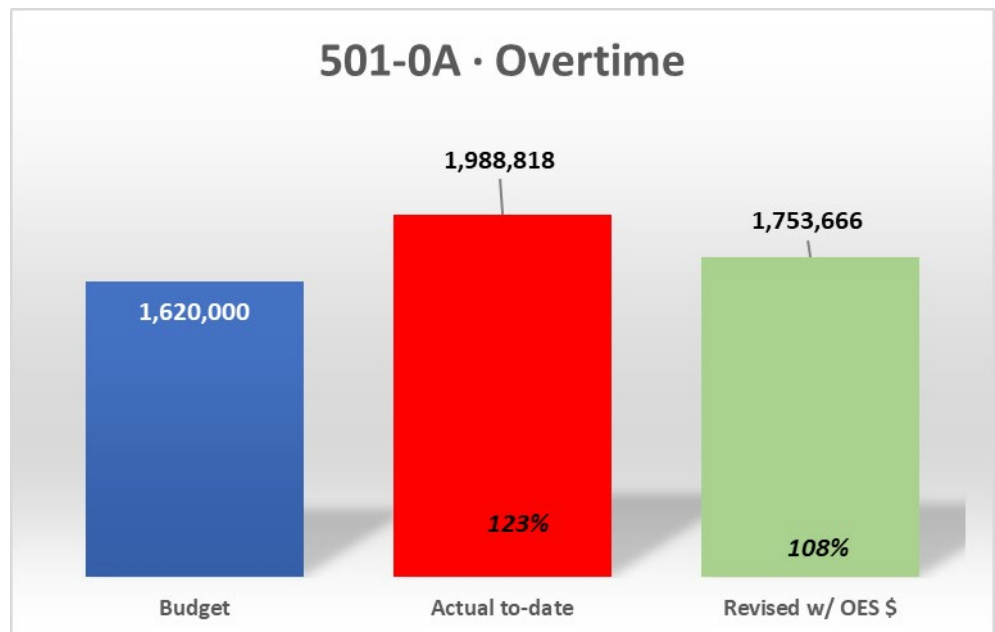
Expenditures are 84% of the 92% target through June 8, 2023.

**Revenues and Operating Fund:** As of June 8 the District has not received the last 5% property tax disbursement from the County of Marin. ERAF finished at \$384K over budget.

**Expenditures:** There are a number of budget lines that are over budget, though overall the District is 8% below projected expenditures for this time of year. We have found that the reason for the line 518-B Station 9 PG&E line is overbudget is due to increased energy usage due to the added HVAC at the station. Staff is researching the possibility of adding more solar panels.

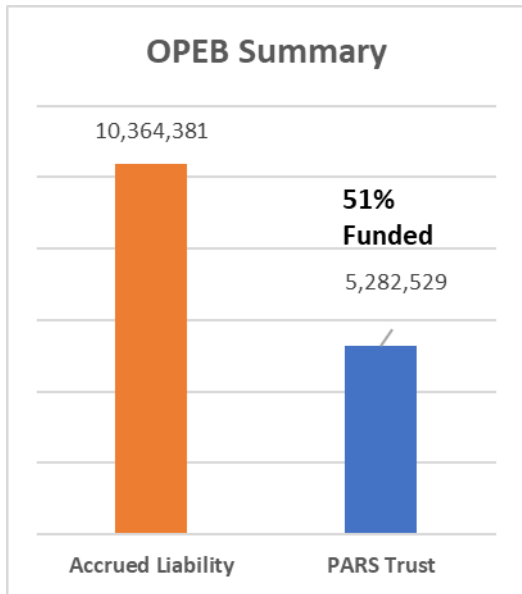
#### Overtime Accounting Including OES Reimbursements

As of this report, line 501-0A Overtime is at 123% of the budgeted amount. To date, we are expecting \$235,152 from OES for FY23 mutual aid reimbursable strike team personnel costs. Without those



reimbursable costs, the Overtime line is at 108% of budgeted. The District has incurred overtime due to a several workers' comp and temporary disability claims.

**Other Post-Employment Benefits / Pension Rate Stabilization Program Trust**



The OPEB/PRSP Trust balance as of 4/30/2023 was \$6,414,1912 reflecting an increase of \$43,442 in investment earnings/(losses) net of fees in April.

Due to the Marin County Employees' Retirement Association's (MCERA) exceptionally high rate of return of 32% for last fiscal year (see *FY23 MCERA Rates* report in this packet), the pension plan is, as of June 30, 2021, fully funded at 106.8%.

**Unallocated Reserve Balance / History**

As of this report the combined balance of the unallocated and dry period reserves is \$9,834,130. The \$9.8M balance reflects the allocation direction received by the Board at the December 2022 meeting and brings the District to 112% of its \$8.7M reserve goal.

Respectfully,

*Alyssa Schiffmann*  
 Alyssa Schiffmann, Finance Manager

# Southern Marin Fire Protection District FY23 BUDGET REPORT

92%	July 1 - June 8, 2023			
	Budget	\$ Over Budget	% of Budget	
<b>REVENUE:</b>				
PROPERTY TAX	15,631,520	15,909,000	-277,480	98%
SPECIAL ASSESSMENT TAM/ALTO	863,845	906,000	-42,155	95%
EMR & FIRE PROTECTION TAX	2,962,517	3,115,000	-152,483	95%
ERAF	1,284,668	900,000	384,668	143% Final
GRANT FUNDS	123,347	113,347	10,000	109%
MEASURE C JPA	650,434	927,112	-276,678	70%
CELL SITE RENTAL	77,190	134,200	-57,010	58%
SAUSALITO OPEB REIMBURSEMENT	58,000	58,000	0	100%
<b>FEES FOR SERVICE:</b>				
GGNRA CONTRACT	172,500	345,000	-172,500	50%
				Mill Valley, MWPA, County reimbursements for services
INTERAGENCY AGREEMENTS	975,140	1,347,750	-372,610	72%
MUTUAL AID AGREEMENTS	170,404	420,000	-249,596	41% Out of county mutual aid
PLAN FEES	216,903	331,000	-114,097	66%
SMEMPS REVENUE	1,040,554	750,000	290,554	139%
REIMBURSEMENTS / REFUNDS	64,971	20,000	44,971	325% MV rmb for Citygate: \$35K
WORKERS' COMP REIMBURSEMENTS	137,750	150,000	-12,250	92%
INTEREST	80,628	5,000	75,628	1,613% thru 3/31/23
<b>TOTAL REVENUE</b>	<b>24,510,371</b>	<b>25,431,409</b>	<b>-921,038</b>	<b>96%</b>
<b>EXPENDITURES:</b>				
<b>SALARIES &amp; BENEFITS</b>				
<b>501 · SALARIES</b>				
501-A · Base Salaries	7,267,625	8,690,000	-1,422,375	84% Understaffed
501-B · Sick Buy-Out	4,479	100,000	-95,521	4%
501-C · Vacation Buy-Out	114,848	50,000	64,848	230% Vacation cashouts per MOU
<b>Total 501 · SALARIES</b>	<b>7,386,952</b>	<b>8,840,000</b>	<b>-1,453,048</b>	<b>84%</b>
<b>501-O · OVERTIME</b>				
501-0A · Overtime	1,988,818	1,620,000	368,818	123% Understaffed; strike teams; WC coverage
501-0B · FLSA	134,415	195,000	-60,585	69%
501-0C · Out of Grade	32,637	50,000	-17,363	65%
<b>Total 501-O · OVERTIME</b>	<b>2,155,870</b>	<b>1,865,000</b>	<b>290,870</b>	<b>116%</b>
<b>504 · EMPLOYEE BENEFITS</b>				
504-A · Health Benefits	1,251,553	1,480,000	-228,447	85%
504-AA · Retiree Medical	195,370	400,000	-204,630	49%
504-AB · Retiree Health Savings	105,648	137,000	-31,352	77%
504-AAA · Retiree Medical (OPEB)	0	252,000	-252,000	0%
504-B · Dental	96,269	125,000	-28,731	77%

## Southern Marin Fire Protection District FY23 BUDGET REPORT

	July 1 - June 8,			
	2023	Budget	\$ Over Budget	% of Budget
92%				
504-C · Vision	8,769	12,400	-3,631	71%
504-D · Holiday Pay	192,053	370,000	-177,947	52%
504-E · District Share Retirement	2,453,206	3,045,000	-591,794	81%
504-G · Educational Allowance	274,483	350,000	-75,517	78%
504-H · Clothing Allowance	19,760	21,200	-1,440	93% One-time pmt
504-K · Workers Compensation	957,926	1,040,000	-82,074	92% Final
504-L · Def.Comp. Employer %	356,908	478,000	-121,092	75%
504-N · Long Term Disability	21,122	23,400	-2,278	90%
504-O · Long Term Care Insurance	39,899	57,000	-17,101	70%
504-S · Longevity	18,159	20,000	-1,841	91%
504-V · W/C Payroll Audit Adjustment	156,811	75,000	81,811	209% One-time pmt
504-X · Life Insurance	11,638	13,600	-1,962	86%
504-Y · Payroll Taxes	148,391	211,000	-62,609	70%
<b>Total 504 · EMPLOYEE BENEFITS</b>	<b>6,307,963</b>	<b>8,110,600</b>	<b>-1,802,637</b>	<b>78%</b>
<b>Total SALARIES &amp; BENEFITS</b>	<b>15,850,785</b>	<b>18,815,600</b>	<b>-2,964,815</b>	<b>84%</b>
<b>OPERATING EXPENSES</b>				
<b>511 · OFFICE EXPENSE</b>				
511-A · General Office Supply	13,905	14,500	-595	96% Office signage, business cards, etc
511-B · Copier/Printer Expenses	12,246	15,300	-3,054	80%
511-C · Maps & Run Books	0	24,500	-24,500	0%
511-D · Postage	2,964	5,950	-2,986	50%
<b>Total 511 · OFFICE EXPENSE</b>	<b>29,115</b>	<b>60,250</b>	<b>-31,135</b>	<b>48%</b>
<b>513 · SPECIAL DEPARTMENT EXPENSE</b>				
513-C · Public Education	166	4,000	-3,834	4%
513-F · Subscriptions	813	500	313	163% Marin IJ subscriptions
513-G · Awards	1,165	3,000	-1,835	39%
513-H · Office Equipment Replacement	0	2,000	-2,000	0%
513-L · Photos	0	1,500	-1,500	0%
513-O · Misc. Celebrations/flowers	2,296	2,000	296	115% Over budget
513-P · Shift Calendars	0	275	-275	0%
513-Q · Station Flags	546	2,000	-1,454	27%
513-S · Hydrant Supplies	0	1,500	-1,500	0%
513-U · Misc. Computer Supplies	3,941	9,800	-5,859	40%
513-V · Software Subscriptions Services	186,986	208,400	-21,414	90% Prepaid annual dues; Drone Deploy, Lexipol, Granicus; MySidewalk
<b>Total 513 · SPECIAL DEPARTMENT EXPENSE</b>	<b>195,913</b>	<b>234,975</b>	<b>-39,062</b>	<b>83%</b>
<b>515 · CLOTHING &amp; PERSONNEL SUPPLIES</b>				
515-A · Uniforms/Boots	41,815	68,200	-26,385	61%
515-B · Badges	0	4,200	-4,200	0%
515-G · Personal Protective Equipment	6,614	80,500	-73,886	8%



## Southern Marin Fire Protection District FY23 BUDGET REPORT

92%	July 1 - June 8, 2023	Budget	\$ Over Budget	% of Budget	
515-H · Misc Repairs/struc cloth	3,486	12,500	-9,014	28%	
515-I · Wildland - Safety Clothing	272	16,500	-16,228	2%	
515-N · Strike Team Equipment (OOC)	3,267	4,300	-1,033	76%	
515-P · New Employee Gear	56,527	43,325	13,202	130%	10 new hires
515-T · Wildland Shelters	6,465	6,000	465	108%	Final: one-time pmt
515-U · Rescue Swimmer Gear	11,750	13,750	-2,000	85%	
515-V · USAR Equipment	0	3,500	-3,500	0%	
<b>Total 515 · CLOTHING &amp; PERSONNEL SUPPLIES</b>	<b>130,196</b>	<b>252,775</b>	<b>-122,579</b>	<b>52%</b>	
<b>517 · COMMUNICATIONS</b>					
517-A · Telephone	38,189	42,180	-3,991	91%	
517-B · Dispatch including CAD Service	289,322	289,322	-0	100%	Final
517-D · Cell Phones	33,236	39,900	-6,664	83%	
517-E · MERA Operating Costs	65,203	65,445	-242	100%	Final
517-G · Internet/IDSL	17,585	23,000	-5,415	76%	
517-I · Phone Repairs/Replacement	2,355	13,900	-11,545	17%	
517-K · MERA-New Project Financing	0	5,430	-5,430	0%	
517-L · MDC Connection	2,821	5,000	-2,179	56%	
<b>Total 517 · COMMUNICATIONS</b>	<b>448,711</b>	<b>484,177</b>	<b>-35,466</b>	<b>93%</b>	
<b>518 · UTILITIES</b>					
518-A · PG&E Station 4	13,808	17,000	-3,192	81%	
518-B · PG&E Station 9	25,063	17,000	8,063	147%	HVAC increased energy usage
518-C · MMWD Station 4	3,553	5,500	-1,947	65%	
518-D · MMWD Station 9	3,053	4,000	-947	76%	
518-E · Richardson Bay Sanitation	911	1,000	-89	91%	Final
518-F · PG&E Station 1	10,731	12,000	-1,269	89%	
518-G · MMWD - Station 1	3,874	5,000	-1,126	77%	
518-H · Sanitation - Station 1	2,561	3,000	-439	85%	Final
518-I · Sanitation & Refuse - Sta 4	0	25,000	-25,000	0%	
518-J · PG&E LSW	36,062	30,000	6,062	120%	Over budget
<b>Total 518 · UTILITIES</b>	<b>99,616</b>	<b>119,500</b>	<b>-19,884</b>	<b>83%</b>	
<b>520 · BUILDING &amp; GROUNDS MAINTENANCE</b>					
520-B · Janitorial Supplies	13,715	19,000	-5,285	72%	
520-C · Unscheduled Repairs & Maint.	41,973	40,000	1,973	105%	Incl \$5K sta 9 elevator emergency repair
520-D · Sprinklers/Alarm System	2,701	3,000	-299	90%	
520-E · Elevator Contract	7,466	8,000	-534	93%	On track
520-H · Carpets - Cleaning	0	1,500	-1,500	0%	
520-K · Kitchen Supplies	546	2,800	-2,254	20%	
520-L · Sign Changes	0	1,000	-1,000	0%	
<b>Total 520 · BUILDING &amp; GROUNDS MAINTENANCE</b>	<b>66,403</b>	<b>75,300</b>	<b>-8,897</b>	<b>88%</b>	
<b>521 · EQUIPMENT MAINTENANCE</b>					
521-A · Radio Repair	7,217	12,000	-4,783	60%	

## Southern Marin Fire Protection District FY23 BUDGET REPORT

92%	July 1 - June 8, 2023	Budget	\$ Over Budget	% of Budget	
521-B · Breathing Air Systems	9,484	16,000	-6,516	59%	
521-E · Mechanical Systems - Contract	669	8,500	-7,831	8%	
521-H · Repairs & Unscheduled Maint.	14,138	15,000	-862	94%	Incl \$4,600 sta1 exhaust extraction overhaul
521-I · Ladder Testing	1,857	2,500	-643	74%	
521-J · Portable Equipment	14,078	17,200	-3,122	82%	
521-K · Extinguishers/Annual Maint.	742	2,500	-1,758	30%	
521-M · Gym Equipment Maintenance	5,427	16,000	-10,573	34%	
521-O · Copier Contracts - Sta 9/LSW	8,646	10,000	-1,354	86%	
521-R · Hose Maint/Nozzle & Fittings	3,350	3,400	-50	99%	Final
521-W · Dive Team Maintenance	9,578	19,750	-10,172	48%	
<b>Total 521 · EQUIPMENT MAINTENANCE</b>	<b>75,186</b>	<b>122,850</b>	<b>-47,664</b>	<b>61%</b>	
<b>521-1 · VEHICLE MAINTENANCE</b>					
					Overbudget: incl \$30K E4 & \$26K T4 repairs; \$39K U9 lights/sirens overhaul; E4(reserve) \$52K; 17K E604
521-1A · Vehicle Repair	207,702	125,000	82,702	166%	
521-1B · Fuel	73,523	101,000	-27,477	73%	
521-1C · Marine Division	20,708	36,500	-15,792	57%	
521-1D · Fireboat Docking Fee	900	5,200	-4,300	17%	
521-1E · Rescue Watercraft	11,331	17,745	-6,414	64%	
<b>Total 521-1 · VEHICLE MAINTENANCE</b>	<b>314,164</b>	<b>285,445</b>	<b>28,719</b>	<b>110%</b>	
<b>523 · SPECIALIZED SERVICES</b>					
523-A · Board Per Diem	14,000	20,400	-6,400	69%	
523-B · Payroll Processing/Bank Fees	12,746	17,000	-4,254	75%	
523-C · Legal/Professional Fees	39,316	150,200	-110,884	26%	
523-D · Legal Postings	0	2,900	-2,900	0%	
523-E · Elections	17,731	80,000	-62,269	22%	
523-F · Haz Mat JPA	8,211	8,211	0	100%	Final
523-G · Tax Collection Fees	233,058	260,000	-26,942	90%	Final
523-H · Flu Shots	0	200	-200	0%	
523-K · New Employment Backgrounds etc	20,594	13,100	7,494	157%	Over budget (10 FF & Admin Aide)
523-L · Computer Consulting Services	23,253	25,000	-1,747	93%	EPC website hosting/design
523-M · Audit	0	17,000	-17,000	0%	
523-N · Parcel Tax Refunds	0	3,500	-3,500	0%	
523-P · Dept. Physical Exams	32,048	30,000	2,048	107%	10 New FF
523-Q · Health & Wellness	20,540	43,400	-22,860	47%	
523-R · Fire Investigation JPA	1,740	6,500	-4,760	27%	
523-S · LAFCO Operating Expenses	11,317	11,317	-0	100%	Final
523-T · Team Building	10,316	16,000	-5,684	64%	
523-X · Promotional Test	3,714	4,000	-286	93%	Captain test 8/4/22

## Southern Marin Fire Protection District FY23 BUDGET REPORT

92%	July 1 - June 8, 2023	Budget	\$ Over Budget	% of Budget	
523-Z · Disaster Preparedness	0	8,000	-8,000	0%	
523-ZA · Actuary	4,500	6,000	-1,500	75%	Final
523-ZB · Vegetation Management	675,373	1,197,398	-522,025	56%	
523-ZC · Fire Prevention	4,968	9,000	-4,032	55%	
523-ZF · Outside Services	86,194	78,500	7,694	110%	Incl \$19K Govinvest, Year 3 of 3; \$35K rmb by MV
523-ZG · Public Outreach	24,474	28,500	-4,026	86%	
523-ZH · DEI Initiatives	2,391	44,000	-41,609	5%	
<b>Total 523 · SPECIALIZED SERVICES</b>	<b>1,246,482</b>	<b>2,080,126</b>	<b>-833,644</b>	<b>60%</b>	
<b>524 · INSURANCE</b>					
524-A · Comprehensive Insurance	100,999	101,000	-1	100%	Final
<b>Total 524 · INSURANCE</b>	<b>100,999</b>	<b>101,000</b>	<b>-1</b>	<b>100%</b>	
<b>526 · TRAINING &amp; CONFERENCES</b>					
526-A · Training	144,722	186,250	-41,528	78%	
526-I · EMS Recertifications	3,327	3,550	-223	94%	
<b>Total 526 · TRAINING &amp; CONFERENCES</b>	<b>148,049</b>	<b>189,800</b>	<b>-41,751</b>	<b>78%</b>	
<b>526-1 · MEMBERSHIPS &amp; STAFF CONF.</b>					
526-1A · General	4,706	9,900	-5,194	48%	
<b>Total 526-1 · MEMBERSHIPS &amp; STAFF CONF.</b>	<b>4,706</b>	<b>9,900</b>	<b>-5,194</b>	<b>48%</b>	
<b>526-2 · MEETINGS &amp; TRAVEL EXPENSES</b>					
526-2A · Food/Meetings	7,012	7,000	12	100%	Over budget
526-2B · Transportation/Bridge Tolls	2,037	5,550	-3,513	37%	
526-2D · Strike Team Expenses	4,014	15,000	-10,986	27%	
<b>Total 526-2 · MEETINGS &amp; TRAVEL EXPENSES</b>	<b>13,064</b>	<b>27,550</b>	<b>-14,486</b>	<b>47%</b>	
<b>527 · RENT</b>					
527-A · Station 1 Rent	100,000	100,000	0	100%	Final
527-B · LSW Rent	328,056	328,056	0	100%	Final, paid thru June
<b>Total 527 · RENT</b>	<b>428,056</b>	<b>428,056</b>	<b>0</b>	<b>100%</b>	
<b>583-4 · EQUIPMENT</b>					
583-4B · Non-SMEMPS EMS Equipment	585	5,000	-4,415	12%	
583-4C · Knox Box Key Replacement	0	200	-200	0%	
583-4D · Hydrants	43,919	45,000	-1,081	98%	On track
583-4F · Hoses	13,246	18,800	-5,554	70%	
583-4H · Radios	0	17,000	-17,000	0%	
583-4K · Office Equipment	0	2,000	-2,000	0%	
583-4R · New Workstations	5,969	17,800	-11,831	34%	
583-4V · MDC iPad Program	7,787	14,000	-6,213	56%	
583-4Z · One-Time Misc Equipment	5,844	6,250	-406	93%	On track
<b>Total 583-4 · EQUIPMENT</b>	<b>77,349</b>	<b>126,050</b>	<b>-48,701</b>	<b>61%</b>	
<b>589 · CONTINGENCY</b>	<b>0</b>	<b>50,000</b>	<b>-50,000</b>	<b>0%</b>	
<b>Total OPERATING EXPENSES</b>	<b>3,378,009</b>	<b>4,647,754</b>	<b>-1,269,745</b>	<b>73%</b>	

## Southern Marin Fire Protection District FY23 BUDGET REPORT

92%	July 1 - June 8, 2023			
	Budget	\$ Over Budget	% of Budget	
<b>GRANT FUNDED EXPENDITURES</b>				
<b>590 · GRANT PROJECTS</b>				
590-B · Tam Valley Fuel Break	156,010	199,640	-43,630	78% Final
<b>Total 590 · GRANT PROJECTS</b>	<b>156,010</b>	<b>199,640</b>	<b>-43,630</b>	<b>78%</b>
<b>Total GRANT FUNDED EXPENDITURES</b>	<b>156,010</b>	<b>199,640</b>	<b>-43,630</b>	<b>78%</b>
<b>585 · DEBT SERVICE</b>				
585-A · Principal Payments	160,876	160,876	-0	100% Final
585-B · Debt Service Interest	8,342	8,342	-0	100% Final
	169,218	169,218	-0	100%
<b>CAPITAL OUTLAY</b>				
<b>583-5 · FUNDED FROM RESERVES</b>				
583-5H · Other Repairs	39,599	100,000	-60,401	40%
583-5J · New Apparatus	59,487	125,000	-65,513	48%
583-5V · Station 4 Remodel	1,363,184	950,000	413,184	143% Change orders/sleeper trailers
583-5W · One-Time Misc. Expenses	36,753	45,250	-8,497	81%
<b>Total 583-5 · FUNDED FROM RESERVES</b>	<b>1,499,023</b>	<b>1,220,250</b>	<b>278,773</b>	<b>123%</b>
<b>Total CAPITAL OUTLAY</b>	<b>1,499,023</b>	<b>1,220,250</b>	<b>278,773</b>	<b>123%</b>
<b>TOTAL EXPENDITURES</b>	<b>21,053,045</b>	<b>25,052,462</b>	<b>-3,999,417</b>	<b>84%</b>
<b>NET INCOME</b>	<b>3,457,326</b>	<b>378,947</b>	<b>3,078,379</b>	
<b>Other Income</b>				
600 · Prior Year Rollover	100,000	100,000	0	100%
<b>Total Other Income</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>100%</b>
<b>NET EXCESS/(DEFICIENCY)</b>	<b>3,557,326</b>	<b>478,947</b>	<b>3,078,379</b>	

# Southern Marin Fire Protection District

## Statement of Net Assets

	June 8, 2023	May 11, 2023
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
74900 · Operating Fund - County	7,584,125	8,445,144
Capital Replacement Fund	2,887,880	2,887,880
Dry Period Reserve	4,500,000	4,500,000
Unallocated Reserves	5,334,130	5,334,130
1259 · Wells Fargo	2,197,496	486,555
11200 · Petty Cash	48	48
11000 · Paypal	1,941	1,941
<b>Total Checking/Savings</b>	<b>22,505,619</b>	<b>21,655,697</b>
<b>Other Current Assets</b>		
11300 · Accounts Receivable	40,226	1,285,893
11400 · Advance Retirement Payment	172,888	165,710
11500 · Undeposited Funds	0	0
11600 · Loan Receiveable	-3,665	-5,538
11700 · Prepaid Expenses	10,092	0
11800 · LSW Building Deposit	51,024	51,024
<b>Total Other Current Assets</b>	<b>270,566</b>	<b>1,497,090</b>
<b>Total Current Assets</b>	<b>22,776,185</b>	<b>23,152,787</b>
<b>Fixed Assets</b>		
12000 · Equipment	7,766,080	7,766,080
12100 · Accumulated Depreciation	-7,160,803	-7,160,803
12200 · Buildings	3,566,726	3,566,726
12300 · Land	214,807	214,807
12310 · Leased Assets	4,986,988	4,986,988
12320 · Accumulated Amortization	-342,855	-342,855
12400 · Construction Work-In-Progress	33,109	33,109
<b>Total Fixed Assets</b>	<b>9,064,053</b>	<b>9,064,053</b>
<b>Other Assets</b>		
13000 · Deferred Outflows - Pension	7,562,994	7,562,994
13100 · Deferred Outflows - OPEB	685,048	685,048
13200 · Interagency Receivable	1,160,000	1,160,000
13300 · PARS Pension Trust	1,086,869	1,086,869
13400 · PARS OPEB Trust	5,715,385	5,715,385
<b>Total Other Assets</b>	<b>16,210,296</b>	<b>16,210,296</b>
<b>TOTAL ASSETS</b>	<b>48,050,533</b>	<b>48,427,135</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
20000 · Accounts Payable	-549	-7,882
21300 · Unavailable Revenue	1,000,000	0
21800 · Bond Deposits	10,000	10,000
21900 · Accrued Interest	6,948	6,948
500 · Payroll Liabilities	-107	-71
<b>Total Current Liabilities</b>	<b>1,016,292</b>	<b>8,995</b>

## Southern Marin Fire Protection District Statement of Net Assets

	June 8, 2023	May 11, 2023
<b>Long Term Liabilities</b>		
30000 · DEFERRED INFLOWS-PENSION	16,503,517	16,503,517
30250 · DEFERRED INFLOWS-OPEB	765,379	765,379
31000 · NET PENSION LIABILITY	0	0
31200 · NET OPEB LIABILITY	5,290,948	5,290,948
31300 · COMPENSATED ABSENCES	1,239,084	1,239,084
31400 · LEASE LIABILITY	4,759,052	4,759,052
	<b>28,557,980</b>	<b>28,557,980</b>
<b>Total Long Term Liabilities</b>	<b>28,557,980</b>	<b>28,557,980</b>
<b>Total Liabilities</b>	<b>29,574,272</b>	<b>28,566,975</b>
<b>Equity</b>		
32220 · TO BE PROVIDED - INT. PAYABLE	-6,948	-6,948
32000 · AMOUNT TO BE PROVIDED - OPEB	-5,371,279	-5,371,279
32100 · AMOUNT TO BE PROVIDED - PENSION	-1,382,078	-1,382,078
32200 · TO BE PROVIDED - LEAVE ACCRUALS	-1,239,084	-1,239,084
32550 · RESTRICTED PENSION TRUST	-1,086,869	-1,086,869
32560 · RESTRICTED MWPA	-947,047	-947,047
32600 · FIXED ASSET FUND	4,305,000	4,305,000
32700 · FUND BALANCE	20,647,240	20,647,240
NET REVENUE	3,557,326	4,941,225
	<b>18,476,261</b>	<b>19,860,160</b>
<b>Total Equity</b>	<b>18,476,261</b>	<b>19,860,160</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>48,050,533</b>	<b>48,427,135</b>

# Southern Marin Fire Protection District

## Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
<b>GRANT FUNDS</b>						
Deposit	06/07/2023	64-201627		veg mgmt grant	1,000,000.00	General
Total GRANT FUNDS					1,000,000.00	
<b>4990110 · GENERAL REVENUE</b>						
<b>499200 · MEASURE C JPA</b>						
Deposit	05/18/2023	815001229		Deposit	188,289.60	MWPA
Deposit	05/18/2023	815001229		Deposit	184,523.81	MWPA
Deposit	05/18/2023	815001229		used Local dollars to fund SM-MRN-23-	-230,000.00	MWPA
Total 499200 · MEASURE C JPA					142,813.41	
<b>499500 · FEES FOR SERVICE</b>						
<b>499525 · PLAN FEES</b>						
Deposit	05/12/2023			Deposit	2,384.42	Prevention
Deposit	05/15/2023			Deposit	623.45	Prevention
Deposit	05/16/2023			Deposit	157.00	Prevention
Deposit	05/17/2023			Deposit	1,391.08	Prevention
Deposit	05/18/2023			Deposit	213.00	Prevention
Deposit	05/18/2023	158265		april-june 2022	7,576.00	Prevention
Deposit	05/18/2023			Deposit	3,282.71	Prevention
Deposit	05/22/2023			Deposit	1,808.17	Prevention
Deposit	05/23/2023			Deposit	1,198.03	Prevention
Deposit	05/24/2023			Deposit	288.09	Prevention
Check	05/25/2023	eft	STRIPE	po_1NB8txGQujNZck64a9rplKBw	-297.00	Prevention
Deposit	05/26/2023			Deposit	368.46	Prevention
Deposit	05/30/2023			Deposit	1,360.02	Prevention
Deposit	05/31/2023			Deposit	157.00	Prevention
Deposit	06/01/2023			Deposit	1,010.77	Prevention
Deposit	06/02/2023			Deposit	2,249.39	Prevention
Total 499525 · PLAN FEES					23,770.59	
Total 499500 · FEES FOR SERVICE					23,770.59	
<b>REIMBURSEMENTS / REFUNDS</b>						
Deposit	06/07/2023	7034379		Q1	2,218.69	General
Total REIMBURSEMENTS / REFUNDS					2,218.69	
<b>WORKERS' COMP REIMBURSEMENTS</b>						
Deposit	05/18/2023	184204		o'reilly 3/14-3/27/23	3,238.30	General
Deposit	05/18/2023	184697		boaz 3/28-4/10/23	3,238.30	General
Deposit	05/18/2023	184696		o'reilly 3/28-4/10/23	3,238.30	General
Deposit	05/18/2023	184779		boaz 4/11/23	231.31	General
Deposit	06/07/2023	185911		o'connor 5/3-5/16/23	3,238.30	General
Deposit	06/07/2023	186524		o'connor 5/17-5/30/23	3,238.30	General
Total WORKERS' COMP REIMBURSEMENTS					16,422.81	
Total 4990110 · GENERAL REVENUE					185,225.50	
<b>SALARIES &amp; BENEFITS</b>						
<b>501 · SALARIES</b>						
<b>501-A · Base Salaries</b>						
Check	05/25/2023	eft	PAYROLL	Reg	-275,222.34	General
Check	05/25/2023	eft	PAYROLL	Reg	-7,194.00	MU

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	05/25/2023	eft	PAYROLL	Reg	-19,609.12	Prevention
Check	05/25/2023	eft	PAYROLL	Reg NRG	-2,610.00	MWPA
Check	05/25/2023	eft	PAYROLL	Reg EPC	-3,600.00	MWPA
Check	05/25/2023	eft	PAYROLL	WC	-5,022.60	General
Check	06/08/2023	eft	PAYROLL	Reg	-273,455.06	General
Check	06/08/2023	eft	PAYROLL	Reg	-7,194.00	MU
Check	06/08/2023	eft	PAYROLL	Reg	-19,980.12	Prevention
Check	06/08/2023	eft	PAYROLL	Reg NRG	0.00	MWPA
Check	06/08/2023	eft	PAYROLL	Reg EPC	-3,600.00	MWPA
Check	06/08/2023	eft	PAYROLL	WC	-2,104.71	General
Check	06/08/2023	eft	PAYROLL	WC	-5,022.60	General
Total 501-A · Base Salaries					-624,614.55	
Total 501 · SALARIES					-624,614.55	
<b>501-O · OVERTIME</b>						
<b>501-0A · Overtime</b>						
Check	05/22/2023	808907877	TIBURON FPD	#548751 Pomilia M1: 4/8, 4/12 M4: 4/17	-7,585.20	General
Check	05/22/2023	808907877	TIBURON FPD	#548751 Armour M4: 4/8	-1,744.08	General
Check	05/22/2023	808907877	TIBURON FPD	#548751 May M1: 4/4	-1,798.08	General
Check	05/25/2023	eft	PAYROLL	OT	-73,138.54	General
Check	05/25/2023	eft	PAYROLL	OT	0.00	MU
Check	05/25/2023	eft	PAYROLL	OT	0.00	Prevention
Check	05/25/2023	eft	PAYROLL	GOT	-224.40	General
Check	06/05/2023	808907918	TIBURON FPD	#548753 Pomilia M1: 5/20 M4: 5/18	-3,715.20	General
Check	06/05/2023	808907918	TIBURON FPD	#548753 Armour M4: 5/28	-1,744.08	General
Check	06/08/2023	eft	PAYROLL	OT	-52,169.30	General
Check	06/08/2023	eft	PAYROLL	OT	0.00	MU
Check	06/08/2023	eft	PAYROLL	OT	-290.07	Prevention
Check	06/08/2023	eft	PAYROLL	GOT	-209.28	General
Check	06/08/2023	eft	PAYROLL	Comp time cashout	-3,683.31	General
Total 501-0A · Overtime					-146,301.54	
<b>501-0B · FLSA</b>						
Check	05/25/2023	eft	PAYROLL	F	-5,681.00	General
Check	06/08/2023	eft	PAYROLL	F	-5,647.00	General
Total 501-0B · FLSA					-11,328.00	
<b>501-0C · Out of Grade</b>						
Check	05/25/2023	eft	PAYROLL	G	-987.95	General
Check	06/08/2023	eft	PAYROLL	G	-1,250.71	General
Total 501-0C · Out of Grade					-2,238.66	
Total 501-O · OVERTIME					-159,868.20	
<b>504 · EMPLOYEE BENEFITS</b>						
<b>504-A · Health Benefits</b>						
Check	05/19/2023	eft	CONNECT YOUR CARE	cobra administration	-21.09	General
Check	05/22/2023	808907866	KAISER PERMANENTE	#951365241471 apr 2023	-85,425.12	General
Check	05/22/2023	808907866	KAISER PERMANENTE	customer ID: 9513622328 mar 2023/apr	-7,494.18	Prevention
Check	05/22/2023	808907866	KAISER PERMANENTE	customer ID: 9513622328 mar 2023/apr	-4,493.52	MU
Check	05/22/2023	808907866	KAISER PERMANENTE	customer ID: 9513622328 mar 2023/apr	-903.81	MWPA



## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	05/22/2023	808907866	KAISER PERMANENTE	#951360567258 may 2023	-80,002.26	General
Check	05/22/2023	808907866	KAISER PERMANENTE	customer ID: 9513622328 mar 2023/apr	-7,494.18	Prevention
Check	05/22/2023	808907866	KAISER PERMANENTE	customer ID: 9513622328 mar 2023/apr	-4,493.52	MU
Check	05/22/2023	808907866	KAISER PERMANENTE	customer ID: 9513622328 mar 2023/apr	-903.81	MWPA
Check	05/25/2023	eft	PAYROLL	T	-3,054.14	General
Check	05/25/2023	eft	PAYROLL	M2	3,583.23	General
Check	06/05/2023	808907893	TEAMSTERS LOCAL UNION	june blue cross	-12,432.94	General
Check	06/05/2023	808907932	BCN	mar 2023	-156.00	General
Check	06/05/2023	808907932	BCN	mar 2023	-10.50	Prevention
Check	06/05/2023	808907932	BCN	mar 2023	-10.50	MU
Check	06/05/2023	808907932	BCN	mar 2023	0.00	MWPA
Check	06/05/2023	808907932	BCN	removal of Jesse Figoni	3.00	MU
Check	06/05/2023	808907932	BCN	removal of Zak Cordisco	3.00	General
Check	06/05/2023	808907932	BCN	addition of Mariya Weinberg	-3.00	General
Check	06/05/2023	808907933	BCN	apr 2023	-156.00	General
Check	06/05/2023	808907933	BCN	apr 2023	-10.50	Prevention
Check	06/05/2023	808907933	BCN	apr 2023	-10.50	MU
Check	06/05/2023	808907933	BCN	apr 2023	0.00	MWPA
Check	06/05/2023	808907933	BCN	removal of Jesse Figoni	3.00	MU
Check	06/05/2023	808907933	BCN	removal of Zak Cordisco	3.00	General
Check	06/05/2023	808907933	BCN	addition of Mariya Weinberg	-3.00	General
Check	06/05/2023	808907934	BCN	may 2023	-156.00	General
Check	06/05/2023	808907934	BCN	may 2023	-10.50	Prevention
Check	06/05/2023	808907934	BCN	may 2023	-10.50	MU
Check	06/05/2023	808907934	BCN	may 2023	0.00	MWPA
Check	06/05/2023	808907934	BCN	removal of Jesse Figoni	3.00	MU
Check	06/05/2023	808907934	BCN	removal of Zak Cordisco	3.00	General
Check	06/05/2023	808907934	BCN	removal of Thomas Moran	3.00	General
Check	06/05/2023	808907934	BCN	addition of Mariya Weinberg	-3.00	General
Check	06/05/2023	808907938	KAISER PERMANENTE	#9513622328 jun 2023	-89,944.17	General
Check	06/05/2023	808907938	KAISER PERMANENTE	customer ID: 9513622328 jun2023	-7,494.18	Prevention
Check	06/05/2023	808907938	KAISER PERMANENTE	customer ID: 9513622328 jun2023	-4,493.52	MU
Check	06/05/2023	808907938	KAISER PERMANENTE	customer ID: 9513622328 jun2023	-903.81	MWPA
Check	06/08/2023	eft	PAYROLL	T	-3,054.14	General
Check	06/08/2023	eft	PAYROLL	M2	3,583.23	General
Total 504-A · Health Benefits					-305,960.93	
<b>504-AA · Retiree Medical</b>						
Deposit	05/18/2023	1320226		Deposit	1,633.08	General
Invoice	06/01/2023	22-23-74	CITY OF SAUSALITO	Delong	338.89	General
Invoice	06/01/2023	22-23-74	CITY OF SAUSALITO	Casalnuovo	903.81	General
Invoice	06/01/2023	22-23-74	CITY OF SAUSALITO	Chance	903.81	General
Invoice	06/01/2023	22-23-74	CITY OF SAUSALITO	Martinez	903.81	General
Invoice	06/01/2023	22-23-74	CITY OF SAUSALITO	Gloeckner	903.81	General
Deposit	06/07/2023	1327548		Deposit	1,633.08	General
Total 504-AA · Retiree Medical					7,220.29	
<b>504-AB · Retiree Health Savings</b>						
Check	05/22/2023	808907853	VANTAGEPOINT TRANSFER	Plan#803645 RHS contribution	-4,228.00	General

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	05/22/2023	808907853	VANTAGEPOINT TRANSFER	04/30-05/13/2023	-144.00	MU
Check	05/22/2023	808907853	VANTAGEPOINT TRANSFER	04/30-05/13/2023	-249.00	Prevention
Check	06/05/2023	808907885	VANTAGEPOINT TRANSFER	Plan#803645 RHS contribution	-4,266.00	General
Check	06/05/2023	808907885	VANTAGEPOINT TRANSFER	05/14-05/27/2023	-144.00	MU
Check	06/05/2023	808907885	VANTAGEPOINT TRANSFER	05/14-05/27/2023	-256.00	Prevention
Total 504-AB · Retiree Health Savings					-9,287.00	
<b>504-E · District Share Retirement</b>						
Check	05/22/2023	808907852	MARIN COUNTY RETIREMENT	04/30-05/13/23	-99,160.24	General
Check	05/22/2023	808907852	MARIN COUNTY RETIREMENT	04/30-05/13/23	-794.94	MU
Check	05/22/2023	808907852	MARIN COUNTY RETIREMENT	04/30-05/13/23	-5,221.00	Prevention
Check	05/22/2023	808907852	MARIN COUNTY RETIREMENT	subvention	-1,857.85	General
Check	06/05/2023	808907884	MARIN COUNTY RETIREMENT	05/14-05/27/23	-99,243.17	General
Check	06/05/2023	808907884	MARIN COUNTY RETIREMENT	05/14-05/27/23	-794.94	MU
Check	06/05/2023	808907884	MARIN COUNTY RETIREMENT	05/14-05/27/23	-5,262.00	Prevention
Check	06/05/2023	808907884	MARIN COUNTY RETIREMENT	subvention	-1,857.85	General
Total 504-E · District Share Retirement					-214,191.99	
<b>504-G · Educational Allowance</b>						
Check	05/25/2023	eft	PAYROLL	E	-11,755.00	General
Check	05/25/2023	eft	PAYROLL	E	-98.00	Prevention
Check	06/08/2023	eft	PAYROLL	E	-12,388.40	General
Check	06/08/2023	eft	PAYROLL	E	-98.00	Prevention
Total 504-G · Educational Allowance					-24,339.40	
<b>504-L · Def.Comp. Employer %</b>						
Check	05/25/2023	eft	EMPOWER (MASS MUTUAL)	04/30-05/13/2023	-13,781.00	General
Check	05/25/2023	eft	EMPOWER (MASS MUTUAL)	04/30-05/13/2023	-360.00	MU
Check	05/25/2023	eft	EMPOWER (MASS MUTUAL)	04/30-05/13/2023	-980.00	Prevention
Check	05/25/2023	eft	NATIONWIDE RETIREMENT	employer	-1,668.00	General
Check	06/08/2023	eft	NATIONWIDE RETIREMENT	employer	-1,732.00	General
Check	06/08/2023	eft	NATIONWIDE RETIREMENT	Chief Tubbs retro	-1,024.00	General
Check	06/08/2023	eft	EMPOWER (MASS MUTUAL)	05/14-05/27/2023	-13,733.00	General
Check	06/08/2023	eft	EMPOWER (MASS MUTUAL)	05/14-05/27/2023	-360.00	MU
Check	06/08/2023	eft	EMPOWER (MASS MUTUAL)	05/14-05/27/2023	-999.00	Prevention
Total 504-L · Def.Comp. Employer %					-34,637.00	
<b>504-N · Long Term Disability</b>						
Check	06/05/2023	808907935	CAPF	april 2023 LTD	-1,711.00	General
Check	06/05/2023	808907935	CAPF	april 2023 LTD	-103.25	Prevention
Check	06/05/2023	808907935	CAPF	april 2023 LTD	-73.75	MU
Check	06/05/2023	808907935	CAPF	april 2023 LTD	0.00	MWPA
Check	06/05/2023	808907936	CAPF	may 2023 LTD	-1,711.00	General
Check	06/05/2023	808907936	CAPF	may 2023 LTD	-103.25	Prevention
Check	06/05/2023	808907936	CAPF	may 2023 LTD	-73.75	MU
Check	06/05/2023	808907936	CAPF	may 2023 LTD	0.00	MWPA
Check	06/05/2023	808907937	CAPF	june 2023 LTD	-1,711.00	General
Check	06/05/2023	808907937	CAPF	june 2023 LTD	-103.25	Prevention
Check	06/05/2023	808907937	CAPF	june 2023 LTD	-73.75	MU
Check	06/05/2023	808907937	CAPF	june 2023 LTD	0.00	MWPA

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	06/05/2023	808907937	CAPF	removal of Thomas Moran	29.50	General
Check	06/05/2023	808907936	CAPF	removal of Thomas Moran	29.50	General
Total 504-N · Long Term Disability					-5,605.00	
<b>504-S · Longevity</b>						
Check	05/25/2023	eft	PAYROLL	N	-793.93	General
Check	06/08/2023	eft	PAYROLL	N	-802.59	General
Total 504-S · Longevity					-1,596.52	
<b>504-X · Life Insurance</b>						
Check	05/25/2023	eft	PAYROLL	T2	488.78	General
Check	06/08/2023	eft	PAYROLL	T2	488.78	General
Total 504-X · Life Insurance					977.56	
<b>504-Y · Payroll Taxes</b>						
Check	05/25/2023	eft	PAYROLL TAXES	SS	-161.82	MWPA
Check	05/25/2023	eft	PAYROLL TAXES	SS	-223.20	MWPA
Check	05/25/2023	eft	PAYROLL TAXES	ER	-5,520.42	General
Check	05/25/2023	eft	PAYROLL TAXES	ER	-104.31	MU
Check	05/25/2023	eft	PAYROLL TAXES	ER	-285.75	Prevention
Check	05/25/2023	eft	PAYROLL TAXES	ER	-37.85	MWPA
Check	05/25/2023	eft	PAYROLL TAXES	ER	-52.20	MWPA
Check	06/08/2023	eft	PAYROLL TAXES	SS	0.00	MWPA
Check	06/08/2023	eft	PAYROLL TAXES	SS	-223.20	MWPA
Check	06/08/2023	eft	PAYROLL TAXES	ER	-5,255.90	General
Check	06/08/2023	eft	PAYROLL TAXES	ER	-104.31	MU
Check	06/08/2023	eft	PAYROLL TAXES	ER	-295.34	Prevention
Check	06/08/2023	eft	PAYROLL TAXES	ER	0.00	MWPA
Check	06/08/2023	eft	PAYROLL TAXES	ER	-52.20	MWPA
Total 504-Y · Payroll Taxes					-12,316.50	
Total 504 · EMPLOYEE BENEFITS					-599,736.49	
Total SALARIES & BENEFITS					-1,384,219.24	
<b>OPERATING EXPENSES</b>						
<b>511 · OFFICE EXPENSE</b>						
<b>511-B · Copier/Printer Expenses</b>						
Check	06/05/2023	808907911	McCARTHY, LANIEA	6/1/23 paved road flyers (561)	-1,262.25	MU
Total 511-B · Copier/Printer Expenses					-1,262.25	
<b>511-D · Postage</b>						
Check	06/05/2023	808907911	McCARTHY, LANIEA	6/1/23 paved road flyers postage	-194.11	MU
Total 511-D · Postage					-194.11	
Total 511 · OFFICE EXPENSE					-1,456.36	
<b>513 · SPECIAL DEPARTMENT EXPENSE</b>						
<b>513-V · Software Subscriptions Services</b>						
Check	05/22/2023	808907872	MARIN IT	#2023-120355 help desk may 2023	-1,252.50	General
Check	05/22/2023	808907872	MARIN IT	#2023-24733 server	-1,412.48	General
Total 513-V · Software Subscriptions Services					-2,664.98	
Total 513 · SPECIAL DEPARTMENT EXPENSE					-2,664.98	
<b>515 · CLOTHING &amp; PERSONNEL SUPPLIES</b>						
<b>515-A · Uniforms/Boots</b>						

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	05/22/2023	808907858	CURTIS	#INV704210 name/date tags (54 each)	-1,800.83	General
Check	05/22/2023	808907858	CURTIS	#INV704842 name tags (2)	-39.86	General
Check	05/22/2023	808907858	CURTIS	#PT192312 duplicate payment	66.33	General
Check	05/22/2023	808907860	EMERGENCY EQUIPMENT M	#65470 polos (paterson/schiffmann/weir	-613.20	General
Check	05/22/2023	808907860	EMERGENCY EQUIPMENT M	#65507 patch update/alterations (schon	-6,540.56	General
Check	05/22/2023	808907860	EMERGENCY EQUIPMENT M	#65512 patch update/alterations (hilliar	-609.45	Prevention
Check	05/22/2023	808907860	EMERGENCY EQUIPMENT M	#65512 patch update/alterations (omoor	-36.00	General
Check	06/05/2023	808907916	SMFA	rmb: tshirts(128) hats(39)	-3,012.00	General
Total 515-A · Uniforms/Boots					-12,585.57	
<b>515-I · Wildland - Safety Clothing</b>						
Check	05/22/2023	808907876	T&B SPORTS	#156435 wildland jackets	-186.82	General
Total 515-I · Wildland - Safety Clothing					-186.82	
<b>515-P · New Employee Gear</b>						
Bill	05/12/2023	247627	ALLSTAR FIRE EQUIPMENT	#247627 structure gloves	-1,211.53	General
Total 515-P · New Employee Gear					-1,211.53	
Total 515 · CLOTHING & PERSONNEL SUPPLIES					-13,983.92	
<b>517 · COMMUNICATIONS</b>						
<b>517-B · Dispatch including CAD Service</b>						
Check	06/05/2023	808907906	MARIN COUNTY SHERIFF'S	#12158 dispatch apr-jun 23 (q4)	-72,330.44	General
Total 517-B · Dispatch including CAD Service					-72,330.44	
<b>517-D · Cell Phones</b>						
Check	05/22/2023	808907878	VERIZON WIRELESS	#9932853228 03/19-04/18/23	-2,452.47	General
Check	05/22/2023	808907878	VERIZON WIRELESS	#9932853228 03/19-04/18/23	-182.02	Prevention
Check	05/22/2023	808907878	VERIZON WIRELESS	#9932853228 03/19-04/18/23	-42.45	MU
Check	05/22/2023	808907878	VERIZON WIRELESS	#9932853228 03/19-04/18/23 nrg	-52.00	MWPA
Check	05/22/2023	808907878	VERIZON WIRELESS	#9932853228 03/19-04/18/23 epc	-52.00	MWPA
Check	06/05/2023	808907921	VERIZON WIRELESS	#9935233810 04/19-05/18/23	-2,454.15	General
Check	06/05/2023	808907921	VERIZON WIRELESS	#9935233810 04/19-05/18/23	-189.58	Prevention
Check	06/05/2023	808907921	VERIZON WIRELESS	#9935233810 04/19-05/18/23	-42.45	MU
Check	06/05/2023	808907921	VERIZON WIRELESS	#9935233810 04/19-05/18/23 nrg	-52.00	MWPA
Check	06/05/2023	808907921	VERIZON WIRELESS	#9935233810 04/19-05/18/23 epc	-52.00	MWPA
Total 517-D · Cell Phones					-5,571.12	
<b>517-G · Internet/IDSL</b>						
Check	05/15/2023	eft	COMCAST - EFT	2038 sta 9	-551.50	General
Check	05/30/2023	eft	COMCAST - EFT	7650	-306.70	General
Check	05/30/2023	eft	COMCAST - EFT	1658 LSW	-553.21	General
Total 517-G · Internet/IDSL					-1,411.41	
Total 517 · COMMUNICATIONS					-79,312.97	
<b>518 · UTILITIES</b>						
<b>518-A · PG&amp;E Station 4</b>						
Check	06/05/2023	808907913	PG&E	0872424565-2 4/17-5/15/23	-1,074.23	General
Total 518-A · PG&E Station 4					-1,074.23	
<b>518-B · PG&amp;E Station 9</b>						

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	05/22/2023	808907874	PG&E	7621967160-9 4/15-5/15/23	-105.99	General
Check	06/05/2023	808907913	PG&E	1507412379-3 4/14-5/14/23	-25.46	General
Total 518-B · PG&E Station 9					-131.45	
<b>518-C · MMWD Station 4</b>						
Check	06/05/2023	808907908	MMWD	132984 03/28-05/23/23	-339.84	General
Check	06/05/2023	808907908	MMWD	162994 03/28-05/23/23	-202.33	General
Total 518-C · MMWD Station 4					-542.17	
<b>518-F · PG&amp;E Station 1</b>						
Check	06/05/2023	808907913	PG&E	4961811465-3 4/18-5/16/23	-494.68	General
Total 518-F · PG&E Station 1					-494.68	
<b>518-J · PG&amp;E LSW</b>						
Check	06/05/2023	808907904	HARRISON HOLDINGS, LLC. may 2023 LSW utilities		-2,308.97	General
Total 518-J · PG&E LSW					-2,308.97	
Total 518 · UTILITIES					-4,551.50	
<b>520 · BUILDING &amp; GROUNDS MAINTENANCE</b>						
<b>520-B · Janitorial Supplies</b>						
Check	05/22/2023	808907869	MSM, INC.	#188818 cleaner/dishwasher soap/mop	-889.90	General
Check	06/05/2023	808907892	ARAMARK UNIFORM SERVI	5/31/2023 939152000 station towels	-381.70	General
Check	06/05/2023	808907909	MSM, INC.	#188818A mop heads	-43.28	General
Check	06/05/2023	808907909	MSM, INC.	#189041 detergent/paper towels	-108.27	General
Total 520-B · Janitorial Supplies					-1,423.15	
<b>520-C · Unscheduled Repairs &amp; Maint.</b>						
Check	05/22/2023	808907868	MILL VALLEY REFUSE SERV	4/2-5/1/23 sta 9 storage box	-125.00	General
Check	06/05/2023	808907891	ASBESTOS MANAGEMENT C	#15582 sta 9	-2,800.00	General
Check	06/05/2023	808907901	GOODMAN BUILDING SUPPI	#869054 alarms	-174.27	General
Check	06/05/2023	808907901	GOODMAN BUILDING SUPPI	#869939 pvc pipe	-5.81	General
Check	06/05/2023	808907901	GOODMAN BUILDING SUPPI	#870905 alarms	-73.59	General
Check	06/05/2023	808907902	JONES GARAGE DOOR CO,	#50239 sta 1 service call	-751.50	General
Check	06/05/2023	808907912	NORTH POINT PEST SOLUT	#210975 bi-monthly service sta 9 ants/s	-200.00	General
Total 520-C · Unscheduled Repairs & Maint.					-4,130.17	
<b>520-D · Sprinklers/Alarm System</b>						
Check	06/05/2023	808907888	ADT COMMERCIAL	#150607914 june 2023 sta 1	-263.35	General
Total 520-D · Sprinklers/Alarm System					-263.35	
Total 520 · BUILDING & GROUNDS MAINTENANCE					-5,816.67	
<b>521 · EQUIPMENT MAINTENANCE</b>						
<b>521-A · Radio Repair</b>						
Check	05/22/2023	808907859	MARIN COUNTY TAX COLLE	april 2023 radio repairs	-215.13	Prevention
Check	06/05/2023	808907895	BK TECHNOLOGIES, INC	#6024214 radio repairs (3)	-1,098.54	General
Total 521-A · Radio Repair					-1,313.67	
<b>521-B · Breathing Air Systems</b>						
Check	06/05/2023	808907915	RS HUGHES	#80401171-0 waist to shoulder strap (1)	-1,339.60	General
Total 521-B · Breathing Air Systems					-1,339.60	
<b>521-O · Copier Contracts - Sta 9/LSW</b>						
Check	06/05/2023	808907903	KONICA MINOLTA	#42407470 lsw copier service	-428.98	General

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	06/05/2023	808907903	KONICA MINOLTA	#42407471 sta 9 copier service	-549.65	General
Total 521-O · Copier Contracts - Sta 9/LSW					-978.63	
Total 521 · EQUIPMENT MAINTENANCE					-3,631.90	
<b>521-1 · VEHICLE MAINTENANCE</b>						
<b>521-1A · Vehicle Repair</b>						
Check	05/22/2023	808907871	CITY OF MILL VALLEY	#3575 repairs	-1,809.65	General
Check	06/05/2023	808907923	EAST BAY TIRE CO.	#1942897 E9 tire replacement (4)	-2,905.25	General
Total 521-1A · Vehicle Repair					-4,714.90	
<b>521-1B · Fuel</b>						
Check	05/22/2023	808907857	CLIPPER YACHT COMPANY	#SMF_1573329	-388.51	General
Check	05/22/2023	808907871	CITY OF MILL VALLEY	#3575 fuel	-4,103.74	General
Check	05/30/2023	eft	CHEVRON, USA INC. - EFT		-1,734.17	General
Check	06/05/2023	808907922	CLIPPER YACHT COMPANY	#SMF_1573305	-449.88	General
Total 521-1B · Fuel					-6,676.30	
<b>521-1C · Marine Division</b>						
Check	05/22/2023	808907864	HIRSCHFELD YACHT LLC	#20008 irb trailer	-5,200.00	General
Check	05/22/2023	808907881	MALCOLM MORGAN MARINE	#21304 liberty hull maint	-940.00	General
Check	06/05/2023	808907920	WEST MARINE PRO	#2212 compound polish	-64.31	General
Check	06/05/2023	808907920	WEST MARINE PRO	#2466 trailer adapter	-7.01	General
Total 521-1C · Marine Division					-6,211.32	
Total 521-1 · VEHICLE MAINTENANCE					-17,602.52	
<b>523 · SPECIALIZED SERVICES</b>						
<b>523-A · Board Per Diem</b>						
Check	06/05/2023	808907924	CHUN, KURT	may 2023 board per diem	-100.00	General
Check	06/05/2023	808907925	DeBERRY, CRISTINE SOTO	may 2023 board per diem	-100.00	General
Check	06/05/2023	808907926	FLEMING, PETER	may 2023 board per diem	-300.00	General
Check	06/05/2023	808907927	PERAZZO, THOMAS	may 2023 board per diem	-200.00	General
Check	06/05/2023	808907928	HILLIARD, CATHRYN	may 2023 board per diem	-400.00	General
Check	06/05/2023	808907929	RAVECHE, ASHLEY	may 2023 board per diem	-100.00	General
Total 523-A · Board Per Diem					-1,200.00	
<b>523-C · Legal/Professional Fees</b>						
Check	05/22/2023	808907856	BURGESS CONSULTING	payment #1	-15,000.00	General
Check	05/22/2023	808907859	MARIN COUNTY TAX COLLE	#23010 january-march fy23 county cour	-7,841.21	General
Total 523-C · Legal/Professional Fees					-22,841.21	
<b>523-K · New Employment Backgrounds etc</b>						
Check	05/22/2023	808907875	SUPERIOR COURT OF ALAN	#5/16/23 background check record requ	-1.00	General
Check	06/05/2023	808907894	BOMBOLA AGENCY INC.	#017456 background investigations (nar	-1,250.00	General
Total 523-K · New Employment Backgrounds etc					-1,251.00	
<b>523-L · Computer Consulting Services</b>						
Check	05/22/2023	808907872	MARIN IT	#2023-120424 it support thru 04/30/23	-1,045.00	General
Check	05/22/2023	808907872	MARIN IT	#2023-120355 hosted backup may 2023	-400.00	General
Total 523-L · Computer Consulting Services					-1,445.00	
<b>523-P · Dept. Physical Exams</b>						
Check	05/22/2023	808907867	KAISER - OCC MED	#320900249124 04/9/23 mar 2023 occ i	-9,942.00	General
Check	06/05/2023	808907931	KAISER - OCC MED	#320900249124 05/9/23 apr 2023 occ n	-5,746.00	General

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Total 523-P · Dept. Physical Exams					-15,688.00	
<b>523-Q · Health &amp; Wellness</b>						
Check	06/05/2023	808907889	ACTIVE SPORTS CLUBS	#smfd-053123 may 2023 yoga	-1,650.00	General
Total 523-Q · Health & Wellness					-1,650.00	
<b>523-ZB · Vegetation Management</b>						
Check	05/22/2023	808907862	FORSTER & KROEGER	#8874 chipper (sausalito)	-4,200.00	MU
Check	05/22/2023	808907862	FORSTER & KROEGER	#8874 chipper (homestead)	-4,200.00	MU
Check	05/22/2023	808907862	FORSTER & KROEGER	#8875 paved roads (sausalito)	-47,600.00	MU
Check	05/22/2023	808907862	FORSTER & KROEGER	#8896 chipper (strawberry)	-2,800.00	MU
Check	06/05/2023	808907900	FORSTER & KROEGER	#8921 paved roads (tiburon)	-1,400.00	MU
Check	06/05/2023	808907910	CITY OF MILL VALLEY	#5152023 corp yard dump fee 3/30/23 &	-870.00	MU
Total 523-ZB · Vegetation Management					-61,070.00	
<b>523-ZC · Fire Prevention</b>						
Check	06/05/2023	808907896	DELL MARKETING	#10670244472 (nau, 1R32FW3)	-1,890.24	Prevention
Check	06/05/2023	808907896	DELL MARKETING	#10670244472 (dfm, BFZCDW3)	-1,890.23	Prevention
Total 523-ZC · Fire Prevention					-3,780.47	
<b>523-ZF · Outside Services</b>						
Check	06/05/2023	808907890	ADAMS, WILLIAM L. PC	#132 consolidation services	-5,460.00	General
Total 523-ZF · Outside Services					-5,460.00	
Total 523 · SPECIALIZED SERVICES					-114,385.68	
<b>526 · TRAINING &amp; CONFERENCES</b>						
<b>526-A · Training</b>						
Check	05/22/2023	808907861	FISCHER, MARK	rmb: s215 precision training ITA	-1,133.50	General
Check	05/22/2023	808907865	HUMBOLDT COUNTY FIRE II	#5/11/23 DO 1A registration (castleberry	-1,050.00	General
Check	05/22/2023	808907873	CITY OF PETALUMA	fundamental body language & communi	-185.00	Prevention
Total 526-A · Training					-2,368.50	
<b>526-I · EMS Recertifications</b>						
Check	06/05/2023	808907907	MARIN HEALTH & HUMAN SI	inv 090519-3 5/17/23 zondervan change	-38.00	General
Check	06/05/2023	808907907	MARIN HEALTH & HUMAN SI	inv 095019-3 5/24/23 grove initial pararr	-75.00	General
Check	06/05/2023	808907917	TREAT, BRANDON	rmb: paramedic recert	-250.00	General
Total 526-I · EMS Recertifications					-363.00	
TOT Total 526 · TRAINING & CONFERENCES					-2,731.50	
<b>526-1 · MEMBERSHIPS &amp; STAFF CONF.</b>						
<b>526-1A · General</b>						
Check	06/05/2023	808907899	FDAC	#300001164 2023-2024 dues	-562.50	
Total 526-1A · General					-562.50	
Total 526-1 · MEMBERSHIPS & STAFF CONF.					-562.50	
<b>526-2 · MEETINGS &amp; TRAVEL EXPENSES</b>						
<b>526-2A · Food/Meetings</b>						
Check	06/05/2023	808907914	QUENCH	#05874146 watercoolers 4 sites 6/1/202	-684.53	
Total 526-2A · Food/Meetings					-684.53	
<b>526-2B · Transportation/Bridge Tolls</b>						

## Southern Marin Fire Protection District Revenue Expenditure Detail

Type	Date	Num	Source Name	Memo	Amount	Division
Check	06/05/2023	808907898	FASTRAK VIOLATION PROC I712390517456		-7.00	
Check	06/05/2023	808907898	FASTRAK VIOLATION PROC I712271892511		-7.00	
Total 526-2B · Transportation/Bridge Tolls					-14.00	
Total 526-2 · MEETINGS & TRAVEL EXPENSES					-698.53	
<b>527 · RENT</b>						
<b>527-B · LSW Rent</b>						
Check	05/22/2023	808907883	HARRISON HOLDINGS, LLC. june 2023 rent		-27,779.00	
Total 527-B · LSW Rent					-27,779.00	
Total 527 · RENT					-27,779.00	
<b>583-4 · EQUIPMENT</b>						
<b>583-4Z · One-Time Misc Equipment</b>						
Check	05/22/2023	808907863	GLENDALÉ PARADE STORE #515207A honor guard flag		-565.34	
Total 583-4Z · One-Time Misc Equipment					-565.34	
Total 583-4 · EQUIPMENT					-565.34	
Total OPERATING EXPENSES					-275,743.37	
<b>CAPITAL OUTLAY</b>						
<b>583-5 · FUNDED FROM RESERVES</b>						
<b>583-5V · Station 4 Remodel</b>						
Check	05/22/2023	808907868	MILL VALLEY REFUSE SERV 5/1-5/31/23 sta 4 porta potty		-1,021.52	
Check	06/05/2023	808907905	MARTIN & HARRIS APPLIAN#MK5124-0 sta 4 dishwasher		-872.91	
Check	06/05/2023	808907930	PACIFIC MOBILE STRUCTUF #00305732 june rent		-5,592.20	
Total 583-5V · Station 4 Remodel					-7,486.63	
Total 583-5 · FUNDED FROM RESERVES					-7,486.63	
Total CAPITAL OUTLAY					-7,486.63	
					<b>-482,223.74</b>	



## Southern Marin Fire Protection District CalCard

Date	Num	Name	Memo	Account	Amount
<b>Apr 24, 23</b>					
04/24/2023	barnes	US BANK	qr code generator: training	526-A · Training	165.62
04/24/2023	barnes	US BANK	fire dept training: training subscription	526-A · Training	60.00
04/24/2023	barnes	US BANK	doubletree: to symposium breakfast	526-A · Training	26.15
04/24/2023	barnes	US BANK	amazon: external hard drive	513-U · Misc. Computer Supplies	161.29
04/24/2023	barnes	US BANK	adobe: subscription	513-V · Software Subscriptions Services	99.99
04/24/2023	barnes	US BANK	wpsg: boots	515-A · Uniforms/Boots	214.02
04/24/2023	barnes	US BANK	amazon: strategies & tactics book	526-A · Training	86.58
04/24/2023	barnes	US BANK	amazon: 5TB g-drive	526-A · Training	168.44
04/24/2023	barnes	US BANK	amazon: compuber charger/phone charger	513-U · Misc. Computer Supplies	283.46
04/24/2023	barnes	US BANK	amazon: mental toughness book	526-A · Training	16.21
04/24/2023	barnes	US BANK	good earth: sta 4 meeting breakfast	526-2A · Food/Meetings	48.60
04/24/2023	barnes	US BANK	good earth: sta 4 meeting coffee	526-2A · Food/Meetings	10.00
04/24/2023	barnes	US BANK	audible: monthly subscription	513-V · Software Subscriptions Services	14.95
04/24/2023	barnes	US BANK	the blossom shop: sympathy flowers	513-O · Misc. Celebrations/flowers	73.21
04/24/2023	barnes	US BANK	apple: procreate app	513-V · Software Subscriptions Services	12.99
04/24/2023	barnes	US BANK	amazon: how us navy seals lead & win book (20)	526-A · Training	403.26
04/24/2023	barnes	US BANK	apple: RECEIPT PENDING	526-A · Training	99.90
04/24/2023	barnes	US BANK	amazon: manager's guide to ca firefighters bill of rights act book (20)	526-A · Training	400.60
04/24/2023	barnes	US BANK	amazon: RECEIPT PENDING	526-A · Training	9.71
04/24/2023	barnes	US BANK	amazon: tripod mount adapter (4)	526-A · Training	43.24
04/24/2023	barnes	US BANK	amazon: wheel guard	526-A · Training	27.06
04/24/2023	barnes	US BANK	firelids: wildland brow pad	526-A · Training	25.55
04/24/2023	barnes	US BANK	sol food: meeting meal	526-A · Training	288.81
04/24/2023	barnes	US BANK	black lab leather: leather chin strap	526-A · Training	40.00
04/24/2023	barnes	US BANK	apple: cloud storage	513-V · Software Subscriptions Services	0.99
04/24/2023	barnes	US BANK	amazon: RECEIPT PENDING	526-A · Training	6.46
04/24/2023	barnes	US BANK	amazon: mini tripod desk adapter (2)	526-A · Training	51.94
04/24/2023	boykin	US BANK	adobe: monthly subscription	513-V · Software Subscriptions Services	14.99
04/24/2023	boykin	US BANK	carmens: MCFIT training lunch - to be reimbursed by MCFIT	11600 · Loan Receiveable	243.14
04/24/2023	boykin	US BANK	apple: polycam app	513-V · Software Subscriptions Services	7.99
04/24/2023	d paterson	US BANK	amazon: sta 4 bed frames	583-5V · Station 4 Remodel	449.20
04/24/2023	d paterson	US BANK	Pods: sta 4 storage	583-5V · Station 4 Remodel	302.02
04/24/2023	d paterson	US BANK	the best sandwiches: training class meal (paterson)	526-A · Training	18.05
04/24/2023	d paterson	US BANK	the ups store: ship helmet for inspection	515-G · Personal Protective Equipment	46.67
04/24/2023	d paterson	US BANK	Pods: sta 4 storage	583-5V · Station 4 Remodel	301.30
04/24/2023	d paterson	US BANK	ragtop fire helmets: helmet repair	515-G · Personal Protective Equipment	222.97
04/24/2023	d paterson	US BANK	cafe verde: crew meeting meal (sta 4/9 4/21/23)	526-2A · Food/Meetings	155.16
04/24/2023	d paterson	US BANK	ragtop fire helmets: helmet repair	515-G · Personal Protective Equipment	222.98
04/24/2023	fox	US BANK	airbnb: driver operator 1b class lodging (fox)	526-A · Training	1,626.92
04/24/2023	fox	US BANK	capital city fire: helmets (fox & hanson)	515-G · Personal Protective Equipment	210.00
04/24/2023	fox	US BANK	chevron: b5 fuel	521-1B · Fuel	108.49
04/24/2023	fox	US BANK	wpsg: structure boots (graves)	515-G · Personal Protective Equipment	746.32
04/24/2023	fox	US BANK	amazon : e1 extension cord adapter	521-J · Portable Equipment	30.06

## Southern Marin Fire Protection District CalCard

Date	Num	Name	Memo	Account	Amount
04/24/2023	fox	US BANK	chevron: b5 fuel	521-1B · Fuel	100.05
04/24/2023	fox	US BANK	76: b5 fuel	521-1B · Fuel	109.68
04/24/2023	golden	US BANK	red helmet: training	526-A · Training	300.00
04/24/2023	golden	US BANK	scotts ppe: #28500 turnout gear repairs	515-H · Misc Repairs/struc cloth	2,977.19
04/24/2023	golden	US BANK	scotts ppe: #28500 turnout gear repairs mvfd	11600 · Loan Receiveable	876.00
04/24/2023	golden	US BANK	scotts ppe: #38634 turnout gear repairs	515-H · Misc Repairs/struc cloth	1,899.81
04/24/2023	golden	US BANK	scotts ppe: #38634 turnout gear repairs mvfd	11600 · Loan Receiveable	25.00
04/24/2023	hilliard	US BANK	bluebeam: annual subscription	513-V · Software Subscriptions Services	545.00
04/24/2023	hilliard	US BANK	fish: prevention/operations meeting lunch (hilliard/welch)	526-A · Training	97.76
04/24/2023	hilliard	US BANK	california conference: fire investigation 1c registration (nau)	526-A · Training	425.00
04/24/2023	hilliard	US BANK	marin ij: monthly newspaper subscription	513-F · Subscriptions	16.00
04/24/2023	hilliard	US BANK	google: cloud storage	513-V · Software Subscriptions Services	1.99
04/24/2023	hilliard	US BANK	happys car wash: ch4 wash	521-1A · Vehicle Repair	18.00
04/24/2023	hilliard	US BANK	amazon: ch4 blind spot mirror	521-1A · Vehicle Repair	12.53
04/24/2023	hilliard	US BANK	costco: lsw coffee pods	511-A · General Office Supply	39.99
04/24/2023	hilliard	US BANK	philz: vms/wms interview panel coffee	523-ZC · Fire Prevention	86.25
04/24/2023	hilliard	US BANK	apple: cloud storage	513-V · Software Subscriptions Services	0.99
04/24/2023	jaycox	US BANK	google: gsuite	513-V · Software Subscriptions Services	1,852.49
04/24/2023	jaycox	US BANK	staples: monitor wipes	511-A · General Office Supply	11.98
04/24/2023	jaycox	US BANK	fotor: image editor app	513-V · Software Subscriptions Services	39.99
04/24/2023	jaycox	US BANK	apple: duplicate charge (to be reimbursed on next statement)	513-V · Software Subscriptions Services	39.99
04/24/2023	mead	US BANK	amazon: iphone charging cable/pens (nau)	511-A · General Office Supply	49.89
04/24/2023	morlock	US BANK	jhiggins: honor guard uniforms	583-4Z · One-Time Misc Equipment	640.50
04/24/2023	morlock	US BANK	amazon: gym mats	521-M · Gym Equipment Maintenance	129.89
04/24/2023	morlock	US BANK	the home depot: forcible entry pro accessories	526-A · Training	54.58
04/24/2023	morlock	US BANK	jhiggins: honor guard uniforms	583-4Z · One-Time Misc Equipment	640.50
04/24/2023	morlock	US BANK	amazon: mischarge-reimbursed by morlock	11600 · Loan Receiveable	18.35
04/24/2023	morlock	US BANK	amazon: sta 9 toilet repair	520-C · Unscheduled Repairs & Maint.	12.44
04/24/2023	omoomy	US BANK	adobe: monthly subscription	513-V · Software Subscriptions Services	20.99
04/24/2023	omoomy	US BANK	fire cam: video training equipment	526-A · Training	807.90
04/24/2023	omoomy	US BANK	go pro: video training equipment	526-A · Training	1,413.72
04/24/2023	omoomy	US BANK	go pro: annual software subscription	513-V · Software Subscriptions Services	49.99
04/24/2023	omoomy	US BANK	marin ij: monthly newspaper subscription	513-F · Subscriptions	14.00
04/24/2023	omoomy	US BANK	facebook: digital ads	523-ZG · Public Outreach	280.94
04/24/2023	omoomy	US BANK	twitter: monthly subscription	513-V · Software Subscriptions Services	8.00
04/24/2023	omoomy	US BANK	mailchimp: monthly subscription	513-V · Software Subscriptions Services	100.00
04/24/2023	omoomy	US BANK	adobe: monthly subscription	513-V · Software Subscriptions Services	20.99
04/24/2023	peterson	US BANK	classic car wash: ch2 wash	521-1A · Vehicle Repair	50.52
04/24/2023	peterson	US BANK	dropbox: annual subscription	513-V · Software Subscriptions Services	199.00
04/24/2023	peterson	US BANK	southwest: conference airfare	526-A · Training	451.96
04/24/2023	peterson	US BANK	marin ij: monthly newspaper subscription (peterson)	513-F · Subscriptions	27.86
04/24/2023	peterson	US BANK	marin ij: monthly newspaper subscription (weinberg)	513-F · Subscriptions	27.86
04/24/2023	powers	US BANK	sp proof lab: rescue swimmer wetsuit & booties	515-P · New Employee Gear	487.02

## Southern Marin Fire Protection District CalCard

Date	Num	Name	Memo	Account	Amount
04/24/2023	ramiro	US BANK	california conference: fire investigator 1a-1c (ramiro)	526-A · Training	1,275.00
04/24/2023	s paterson	US BANK	target: new employee orientation materials	511-A · General Office Supply	33.71
04/24/2023	s paterson	US BANK	piatti: new employee presentation lunch (paterson/wolfe)	526-2A · Food/Meetings	74.26
04/24/2023	s paterson	US BANK	fi san francisco: lsw lobby flowers	511-A · General Office Supply	59.81
04/24/2023	schiffmann	US BANK	fastrak: bridge toll	526-2B · Transportation/Bridge Tolls	185.00
04/24/2023	schiffmann	US BANK	adobe: monthly subscription	513-V · Software Subscriptions Services	19.99
04/24/2023	schiffmann	US BANK	gashouse cove marina: fuel	521-1B · Fuel	766.22
04/24/2023	sullivan	US BANK	amazon: tactical gloves	521-W · Dive Team Maintenance	67.39
04/24/2023	sullivan	US BANK	amazon:o-ring kit	521-W · Dive Team Maintenance	90.65
04/24/2023	sullivan	US BANK	amazon: tank holder	521-W · Dive Team Maintenance	39.33
04/24/2023	sullivan	US BANK	amazon:storage container	521-W · Dive Team Maintenance	149.07
04/24/2023	sweeney	US BANK	fireline shields: helmet shields (new hires)	515-P · New Employee Gear	815.00
04/24/2023	sweeney	US BANK	safeway: sta 4 water	526-2A · Food/Meetings	25.60
04/24/2023	sweeney	US BANK	good earth: truck 4 regional truck drill lunch (sta 4 crew 4/18/23)	526-2A · Food/Meetings	47.02
04/24/2023	tubbs	US BANK	everwash: ch1 monthly car wash	521-1A · Vehicle Repair	24.99
04/24/2023	tubbs	US BANK	the rosevelts: ch1 freshner	521-1A · Vehicle Repair	39.13
04/24/2023	tubbs	US BANK	habit: firescope meeting lunch (tubbs)	526-2A · Food/Meetings	14.00
04/24/2023	tubbs	US BANK	crowne plaza: firescope meeting breakfast (tubbs)	526-2A · Food/Meetings	33.62
04/24/2023	tubbs	US BANK	pizza man dan's: firescope meeting lunch (tubbs)	526-2A · Food/Meetings	21.00
04/24/2023	tubbs	US BANK	casa ramos: calchiefs meeting lunch (tubbs/peterson/heine)	526-2A · Food/Meetings	69.24
04/24/2023	tubbs	US BANK	crowne plaza: firescope meeting lodging	526-A · Training	701.49
04/24/2023	tubbs	US BANK	abm sacramento: calchiefs meeting parking fee	526-A · Training	15.00
04/24/2023	tubbs	US BANK	southwest: cfed airfare	526-A · Training	451.96
04/24/2023	vollmer	US BANK	apple: icloud storage	513-V · Software Subscriptions Services	0.99
04/24/2023	vollmer	US BANK	wpsg: scba mask bag	521-B · Breathing Air Systems	648.97
04/24/2023	vollmer	US BANK	nugget: driver operator 1d instructor lunch	526-A · Training	28.12
04/24/2023	vollmer	US BANK	nugget: driver operator 1d instructor lunch	526-A · Training	97.72
04/24/2023	vollmer	US BANK	venice delicatessen: driver operator 1d instructor lunch	526-A · Training	68.85
04/24/2023	vollmer	US BANK	venice delicatessen: driver operator 1d instructor lunch	526-A · Training	13.19
04/24/2023	vollmer	US BANK	medic batteries: scba batteries	521-B · Breathing Air Systems	262.45
04/24/2023	vollmer	US BANK	chevron: b2 fuel	521-1B · Fuel	33.57
04/24/2023	vollmer	US BANK	lighthouse uniforms: class a pants	515-A · Uniforms/Boots	128.10
04/24/2023	vollmer	US BANK	7-eleven: lateral academy water	526-A · Training	23.07
04/24/2023	vollmer	US BANK	nugget: lateral academy instructor lunch	526-A · Training	64.23
04/24/2023	vollmer	US BANK	chevron: b2 fuel	521-1B · Fuel	68.96
04/24/2023	vollmer	US BANK	chevron: b2 fuel	521-1B · Fuel	83.31
04/24/2023	vollmer	US BANK	fred m fuel: b2 fuel	521-1B · Fuel	91.27
04/24/2023	vollmer	US BANK	hampton inns: training class lodging	526-A · Training	537.99
04/24/2023	weinberg	US BANK	doodle: refund from march statement	513-V · Software Subscriptions Services	-14.95
04/24/2023	weinberg	US BANK	saylor's: BOD meeting dinner (5 staff members)	526-2A · Food/Meetings	120.59
04/24/2023	weinberg	US BANK	amazon: lsw coffee/cups	511-A · General Office Supply	117.87
04/24/2023	weinberg	US BANK	amazon: lsw office supplies (pens/paper/ink)	511-A · General Office Supply	348.59

## Southern Marin Fire Protection District CalCard

Date	Num	Name	Memo	Account	Amount
04/24/2023	weinberg	US BANK	target: new employee orientation supplies	511-A · General Office Supply	48.64
04/24/2023	weinberg	US BANK	ftd: sympathy flowers	513-O · Misc. Celebrations/flowers	188.86
04/24/2023	weinberg	US BANK	safeway: lsw coffee	511-A · General Office Supply	8.59
04/24/2023	weinberg	US BANK	amazon: lsw office supplies (folders/labelers)	511-A · General Office Supply	128.66
04/24/2023	weinberg	US BANK	ftd: sympathy flowers	513-O · Misc. Celebrations/flowers	192.92
04/24/2023	weinberg	US BANK	amazon: lsw office supplies (paper towels/tissues)	511-A · General Office Supply	127.32
04/24/2023	weinberg	US BANK	trader joes: vms/wms interview panel snacks	523-K · New Employment Backgrounds etc	70.33
04/24/2023	weinberg	US BANK	joinery: vms/wms interview panel lunch	523-K · New Employment Backgrounds etc	135.07
04/24/2023	weinberg	US BANK	safeway: vms/wms interview panel beverages	523-K · New Employment Backgrounds etc	56.35
04/24/2023	weinberg	US BANK	peets: vms/wms interview panel coffee	523-K · New Employment Backgrounds etc	30.45
04/24/2023	weinberg	US BANK	west coast sourdough: vms/wms interview panel lunch	523-K · New Employment Backgrounds etc	96.38
04/24/2023	weinberg	US BANK	ftd: sympathy flowers	513-O · Misc. Celebrations/flowers	156.23
<b>Apr 24, 23</b>					<b>31,509.05</b>

**Southern Marin Fire Protection District  
PARS Trust**

Date	Memo	From Account	To Account	Amount
May 12 to June 8, 2023				

0.00

**Southern Marin Fire Protection District  
PARS Trust**

Date	Pension Contributions	OPEB Contributions	Investment Earnings	Disbursed	Administrative Expenses	Balance
<b>6/30/2011</b>		<b>200,000</b>				<b>200,000</b>
<b>Total FY12</b>		<b>300,000</b>	<b>14,183</b>		<b>(5,388)</b>	<b>508,795</b>
<b>Total FY13</b>		<b>300,000</b>	<b>47,066</b>		<b>(5,685)</b>	<b>850,176.57</b>
<b>Total FY14</b>		<b>374,000</b>	<b>130,603</b>		<b>(6,915)</b>	<b>1,347,864.76</b>
<b>Total FY15</b>		<b>552,000</b>	<b>37,335</b>		<b>(8,519)</b>	<b>1,928,680.85</b>
<b>Total FY16</b>		<b>365,000</b>	<b>46,616</b>		<b>(10,727)</b>	<b>2,329,569.96</b>
<b>Total FY17</b>		<b>375,000</b>	<b>209,322</b>	-	<b>(14,718)</b>	<b>2,899,174.17</b>
<b>Total FY18</b>		<b>355,000</b>	<b>171,859</b>	-	<b>(16,663)</b>	<b>3,409,370.21</b>
<b>Total FY19</b>	<b>300,000</b>	<b>330,000</b>	<b>245,451</b>	-	<b>(8,807)</b>	<b>4,276,013.92</b>
<b>Total FY20</b>	<b>300,000</b>	<b>253,894</b>	<b>194,996</b>	-	<b>(23,421)</b>	<b>5,001,482.90</b>
<b>Total FY21</b>	-	<b>250,000</b>	<b>994,778</b>	-	<b>(31,849)</b>	<b>6,214,411.78</b>
<b>Total FY22</b>	<b>500,000</b>	<b>250,000</b>	<b>(767,607.05)</b>	-	<b>(36,502.69)</b>	<b>6,160,302.04</b>
7/31/2022			290,254.91		(2,975.12)	6,447,581.83
8/31/2022			(190,627.84)		(2,980.50)	6,253,973.49
9/30/2022			(386,023.48)		(2,933.03)	5,865,016.98
10/31/2022			177,727.35		(2,851.82)	6,039,892.51
11/30/2022			276,074.05		(1,258.31)	6,314,708.25
12/31/2022			(172,365.35)		(4,495.54)	6,137,847.36
1/31/2023			301,718.48		(2,947.98)	6,436,617.86
2/28/2023			(163,255.70)		(2,912.65)	6,270,449.51
3/31/2023			103,258.66		(2,958.49)	6,370,749.68
4/30/2023			46,441.09		(2,998.97)	6,414,191.80
<b>Cumulative</b>	<b>1,100,000</b>	<b>3,904,894</b>	<b>1,607,805</b>	-	<b>(198,507)</b>	<b>6,414,191.80</b>

**SOUTHERN MARIN FIRE PROTECTION DISTRICT**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**4/1/2023 to 4/30/2023**

Alyssa Schiffmann  
Finance Manager  
Southern Marin Fire Protection District  
28 Liberty Ship Way, Suite 2800  
Sausalito, CA 94965

## Account Summary

Source	Balance as of 4/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 4/30/2023
OPEB	\$5,246,751.41	\$0.00	\$38,247.44	\$2,469.85	\$0.00	\$0.00	\$5,282,529.00
PENSION	\$1,123,998.27	\$0.00	\$8,193.65	\$529.12	\$0.00	\$0.00	\$1,131,662.80
<b>Totals</b>	<b>\$6,370,749.68</b>	<b>\$0.00</b>	<b>\$46,441.09</b>	<b>\$2,998.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,414,191.80</b>

## Investment Selection

Source

OPEB	Moderate Index PLUS
PENSION	Moderate Index PLUS

## Investment Objective

Source

OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.73%	-0.21%	0.66%	5.16%	4.71%	5.14%	6/30/2011
PENSION	0.73%	-0.21%	0.66%	5.21%	-	-	3/12/2019

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

# Commercial Checking Acct Public Funds

Account number: ■ May 1, 2023 - May 31, 2023 ■ Page 1 of 3



SOUTHERN MARIN FIRE PROTECTION DISTRICT  
28 LIBERTY SHIP WAY STE 2800  
SAUSALITO CA 94965-3320

## Questions?

Call your Customer Service Officer or Client Services  
**1-800-AT WELLS** (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (182)  
PO Box 63020  
San Francisco, CA 94163

## Account summary

### Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$271,762.29	\$2,034,363.68	-\$773,135.32	\$1,532,990.65

## Credits

### Deposits

Effective date	Posted date	Amount	Transaction detail
	05/10	614,874.09	Deposit
	05/18	358,487.97	Deposit
		<b>\$973,362.06</b>	<b>Total deposits</b>

### Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	05/01	471.00	Stripe Transfer St-T2E1E3R5C8I1 Southern Marin Fire PR
	05/02	413.24	Stripe Transfer St-C6D6x6V8D9H0 Southern Marin Fire PR
	05/03	157.00	Stripe Transfer St-B2E5U9W9E4G7 Southern Marin Fire PR
	05/04	1,496.26	Stripe Transfer St-V3O9U0Y1F1T4 Southern Marin Fire PR
	05/05	1,210.63	Stripe Transfer St-S2R4P7U8U6B5 Southern Marin Fire PR
	05/08	1,161.99	Stripe Transfer St-F1O0N9W7T8D5 Southern Marin Fire PR
	05/09	1,558.89	Stripe Transfer St-T5T3V2W4L5E4 Southern Marin Fire PR
	05/10	445.09	Stripe Transfer St-R7K9S5Z8R7U9 Southern Marin Fire PR
	05/11	515.09	Stripe Transfer St-x4J4H9x7F4C8 Southern Marin Fire PR
	05/12	2,384.42	Stripe Transfer St-zY1M6P3P4T9 Southern Marin Fire PR
	05/15	623.45	Stripe Transfer St-x70N8z2S1Z4 Southern Marin Fire PR
	05/16	157.00	Stripe Transfer St-2x9M4N3x7S0 Southern Marin Fire PR
	05/17	1,391.08	Stripe Transfer St-N8C1Z5D8U3O9 Southern Marin Fire PR
	05/18	3,282.71	Stripe Transfer St-W3B1W2E5S3H1 Southern Marin Fire PR
	05/22	1,808.17	Stripe Transfer St-l8P3A5Y4L4O4 Southern Marin Fire PR
	05/23	1,198.03	Stripe Transfer St-Z6A2K3x5L0V8 Southern Marin Fire PR
	05/24	288.09	Stripe Transfer St-U8L3A6x7N0Co Southern Marin Fire PR
	05/26	368.46	Stripe Transfer St-B5K5G7R4N4E0 Southern Marin Fire PR

ACCOUNT CODE	AMOUNT
12519	1,532,990.65
APPROVED	

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**Electronic deposits/bank credits (continued)**

Effective date	Posted date	Amount	Transaction detail
	05/26	1,040,554.00	Southern Marin E Receivable 016Vxppnk2Nud7E 016Vxppnk2Nud7E Southern Marin E Bill.Com Acct #S
	05/30	1,360.02	Stripe Transfer St-Q8T8G5J1L5C5 Southern Marin Fire PR
	05/31	157.00	Stripe Transfer St-D8H0W1C8C8M6 Southern Marin Fire PR
		<b>\$1,061,001.62</b>	<b>Total electronic deposits/bank credits</b>
		<b>\$2,034,363.68</b>	<b>Total credits</b>

**Debits**

**Electronic debits/bank debits**

Effective date	Posted date	Amount	Transaction detail
	05/01	208.99 <	Business to Business ACH Debit - Pitney Purchase Direct Deb 230428 Pbpurchaspwr Martha Hagler
	05/01	306.70	Comcast 8155300 120297650 230428 6053530 Southern *Fire
	05/01	553.21	Comcast 8155300 120321658 230428 6053486 Southern *Fire
	05/03	38.40 <	Business to Business ACH Debit - AFLAC Insurance 050123 Knu95407716 Southern Marin Fire
	05/05	1,112.37 <	Business to Business ACH Debit - ADP Payroll Fees ADP Fees 230505 776089268303 632247900Southern Mari
	05/10	257,958.43 <	Business to Business ACH Debit - ADP Wage Pay Wage Pay 230510 5250890861865Qq Southern Marin Fire PR
	05/11	301.50	Comcast 8155300 020650818 230510 9463235 Southern *Fire
	05/11	1,668.00	Nationwide Payments 230511 Dcd0009545495 Southern Marin Fire PR
	05/11	2,284.00	Nationwide Payments 230511 Dcd0009545537 Southern Marin Fire PR
	05/11	84,517.60 <	Business to Business ACH Debit - ADP Tax ADP Tax 230511 045Qq 051119A01 Southern Marin Fire PR
	05/12	43,286.75 <	Business to Business ACH Debit - Empower Empower 560023023506 \lea*1*023023506\
	05/18	551.50	Comcast 8155300 020652038 230517 1347240 Southern *Fire
	05/24	247,481.29 <	Business to Business ACH Debit - ADP Wage Pay Wage Pay 230524 9447253390965Qq Southern Marin Fire PR
	05/25	297.00 <	Business to Business ACH Debit - Stripe Transfer St-I3K5O9E0E4S3 Southern Marin Fire PR
	05/25	1,668.00	Nationwide Payments 230525 Dcd0009602679 Southern Marin Fire PR
	05/25	2,284.00	Nationwide Payments 230525 Dcd0009602680 Southern Marin Fire PR
	05/25	82,667.66 <	Business to Business ACH Debit - ADP Tax ADP Tax 230525 045Qq 052521A01 Southern Marin Fire PR
	05/26	21.09 <	Business to Business ACH Debit - Connectyourcare ACH 230526 597836 Southern Marin Fire (C
	05/26	43,334.75 <	Business to Business ACH Debit - Empower Empower 704218874674 74\lea*1*218874674\
	05/30	306.70	Comcast 8155300 120297650 230528 4195447 Southern *Fire

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**Electronic debits/bank debits** (continued)

Effective date	Posted date	Amount	Transaction detail
	05/30	553.21	Comcast 8155300 120321658 230528 4195411 Southern *Fire
	05/30	1,734.17	< Business to Business ACH Debit - Wex Inc Fleet Debi 230526 9100007532658 Southern Marine Fire P
		<b>\$773,135.32</b>	<b>Total electronic debits/bank debits</b>
		<b>\$773,135.32</b>	<b>Total debits</b>

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

**Daily ledger balance summary**

Date	Balance	Date	Balance	Date	Balance
04/30	271,762.29	05/10	633,372.38	05/22	869,412.92
05/01	271,164.39	05/11	545,116.37	05/23	870,610.95
05/02	271,577.63	05/12	504,214.04	05/24	623,417.75
05/03	271,696.23	05/15	504,837.49	05/25	536,501.09
05/04	273,192.49	05/16	504,994.49	05/26	1,534,067.71
05/05	273,290.75	05/17	506,385.57	05/30	1,532,833.65
05/08	274,452.74	05/18	867,604.75	05/31	1,532,990.65
05/09	276,011.63				
<b>Average daily ledger balance</b>		<b>\$717,347.50</b>			

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>271,762.29</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 20 items</b>						
Check	04/28/2023	eft	ADP - EFT	√	-1,112.37	-1,112.37
Check	04/28/2023	eft	PITNEY BOWES INC-EFT	√	-208.99	-1,321.36
Check	05/01/2023	eft	COMCAST - EFT	√	-553.21	-1,874.57
Check	05/01/2023	eft	COMCAST - EFT	√	-306.70	-2,181.27
Check	05/01/2023	eft	AFLAC	√	-38.40	-2,219.67
Check	05/08/2023	eft	COMCAST - EFT	√	-301.50	-2,521.17
Check	05/11/2023	eft	PAYROLL	√	-257,958.43	-260,479.60
Check	05/11/2023	eft	PAYROLL TAXES	√	-84,517.60	-344,997.20
Check	05/11/2023	eft	EMPOWER (MASS MUTUAL)	√	-43,286.75	-388,283.95
Check	05/11/2023	eft	NATIONWIDE RETIREMENT SOLUTIONS	√	-3,952.00	-392,235.95
Check	05/15/2023	eft	COMCAST - EFT	√	-551.50	-392,787.45
Check	05/19/2023	eft	CONNECT YOUR CARE	√	-21.09	-392,808.54
Check	05/25/2023	eft	PAYROLL	√	-247,481.29	-640,289.83
Check	05/25/2023	eft	PAYROLL TAXES	√	-82,667.66	-722,957.49
Check	05/25/2023	eft	EMPOWER (MASS MUTUAL)	√	-43,334.75	-766,292.24
Check	05/25/2023	eft	NATIONWIDE RETIREMENT SOLUTIONS	√	-3,952.00	-770,244.24
Check	05/25/2023	eft	STRIPE	√	-297.00	-770,541.24
Check	05/30/2023	eft	CHEVRON, USA INC. - EFT	√	-1,734.17	-772,275.41
Check	05/30/2023	eft	COMCAST - EFT	√	-553.21	-772,828.62
Check	05/30/2023	eft	COMCAST - EFT	√	-306.70	-773,135.32
<b>Total Checks and Payments</b>					<b>-773,135.32</b>	<b>-773,135.32</b>
<b>Deposits and Credits - 24 items</b>						
Deposit	05/01/2023			√	471.00	471.00
Deposit	05/02/2023			√	413.24	884.24
Deposit	05/03/2023			√	157.00	1,041.24
Deposit	05/04/2023			√	1,496.26	2,537.50
Deposit	05/05/2023			√	1,210.63	3,748.13
Deposit	05/08/2023			√	1,161.99	4,910.12
Check	05/08/2023	808907812	SOUTHERN MARIN FIRE DISTRICT	√	600,000.00	604,910.12
Deposit	05/09/2023			√	1,558.89	606,469.01
Deposit	05/10/2023			√	445.09	606,914.10
Deposit	05/10/2023			√	14,874.09	621,788.19
Deposit	05/11/2023			√	515.09	622,303.28
Deposit	05/12/2023			√	2,384.42	624,687.70
Deposit	05/15/2023			√	623.45	625,311.15
Deposit	05/16/2023			√	157.00	625,468.15
Deposit	05/17/2023			√	1,391.08	626,859.23
Deposit	05/18/2023			√	3,282.71	630,141.94
Deposit	05/18/2023			√	358,487.97	988,629.91
Deposit	05/22/2023			√	1,808.17	990,438.08
Deposit	05/23/2023			√	1,198.03	991,636.11
Deposit	05/24/2023			√	288.09	991,924.20

Deposit	05/26/2023		√	368.46	992,292.66
Payment	05/26/2023	SMEMPS.	√	1,040,554.00	2,032,846.66
Deposit	05/30/2023		√	1,360.02	2,034,206.68
Deposit	05/31/2023		√	157.00	2,034,363.68
Total Deposits and Credits				<u>2,034,363.68</u>	<u>2,034,363.68</u>
Total Cleared Transactions				<u>1,261,228.36</u>	<u>1,261,228.36</u>
Cleared Balance				<u>1,261,228.36</u>	<u>1,532,990.65</u>
Register Balance as of 05/31/2023				1,261,228.36	1,532,990.65
<b>New Transactions</b>					
<b>Checks and Payments - 6 items</b>					
Check	06/01/2023	eft	AFLAC	-38.40	-38.40
Check	06/08/2023	eft	EMPOWER (MASS MUTUAL)	-43,305.75	-43,344.15
Check	06/08/2023	eft	NATIONWIDE RETIREMENT SOLUTIONS	-5,110.00	-48,454.15
Check	06/09/2023	eft	ADP - EFT	-1,076.30	-49,530.45
Check	06/15/2023	eft	COMCAST - EFT	-551.50	-50,081.95
Check	06/26/2023	eft	COMCAST - EFT	-553.21	-50,635.16
Total Checks and Payments				<u>-50,635.16</u>	<u>-50,635.16</u>
<b>Deposits and Credits - 3 items</b>					
Deposit	06/01/2023			1,010.77	1,010.77
Deposit	06/02/2023			2,249.39	3,260.16
Deposit	06/07/2023			1,023,252.82	1,026,512.98
Total Deposits and Credits				<u>1,026,512.98</u>	<u>1,026,512.98</u>
Total New Transactions				<u>975,877.82</u>	<u>975,877.82</u>
<b>Ending Balance</b>				<u><b>2,237,106.18</b></u>	<u><b>2,508,868.47</b></u>



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Association Report

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Receive Report.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

N/A PREPARED BY: Anonymous User

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Staff Report - Station 4 Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: The Fire Chief recommends that the Board review the Staff Report and provide any additional direction to staff.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[Staff Report - Station 4.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Board of Directors

Cristine DeBerry, President, Ashley Raveche, Vice-President,  
Kurt Chun, Pete Fleming, Cathryn Hilliard, Tom Perazzo, Stephen Willis

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## STAFF REPORT

**Date June 28, 2023**

### Topic

Station 4 Remodel and Mold Remediation Update

### Summary

At the April Board Meeting, firefighters from the Southern Marin Professional Firefighters Association and Mill Valley Firefighters Association attended the meeting to voice their protest and grievances associated with how mold at station 4 was identified, remediated and how the District managed the safety and health of firefighters. At the May Board Meeting, the Fire Chief presented a multi-step process as part of the initial after-action steps as a result of the mold remediation process at Station 4. The following is an update on those steps. The Fire Chief will provide the Board and Agency with monthly updates.

### Background

In August of 2022, the remodeling of Station 4 began. The Architect for the project, Chris Ford of BRW Architects, was also contracted as the project manager. The project oversight included weekly meetings between the Contractor, the Project Manager, Deputy Chief Peterson, the duty Battalion Chief and the Station Captain.

These weekly meetings discussed a variety of issues related to the project including unpredicted findings such as a missing footing in a load bearing wall; project scope and work changes; safety, health, and operational issues.

From the beginning of the project, the station 4 crews have been an integral part of the remodel and the impact mitigation process. For example, in the early stages of the project, the crews were asked about the District providing construction trailers on site for a place of refuge during the project. The crews requested instead of construction trailers, recreational trailers where were smaller and took up less space on the site, thereby not impacting vehicle access.

### Discussion

- Fact Finding Investigation. The District has hired Tom Bertrand, Esq, and Paul Henry to conduct a fact-finding investigation. The scope of this investigation is solely fact-finding in nature; it will seek to identify with a factual basis, all elements related to the finding and remediating of mold at fire station 4. This investigation is not a personnel investigation in which we seek to determine whether any District

employee(s) committed misconduct or violated any District policies or any federal, state or local laws, statutes, regulations or ordinances. Findings from the investigation could lead to a personnel investigation if violation of policy or procedure is discovered. **In Process.**

- Review of existence and/or absence of processes to immediately address Safety & Health Issues. The District has a myriad of policies that either directly, or indirectly address employee safety and health. Staff is reviewing those policies and procedures to determine their thoroughness and comprehensiveness, so that we can ensure that we as an organization have clarity at the importance of ensuring we have and maintain a safe working environment, and that employees have clarity in the procedures to identify and report safety and health issues. The District has a comprehensive set of Safety policies, and we will review those to determine any possible gaps. We will also identify if there is a need to provide additional safety training in support of the existing, or any new safety policies. **In Process.**
- Implementation of Facility Inspection Process. Deputy Chief Tom Welch and Fire Marshal Fred Hilliard have been directed, in collaboration with Association Presidents Ben Powers and Steve Morlock, to create and implement a facility inspection process with an emphasis on Safety & Health. Director Perazzo has provided the Fire Chief with Facility Inspection documents that he previously shared with Battalion Chief Pasquale. To date, staff has reviewed all District policies relevant to safety in the fire station, the process for reporting issues and has evaluated NFPA 1500 documentation relative to the subject. Once the inspection process has been fully developed, we anticipate reviews by the Training and Safety Committee, Battalion Chiefs, and the Association Presidents. **In Process.**
- Monthly Meeting with Fire Chief and Association Presidents. On May 30, 2023, Chief Tubbs contacted Association President's Powers and Morlock to schedule a regular monthly meeting. **In Process - The first meeting occurred on June 7, 2023.**
- Compliance with Public Records Request. The District continues to conduct the comprehensive search of records as detailed in the PRA from 1775. On May 31, 2023, Chief Tubbs and District Counsel Bill Adams met with 1775 President John Bagala and his legal counsel, Gregg Adam, to discuss the PRA and private devices. Subsequent to this meeting, on June 15, 2023, 1775 amended the original PRA to exclude searching private devices. **In Process – materials from District devices have already been collected and submitted to legal counsel for 1775. They have also been shared with the investigator.**
- Station 4 Re-Occupation Plan. OSHA requires that prior to the crews reoccupying Station 4, the District must ensure that all sources of moisture and mold have been identified and mitigated. Recently mold was discovered in the apparatus bay ceiling and the contractor has mitigated the internal water damage and sheet rock damage. The District determined that the source of the moisture was the roof. The District has soliciting and received bids on replacing the roof and repairing the downspouts, which is believed to be the source of the water accumulation with many of the windows. As this work is being done, Staff is working to draft a re-occupation plan. This plan will involve labor's involvement, as well as the Board of Directors. It is critical that all parties have all information relative to moisture, mold, and mitigation, and that are a part of the decision-making process in reoccupation of station 4. **In Process.**
- District Training and Safety Committee. The Fire Chief directed Deputy Chief Welch to ensure that the Training and Safety Committee, which meets every other month, post both the agenda and meeting minutes to all Station and the LSW Bulletin Boards. We will also incorporate facility inspection results



into the meeting agenda and minutes. Deputy Chief Welch has directed Battalion Chief Vollmer to implement this immediately. We will also incorporate the Training and Safety Information into our First Arriving Digital messaging system. **In Process.**

- Safety and Health Reporting. The Fire Chief recently met with the Health and Wellness Chair, Battalion Chief Golden. The Fire Chief has directed the Battalion Chief Golden to begin providing health and wellness information to the Personnel Committee. We will add this as an agenda item and populate it with relevant information including regular facility safety inspection report. **In Process.**
- Addition of Safety and Health Issues to the Personnel Committee. The Fire Chief has directed the Deputy Chief of Operations to begin providing safety and health information to the Personnel Committee. We will add this as an agenda item and populate it with relevant information including regular facility safety inspection report. **In Process.**

## **Conclusions**

The Safety and Health of all employees at the District is a priority for the agency and this can be demonstrated through a variety of existing programs and services. Safety and Health are integrated into the behavioral expectation of all fire service members from the earliest days at the recruit academy, and throughout their career. However, recent events have identified the need to review those programs and services and ensure their completeness and comprehensiveness so that all employees know that their safety and health are a priority and that concerns can be addressed in a prompt manner without any penalty.

## **Recommendation(s)**

The Fire Chief recommends that the Board review the Staff Report and provide any additional direction to staff.

## **Attached Documentation**

None



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Attachment to the MWPA Committee Report - Flyer Executive Officer Report flyer

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

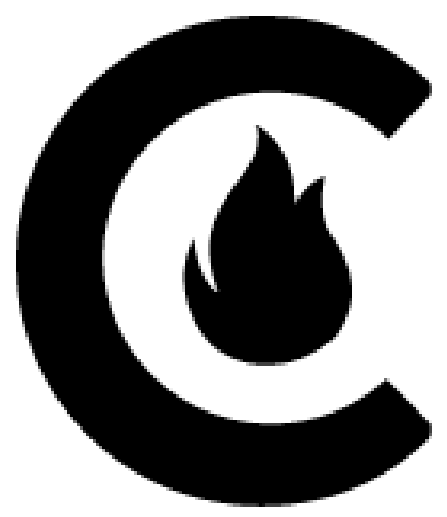
### ATTACHMENTS

[MWPA Executive Officer Report - June 2023.pdf](#)

PREPARED BY: Cathryn Hilliard

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# EXECUTIVE OFFICER'S REPORT

Issue 8

**JUNE 2023**

## STRATEGIC PLAN UPDATE

In March 2023, a Board of Directors' Strategic Ad Hoc Subcommittee gathered to discuss proposed strategic measures of success for Goal 1 - Vegetation Management, Goal 3 - Grants, and Goal 5 - Defensible Space. Staff presented the results of this discussion to a Working Group involved in the development of the Objectives, and received feedback. These measures of success will include metrics and targets that measure progress toward meeting objectives and goals. Once these are established, and data are gathered to measure success, a web-based dashboard will display our progress on the MWPA website.

## PROJECT UPDATES

### CHIPPER DAYS

- First month is already complete.
- Almost 500 pick-ups in first three weeks, doubling the number of visits this year.
- Customer satisfaction continues to be high.
- The Chipper Day program recently supported the creation of defensible space at the historic West Point Inn on Mt. Tam by removing the debris created during the fire smart landscaping efforts.

## RECENT BOARD ACTIONS

- Awarded contract to Fairpath Solutions for the Wildfire Risk Perception Survey Phases II and III.
- Awarded contract to Charlotte Jourdain for ongoing consulting services.
- Approved the issuance of an RFQ to develop Master Services Agreements to perform Core project work.
- Approved measures of success for Goals 1 - Vegetation Management, 3 - Grants, and 5 - Defensible Space.
- Authorized joining into a partnership with the City of Paradise to request a Governor's Office of Planning and Research grant to explore the possibility of creating a re-insurance pool.



## VEGETATION MANAGEMENT SPECIALIST

We are actively recruiting for the position of Vegetation Management Specialist. Responsibilities may include assisting with planning and implementing vegetation treatment projects including the chipper program, defensible space adjacent to homes and communities, roadside vegetation management, shaded fuel breaks, and prescribed herbivory operations to improve wildfire safety and minimize risks. Please help us spread the word. The job announcement can be found [here](#).

Thank You,



**Mark Brown**  
Executive Officer  
Marin Wildfire Prevention Authority



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Staff Report and Resolutions 2022/2023-08 and 2022/2023-09 - Fiscal Year 24 Tax Rates

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Receive Report and Approve Resolutions 2022/2023-08 & 2022/2023-09, which read as follows: Resolution 2022/2023 - 08 RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT ESTABLISHING A 2023/24 FISCAL YEAR TAX RATE FOR SPECIAL TAXES ORIGINALLY APPROVED BY VOTERS OF THE TAMALPAIS FIRE PROTECTION DISTRICT AND ALTO RICHARDSON BAY FIRE PROTECTION DISTRICT AND CONTINUED AS PART OF THE FORMATION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT. Resolution 2022/2023 - 09 RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT ESTABLISHING A 2023/24 FISCAL YEAR TAX RATE FOR MEASURE U SPECIAL TAXES ORIGINALLY APPROVED BY VOTERS OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[FY24 Tax Rates Staff Report.pdf](#)

[Resolution 22-23-08 FY24 Existing Parcel Tax Rate.pdf](#)

[Resolution 22-23-09 FY24 Measure U Tax Rate.pdf](#)

PREPARED BY: Alyssa Schiffmann

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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# Southern Marin Fire Protection District

## Board of Directors

President, Cristine DeBerry, Vice-President, Ashley Raveche, Secretary, Pete Fleming  
Kurt Chun, Cathryn Hilliard, Stephen Willis, Thomas Perazzo

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## STAFF REPORT

### Date

June 28, 2023

### Topic

Establishment of Annual Measure U and Tam/Alto Tax Rates for Fiscal Year 2023/2024 (FY24)

### Summary

Tam/Alto Special Tax: In 1997, the voters approved a special tax for the Tamalpais Fire Protection District and the Alto-Richardson Bay Fire Protection District. These were transferred to the District with the consolidation of those entities. This tax was raised to its maximum rate in 2009 by the Board of Directors, and those rates are listed in the attached Resolution 2022/2023-08.

Measure U Special Tax: In November 2018 the voters of the Southern Marin Fire District adopted a special tax that provided funding for fire and EMS operations, as well as funding for wildfire risk reduction. The special tax included an automatic annual inflator of 5%, unless the Board of Directors took action to exercise discretion and remove the automatic inflator for the coming fiscal year. The Fire Chief, staff and Finance Committee have been preparing a budget with the intent of the automatic inflator being excluded from the calculations. The Fire Chief recommends that the Board take action to direct staff to advise the County that the Southern Marin Fire Protection District will not be taking the automatic escalator for FY24 by establishing the same special tax rates as in FY23. These rates are listed in the attached Resolution 2022/2023-09.

### Conclusions

Staff has built a proposed budget that does not require the annual inflator from the Measure U special tax and in light of the current economics, concludes that approving the same special tax rates from FY23 is the appropriate action for our community and organization.

**Recommendation(s) – See Attached Documentation**

The Fire Chief recommends that the Board take action to direct staff to advise the County that the Southern Marin Fire Protection District will be charging the rates as defined in the attached resolutions and will not be taking the automatic Measure U escalator for FY24 by establishing the same special tax rates as in FY23.

**Attachments**

*Resolution No. 2022/2023-08*

*Resolution No. 2022/2023-09*

**RESOLUTION NO. 2023/2024-08**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN  
FIRE PROTECTION DISTRICT  
ESTABLISHING A 2023/24 FISCAL YEAR TAX RATE FOR SPECIAL TAXES  
ORIGINALLY APPROVED BY VOTERS OF THE TAMALPAIS FIRE PROTECTION  
DISTRICT AND ALTO RICHARDSON BAY FIRE PROTECTION DISTRICT AND  
CONTINUED AS PART OF THE FORMATION OF THE SOUTHERN MARIN FIRE  
PROTECTION DISTRICT**

**WHEREAS**, at the June 3, 1997, election, voters for the Tamalpais Fire Protection District (“TFPD”) approved a special tax to be levied on each parcel of unimproved property and on each parcel of residential and nonresidential improved property. Pursuant to the authority provided by the voters and Article 3.5, Chapter I, Part 1, Division 1, Title V, of the California Government Code (§§ 50075 *et. seq*), the TFPD Board of Directors adopted Ordinance No. 15 establishing the tax and the initial tax rates; and

**WHEREAS**, at the March 4, 1997, election, voters of the Alto-Richardson Bay Fire Protection District (“ARBFPD”) approved a special tax to be levied on each parcel of unimproved property and on each parcel of residential and nonresidential improved property. Pursuant to the authority provided by the voters and Article 3.5, Chapter I, Part 1, Division 1, Title V, of the California Government Code (§§ 50075 *et. seq*), the ARBFPD Board of Directors adopted Ordinance No. 96-97-1 establishing the tax and the initial tax rates; and

**WHEREAS**, pursuant to an action of the Marin County Local Agency Formation Commission (“LAFCO”), TFPD and ARBFPD were consolidated to form the Southern Marin Fire Protection District (“SMFPD”). As part of the LAFCO action and form SMFPD, the special taxes approved by TFPD and ARBFPD voters were continued, and SMFPD was authorized to continue to levy and collect each tax; and

**WHEREAS**, each year, the SMFPD Board of Directors is required to establish the tax rates for the fiscal year, within the maximum rates authorized by the voters of TFPD and ARBFPD; and

**WHEREAS**, the Board of Directors has determined the special tax rates to be levied in the 2023/24 fiscal year on the improved and unimproved property located within this District, which are stated below; and

**WHEREAS**, the Board of Directors adopts this resolution pursuant to the authority granted by the voters of the District (TFPD Ordinance No. 15 and ARBFPD Ordinance No. 96-07-1) and Sections 13911 and 13913 of the California Health and Safety Code and Sections 53978 and 50075 of the California Government Code.

**NOW THEREFORE BE IT RESOLVED** that the tax rates on improved and unimproved property within the Southern Marin Fire Protection District for the 2023/24 fiscal year are hereby established as follows:

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Use Code	Description	Adopted Rate	
10	Single family Residential Unimproved	\$45	Per parcel
11	Single Family Residential Improved	\$90	Per unit

13	Floating Home One Living Unit	\$90	Per unit
14	Attached Single Family Residential	\$90	Per unit
20	Multiple Family Residential Unimproved	\$45	Per parcel
21	Multiple Family Residential Improved	\$90	Per unit
40	Industrial Unimproved	\$45	Per parcel
41	Industrial Improved	\$.012	Per square foot
50	Commercial Unimproved	\$45	Per parcel
51	Commercial Improved	\$0.12	Per square foot

PASSED AND ADOPTED by the Board of Directors, Southern Marin Fire Protection District, on the 28th day of June, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
President, Board of Directors  
Southern Marin Fire Protection District



**RESOLUTION NO. 2022/2023-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN MARIN  
FIRE PROTECTION DISTRICT  
ESTABLISHING A 2023/24 FISCAL YEAR TAX RATE FOR MEASURE U  
SPECIAL TAXES ORIGINALLY APPROVED BY VOTERS OF THE SOUTHERN  
MARIN FIRE PROTECTION DISTRICT**

WHEREAS, Ordinance 2018/2019-01 enacting a special tax to fund fire protection and emergency services was confirmed by more than two-thirds of the voters in an election held November 6, 2018; and

WHEREAS, Section 5 of said Ordinance establishes the first-year rates of the voter-approved special tax and a formula for automatic annual adjustment of the tax rates for inflation. Alternatively, the District Board may determine annually, based upon a budget recommended to it, whether the parcel tax rates shall be revised below the maximum allowable inflationary adjustment to reflect changes in charges and costs; and

WHEREAS, Section 5B of said Ordinance provides for an automatic adjustment to the tax rate by five percent per year. However, Section 5B grants the Board of Directors the discretion to lower the automatic adjustment by any amount. For fiscal year 2023/24, the Board of Directors exercises its discretion to remove the entire automatic adjustment to the current tax rates, and therefore maintain the rates from the previous fiscal year.

NOW THEREFORE BE IT RESOLVED that the tax rates on improved and unimproved property within the District for the 2023/24 fiscal year are hereby established as follows:

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Use Code	Description	Adopted Rate	
10	Single family Residential Unimproved	\$150	Per parcel
11	Single Family Residential Improved	\$200	Per unit
13	Floating Home One Living Unit	\$200	Per unit
14	Attached Single Family Residential	\$200	Per unit
20	Multiple Family Residential Unimproved	\$150	Per parcel
21	Multiple Family Residential Improved	\$200	Per unit
40	Industrial Unimproved	\$150	Per parcel
41	Industrial Improved	\$0.18	Per square foot
50	Commercial Unimproved	\$150	Per parcel
51	Commercial Improved	\$0.18	Per square foot

PASSED AND ADOPTED by the Board of Directors, Southern Marin Fire Protection District, on the 28th day of June, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
President, Board of Directors  
Southern Marin Fire Protection District



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Resolution 2022/2023 - 07 - Revising an Adopted Appropriations Limit

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: The Fire Chief recommends that the Board Adopt Resolution 2022-2023-07 - RESOLUTION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT APPROVING THE ANNEXATION OF THE CITY OF MILL VALLEY'S FIRE AND EMERGENCY MEDICAL SERVICES AS SET FORTH IN MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION RESOLUTION 22-33; ADOPTING A REVISED DISTRICT APPROPRIATIONS LIMIT; AND DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS TO IMPLEMENT THE ANNEXATION.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[Staff Report - Appropriations Limit res 22-23 - 07.pdf](#)

[Bundled GANN Limit Res for annex of MV effective 7-1-23.pdf](#)

[FY24 GANN Limit Worksheet.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Board of Directors

Cristine DeBerry, President, Ashley Raveche, Vice-President, Pete Fleming, Secretary  
Kurt Chun, Cathryn Hilliard, Tom Perazzo, Stephen Willis

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## STAFF REPORT

**Date June 28, 2023**

### Topic

Resolution 2022-2023 – 07: Revising an Adopted Appropriations Limit

### Summary

Each year the District must adopt an Appropriations Limit by Resolution. In December 2022 Marin LAFCo approved the Annexation of the City of Mill Valley's Fire & EMS Services by the Southern Marin Fire Protection District, (Marin LAFCo Resolution 22-33). As a result of the Annexation, the District's revenues and expenditures have increased. Approval of Southern Marin Fire Protection District Resolution 2022-2023-07 enacts three important actions:

- 1) The District Approves and Adopts the Annexation of the City of Mill Valley's Fire & EMS Services as approved by LAFCo, and
- 2) Adoption of a Revised District Appropriations Limit as a result of the increased revenue and expenditures resulting from the transfer of service obligations and property tax transfer, and
- 3) Delegates authority from the Board to the Board President and Fire Chief to execute any remaining documents and related agreements to complete the Annexation of the City of Mill Valley's Fire & EMS Services.

### Background

Effective in 1979, Article XIIB of the State Constitution imposes the "Gann Tax Spending" Limits on local governments and special districts. The purpose of this law was to limit the growth of expenditures financed with tax dollars. The California Government Code, Section 7910, requires the governing body of each jurisdiction to establish by resolution, its appropriations limit for each fiscal year. The fiscal year 1986/87 was the base year calculating of the spending limit, which is adjusted annually thereafter for the change in population and the change in the cost of living (the California Department of Finance proves these factors). The Appropriations Limit applies only to tax revenue and not to revenues received for services.

On December 14, 2022, Marin LAFCo issued its Certificate of Completion, pursuant to Government Code Sections 57200-57204, serving as a Legal Notice of the Boundary Change as a Result of the Approved Annexation by the Southern Marin Fire Protection District of the City of Mill Valley's Fire & EMS Services. The Reorganization (Annexation) and change in the Sphere of Influence (SOI) was approved by the LAFCo Board in Resolution 22-33, at the December 8, 2022 Marin LAFCo meeting.

## **Conclusions**

The Approval of the LAFCo Resolution 22-33 and Subsequent Annexation LAFCo Certificate of Completion, finalizes the Annexation process for the Southern Marin Fire Protection District and City of Mill Valley Consolidation. The Annexation is formally established as of July 1, 2023. The Annexation requires that the Board of Directors approve a Revised Appropriations Limit, which by Resolution is \$36,000,000.00. Resolution 2022/2023-07 further resolves that the Board of Directors of the Southern Marin Fire Protection District delegates authority to the President of the Board and the District Fire Chief to execute necessary documents and related agreements to complete the annexation of the City's Fire & EMS services.

## **Recommendation(s)**

The Fire Chief recommends that the Board Adopt Resolution 2022-2023-07 - **RESOLUTION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT APPROVING THE ANNEXATION OF THE CITY OF MILL VALLEY'S FIRE AND EMERGENCY MEDICAL SERVICES AS SET FORTH IN MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION RESOLUTION 22-33; ADOPTING A REVISED DISTRICT APPROPRIATIONS LIMIT; AND DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS TO IMPLEMENT THE ANNEXATION**

## **Attached Documentation**

Resolution 2022-2023-07 - **RESOLUTION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT APPROVING THE ANNEXATION OF THE CITY OF MILL VALLEY'S FIRE AND EMERGENCY MEDICAL SERVICES AS SET FORTH IN MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION RESOLUTION 22-33; ADOPTING A REVISED DISTRICT APPROPRIATIONS LIMIT; AND DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS TO IMPLEMENT THE ANNEXATION**

**SOUTHERN MARIN FIRE PROTECTION DISTRICT  
RESOLUTION 2022/2023 - 07**

**RESOLUTION OF THE SOUTHERN MARIN FIRE PROTECTION DISTRICT APPROVING THE  
ANNEXATION OF THE CITY OF MILL VALLEY’S FIRE AND EMERGENCY MEDICAL  
SERVICES AS SET FORTH IN MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION  
RESOLUTION 22-33; ADOPTING A REVISED DISTRICT APPROPRIATIONS LIMIT; AND  
DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE  
NECESSARY DOCUMENTS TO IMPLEMENT THE ANNEXATION**

**WHEREAS**, in 2016, the City of Mill Valley (“City”) and Southern Marin Fire Protection District (“District”) (collectively the “Parties”) entered into a Shared Battalion Chiefs Agreement, which resulted in greater fire and emergency medical services (“EMS”) coordination between the two agencies and responses to emergency incidents; and

**WHEREAS**, in 2020, the Parties expanded on the Shared Battalion Chiefs Agreement in order to further combine the City’s and District’s executive management and fire prevention teams, resulting in and demonstrating the increased efficiencies and effectiveness that resulted from consolidating teams; and

**WHEREAS**, on October 3, 2022, pursuant to California Government Code sections 56855 and 56857(e), the parties approved a joint concurrent resolution to request approval by Marin County Local Agency Formation Commission (“Marin LAFCO”) of the annexation of the City’s fire and EMS into the District, with an effective date of July 1, 2023; and

**WHEREAS**, on December 8, 2022, Marin LAFCO adopted Resolution 22-33, revising the District’s Sphere of Influence and approving the District’s petition for annexation of the City’s fire and EMS, without any written opposition; and

**WHEREAS**, on January 12, 2023, Marin LAFCO recorded the Certificate of Completion as Marin County Recorder’s document number 0000680, which officially established the effective date of the annexation; and

**WHEREAS**, at its regular meeting on June 28, 2023, the District Board of Directors approved the executory provisions to be effective July 1, 2023, to implement the annexation of the City’s fire and EMS as approved by Marin LAFCO.

**NOW, THEREFORE, BE IT RESOLVED** that, effective July 1, 2023, the Southern Marin Fire Protection District approves and adopts Marin LAFCO Resolution 22-33 for the annexation of the City of Mill Valley's fire and EMS.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that, effective July 1, 2023, the Southern Marin Fire Protection District annexes the City of Mill Valley's fire and EMS as approved by Marin LAFCO Resolution 22-33 and as set forth in the petition filed with Marin LAFCO by the District, including related supporting agreements between the City and the District.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that, as a result of the annexation, the Board of Directors of the Southern Marin Fire Protection District approves and adopts a revised FY 23-24 District appropriations limit of \$36,225,041.00.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Southern Marin Fire Protection District delegates authority to the President of the Board of Directors and the District Fire Chief to execute necessary documents and related agreements to complete the annexation of the City's fire and EMS.

**PASSED AND ADOPTED** by the Board of Directors of the Southern Marin Fire Protection District this 28th day of June 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:** \_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
President, Board of Directors  
Southern Marin Fire Protection District

**SOUTHERN MARIN FIREPROTECTION DISTRICT  
CALCULATION OF APPROPRIATIONS LIMITS  
FOR 2023/2024 PROCEEDS OF TAXES**

2022/2023 Appropriations Limit:	28,116,474
Mill Valley FD Annexation	7,000,000
Subtotal	35,116,474

Per Capita Personal Income Change (4.44) converted to a ratio:	1.0444
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Population converted to a ratio:

County unincorporated:	-1.21 =	0.9879
Tiburon:	-1.18 =	0.9882
Sausalito:	-1.29 =	0.9871

Calculation factor for 2022/2023:

County:	0.9879 x 1.0444	=	1.031763
Tiburon:	0.9882 x 1.0444	=	1.032076
Sausalito:	0.9871 x 1.0444	=	1.030927

County:	35,116,474 x 1.031763 x 0.638	=	23,115,933
Tiburon:	35,116,474 x 1.032076 x 0.094	=	3,406,830
Sausalito:	35,116,474 x 1.030927 x 0.268	=	9,702,278

Appropriations limit for FY 2023/2024:	\$36,225,041
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# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Southern Marin Fire District and City of Mill Valley Advisory Board – A Subcommittee of the Board

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: The Fire Chief recommends that the Board President select two Board members to sit on the new Advisory Subcommittee.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[Staff Report - Mill Valley Governance.pdf](#)

[Attachment\\_VI\\_-\\_Draft\\_Governance\\_Agr final.pdf](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Board of Directors

Cristine DeBerry, President, Ashley Raveche, Vice-President, Pete Fleming, Secretary  
Kurt Chun, Cathryn Hilliard, Tom Perazzo, Stephen Willis

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## STAFF REPORT

**Date June 28, 2023**

### Topic

Southern Marin Fire District and City of Mill Valley Advisory Board – A Subcommittee of the Board

### Summary

In the signed Attachment VI of the Annexation Agreement with the City of Mill Valley, it was agreed that the District would create a Board Subcommittee that would consist of two Board members, and two Mill Valley City Councilmembers (selected by the Mill Valley City Council). It was further agreed that this Advisory Committee would exist until after the November 2024 elections. This Advisory committee is to meet monthly, and to discuss issues related to services and programs, related to the City and District. For example, the City would want to discuss their Municipal Services Tax (MST), and how and where allocated funds would be spent relative to wildfire risk reduction work.

### Background

During the process of identifying and addressing various issues related to the proposed consolidation / annexation of Fire & EMS services with the City of Mill Valley, one area identified of interest, was Governance; the recognition that Mill Valley residents would not be able to run for a Board position until November 2024, and the desire of both parties to ensure the City of Mill Valley could participate in a process to address and discuss various issues related to the City of Mill Valley, related to services provided by the District. MST is one example of where Mill Valley would desire to participate in the discussion and decision-making process for how those funds are prioritized and allocated for Mill Valley projects.

This attachment (Attachment VI) was created out of a desire to ensure that the City of Mill Valley residents had representation with the District Board of Directors after annexation and before Mill Valley residents had an opportunity to run for a Board position. The Advisory Committee is designed as a “bridge” for that representation, until the November 2024 elections.

### Conclusions

The Board will create a subcommittee and select two Board members to sit on said committee. Staff will work with the two selected Board members and the two selected Mill Valley City Council members, to identify a monthly meeting schedule. Staff will further ensure that the committee posts agendas and minutes, as well as the scheduled meeting dates, times and locations, per the requirements of the Brown Act. The City of Mill Valley has selected Councilmembers Stephen Burke and Urban Carmel to sit on the committee.

**Recommendation(s)**

The Fire Chief recommends that the Board President select two Board members to sit on the new Advisory Subcommittee.

**Attached Documentation**

1. Attachment VI – Memorandum of Agreement - Governance

**ATTACHMENT VI  
MEMORANDUM OF AGREEMENT - GOVERNANCE**

This Memorandum of Understanding (hereinafter referred to as “MOU” and/or “Agreement”) is entered into and is effective July 1, 2023 (the “Effective Date”) by and between the CITY OF MILL VALLEY (the “City”) and the SOUTHERN MARIN FIRE DISTRICT (“SMFD”) (collectively, the “Parties”) for ensuring that the City of Mill Valley has Board representation within the expanded boundaries of the Fire District as a result of the Annexation of Mill Valley’s Fire & Emergency Medical Services.

The parties hereby find and agree as follows:

1. The City is a general law city and was incorporated in 1901.
2. The Southern Marin Fire District is a Special District pursuant to California Government Code Title 6 and California Health and Safety Code Division 12 (aka Fire Protection District Law of 1987), and a separate legal entity.
3. The Parties desire to apply to LAFCo requesting that the Southern Marin Fire Protection District Annex the Fire and EMS Services of the City of Mill Valley.
4. The Southern Marin Fire Protection District is governed by a Seven Member Board of Directors who are elected every four years, at large.
5. The SMFD Board of Directors does not desire to expand or contract the number of Board Directors of the Southern Marin Fire Protection District.
6. The next election in which residents of the City of Mill Valley will be eligible to submit their application for Board of Director positions occurs in November 2024.
7. The City and District agree that a “governance bridge” between the approved date of Annexation, and the November 2024 election is beneficial and needed.
8. There are three options for the City of Mill Valley and the SMFPD to ensure constituents of both jurisdictions have fair and equitable representation in the consolidation and annexation. City representation on the Board of Directors could be facilitated by way of three options.
  - a. Expansion. Expand SMFD Board of Directors to Nine (9) from Seven (7).
  - b. Advisory Committee. Create an Advisory Board consisting of two Mill Valley residents or Councilmembers.
  - c. Status Quo. Leave the SMFD Board as-is and open positions to the City residents in upcoming elections.

NOW THEREFORE, the parties agree that the creation of an Advisory Committee (option b) will best serve the governance bridge needs until the November 2024 elections and the purpose and intent of this Memorandum of Understanding is to set forth the terms, conditions,

**ATTACHMENT VI  
MEMORANDUM OF AGREEMENT - GOVERNANCE**

requirements and procedures that shall govern and control the Advisory Committee. The City and SMFD, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:

**SECTION 1. TERM OF AGREEMENT**

The Term of this Agreement shall commence on the Effective Date and shall continue in full force and effect until the conclusion of the November 2024 elections.

**SECTION 2. TERMS DEFINED**

The “SMFD Board of Directors,” “SMFD Board,” “SMFD Board President,” “Mill Valley City Manager” or “City Manager,” and “City of Mill Valley City Council”, City of Mill Valley, or “City Council” are those bodies or officials.

“SMFD” refers to the Southern Marin Fire District.

**SECTION 3. PROCEDURES FOR THE ADVISORY COMMITTEE**

1. The Southern Marin Fire Protection District shall establish a new SMFD Board Committee titled, “Mill Valley Advisory Committee”.
2. The Mill Valley Advisory Committee shall be subject to the requirements of the “Brown Act” and shall be open to the public.
3. The Mill Valley City Council shall select two City Council members to represent the interests of the City of Mill Valley and serve on the Mill Valley Advisory Committee.
4. The Southern Marin Fire Protection District shall select two Board Directors to represent the District on the Mill Valley Advisory Committee.
5. The Mill Valley Advisory Committee shall meet monthly to discuss City of Mill Valley related services, programs and/or City and District related items.

**SECTION 4. AGREEMENT NOT FOR BENEFIT OF THIRD PARTIES**

This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder as a third-party beneficiary, or for any other cause whatsoever.

**SECTION 5. HOLD HARMLESS & INDEMNIFICATION**

The City and SMFD each agree to defend, indemnify and hold harmless the other, and the other’s officers, agents and employees, against any and all losses, damages, costs, expenses, and liability (legal, contractual, or otherwise) arising from or in any way connected with any third party

**ATTACHMENT VI  
MEMORANDUM OF AGREEMENT - GOVERNANCE**

claims alleging: (i) injury to or death of a person, including employees of City or SMFD; (ii) loss of or damage to property; (iii) violation of local, state, or federal common law, statute or regulation, including but not limited to privacy or personally identifiable information, health information, disability and labor laws or regulations; or (iv) strict liability imposed by any law or regulation; so long as such injury, violation, loss, or strict liability arises directly or indirectly from the Parties performance of this Agreement. Unless such loss, damage, injury, liability or claim is the result of the sole active negligence or willful misconduct of only one Party, the Parties shall apportion the between the City and SMFD in a reasonable manner based upon comparative fault.

**SECTION 6. DISPUTE RESOLUTION PROCESS**

Should any disagreement or dispute arise between the parties concerning a term or condition of this agreement the parties agree to engage in alternative dispute resolution through Resolution Remedies. The parties may agree to a different alternative dispute resolution organization. During the pendency of alternative dispute resolution, the parties agree not to initiate litigation regarding the dispute.

**SECTION 7. GOVERNING LAW AND VENUE**

This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California, with venue agreed to be within the County of Marin. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either the City or SMFD.

**SECTION 8. NOTICES**

All notices and demands of any kind which either Party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the Parties to be served as follows:

**If to the City:**

City Manager  
City of Mill Valley  
26 Corte Madera Ave,  
Mill Valley, CA 94941

**If to SMFD:**

Fire Chief, Southern Marin Fire District  
28 Liberty Ship Way, STE 2800





# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Wednesday, June 28, 2023

**AGENDA TITLE:** Fiscal Year 2024 Preliminary Budget Package

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Suggested Action: Fire Chief recommends that the Board of Directors review and approve the Fiscal Year 2024 Preliminary Budget or provide feedback.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[FY24 Budget Package v1.pdf](#)

PREPARED BY: Alyssa Schiffmann

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# SOUTHERN MARIN FIRE DISTRICT



## FINAL BUDGET FISCAL YEAR 2023/2024

## **The Southern Marin Fire Protection District Mission**

*The Mission of the Southern Marin Fire District is to contribute to Greater Southern Marin Community's reputation as a safe, friendly, economically thriving community in which to live, work, learn, play and visit.*

*We achieve our mission by providing the highest quality local and regional community risk reduction, suppression, emergency medical services, rescue, marine response, disaster preparedness and community education services possible within the resources provided to us. We are professional, proud, compassionate, highly trained, and committed to utilizing state of the art technology to provide services that meet or exceed the expectations of our community.*

## **Board of Directors**

Cristine Soto DeBerry, Board President

Ashley Raveche, Vice-President

Pete Fleming, Board Secretary

Kurt Chun, Director

Cathryn Hilliard, Director

Tom Perazzo, Director

Stephen Willis, Director

## **Role of the Board**

The Board of Directors is the elected policy-making body for the Southern Marin Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.

## **Fire Chief**

Christian D. Tubbs

## **Role of the Fire Chief**

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection, and order to the District.

## Message from the Fire Chief

### Fiscal Outlook

*As we enter into a new year, this past year we have experienced record-setting inflation, and the recent collapse of the Silicon Valley Bank has unsettled the markets. The Fed continues to take steps to control inflation but acknowledges the economy is being impacted. Some experts suggest that this high inflation will be short-term, others disagree. What is clear is that our economy is fragile, though Marin County has historically navigated economic challenges better than most. Regardless, we continue to exercise our focus on fiscal resilience, practicing good fiscal discipline. The District will continue to remain in a good position as we continue to maintain a focus on our core financial policies that reflect a conservative approach to our finances, while achieving our Mission and Strategic Initiatives.*



### Consolidation

*After eight years of hard and exhausting work by our team and leadership, we successfully annexed the City of Mill Valley's Fire & EMS Services. We received our **Certification of Completion** from LAFCo on December 14, 2022 and are now moving forward with a transition plan to a fully consolidated agency. July 1, 2023, will serve as the Official Date of Transition. There will be a formal community celebration of this milestone. This year readers will note a substantial increase in our budget numbers due to the Annexation and the transfer from Mill Valley of revenues and expenditures.*

### Diversity, Equity, Inclusion & Belonging

*We continue to focus our resources on developing and deploying a highly effective recruitment system that achieves the objectives set out by the Board of Directors. This initiative is as much a journey as a specific outcome. We have accomplished a number of significant milestones, but our work remains un-finished, and our DEI committee has established new goals for the 2023/2024 fiscal year.*

### Measure C Implementation

*We are entering our fourth year of Measure C funding. We moved forward on our continued deployment of long-range acoustic devices (LRAD) and look forward to building out this public notification system that will help provide another method of early warning for regional disasters and emergencies, throughout Southern Marin. Redundancy in our notification system is a critical strategy which was borne out in the 2017 Tubbs Fire. We are looking forward to expanding our LRAD system with additional funding this year, and our continued work on strategic vegetation management and defensible space inspections. This work continues to reduce the risks from wildland fire, and we must remain vigilant in carrying out strategies that result in measurable outcomes for reducing these risks and threats.*

## **COVID-19**

*We have come out of the pandemic maintaining our ability to continue to provide highly effective and efficient services to our community. Our SMFD team of highly dedicated employees worked diligently to ensure our community received the high-quality services they expect, with no substantive change as a result of the impacts of the COVID pandemic.*

## **Cybersecurity**

*Recognizing the increased threat from Transnational Criminal Organizations (TCO's), and general hackers, the District engaged the services and expertise of FEMA's Cybersecurity & Infrastructure Security Agency (CISA) team to conduct comprehensive audits of our computer hardware and software systems. Additionally, the District created 19 new cybersecurity policies for our organization. These efforts are part of our ongoing investments in reducing the risks of threat from actors that could hinder our ability to provide services to our community.*

## **2022 Fire Season**

*California's 2022/23 fire season occurred in the presence of a 4th consecutive drought year. While the number of fires (incidents) in 2022 was only slightly below the 5-year average, the total acreage burned was well below the 5-year average; less than 400,000 acres burned in 2022 versus the 5-year average of 2,300,000 plus acres.*

*Despite the 'quiet' year as measured in acreage, several significant wildfires burned in California in 2022; these include the Oak Fire in Mariposa County, which burned over 180 structures, the McKinney Fire in Siskiyou County, which caused 4 fatalities, and the Mosquito Fire in Placer and El Dorado counties, which was California's largest wildfire of the year. In total California experienced 9 fatalities, 876 lost or damaged structures with a total of 7,490 total wildfires as reported by Cal Fire.*

*As of May 17, 2023, Cal Fire is reporting 788 wildfire responses with 804 acres burned. The data is in alignment with Cal Fire's 5-year average for the same time interval. Wildfire is a natural and necessary process that keeps California's landscape healthy. Last year, California was resilient in that fewer structures were lost, and less acres burned. There was a notable up-tic in fatalities for the fire season as compared to the 2021 fire season.*

*The Southern Marin Fire Protection District remains forward-leaning in the areas of preparedness and mitigation activities. The fire season outlook confirms that fire season will occur for our region earlier than previous years. Fires will increase in frequency following/during protracted Northwind events, as the grass crop cures, and high-temperature days serve to reduce fuel moisture. If drought conditions persist, the available fuels for wildfire will continue to increase, adding to the pending fire season's intensity and destructiveness. The Southern Marin Fire Protection District is actively working to educate our communities regarding the risks and community and resident responsibilities. Work continues in the areas of enhancing our Enforcement, Engineering Controls, and Emergency Response.*

**Conclusion**

*In conclusion, the District has undertaken many important initiatives over the past several years and we are seeing the fruits of those labors – we continue to accomplish significant strides in pursuit of our adopted vision. Our organization has grown and allowed us to increase and improve services to our community, and to do so more efficiently in many cases. We have new challenges on the immediate landscape that we excitedly embrace – I know our team will perform exceptionally well – I am very proud of the men and women of this organization and their dedication to the communities we serve. We have an incredible team here at the SMFD family. I believe the future remains bright for the Southern Marin Fire Protection District and we all consider it an honor to serve the Southern Marin area.*

Respectfully,

*Christian Tubbs*

Christian Tubbs, Fire Chief  
MS, MA, EFO, CFO, CFC, MIFireE

## Introduction

Our annual budget is the fuel that facilitates our organization's ability to serve our community and carry out the **Mission** we are prescribed to do; it is the gas that enables our vehicle to arrive at the intended destination. It also fuels the **Strategic Initiatives** adopted by the Board of Directors, and the **Vision** our organization seeks and aspires to. We embrace our responsibility to use our residents' funds to efficiently and effectively provide and deliver the services that they entrust us to deliver through the provision of their funding.

The Fire District has an obligation to utilize taxpayer monies wisely and transparently in fulfilling its prescribed mission to the Community. Our community expects us to provide the value they seek through the use of the funding they provide; to do this efficiently, effectively and transparently. In a 2018 public survey, our community reinforced the following priority services of the Southern Marin Fire Protection District:

1. Maintaining Local Emergency Medical Services
2. Attracting and Retaining Qualified Professional Paramedics
3. Maintaining High Cardiac and Stroke Survivability Standards
4. Maintaining Local Fire Protection
5. Maintaining Current 9-1-1 fire response times and,
6. Improving the District's ability to react to and contain wildland fires.

In 2023 we again conducted a community survey with the intent of soliciting feedback on the services the District provides. It is important that we regularly ensure that the monies our community invests in risk reduction and control, meet their expectations. The 2023 public survey's Key Findings include:

- Residents approve strongly of the job being done by the District and view it as responsive and reliable.
- They value the District's core offerings of fire protection and emergency medical response the most and are also highly satisfied with the job being done providing these.
- Those who have interacted with the District, are very highly satisfied with various aspects of the service they received.
- Approximately half of respondents recalled receiving communications from the District, and a broad majority viewed the information as very helpful.
- Respondents most often indicated wanting to hear from the District by email, but they use social media, the Marin IJ and TV news most often to learn about community issues.
- Residents are divided in their ability to identify SMFPD as the agency that provides their fire and EMS services.

The full survey results can be found on the District website.

Today public agencies are under increased scrutiny, and it is incumbent on agencies to ensure that are fulfilling their statutory responsibilities and following an ethical standard higher than the general population while managing our community's assets and resources and providing the values and services they expect.

Organizations must develop plans and procedures that support the purpose of their existence and help them achieve this mission. This is accomplished through processes that include a Vision Statement and the setting of Annual Strategic Initiatives.

While the Mission articulates why and how we exist, the Vision and Strategic Initiatives articulate where we are going and how we are getting there. They help ensure that we are focused on our Mission. The mission of an airplane pilot is to safely and efficiently move people from one place to another. To be successful the pilot must know the destination and must develop a plan that will support the successful arrival at the destination and do so in the safest and most economical manner. This is the essence of a Mission, Vision and Strategic Plan. These guiding documents are foundational in the development of a budget – it is the fuel that propels the organization to meeting its mission and strategic initiatives.

The Adopted Vision of the District is detailed in eight distinct categories, they are: 1) Cultural; 2) Mentoring and Succession Planning; 3) Influence and Leadership; 4) Staffing, Equipment & Facilities; 5) Training; 6) Benchmarking; 7) Public Education; and 8) Economic Resiliency. Though our adopted Vision is a document with detail, it is also summarized in this statement:

***A nationally recognized, forward leaning all-risk service provider that delivers excellence in all-hazards risk response, in maintaining strategic community partnerships, in hiring, training and retaining exceptional people, and in implementing efficiencies in service provision to ensure fiscal sustainability, stewardship, and accountability to the communities we serve.***

In January 2022 the Board and Staff conducted its Annual Retreat. The purpose of the retreat was to review accomplishments achieved by the organization, as well as review the status of ongoing strategic initiatives. The Board also reinforced our current vision with the adoption of two specific strategic objectives for the 2022/2023 fiscal year. These two initiatives remain the focus of the employees of the District. For the 2023/2024 fiscal year, staff has updated the two initiatives with new Goals for this new fiscal year.

## **Strategic Objectives for SMFD in 2023/2024**

### **Consolidation**

- Goal 1: Conduct a Deployment Analysis.
- Goal 2: Implement the Consolidation Task Forces Transition Plan.
- Goal 3: Prepare for and Facilitate the December 2024 Property Tax Exchange from Annexation.
- Goal 4: Ensure the accurate and complete exchange of consolidation funding from and to the City of Mill Valley for the 2023/2024 fiscal year.
- Goal 5: Implement the Outcomes from the Steve Kent / The Results Group Training.

### **Culture & Diversity**

- Goal 1: Create and publish a recruitment video.
- Goal 2: Participate in Local School Fairs.
- Goal 3: Develop printed promotional materials for the Fire Service career pathways and the District.
- Goal 4: Partner with local organizations / associations to deliver recruitment opportunities to different demographics.
- Goal 5: Initiate Open House events.
- Goal 6: Create internship and volunteer opportunities in the District.
- Goal 7: Provide internal training for all levels of our organization to promote inclusion and belonging.
- Goal 8: Participate in local efforts and host local events that provide opportunities for hands on experiences within the fire service.



## 2023/2024 Preliminary Budget of the Southern Marin Fire District

We are pleased to present the following budget which weaves the District's Vision, Mission, Strategic Objectives and Plan, as well as our obligations from the adopted Measure U and C initiatives, into a cohesive funding plan to support those organizational elements.

Crafting a Budget Proposal is a process which should be based on an equation that ensures we ultimately collect and spend our revenues in a manner in which we responsibly, efficiently and economically deliver and provide our prescribed services, and do so in a wholly transparent environment.



In developing this equation there are foundational elements that we must measure our budget proposals with. While our Mission Statement articulates why we exist, our Vision Statement and our Strategic Initiatives provide a roadmap in how we provide those services. Our budget proposal must be in alignment with achieving our mission and those strategic initiatives that are detailed in the Vision and Strategic Plan.

In 2020 staff conducted a recession analysis, which was presented to the Board. The Staff Report modelled a two-year recession similar to the 2008 experience. The purpose was to identify the projected revenue impacts from a projected recession, then identify and analyze both warning triggers, and fiscal options that the Board could exercise based on the severity of the recessional impacts. At the 2021 Board Retreat, our Ten-Year Fiscal Forecast was updated and presented. We have again referenced these analyses in building our budget plan and proposal.

As part of our vision to become more economically resilient, we use seven specific goals that guide how we developed our budget proposal, considering the metrics of our Mission, Vision and Strategic Plan.

Those Goals are:

1. Use a Zero-Based Budgeting Approach
2. Identify & Eliminate duplication and un-needed expenses

3. Verify Costs, Contracts and Needs
4. Categorize and re-align budget expenses as needed
5. Proposals are targeted to achieve our Vision, Mission, and Strategic Initiatives
6. Build towards target reserve goal / economic resiliency
7. Meet our financial obligations / pay down debt

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## Organization Overview

The Southern Marin Fire Protection District is an independent fire district as defined in the California Administrative Code, (Fire Protection District Law of 1987 - Health & Safety Code §13800, et seq.). The District was created in 1999 by Marin County LAFCO with the consolidation of the Alto-Richardson Bay Fire Protection District and The Tamalpais Fire Protection District. In June of 2012, the City of Sausalito was annexed into the District by a vote of the citizens of Sausalito. In December 2022, the City of Mill Valley was annexed into the District after approval by the Marin LAFCo.

The area currently served by the District includes the City of Sausalito, City of Mill Valley, Tamalpais Valley, Homestead Valley, Almonte, Alto Bowl, Strawberry, the western 1/4 of the Town of Tiburon (Bel Aire/Blackfield/Reed Heights) and the National Park areas of Fort Baker and the Marin Headlands.

The District is governed by a seven-member board of directors (At Large) who are elected by the residents from within the Fire District boundaries, to staggered four-year terms. The District operates out of five stations with a minimum staffing of 21 personnel on duty at all times, as well as an administrative office where our administrative and prevention staff are organized and work.



New District Shoulder Patch

We respond to about **7,800** incidents per year, conduct approximately **314** inspections of commercial occupancies annually, process approximately **1100** plan review requests annually and conduct approximately **835** construction inspections, conduct over **2500** weed abatement & defensible space inspections per year, conduct a variety of fuel reduction and management programs and services resulting in over **400** tons of vegetation removal and are on track to exceed **850** tons for the year, conduct approximately **51** Outreach events and participate in a variety of outreach and education meetings and planning sessions.

## Fire Stations

**Southern Marin Fire Station #1** in downtown Sausalito station houses a Type 1 Engine (all risk), a Paramedic Ambulance and our Dive Tender Unit. The crews there cross-staff the Fireboat, an Inflatable Rescue Boat, and are members of the Dive Team. Five personnel operate from this station.

**Southern Marin Fire Station #4** in Tamalpais Valley houses a Type 1 (all risk) Engine, a Type 3 (Wildland) Engine, Ladder Truck and a Paramedic Ambulance. Five personnel operate from this station.

**Southern Marin Fire Station #6** located on Corte Madera next to City Hall, houses a Type 1 Engine (all risk) and a Reserve Ambulance. Three personnel operate from this station.

**Southern Marin Fire Station #7** located on Hamilton Drive, houses a Type 1 Engine (all risk), and a Type 3 (Wildland) Engine. Three personnel operate from this station.

**Southern Marin Fire Station #9** in Strawberry serves as the Battalion Chief offices and houses a Type 1 (all risk) Engine, a Paramedic Medium Rescue, and a California RTF Swift Water Rescue Unit. Five personnel operate from this station.

**Liberty Ship Way**, located in the Marinship, serves as the Administrative and Prevention Offices.

**SMEMPS**

Since 1980, the District and City have been members of the Southern Marin Emergency Medical Paramedic System (SMEMPS) Joint Powers agreement.

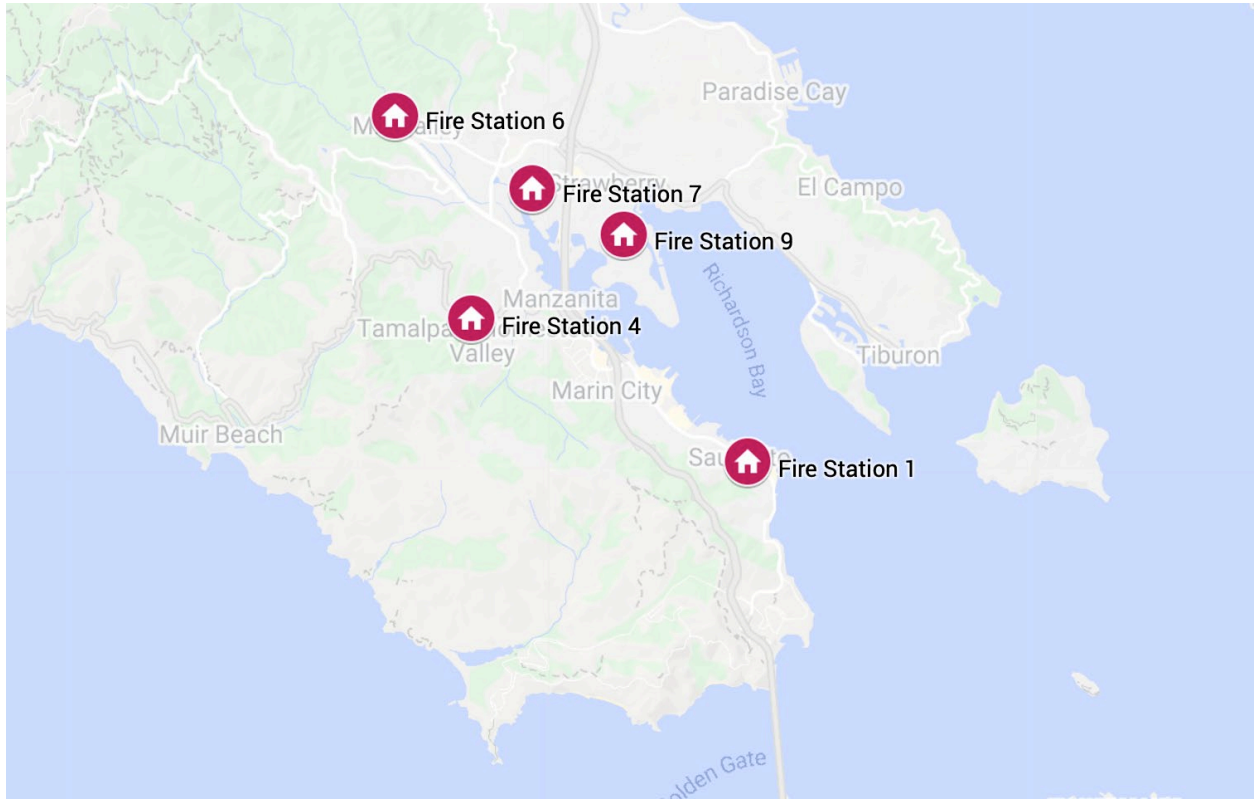
Through this agreement, the District and City provides paramedic ambulance, rescue and fire services to the Golden Gate National Recreation Area, Muir Beach, Muir Woods National Monument, Throckmorton Ridge, and lands in and around Mount Tamalpais State Park, as well as technical rescue services to all of the above areas and the City of Mill Valley and the Tiburon peninsula.

The Fire District is also a partner in several other regional agreements. This includes the Marin County Haz-Mat JPA which all fire agencies in Marin County contribute funding and staff.

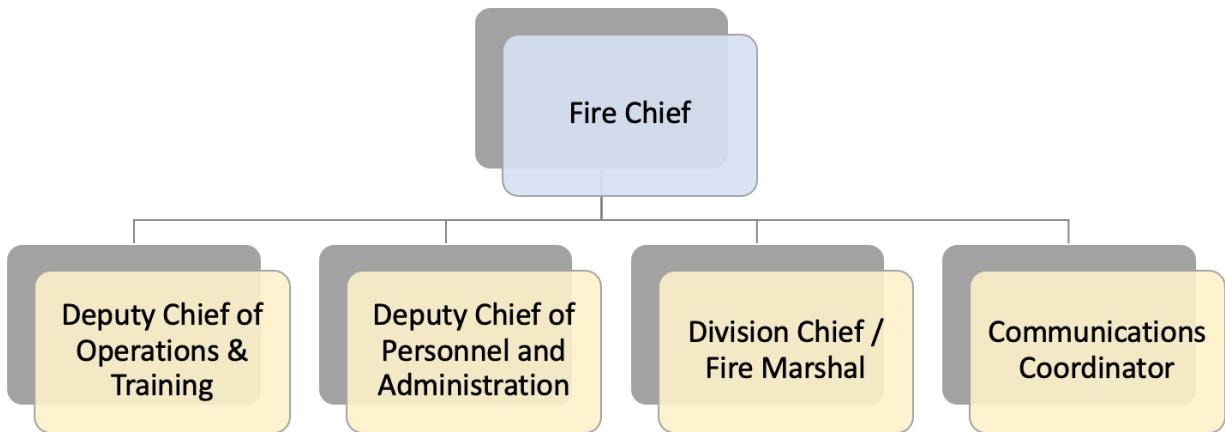
**Table of Station and Apparatus Deployment – SMFD & MVFD**

<b>STATION 1</b>	<b>STATION 4</b>	<b>STATION 6</b>	<b>STATION 7</b>	<b>STATION 9</b>
Engine 1	Engine 4	Engine 6	Engine 7	Engine 9
Medic 1	Medic 4	<i>Medic 6 (reserve)</i>	<i>Engine 607</i>	Rescue 9
<i>Dive Tender 1</i>	<i>Truck 4</i>			Battalion Chief
<i>Fireboat Liberty</i>	<i>Engine 604</i>			

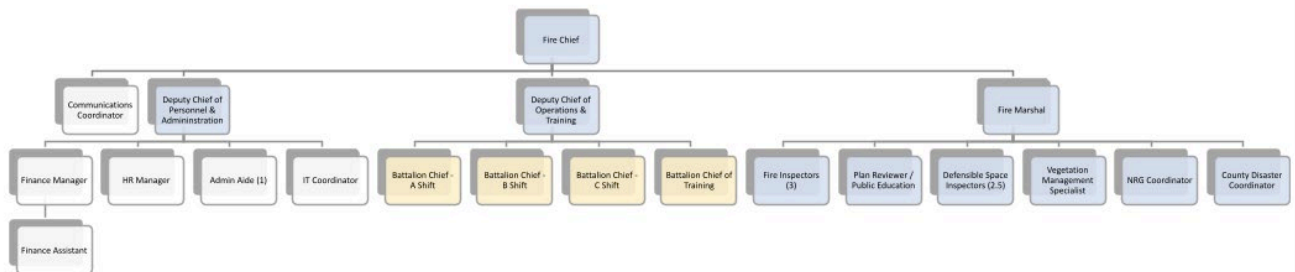
*Italicized units are crossed staffed*



## Current Organizational Chart – Executive Level



## Current Organizational Chart



## **Fire District's Adopted Vision**

*A nationally recognized, forward leaning all-risk service provider that delivers excellence in all-hazards risk response, in maintaining strategic community partnerships, in hiring, training and retaining exceptional people, and in implementing efficiencies in service provision to ensure fiscal sustainability, stewardship, and accountability to the communities we serve.*

## **Fire District's Adopted Mission**

Our Mission Statement was recently reviewed and reaffirmed by the Organization (Mill Valley and Southern Marin Personnel) at the Steve Kent Leadership Academy Event (February / March 2023).

*The Mission of the Southern Marin Fire District is to contribute to Greater Southern Marin Community's reputation as a safe, friendly, economically thriving community in which to live, work, learn, play, and visit.*

*We achieve our mission by providing the highest quality local and regional community risk reduction, suppression, emergency medical services, rescue, marine response, disaster preparedness and community education services possible within the resources provided to us.*

*We are professional, proud, compassionate, highly trained, and committed to utilizing state-of-the-art technology to provide services that meet or exceed the expectations of our community.*

## **Southern Marin Fire District Organization**

The Southern Marin Fire District organization has several distinct areas of services such as Operations, Prevention, Administration, Training, etc. Although most fire agencies define these as **Divisions** and distinctly organize their budget around this structure to better track costs for each of those Divisions, the Southern Marin Fire District has not yet modeled the budget and organization into that formal "cost center" structure. Currently costs for each of those Divisions in our agency are spread throughout a single budget structure, except for the Prevention Division.

## **Shared Services Adopted Mission**

*Identify and implement programs, processes and partnerships that results in cost savings or cost avoidance for both organizations and all communities served; increase organizational efficiencies; enhance firefighter and citizen safety; and strengthen mission resiliency through improved service.*



# ADMINISTRATIVE & PERSONNEL DIVISION

The Administrative and Personnel Division is the foundation of the organization, ensuring that our Operational and Prevention Staff are well equipped, trained, and supported. This Division administers the organization, ensuring compliance with all legal mandates and strong community and governmental relationships. Some members of the Administrative and Personnel Division have specified duties and expertise to ensure the organization is managed safely and well. **This Division is led and managed by our Deputy Chief of Personnel and Administration and reports directly to the Fire Chief.**

## ADMINISTRATION & PERSONNEL

The Southern Marin Fire District's mission largely predicated a dependence on people for the provision of our services and mission. Our budget reflects this with 80% of our Operating & Equipment (O&E) budget dedicated to salary and benefit costs. Managing and supervising people is complex as it intertwines issues of human resources, State and Federal

regulations, labor agreements, legal issues, and managing performance and service delivery in order to ensure we support the personnel who are delivering our services both internally and externally. Many agencies make the mistake of not building a strong foundation administratively and consequently, inherit multiple unintended consequences and costs. The Southern Marin Fire Protection District has built a strong administrative foundation that minimizes the risks that could impact the District.



## COMMUNICATIONS

Our communications and branding programs are coordinated by our **Communications Coordinator**. Following the adopted *Communications and Branding Strategic Plan*, our Communications Coordinator sets metrics for the various campaigns and communication systems utilized by the District. The metrics are reported monthly to the Board of Directors and the Community. The objective of this program is to improve communication externally and internally with a focus on building trust and respect. The District's existence and mission are fully predicated on trust and the relationship with those we serve. Since the inception of this position and services, we have seen incredible responses from the community, clearly reflecting the value they find in the proactive outreach of public education and information.

## INFORMATION & TECHNOLOGY

Our IT programs and services are coordinated and supported by our IT coordinator. The District fully embraces the use of technology to increase efficiency and effectiveness. Approximately five years ago the District made the strategic decision to shift from premise-based software to SaaS (Subscription as a Service), or cloud-based software. The organization has continued to grow and increasingly relies upon technology to efficiently and effectively provide services internally and externally and as a result, the need for a dedicated resource was identified and funded. Since the hiring of this position, we have seen increased support

and oversight of key and critical technologies for the District. The IT Coordinator's position has strengthened the critical administrative foundation of the organization in support of internal and external services.

### **HUMAN RESOURCES**

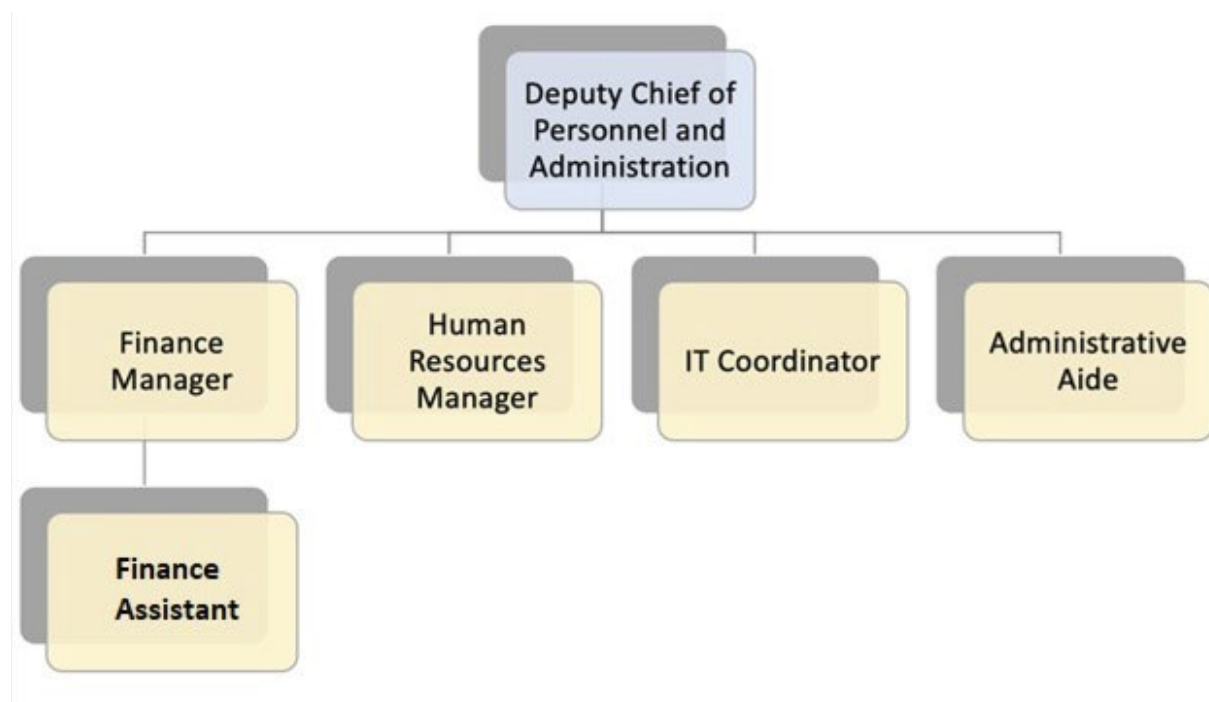
Human Resource Management (HRM) is a collective term for all the formal systems created to help in managing employees and other stakeholders within a company. Human resource management is tasked with three main functions, namely, supporting the mission of the agency with the recruitment and compensation of employees, and designating work. Ideally, the role of HRM is to find the best way to increase the productivity of an organization through its employees. Our Human Resource Team consists primarily of our **Human Resource Manager** but also includes our **Deputy Chief of Personnel and Administration**, as well as Legal Counsel as needed.

### **FINANCE**

Money is the fuel that propels the organization; it facilitates our ability to meet our mission and strategic objectives. It is also an integral ingredient in the trust we have between the agency and those we serve. The District is focused on the importance of excellent financial practices and transparency; our community needs to clearly understand what value they are deriving from their investment (tax dollars). Our Finance Team consists of a **Finance Manager** and **Finance Assistant** who manage all aspects of our financial operations.

### **LOGISTICS**

Logistics consists of the hardware and tools of our organization, our contractual obligations and insurance and risk management requirements. We want to ensure we are providing the best and most effective tools, support services and equipment for those who provide our services, as well as manage our risks as an agency. This element of the organization is managed by our **Deputy Chief of Personnel and Administration**.



# PREVENTION DIVISION

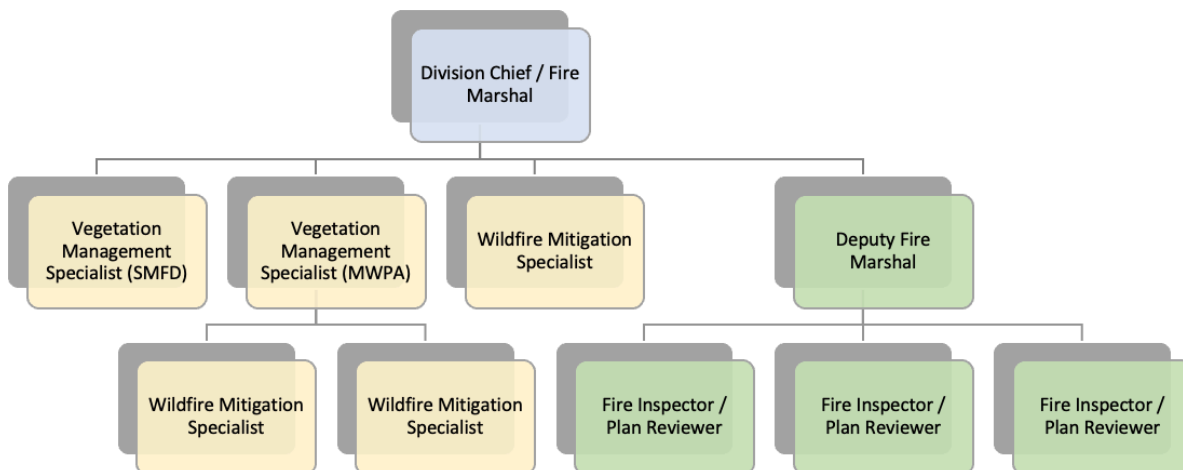
Resiliency is one of the most compelling concepts in fire & life safety, and emergency preparedness; it is the ability to recover from or adjust easily to misfortune or change. It is about preparation, prevention and mitigation strategies that ensure communities and business can return to a normal state as quickly as possible.

Our Prevention Division is funded from several sources including property taxes, (including Measure U and Measure C), and fire prevention fees. **This Division is led and managed by our Fire Marshal who is a Division Chief and reports directly to the Fire Chief.**

Areas of responsibility include: Public Education, Community Risk Reduction, Inspections, Fire Investigation, Wildland Urban Interface (WUI) Awareness, Fire Protection Standards & Code Development, Development and Construction Reviews, and Code Enforcement. The 2023/2024 budget reflects resources necessary to accomplish the organizational mission.

The role the Southern Marin Fire District plays is ever increasing and is key to making resilience happen. The Southern Marin Fire District has engaged with the Cities of Sausalito, Mill Valley and other stakeholder groups to increase resiliency.

SMFD staff continues to expand their participation in disaster preparedness activities by holding leadership positions in the Sausalito Emergency Operations CERT, Sausalito Disaster Preparedness committee, and FIRESafe Marin Committees.



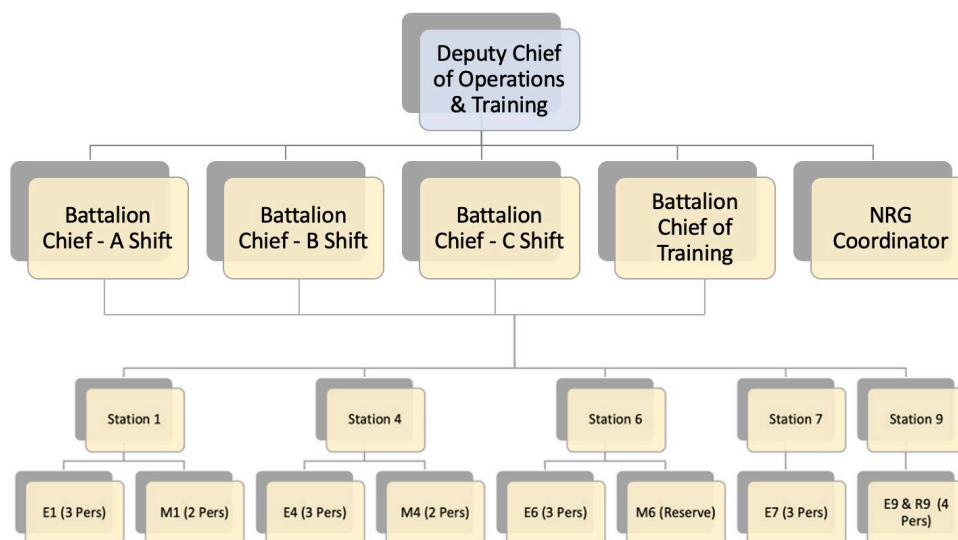
# OPERATIONS DIVISION

The Operations Division provides all-hazards emergency response services to the citizens of the Southern Marin Fire District. Operations personnel and equipment are the first line responders of the District emergency response system. Our goal is to respond to *all* threats to life, property, and the environment. We often find ourselves being the citizens' first, and sometimes last, resort for help. We are almost always called first in an emergency and often called last when the citizen simply cannot find a resolution to their problem through any other public service or private company. In these situations, our philosophy is to find safe, effective, timely, and economical solutions. **Our Operations Division is led and managed by our Deputy Chief of Operations & Training and reports directly to the Fire Chief.**



The Operations Division organizes staffing of apparatus in order to continue to exceed the expectations of the community, and to remain operationally ready to provide professional, skilled, and courteous service at all times.

Our Operations are not only land based but the District also operates in a marine environment and is equipped, trained, and staffed to respond to the numerous events that occur in our waterways each year.



# TRAINING DIVISION

The Training Division provides all cognitive and manipulative training, regulatory training, and education, to all our employees, as well as is responsible for all applicable documentation including associated policy and procedures.

Our Training Division is staffed by a full-time Battalion Chief. The Vision for our Training Division is to support their pursuit of our organizational vision of pursuing academic and technical excellence and have the resources needed to be highly proficient in all that we do; to perform our mission safely and exceed our citizens' expectations.

Our Training Division is also led and managed by our **Battalion Chief of Training**. Oversight is provided by the **Deputy Chief of Operations & Training** and reports directly to the Fire Chief.



## Measure U

In November of 2018, citizens of the Fire District approved a parcel tax increase that will generate an estimated \$3.1 million annually. The purpose of the measure was two-fold: to ensure financial viability of the District and its current services, and to provide new funding for the District to use to generate new wildland fire risk reduction efforts. A priority of the voters was increased funding dedicated to reducing risks associated with wildfire. The District committed to the voters prior to the passage of the measure, an annual funding of \$1 million from the new revenue stream for efforts specific to reducing the risks from wildland fire. The remaining \$2M dollars is to be allocated to fund the other key values identified in the ordinance:



1. Maintaining Local Emergency Medical Services
2. Attracting & Retaining Qualified Professional Paramedics
3. Maintaining High Cardiac and Stroke Survivability Standards
4. Maintaining Local Fire Protection
5. Maintaining Current 9-1-1 Response Times
6. Improving the district's ability to react to and contain wildland fires.

These priorities were recently reinforced in our 2023 Community Survey.

## Measure C

In March of 2020, citizens of Marin County approved a parcel tax increase that will generate an estimated \$19.3 million annually. The Measure also results in the creation of the Marin Wildfire Prevention Authority, a JPA that will govern the use of the funds generated from the measure.

The Measure is designed to take a county-wide approach to reducing the risks associated with wildland fire. The revenues from the measure fund three primary areas: 1) Core JPA Functions; 2) Defensible Space Inspections and 3) Local Mitigation Programs.



The Core Functions element of the Measure will be supported by 60% of the revenues raised; the defensible space inspectors' program will be supported by 20% of the revenues raised, and the local mitigation element will be supported by the remaining 20% of the revenues raised.

The Fire Chief, in consultation with the Fire Marshal and Deputy Chief of Operations and Training has developed a proposed work plan and budget to submit to the Marin Wildfire Prevention Authority (MWPA) for consideration and approval. The Governing Board of the new Joint Powers Agreement (JPA) will ultimately determine what elements of each agency's proposals are funded.

**What is presented in this preliminary budget is what is being presented to the MWPA.**

A budget summary document sheet for Measure C is included in this budget packet to provide a summarized view of Measure C expenditures.

## Long Term Fiscal Resiliency

In the adopted Vision of the Fire District, the long-term fiscal resiliency is identified as a key objective and states:

### ECONOMIC RESILIENCY

- *I envision a future where the economic resiliency of the organization is sound and built to weather the ebb and flow of economic cycles.*

The Fire District has historically navigated some very difficult times economically. The passage of Measure U in 2018 was a major accomplishment towards fiscal resiliency. OPEB and Pension liability have had a significant impact on the District's ability to generate responsible reserves, provide greater operational flexibility, and provide the economic tool to expand or enhance services where it meets the needs of the District.

- The development and execution of a comprehensive review process of the District's revenue streams, identifying opportunities to generate new sources of income, ensuring we are collecting revenues commensurate with District policy and legal mandates.
- The development and execution of a comprehensive review process of the District's expenditure streams, identifying opportunities to generate new efficiencies thereby extracting greater value out of each dollar of revenue.
- The creation of a culture that thrives on the pursuit of economic responsibility and embraces the regular assessment of all aspects of the economic model and choices of the District's operations.
- A culture that embraces and pursues sustainable practices that yield greater value from our revenue streams.

Since the adoption of our Vision, District personnel have endeavored on the expenditure side of the economic resiliency equation. Our labor groups have worked with management to share in increased employee benefit costs. Our budget managers have worked diligently through a zero-based budgeting approach, to develop budget proposals that are responsible and in alignment with the organization's vision, mission, and strategic objectives. Examples of specific actions taken by our employees to manage salary and benefit costs include:

- Prior to PEPRRA, SMFD Firefighters were the first in the County to modify retirement from 3@50 to 3@55.
- Contribute to medical premium costs.
- Eliminated OPEB for employees hired after 1/1/2014. Implemented Retiree Health Savings (RHS) Accounts.
- Assisted Staff in submitting grants and allocations in excess of \$2.2 million.



## **Proposed Budget Summary for Fiscal Year 2023/2024 (FY24)**

### **Revenue Forecast Summary**

Property tax makes up the primary source of the Fire District's revenue. With the annexation of the City of Mill Valley's Fire Department (MVFD), the District will receive \$6.6M in property tax monies to fund the increased costs of adding 27 new safety personnel and associated equipment and facilities costs. Other new Mill Valley revenue streams include an additional \$300K for S MEMPS, \$507K to fund Mill Valley MWPA projects, and \$100K in plan fee revenue.

In addition, June estimates from the County of Marin project a \$877K increase in property tax revenues from the District's existing tax base (6% higher than the FY23 projected actual secured property tax revenue. Our 10-year financial forecast has assumed a 4% property tax increase annually, a difference of +\$351K). Most other revenue streams will remain relatively stable, except for Interagency Agreements: This line is decreasing -67% (from \$1.3M to \$441K). The decrease is due to the annexation of MVFD, which will eliminate the need to share two battalion chiefs and one administrative aide between the two agencies.

### **Expenditure Proposals Summary**

Our Expenditures are categorized into three major categories: The **Operating + Equipment Budget** [Salaries & Benefits + Operating Expenses + Equipment], **Grants/Allocations**, and **Funded from Reserves** [apparatus, facilities, or one-time purchases funded by monies set aside in prior years].

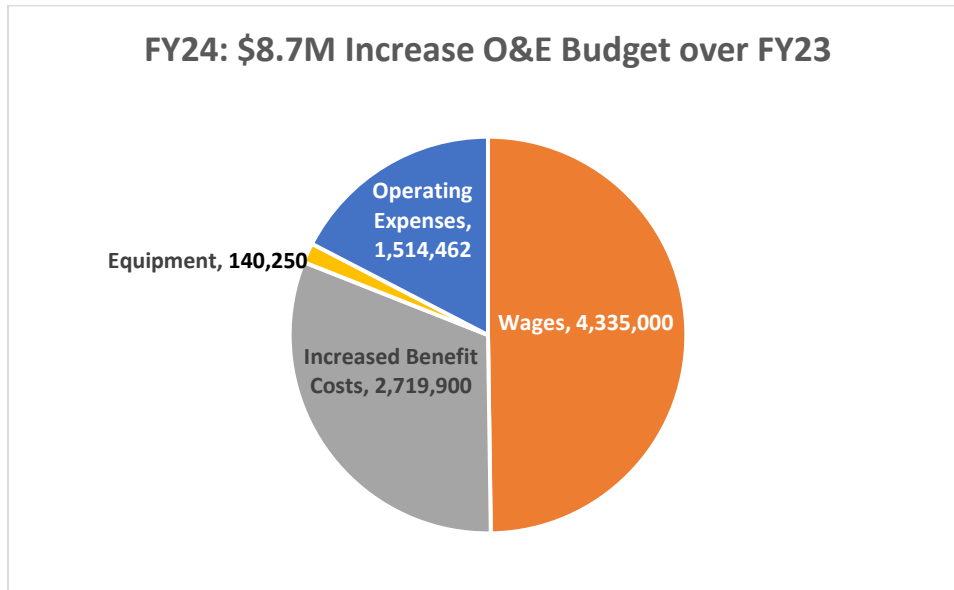
### **Operating + Equipment Budget**

The Operating & Equipment (O&E) Budget is the part of our budget that captures the ongoing expenses that are required to keep our organization running and ensuring the delivery of our services day to day. This includes costs like our salary and benefit expenses, dispatch costs, fuel and maintenance costs, and expenditures that are recurring and are a part of our day-to-day operations.

The Operating + Equipment Budget Increase for FY24 has been proposed at **+37%** or a **\$8.7M** net increase. In past years we have aimed for the O&E increase to be 5% or lower. This year's 37% increase is primarily due to the annexation of MVFD; the Marin Wildfire Prevention Authority's (MWPA) budget is also increasing \$786K.

The FY24 is the tenth year in which we have deployed a zero-based budgeting approach and we continue to refine this tool as an element to our expenditure control tools. The proposed increases reflect organizational needs for FY24, many of which have essentially been funded by decreases in other budget lines where this fiscal year either the program needs have decreased or in some cases been fully eliminated.

The categories of the entire \$8.7M O&E increase are summarized below:



Current salaries include step increases, plus a 3% wage increase for all line staff employees except the Fire Chief, whose salary is determined independently by the Board through annual review.

### Grants / Allocations

The District successfully applied for an allocation specifically for vegetation management along Highway 1. The \$1M for this project is reflected in the revenue and expenditures.

The total **Funded from Reserves** category decreased by (\$439K) this year, largely due to the near completion of the Station 4 Remodel Project. We are also proposing the purchase of one replacement vehicle for the Fire Chief and a rescue watercraft to replace the 2018 Yamaha. The other new proposals include facilities improvements to Station 4 (roofing, gutters, lighting), Station 6 (new bathroom in the apparatus bay) a Citygate deployment analysis, and \$100K for unforeseen facilities repairs and improvements.

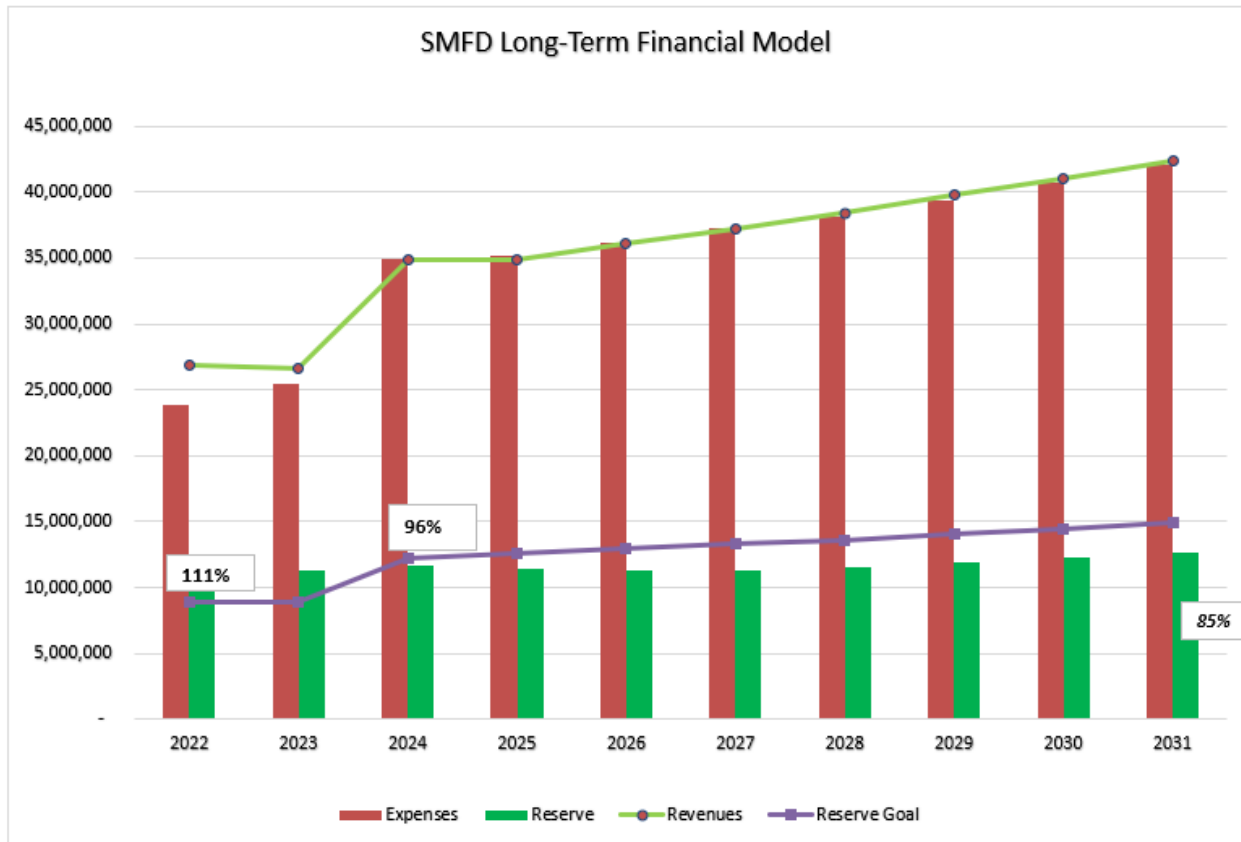
### Unallocated Reserve Funding Strategy

The intent of the unallocated reserves is essentially a savings account where monies are not dedicated for specific purchases but instead are reserved in the event that economic conditions beyond our control require an injection of funds to carry us through a downturn in the economy.

The District's FY24 reserves goal is \$12.2M (five months' O&E expenses, less the MWPA budget); this is a 37% increase over last year's goal since the annexation of MVFD will increase the O&E Budget. As of FY22 the District had exceeded its unallocated reserve goal by almost

\$1M (111% of the goal); going forward with the increased goal due to the annexation, the reserve goal is projected to be 95% funded as of June 30, 2024.

The long-term goal is to eventually have an amount in the unallocated reserves account equal to one years' worth of the Operating + Equipment Budget (\$32.3M in FY24), as part of a Financial Strategic Objective and our Vision to be more economically resilient.



**This budget projects a balance to fund unallocated reserves of \$339K. If the District contributes the entire \$339K to reserves, we project an unallocated balance of \$11.6M – 96% of the FY24 \$12.2M goal.**

Equipment

The Operating Equipment included in the Operating Budget is the part of our budget where we detail frequently recurring and/or lower-cost equipment expenses (such as hose and hydrants – not apparatus). In a municipal budget this is often referred to as a Capital Improvement Budget. This often includes tools and various hardware items.

This budget proposes \$266,300 in equipment spending, an increase of \$140,250 over the FY23 budget. **This is a 111% increase over last year’s equipment budget.** The proposed expenditures in the Operating Equipment Budget are most often discretionary expenses. This

does not mean that they are frivolous and in fact they directly contribute to the achievement of the Strategic Plan, Mission, and the Vision of the Fire District.

The Proposals within this budget are those that we believe are essential in moving the District towards attainment of those elements of our Vision and contained within our Strategic Plan.

#### Funded from Reserves

Although the **Funded from Reserves** Budget is similar to our **Equipment** budget it is distinctly different than the **Equipment** Budget in that includes our fire apparatus purchases and is funded from monies in our reserve account.

This budget section proposes \$856K in capital reserve spending, a **decrease** of \$439,250, or 36% compared to the FY23 Budget.

## 2023/2024 Proposed Major Capital Initiatives

1. **Deployment Analysis.** With the recent annexation of the City of Mill Valley we propose conducting an updated deployment analysis that will review our Operations, Administrative and Prevention Divisions. **Estimated cost: \$55,000**
2. **Station 4 Remodel – Phase 2.** Phase 1 addressed several structural issues with Station 4, as well as remodeling and an updated kitchen. In Phase 2 we will integrate the additional issues that were unaddressed in Phase 1, including roofing and gutters, updated lighting, and new office furniture. **Estimated cost: \$240,000**
3. **Replacement of Rescue Watercraft (RWC’s).** The District owns and operates two Rescue Watercraft. These vessels are used in the Bay to assist with life rescues and are often used on conjunction with FB Liberty. These RMC vessels have a service life of five years. Their replacement is programmed into our capital replacement fund. **Estimated cost: \$26,000**
4. **Replacement CradlePoint Routers and iPads for Apparatus.** All of our apparatus contain mobile devices (iPads) which are connected via dual modem cellular routers. This project replaces units at the end of their service life. **Estimated cost: \$27,000**
5. **Replacement Thermal Imagers.** Thermal imagers are handheld devices used by our firefighters, to “see through smoke” and walls to identify hot spots. These can be points of combustion, or people. They are a crucial tool for our firefighters. We are proposing the replacement of three of these devices. **Estimated cost: \$21,000**
6. **Replacement Radios.** **Estimated cost: \$25,000**
7. **Replacement Fire Hose.** **Estimated cost: \$42,100**
8. **Replacement Fire Hydrants.** Each year the District plans and excutes the replacement of fire hydrants throughout the District’s boundaries. **Estimated cost: \$43,000**
9. **Replacement Automatic External Defibrillators.** For each sixty seconds a patient in ventricular fibrillation, who does not receive an electronic shock, reduces their chance of survival by 10%. These medical devices are carried on all District apparatus and vehicles to ensure that our staff can readily and quickly apply this life saving skill in moments of need. **Estimated cost: \$31,200**
10. **Replacement of Computer Workstations.** (8) workstations (MacBooks) are budgeted. **Estimated cost: \$19,000**

11. **Drone Program.** This year's budget includes the cost of (1) drone (\$7,000), plus annual software (\$4,500 - recurring), plus courses and certifications that are distributed throughout applicable budget lines. **Estimated cost: \$34,350**
  
12. **Develop and Adopt Technology Replacement Plan.** The District, as part of their fiscal management plan, has for many years utilized a replacement plan for all of its vehicles, apparatus, fireboat and some of our equipment such as SCBAs and air refill stations. Our IT Coordinator will develop a comprehensive inventory of all computer hardware, and working with the Finance Manager and Fire Chief, will develop a proposed replacement schedule and funding model for the Board to adopt. **Estimated cost: \$0 (for development of the plan).**
  
13. **Submit an Application for the CSDA Transparency Award.** The California Special District Association solicits and subsequently awards, Special Districts who complete a pre-determined list Transparency Requirements. The Fire Chief will be submitting an application for the Fire District. **Estimated cost: \$ (Staff Time Only)**
  
14. **Develop and deploy new Management Academy.** Beginning in 2013, the City of Sausalito initiated a program designed to prepare local government employees for supervisory and managerial positions. This program came to be known as the Southern Marin Management Academy. Towns, cities, and special districts would submit applications each year for the limited slots; the program became very successful and prestigious. Our own HR Manager Susan Paterson began managing this program in 2013. With the retirement of Susan Paterson and Adam Politzer from the City of Sausalito, the program was discontinued after the 2019 program year. The District has been coveting the development of a similar program for up-and-coming captains and battalion chiefs. Our HR Manager and Training Officer are working to develop a program that prepares captains and battalion chiefs for their new responsibilities. **Estimated cost: \$0 (Cost will be in future FY after development)**
  
15. **Submit Annual ACFR.** Beginning in the 2020/2021 Fiscal Year, the District submitted its first ever Annual Comprehensive Financial Report (ACFR). Developing the first ACFR is a time-consuming process but the process of producing and being recognized by the Government Financial Officers Association is a sought-after Best Practice. For the 2023/2024 fiscal year, we will again submit an ACFR, but it will require a fraction of the time as the template has already been developed. **Estimated cost: \$5,000 (Plus Staff Time)**
  
16. **Conduct Annual Audit.** Each year the Fire District is required to complete a financial audit; it is also considered a Best Practice. The District will submit an Audit for the 2023/2024 fiscal year. **Estimated cost: \$20,000**

**17. Support Measure U Oversight Committee Annual Audit.** Each fiscal year staff meets with the Measure U Oversight Committee twice. The last meeting consists of a review of the District Audit, and a review of the Performance Measures articulated in the Measure U Ordinance. This engagement with the Oversight Committee occurs every year.  
**Estimated cost: \$0 (Staff Time only)**

**18. Generate and present Annual Report, and Quarterly Reports.** In 2021, the District completed and released its first-ever Annual Report. This report is publicly published through the District's communication channels, as well as being placed on the District website. The goal is to generate an Annual Report each year moving forward. These reports are shared through the District's communication channels as well as presented at the Board Meetings, and the Cities of Mill Valley and Sausalito Council meetings.  
**Estimated cost: \$0 (Staff Time only)**

## **Operating + Equipment Budget Significant Changes Detail (Including Measure U Wildfire Mitigation Programs & Measure C)**

501-A – Base Salaries and Overtime – \$4,335,000

This increase accounts for the addition of 27 Mill Valley safety employees, scheduled 3% cost-of-living increases for line personnel, step increases, plus corresponding FLSA and overtime increases.

504 Benefits – \$2,719,900

The addition of the MVFD employees accounts for the bulk of the benefits' increases, but this increase is also due to anticipated health benefits increases (7%) and increases to the District's retirement contribution rates by the Marin County Employees' Retirement Association (MCERA).

511 – Office Expenses – (\$14,386)

Actual printing expenses for map books and Prevention/Public Education/MWPA mailers have been less than budgeted, so these lines were adjusted accordingly.

513-U – Miscellaneous Computer Supplies – \$4,240

Based on FY23 with our new IT Coordinator, we have been making more purchases and anticipate this trend continuing.

513-V – Software Subscriptions – \$25,100

This line has increased due to many price increases for existing software, notably Google and Tablet Command, plus the incorporation of MVFD employees into current user-based subscription software.

515 – Clothing & Personnel Supplies – \$111,355

Equipment for new hires, including MVFD employees.

517-B – Dispatch Services – \$210,678

With the transition of dispatch services from the Marin County Sheriff's Office (MCSO) to a new agency with enhanced services dedicated solely to the fire service, we anticipate a higher-quality service but also with a higher cost. The transition is being mandated because of the MCSO getting out of the fire dispatch business. The Marin fire chiefs are working with the MCSO to minimize costs by capturing opportunities to share elements of the dispatch system.

517-E – MERA Operating Costs – \$62,712

This increase is largely due to taking over MVFD's MERA costs.

518 – Utilities – \$29,217

There are two factors largely contributing to the increases to the utilities lines: the solar panels installed at station 9 were installed before the station's new HVAC system was in place. The quantity of solar panels is now insufficient to power the HVAC system *and* have an energy surplus to return to the power grid. This accounts for an increase of approximately \$13K. Additionally, energy prices have soared this past year, causing many of the 518 lines to exceed the budget. We have increased these lines accordingly.



520 – Buildings & Grounds Maintenance – \$29,350

We anticipate higher costs in this category due to the MVFD annexation.

521 – Equipment Maintenance – \$31,350

We anticipate higher costs in this category due to the MVFD annexation.

521-1 – Vehicle Maintenance – \$181,285

We anticipate higher costs in this category due to the MVFD annexation.

523-ZB – Vegetation Management – \$507,701

This increase is part of the promise made to the District’s citizens that with the approval of Measure U, increased resources will go towards wildfire mitigation and prevention efforts. It also includes the MWPA initiatives that previously were with the City of Mill Valley.

523-ZH – DEI Initiatives – \$35,000

This new budget line is to provide equitable opportunities and increase inclusiveness in the District’s recruitment process. It includes staff DEI and leadership training, in addition to a recruitment video.

527 – Rent – \$25,762

This is the anticipated cost of the 5% November 2023 rent increase for the admin building for admin and prevention staff.

585 – Debt Service – \$89,656

This is the second of five payments as part of the leasing agreement approved by Board in March 2022 for the replacement of Engine 9, plus the two lease agreements the District will take over from Mill Valley for two engines.

**Capital Equipment Detail - \$266,300 Total (\$140,250 increase over FY23)**

583-4B – Non-SMEMPS EMS Equipment – \$31,200

To replace aging Automatic External Defibrillators (AEDs), medical bags, and out of county medical equipment not paid for by SMEMPS.

583-4D – Hydrants – \$43,000

For the ongoing replacement of District hydrants.

583-4F Hose – \$42,100

Aging hose are replaced annually.

583-4H – Radios – \$25,000

For the ongoing replacement of District radios.

583-4K – Office Equipment - \$49,000

New office furniture at Station 4 (\$30K) plus internet upgrades.

583-4R – New Workstations – \$19,000

We are continuing with replacing most workstations with Apple computers and will also be providing a new workstation for the Deputy Fire Chief.

583-4V – MDC iPad Program – \$27,000

To replace aging iPads on the rigs, in addition to new CradlePoint routers for 5G.

583-4Z – One-Time Miscellaneous Equipment - \$7,000

For the purchase of one additional drone.

**Funded from Reserves - \$856,000 Total (\$439,250 decrease over FY23)**

583-5H – Other Repairs - \$100,000 (*\$0 change over FY23*)

Unanticipated costs for station repairs.

583-5J – New Apparatus – \$90,000

Anticipated cost to replace the Fire Chief’s vehicle.

583-5S – Station 6 Improvements – \$75,000

Station 6 does not have a bathroom downstairs. Adding a bathroom would provide many benefits.

583-5V – Station 4 Remodel – \$210,000

These funds will be used to reroof Station 4, in addition to adding new lighting and gutters.

583-5W – One-Time Misc. Expenses - \$55,000

This is for a CityGate deployment analysis study.

**FY24 Summary Operating, Equipment + Capital Budget by Division**

<b>FY24 Analysis</b>	<b>General</b>	<b>Change from PY</b>	<b>Prevention</b>	<b>Change from PY</b>	<b>Measure U</b>	<b>Change from PY</b>	<b>Measure C</b>	<b>Change from PY</b>	<b>TOTAL CHANGE</b>
<b>Operating Budget</b>									
Salaries & Benefits	23,745,700	40%	1,024,980	25%	223,700	-40.9%	876,120	34%	<b>37%</b>
Operating Expenses	4,259,739	27%	135,370	-2%	774,500	24.7%	1,035,775	45%	<b>34%</b>
Equipment	205,100	220%	54,000	10%	1,800	N/A	5,400	-58%	<b>111%</b>
<b>Total O&amp;E Budget</b>	<b>28,210,539</b>	<b>39%</b>	<b>1,214,350</b>	<b>26%</b>	<b>1,000,000</b>	<b>0%</b>	<b>1,917,295</b>	<b>40%</b>	<b>37%</b>
<b>Capital from Reserves</b>	<b>556,000</b>	<b>-52%</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0%</b>	<b>300,000</b>	<b>362%</b>	<b>-30%</b>
<b>Grants / Allocations</b>	<b>0</b>	<b>N/A</b>	<b>1,000,000</b>	<b>300%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>401%</b>
<b>Total FY24 Budget</b>	<b>28,766,539</b>	<b>34%</b>	<b>2,214,350</b>	<b>91%</b>	<b>1,000,000</b>	<b>0.0%</b>	<b>2,217,295</b>	<b>55%</b>	<b>37%</b>

**FY24 O&E General Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved O&amp;E Budget</b>	<b>20,306,044</b>	
<b>Plus General Inflationary Increases</b>	<b>0</b>	<b>0%</b>
<b>Plus/(Less) FY24 Changes:</b>		
<b>Salaries &amp; Benefits:</b>		
501 - Salaries	3,300,000	3% wage increases + 27 new Mill Valley employees
501-O - Overtime	950,000	Wage increases/Mill Valley annexation
504 - Benefits	2,534,300	↑7% Kaiser; ↑MCERA rates; MV employees
<b>Subtotal Salaries &amp; Benefits Changes</b>	<b>6,784,300</b>	<b>40.0%</b>
<b>Operating Expense Changes:</b>		
511 - Office Expenses	6,850	
513 - Special Departmental Expenses	34,210	↑Computer supplies, software subscriptions
515 - Clothing & Personnel Supplies	80,080	↑PPE prices, new rescue swimmer program
517 - Communications	309,410	↑Dispatch services (\$211K); new Mitel phones (\$15K)
518 - Utilities	28,925	↑Utilities estimate based on FY23 actual
520 - Buildings & Grounds Maintenance	28,750	MVFD annexation
521 - Equipment Maintenance	31,350	Adding 2 divers to team
521-1 - Vehicle Maintenance	177,985	↑Anticipated costs due to annexation, rescue watercraft upgrades
523 - Specialized Services	78,015	↑physicals, DEI Initiatives ↑\$35k
524 - Insurance	30,000	Additional vehicles + premium ↑
526 - Training & Conferences	50,250	Drone trainings, ↑for MV employees
526-1 - Membership/conferences	2,000	
526-2 - Meetings, Meals & Travel Expenses	8,700	↑Strike team costs
527 - Rent	22,964	LSW est 7% rent increase
<b>Subtotal Operating Budget Increase/(Decrease)</b>	<b>979,145</b>	<b>29.3%</b>
<b>Equipment (detailed on Capital Analysis)</b>	<b>141,050</b>	<b>220%</b>
<b>Total General O&amp;E Budget</b>	<b>28,210,539</b>	<b>7,904,495</b> <b>39%</b>

**FY24 O&E Prevention Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved O&amp;E Budget</b>	<b>907,450</b>	
<b>Plus General Inflationary Increases</b>	<b>0</b>	<b>0%</b>
<b>Plus/(Less) FY24 Changes:</b>		
<b>Salaries &amp; Benefits:</b>		
501 - Salaries	110,000	Step increases; added Deputy Fire Marshal position (20%); reclassified (2) positions to safety
501-O - Overtime	0	No change
504 - Benefits	92,580	Reclassified (2) positions to safety=↑benefits
<b>Subtotal Salaries &amp; Benefits Changes</b>	<b>202,580</b>	<b>25%</b>
<b>Operating Expense Changes:</b>		
511 - Office Expenses	250	
513 - Special Departmental Expenses	1,000	Increased software subscription costs
515 - Clothing & Personnel Supplies	23,600	New hire costs
517 - Communications	2,780	More iphone monthly charges
521-1 - Vehicle Maintenance	6,000	↑fuel
523 - Specialized Services	3,000	
524 - Insurance	0	No change
526 - Training & Conferences	8,110	
526-1 - Membership/conferences	1,080	
526-2 - Meetings, Meals & Travel Expenses	0	
<b>Subtotal Operating Budget Increase/(Decrease)</b>	<b>45,820</b>	<b>33%</b>
<b>Equipment (detailed on Capital Analysis)</b>	<b>4,800</b>	<b>10%</b>
<b>Total Prevention O&amp;E Budget</b>	<b>1,214,350</b>	<b>253,200</b> <b>26%</b>

**FY24 O&E Measure U Wildfire Mitigation Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved O&amp;E Budget</b>	<b>1,000,000</b>	
<b>Plus General Inflationary Increases</b>	<b>0</b>	<b>0.0%</b>
<b>Plus/(Less) FY24 Changes:</b>		
<b>Salaries &amp; Benefits:</b>		
501 - Salaries	(100,000)	Moved Communications Coordinator to General; added 50% NRG position
501-O - Overtime	(5,000)	
504 - Benefits	(50,000)	Moved Communications Coordinator to General; added 50% NRG position
<b>Subtotal Salaries &amp; Benefits Changes</b>	<b>(155,000)</b>	<b>-40.9%</b>
<b>Operating Expenses:</b>		
511 - Office Expenses	(550)	Decreased mailing costs
513 - Special Departmental Expenses	1,440	New hire computer supplies
515 - Clothing & Personnel Supplies	2,630	New employee costs
517 - Communications	(880)	
521-I - Vehicle Maintenance	(500)	
523 - Specialized Services	159,155	Vegetation management projects
526 - Training & Conferences	(4,960)	
526-I - Membership/conferences	(2,935)	
526-2 - Meetings, Meals & Travel Expenses	(200)	
<b>Subtotal Operating Budget Increase/(Decrease)</b>	<b>153,200</b>	<b>24.7%</b>
<b>Equipment (detailed on Capital Analysis)</b>	<b>1,800</b>	
<b>Total Measure U O&amp;E Budget</b>	<b>1,000,000</b>	<b>0%</b>

**FY24 Measure C (MWPA) O&E Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved O&amp;E Budget</b>	<b>1,365,378</b>	
<b>Plus General Inflationary Increases</b>	<b>0</b>	<b>0%</b>
<b>Plus/(Less) FY24 Changes:</b>		
<b>Salaries &amp; Benefits:</b>		
501 - Salaries	80,000	Added Deputy Fire Marshal position (80%), eliminated part-time positions; shifted 50% of NRG position to Measure U
501-O - Overtime	0	
504 - Benefits	143,020	Added benefits for new employees
<b>Subtotal Salaries &amp; Benefits Changes</b>	<b>223,020</b>	<b>34%</b>
<b>Operating Expenses (Increase/(Decrease):</b>		
511 - Office Expenses	(20,936)	No maps & run books
513 - Special Departmental Expenses	(2,600)	
515 - Clothing & Personnel Supplies	5,045	new employee supplies
517 - Communications	(456)	
521-I - Vehicle Maintenance	(2,200)	
523 - Specialized Services	357,179	Participation in seasonal program; veg mgmt projects
524 - Insurance	0	
526 - Training & Conferences	(3,170)	
526-I - Membership/conferences	(205)	
526-2 - Meetings, Meals & Travel Expenses	(50)	
<b>Subtotal Operating Budget Increase/(Decrease)</b>	<b>332,607</b>	<b>47%</b>
<b>Equipment (detailed on Capital Analysis)</b>	<b>(7,400)</b>	<b>-58%</b>
<b>Total MWPA O&amp;E Budget</b>	<b>1,913,605</b>	<b>548,227</b>
		<b>40%</b>

**FY24 Capital Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved Base Budget</b>	<b>20,241,994</b>	
<b>Plus General Inflationary Increases</b>	<b>0</b>	<b>0.0%</b>
<b>Plus (Less) FY24 Other Significant Changes:</b>		
<b>Subtotal Operating Change</b>	<b>7,763,445</b>	<b>38.4%</b>
<b>Total Base Budget</b>	<b>28,005,439</b>	<b>38.4%</b>
<b>Plus Equipment</b>		
583-4B · Non-SMEMPS EMS Equipment	15,000	AEDs (8) Chief/utility vehicles
583-4F · Hoses	42,100	
583-4H · Radios	25,000	BKR 5000 radios
583-4R · New Workstations	19,000	Station computer replacements
583-4U · Thermal Image Camera	21,000	one camera
583-4V · MDC iPad Program	27,000	Replace (8) apparatus ipads; 5G cradlepoint routers (\$11K)
583-4Z · One-Time Misc Equipment	7,000	Mavic drone (1)
<b>Total Equipment</b>	<b>205,100</b>	<b>220%</b>
<b>Plus Capital from Reserves:</b>		
583-5H · Other Repairs	100,000	misc. facilities repairs
583-5J · New Apparatus	90,000	Chief vehicle replacement
583-5O · Rescue Watercraft	26,000	Replace 2018 rescue watercraft
583-5S · Station 6 Improvements	75,000	Station 6 new app bay bathroom
583-5V · Station 4 Remodel	210,000	Station 4 roofing, lighting
583-5W · One-Time Misc. Expenses	55,000	Citygate deployment analysis
<b>Total Funded from Reserves</b>	<b>556,000</b>	<b>-52%</b>
<b>Plus Grants</b>	<b>0</b>	
<b>FY24 Total General Budget</b>	<b>28,766,539</b>	<b>34%</b>



**FY24 Prevention Capital Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved Base Budget</b>	<b>911,950</b>	
<b>Plus General Inflationary Increases</b>	<b>0</b>	<b>0%</b>
<b>Plus (Less) FY24 Other Significant Changes:</b>		
<b>Subtotal Operating Change</b>	<b>248,400</b>	
<b>Total Base Budget</b>	<b>1,160,350</b>	<b>27%</b>
<b>Plus Equipment</b>		
583-4B · Non-SMEMPS EMS Equipment	9,000	AEDs (5) for prevention vehicles
583-4C · Knox Box Key Replacement	2,000	
583-4D · Hydrants	43,000	
<b>Total Equipment</b>	<b>54,000</b>	<b>48%</b>
<b>Plus Capital from Reserves:</b>		
583-5W · One-Time Misc. Expenses	0	
<b>Total Funded from Reserves</b>	<b>0</b>	<b>N/A</b>
<b>Plus Highway I Veg Management Grant</b>	<b>1,000,000</b>	<b>401%</b>
<b>FY24 Total Prevention Budget</b>	<b>2,214,350</b>	<b>91%</b>


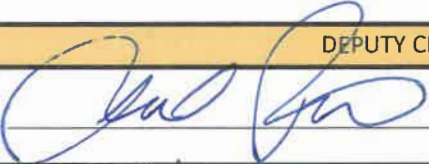

**FY24 Measure U Wildfire Mitigation Capital Budget Analysis**

FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved Base Budget</b>	1,000,000	
Plus General Inflationary Increases	0	0%
<b>Plus (Less) FY24 Other Significant Changes:</b>		
Subtotal	(1,800)	0%
<b>Total Base Budget</b>	<b>998,200</b>	<b>0%</b>
<b>Plus Equipment</b>		
583-4B · Non-SMEMPS EMS Equipment	1,800	AED for vehicle
Subtotal	1,800	N/A
<b>Plus Capital from Reserves:</b>		
Total Funded from Reserves	0	0%
<b>FY24 Total Measure U Budget</b>	<b>1,000,000</b>	<b>0%</b>

**FY24 Measure C (MWPA) Capital Budget**




FY24 Analysis	Budget	Change from Prior Year
<b>FY23 Approved Base Budget</b>	<b>1,352,578</b>	
Plus General Inflationary Increases	<b>0</b>	<b>0.0%</b>
<b>Plus/(Less) FY24 Changes:</b>		
Subtotal	<b>559,317</b>	<b>40%</b>
<b>Total Base Budget</b>	<b>1,911,895</b>	<b>40%</b>
<b>Plus Equipment</b>		
583-4B · Non-SMEMPS EMS Equipment	<b>5,400</b>	AEDs (2) for vehicles
Subtotal	<b>5,400</b>	<b>-13%</b>
<b>Plus Capital from Reserves:</b>		
583-5W · One-Time Misc. Expenses	<b>300,000</b>	LRAD: funded w/ prior year Local rollover funds
<b>Total Funded from Reserves</b>	<b>300,000</b>	<b>362%</b>
<b>FY24 Total MWPA Budget</b>	<b>2,217,295</b>	<b>55%</b>

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes	TODAY'S DATE: 3/3/2023		
PROJECT NAME: AEDs	BUDGET LINE: 583-4B		
DIVISION NAME: General	Replacement Equipment: <b>NO</b>		
START DATE: 7/1/2023	END DATE: 6/30/2024		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:			
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:	VENDOR:	AMOUNT:	
Product/Service:	6 AED for Prevention Vehicles	AED Superstore	\$ 10,800.00
	5 AEDs for the Station Utility Vehicles		\$ 9,000.00
	Chief vehicles (3)		\$ 5,400.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:	10 year replacement		
<b>Total Project Cost</b>			<b>\$ 25,200.00</b>
DEPUTY CHIEF APPROVAL			
Approved by: 	Date: 4-6-23		
CHIEF APPROVAL			
Approved by: 	Date: 6-6-23		




\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

REQUESTED BY:	Kenny O'Reilly/ Marshall Nau	TODAY'S DATE:	4/3/2023
PROJECT NAME:	Hydrant Replacement Project	BUDGET LINE:	583-4D
DIVISION NAME:	<b>Prevention</b>	Replacement Equipment:	<b>YES</b>
START DATE:	7/1/2023	END DATE:	6/30/2024
<b>BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS</b>			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:		<p>Additional cost would be for Risers (they elevate hydrants on the ground and provide water main protection if the hydrant is struck and gets sheared off), gaskets and bolts to secure the hydrant bodies. Additional installation costs may arise around select hydrants that have become encased in the sidewalk and require encroachment permits and sidewalk restoration work. Other than that there are no additional installation cost through a partnership with MMWD (Marin Water). Over the past three year MMWD has provided the District with direct assistance by replacing the bodies and discharging the spent hydrant bodies at no additional charge. In total the project has replaced over 40 of the Districts 1,200 hydrants.</p>	
<b>COMPONENTS:</b>			
	<b>VENDOR:</b>	<b>AMOUNT:</b>	
Product/Service:	Clow 75 Hydrant @ \$2,760 x9	Core & Main	\$ 24,840.00
	Clow 76 Hydrant @ \$3290 x3	Core & Main	\$ 9,870.00
	Risers, Gaskets, and Bolts	Core & Main	\$ 896.00
	Sidewalk restoration efforts	No specified contractor	\$ 4,000.00
Delivery:	Provided by the R&B company, removal provided by MMWD.	N/A	\$ -
Installation:	Completed by MMWD staff at the direction of SMFD staff requests.	N/A	\$ -
Tax:	8.25%		\$ 3,267.50
Other:			
Recurring:		583-4D	
<b>Total Project Cost</b>			<b>\$ 42,873.50</b>
<b>DEPUTY CHIEF APPROVAL</b>			
Approved by:		Date:	6-4-23
<b>CHIEF APPROVAL</b>			
Approved by:		Date:	6-6-23

\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Fischer		TODAY'S DATE: 3/8/2023	
PROJECT NAME: Hose		BUDGET LINE: 583-4F	
DIVISION NAME:		Replacement Equipment:	
START DATE: FY 23/24	END DATE: FY 23/24		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:			
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:		VENDOR:	AMOUNT:
Product/Service:	Key fire Sniper attack hose 60 lengths @ \$270 each		\$16,200.00
	DCS Hose Testing \$1,500 engine @ 9 engines		\$13,500.00
	2.5" attack hose Ndura \$345 each @ 10 lengths		\$3,450.00
	4" Triple Duty Intak Hose 25' \$450 each @ 3 lengths		\$1,350.00
	3" intake hose 25" jumper \$350 each @ 3		\$1,050.00
	Single jacket forestry hose \$155 each @ 10 lengths		\$1,550.00
	Lost, Damaged, Failed Testing and Replacement		\$5,000.00
Installation:			
Tax:			
Other:			
Recurring:		Budget Line:	
<b>Total Project Cost</b>			<b>\$ 42,100.00</b>
DEPUTY CHIEF APPROVAL			
Approved by: 		Date: <u>6-6-23</u>	
CHIEF APPROVAL			
Approved by: 		Date: <u>6-6-23</u>	

\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Mike Coleman	TODAY'S DATE: 3/9/2023
PROJECT NAME: BKR 5000	BUDGET LINE: 583 4H
DIVISION NAME:	Replacement Equipment: <b>YES</b>
START DATE:	END DATE:

**BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS**

List all other costs associated with the approval of this request: maintenance, supplies, etc.

Product Photo:	 <p>VHF Radio</p>	
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**COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS**

COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: BKR 5000 radio	<a href="http://Bendixkingradios.com">Bendixkingradios.com</a>	\$ 2,340.00
Lapel microphone		\$ 365.00
Delivery:		
Installation: Batterys for BKR 5000		\$ 154.50
Tax:		
Other: This price is per radio. They do not make our current VHF portble anymore. This radio has been arrovved by Cal Fire.		
Recurring:		
<b>Total Project Cost</b>		<b>\$ 2,859.50</b>

<b>DEPUTY CHIEF APPROVAL</b>	
Approved by: 	Date: 6-6-23
<b>CHIEF APPROVAL</b>	
Approved by: 	Date: 6-6-23

\*Please attach all quotes to this Form


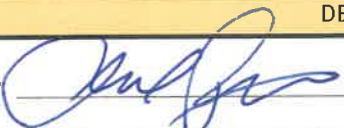

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Doug Paterson	TODAY'S DATE: 4/13/2023		
PROJECT NAME: Station 4 Office furniture	BUDGET LINE: 583 4K		
DIVISION NAME:	Replacement Equipment: <b>YES</b>		
START DATE:	END DATE:		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p style="text-align: center;">This budget request is to replace old and dilapidated office furniture.</p> </div> </div>		
COMPONENTS:	VENDOR:	AMOUNT:	
Product/Service:	Tables, chairs, filling cabinets	Office Depot	\$ 11,000.00
	Shelving units and storage	New Business Solutions	\$ 5,000.00
	Bedroom sets/kitchen table chairs		\$ 14,000.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:			
<b>Total Project Cost</b>		<b>\$ 30,000.00</b>	
DEPUTY CHIEF APPROVAL			
Approved by: 	Date: 6-6-23		
CHIEF APPROVAL			
Approved by: 	Date: 6-6-23		

\*Please attach all quotes to this Form



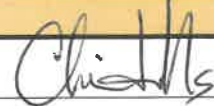


# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Russ Jaycox	TODAY'S DATE: 4/10/2023	
PROJECT NAME: ST4 & ST9 Computers	BUDGET LINE: 583-4R	
DIVISION NAME:	Replacement Equipment: <b>Yes</b>	
START DATE: 7/1/2023	END DATE: 6/30/2024	
<b>BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS</b>		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>6 MacBooks will replace PCs at ST4 and ST9; 1 for stock/future use; 1 to replace CH2 MacBook. These will require keyboards, trackpad/mouse (except CH2).</p> </div> </div>	
<b>COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS</b>		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service:	8 MacBook Pros w/assessoris and 1 MacBook Pro (user has assessoris)	Apple
		\$ 19,000.00
		\$ -
Delivery:		incl
Installation:		incl
Tax:		incl
Other:		\$ -
Recurring:		\$ -
<b>Total Project Cost</b>		<b>\$ 19,000.00</b>
<b>DEPUTY CHIEF APPROVAL</b>		
Approved by:		Date: 4-23-23
<b>CHIEF APPROVAL</b>		
Approved by:		Date: 6-22-23


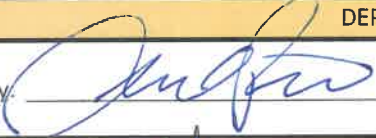

\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes	TODAY'S DATE: 3/3/2023		
PROJECT NAME:	BUDGET LINE: 583-4U		
DIVISION NAME: General	Replacement Equipment: YES		
START DATE:	END DATE:		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:			
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:	VENDOR:	AMOUNT:	
Product/Service:	2 Mill Valley Replacement Imagers (E6&7)	Bullard	\$ 14,000.00
	1 SMFD Replacement imager (T4)	Bullard	\$ 7,000.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:			
<b>Total Project Cost</b>			<b>\$ 21,000.00</b>
DEPUTY CHIEF APPROVAL			
Approved by: 		Date: <u>6-6-23</u>	
CHIEF APPROVAL			
Approved by: 		Date: <u>6-6-23</u>	



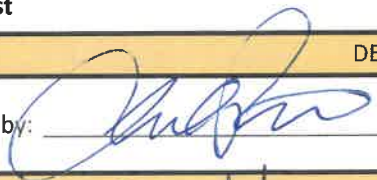

\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes		TODAY'S DATE: 3/3/2023	
PROJECT NAME:		BUDGET LINE: 583-4V	
DIVISION NAME:		Replacement Equipment: YES	
START DATE:		END DATE:	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:			
			
COMPONENTS:		VENDOR:	AMOUNT:
Product/Service:	New cradlepoint routers for 5G (rigs incl MV)	First Net / Stepford	\$ 10,500.00
	ipads (4)	iOS	\$ 8,000.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:			
<b>Total Project Cost</b>			<b>\$ 18,500.00</b>
DEPUTY CHIEF APPROVAL			
Approved by: 		Date: 6-6-23	
CHIEF APPROVAL			
Approved by: 		Date: 6-6-23	




\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Marshall Nau	TODAY'S DATE: 4/13/2023	
PROJECT NAME: UAS Drone Program	BUDGET LINE: 583-4Z	
DIVISION NAME: <b>General</b>	Replacement Equipment: <b>YES</b>	
START DATE:	END DATE:	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
		
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Drone (Autel EVO 2 Pro 6K Enterprise Bundle V3) x1	<a href="http://VertigoDrones.com">VertigoDrones.com</a> 800-834-5279	\$ 4,300.00
Product/Service: Drone (Autel EVO 2 Pro Bunddle) x1	<a href="http://VertigoDrones.com">VertigoDrones.com</a> 800-834-5279	\$ 2,500.00
		\$ -
Delivery: Shipping costs		\$ 116.99
Installation:		\$ -
Tax:		\$ -
Other: Misc. drone repairs/parts		\$ 83.01
Recurring: FAA COA (Reoccurring Bi-annually)	SkyFire	\$ 2,500.00
<b>Total Project Cost</b>		<b>\$ 9,500.00</b>
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: <u>6-6-23</u>	
CHIEF APPROVAL		
Approved by: 	Date: <u>6-6-23</u>	


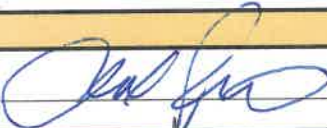
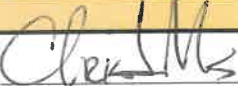
\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM

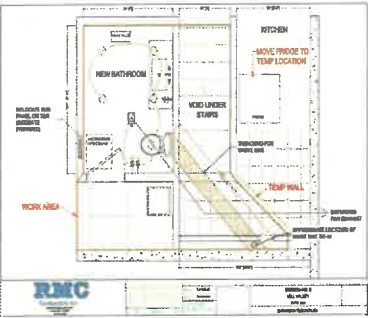

REQUESTED BY: Fire Cheif Tubbs	TODAY'S DATE: 4/10/2023	
PROJECT NAME: Vehicle Replacement	BUDGET LINE: 583-5J	
DIVISION NAME:	Replacement Equipment: YES	
START DATE:	END DATE:	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Chevrolet Tahoe SSV	HGAC	\$ 60,000.00
Delivery:		
Installation: Installation and purchase of required equipment	TBD	\$ 30,000.00
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
<b>Total Project Cost</b>		<b>\$ 90,000.00</b>
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-6-23	
CHIEF APPROVAL		
Approved by: 	Date: 6-6-23	

\*Please attach all quotes to this Form

# SMFD CAPITAL REQUEST FORM




REQUESTED BY:	Jeff Fesler/O'Reilly	TODAY'S DATE:	6/16/2023
PROJECT NAME:	Rescue Watercraft	BUDGET LINE:	583-50
DIVISION NAME:	<b>General</b>	Replacement Equipment:	<b>YES</b>
START DATE:	7/1/2022	END DATE:	6/30/2023
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:			
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:	VENDOR:	AMOUNT:	
Product/Service:	2023 Yamaha FXHO	Factory Powersports	\$ 18,972.17
Delivery:	N/A		
Installation:	Installation and purchase Electronics Package and Rescue Sled	TBD	\$ 6,900.00
Tax:			
Other:	N/A		
Recurring:	Recurring Budget Line:		
<b>Total Project Cost</b>			<b>\$ 25,872.17</b>
DEPUTY CHIEF APPROVAL			
Approved by:			Date: <u>6-22-23</u>
CHIEF APPROVAL			
Approved by:			Date: <u>6-22-23</u>

# SMFD CAPITAL REQUEST FORM

REQUESTED BY: MEIER	TODAY'S DATE: 4/28/2023		
PROJECT NAME: ST.6 BATHROOM	BUDGET LINE: 583-55 UNDETERMINED		
DIVISION NAME: General	Replacement Equipment: NO		
START DATE: 7/5/2023	END DATE: 8/5/2023		
<b>BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS</b>			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 2; padding-left: 10px;"> <p>Station 6 has no downstairs bathroom. An addition of a bathroom in the apparatus bay would provide numerous health and hygiene benefits. This would include hand washing and decontamination prior to entering living quarters. It would also allow visitors the ability to utilize our facilities without having to enter into living quarters or ascend the stairs. This is essential for handicap individuals. The bathroom will also consist of a medical triage area. This will allow for walk in patients to be assessed in privacy and in a space that can easily be decontaminated.</p> </div> </div>		
<b>COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS</b>			
BATHROOM RENOVATION			
VENDOR: RMC Contractors			
AMOUNT: \$73,888			
Product/Service:	Demo spare office	RMC Contractors	\$ -
	Install ADA compliant bathroom	RMC Contractors	\$ -
	Install Medical assesment	RMC Contractors	\$ 73,888.00
Delivery:	0		
Installation:	91,020		
Tax:	0		
Other:	0		
Recurring:	1 time capital improvement	Recurring Budget Line:	
<b>Total Project Cost</b>			<b>\$ 73,888.00</b>
<b>DEPUTY CHIEF APPROVAL</b>			
Approved by: 		Date: _____	
<b>CHIEF APPROVAL</b>			
Approved by: _____		Date: _____	

\*Please attach all quotes to this Form




# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Doug Paterson	TODAY'S DATE: 4/13/2023	
PROJECT NAME: Station 4 Remodel	BUDGET LINE: 583-5V	
DIVISION NAME: <b>General</b>	Replacement Equipment: <b>YES</b>	
START DATE:	END DATE:	
<b>BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS</b>		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
	Partial re roof of station 4 not part of remodel project.	
<b>COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS</b>		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Re roof section over upstairs dorm.	Northbay Roofing and Gutters	\$ 40,000.00
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
<b>Total Project Cost</b>		<b>\$ 40,000.00</b>
<b>DEPUTY CHIEF APPROVAL</b>		
Approved by: 	Date: <u>6-6-23</u>	
<b>CHIEF APPROVAL</b>		
Approved by: 	Date: <u>6-6-23</u>	

\*Please attach all quotes to this Form



# SMFD CAPITAL REQUEST FORM

REQUESTED BY: Chief Tubbs	TODAY'S DATE: 3/6/2023	
PROJECT NAME: Deployment Analysis	BUDGET LINE: 583-5W	
DIVISION NAME: General	Replacement Equipment: NO	
START DATE:	END DATE:	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Deployment Analysis	CityGate	\$ 55,000.00
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
<b>Total Project Cost</b>		<b>\$ 55,000.00</b>
DEPUTY CHIEF APPROVAL		
Approved by: 		Date: 6-6-23
CHIEF APPROVAL		
Approved by: 		Date: 6-6-23

\*Please attach all quotes to this Form

**SOUTHERN MARIN FIRE PROTECTION DISTRICT  
BUDGET DETAIL**

BUDGET - LINE ITEM SUMMARY			FY24 BUDGET					\$ Incr/(Decr) PY	% Change PY Budget	
DESCRIPTION	FY23 TOTAL BUDGET	FY23 ACTUAL TO DATE	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET			
<i>Property Taxes:</i>										
Schiffmann	Secured and Unsecured	15,600,000	15,872,344	16,750,000			16,750,000	877,656	6%	
Schiffmann	Annexation Property Tax Transfer			6,624,263			6,624,263	6,624,263	#DIV/0!	
Schiffmann	Supplemental Assessment	250,000	551,323	400,000			400,000	150,000	60.0%	
Schiffmann	HOPTR	59,000	29,281	57,000			57,000	(2,000)	-3.4%	
Schiffmann	Property Taxes	15,909,000	16,452,947	23,831,263			23,831,263	7,922,263	49.8%	
Schiffmann	Special Assessment	906,000	904,762	906,000			906,000	-	0.0%	
Schiffmann	EMR & Fire Protection Tax	3,115,000	3,102,830	2,115,000		1,000,000	3,115,000	-	0.0%	
Schiffmann	ERAF	900,000	1,284,668	900,000			900,000	-	0.0%	
Schiffmann	Interest	5,000	80,628	50,000			50,000	45,000	900.0%	
Schiffmann	Grant Funds	113,347	123,347		1,000,000		1,000,000	886,653	782.2%	
<b>GENERAL REVENUE</b>										
Schiffmann	499200 · MEASURE C JPA	927,112	650,434				1,479,429	1,479,429	552,317	60%
Schiffmann	499300 · CELL SITE RENTAL	134,200	77,190	77,190			77,190	(57,010)	-42%	
Schiffmann	499400 · SAUSALITO OPEB REIMBURSEMENT	58,000	58,000	58,000			58,000	-	0%	
Schiffmann	WORKERS' COMP REIMBURSEMENTS	150,000	137,750	150,000			150,000	-	0%	
Schiffmann	Sale of Assets	0					0	-	#DIV/0!	
Schiffmann	REIMBURSEMENTS / REFUNDS	20,000	64,971	20,000			20,000	-	0%	
<b>FEES FOR SERVICE:</b>										
Peterson	499530 · S MEMPS REVENUE	750,000	1,040,554	1,340,554			1,340,554	590,554	79%	
Schiffmann	499510 · GGNRA CONTRACT	345,000	172,500	345,000			345,000	-	0%	
Schiffmann	499520 · MUTUAL AID AGREEMENTS	420,000	170,404	650,000			650,000	230,000	55%	
Peterson	499515 · INTERAGENCY AGREEMENTS	1,347,475	975,140	159,377		282,504	441,881	(905,594)	-67%	
Hilliard	499525 · PLAN FEES	331,000	230,071	0	461,000		461,000	130,000	39%	
Schiffmann	TOTAL GENERAL REVENUES:	4,482,787	3,577,014	2,800,121	461,000	0	1,761,933	5,023,054	540,267	12%
	<b>Total Revenues</b>	<b>25,431,134</b>	<b>25,526,195</b>	<b>30,602,384</b>	<b>1,461,000</b>	<b>1,000,000</b>	<b>1,761,933</b>	<b>34,825,317</b>	<b>9,394,183</b>	<b>37%</b>
<b>SALARIES &amp; BENEFITS</b>										
<b>501 SALARIES</b>										
Schiffmann	501-A · Base Salaries	8,690,000	7,267,625	10,640,000	590,000	150,000	550,000	11,930,000	3,240,000	37%
Schiffmann	501-B · Sick Buy-Out	100,000	4,479	150,000	0	0	0	150,000	50,000	50%
Schiffmann	501-C · Vacation Buy-Out	50,000	114,848	150,000	0	0	0	150,000	100,000	200%
	<b>Subtotals</b>	<b>8,840,000</b>	<b>7,386,952</b>	<b>10,940,000</b>	<b>590,000</b>	<b>150,000</b>	<b>550,000</b>	<b>12,230,000</b>	<b>3,390,000</b>	<b>38%</b>
<b>501-O OVERTIME</b>										
Schiffmann	501-0A · Overtime	1,620,000	1,988,818	2,480,000	10,000	5,000	0	2,495,000	875,000	54%
Schiffmann	501-0B · FLSA	195,000	134,415	265,000	0	0	0	265,000	70,000	36%
Schiffmann	501-0C · Out of Grade	50,000	32,637	50,000	0	0	0	50,000	0	0%
	<b>Subtotals</b>	<b>1,865,000</b>	<b>2,155,870</b>	<b>2,795,000</b>	<b>10,000</b>	<b>5,000</b>	<b>0</b>	<b>2,810,000</b>	<b>945,000</b>	<b>51%</b>
<b>504 BENEFITS</b>										
Schiffmann	504-A · Health Benefits	1,480,000	1,251,553	1,730,000	100,000	30,000	140,000	2,000,000	520,000	35%
Schiffmann	504-AA · Retiree Medical	400,000	195,370	400,000	0	0	0	400,000	0	0%
Schiffmann	504-AB · Retiree Health Savings	137,000	105,648	162,000	7,000	3,000	9,000	181,000	44,000	32%
Schiffmann	504-AAA · Retiree Medical (OPEB)	252,000	252,000	252,000	0	0	0	252,000	0	0%
Schiffmann	504-B · Dental	125,000	96,269	140,000	8,000	4,000	12,000	164,000	39,000	31%
Schiffmann	504-C · Vision	12,400	8,769	13,500	800	400	1,200	15,900	3,500	28%

BUDGET - LINE ITEM SUMMARY		FY23	FY23	FY24 BUDGET					\$ Incr/(Decr) PY	% Change PY Budget
DESCRIPTION		TOTAL BUDGET	ACTUAL TO DATE	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
Schiffmann	504-D · Holiday Pay	370,000	192,053	510,000	0	0	0	510,000	140,000	38%
Schiffmann	504-E · District Share Retirement	3,045,000	2,453,206	3,980,000	205,000	15,000	94,000	4,294,000	1,249,000	41%
Schiffmann	504-G · Educational Allowance	350,000	274,483	420,000	3,000	0	0	423,000	73,000	21%
Schiffmann	504-H · Clothing Allowance	21,200	19,760	29,200	1,680	0	320	31,200	10,000	47%
Schiffmann	504-K · Workers Compensation	1,040,000	957,926	1,360,000	51,600	3,600	24,100	1,439,300	399,300	38%
Schiffmann	504-L · Def.Comp. Employer %	478,000	373,700	570,000	30,000	8,000	28,000	636,000	158,000	33%
Schiffmann	504-N · Long Term Disability	23,400	21,122	29,000	1,500	600	2,000	33,100	9,700	41%
Schiffmann	504-O · Long Term Care Insurance	57,000	39,899	70,000	3,700	1,300	4,600	79,600	22,600	40%
Schiffmann	504-S · Longevity	20,000	18,159	17,000	0	0	0	17,000	(3,000)	-15%
Schiffmann	504-V · W/C Payroll Audit Adjustment	75,000	156,811	75,000	0	0	0	75,000	0	0%
Schiffmann	504-X · Life Insurance	13,600	11,638	13,000	700	300	900	14,900	1,300	10%
Schiffmann	504-Y · Payroll Taxes	211,000	148,391	240,000	12,000	2,500	10,000	264,500	53,500	25%
	<b>Subtotals</b>	<b>8,110,600</b>	<b>6,576,755</b>	<b>10,010,700</b>	<b>424,980</b>	<b>68,700</b>	<b>326,120</b>	<b>10,830,500</b>	<b>2,719,900</b>	<b>34%</b>
	<b>SALARY &amp; BENEFITS TOTAL:</b>	<b>18,815,600</b>	<b>16,119,577</b>	<b>23,745,700</b>	<b>1,024,980</b>	<b>223,700</b>	<b>876,120</b>	<b>25,870,500</b>	<b>7,054,900</b>	<b>37.5%</b>
<b>OPERATING BUDGET</b>										
<b>511</b>	<b>OFFICE EXPENSE</b>									
Peterson	511-A · General Office Supply	14,500	13,905	14,000	500	250	3,064	17,814	3,314	23%
Peterson	511-B · Copier/Printer Expenses	15,300	12,446	3,500	750	10,000	0	14,250	(1,050)	-7%
Barnes	511-C · Maps & Run Books	24,500	0	7,000	0	0	0	7,000	(17,500)	-71%
Peterson	511-D · Postage	5,950	2,964	5,350	250	1,200	0	6,800	850	14%
	<b>Subtotals</b>	<b>60,250</b>	<b>29,315</b>	<b>29,850</b>	<b>1,500</b>	<b>11,450</b>	<b>3,064</b>	<b>45,864</b>	<b>(14,386)</b>	<b>-24%</b>
<b>513</b>	<b>SPECIAL DEPARTMENTAL EXPENSE</b>									
Peterson	513-C · Public Education	4,000	166	3,000	0	0	0	3,000	(1,000)	-25%
Peterson	513-F · Subscriptions	500	813	500	0	0	0	500	0	0%
Peterson	513-G · Awards	3,000	1,165	3,000	0	0	0	3,000	0	0%
Peterson	513-H · Office Equipment Replacement	2,000	0	2,500	0	0	0	2,500	500	25%
Barnes/SP	513-L · Photos	1,500	0	4,500	0	0	0	4,500	3,000	200%
Peterson	513-O · Misc. Celebrations/flowers	2,000	2,296	2,500	0	0	0	2,500	500	25%
Peterson	513-P · Shift Calendars	275	0	385	0	0	0	385	110	40%
Frazier	513-Q · Station Flags	2,000	546	2,600	0	0	0	2,600	600	30%
O'Reilly	513-S · Hydrant Supplies	1,500	0	2,500	0	0	0	2,500	1,000	67%
Barnes/RJ	513-U · Misc. Computer Supplies	9,800	3,941	11,500	2,000	140	400	14,040	4,240	43%
Barnes/RJ	513-V · Software Subscriptions Services	208,400	186,986	211,000	20,500	2,000	0	233,500	25,100	12%
	<b>Subtotals</b>	<b>234,975</b>	<b>195,913</b>	<b>243,985</b>	<b>22,500</b>	<b>2,140</b>	<b>400</b>	<b>269,025</b>	<b>34,050</b>	<b>14%</b>
<b>515</b>	<b>CLOTHING &amp; PERSONNEL SUPPLIES</b>									
Sullivan	515-A · Uniforms/Boots	68,200	41,815	97,800	7,425	2,330	4,500	112,055	43,855	64%
Sullivan	515-B · Badges	4,200	0	4,550	500	500	500	6,050	1,850	44%
Golden	515-G · Personal Protective Equipment	80,500	6,614	115,605	18,675	1,300	3,945	139,525	59,025	73%
Golden	515-H · Misc Repairs/struc cloth	12,500	3,486	17,000	0	0	0	17,000	4,500	36%
Sullivan	515-I · Wildland - Safety Clothing	16,500	272	20,000	0	0	0	20,000	3,500	21%
Golden	515-N · Strike Team Equipment (OOC)	4,300	3,267	10,500	0	0	0	10,500	6,200	144%
Golden	515-P · New Employee Gear	43,325	56,527	42,000	0	0	0	42,000	(1,325)	-3%
Sullivan	515-T · Wildland Shelters	6,000	6,465	6,000	0	0	0	6,000	0	0%
Fesler	515-U · Rescue Swimmer Gear	13,750	11,750	7,500	0	0	0	7,500	(6,250)	-45%
Peterson	515-V · USAR Equipment	3,500	0	3,500	0	0	0	3,500	0	0%
	<b>Subtotals</b>	<b>252,775</b>	<b>130,196</b>	<b>324,455</b>	<b>26,600</b>	<b>4,130</b>	<b>8,945</b>	<b>364,130</b>	<b>111,355</b>	<b>44%</b>
<b>517</b>	<b>COMMUNICATIONS</b>									

BUDGET - LINE ITEM SUMMARY		FY23	FY23	FY24 BUDGET				\$ Incr/(Decr) PY	% Change PY Budget	
DESCRIPTION		TOTAL BUDGET	ACTUAL TO DATE	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
Hilliard/RJ	517-A · Telephone	42,180	38,189	41,000	1,200	600	800	43,600	1,420	3%
Barnes	517-B · Dispatch including CAD Service	289,322	289,322	500,000	0	0	0	500,000	210,678	73%
Barnes/RJ	517-D · Cell Phones	39,900	33,236	54,050	2,280	1,000	4,200	61,530	21,630	54%
Barnes	517-E · MERA Operating Costs	65,445	65,203	128,157	0	0	0	128,157	62,712	96%
Barnes/RJ	517-G · Internet/IDSL	23,000	17,585	31,400	0	0	44	31,444	8,444	37%
Hilliard/RJ	517-I · Phone Repairs/Replacement	13,900	2,355	22,500	3,800	1,000	3,000	30,300	16,400	118%
Tubbs	517-K · MERA-New Project Financing	5,430	0	0	0	0	0	0	(5,430)	-100%
Barnes/RJ	517-L · MDC Connection	5,000	2,821	0	0	0	0	0	(5,000)	-100%
	<b>Subtotals</b>	<b>484,177</b>	<b>448,711</b>	<b>777,107</b>	<b>7,280</b>	<b>2,600</b>	<b>8,044</b>	<b>795,031</b>	<b>310,854</b>	<b>64%</b>
<b>518</b>	<b>UTILITIES</b>									
Peterson	518-A · PG&E Station 4	17,000	13,808	17,850	0	0	0	17,850	850	5%
Peterson	518-B · PG&E Station 9	17,000	25,063	30,000	0	0	0	30,000	13,000	76%
Peterson	518-C · MMWD Station 4	5,500	3,553	5,775	0	0	0	5,775	275	5%
Peterson	518-D · MMWD Station 9	4,000	3,053	4,200	0	0	0	4,200	200	5%
Peterson	518-E · Richardson Bay Sanitation	1,000	911	1,000	0	0	0	1,000	0	0%
Peterson	518-F · PG&E Station 1	12,000	10,731	12,600	0	0	0	12,600	600	5%
Peterson	518-G · MMWD - Station 1	5,000	3,874	6,000	0	0	0	6,000	1,000	20%
Peterson	518-H · Sanitation - Station 1	3,000	2,561	3,000	0	0	0	3,000	0	0%
Peterson	518-I · Sanitation & Refuse - Sta 4	25,000	0	25,000	0	0	0	25,000	0	0%
Peterson	518-J · PG&E LSW	30,000	36,062	43,000	0	0	292	43,292	13,292	44%
	<b>Subtotals</b>	<b>119,500</b>	<b>99,616</b>	<b>148,425</b>	<b>0</b>	<b>0</b>	<b>292</b>	<b>148,717</b>	<b>29,217</b>	<b>24%</b>
<b>520</b>	<b>BUILDINGS &amp; GROUNDS MAINT</b>									
Hanson	520-B · Janitorial Supplies	19,000	13,715	32,500	0	0	0	32,500	13,500	71%
Peterson	520-C · Unscheduled Repairs & Maint.	40,000	41,973	52,000	0	0	600	52,600	12,600	32%
Peterson	520-D · Sprinklers/Alarm System	3,000	2,701	3,000	0	0	0	3,000	0	0%
Peterson	520-E · Elevator Contract	8,000	7,466	8,000	0	0	0	8,000	0	0%
Peterson	520-H · Carpets - Cleaning	1,500	0	2,700	0	0	0	2,700	1,200	80%
Frazier	520-K · Kitchen Supplies	2,800	546	3,850	0	0	0	3,850	1,050	38%
Peterson	520-L · Sign Changes	1,000	0	2,000	0	0	0	2,000	1,000	100%
	<b>Subtotals</b>	<b>75,300</b>	<b>66,403</b>	<b>104,050</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>104,650</b>	<b>29,350</b>	<b>39%</b>
<b>521</b>	<b>EQUIPMENT MAINTENANCE</b>									
Coleman	521-A · Radio Repair	12,000	7,217	14,500	0	0	0	14,500	2,500	21%
Falk	521-B · Breathing Air Systems	16,000	10,434	19,400	0	0	0	19,400	3,400	21%
Peterson	521-E · Mechanical Systems - Contract	8,500	669	13,000	0	0	0	13,000	4,500	53%
Peterson	521-H · Repairs & Unscheduled Maint.	15,000	14,138	20,000	0	0	0	20,000	5,000	33%
Peterson	521-I · Ladder Testing	2,500	1,857	3,500	0	0	0	3,500	1,000	40%
Vollmer	521-J · Portable Equipment	17,200	14,078	27,200	0	0	0	27,200	10,000	58%
Peterson	521-K · Extinguishers/Annual Maint.	2,500	742	4,200	0	0	0	4,200	1,700	68%
Moore	521-M · Gym Equipment Maintenance	16,000	5,427	16,000	0	0	0	16,000	0	0%
Peterson	521-O · Copier Contracts - Sta 9/LSW	10,000	8,646	10,000	0	0	0	10,000	0	0%
Falk	521-R · Hose Maint/Nozzle & Fittings	3,400	3,350	4,400	0	0	0	4,400	1,000	29%
Frazier	521-W · Dive Team Maintenance	19,750	9,578	22,000	0	0	0	22,000	2,250	11%
	<b>Subtotals</b>	<b>122,850</b>	<b>76,136</b>	<b>154,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>154,200</b>	<b>31,350</b>	<b>26%</b>
<b>521-1</b>	<b>VEHICLE MAINTENANCE</b>									
Peterson	521-1A · Vehicle Repair	125,000	207,702	262,430	8,000	2,500	4,800	277,730	152,730	122%
Peterson	521-1B · Fuel	101,000	73,523	108,000	8,000	5,000	3,000	124,000	23,000	23%

BUDGET - LINE ITEM SUMMARY		FY23	FY23	FY24 BUDGET				\$ Incr/(Decr) PY	% Change PY Budget	
DESCRIPTION		TOTAL BUDGET	ACTUAL TO DATE	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
Fox	521-1C · Marine Division	36,500	20,708	24,800	0	0	0	24,800	(11,700)	-32%
Schiffmann	521-1D · Fireboat Docking Fee	5,200	900	5,200	0	0	0	5,200	0	0%
O'Reilly	521-1E · Rescue Watercraft	17,745	11,331	35,000	0	0	0	35,000	17,255	97%
	<b>Subtotals</b>	<b>285,445</b>	<b>314,164</b>	<b>435,430</b>	<b>16,000</b>	<b>7,500</b>	<b>7,800</b>	<b>466,730</b>	<b>181,285</b>	<b>64%</b>
<b>523</b>	<b>SPECIALIZED SERVICES</b>									
Schiffmann	523-A · Board Per Diem	20,400	14,000	20,400	0	0	0	20,400	0	0%
Schiffmann	523-B · Payroll Processing/Bank Fee	17,000	12,746	22,100	0	0	0	22,100	5,100	30%
Tubbs	523-C · Legal/Professional Fees	150,200	39,316	150,000	200	0	0	150,200	0	0%
Peterson	523-D · Legal Postings	2,900	0	2,000	0	0	0	2,000	(900)	-31%
Peterson	523-E · Elections	80,000	17,731	80,000	0	0	0	80,000	0	0%
Tubbs	523-F · Haz Mat JPA	8,211	8,211	20,401	0	0	0	20,401	12,190	148%
Schiffmann	523-G · Tax Collection Fees	260,000	233,058	260,000	0	0	0	260,000	0	0%
Peterson/SP	523-H · Flu Shots	200	0	200	0	0	0	200	0	0%
Peterson/SP	523-K · New Employment Backgroun	13,100	20,594	13,100	0	0	0	13,100	0	0%
Barnes/RJ	523-L · Computer Consulting Service	25,000	23,253	10,000	0	0	433	10,433	(14,567)	-58%
Schiffmann	523-M · Audit	17,000	0	20,000	0	0	0	20,000	3,000	18%
Schiffmann	523-N · Parcel Tax Refunds	3,500	0	3,500	0	0	0	3,500	0	0%
S Paterson	523-P · Dept. Physical Exams	30,000	32,048	48,000	0	0	0	48,000	18,000	60%
Golden	523-Q · Health & Wellness	43,400	20,540	43,400	0	0	0	43,400	0	0%
Hilliard	523-R · Fire Investigation JPA	6,500	1,740	0	6,500	0	0	6,500	0	0%
Tubbs	523-S · LAFCO Operating Expenses	11,317	11,317	11,317	0	0	0	11,317	0	0%
Tubbs	523-T · Team Building	16,000	10,316	14,000	2,000	0	0	16,000	0	0%
Barnes/SP	523-X · Promotional Test	4,000	3,714	4,000	0	0	0	4,000	0	0%
Peterson	523-Y · Countywide Disaster Coordin	0	0	0	0	0	0	0	0	N/A
Peterson	523-Z · Disaster Preparedness	8,000	0	15,725	0	0	0	15,725	7,725	97%
Schiffmann	523-ZA · Actuary	6,000	4,500	0	0	0	0	0	(6,000)	-100%
?	523-ZB · Vegetation Management	1,197,398	675,373	0	0	743,975	962,124	1,706,099	508,701	42%
Hilliard	523-ZC · Fire Prevention	9,000	4,968	0	8,500	0	600	9,100	100	1%
Schiffmann	523-ZF · Outside Services	78,500	86,194	77,000	500	0	0	77,500	(1,000)	-1%
Omoomy	523-ZG · Public Outreach	28,500	24,474	28,500	0	0	30,000	58,500	30,000	105%
Ramiro	523-ZH · DEI Initiatives	44,000	2,391	79,000	0	0	0	79,000	35,000	80%
	<b>Subtotal</b>	<b>2,080,126</b>	<b>1,246,482</b>	<b>922,643</b>	<b>17,700</b>	<b>743,975</b>	<b>993,157</b>	<b>2,677,475</b>	<b>597,349</b>	<b>29%</b>
<b>524</b>	<b>INSURANCE</b>									
Peterson	524-A · Comprehensive Insurance	101,000	100,999	130,000	0	0	1,000	131,000	30,000	30%
	<b>Subtotal</b>	<b>101,000</b>	<b>100,999</b>	<b>130,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>131,000</b>	<b>30,000</b>	<b>30%</b>
<b>526</b>	<b>TRAINING &amp; CONFERENCES</b>									
Barnes	526-A · Training	186,250	143,772	186,000	38,110	2,640	9,480	236,230	49,980	27%
Barnes	526-I · EMS Recertifications	3,550	3,327	3,800	0	0	0	3,800	250	7%
	<b>Subtotal</b>	<b>189,800</b>	<b>147,099</b>	<b>189,800</b>	<b>38,110</b>	<b>2,640</b>	<b>9,480</b>	<b>240,030</b>	<b>50,230</b>	<b>26%</b>
<b>526-1</b>	<b>MEMBERSHIPS/CONFERENCES</b>									
Peterson	526-1A · General	9,900	4,706	5,500	4,080	65	195	9,840	(60)	-1%
	<b>Subtotal</b>	<b>9,900</b>	<b>4,706</b>	<b>5,500</b>	<b>4,080</b>	<b>65</b>	<b>195</b>	<b>9,840</b>	<b>(60)</b>	<b>-1%</b>
<b>526-2</b>	<b>MEETINGS, MEALS &amp; TRAVEL EXPENSES</b>									
Barnes	526-2A · Food/Meetings	7,000	7,012	10,000	0	0	0	10,000	3,000	43%
Schiffmann	526-2B · Transportation/Bridge Tolls	5,550	2,037	4,900	1,600	0	0	6,500	950	17%
Peterson	526-2D · Strike Team Expenses	15,000	4,014	19,500	0	0	0	19,500	4,500	30%

BUDGET - LINE ITEM SUMMARY		FY23	FY23	FY24 BUDGET					\$ Incr/(Decr) PY	% Change PY Budget
DESCRIPTION		TOTAL BUDGET	ACTUAL TO DATE	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
	Subtotal	27,550	13,064	34,400	1,600	0	0	36,000	8,450	31%
527	RENT									
Schiffmann	527-A · Station 1 Rent	100,000	100,000	100,000	0	0	0	100,000	0	0%
Schiffmann	527-B · LSW Rent	328,056	328,056	351,020	0	0	2,798	353,818	25,762	8%
	Subtotal	428,056	428,056	451,020	-	-	2,798	453,818	25,762	6%
585	DEBT SERVICE									
Schiffmann	585-A · Principal Payments	160,876	160,876	220,913	0	0	0	220,913	60,037	37%
Schiffmann	585-B · Debt Service Interest	8,342	8,342	37,961	0	0	0	37,961	29,619	355%
	Subtotal	169,218	169,218	258,874	0	0	0	258,874	89,656	53%
589	589 · CONTINGENCY	50,000	0	50,000	0	0	0	50,000	0	0%
	BASE BUDGET	23,506,522	19,589,655	28,005,439	1,160,350	998,200	1,911,895	32,075,884	8,569,362	36.5%
583-4	EQUIPMENT:									
Barnes	583-4B · Non-SMEMPS EMS Equipment	5,000	585	15,000	9,000	1,800	5,400	31,200	26,200	524%
Hilliard	583-4C · Knox Box Key Replacement	200	0	0	2,000	0	0	2,000	1,800	900%
O'Reilly	583-4D · Hydrants	45,000	43,919	0	43,000	0	0	43,000	-2,000	-4%
Fischer	583-4F · Hoses	18,800	13,246	42,100	0	0	0	42,100	23,300	124%
Coleman	583-4H · Radios	17,000	0	25,000	0	0	0	25,000	8,000	47%
Peterson	583-4K · Office Equipment	2,000	0	49,000	0	0	0	49,000	47,000	2350%
Barnes/RJ	583-4R · New Workstations	17,800	5,969	19,000	0	0	0	19,000	1,200	7%
Barnes	583-4U · Thermal Image Camera	0	0	21,000	0	0	0	21,000	21,000	N/A
Barnes/RJ	583-4V · MDC iPad Program	14,000	7,787	27,000	0	0	0	27,000	13,000	93%
Barnes	583-4Z · One-Time Misc Equipment	6,250	5,844	7,000	0	0	0	7,000	750	12%
	Equipment Total	126,050	77,349	205,100	54,000	1,800	5,400	266,300	140,250	111%
	OPERATING & EQUIPMENT	4,816,972	3,547,427	4,464,839	189,370	776,300	1,041,175	6,471,684	1,654,712	34%
	SALARIES, O&E BUDGET TOTAL	23,632,572	19,667,004	28,210,539	1,214,350	1,000,000	1,917,295	32,342,184	8,709,612	37%

BUDGET - LINE ITEM SUMMARY			FY24 BUDGET					\$ Incr/(Decr) PY	% Change PY Budget	
DESCRIPTION	FY23 TOTAL BUDGET	FY23 ACTUAL TO DATE	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET			
<b>590</b>	<b>GRANT/ALLOCATION EXPENDITURES</b>									
Schiffmann	590-B · Tam Valley Fuel Break	199,640	156,010	0	0	0	0	0	(199,640)	-100%
Hilliard	590-C · Hwy 1 Veg Management			0	1,000,000	0	0	1,000,000	1,000,000	N/A
	<b>Subtotal</b>	<b>199,640</b>	<b>156,010</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>800,360</b>	<b>401%</b>
	<b>OPERATING INCLUDING GRANTS</b>	<b>23,832,211</b>	<b>19,823,014</b>	<b>28,210,539</b>	<b>2,214,350</b>	<b>1,000,000</b>	<b>1,917,295</b>	<b>33,342,184</b>	<b>9,509,973</b>	<b>40%</b>
	<b>AVAILABLE TO FUND RESERVES</b>									
<b>583-5</b>	<b>FUNDED FROM RESERVES</b>									
Peterson	583-5H · Other Repairs	100,000	39,599	100,000	-	-	-	100,000	-	0%
Peterson	583-5J · New Apparatus	125,000	59,487	90,000	-	-	-	90,000	(35,000)	-28%
O'Reilly	583-5O · Rescue Watercraft		-	26,000	-	-	-	26,000	26,000	N/A
Peterson	583-5S · Station 6 Improvements			75,000				75,000		
Peterson	583-5V · Station 4 Remodel	950,000	1,363,184	210,000	-	-	-	210,000	(740,000)	-78%
Tubbs	583-5W · One-Time Misc. Expenses	45,250	36,753	55,000	-	-	300,000	355,000	309,750	685%
	<b>Reserves Total</b>	<b>1,220,250</b>	<b>1,499,023</b>	<b>556,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>856,000</b>	<b>(439,250)</b>	<b>-36%</b>
	<b>TOTAL EXPENDITURES</b>	<b>25,052,461</b>	<b>21,322,037</b>	<b>28,766,539</b>	<b>2,214,350</b>	<b>1,000,000</b>	<b>2,217,295</b>	<b>34,198,184</b>	<b>9,145,723</b>	<b>37%</b>
	<b>Excess/(Deficiency)</b>	<b>378,673</b>	<b>4,204,158</b>	<b>1,835,846</b>	<b>-753,350</b>	<b>0</b>	<b>-455,362</b>	<b>627,133</b>	<b>248,461</b>	<b>66%</b>
	<b>Investment Earnings</b>								-	N/A
	<b>Prior Year Rollover</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>455,362</b>	<b>455,362</b>	<b>355,362</b>	<b>355%</b>
	<b>Net Fund Balance Change</b>	<b>478,673</b>	<b>4,304,158</b>	<b>1,835,846</b>	<b>(753,350)</b>	<b>-</b>	<b>-</b>	<b>1,082,496</b>	<b>603,823</b>	<b>126%</b>