



NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
FEBRUARY 7, 2024

Time: 10:00 a.m.

Location: Administrative Office and virtually via Zoom
95 Rowland Way, Novato CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however, any interested member of the public may participate virtually and/or telephonically by utilizing the Zoom meeting information and/or the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org.

The Board meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 72 hours in advance of a scheduled board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodation is needed, please contact the District Administrative Services Manager as soon as possible, preferably at least two days prior to the meeting.

ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

This is an opportunity for the President, or designee, of each labor association to address the Board.

Zoom Conference Information Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

During Open Time for public expression item

Public comment period on agenda items.

You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



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DIRECTOR MATTERS

Directors may report on their activities and meetings.

President may report to the Board on the Novato Fire Foundation.

CHIEF'S REPORT

The Fire Chief will report on District business activities and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Minutes of Regular Board Meeting 1/3/24
2. Minutes of Special Board Meeting 1/9/24
3. Minutes of Special Board Meeting 1/10/24
4. 2024 Finance Committee Meeting Dates
5. Ambulance Fee Debt Write-Off Due to Hardship

Board approval is requested to approve a write-off of the designated ambulance billing accounts.

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F20003554-1	\$ 123.05
▶ F23002921	\$2,615.27
▶ F23014304	\$ 529.37

6. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts

Board approval of staff's recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$14,522.68.

NEW BUSINESS

1. Resolution 2024-01, a Resolution of the Novato Fire Protection District Identifying Representatives for Board Members and the Fire Chief Should Such Members Become Unavailable.

Board to consider adopting Resolution 2024-01, a resolution of the Novato Fire Protection District identifying representatives for Board members and the Fire Chief should such members become unavailable.



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2. Payroll and HR Software Purchase

Staff recommends that the Board approve the purchase of new payroll and HR software to replace the current software.

3. Hiring of Consultants for New Payroll and HR Software Implementation.

- Consultant to review and negotiate UKG Agreements.
- Consultant to project manage software implementation and configuration.

Staff Recommends that the Board approve contracting with two (2) consultants to assist in the contract review and project management of new payroll and HR software.

4. Landscape Design Services for Administrative Building Backyard

Staff recommends the Board approve Carlile Macy's proposal for landscape design services for the District's Administrative Building backyard.

5. Extend the term and Increase the Cost of MSA with Simpson Sheet Metal, Inc.

Staff recommends extending the term of the Simpson Sheet Metal ("Simpson") MSA for HVAC maintenance and repairs to June 30, 2024. Staff also requests Board approve an increase to the contract amount from \$265,000 to \$300,000.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

1. MERA (Directors Silverman and Hadfield)
2. Finance Committee (Directors Davis and Goines)
3. Marin Wildfire Prevention Authority Board (Director Goines)
4. Facilities Committee (Silverman and Hadfield)

FINANCIAL REPORTS

Informational items for review. No action needed.

1. Financial Reports, December 2023:
 - a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures
2. District Monthly Contracts Information

INFORMATION

Items of a general nature that the staff wishes to bring to the attention of the Board.



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1. Customer Surveys December 2023
2. MERA Update: January 2024
3. Upcoming meetings/events:
 - Finance Committee Meeting 2/20/24
 - Regular Board Meeting 3/6/24
 - Facilities Committee Meeting 3/12/24 (reschedule TBD)
 - Strategic Planning Meeting 3/12-3/13/24
4. Written Communications

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
Significant exposure to litigation: 1 case

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code section 54957(b)(1): Fire Chief

ADJOURNMENT

Association Presidents' Report
(verbal report)

**Directors' Matters
(Verbal Report)**

**Chief's Report
(verbal report)**

Consent Calendar Items Section



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.

2

3 **ROLL CALL**

4 Present: President Silverman, Directors Bill Davis, Mike Hadfield, and Bruce Goines

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

8 Fire Chief Bill Tyler, Deputy Chief Dicochea, ASM/Board Clerk Jennifer Crayne, Acting Fire

9 Marshal Lynne Osgood, Administrative Assistant Kelley Penney, Administrative Assistant

10 Grace Walraven, B/C Jeff Whittet, Fire Prevention Specialist Lauren Galli, Finance Director Joe

11 Valenti, Contract/Purchasing Administrator Colleen Walraven, and B/C Dan Peters.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, MWPA Executive Officer Mark Brown, Penney Teicher, and Bruce

15 Bartel.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **AGENDA ADJUSTMENTS**

21 None.

22

23 **PRESENTATION:** *Update on the Evacuation/Ingress/Egress Risk Assessment:* Mark Brown,
24 MWPA Executive Officer.

25 Mark Brown, MWPA Executive Officer, provided a high-level overview of the

26 Evacuation/Ingress/Egress Risk Assessment project which is a study to evaluate all the roadways

27 within the MWPA jurisdiction. The project also measured how well emergency communications

28 are sent out to the public. Mark Brown reported that MWPA recently posted to its website the

29 GIS map viewer, a story map, and details about the tool's underlying data. The public may turn

30 to the MWPA or their local agency for questions regarding risks to their neighborhoods. Mr.

31 Brown demonstrated the story maps and highlighted that the Risk Assessment is a planning tool

32 only, it is not intended for use during a live evacuation. Fire modeling across five test areas

33 reveals specific locations where fuel loads in neighborhoods and along evacuation routes create

34 high-fire-risk areas. Models also identified evacuation routes that become more congested by fire

35 during an evacuation. The model simulations included:

36

- PyreCast Fire Model

37

- Communication Model

38

- Traffic Model

39 Mr. Brown noted that they look forward to meeting with member agencies to provide thorough

40 training on this valuable tool. There will also be a training video available.

41 Chief Tyler commented that this is a powerful tool that we will be utilizing with our partners,

42 such as Public Works.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

43 There was no public comment.

44

45 **ASSOCIATION PRESIDENTS' REPORT**

46 NSAS President Lauren Galli reported that they are waiting for the new Accountant to start and
47 looking forward to reviewing the Work From Home Policy. She and Shannon Wager will
48 represent NSAS at the upcoming Strategic Planning Meeting. She thanked Chief Tyler and D/C
49 Dicochea for inviting NSAS to participate in the meeting.

50

51 **DIRECTOR MATTERS**

52 President Silverman reported that he had worked with the toy drive program for a couple of
53 mornings. It was very successful and great to see everyone.

54

55 **COMMITTEE SELECTION**

56 The Directors will select committee members for 2024.

57 1. **MERA**

58 2. **Finance Committee**

59 3. **MWPA**

60 4. **Facilities Committee**

61 The Board discussed each of the committee appointments and agreed to keep the members the
62 same as 2023.

63 There was no public comment.

64 M/s Davis/Hadfield to maintain the same committee members for 2024 as 2023 as follows:

65 MERA- Silverman/Hadfield

66 Finance Committee- Goines/Davis

67 MWPA- Goines

68 Facility- Silverman/Hadfield

69 Motion carried: 4-0-1 absent (Francisco)

70

71 **CHIEF'S REPORT**

72 **Calendar Items:**

73 • Monday, Jan 1st: NFD Offices Closed in observance of New Year's Day.

74 • Wednesday, Jan 3rd BOD January Monthly Meeting

75 • Thursday, Jan 4th MCFCA CAD meeting to discuss closest resource

76 • Tuesday, Jan 9th Make Up Physicals—A shift

77 • Tuesday Jan 9th & 10th NFD Strategic Plan Meetings

78 • Wednesday, Jan 11th, 2024, Novato Chamber Honors Dinner 5:30 to 7:30pm

79 • Thursday Jan 12th MWPA OPS Meeting

80 • Monday, Jan 15th MLK Day - Office is closed

81 • Tuesday Jan 16th to 19th NFD Hosts Company Officer 2C, Inspections & Investigations

82 • Saturday, Jan 20th Paint the Town Red - City of Novato Birthday Event

83 • Monday, Jan 22nd NFD Hosts Company Officer 2E Wildland Class

84 • Wednesday, January 24th OPS Meeting



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

85 **Administrative Items:**

- 86 • December 31, 2023, Bouncy Ball Drop from NFD Ladder Truck corner of Machin and
87 Vallejo in front of Trek Winery—reported over 1,000 people in attendance. *Stephanie A.*
88 *Koehler Downtown Novato Business Association Executive Director stated, “I just*
89 *wanted to send a big thank you for the Novato Fire participation in Bouncy Ball New*
90 *Year. Your entire team is always so organized and professional — and the team who was*
91 *there on Sunday was so great with the kids and families. We are so grateful for the*
92 *partnership on this event. Can you believe this was our 7th year!”*
- 93 • Salvation Army Bell Ringing Fundraiser competition between NPD and NFD in front of
94 the entrance to Nugget Market: The kettles are counted, and the numbers are in. Let’s
95 review last year ... POLICE \$888.21, NFD FIRE \$740.57 Now for the FINAL results for
96 2023 ... FIRE \$1,320.98 and NPD POLICE: 936.49 CONGRATULATIONS TO
97 NOVATO FIRE! The bragging rights are yours!
- 98 • Employee of the Year (EOY): It is my honor to announce that the following members
99 have been selected by a committee as the Employees of the Year for 2023: Shift EOY:
100 Engineer /Paramedic Ryan Hamilton and Administrative EOY: IT Manager Azar
101 Mashintchian. To summarize his extensive qualities that led to this honor, those
102 nominating Ryan noted that he has worked tirelessly as the IC for the Fire Squirts
103 Program; was instrumental in re-introducing the Reserve Firefighter program and
104 continues to act as the administrator of the program; and is the EMS Purchaser, and
105 general purchasing. Azar was recognized for her continued support and dedication to
106 keeping the Wildfire Mitigation Specialists up and running with multiple changes
107 happening this past year to their MWPA databases; her passion and dedication for her job,
108 while actively saving money for the District; getting our security features up to date;
109 being constantly in motion - never idle - while helping in any way she can; and improve
110 so many other IT functions including Telestaff upgrade and Fresh Service Trouble Ticket
111 system. Ryan and Azar will be honored by the City of Novato at their annual Paint the
112 Town Red event on January 20, 2024, at Marin Country Club, and at the annual July 4th
113 Parade. Additionally, the Novato Druids will honor the Novato Fire and Novato PD
114 Employee of the Year at a dinner. Additional details for that event will be forthcoming. I
115 would also like to thank those members who took the time to submit nominations. We
116 received nominations for 13 different employees, which is more than we have ever
117 received. We applaud ALL nominees for their hard work and dedication to the District.
118 Your efforts are noticed and appreciated! The additional nominees are Shift: Mark
119 Larroque, Kevin Larson, Jeff Lemelin, Kim Lesik, Kevin Powell, Devin Solar, Mike
120 Taul, and "The Engineer/Paramedic". Admin: Lauren Galli, Jim MacDougall, and Lynne
121 Osgood. Please join me in congratulating Ryan and Azar on this achievement!
- 122



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

123 **OPS: D/C Dicochea:**

- 124 • 12/26/23 Recreational Vehicle Fire—Binford Road
125 • 12/31/23 Chimney Fire-Drake wood Lane, extinguished by owner
126 • 1/1/24 Structure Fire – Eucalyptus Ave, Kitchen, Cooking Fire

127 **Training: B/C Barrett Smith:**

- 128 • In discussions with Southern Sierra Training about hosting a firing class for June 2024.
129 Southern Sierra will support. Additional follow-up work is needed to receive approval
130 from North Bay Air Quality, the property owner, and County Fire. Southern Sierra will
131 provide smoke mitigation plan and prescription.
132 • Block 1 training schedule sent to all personnel along with assigned Vector Solutions
133 training for the block.
134 • Meeting with Southern Marin TO Adam Volmer, discussed regional truck training and
135 county TO's group projects. This year's truck training will fall back to bi-monthly.
136 Volmer to put out training schedule and plan.
137 • Arrange/plan Firing Operation class for June

138 **EMS: B/C Barrett Smith hand off to Dan Peters**

- 139 • Case Review 2024 project documents completed- Out for feedback
140 • Initiated EMS overstock project with Eng. Hamilton
141 • Attended Image Trend EMS PCR committee meeting with Marin County EMS.
142 • Attended Marin County Cancer Prevention working group meeting.
143 • Language Line (Translation App) rollout to more units confirmed with Azar and Katie
144 Grossman.
145 • Breezy Blue decontamination drill at 65. Additional use at admin.
146 • COVID Cases: 1

147 **Fire Prevention: Acting FM Lynne Osgood**

- 148 • Continued strategic planning for the vegetation management team.
149 • Conducted windshield surveys of treated areas of concern during and after
150 precipitation events.
151 • Began mapping all treated areas in the Novato Zone
152 • Started walking GNSFB Phase 2, beginning with the southernmost Hamilton section.
153 • Discussed the Fire Foundry crew schedule and when they can return to work on
154 GNSFB.

155 **B/C Organizational Resources: Jeff Whittet**

156 **Fleet**

- 157 • Hi-tech notification of Type 1 Chassis arrival, work to begin mid-January.
158 • M63 Taken out of service – all equipment removed from unit to allow for remounting in
159 January.
160 • Approved Davis Signs quote for 6 additional parking signs at the administration building.
161 • Purchased 3 Trailer Receivers and Lighting harness for WMS vehicles to tow sign
162 trailers.
163



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

164 **Facilities**

- 165 • Roof Leak at 61 over Engineer's dorm addressed by B62 and rep from Crandall Roofing.
166 Identified water running through the electrical conduit from the fan unit on the roof.
167 Additional drainage holes were placed in the fan unit.
- 168 • Met with Bennett White from Integrity Construction about a Biannual Facilities
169 Inspection Contract for facility preventive maintenance. Quotes received on 12/18. Will
170 review with Colleen upon her return.
- 171 • Van Midde Concrete began construction of 160 feet of culvert behind classrooms at 62.
172 Heavy rain delayed the concrete pour. Inspected site on 12/21.
- 173 • Spoke to Kelley and Grace about updating the "Facilities" Binder at admin and creating
174 one for all stations.
- 175 • Completed ordering of all flooring for the Administration Gymnasium.
176

177 **CONSENT CALENDAR ITEMS**

178 These items can be acted on in one consolidated motion or may be removed from the Consent
179 Calendar and separately considered at the request of any person.

- 180 1. Minutes of Regular Board Meeting 12/6/23
181 There was no public comment.

182 M/s Hadfield/Goines to approve the Consent Calendar.
183 Motion carried: 4-0-1 absent (Francisco)

184 **NEW BUSINESS**

185 1. Annual Comprehensive Financial Report (ACFR) and Independent Auditor's Report on
186 Audited Financial Statements- Fiscal Year Ended June 30, 2023

187 Staff recommends the Board accept the Annual Comprehensive Financial Report (ACFR) and
188 Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30,
189 2023, as presented by the District's independent auditor Maze & Associates.

190 Chief Tyler commented that normally the ACFR and audit report are presented to the Finance
191 Committee for review in advance of the regular meeting, however, due to circumstances with
192 scheduling, timing of audit completion in November, and down staff in the Finance Division
193 during a very busy time of year.

194 Finance Director Valenti welcomed independent auditor, David Alvey to present the audit report
195 for the fiscal year ending June 30, 2023. FD Valenti noted that this is the 16th consecutive year
196 the District has filed the ACFR with GFOA.

197 David Alvey reviewed the audit report and was pleased to present an unmodified opinion, which
198 is representative of a clean opinion with no issues to report.

199 Financial highlights include:

200 **Net Position**

- 201 • \$49.7 million



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

- 202 • \$13.1 million increase from the prior year

203 **Composition**

- 204 • \$17.1 million net investment in capital assets
205 • \$327,000 MWPA
206 • \$32.3 million unrestricted

207 **Fund Highlights:**

- 208 • \$2.5 million average monthly expenditures
209 • \$32 million unrestricted fund balance
210 • 13 months of expenditures can be covered by the restricted fund balance

211 Director Goines commented that he is concerned about the Marin County projections of property
212 tax revenue in 24/25 projected to decrease by 5%. He would like to understand the implications
213 of that. Director Goines is also concerned with the rate of return for MCERA as this can flip our
214 position quickly. Chief Tyler replied that we can discuss this in greater detail at the BOD retreat.

215 There was no public comment.

216 M/s Goines/Davis to accept the Annual Comprehensive Financial Report (ACFR) and
217 Independent Auditor's Report on Audited Financial Statements for the fiscal year ended June 30,
218 2023, as presented by the District's independent auditor Maze & Associates.

219 Motion carried: 4-0-1 absent (Francisco)

220 2. Memorandum of Internal Controls (MOIC) and Required Communication for the Fiscal Year
221 Ended June 30, 2023

222 Staff recommends the Board accept the Memorandum on Internal Control and Required
223 Communications Statements for the fiscal year ended June 30, 2023, as presented by the
224 District's independent auditor Maze & Associates. There were no issues requiring Management's
225 Response.

226 David Alvey explained that the MOIC and required communication is the firm's communication
227 to the Board of any findings in the audit. He announced the following:

- 228 • No material weaknesses
229 • No significant deficiencies
230 • Other matters- Upcoming GASB Pronouncements
231 • Required Communication:
232 ▪ No disagreements with management
233 ▪ No issues with accounting estimate and assumptions
234 ▪ No reason to believe the scope was limited
235 ▪ No second opinion

236 Mr. Alvey ended by thanking FD Valenti and his team for all their hard work getting the
237 documents turned in on time.



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

238 There was no public comment.

239 M/s Hadfield/Silverman to accept the Memorandum on Internal Control and Required
240 Communications Statements for the fiscal year ended June 30, 2023, as presented by the
241 District's independent auditor Maze & Associates.

242 Motion carried: 4-0-1 absent (Francisco)

243 3. County of Marin 2023/2024 Annual Statement of Investment Policy

244 Board approval is requested of the County of Marin 2023/2024 Annual Statement of Investment
245 Policy.

246 FD Valenti explained that the District's investment funds are deposited in the County of Marin's
247 Investment Pool. Pursuant to Government Code Section 53646, the Annual Statement of
248 Investment Policy is submitted to the Board of Directors for review and approval. It is necessary
249 for the District to adopt this document. The policy was approved by the Marin County Board of
250 Supervisors on May 23, 2023, and has been reviewed by the County Treasury Oversight
251 Committee. He noted that the rating continues to be triple-A which is the highest rating.

252 There was no public comment.

253 M/s Davis/Goines to approve the County of Marin 2023/2024 Annual Statement of Investment
254 Policy.

255 Motion carried: 4-0-1 absent (Francisco)

256 4. Purchase of 2 Solo Rescue SCBA, PPE Decontamination Washers

257 Board approval is requested to accept staff's recommendation to purchase 2 Solo Rescue Decon
258 Washers in an amount not to exceed \$80,000. Board approval is requested to approve the
259 budgeted expenditure from account: 9308-2273, Cancer Prevention and Mitigation Funds.

260 Chief Tyler reported that one of the recommendations from the Cancer Prevention Committee
261 was to purchase new extractors to decontaminate SCBA's and personal protective equipment.
262 The two new washers will be installed at S62 and S65 first, then the next budget will include
263 installations at the other stations. Chief Tyler recognized Engineer/Paramedic Hamilton, B/C
264 Peters, and B/C Whittet for their work on this project.

265 There was no public comment.

266 M/s Hadfield/Goines to accept staff's recommendation to purchase 2 Solo Rescue Decon
267 Washers in an amount not to exceed \$80,000. Board approval is requested to approve the
268 budgeted expenditure from account: 9308-2273, Cancer Prevention and Mitigation Funds.

269 Motion carried: 4-0-1 absent (Francisco)

270

271



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

272 5. Station 63 Demonstration Garden

273 Staff recommends that the Board approve the change order request from Cagwin & Dorward for
274 additional costs from the installation of the demonstration garden at Station 63.

275 Chief Tyler provided background information on the Station 63 Demonstration Garden and the
276 need for a \$5,835.50 increase to the original contract. The new total contract will be \$71,802.50
277 and will be reimbursed by MWPA.

278 There was no public comment.

279 M/s Davis/Hadfield to approve the change order request from Cagwin & Dorward for additional
280 costs from the installation of the demonstration garden at Station 63.

281 Motion carried: 4-0-1 absent (Francisco)

282 6. Landscape Maintenance Cost Increase

283 Staff recommends approving the extension of the Cagwin & Dorward (“Cagwin”) contract for
284 landscape maintenance through June 30, 2024. Due to a three percent (3%) increase in the rates
285 and the additional six (6) months on the contract, Board approval of an increase in the contract
286 amount is requested.

287 Chief Tyler explained that due to a 3% increase in the contract costs for landscape maintenance
288 for the next 6 months, Board approval is requested. The contract would increase from \$200,000
289 to \$300,000.

290 There was no public comment.

291 M/s Goines to approve the extension of the Cagwin & Dorward contract for landscape
292 maintenance through June 30, 2024, to include a 3% increase in rates.

293 Motion carried: 4-0-1 absent (Francisco)

294 7. Novato Emergency Operations Plan Lines of Succession

295 Receive verbal information from legal counsel on the execution of this board resolution item for
296 action to be taken at the next regularly scheduled meeting of the Board.

297
298 Chief Tyler reminded the Board that in October, they accepted the updated Novato Emergency
299 Operations Plan. One of the items was to identify the succession of the Novato Fire Board of
300 Directors and certain employees as codified by Resolution 2015-04.

301 • **Fire Board of Directors Members:**

302 1. In January of each year, each member of the Board of Directors shall nominate for
303 appointment, by filing with the Board Clerk the names of one person who such Board
304 Member believes is qualified to fill his or her office as his or her standby officer in the
305 event that such member is unavailable. Such Board members shall also designate the
306 preferred order of succession as among such individuals. The Board of Directors shall
307 consider such nominations and shall, by resolution, appoint three standby officers for



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

308 each such Board Member who shall be assigned status numbers 1, 2, and 3, as the case
309 may be. Such standby officers shall be appointed to fill the position of the unavailable
310 Board member for whom they have been designated in the order designated in the
311 resolution.

- 312
- 313 • **Fire Chief:**
 - 314 1. The Board of Directors shall, by resolution, appoint three standby officers for the Fire
315 Chief in the event that the Fire Chief is unavailable and shall designate such standby
316 officers 1, 2 and 3 as the case may be. Such standby officers shall be appointed to fill the
317 position of the Fire Chief in the event he is unavailable in the order designated by such
318 resolution. This succession list will also apply to the position of Emergency Services
319 Director.

320 District Counsel Riley Hurd encouraged the Directors to begin searching and building their
321 succession list. They may select someone from anywhere within the District boundary, they do
322 not need to reside within their election districts. He noted that the board member would have to
323 be killed, missing, or so severely injured they could not attend meetings or perform their duties.

324
325 At the February Board meeting, they will adopt a resolution including the names and contact
326 information for standby officers ranked in order 1 through 3. The Board Clerk will maintain the
327 emergency succession list.

328
329 There was no public comment.

330
331 **COMMITTEE REPORTS**

332 Directors may report on committee activities and meetings

- 333 1. **MERA** (Director Silverman and Director Hadfield)- President Silverman reported that
334 four sites are complete and have been turned over to Nokia and Motorola for equipment.
335 Nokia has been installing microwave towers. More radios have been ordered. There has
336 been a lot of progress, and MERA will meet the deadline. Training begins 2/19.
- 337 2. **Finance Committee** (Directors Davis and Goines)- The Finance Committee will meet
338 next month.
- 339 3. **Marin Wildfire Prevention Authority Board** (Director Goines)- Director Goines
340 reported there was no meeting in December. Nothing to report.
- 341 4. **Facilities Committee** (Silverman and Hadfield)- President Silverman noted that the
342 Facilities Committee met on 12/13. Director Hadfield noted they have a lot of work to do.
343 The committee will now meet quarterly.

344
345 **FINANCIAL REPORTS**

346 Informational items for review. No action required.

- 347 1. Financial Reports, November 2023:
 - 348 a. Revenues, Expenditures and Changes in Fund Balance Financial Report
 - 349 b. Revenues and Expenditures Detail Financial Report



Novato Fire District Board of Directors
Regular Board Meeting Minutes
January 3, 2024

- 350 c. Vendor Summary Financial Report
351 d. MWPA Revenues and Expenditures
352
353 2. District Monthly Contracts Information
354

355 **INFORMATION**

356 Items of a general nature that the staff wishes to bring to the attention of the Board.

- 357 1. Customer Surveys November 2023
358 2. MERA Update: December 2023
359 3. Upcoming meetings/events:
360 • Regular Board Meeting 2/7/24
361 • NFD Strategic Planning Meeting 1/9-1/10/24
362 • Novato's 64th Birthday Celebration Event 1.20.24 5:30-9:30 pm
363 4. Written Communications- ASM Crayne read correspondence from Supervisor Eric Lucan
364 thanking President Silverman for continuing to represent the district. She also read a letter from
365 Daniel Bull, SRJC Fire Academy Coordinator, thanking HR Manager Felciano, B/C Smith, and
366 Engineer/Paramedic Hamilton for participating in the interview panels.

367
368 **ADJOURNMENT**

369 There being no further business to conduct, President Silverman adjourned the meeting at 12:03
370 pm.

371
372 Respectfully Submitted,

373 A handwritten signature in black ink that reads "Jennifer Crayne".
374

375
376 Jennifer Crayne, Clerk of the Board
377
378



Novato Fire District Board of Directors
Special Board Meeting Minutes
January 9, 2024

1 The meeting was called to order by President Silverman at 10:00 a.m.
2 Meeting location: Marin Country Club 500 Country Club Drive Novato, CA 94949

3
4 **ROLL CALL**

5 President Silverman, Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike Hadfield

6
7 **STAFF MEMBERS PRESENT**

8 Chief Tyler, D/C Dicochea, Captain Bargiacchi, B/C Mesenburg, B/C Whittet, FD Valenti, Fire
9 Prevention Specialist Galli, FM Osgood, Engineer/Paramedic Godoy, ASM Crayne, Captain
10 Bernardini, FF/Medic Scott, B/C Freedman, EMS Billing Analyst Wager, IT Manager
11 Mashintchian, B/C Peters, FF/Medic Meyer, HR Manager Felciano, B/C Dague, FF/Medic
12 Larroque, and Engineer/Paramedic Hamilton.

13
14 **OTHERS PRESENT**

15 Don Whittemore and Craig Fair of Mission Centered Solutions, Inc.

16
17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19
20 **NEW BUSINESS**

21 1. Authorization of IGT Funds Transfer 1 of 4 to Department of Health Care Services (DHCS)
22 for participation in the Public Provider (PP) Ground Emergency Medical Transportation
23 (GEMT) Program for CY 2024 (aka PP-GEMT IGT Program)

24 District staff recommends sending the first of four payments for CY 2024 (invoice amount
25 \$104,525.63) to DHCS so that the program achieves full participation from funding entities
26 required to obtain the maximum Federal funds match to realize maximum reimbursements for
27 Managed Care (MC) and Fee-For-Service (FFS) transports.

28 Finance Director Joe Valenti noted this is payment 1 of 4 scheduled for the 2024 calendar year.
29 Director Davis inquired about participation in the program from other agencies. FD Valenti
30 noted it is looking positive; however, the participation list has not been released yet.

31 There was no public comment.

32 M/s Goines/David to approve sending the first of four payments for CY 2024 (invoice amount
33 \$104,525.63) to DHCS so that the program achieves full participation from funding entities
34 required to obtain the maximum Federal funds match to realize maximum reimbursements for
35 Managed Care (MC) and Fee-For-Service (FFS) transports.

36 Motion carried: 5-0-0

37 2. Strategic Planning Meeting

38 District Staff and the Board of Directors will participate in a two-day strategic planning meeting
39 facilitated by Don Whittemore and Craig Fair of Mission-Centered Solutions, Inc.



Novato Fire District Board of Directors
Special Board Meeting Minutes
January 9, 2024

40 NFD staff and Board directors participated in several exercises and discussions facilitated by
41 Don Whittmore and Craig Fair of Mission-Centered Solutions, Inc. The facilitators will capture
42 content from the meeting which will become the components of Novato Fire District's 3-year
43 strategic plan. The two-day meeting will be phase one, with phase 2 planned for March. Note:
44 due to illness, President Silverman left the meeting early.

45
46 **ADJOURNMENT**

47 There being no further business to conduct, Director Hadfield adjourned the meeting at
48 5:00 pm.

49
50 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne".

53 Jennifer Crayne, Clerk of the Board



Novato Fire District Board of Directors
Special Board Meeting Minutes
January 10, 2024

1 The meeting was called to order by Director Hadfield at 9:00 a.m.
2 Meeting location: Marin Country Club 500 Country Club Drive Novato, CA 94949.

3
4 **ROLL CALL**

5 Present: Directors Bill Davis, Shane Francisco, Bruce Goines, and Mike Hadfield
6 Absent: President Silverman

7
8 **STAFF MEMBERS PRESENT**

9 Chief Tyler, D/C Dicochea, Captain Bargiacchi, B/C Mesenburg, B/C Whittet, FD Valenti, Fire
10 Prevention Specialist Galli, FM Osgood, Engineer/Paramedic Godoy, ASM Crayne, Captain
11 Bernardini, FF/Medic Scott, B/C Freedman, EMS Billing Analyst Wager, IT Manager
12 Mashintchian, B/C Peters, FF/Medic Meyer, HR Manager Felciano, B/C Dague, FF/Medic
13 Larroque, Engineer/Paramedic Hamilton, and B/C Smith.

14
15 **OTHERS PRESENT**

16 Don Whittemore and Craig Fair of Mission Centered Solutions, Inc.

17
18 **OPEN TIME FOR PUBLIC EXPRESSION**

19 None.

20
21 **NEW BUSINESS**

22 1. Strategic Planning Meeting

23 District Staff and the Board of Directors will participate in a two-day strategic planning meeting
24 facilitated by Don Whittemore and Craig Fair of Mission-Centered Solutions, Inc.

25 NFD staff and Board directors participated in several exercises and discussions facilitated by
26 Don Whittemore and Craig Fair of Mission-Centered Solutions, Inc. The facilitators will capture
27 content from the meeting which will become the components of Novato Fire District's 3-year
28 strategic plan. The two-day meeting will be phase one, with phase 2 planned for March.

29
30 **ADJOURNMENT**

31 There being no further business to conduct, Director Hadfield adjourned the meeting at
32 3:10 pm.

33
34 Submitted by,

A handwritten signature in black ink that reads "Jennifer Crayne".

37 Jennifer Crayne, Clerk of the Board



**Novato Fire District Finance Committee
2024 Meeting Dates**

Time: 9:00 a.m.
Administration Building, Heritage Conference Room
95 Rowland Way, Novato CA 94945

The 2024 Finance Committee meeting schedule:

Regular Quarterly meetings are held on the 3rd Tuesday of the month from February to December.

All meetings are held at the Administration Building, Heritage Conference Room beginning at 9:00 a.m. unless otherwise indicated.

There is often a special Finance Committee Meeting called in late June to review the preliminary budget.

February 20, 2024	July 16, 2024
April 16, 2024	October 15, 2024



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: February 1, 2024

Topic: Ambulance Fee Debt Write Off Due to Hardship

Recommendation

Board approval is requested to approve a write-off of the designated ambulance billing accounts.

Background

The following accounts have submitted a written request for write-off consideration from the Board of Directors. The requests are claiming financial hardship.

▶ F20003554-1	\$ 123.05
▶ F23002921	\$2,615.27
▶ F23014304	\$ 529.37

Financial Impact

There is a potential decrease of ambulance revenue by adding \$3,267.69 to the \$0.00 of prior approved hardship cases this calendar year. Total decrease in revenue due to hardship cases for calendar year 2023 was \$16,475.55.

Reviewed by:

_____ Administration
_____ SW _____ EMS
_____ Finance
_____ Prevention
_____ Human Resources
_____ Operations

Approved by:

A handwritten signature in black ink, appearing to read "Bill Tyler".

Bill Tyler
Fire Chief

Attachments: None



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: February 1, 2024

Topic: Bad Debt Write Off – Uncollectible Novato Ambulance Billing Accounts

Recommendation

Board approval of staff’s recommendation to write off the designated multi-year uncollectible ambulance billing accounts totaling \$14,522.68.

Background

The District is taking all steps necessary and utilizing all collection tools available to minimize accounts in arrears. In order to maintain the District’s ambulance billing accounts, it is our practice to make accounting adjustments when the accounts have been processed through the billing department, Resolve Insurance Recovery Systems and Wakefield Collections have been determined to be uncollectible.

Financial Impact

The current uncollectable debt for the years 2021, 2022 and 2023 is listed in the table below for a grand total of \$14,522.68.

Each year’s total represents multiple accounts that have been processed through the District’s customary billing and collections practices and are determined to be uncollectible.

	2021	2022	2023
Amount	\$5,946.46	\$5,422.53	\$3,153.69

Reviewed by:

_____ Administration
 _____ SW _____ EMS
 _____ Finance
 _____ Prevention
 _____ Human Resources
 _____ Operations

Approved by:

Bill Tyler
Fire Chief

Attachments: None

New Business Section



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: February 1, 2024

Topic: Resolution 2024-01, a Resolution of the Novato Fire Protection District Identifying Representatives for Board Members and the Fire Chief Should Such Members Become Unavailable.

Recommendation: Board to consider adopting Resolution 2024-01, a resolution of the Novato Fire Protection District identifying representatives for Board members and the Fire Chief should such members become unavailable.

Background: In October the Board accepted the update Novato Emergency Operations Plan following a presentation of the updates from Dave Jeffries, Novato's Contract Emergency Coordinator. One of the items in his presentation identified that the succession of Novato Fire Board of Directors members and employees is codified by Fire Board Resolution 2015-4 as follows:

- Fire Board of Directors Members:
 1. In January of each year, each member of the Board of Directors shall nominate for appointment, by filing with the Board Clerk the names of one person who such Board Member believes is qualified to fill his or her office as his or her standby officer in the event that such member is unavailable. Such Board member shall also designate the preferred order of succession as among such individuals. The Board of Directors shall consider such nominations and shall, by resolution, appoint three standby officers for each such Board Member who shall be assigned status numbers 1, 2, and 3, as the case may be. Such standby officers shall be appointed to fill the position of the unavailable Board member for whom they have been designated in the order designated in the resolution.
- Fire Chief:
 1. The Board of Directors shall, by resolution, appoint three standby officers for the Fire Chief in the event that the Fire Chief is unavailable and shall designate such standby officers 1, 2 and 3 as the case may be. Such standby officers shall be appointed to fill the position of the Fire Chief in the event he is unavailable in the order designated by such resolution. This succession list will also apply to the position of Emergency Services Director.
- Unavailable, defined: Unavailable for the purposes of this section shall have the same meaning as set forth in California Government Code Section 8636.

Financial Impact: None

Reviewed by:

_____ JC _____	Administration
_____	EMS
_____	Finance
_____	Prevention
_____	Human Resources
_____	Operations

Approved by:



Bill Tyler
Fire Chief



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: December 27, 2023

Topic: Payroll and HR Software Purchase

Recommendation

Staff recommends that Board approve the purchase of new payroll and HR software to replace the current software.

Background

Over the past several years, the District's payroll has become increasingly complex with the increase in the number of employees, classifications, different MOUs and employment agreements, retirement tiers and pensionable comp calculations, and the myriad of pay codes, leave banks, and benefits. Adding to the complexity is the lack of integration between the Telestaff timekeeping system and the ADP payroll system which requires manual entries in both systems and mapping of pay codes which makes the payroll process very manual and cumbersome. This has resulted in significant amounts of time spent reconciling between both systems and frequent calls to ADP support to troubleshoot or develop workarounds. These workarounds often consist of "behind the scenes" changes made to the live database environment, which has the potential to cause system or database integrity issues. In many cases, our IT or Finance staff are not given visibility or control over these modifications. We have also encountered apparent "bugs" with several payrolls, which might be due to gaps that have developed over time with software updates, or shortcomings in the initial design, setup, and configuration of the system when the software was implemented in 2008. The District has attempted to resolve some of these issues with the current software provider, ADP, however ADP's support has been mostly limited to one-off patches or fixes, and has not provided a full system audit with fully tested solutions or improvements that address the unique nature of the District's payroll.

Since all of the manual intervention and support calls has proven to be extremely time consuming and prone to errors or oversights, the District decided to conduct a public solicitation in July 2023 for new payroll software. Three proposals were received and a cross-functional selection committee was formed to evaluate the proposals. The committee was comprised of District staff members from Finance, HR, and IT.

Each of the three software firms were invited to present a demonstration of their software. District Finance presented each of the firms with challenging payroll processing scenarios allowing the firms to demonstrate the capability of their software and to allow the District Staff to determine if the software was a good fit for the District's uniquely complex payroll. UKG was able to prove that their product, "UKG Ready", is capable of solving each of the scenarios to the satisfaction of the District's selection committee and interfaces directly with Telestaff, eliminating the need for duplicate entries in two different systems.

Cost was considered in the evaluation. The proposed costs are shown below.

Software Firm Name	Product Name	Annual Cost	Implementation Cost	Total First Year Cost
UKG, Inc.	UKG Ready	\$30,480.00	\$14,250.00	\$44,730.00
Tyler Technologies, Inc	Enterprise ERP (fka MUNIS)	\$45,750.00	\$217,480.00	\$263,230.00
iSolved HCM, LLC dba Tesseon	Tesseon	\$12,061.98	\$250.00	\$12,311.98

Financial Impact

The annual cost proposed by UKG is \$30,480. By comparison, the spend for payroll/HR software with ADP from July 1, 2022 through July 1, 2023 was \$45,676. The initial contract term with UKG will be three years and costs will be fixed over the term. District staff anticipates a contract start date around February 1, 2024 after contract review and negotiations. UKG’s current lead time from contract execution to the implementation kick-off meeting is four (4) weeks.

Reviewed by:

_____ Administration
 _____ EMS
 ___jv cw___ Finance
 _____ Prevention
 _____ Human Resources
 _____ Operations

Approved by:



Bill Tyler
 Fire Chief



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: December 27, 2023

Topic: Hiring of Consultants for New Payroll and HR Software Implementation.

- Consultant to review and negotiate UKG Agreements.
- Consultant to project manage software implementation and configuration.

Recommendation

Staff Recommends that Board approve contracting with two (2) consultants to assist in the contract review and project management of new payroll and HR software.

Background

After conducting an RFP for payroll and HR software to replace the current software, District staff has chosen UKG's software product entitled UKG Ready. The length of time required for District resources to dedicate to the project is 12 months. Prior to the 12 month project, the District must review and negotiate six (6) UKG agreements including a Service Level Agreement.

The scale and complexity of the project inspired District staff to seek information from qualified software implementation consultants who specialize in the project management of payroll and HR software. District staff reviewed Statements of Qualifications from three (3) consultants:

- 1) SoftResources, 2) HCM Unlocked, 3) Regional Government Services.

After a team from Finance, HR and IT interviewed the two (2) most qualified consultants and their references, District staff learned that 90% of the work can be shouldered by each consultant. Staff, therefore, recommends SoftResources for contract review and negotiations and HCM Unlocked to manage the implementation and configuration of the new software.

Financial Impact

Both consultants bill at a rate of \$225/hour.

Contract Review: The estimated number of hours is 40 for a total of \$9,000.

Project Management of Implementation and Configuration: The estimated number of hours per month is 30 - 50. Twelve months is the estimate to complete the implementation so the total estimate ranges from \$81,000 - \$135,000.

The total software implementation costs are estimated to be \$144,000.

Reviewed by:

_____	Administration
_____	EMS
CW JV _____	Finance
_____	Prevention
_____	Human Resources
_____	Operations

Approved by:



Bill Tyler
Fire Chief



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: January 23, 2024

Topic: Landscape Design Services for Administrative Building Backyard

Recommendation

Staff recommends Board approve Carlile Macy's proposal for landscape design services for the District's Administrative Building's backyard.

Background

The backyard at the Administrative Building is in need of re-landscaping including the repair of a cracked cement patio and walkway. The original lawn has died and at least one large tree is overgrown and has caused the concrete patio and pathways to crack. Sections of concrete are uneven resulting in a tripping hazard. In addition to fire-wise garden design, and a new patio and pathway, the plan will include a pergola made from non-combustible material. The overall goal is two-fold. 1. District Administrative Staff has outgrown its breakroom, and the patio will provide additional space for breaks and lunches. 2. The fire-wise and drought resistant plants will serve to lower the building's irrigation costs.

After a publicly advertised RFP, four (4) proposals were received from landscape designers. Carlile Macy's bid was the second to lowest, but only by a difference of three percent (3%). Out of the four (4) proposals, Carlile Macy demonstrated the best understanding of the District's goals for this new garden.


Financial Impact

Carlile Macy's bid is \$55,973.

Reviewed by:

<u>JW</u>	Administration
	EMS
<u>CW JV</u>	Finance
	Prevention
	Human Resources
	Operations

Approved by:


Bill Tyler
Fire Chief



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: January 23, 2024

Topic: Extend term and Increase Cost of MSA with Simpson Sheet Metal, Inc.

Recommendation

Staff recommends extending the term of the Simpson Sheet Metal ("Simpson") MSA for HVAC maintenance and repairs to June 30, 2024. Staff also requests Board approve an increase to the contract amount from \$265,000 to \$300,000.

Background

In November 2023 the primary HVAC system at Station 62 failed and had to be replaced at a cost of \$81,000. This unexpected expense brought the contract closer to its not-to-exceed amount of \$265,000 sooner than expected. The Board approved the \$81,000 HVAC replacement project in October 2023.

The District's HVAC maintenance and repair services is due for a public solicitation. Prior to June 30, 2024, the Contract Administrator will perform a public solicitation for bids for an HVAC maintenance and repairs contract with a three (3) year term.

Financial Impact

The cost of the amended Simpson contract will be set at a not-to-exceed amount of \$300,000 valid through June 30, 2024.

Reviewed by:

<u>J.W.</u>	Administration
	EMS
<u>CW JV</u>	Finance
	Prevention
	Human Resources
	Operations

Approved by:

Bill Tyler
Fire Chief

Committee Reports Section

1. MERA
2. Finance Committee
3. Marin Wildfire Prevention Authority Board
4. Facilities Committee

Financial Reports Section



Novato Fire District
Finance Division
Revenues, Expenditures and Changes In
Fund Balance Report – December 2023

B.K.

TO: Board of Directors
FROM: Senior Accountant Kerrigan
DATE: January 31, 2023
RE: Revenues, Expenditures and Changes in Fund Balance Report – December 2023

Revenues

The majority of the District's revenue is derived from property taxes. Property tax revenue is apportioned in two major installments, December and April. As of the December 31, 2023 report date, the District has received \$18,619,876.64 in property tax revenue. This represents 53.8% of the annual budgeted amounts.

Ambulance service fee revenue collections were \$2,452,240.42 which represents 84.6% of annual budgeted amounts.

Expenditures

Total salaries & fringe benefits for the period amounted to \$12,124,021.92 and represents 43.8% of annual budgeted amounts. Total services & supplies for the period amounted to \$2,631,897.69 which represents 36.9% of annual budgeted amounts. Total debt service for the period amounted to \$165,654.00 and represents 49.8% of annual budgeted amounts.

Total capital outlay for the period totaled \$680,134.07 or 16.2% of annual budget.

Net Change in Fund Balance

The net change in fund balance for the period ended December 31, 2023 is \$5,519,424.09.

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
9001 · Current Secured	16,110,036.80	16,110,036.80	22,678,456.00	(6,568,419.20)	71.0%	22,678,456.00	(6,568,419.20)	71.0%
9002 · Current Unsecured	-	368,567.97	402,069.00	(33,501.03)	91.7%	402,069.00	(33,501.03)	91.7%
9004 · Prior Secured Redemptions	-	-	-	-	0.0%	-	-	0.0%
9006 · Prior Unsecured	-	21,457.88	21,187.00	270.88	101.3%	21,187.00	270.88	101.3%
9007 · Special Assessment	-	-	6,889,905.00	(6,889,905.00)	0.0%	6,889,905.00	(6,889,905.00)	0.0%
9041 · Supplemental Assessment Current	51,464.29	414,681.39	745,192.00	(330,510.61)	55.6%	745,192.00	(330,510.61)	55.6%
9042 · Supplemental Assessment Unsec	-	-	26,609.00	(26,609.00)	0.0%	26,609.00	(26,609.00)	0.0%
9043 · Supplemental Assessment Redemp.	-	(387.11)	16,230.00	(16,617.11)	-2.4%	16,230.00	(16,617.11)	-2.4%
9045 · Novato Hamilton RDA	-	-	1,482,644.00	(1,482,644.00)	0.0%	1,482,644.00	(1,482,644.00)	0.0%
9046 · Education Rev Augm Fund-Redist	1,584,994.98	1,584,994.98	2,165,271.00	(580,276.02)	73.2%	2,165,271.00	(580,276.02)	73.2%
9047 · Novato Downtown Redevelopment	120,524.73	120,524.73	212,290.00	(91,765.27)	56.8%	212,290.00	(91,765.27)	56.8%
Sub-total Property Taxes	17,867,020.80	18,619,876.64	34,639,853.00	(16,019,976.36)	53.8%	34,639,853.00	(16,019,976.36)	53.8%
9201 · Interest	53.65	302,860.96	156,920.00	145,940.96	193.0%	156,920.00	145,940.96	193.0%
Sub-total Interest Income	53.65	302,860.96	156,920.00	145,940.96	193.0%	156,920.00	145,940.96	193.0%
9280 · State Homeowners Prop Tax Reduc	-	-	78,954.00	(78,954.00)	0.0%	78,954.00	(78,954.00)	0.0%
9367 · Other State Aid, Grant	-	-	1,800,000.00	(1,800,000.00)	0.0%	1,800,000.00	(1,800,000.00)	0.0%
9483 · In-Lieu Housing	-	-	3,303.00	(3,303.00)	0.0%	3,303.00	(3,303.00)	0.0%
Sub-total Intergovernmental	-	-	1,882,257.00	(1,882,257.00)	0.0%	1,882,257.00	(1,882,257.00)	0.0%
9576 · CPR Class Fees	-	-	-	-	0.0%	-	-	0.0%
9925 · GEMT Revenue	-	-	-	-	0.0%	-	-	0.0%
9931 · Outside Agency Amb Bill Serv	-	-	-	-	0.0%	-	-	0.0%
9932 · Novato Ambulance Service Fees	391,300.93	2,452,240.42	2,900,000.00	(447,759.58)	84.6%	2,900,000.00	(447,759.58)	84.6%
9935 · Plan Checks	1,328.82	11,722.82	57,660.00	(45,937.18)	20.3%	57,660.00	(45,937.18)	20.3%
9938 · Elections	-	-	-	-	0.0%	-	-	0.0%
9945 · MERA & HazMat Admin Services	-	-	-	-	0.0%	-	-	0.0%
Sub-total Charges for Services	392,629.75	2,463,963.24	2,957,660.00	(493,696.76)	83.3%	2,957,660.00	(493,696.76)	83.3%

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
9250 · Parking Lot Rent	-	1,500.00	5,000.00	(3,500.00)	30.0%	5,000.00	(3,500.00)	30.0%
9930 · COVID-19 Relief Funds	-	-	-	-	0.0%	-	-	0.0%
9936 · Sale of Assets	-	-	-	-	0.0%	-	-	0.0%
9940 · Other Refunds/Reimbursements	11,945.56	33,347.79	-	33,347.79	0.0%	-	33,347.79	0.0%
9942 · OES Reimbursements	-	16,642.55	292,326.00	(275,683.45)	5.7%	292,326.00	(275,683.45)	5.7%
9943 · Health Premium Reimbursements	-	-	-	-	0.0%	-	-	0.0%
Sub-total Other Revenue	11,945.56	51,490.34	297,326.00	(245,835.66)	17.3%	297,326.00	(245,835.66)	17.3%
Total Revenues	18,271,649.76	21,438,191.18	39,934,016.00	(18,495,824.82)	53.7%	39,934,016.00	(18,495,824.82)	53.7%

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
1003 · Regular Staff Salaries	967,632.22	5,652,354.25	11,684,897.00	(6,032,542.75)	48.4%	11,684,897.00	(6,032,542.75)	48.4%
1019 · CTO Pay	13,912.26	130,119.81	725,700.00	(595,580.19)	17.9%	725,700.00	(595,580.19)	17.9%
1020 · Overtime - Callback	239,144.56	1,563,536.05	3,544,000.00	(1,980,463.95)	44.1%	3,544,000.00	(1,980,463.95)	44.1%
1021 · Out of Class Pay	183.11	16,025.32	12,000.00	4,025.32	133.5%	12,000.00	4,025.32	133.5%
1022 · Director Fees	2,400.00	12,800.00	24,000.00	(11,200.00)	53.3%	24,000.00	(11,200.00)	53.3%
1023 · Response Pay	213.23	497.54	7,000.00	(6,502.46)	7.1%	7,000.00	(6,502.46)	7.1%
1025 · Vacation Pay	-	1,584.60	330,000.00	(328,415.40)	0.5%	330,000.00	(328,415.40)	0.5%
1026 · Education Incentive	3,300.00	21,150.00	60,600.00	(39,450.00)	34.9%	60,600.00	(39,450.00)	34.9%
1027 · Executive Bonus	-	-	-	-	0.0%	-	-	0.0%
1402 · Retirement	212,991.85	2,287,097.23	5,268,000.00	(2,980,902.77)	43.4%	5,268,000.00	(2,980,902.77)	43.4%
1404 · FICA Medicare	16,966.57	112,262.98	240,200.00	(127,937.02)	46.7%	240,200.00	(127,937.02)	46.7%
1502 · Life Insurance	(479.74)	14,942.36	20,000.00	(5,057.64)	74.7%	20,000.00	(5,057.64)	74.7%
1510 · Dental Insurance	22,336.37	69,513.85	217,000.00	(147,486.15)	32.0%	217,000.00	(147,486.15)	32.0%
1512 · Flexible Savings Account	3,213.28	(1,689.10)	-	(1,689.10)	0.0%	-	(1,689.10)	0.0%
1513 · Health Insurance	214,197.76	1,223,135.71	3,437,400.00	(2,214,264.29)	35.6%	3,437,400.00	(2,214,264.29)	35.6%
1514 · Vision Plan	1,756.35	5,854.53	18,500.00	(12,645.47)	31.6%	18,500.00	(12,645.47)	31.6%
1517 · Administrative Allowance	1,912.50	11,025.00	18,000.00	(6,975.00)	61.3%	18,000.00	(6,975.00)	61.3%
1701 · Workers' Compensation	(36,114.01)	812,405.29	1,510,944.00	(698,538.71)	53.8%	1,510,944.00	(698,538.71)	53.8%
1702 · Unemployment Insurance	-	-	-	-	0.0%	-	-	0.0%
1703 · Physicals	10,836.34	14,010.34	25,000.00	(10,989.66)	56.0%	25,000.00	(10,989.66)	56.0%
1704 · Sick Leave Buyback	-	2,476.99	71,000.00	(68,523.01)	3.5%	71,000.00	(68,523.01)	3.5%
1705 · Admin Leave	-	-	-	-	0.0%	-	-	0.0%
1706 · Deferred Compensation	22,692.18	174,919.17	476,360.00	(301,440.83)	36.7%	476,360.00	(301,440.83)	36.7%
Total Salaries and Benefits	1,697,094.83	12,124,021.92	27,690,601.00	(15,566,579.08)	43.8%	27,690,601.00	(15,566,579.08)	43.8%

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
2000 · Services & Supplies	-	76.23	-	76.23	0.0%	-	76.23	0.0%
2020 · Cal-OSHA Requirements	20,082.25	89,241.40	457,800.00	(368,558.60)	19.5%	457,800.00	(368,558.60)	19.5%
2021 · Clothing	404.06	1,432.15	4,140.00	(2,707.85)	34.6%	4,140.00	(2,707.85)	34.6%
2023 · COVID-19 Expenses	-	-	-	-	0.0%	-	-	0.0%
2024 · First Aid Supplies	20,967.13	134,686.87	194,000.00	(59,313.13)	69.4%	194,000.00	(59,313.13)	69.4%
2025 · Oxygen	490.24	1,590.62	6,840.00	(5,249.38)	23.3%	6,840.00	(5,249.38)	23.3%
2026 · Investigative Tools	-	267.03	2,000.00	(1,732.97)	13.4%	2,000.00	(1,732.97)	13.4%
2027 · Tool Replacement	7,263.08	22,254.71	10,000.00	12,254.71	222.5%	10,000.00	12,254.71	222.5%
2028 · Board Expense	-	1,500.00	17,000.00	(15,500.00)	8.8%	17,000.00	(15,500.00)	8.8%
2029 · Advertising	-	13,623.56	70,200.00	(56,576.44)	19.4%	70,200.00	(56,576.44)	19.4%
2034 · Outside Assistance	8,559.19	102,166.56	328,350.00	(226,183.44)	31.1%	328,350.00	(226,183.44)	31.1%
2036 · EMS Certification	-	-	-	-	0.0%	-	-	0.0%
2038 · CPR Materials	-	-	-	-	0.0%	-	-	0.0%
2039 · Schools and Seminars	2,429.95	19,016.02	98,300.00	(79,283.98)	19.3%	98,300.00	(79,283.98)	19.3%
2040 · Training Aids and Materials	(13,322.58)	934.21	42,600.00	(41,665.79)	2.2%	42,600.00	(41,665.79)	2.2%
2041 · Food	1,993.72	20,316.78	50,000.00	(29,683.22)	40.6%	50,000.00	(29,683.22)	40.6%
2042 · Extinguishing Agents	-	1,327.72	7,500.00	(6,172.28)	17.7%	7,500.00	(6,172.28)	17.7%
2049 · Conferences & Meetings	1,957.64	18,780.23	49,600.00	(30,819.77)	37.9%	49,600.00	(30,819.77)	37.9%
2050 · Equipment Testing	-	7,633.19	52,500.00	(44,866.81)	14.5%	52,500.00	(44,866.81)	14.5%
2059 · Liability & Property	-	213,539.19	230,000.00	(16,460.81)	92.8%	230,000.00	(16,460.81)	92.8%
2074 · School and Seminars	-	1,105.72	5,000.00	(3,894.28)	22.1%	5,000.00	(3,894.28)	22.1%
2087 · Parts & Outside Labor	8,643.26	94,001.67	300,000.00	(205,998.33)	31.3%	300,000.00	(205,998.33)	31.3%
2088 · Shop Supplies	284.15	3,455.93	5,000.00	(1,544.07)	69.1%	5,000.00	(1,544.07)	69.1%
2121 · Vegetation Mgmt	-	-	50,000.00	(50,000.00)	0.0%	50,000.00	(50,000.00)	0.0%
2129 · Election Expense	-	-	-	-	0.0%	-	-	0.0%
2131 · Books & Periodicals	-	237.53	6,385.00	(6,147.47)	3.7%	6,385.00	(6,147.47)	3.7%
2137 · Document Reproduction	-	1,208.38	4,000.00	(2,791.62)	30.2%	4,000.00	(2,791.62)	30.2%
2141 · Computer Supplies	351.05	5,961.11	157,400.00	(151,438.89)	3.8%	157,400.00	(151,438.89)	3.8%
2151 · Computer Software & Renewals	8,030.96	94,590.16	233,800.00	(139,209.84)	40.5%	233,800.00	(139,209.84)	40.5%
2164 · Computer System Maintenance	10,179.00	44,608.73	383,800.00	(339,191.27)	11.6%	383,800.00	(339,191.27)	11.6%
2262 · Hazardous Materials Prog	-	-	10,000.00	(10,000.00)	0.0%	10,000.00	(10,000.00)	0.0%
2268 · Special Fire Equipment & Suppl	726.97	26,190.21	76,000.00	(49,809.79)	34.5%	76,000.00	(49,809.79)	34.5%
2269 · Property Tax Fee	150,848.41	150,962.91	338,125.00	(187,162.09)	44.6%	338,125.00	(187,162.09)	44.6%
2273 · Employee Service & Recognition	1,824.85	21,213.21	366,200.00	(344,986.79)	5.8%	366,200.00	(344,986.79)	5.8%
2396 · Facilities Prevent Maintenance	8,385.21	86,989.59	200,199.00	(113,209.41)	43.5%	200,199.00	(113,209.41)	43.5%
2397 · Facilities Projects	16,235.14	45,060.25	644,500.00	(599,439.75)	7.0%	644,500.00	(599,439.75)	7.0%
2398 · Facilities Repair	62,148.90	242,203.09	152,800.00	89,403.09	158.5%	152,800.00	89,403.09	158.5%

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
2399 · Station Supplies	2,429.03	16,607.59	30,000.00	(13,392.41)	55.4%	30,000.00	(13,392.41)	55.4%
2400 · Hydrants	-	-	18,000.00	(18,000.00)	0.0%	18,000.00	(18,000.00)	0.0%
2401 · Memberships	246.96	30,166.46	63,305.00	(33,138.54)	47.7%	63,305.00	(33,138.54)	47.7%
2406 · Payroll Service Charge	3,576.09	25,869.02	47,000.00	(21,130.98)	55.0%	47,000.00	(21,130.98)	55.0%
2407 · Office Supplies	4,364.91	22,148.23	60,700.00	(38,551.77)	36.5%	60,700.00	(38,551.77)	36.5%
2501 · Gas, Oil & Grease Vehicles	22,207.46	106,438.95	223,800.00	(117,361.05)	47.6%	223,800.00	(117,361.05)	47.6%
2510 · Out of County Logistics	49.91	2,812.23	10,000.00	(7,187.77)	28.1%	10,000.00	(7,187.77)	28.1%
2528 · Central Dispatch	144,467.00	288,934.00	578,000.00	(289,066.00)	50.0%	578,000.00	(289,066.00)	50.0%
2530 · Emergency Operations Center	-	825.00	37,500.00	(36,675.00)	2.2%	37,500.00	(36,675.00)	2.2%
2533 · Marin Emergency Radio Authority	-	181,130.00	181,000.00	130.00	100.1%	181,000.00	130.00	100.1%
2537 · Radio & MDC Maintenance	17,546.09	152,581.81	265,250.00	(112,668.19)	57.5%	265,250.00	(112,668.19)	57.5%
2539 · Tablet Command	112.83	245.20	32,000.00	(31,754.80)	0.8%	32,000.00	(31,754.80)	0.8%
2710 · Litigation Settlement	-	-	-	-	0.0%	-	-	0.0%
2713 · Legal Fees	30,366.99	85,166.75	300,000.00	(214,833.25)	28.4%	300,000.00	(214,833.25)	28.4%
2717 · Audit & Accounting Fees	5,559.00	16,920.82	44,925.00	(28,004.18)	37.7%	44,925.00	(28,004.18)	37.7%
2718 · Consulting Fees	14,445.00	63,669.42	240,420.00	(176,750.58)	26.5%	240,420.00	(176,750.58)	26.5%
2731 · Water	322.53	14,068.85	39,848.00	(25,779.15)	35.3%	39,848.00	(25,779.15)	35.3%
2732 · Electricity	13,275.66	73,964.90	166,980.00	(93,015.10)	44.3%	166,980.00	(93,015.10)	44.3%
2736 · Garbage	2,616.08	10,677.62	37,191.00	(26,513.38)	28.7%	37,191.00	(26,513.38)	28.7%
2737 · Sewage	-	8,559.10	33,206.00	(24,646.90)	25.8%	33,206.00	(24,646.90)	25.8%
2738 · Telephone System	8,002.80	64,936.78	166,900.00	(101,963.22)	38.9%	166,900.00	(101,963.22)	38.9%
Total Services and Supplies	588,070.92	2,631,897.69	7,130,064.00	(4,498,166.31)	36.9%	7,130,064.00	(4,498,166.31)	36.9%
3301 · Debt Service - Principal	-	161,000.00	325,000.00	(164,000.00)	49.5%	325,000.00	(164,000.00)	49.5%
3302 · Debt Service - Interest	-	4,654.00	7,762.00	(3,108.00)	60.0%	7,762.00	(3,108.00)	60.0%
Total Debt Service	-	165,654.00	332,762.00	(167,108.00)	49.8%	332,762.00	(167,108.00)	49.8%
4048 · Building Facilities	1,039.39	52,459.65	800,000.00	(747,540.35)	6.6%	800,000.00	(747,540.35)	6.6%
4810 · EMS Equipment	-	626,341.92	625,000.00	1,341.92	100.2%	-	626,341.92	0.0%
4815 · Fire Suppression Equipment	-	-	2,325,000.00	(2,325,000.00)	0.0%	2,325,000.00	(2,325,000.00)	0.0%
4818 · Exercise Equipment	-	1,332.50	33,700.00	(32,367.50)	4.0%	33,700.00	(32,367.50)	4.0%
4820 · Ambulances	-	-	575,000.00	(575,000.00)	0.0%	575,000.00	(575,000.00)	0.0%
4834 · Communication & Computer Equip	-	-	8,000.00	(8,000.00)	0.0%	8,000.00	(8,000.00)	0.0%
4880 · Computer & Hardware Equipment	-	-	447,000.00	(447,000.00)	0.0%	447,000.00	(447,000.00)	0.0%

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
Total Capital Outlay	1,039.39	680,134.07	4,813,700.00	(4,133,565.93)	14.1%	4,188,700.00	(3,508,565.93)	16.2%

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2023 to December 31, 2023

Account Code	Month Ended Dec-31-2023	Year to Date Dec-31-2023	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
8500 · Intergovernmental Transfers	172,692.88	317,059.41	1,500,000.00	(1,182,940.59)	21.1%	1,500,000.00	(1,182,940.59)	21.1%
Total Intergovernmental Transfers	172,692.88	317,059.41	1,500,000.00	(1,182,940.59)	21.1%	1,500,000.00	(1,182,940.59)	21.1%
Net Change in Fund Balance	15,812,751.74	5,519,424.09	(1,533,111.00)	7,052,535.09		(908,111.00)	6,427,535.09	
Budget Reconciliation								
Original Budget				<u><u>(908,111.00)</u></u>				
Revised Budget				<u><u>(908,111.00)</u></u>				



Novato Fire District
Finance Division
Revenues and Expenditures Detail Report
December 2023

TO: Board of Directors
FROM: Senior Accountant Kerrigan
DATE: January 31, 2023
RE: Revenues and Expenditures Detail Report – December 2023

Summary

Revenues	\$	18,271,649.76
Expenditures		<u>2,458,898.02</u>
Net Change in Fund Balance	\$	15,812,751.74

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Ordinary Income/Expense					
Income					
9001 - Current Secured					
General Journal	12/14/2023	105250 0 LEVY	105250 0 LEVY	JA6046-002	12,314,353.97
General Journal	12/14/2023	105250 3 LEVY		JA6046-009	3,795,682.83
Total 9001 - Current Secured					16,110,036.80
9041 - Supplemental Assessment Current					
General Journal	12/26/2023	105250 0 LEVY		JA6051-016	754.65
General Journal	12/26/2023	105250 0 % DLNQ PNLTY		JA6051-024	79.44
General Journal	12/26/2023	105250 0 % ADD PNLTY		JA6051-029	96.73
General Journal	12/26/2023	105250 0 LEVY		JA6051-013	954.53
General Journal	12/26/2023	105250 0 % DLNQ PNLTY		JA6051-021	77.50
General Journal	12/26/2023	105250 0 % ADD PNLTY		JA6051-026	5.43
General Journal	12/26/2023	105250 0 LEVY		JA6054-002	49,496.01
Total 9041 - Supplemental Assessment Current					51,464.29
9046 - Education Rev Augm Fund-Redist					
General Journal	12/06/2023	105250 0 LEVY		JA6048-002	0.15
General Journal	12/06/2023	105250 0 LEVY		JA6048-006	13.81
General Journal	12/06/2023	105250 0 LEVY		JA6048-012	104.55
General Journal	12/06/2023	105250 0 LEVY		JA6048-018	11,687.77
General Journal	12/06/2023	105250 0 LEVY		JA6048-028	43.59
General Journal	12/18/2023	105250 0 LEVY		JA6044-002	1,092,081.48
General Journal	12/28/2023	105250 0 LEVY		JA6061-001	169,865.31
General Journal	12/28/2023	105250 0 LEVY		JA6062-002	105,327.10
General Journal	12/28/2023	105250 0 LEVY		JA6063-003	3,952.53
General Journal	12/28/2023	105250 0 LEVY		JA6056-001	149,087.14
General Journal	12/28/2023	105250 0 LEVY		JA6057-001	52,831.55
Total 9046 - Education Rev Augm Fund-Redist					1,584,994.98
9047 - Novato Downtown Redevelopment					
General Journal	12/28/2023	105250 0 LEVY		JA6059-001	79,746.31
General Journal	12/28/2023	105250 0 LEVY		JA6060-001	40,778.42
Total 9047 - Novato Downtown Redevelopment					120,524.73
9201 - Interest					
General Journal	12/29/2023	WEST AMERICA BANK	WEST AMERICA BANK	Dec Interest	22.55
Deposit	12/31/2023	WEST AMERICA BANK		Lock Box Interest	30.69
Deposit	12/31/2023	WEST AMERICA BANK		Interest	0.41
Total 9201 - Interest					53.65
9308 - Mandated Costs State					
Check	12/19/2023	CROWN TROPHY	CROWN TROPHY	39736	-38.79
General Journal	12/19/2023			Reclass Crown Trophy Inv. 39736...	38.79

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Total 9308 · Mandated Costs State					0.00
9932 · Novato Ambulance Service Fees					
General Journal	12/01/2023			November Ambulance Service Fe...	3,586.87
Deposit	12/01/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	185.49
Deposit	12/04/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	610.09
Sales Receipt	12/05/2023	MORIN, ALEX	MORIN, ALEX	EMS Ambulance Service Fees	1,306.68
Deposit	12/05/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	4,736.25
Check	12/06/2023	RESOLVE INSURANCE SYSTEMS	RESOLVE INSURANCE SYSTEMS	INOVEMBER 2023 INVOICE	-2,650.98
Deposit	12/06/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	46,910.05
Deposit	12/07/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	34,938.97
Deposit	12/08/2023	NOVATO FIRE PROTECTION D...		Health Premium	14,140.14
Deposit	12/08/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	1,034.28
Deposit	12/11/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	278.35
Sales Receipt	12/12/2023	DE PEDIS, LAURA	DE PEDIS, LAURA	EMS Ambulance Service Fees	980.70
Sales Receipt	12/12/2023	MIALAK, KENAN	MIALAK, KENAN	EMS Ambulance Service Fees	2,006.69
Deposit	12/12/2023	DEPOSIT LOCKBOX		NORIDIAN N. CA I HCCLAIMPMT	19,153.51
Deposit	12/12/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	6,594.57
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	233.36
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	132.66
Sales Receipt	12/13/2023	OMAHA INS	OMAHA INS	EMS Ambulance Service Fees	117.72
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	118.94
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	4,617.28
Sales Receipt	12/13/2023	UNITED HEALTHCARE_	UNITED HEALTHCARE_	EMS Ambulance Service Fees	506.70
Sales Receipt	12/13/2023	MERITAIN	MERITAIN	EMS Ambulance Service Fees	3,354.57
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	665.00
Sales Receipt	12/13/2023	UNITED HEALTHCARE_	UNITED HEALTHCARE_	EMS Ambulance Service Fees	1,313.01
Sales Receipt	12/13/2023	UNITED HEALTHCARE_	UNITED HEALTHCARE_	EMS Ambulance Service Fees	542.73
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	570.02
Sales Receipt	12/13/2023	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	135.79
Sales Receipt	12/13/2023	UNITED HEALTHCARE_	UNITED HEALTHCARE_	EMS Ambulance Service Fees	1,341.39
Sales Receipt	12/13/2023	AETNA cust.	AETNA cust.	EMS Ambulance Service Fees	152.17
Deposit	12/13/2023	DEPOSIT LOCKBOX		NORIDIAN N. CA I HCCLAIMPMT	3,097.23
Deposit	12/13/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	22,807.32
Deposit	12/14/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	23,260.75
Deposit	12/15/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	5,208.13
Deposit	12/18/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	2,754.73
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	RESOLVE INSURANCE SYSTE...	-2,243.09
Deposit	12/19/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	2,745.78
Deposit	12/20/2023	DEPOSIT LOCKBOX		NORIDIAN N. CA I HCCLAIMPMT	12,171.26
Deposit	12/20/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	46,159.95
Deposit	12/21/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	41,185.06
Deposit	12/22/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	35,825.84
Deposit	12/26/2023	DEPOSIT LOCKBOX		NORIDIAN N. CA I HCCLAIMPMT	10,168.20
Deposit	12/26/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	3,650.48
Deposit	12/27/2023	DEPOSIT LOCKBOX		NORIDIAN N. CA I HCCLAIMPMT	4,822.48
Deposit	12/27/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	5,574.59
Deposit	12/28/2023	DEPOSIT LOCKBOX		IN MAIL DEPOSIT	27,605.78
Check	12/29/2023	BLUE SHIELD OF CALIFORNIA	BLUE SHIELD OF CALIFORNIA	INS PD PT HAS VA PRIMARY	-496.47

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/29/2023	BOBBITT, ELISABETH_	BOBBITT, ELISABETH_	PT PD IS NOV RESIDENT	-610.09
Total 9932 · Novato Ambulance Service Fees					391,300.93
9935 · Plan Checks					
Deposit	12/15/2023	VISA deposits		Deposit	250.00
Sales Receipt	12/19/2023	JONES, CATHLEEN	JONES, CATHLEEN	Fire Alarm/Detection Systems	264.00
Sales Receipt	12/21/2023	STUART PAUL	STUART PAUL	Fire Alarm/Detection Systems	264.00
Sales Receipt	12/27/2023	YU, GUOXIONG	YU, GUOXIONG	Residential Fire Sprinkler	352.00
Sales Receipt	12/27/2023	ZAHRAOUI, SAL	ZAHRAOUI, SAL	Fire Alarm/Detection Systems	198.82
Total 9935 · Plan Checks					1,328.82
9940 · Other Refunds/Reimbursements					
Sales Receipt	12/01/2023	ZONDERVAN, KEVIN	ZONDERVAN, KEVIN	Other Refunds/Reimbursements	250.00
Sales Receipt	12/01/2023	BRANCO, CONNER	BRANCO, CONNER	Other Refunds/Reimbursements	250.00
Sales Receipt	12/01/2023	MEDEIROS, MANNY	MEDEIROS, MANNY	Other Refunds/Reimbursements	250.00
Sales Receipt	12/01/2023	SHELTON, DANIEL	SHELTON, DANIEL	Other Refunds/Reimbursements	250.00
Sales Receipt	12/01/2023	HYLTON, JAKE	HYLTON, JAKE	Other Refunds/Reimbursements	250.00
Sales Receipt	12/02/2023	DULER, HENRY	DULER, HENRY	Other Refunds/Reimbursements	250.00
Sales Receipt	12/02/2023	SOUSA, CHAD	SOUSA, CHAD	Other Refunds/Reimbursements	250.00
Sales Receipt	12/03/2023	VASCONCELLOS, COLE	VASCONCELLOS, COLE	Other Refunds/Reimbursements	250.00
Sales Receipt	12/03/2023	POPOVICH, ANTHONY	POPOVICH, ANTHONY	Other Refunds/Reimbursements	250.00
Sales Receipt	12/03/2023	RIBOLI, JESSIE	RIBOLI, JESSIE	Other Refunds/Reimbursements	250.00
Sales Receipt	12/03/2023	GUEVARA, URIEL	GUEVARA, URIEL	Other Refunds/Reimbursements	250.00
Sales Receipt	12/03/2023	AVILA, ANDRES	AVILA, ANDRES	Other Refunds/Reimbursements	250.00
Sales Receipt	12/04/2023	BUTLER, JONATHAN	BUTLER, JONATHAN	Other Refunds/Reimbursements	250.00
Sales Receipt	12/04/2023	BUTLER, JONATHAN	BUTLER, JONATHAN	Other Refunds/Reimbursements	100.00
Sales Receipt	12/05/2023	FOX, TRAVIS	FOX, TRAVIS	Other Refunds/Reimbursements	100.00
Sales Receipt	12/05/2023	FOX, TRAVIS	FOX, TRAVIS	Other Refunds/Reimbursements	250.00
Sales Receipt	12/05/2023	DULER, HENRY	DULER, HENRY	Other Refunds/Reimbursements	100.00
Sales Receipt	12/05/2023	POPOVICH, ANTHONY	POPOVICH, ANTHONY	Other Refunds/Reimbursements	100.00
Sales Receipt	12/05/2023	ZONDERVAN, KEVIN	ZONDERVAN, KEVIN	Other Refunds/Reimbursements	100.00
Sales Receipt	12/05/2023	GUEVARA, URIEL	GUEVARA, URIEL	Other Refunds/Reimbursements	100.00
Sales Receipt	12/06/2023	SHELTON, DANIEL	SHELTON, DANIEL	Other Refunds/Reimbursements	100.00
Sales Receipt	12/06/2023	GINILO, DAVID	GINILO, DAVID	Other Refunds/Reimbursements	250.00
Sales Receipt	12/06/2023	GINILO, DAVID	GINILO, DAVID	Other Refunds/Reimbursements	100.00
Sales Receipt	12/07/2023	UNITED STATES TREASURY	UNITED STATES TREASURY	Other Refunds/Reimbursements	239.82
Sales Receipt	12/07/2023	RIDDLE, DEAN	RIDDLE, DEAN	Other Refunds/Reimbursements	100.00
Sales Receipt	12/07/2023	RIBOLI, JESSIE	RIBOLI, JESSIE	Other Refunds/Reimbursements	100.00
Sales Receipt	12/07/2023	GROVE, JORDAN	GROVE, JORDAN	Other Refunds/Reimbursements	250.00
Sales Receipt	12/07/2023	GROVE, JORDAN	GROVE, JORDAN	Other Refunds/Reimbursements	100.00
Sales Receipt	12/11/2023	MOCK, RYAN	MOCK, RYAN	Other Refunds/Reimbursements	250.00
Sales Receipt	12/11/2023	SPAIN, LOGAN	SPAIN, LOGAN	Other Refunds/Reimbursements	250.00
Sales Receipt	12/11/2023	YEAGER, KYLE	YEAGER, KYLE	Other Refunds/Reimbursements	250.00
Sales Receipt	12/13/2023	MASSUCCO, NICK	MASSUCCO, NICK	Other Refunds/Reimbursements	250.00
Sales Receipt	12/19/2023	CENTRAL MARIN FIRE AUTHORITY	CENTRAL MARIN FIRE AUTHORITY	Other Refunds/Reimbursements -...	250.00
Sales Receipt	12/21/2023	NORTH MARIN COMMUNITY SERVICES	NORTH MARIN COMMUNITY SERVI...	Other Refunds/Reimbursements	5,000.00
Sales Receipt	12/22/2023	LAW OFFICE OF MAX G. ARNOLD	LAW OFFICE OF MAX G. ARNOLD	Other Refunds/Reimbursements	15.00

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
Sales Receipt	12/27/2023	CINTAS CORPORATION	CINTAS CORPORATION	Other Refunds/Reimbursements	340.74
Total 9940 · Other Refunds/Reimbursements					11,945.56
9943 · Health Premium Reimbursements					
General Journal	12/01/2023			Reverse of GJE GJ 113023 -- Ac...	-25,590.93
General Journal	12/01/2023			NSF DeWitt	-475.14
Sales Receipt	12/07/2023	MCERA	MCERA	Health Premium	25,590.93
Sales Receipt	12/07/2023	NOVATO FIRE PROTECTION DIST	NOVATO FIRE PROTECTION DIST	Health Premium	14,140.14
Sales Receipt	12/07/2023	NOVATO FIRE PROTECTION DIST	NOVATO FIRE PROTECTION DIST	Health Premium	2,115.76
General Journal	12/07/2023			Reclass FSA Deposit	-2,115.76
Sales Receipt	12/21/2023	NOVATO FIRE PROTECTION DIST	NOVATO FIRE PROTECTION DIST	Health Premium	2,115.76
General Journal	12/21/2023			Reclass FSA Deposit	-2,115.76
Sales Receipt	12/22/2023	DEWITT, BRYCE	DEWITT, BRYCE	Health Premium	950.28
General Journal	12/31/2023			Accrue Dec MCERA Health Insur...	24,917.66
General Journal	12/31/2023			Accrue Dec MCERA Health Insur...	14,140.14
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-42,606.76
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-497.06
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-7,781.80
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-2,787.46
Total 9943 · Health Premium Reimbursements					0.00
Total Income					18,271,649.76
Gross Profit					18,271,649.76
Expense					
1003 · Regular Staff Salaries					
Check	12/07/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/15/23 Payroll	681,969.54
General Journal	12/08/2023			12/15/23 Salaries	-681,969.54
General Journal	12/15/2023	MYER, JARED	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/15/2023	BOWLDS, ARTHUR J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	CALLAHAN, CONNOR	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	FONSECA, JUSTIN A	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	HAKENEN, AARON K	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	JOHNSON, ERIK D	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	KLEINSASSER, NATHANIEL R	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	KOPPERT, JAMES K	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	LARROQUE, MARK L	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	LARSON, KEVIN D	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	LOPEZ, ANTHONY	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	MCGUINNESS, MICHAEL J	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	MEYER, GREGORY	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	MURPHY III, WILL	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	MYER, JARED	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	PACE, JASON A	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	PERRY, LUCAS S	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	PETERS, DANIEL G	ADP PAYROLL IMPORT	Regular Earnings	5,636.85

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/15/2023	PETERS,DANIEL J	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/15/2023	POARCH,DANIEL J.	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	POWELL,KEVIN J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	SALDANA,ANDREW P	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	SCOTT,NICOLE M	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	SIMONS,HUNTER Q	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	SOLAR,DEVIN W	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	SWANSON,TYLER J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	WAGER,SHANNON M	ADP PAYROLL IMPORT	Regular Earnings	4,225.45
General Journal	12/15/2023	WILKOSZ,GABRIEL R	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	WOODWARD-SOLLESNES,KERRICK	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/15/2023	ZANONI,JASON A	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	OSGOOD,LYNNE	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/15/2023	CONNER, JUSTIN	ADP PAYROLL IMPORT	Regular Earnings	5,700.10
General Journal	12/15/2023	DOHERTY, JOSEPH	ADP PAYROLL IMPORT	Regular Earnings	2,137.53
General Journal	12/15/2023	GALLI,LAUREN C	ADP PAYROLL IMPORT	Regular Earnings	3,600.00
General Journal	12/15/2023	OSGOOD,LYNNE	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/15/2023	WADE,DENISE D	ADP PAYROLL IMPORT	Regular Earnings	4,454.32
General Journal	12/15/2023	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/15/2023	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	BARGIACCHI,ANTHONY D	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	BLANDON,MARVIN J	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	BLUE,FOREST H	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	BRODY,WILLIAM A	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	DAGUE,KYLE M	ADP PAYROLL IMPORT	Regular Earnings	7,822.16
General Journal	12/15/2023	DICOCHEA,JOHN S	ADP PAYROLL IMPORT	Regular Earnings	8,675.82
General Journal	12/15/2023	FLETCHER,DONALD M	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	FREEDMAN,SCOTT R	ADP PAYROLL IMPORT	Regular Earnings	7,822.16
General Journal	12/15/2023	GODOY,RICHARD S	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	HAMILTON,RYAN J	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	KEADY,TRISTAN G	ADP PAYROLL IMPORT	Regular Earnings	1,594.12
General Journal	12/15/2023	KEENA, JEFF T	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	KISER,KEEF W	ADP PAYROLL IMPORT	Regular Earnings	1,296.06
General Journal	12/15/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	LEAR,KIRK M	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	LEMELIN,JEFF M	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	Regular Earnings	1,852.71
General Journal	12/15/2023	MESENBURG,ERICH W	ADP PAYROLL IMPORT	Regular Earnings	7,822.16
General Journal	12/15/2023	MEZQUITA,DAVID	ADP PAYROLL IMPORT	Regular Earnings	5,372.66
General Journal	12/15/2023	PACHECO,NOLE D	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	PONTIUS,ROSWELL B	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/15/2023	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	SHELINE,BRIAN C	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	TAUL,MIKE S	ADP PAYROLL IMPORT	Regular Earnings	6,390.70

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/15/2023	TELDESCHI,MARC R	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	VALUCH,OWEN E	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/15/2023	WEHR,DONALD J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/15/2023	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	Regular Earnings	1,248.66
General Journal	12/15/2023	KEADY,TRISTAN G	ADP PAYROLL IMPORT	WORKERS COMP	4,796.58
General Journal	12/15/2023	KISER,KEEF W	ADP PAYROLL IMPORT	WORKERS COMP	4,340.79
General Journal	12/15/2023	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	WORKERS COMP	4,537.99
General Journal	12/15/2023	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	WORKERS COMP	5,142.04
General Journal	12/15/2023	CRAYNE,JENNIFER	ADP PAYROLL IMPORT	Regular Earnings	7,264.73
General Journal	12/15/2023	FELCIANO,GRETCHEN M	ADP PAYROLL IMPORT	Regular Earnings	7,264.73
General Journal	12/15/2023	KERRIGAN, BROOKE	ADP PAYROLL IMPORT	Regular Earnings	4,862.46
General Journal	12/15/2023	MASHINTCHIAN,AZAR	ADP PAYROLL IMPORT	Regular Earnings	6,308.75
General Journal	12/15/2023	PENNEY, KELLEY A.	ADP PAYROLL IMPORT	Regular Earnings	3,026.63
General Journal	12/15/2023	TYLER,WILLIAM G	ADP PAYROLL IMPORT	Regular Earnings	9,929.92
General Journal	12/15/2023	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	Regular Earnings	7,976.61
General Journal	12/15/2023	WALRAVEN,COLLEEN M	ADP PAYROLL IMPORT	Regular Earnings	4,001.71
General Journal	12/15/2023	WALRAVEN,GRACE	ADP PAYROLL IMPORT	Regular Earnings	3,026.63
General Journal	12/15/2023	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/15/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	Regular Earnings	6,710.24
General Journal	12/15/2023	FITZPATRICK,DANIEL C	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/15/2023	GARCIA COVA,JOSE A	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/15/2023	PHILLIPS,RODERICK J	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/15/2023	SAHAGUN,BRYAN S	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/15/2023	SHERLEY,COLTEN L.	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/15/2023	SMITH,BARRETT A	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/15/2023	TEMPLE-THOMPSON,DAVID	ADP PAYROLL IMPORT	Regular Earnings	341.00
General Journal	12/15/2023	WEHR,RYAN J.	ADP PAYROLL IMPORT	Regular Earnings	66.00
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 Payroll	660,198.60
General Journal	12/27/2023			12/31/23 Salaries	-660,198.60
General Journal	12/29/2023	BOWLDS,ARTHUR J	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/29/2023	MYER,JARED	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/29/2023	BOWLDS,ARTHUR J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	CALLAHAN,CONNOR	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	FONSECA,JUSTIN A	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	HAKENEN,AARON K	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	JOHNSON,ERIK D	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	KARABETSOS,ELANEY	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	KLEINSASSER,NATHANIEL R	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	KOPPERT,JAMES K	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	LARROQUE,MARK L	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	LARSON,KEVIN D	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	LOPEZ,ANTHONY	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	MEYER,GREGORY	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	MURPHY III,WILL	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	MYER,JARED	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	PACE,JASON A	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	PERRY,LUCAS S	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	PETERS,DANIEL G	ADP PAYROLL IMPORT	Regular Earnings	5,636.85

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023	PETERS,DANIEL J	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/29/2023	POARCH,DANIEL J.	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	POWELL,KEVIN J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	Regular Earnings	5,474.24
General Journal	12/29/2023	SALDANA,ANDREW P	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	SCOTT,NICOLE M	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	SIMONS,HUNTER Q	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	SOLAR,DEVIN W	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	SWANSON,TYLER J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	WAGER,SHANNON M	ADP PAYROLL IMPORT	Regular Earnings	4,225.45
General Journal	12/29/2023	WILKOSZ,GABRIEL R	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	WOODWARD-SOLLESNES,KERRICK	ADP PAYROLL IMPORT	Regular Earnings	4,976.13
General Journal	12/29/2023	ZANONI,JASON A	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	WORKERS COMP	162.61
General Journal	12/29/2023	OSGOOD,LYNNE	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/29/2023	CONNER, JUSTIN	ADP PAYROLL IMPORT	Regular Earnings	5,700.10
General Journal	12/29/2023	DOHERTY, JOSEPH	ADP PAYROLL IMPORT	Regular Earnings	3,617.35
General Journal	12/29/2023	GALLI,LAUREN C	ADP PAYROLL IMPORT	Regular Earnings	3,600.00
General Journal	12/29/2023	OSGOOD,LYNNE	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/29/2023	WADE,DENISE D	ADP PAYROLL IMPORT	Regular Earnings	4,454.32
General Journal	12/29/2023	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	INLIEUMEDSTI	350.00
General Journal	12/29/2023	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	BARGIACCHI,ANTHONY D	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	BLANDON,MARVIN J	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	BLUE,FOREST H	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	BRODY,WILLIAM A	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	DAGUE,KYLE M	ADP PAYROLL IMPORT	Regular Earnings	7,822.16
General Journal	12/29/2023	DICOHEA,JOHN S	ADP PAYROLL IMPORT	Regular Earnings	8,675.82
General Journal	12/29/2023	FLETCHER,DONALD M	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	FREEDMAN,SCOTT R	ADP PAYROLL IMPORT	Regular Earnings	7,822.16
General Journal	12/29/2023	GODOY,RICHARD S	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	HAMILTON,RYAN J	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	KEADY,TRISTAN G	ADP PAYROLL IMPORT	Regular Earnings	1,594.12
General Journal	12/29/2023	KEENA, JEFF T	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	KISER,KEEF W	ADP PAYROLL IMPORT	Regular Earnings	1,296.06
General Journal	12/29/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	LEAR,KIRK M	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	LEMELIN,JEFF M	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	Regular Earnings	1,854.27
General Journal	12/29/2023	MESENBURG,ERICH W	ADP PAYROLL IMPORT	Regular Earnings	7,822.16
General Journal	12/29/2023	MEZQUITA,DAVID	ADP PAYROLL IMPORT	Regular Earnings	5,372.66
General Journal	12/29/2023	PACHECO,NOLE D	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	PONTIUS,ROSWELL B	ADP PAYROLL IMPORT	Regular Earnings	6,003.25
General Journal	12/29/2023	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	SHELINE,BRIAN C	ADP PAYROLL IMPORT	Regular Earnings	5,636.85

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023	TAUL,MIKE S	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	TELDESCHI,MARC R	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	VALUCH,OWEN E	ADP PAYROLL IMPORT	Regular Earnings	6,390.70
General Journal	12/29/2023	WEHR,DONALD J	ADP PAYROLL IMPORT	Regular Earnings	5,636.85
General Journal	12/29/2023	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	Regular Earnings	1,248.66
General Journal	12/29/2023	KEADY,TRISTAN G	ADP PAYROLL IMPORT	WORKERS COMP	4,796.58
General Journal	12/29/2023	KISER,KEEF W	ADP PAYROLL IMPORT	WORKERS COMP	4,340.79
General Journal	12/29/2023	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	WORKERS COMP	4,536.43
General Journal	12/29/2023	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	WORKERS COMP	5,142.04
General Journal	12/29/2023	CRAYNE,JENNIFER	ADP PAYROLL IMPORT	Regular Earnings	7,264.73
General Journal	12/29/2023	FELCIANO,GRETCHEN M	ADP PAYROLL IMPORT	Regular Earnings	7,264.73
General Journal	12/29/2023	KERRIGAN, BROOKE	ADP PAYROLL IMPORT	Regular Earnings	4,862.46
General Journal	12/29/2023	MASHINTCHIAN,AZAR	ADP PAYROLL IMPORT	Regular Earnings	6,308.75
General Journal	12/29/2023	PENNEY, KELLEY A.	ADP PAYROLL IMPORT	Regular Earnings	3,026.63
General Journal	12/29/2023	TYLER,WILLIAM G	ADP PAYROLL IMPORT	Regular Earnings	9,929.92
General Journal	12/29/2023	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	Regular Earnings	7,976.61
General Journal	12/29/2023	WALRAVEN,COLLEEN M	ADP PAYROLL IMPORT	Regular Earnings	4,001.71
General Journal	12/29/2023	WALRAVEN,GRACE	ADP PAYROLL IMPORT	Regular Earnings	3,026.63
General Journal	12/29/2023	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/29/2023	SAHAGUN,BRYAN S	ADP PAYROLL IMPORT	Earnings ([NO CODE])	66.00
General Journal	12/29/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	Regular Earnings	6,710.24
General Journal	12/29/2023	BRINEGAR,MAX M	ADP PAYROLL IMPORT	Regular Earnings	214.50
General Journal	12/29/2023	FITZPATRICK,DANIEL C	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/29/2023	GARCIA COVA,JOSE A	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/29/2023	PACK,ETHAN K.	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/29/2023	PHILLIPS,RODERICK J	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/29/2023	SHERLEY,COLTEN L.	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/29/2023	SMITH,BARRETT A	ADP PAYROLL IMPORT	Regular Earnings	8,213.26
General Journal	12/29/2023	TEMPLE-THOMPSON,DAVID	ADP PAYROLL IMPORT	Regular Earnings	66.00
General Journal	12/29/2023	WEHR,RYAN J.	ADP PAYROLL IMPORT	Regular Earnings	66.00
Total 1003 · Regular Staff Salaries					967,632.22
1019 · CTO Pay					
General Journal	12/15/2023	LARROQUE,MARK L	ADP PAYROLL IMPORT	CTO PAID	1,694.88
General Journal	12/15/2023	POWELL,KEVIN J	ADP PAYROLL IMPORT	CTO PAID	2,230.08
General Journal	12/15/2023	POWELL,KEVIN J	ADP PAYROLL IMPORT	OC CTO2 paid	1,672.56
General Journal	12/15/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	OC CTO2 paid	1,672.56
General Journal	12/15/2023	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	OC CTO2 paid	639.48
General Journal	12/15/2023	PONTIUS,ROSWELL B	ADP PAYROLL IMPORT	OC CTO2 paid	1,781.28
General Journal	12/15/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	CTO PAID	1,409.22
General Journal	12/29/2023	KOPPERT,JAMES K	ADP PAYROLL IMPORT	CTO PAID	2,812.20
Total 1019 · CTO Pay					13,912.26
1020 · Overtime - Callback					
Check	12/15/2023	LARKIN, GEOFFREY employee	LARKIN, GEOFFREY employee	24 hrs OT OOC Capt x 79.32	1,903.68
Check	12/15/2023	LARKIN, GEOFFREY employee	LARKIN, GEOFFREY employee	24 hrs OOC Capt differential paid...	-149.28
General Journal	12/15/2023	FONSECA,JUSTIN A	ADP PAYROLL IMPORT	O/T	2,983.48
General Journal	12/15/2023	KLEINSASSER,NATHANIEL R	ADP PAYROLL IMPORT	O/T	1,490.76

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/15/2023	KOPPERT,JAMES K	ADP PAYROLL IMPORT	O/T	3,374.64
General Journal	12/15/2023	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	O/T	3,562.56
General Journal	12/15/2023	MEYER,GREGORY	ADP PAYROLL IMPORT	O/T	3,345.12
General Journal	12/15/2023	MURPHY III,WILL	ADP PAYROLL IMPORT	O/T	2,952.72
General Journal	12/15/2023	MYER,JARED	ADP PAYROLL IMPORT	O/T	2,952.72
General Journal	12/15/2023	PERRY,LUCAS S	ADP PAYROLL IMPORT	O/T	3,345.12
General Journal	12/15/2023	PETERS,DANIEL G	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/15/2023	POARCH,DANIEL J.	ADP PAYROLL IMPORT	O/T	1,476.36
General Journal	12/15/2023	POWELL,KEVIN J	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/15/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	O/T	5,017.68
General Journal	12/15/2023	SALDANA,ANDREW P	ADP PAYROLL IMPORT	O/T	3,345.12
General Journal	12/15/2023	SCOTT,NICOLE M	ADP PAYROLL IMPORT	O/T	5,402.43
General Journal	12/15/2023	SIMONS,HUNTER Q	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/15/2023	SOLAR,DEVIN W	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/15/2023	SWANSON,TYLER J	ADP PAYROLL IMPORT	O/T	210.92
General Journal	12/15/2023	WILKOSZ,GABRIEL R	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/15/2023	WOODWARD-SOLLESNES,KERRICK	ADP PAYROLL IMPORT	O/T	2,952.72
General Journal	12/15/2023	ZANONI,JASON A	ADP PAYROLL IMPORT	O/T	3,648.24
General Journal	12/15/2023	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	O/T	3,851.28
General Journal	12/15/2023	BLUE,FOREST H	ADP PAYROLL IMPORT	O/T	5,732.64
General Journal	12/15/2023	DAGUE,KYLE M	ADP PAYROLL IMPORT	O/T	870.35
General Journal	12/15/2023	FLETCHER,DONALD M	ADP PAYROLL IMPORT	O/T	4,236.56
General Journal	12/15/2023	GODOY,RICHARD S	ADP PAYROLL IMPORT	O/T	5,566.50
General Journal	12/15/2023	HAMILTON,RYAN J	ADP PAYROLL IMPORT	O/T	3,663.36
General Journal	12/15/2023	KEENA, JEFF T	ADP PAYROLL IMPORT	O/T	3,698.64
General Journal	12/15/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	O/T	1,679.76
General Journal	12/15/2023	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	O/T	1,918.44
General Journal	12/15/2023	PACHECO,NOLE D	ADP PAYROLL IMPORT	O/T	6,504.24
General Journal	12/15/2023	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	O/T	5,039.28
General Journal	12/15/2023	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	O/T	5,039.28
General Journal	12/15/2023	TELDESCHI,MARC R	ADP PAYROLL IMPORT	O/T	3,237.37
General Journal	12/15/2023	VALUCH,OWEN E	ADP PAYROLL IMPORT	O/T	5,711.04
General Journal	12/15/2023	WEHR,DONALD J	ADP PAYROLL IMPORT	O/T	6,719.04
General Journal	12/15/2023	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	BC PM OT	5,995.71
General Journal	12/15/2023	MASHINTCHIAN,AZAR	ADP PAYROLL IMPORT	O/T	1,180.94
General Journal	12/15/2023	WALRAVEN,COLLEEN M	ADP PAYROLL IMPORT	O/T	392.37
General Journal	12/15/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	O/T	2,717.79
General Journal	12/15/2023	NICHOLS,KYLE	ADP PAYROLL IMPORT	O/T	145.13
General Journal	12/15/2023			VOID 11633 Larkin	-1,754.40
General Journal	12/29/2023	BOWLDS,ARTHUR J	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/29/2023	CALLAHAN,CONNOR	ADP PAYROLL IMPORT	O/T	4,429.08
General Journal	12/29/2023	FONSECA,JUSTIN A	ADP PAYROLL IMPORT	O/T	30.76
General Journal	12/29/2023	JOHNSON,ERIK D	ADP PAYROLL IMPORT	O/T	1,476.36
General Journal	12/29/2023	LARROQUE,MARK L	ADP PAYROLL IMPORT	O/T	1,694.88
General Journal	12/29/2023	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	O/T	5,343.84
General Journal	12/29/2023	MYER,JARED	ADP PAYROLL IMPORT	O/T	46.14
General Journal	12/29/2023	PERRY,LUCAS S	ADP PAYROLL IMPORT	O/T	191.65
General Journal	12/29/2023	PETERS,DANIEL G	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/29/2023	POARCH,DANIEL J.	ADP PAYROLL IMPORT	O/T	1,476.36

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023	POWELL,KEVIN J	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/29/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/29/2023	SALDANA,ANDREW P	ADP PAYROLL IMPORT	O/T	5,261.60
General Journal	12/29/2023	SCOTT,NICOLE M	ADP PAYROLL IMPORT	O/T	3,389.76
General Journal	12/29/2023	SIMONS,HUNTER Q	ADP PAYROLL IMPORT	O/T	1,672.56
General Journal	12/29/2023	SOLAR,DEVIN W	ADP PAYROLL IMPORT	O/T	5,017.68
General Journal	12/29/2023	SWANSON,TYLER J	ADP PAYROLL IMPORT	O/T	4,358.91
General Journal	12/29/2023	WILKOSZ,GABRIEL R	ADP PAYROLL IMPORT	O/T	104.54
General Journal	12/29/2023	ZANONI,JASON A	ADP PAYROLL IMPORT	O/T	114.01
General Journal	12/29/2023	BARGIACCHI,ANTHONY D	ADP PAYROLL IMPORT	O/T	879.29
General Journal	12/29/2023	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	O/T	3,329.75
General Journal	12/29/2023	BLANDON,MARVIN J	ADP PAYROLL IMPORT	O/T	3,807.36
General Journal	12/29/2023	BRODY,WILLIAM A	ADP PAYROLL IMPORT	O/T	3,792.24
General Journal	12/29/2023	FLETCHER,DONALD M	ADP PAYROLL IMPORT	O/T	2,158.25
General Journal	12/29/2023	FREEDMAN,SCOTT R	ADP PAYROLL IMPORT	O/T	628.58
General Journal	12/29/2023	GODOY,RICHARD S	ADP PAYROLL IMPORT	O/T	1,465.85
General Journal	12/29/2023	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	O/T	74.52
General Journal	12/29/2023	HAMILTON,RYAN J	ADP PAYROLL IMPORT	O/T	1,679.04
General Journal	12/29/2023	KEENA, JEFF T	ADP PAYROLL IMPORT	O/T	2,311.65
General Journal	12/29/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	O/T	2,239.68
General Journal	12/29/2023	LEMELIN,JEFF M	ADP PAYROLL IMPORT	O/T	1,910.88
General Journal	12/29/2023	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	O/T	1,918.44
General Journal	12/29/2023	PACHECO,NOLE D	ADP PAYROLL IMPORT	O/T	5,711.04
General Journal	12/29/2023	PONTIUS,ROSWELL B	ADP PAYROLL IMPORT	O/T	1,929.72
General Journal	12/29/2023	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	O/T	1,679.76
General Journal	12/29/2023	SHELINE,BRIAN C	ADP PAYROLL IMPORT	O/T	3,499.50
General Journal	12/29/2023	TAUL,MIKE S	ADP PAYROLL IMPORT	O/T	959.22
General Journal	12/29/2023	TELDESCHI,MARC R	ADP PAYROLL IMPORT	O/T	4,436.39
General Journal	12/29/2023	VALUCH,OWEN E	ADP PAYROLL IMPORT	O/T	5,711.04
General Journal	12/29/2023	WEHR,DONALD J	ADP PAYROLL IMPORT	O/T	3,359.52
General Journal	12/29/2023	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	OT CAPTAIN	3,792.48
General Journal	12/29/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	OT CAPTAIN	1,754.40
General Journal	12/29/2023	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	BC PM OT	2,320.92
General Journal	12/29/2023	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	O/T	1,137.24
General Journal	12/29/2023	SMITH,BARRETT A	ADP PAYROLL IMPORT	BC PM OT	3,674.79
General Journal	12/29/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	O/T	587.18
General Journal	12/29/2023	NICHOLAS,KYLE	ADP PAYROLL IMPORT	O/T	145.13
General Journal	12/29/2023	SMITH,BARRETT A	ADP PAYROLL IMPORT	O/T	710.78
General Journal	12/29/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	OT BC DAY	1,918.44
Total 1020 · Overtime - Callback					239,144.56
1021 · Out of Class Pay					
General Journal	12/15/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	OUT OF CLASS	33.83
General Journal	12/15/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	OUTOF CLASS CP	149.28
Total 1021 · Out of Class Pay					183.11
1022 · Director Fees					
General Journal	12/29/2023	DAVIS,WILLIAM L	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023	FRANCISCO, SHANE G.	ADP PAYROLL IMPORT	BOARD MEMBERS	200.00
General Journal	12/29/2023	GOINES, BRUCE F	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00
General Journal	12/29/2023	HADFIELD, MICHAEL	ADP PAYROLL IMPORT	BOARD MEMBERS	600.00
General Journal	12/29/2023	SILVERMAN, LOUIS	ADP PAYROLL IMPORT	BOARD MEMBERS	800.00
Total 1022 · Director Fees					2,400.00
1023 · Response Pay					
General Journal	12/29/2023	OSGOOD, LYNNE	ADP PAYROLL IMPORT	EMERG RESPON	213.23
Total 1023 · Response Pay					213.23
1026 · Education Incentive					
General Journal	12/15/2023	HAKENEN, AARON K	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	KOPPERT, JAMES K	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	LARROQUE, MARK L	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	MCGUINNESS, MICHAEL J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	RHOADES, ERIN N	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	SCOTT, NICOLE M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	SWANSON, TYLER J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	ZANONI, JASON A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	BERNARDINI JR, MARIO L	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	12/15/2023	BLANDON, MARVIN J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	BLUE, FOREST H	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	FLETCHER, DONALD M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	GOODSPEED, CHRISTOPHER J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	HAMILTON, RYAN J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	KEADY, TRISTAN G	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	KEENA, JEFF T	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	KISER, KEEF W	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	LARKIN, GEOFFREY P	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	LEMELIN, JEFF M	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/15/2023	LESIK, KIMBERLY D	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	MCGARGILL, ANDREW J	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	PACHECO, NOLE D	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	PANNELL, JEFFREY S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	SCHIAVO, DAVID A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	SHELINE, BRIAN C	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	TAUL, MIKE S	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	TELDESCHI, MARC R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/15/2023	VALUCH, OWEN E	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	WEHR, DONALD J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	ZAGARIS, NIKOLAUS S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/15/2023	BLACK, ADAM R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	HAKENEN, AARON K	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	KOPPERT, JAMES K	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023	LARROQUE,MARK L	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	RHOADES,ERIN N	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	SCOTT,NICOLE M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	SWANSON,TYLER J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	ZANONI,JASON A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	BARGIACCHI,ANTHONY D	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	12/29/2023	BLANDON,MARVIN J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	BLUE,FOREST H	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	FLETCHER,DONALD M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	HAMILTON,RYAN J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	KEADY,TRISTAN G	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	KEENA, JEFF T	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	KISER,KEEF W	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	LEMELIN,JEFF M	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	12/29/2023	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	PACHECO,NOLE D	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	SHELINE,BRIAN C	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	TAUL,MIKE S	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	TELDESCHI,MARC R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	12/29/2023	VALUCH,OWEN E	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	WEHR,DONALD J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	12/29/2023	BLACK,ADAM R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
Total 1026 · Education Incentive					3,300.00
1402 · Retirement					
Check	12/07/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/15/23 PAYROLL	73,446.68
Check	12/07/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/15/23 PAYROLL	8,374.68
Check	12/07/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/15/23 PAYROLL	104,430.63
Check	12/07/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/15/23 PAYROLL	18,842.02
Check	12/07/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/15/23 PAYROLL	7,897.84
General Journal	12/08/2023			12/15/23 MCERA Contributions	-73,446.68
General Journal	12/08/2023			12/15/23 MCERA Contributions	-8,374.68
General Journal	12/08/2023			12/15/23 MCERA Contributions	-104,430.63
General Journal	12/08/2023			12/15/23 MCERA Contributions	-18,842.02
General Journal	12/08/2023			12/15/23 MCERA Contributions	-7,897.84
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 Payroll	73,429.04
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 Payroll	8,374.68
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 Payroll	104,272.06
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 Payroll	18,842.02

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 Payroll	7,897.85
General Journal	12/27/2023			12/31/23 MCERA Contributions	-73,429.04
General Journal	12/27/2023			12/31/23 MCERA Contributions	-8,374.68
General Journal	12/27/2023			12/31/23 MCERA Contributions	-104,272.06
General Journal	12/27/2023			12/31/23 MCERA Contributions	-18,842.02
General Journal	12/27/2023			12/31/23 MCERA Contributions	-7,897.85
Check	12/28/2023	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO	12/15/23 PAYROLL	73,446.68
Check	12/28/2023	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO	12/15/23 PAYROLL	8,374.68
Check	12/28/2023	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO	12/15/23 PAYROLL	104,430.63
Check	12/28/2023	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO	12/15/23 PAYROLL	18,842.02
Check	12/28/2023	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO	12/15/23 PAYROLL	7,897.84
Total 1402 · Retirement					212,991.85
1404 · FICA Medicare					
General Journal	12/15/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	3,295.81
General Journal	12/15/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	348.24
General Journal	12/15/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	3,611.99
General Journal	12/15/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	967.78
General Journal	12/15/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	287.42
General Journal	12/15/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	54.69
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	3,043.09
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	372.79
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	3,510.38
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	942.97
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	148.80
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	327.58
General Journal	12/29/2023	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	55.03
Total 1404 · FICA Medicare					16,966.57
1502 · Life Insurance					
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 LIFE	778.10
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 LIFE	89.71
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 LIFE	1,050.14
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 LIFE	219.69
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 LIFE	38.03
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 LIFE	61.52
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-895.61
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-160.00
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-1,234.84
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-341.74
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-84.74
Total 1502 · Life Insurance					-479.74
1510 · Dental Insurance					
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 DENTAL	10,406.63
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 DENTAL	1,199.84
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 DENTAL	14,045.06

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 DENTAL	2,938.27
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 DENTAL	508.66
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 DENTAL	822.84
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-2,500.29
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-446.68
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-3,447.34
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-954.05
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-236.57
Total 1510 · Dental Insurance					22,336.37
1512 · Flexible Savings Account					
Check	12/05/2023	HCFSA 2023	ADP BENEFIT SERV		4,884.50
Check	12/06/2023	HCFSA 2023	ADP BENEFIT SERV		910.32
Check	12/07/2023	HCFSA 2023	ADP BENEFIT SERV		848.20
General Journal	12/07/2023			Reclass FSA Deposit	-2,115.76
Check	12/11/2023	HCFSA 2023	ADP BENEFIT SERV		223.00
Check	12/12/2023	HCFSA 2023	ADP BENEFIT SERV		203.00
Check	12/15/2023	HCFSA 2023	ADP BENEFIT SERV		702.00
Check	12/18/2023	HCFSA 2023	ADP BENEFIT SERV		325.00
Check	12/19/2023	HCFSA 2023	ADP BENEFIT SERV		279.81
Check	12/20/2023	HCFSA 2023	ADP BENEFIT SERV		230.08
Check	12/21/2023	HCFSA 2023	ADP BENEFIT SERV		208.33
General Journal	12/21/2023			Reclass FSA Deposit	-2,115.76
Check	12/26/2023	HCFSA 2023	ADP BENEFIT SERV		209.76
Deposit	12/27/2023	NOVATO FIRE PROTECTION DIST		Health Premium	-2,115.76
Check	12/27/2023	HCFSA 2023	ADP BENEFIT SERV		125.00
Check	12/28/2023	HCFSA 2023	ADP BENEFIT SERV		411.56
Total 1512 · Flexible Savings Account					3,213.28
1513 · Health Insurance					
Check	12/06/2023	MISSIONSQUARE - 803200	MISSIONSQUARE - 803200	12/15/23 PYRL RHS	3,732.32
Check	12/06/2023	MISSIONSQUARE - 803200	MISSIONSQUARE - 803200	12/15/23 PYRL RHS	458.56
Check	12/06/2023	MISSIONSQUARE - 803200	MISSIONSQUARE - 803200	12/15/23 PYRL RHS	3,722.66
Check	12/06/2023	MISSIONSQUARE - 803200	MISSIONSQUARE - 803200	12/15/23 PYRL RHS	746.54
Check	12/06/2023	MISSIONSQUARE - 803200	MISSIONSQUARE - 803200	12/15/23 PYRL RHS	216.20
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 CalPERS Premium	80,672.06
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 CalPERS Premium	9,301.17
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 CalPERS Premium	108,877.12
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 CalPERS Premium	22,777.44
Check	12/20/2023	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	12/31/23 CalPERS Premium	3,943.14
General Journal	12/27/2023			12/31/23CalPERS Health Insuran...	-80,672.06
General Journal	12/27/2023			12/31/23CalPERS Health Insuran...	-9,301.17
General Journal	12/27/2023			12/31/23CalPERS Health Insuran...	-108,877.12
General Journal	12/27/2023			12/31/23CalPERS Health Insuran...	-22,777.44
General Journal	12/27/2023			12/31/23CalPERS Health Insuran...	-3,943.14
General Journal	12/29/2023			12/31/23 CalPERS Health Insura...	88,282.31
General Journal	12/29/2023			12/31/23 CalPERS Health Insura...	10,178.60
General Journal	12/29/2023			12/31/23 CalPERS Health Insura...	119,148.10

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023			12/31/23 CalPERS Health Insura...	24,926.16
General Journal	12/29/2023			12/31/23 CalPERS Health Insura...	4,315.12
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-13,689.55
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-2,445.63
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-18,874.79
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-5,223.59
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-1,295.25
Total 1513 · Health Insurance					214,197.76
1514 · Vision Plan					
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 VISION	779.36
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 VISION	89.86
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 VISION	1,051.85
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 VISION	220.06
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 VISION	38.09
Check	12/29/2023	FRMS (FORMERLY FDAC EBA)	FRMS (FORMERLY FDAC EBA)	JAN 2024 VISION	61.62
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-159.71
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-28.53
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-220.20
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-60.94
General Journal	12/31/2023	Reclass insurance receipts	Reclass insurance receipts		-15.11
Total 1514 · Vision Plan					1,756.35
1517 · Administrative Allowance					
General Journal	12/15/2023	WAGER, SHANNON M	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	DOHERTY, JOSEPH	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	GALLI, LAUREN C	ADP PAYROLL IMPORT	AFLAC INS	56.25
General Journal	12/15/2023	WADE, DENISE D	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	MEZQUITA, DAVID	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	CRAYNE, JENNIFER	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	FELCIANO, GRETCHEN M	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	KERRIGAN, BROOKE	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	MASHINTCHIAN, AZAR	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	PENNEY, KELLEY A.	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	WALRAVEN, COLLEEN M	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/15/2023	WALRAVEN, GRACE	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	WAGER, SHANNON M	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	DOHERTY, JOSEPH	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	GALLI, LAUREN C	ADP PAYROLL IMPORT	AFLAC INS	56.25
General Journal	12/29/2023	WADE, DENISE D	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	MEZQUITA, DAVID	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	CRAYNE, JENNIFER	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	FELCIANO, GRETCHEN M	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	KERRIGAN, BROOKE	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	MASHINTCHIAN, AZAR	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	PENNEY, KELLEY A.	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	AFLAC INS	75.00

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/29/2023	WALRAVEN,COLLEEN M	ADP PAYROLL IMPORT	AFLAC INS	75.00
General Journal	12/29/2023	WALRAVEN,GRACE	ADP PAYROLL IMPORT	AFLAC INS	75.00
Total 1517 · Administrative Allowance					1,912.50
1701 · Workers' Compensation					
Check	12/01/2023	Athens Managed Care	Athens Managed Care	Brolan, Adam	398.00
Check	12/04/2023	ATHENS INSURANCE SERVICES cust.	David E Goodman MD	Brolan, Adam	182.43
Sales Receipt	12/07/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/07/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/07/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/07/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/07/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/07/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Check	12/12/2023	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, I...	INV #IVC00000000034089	2,414.00
Check	12/12/2023	ATHENS INSURANCE SERVICES cust.	Progressive Medical LLC DBA Optum	Brolan, Adam	4.40
Sales Receipt	12/15/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Check	12/15/2023	ATHENS INSURANCE SERVICES cust.	David E Goodman MD	Lupo, Louis	127.40
Check	12/18/2023	UNISOURCE DISCOVERY	UNISOURCE DISCOVERY	Brolan, Adam	228.25
Check	12/19/2023	ATHENS INSURANCE SERVICES cust.	Athens Insurance Service...	Tripp, Philip	18.00
Check	12/19/2023	ATHENS INSURANCE SERVICES cust.	David E Goodman MD	Lupo, Louis	289.36
Sales Receipt	12/21/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-2,081.79
Sales Receipt	12/21/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-2,081.79
Sales Receipt	12/22/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/22/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-2,081.79
Sales Receipt	12/22/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/27/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-3,238.30
Sales Receipt	12/27/2023	FIRE AGENCIES SELF INSURANCE SYST...	FIRE AGENCIES SELF INSURANCE...	Workers Comp	-1,850.48
Check	12/29/2023	ATHENS INSURANCE SERVICES cust.	Witzig, Hannah, Sanders & Reagan, L...	Lupo, Louis	351.50
Check	12/29/2023	ATHENS INSURANCE SERVICES cust.	Witzig, Hannah, Sanders & Reagan, L...	Shubin, Robert	351.50
Total 1701 · Workers' Compensation					-36,114.01
1703 · Physicals					
Check	12/12/2023	PINNACLE TRAINING SYSTEMS	PINNACLE TRAINING SYSTEMS	INV #8619 / WORKSITE WELLN...	10,752.34
Check	12/14/2023	PREFERRED ALLIANCE, INC	PREFERRED ALLIANCE, INC	INV #0189996-IN / WEINZIERL	42.00
Check	12/19/2023	PREFERRED ALLIANCE, INC	PREFERRED ALLIANCE, INC	INV #0190422-IN / PACK	42.00
Total 1703 · Physicals					10,836.34
1706 · Deferred Compensation					
General Journal	12/15/2023			Employer match - deferred comp	1,325.00
General Journal	12/15/2023			Employer match - deferred comp	250.00
General Journal	12/15/2023			Employer match - deferred comp	1,550.00
General Journal	12/15/2023			Employer match - deferred comp	750.00
General Journal	12/15/2023			Employer match - deferred comp	100.00
General Journal	12/15/2023			Education Incentive/SL INC - def...	204.58
General Journal	12/15/2023			Education Incentive/SL INC - def...	197.09
General Journal	12/15/2023			Education Incentive/SL INC - def...	683.61
General Journal	12/15/2023			Education Incentive/SL INC - def...	856.67

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/15/2023			Education Incentive/SL INC - def...	0.00
General Journal	12/15/2023			Medical Stipend - deferred comp	1,750.00
General Journal	12/15/2023			Medical Stipend - deferred comp	700.00
General Journal	12/15/2023			Medical Stipend - deferred comp	2,450.00
General Journal	12/15/2023			Medical Stipend - deferred comp	350.00
General Journal	12/15/2023			Medical Stipend - deferred comp	700.00
General Journal	12/31/2023			Employer match - deferred comp	1,275.00
General Journal	12/31/2023			Employer match - deferred comp	250.00
General Journal	12/31/2023			Employer match - deferred comp	1,550.00
General Journal	12/31/2023			Employer match - deferred comp	650.00
General Journal	12/31/2023			Employer match - deferred comp	100.00
General Journal	12/31/2023			Education Incentive/SL INC - def...	204.58
General Journal	12/31/2023			Education Incentive/SL INC - def...	197.09
General Journal	12/31/2023			Education Incentive/SL INC - def...	491.89
General Journal	12/31/2023			Education Incentive/SL INC - def...	856.67
General Journal	12/31/2023			Education Incentive/SL INC - def...	0.00
General Journal	12/31/2023			Medical Stipend - deferred comp	1,400.00
General Journal	12/31/2023			Medical Stipend - deferred comp	700.00
General Journal	12/31/2023			Medical Stipend - deferred comp	2,450.00
General Journal	12/31/2023			Medical Stipend - deferred comp	350.00
General Journal	12/31/2023			Medical Stipend - deferred comp	350.00
Total 1706 · Deferred Compensation					22,692.18
2000 · Services & Supplies					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	CARD SERVICE PREVIOUS BA...	21,852.52
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	INTEREST CHARGE	557.41
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	LATE FEE	25.00
General Journal	12/31/2023			Credit card payment double paid ...	-22,434.93
Total 2000 · Services & Supplies					0.00
2020 · Cal-OSHA Requirements					
Check	12/06/2023	L. N. CURTIS & SONS	L. N. CURTIS & SONS	INV #INV761215	2,031.59
Check	12/06/2023	SCOTT'S PPE RECON, INC.	SCOTT'S PPE RECON, INC.	INV #39135 / TURNOUT REPAIR	12,395.94
Check	12/07/2023	MUNICIPAL EMERGENCY SERVICES, INC.	MUNICIPAL EMERGENCY SERVICE...	INV #1960631	5,478.12
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	2-ELEVEN SHIELDS / HELMET ...	176.60
Total 2020 · Cal-OSHA Requirements					20,082.25
2021 · Clothing					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SANTA ROSA UNIFORM / CLAS...	404.06
Total 2021 · Clothing					404.06
2024 · First Aid Supplies					
Check	12/06/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85139148	120.94
Check	12/06/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85139147	3,856.12
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1380433	825.69
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	CR #1380398	-286.92

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1379683	1,758.67
Check	12/06/2023	TELEFLEX LLC	TELEFLEX LLC	INV #9507696542	739.29
Check	12/06/2023	ZOLL MEDICAL CORPORATION	ZOLL MEDICAL CORPORATION	INV #3849342	1,204.66
Check	12/06/2023	STRYKER SALES, LLC	STRYKER SALES, LLC	INV #9205022272	404.18
Check	12/06/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85163270	135.70
Check	12/06/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85163270 / 3% ON NET 30	-4.07
Check	12/06/2023	MEDLINE INDUSTRIES, LP	MEDLINE INDUSTRIES, LP	inv #2296152432	1,551.90
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1383334	572.91
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1385192	806.10
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1384327	138.14
Check	12/06/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1384534	621.68
Check	12/06/2023	HENRY SCHEIN, INC	HENRY SCHEIN, INC	INV #59528839	546.84
Check	12/06/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85166508	1,030.42
Check	12/06/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85166508 / 3% ON NET 30	-30.91
Check	12/12/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1385801	1,067.91
Check	12/12/2023	LIFE ASSIST, INC.	LIFE ASSIST, INC.	INV #1386238	2,040.79
Check	12/29/2023	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	INV #85172838	115.20
Check	12/29/2023	HENRY SCHEIN, INC	HENRY SCHEIN, INC	INV #61086876	25.61
Check	12/29/2023	HENRY SCHEIN, INC	HENRY SCHEIN, INC	INV #62438334	1,458.24
Check	12/29/2023	HENRY SCHEIN, INC	HENRY SCHEIN, INC	INV #63732759	1,397.11
Check	12/29/2023	HENRY SCHEIN, INC	HENRY SCHEIN, INC	INV #63732635	260.40
Check	12/29/2023	STRYKER SALES, LLC	STRYKER SALES, LLC	INV #9205133147	610.53
Total 2024 · First Aid Supplies					20,967.13
2025 · Oxygen					
Check	12/14/2023	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	INV #0028814690 / S61	232.70
Check	12/14/2023	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	INV #0028814721 / S64	118.92
Check	12/29/2023	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	INV #0028896621 / S61 OXYGEN	138.62
Total 2025 · Oxygen					490.24
2027 · Tool Replacement					
Check	12/06/2023	SEFAC USA, Inc.	SEFAC USA, Inc.	INV #17115451 / SHOP EQUIPM...	4,977.35
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / MECHANIC TOOL R...	1,358.53
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / MECHANIC TOOL R...	927.20
Total 2027 · Tool Replacement					7,263.08
2029 · Advertising					
Sales Receipt	12/27/2023	4IMPRINT	4IMPRINT	REFUND FOR INVOICE #11264...	-4,461.03
General Journal	12/31/2023	4IMPRINT	4IMPRINT	Reclass refund 4Imprint QB sales...	4,461.03
Total 2029 · Advertising					0.00
2034 · Outside Assistance					
Check	12/06/2023	NELSON CONNECTS	NELSON CONNECTS	INV #6433813 / STATUTORY SU...	10.80
Check	12/06/2023	NELSON CONNECTS	NELSON CONNECTS	INV #6434496 / STATUTORY SU...	10.80
Check	12/12/2023	NELSON CONNECTS	NELSON CONNECTS	INV #6437416 / WK ENDING 12/03	1,914.80
Check	12/12/2023	NELSON CONNECTS	NELSON CONNECTS	INV #6436957 / WK ENDING 11/26	1,914.80

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/14/2023	ASTON CARTER INC	ASTON CARTER INC	INV #ADM00646588 / PD ENDIN...	1,200.00
Check	12/14/2023	ASTON CARTER INC	ASTON CARTER INC	INV #ADM00641020 / PD ENDIN...	1,200.00
Check	12/14/2023	MEAGHAN CARROLL	MEAGHAN CARROLL	NOVEMBER INVOICE	1,938.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SMFD WELLNESS BLOCK CERT	350.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	APPLE.COM	19.99
Total 2034 · Outside Assistance					8,559.19
2039 · Schools and Seminars					
Check	12/19/2023	SOLAR,DEVIN W	SOLAR,DEVIN W	COMPANY OFFICER 2A	425.00
Check	12/19/2023	WILKOSZ,GABRIEL R	WILKOSZ,GABRIEL R	COMPANY OFFICER 2A	425.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SIMS-U-SHARE / TRAINING	254.95
Check	12/29/2023	GODOY,RICHARD S	GODOY,RICHARD S	COMPANY OFFICER 2A	425.00
Check	12/29/2023	LEAR, KIRK	LEAR, KIRK	COMPANY OFFICER 2E AND S...	900.00
Total 2039 · Schools and Seminars					2,429.95
2040 · Training Aids and Materials					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	NORTH BAY GAS / CO2 FOR T...	146.15
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	PINI HARDWARE / TOWER ELE...	35.20
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	FIRST OUT RESCUE / TRAININ...	1,109.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	FIRST OUT RESCUE / SHIPPIN...	120.00
Sales Receipt	12/27/2023	4IMPRINT	4IMPRINT	REFUND FOR INVOICE #10918...	-7,015.82
Sales Receipt	12/27/2023	4IMPRINT	4IMPRINT	REFUND FOR INVOICE #11109...	-2,892.18
Sales Receipt	12/27/2023	4IMPRINT	4IMPRINT	REFUND FOR INVOICE #11156...	-363.90
General Journal	12/31/2023	4IMPRINT	4IMPRINT	Reclass refund 4Imprint QB sales...	-4,461.03
Total 2040 · Training Aids and Materials					-13,322.58
2041 · Food					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SAFEWAY / DRIVER OPERATO...	34.37
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SAFEWAY / DRIVER OPERATO...	15.27
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	TAGLIAFERRI DELI / DRIVER O...	59.66
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	NICK THE GREEK / DRIVER OP...	59.08
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	COSTCO / SWEZY RETIREMEN...	25.98
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	HOPMONK / HOLIDAY EVENT D...	541.50
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SAFEWAY / ADMIN MTG FOOD	71.64
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	TARGET / SHOP WITH FF/COP ...	28.10
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	CARMEN'S LA HACIENDA / EVE...	84.30
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SAN GABRIEL FOOD INC / SW...	596.75
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	PANERA / LISTENING SESSION...	97.50
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SEE'S CANDIES / HOLIDAY EV...	24.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	COSTCO / LUNCH FOR CLASS ...	107.96
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	NICK THE GREEK / LUNCH MTG	38.72
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	MI PUEBLO / DINNER DURING ...	52.20
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	FBI BURGERS / FOOD AFTER I...	91.31
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	PEETS COFFEE / A/C TEST	29.95
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	MOD PIZZA / TRAINING MEETI...	35.43

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Total 2041 · Food					1,993.72
2049 · Conferences & Meetings					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	CURB MOBILITY / CONFERENC...	30.11
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	MANDALAY BAY / CONFERENC...	921.76
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	MANDALAY BAY / CONFERENC...	955.77
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	CALIFORNIA AMBULANCE ASS...	50.00
Total 2049 · Conferences & Meetings					1,957.64
2087 · Parts & Outside Labor					
Check	12/06/2023	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	INV #1797727 / U7	2,017.93
Check	12/06/2023	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	INV #177449 / U8	1,069.13
Check	12/06/2023	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	INV #177427 / U3	101.22
Check	12/06/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091094 / U16	84.65
Check	12/06/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091077 / U34	72.99
Check	12/06/2023	MARIN COUNTY FORD	MARIN COUNTY FORD	INV #76252 / U24	6.11
Check	12/06/2023	PETERSON TRUCKS, INC.	PETERSON TRUCKS, INC.	INV #275483RX1 / U40	12.92
Check	12/06/2023	PROFESSIONAL SALES AND SERVICE, LC	PROFESSIONAL SALES AND SERV...	INV #30704 / U6	113.36
Check	12/12/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #262335 / U20	30.46
Check	12/12/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #262334 / U20	56.76
Check	12/12/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	CR #259965 / U42	-127.64
Check	12/14/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091117 / U44	121.28
Check	12/14/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091136 / U26	156.47
Check	12/14/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091141 / U23	136.42
Check	12/14/2023	MARIN COUNTY FORD	MARIN COUNTY FORD	INV #76406 / U24	222.34
Check	12/14/2023	MARIN COUNTY FORD	MARIN COUNTY FORD	INV #76407 / U24	608.55
Check	12/14/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #263981 / U14	41.65
Check	12/14/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #263984 / U14	41.65
Check	12/14/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #263982 / U24	17.36
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	WEATHERTECH / U28	168.77
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / TIC INSTALL	103.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / TIC INSTALL	51.84
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / TIC INSTALL	63.79
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / TIC INSTALL	66.15
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / U3	48.45
Check	12/29/2023	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	INV #677722 / U2	317.00
Check	12/29/2023	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	INV #673898	304.55
Check	12/29/2023	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	INV #677452 / RETURN ITEMS ...	-304.55
Check	12/29/2023	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	INV #177593 / U3	2,089.43
Check	12/29/2023	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	INV #177390 / U3	83.78
Check	12/29/2023	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	CR #04417 / U3	-83.78
Check	12/29/2023	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	CR #04413 / U3	-49.27
Check	12/29/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091180 / U32	86.53
Check	12/29/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091159 / U37	80.33
Check	12/29/2023	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	INV #0091236 / U12	551.45
Check	12/29/2023	MARIN COUNTY FORD	MARIN COUNTY FORD	INV #76526 / U6	114.58
Check	12/29/2023	MARIN COUNTY FORD	MARIN COUNTY FORD	INV #76462 / U6	79.07
Check	12/29/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #264277 / U3	80.39

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/29/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #265540 / U5	8.14
Total 2087 · Parts & Outside Labor					8,643.26
2088 · Shop Supplies					
Check	12/19/2023	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	INV #0028814865	32.16
Check	12/19/2023	WINZER CORPORATION	WINZER CORPORATION	INV #1675716 / SHOP SUPPLIES	251.99
Total 2088 · Shop Supplies					284.15
2141 · Computer Supplies					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / ADMIN OFFICE SUP...	49.47
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / BATTERY	249.54
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / ADMIN OFFICE SUP...	52.04
Total 2141 · Computer Supplies					351.05
2151 · Computer Software & Renewals					
Check	12/04/2023	AUTHORIZE.NET	AUTHORIZE.NET		20.40
Check	12/06/2023	Everbridge, Inc.	Everbridge, Inc.	INV #M79093 / NIXLE	5,000.00
Check	12/06/2023	UKG KRONOS SYSTEMS LLC	UKG KRONOS SYSTEMS LLC	INV #12164539	26.62
Check	12/07/2023	ZOLL DATA SYSTEMS INC	ZOLL DATA SYSTEMS INC	INV #00159674	473.75
Check	12/14/2023	TRITECH SOFTWARE SYSTEMS	TRITECH SOFTWARE SYSTEMS	INV #398355	1,320.00
Check	12/19/2023	STRATOGUARD, LLC	STRATOGUARD, LLC	INV #T07-12447	509.76
Check	12/19/2023	UKG KRONOS SYSTEMS LLC	UKG KRONOS SYSTEMS LLC	INV #12177035	29.86
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	ZOOM	40.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	GOOGLE G-SUITE	363.60
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	TEAMUP RENEWAL	129.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	APPLE.COM	11.99
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	APPLE.COM	0.99
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	APPLE.COM	104.99
Total 2151 · Computer Software & Renewals					8,030.96
2164 · Computer System Maintenance					
Check	12/12/2023	MARIN IT, INC	MARIN IT, INC	INV #2023-25463	552.50
Check	12/14/2023	MARIN IT, INC	MARIN IT, INC	INV #2023-25484	2,100.00
Check	12/14/2023	MARIN IT, INC	MARIN IT, INC	INV #2023-25485	250.00
Check	12/19/2023	MARIN IT, INC	MARIN IT, INC	INV #2023-25471	4,380.00
Check	12/29/2023	MARIN IT, INC	MARIN IT, INC	INV #2023-25517	2,021.50
Check	12/29/2023	MARIN IT, INC	MARIN IT, INC	INV #2023-122075	875.00
Total 2164 · Computer System Maintenance					10,179.00
2268 · Special Fire Equipment & Suppl					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	FASTSIGNS / U46	109.97
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / CARBON MONOXID...	617.00
Total 2268 · Special Fire Equipment & Suppl					726.97
2269 · Property Tax Fee					

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
General Journal	12/14/2023	105250 0 LEVY	105250 0 LEVY	JA6037-002	22,578.38
General Journal	12/14/2023	105250 0 LEVY	105250 0 LEVY	JA6045-002	128,270.03
Total 2269 · Property Tax Fee					150,848.41
2273 · Employee Service & Recognition					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	TRADER JOES / BADGE PINNI...	54.20
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	COSTCO / BADGE PINNING	92.17
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	STAPLES / PROGRAMS	878.75
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SIMPLY TO IMPRESS / HOLIDA...	367.82
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	WALMART / STAFF HOLIDAY G...	187.43
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SEE'S CANDIES / FFP INTERVI...	244.48
Total 2273 · Employee Service & Recognition					1,824.85
2396 · Facilities Prevent Maintenance					
Check	12/06/2023	ATCO	ATCO	INV #70753 / ADMIN	65.00
Check	12/06/2023	ATCO	ATCO	INV #70751 / ADMIN	117.70
Check	12/06/2023	ATCO	ATCO	INV #70743 / S61	65.00
Check	12/06/2023	ATCO	ATCO	INV #70742 / S61	80.25
Check	12/06/2023	ATCO	ATCO	INV #70765 / S62	65.00
Check	12/06/2023	ATCO	ATCO	INV #70764 / S62	80.25
Check	12/06/2023	ATCO	ATCO	INV #70757 / S63	65.00
Check	12/06/2023	ATCO	ATCO	INV #70756 / S63	80.60
Check	12/06/2023	ATCO	ATCO	INV #70724 / S64	65.00
Check	12/06/2023	ATCO	ATCO	INV #70723 / S64	69.55
Check	12/06/2023	ATCO	ATCO	INV #70732 / S65	65.00
Check	12/06/2023	ATCO	ATCO	INV #70731 / S65	80.25
Check	12/06/2023	JONES GARAGE DOOR CO., INC.	JONES GARAGE DOOR CO., INC.	INV #50302 / S61 DOOR #2	510.00
Check	12/07/2023	CAGWIN & DORWARD	CAGWIN & DORWARD	INV #283788 / ADMIN	583.00
Check	12/07/2023	CAGWIN & DORWARD	CAGWIN & DORWARD	INV #283787 / S61	593.00
Check	12/07/2023	CAGWIN & DORWARD	CAGWIN & DORWARD	INV #283785 / S62	783.00
Check	12/07/2023	CAGWIN & DORWARD	CAGWIN & DORWARD	INV #283786 / S63	492.00
Check	12/07/2023	CAGWIN & DORWARD	CAGWIN & DORWARD	INV #283784 / S64	495.00
Check	12/07/2023	CAGWIN & DORWARD	CAGWIN & DORWARD	INV #283783 / S65	454.00
Check	12/07/2023	MARIN COUNTY TAX COLLECTOR	MARIN COUNTY TAX COLLECTOR	CUST #26266	1,273.00
Check	12/07/2023	MARIN COUNTY TAX COLLECTOR	MARIN COUNTY TAX COLLECTOR	CUST #22574	822.00
Check	12/12/2023	MARIN VINYL WRAPS	MARIN VINYL WRAPS	INV #12665 / SIGN FOR S65	75.96
Check	12/14/2023	MARIN BUILDING MAINTENANCE, INC.	MARIN BUILDING MAINTENANCE, I...	INV #1901	810.00
Check	12/29/2023	BAY ALARM	BAY ALARM	INV #21060999	595.65
Total 2396 · Facilities Prevent Maintenance					8,385.21
2397 · Facilities Projects					
Check	12/06/2023	PINI HARDWARE INC.	PINI HARDWARE INC.	INV #489131 / HOLIDAY LIGHTS...	499.36
Check	12/12/2023	INTEGRITY CONSTRUCTION MAINTENA...	INTEGRITY CONSTRUCTION MAIN...	INV #121762 / HALLWAY ALCO...	17,680.00
Check	12/12/2023	INTEGRITY CONSTRUCTION MAINTENA...	INTEGRITY CONSTRUCTION MAIN...	INV #121824 / MOLD REMEDIAT...	1,525.00
Check	12/14/2023	CSW/STUBER-STROEH, INC.	CSW/STUBER-STROEH, INC.	INV #2311068	2,021.00
General Journal	12/14/2023			VOID 807616451 CSW/STUBER	-6,378.50
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	COSTCO / CHRISTMAS DECOR...	175.65

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	PINI HARDWARE / KEYS FOR A...	12.63
Check	12/29/2023	MARIANNE'S PAINTING	MARIANNE'S PAINTING	INV #2395 / PAINTING NEW AD...	700.00
Total 2397 · Facilities Projects					16,235.14
2398 · Facilities Repair					
Check	12/06/2023	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	INV #5009	2,915.00
Check	12/06/2023	MARIN H2O, INC.	MARIN H2O, INC.	INV #98119 / S61 PLUMBING LA...	1,488.43
Check	12/06/2023	R&M QUALITY WINDOWS AND DOORS	R&M QUALITY WINDOWS AND DO...	S61 WINDOW REPLACEMENT ...	37,104.00
Check	12/06/2023	SIMPSON SHEET METAL, INC	SIMPSON SHEET METAL, INC	INV #45482	585.00
Check	12/12/2023	PINI HARDWARE INC.	PINI HARDWARE INC.	INV #489742 / SAW, BLADE, HA...	96.53
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	PINI HARDWARE / S62 GATE K...	13.89
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / DOOR CLOSERS	216.90
Check	12/29/2023	INTEGRITY CONSTRUCTION MAINTENA...	INTEGRITY CONSTRUCTION MAIN...	INV #121893 / S62	8,908.35
Check	12/29/2023	INTEGRITY CONSTRUCTION MAINTENA...	INTEGRITY CONSTRUCTION MAIN...	INV #121892 / S62	10,098.00
Check	12/29/2023	MARIN H2O, INC.	MARIN H2O, INC.	INV #98216	722.80
Total 2398 · Facilities Repair					62,148.90
2399 · Station Supplies					
Check	12/06/2023	GRAINGER	GRAINGER	INV #9866513824 / S62	56.19
Check	12/06/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3552245128	73.55
Check	12/12/2023	PINI HARDWARE INC.	PINI HARDWARE INC.	INV #489633 / S65	2.26
Check	12/14/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3553803488 / S65	77.88
Check	12/14/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3553803487 / S61	45.57
Check	12/14/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3553803485 / S61	328.83
Check	12/19/2023	PINI HARDWARE INC.	PINI HARDWARE INC.	INV #489100	54.40
Check	12/19/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554330647 / S65	68.98
Check	12/19/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554330648 / S65	62.82
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / OFFICE SUPPLIES	24.84
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / BATTERIES	21.36
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / BATTERIES	41.25
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / NOISE PROTECTION	23.22
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / STATION SUPPLIES	173.82
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / CLEANING SUPPLIE...	47.72
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / KITCHEN SUPPLIES	40.12
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	COSTCO / S61 SUPPLIES	41.21
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / STATION SUPPLIES	29.30
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / REFUND 1	-97.65
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / REFUND 2	-97.65
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S63 SUPPLIES	201.08
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S65 SUPPLIES	225.08
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S62 DORM FURNITU...	75.76
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S61 SUPPLIES	81.10
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S65 STATION SUPP...	247.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S65 STATION SUPP...	189.36
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON	114.87
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON	55.56
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON	117.39

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/29/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554330646 / S61	103.81
Total 2399 · Station Supplies					2,429.03
2401 · Memberships					
Check	12/14/2023	WALRAVEN, COLLEEN employee	WALRAVEN, COLLEEN employee	NIGP MEMBERSHIP	195.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	WOMEN LEADING GOVERNME...	51.96
Total 2401 · Memberships					246.96
2406 · Payroll Service Charge					
Check	12/05/2023	MERCHANT BNKCD FE	MERCHANT BNKCD FE	MERCHANT BNKCD FEE	17.65
Check	12/05/2023	MERCHANT BNKCD DI	MERCHANT BNKCD DI	MERCHANT BNKCD DISCOUNT	70.53
Check	12/05/2023	MERCHANT BNKCD IN	MERCHANT BNKCD IN	MERCHANT BNKCD INTERCH...	654.00
Check	12/06/2023	MERCHANT BNKCD FE	MERCHANT BNKCD FE	MERCHANT BNKCD FEE	2.25
Check	12/06/2023	MERCHANT BNKCD DI	MERCHANT BNKCD DI	MERCHANT BNKCD DISCOUNT	29.95
General Journal	12/11/2023	WestAmerica Bank	WestAmerica Bank	Bank Charge	14.95
Check	12/14/2023	ADP	ADP	INV #648060476	2,607.84
General Journal	12/18/2023	WestAmerica Bank	WestAmerica Bank	Bank Charge	178.92
Total 2406 · Payroll Service Charge					3,576.09
2407 · Office Supplies					
Check	12/06/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3553803482	539.18
Check	12/12/2023	FASTSIGNS	FASTSIGNS	INV #105-114780	91.94
Check	12/12/2023	PACIFIC COAST CONCEPTS	PACIFIC COAST CONCEPTS	INV #18872 / BUSINESS CARDS	581.26
Check	12/14/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554330644 / ADMIN	157.12
Check	12/14/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554330645 / ADMIN	265.97
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	SAFEWAY / OFFICE DECOR	23.98
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / ERGO ITEMS	12.18
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / ERGO ITEMS	195.07
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / OFFICE SUPPLIES	34.27
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	STAPLES / BADGE PINNING SU...	20.92
General Journal	12/19/2023			Reclass Crown Trophy Inv. 39736...	38.79
Check	12/29/2023	QUADIENT FINANCE USA, Inc	QUADIENT FINANCE USA, Inc	DECEMBER POSTAGE	2,173.17
Check	12/29/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554797845 / ADMIN	72.25
Check	12/29/2023	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	INV #3554797842 / ADMIN	158.81
Total 2407 · Office Supplies					4,364.91
2501 · Gas, Oil & Grease Vehicles					
Check	12/07/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-25879 / S65 TANK CL...	4,072.63
Check	12/12/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #259240 / U4	98.56
Check	12/12/2023	NAPA AUTO PARTS	NAPA AUTO PARTS	INV #262361 / U20	84.56
Check	12/14/2023	NORTH BAY PETROLEUM	NORTH BAY PETROLEUM	NOVEMBER FUEL	14,041.29
Check	12/19/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-26049 / S62	346.50
Check	12/19/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-26051 / S64	346.50
Check	12/19/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-26052 / S65	346.50
Check	12/19/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-26050 / S61	346.50
Check	12/19/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-25684 / S64	346.50

**Novato Fire Protection District
Revenues and Expenditures Detail
December 2023**

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	FASTRAK	35.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	FASTRAK	50.00
Check	12/29/2023	ARMOUR PETROLEUM	ARMOUR PETROLEUM	INV #WO-25684 / BALANCE OW...	2,092.92
Total 2501 · Gas, Oil & Grease Vehicles					22,207.46
2510 · Out of County Logistics					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	NICK THE GREEK / TELESTAFF...	49.91
Total 2510 · Out of County Logistics					49.91
2528 · Central Dispatch					
Check	12/06/2023	MARIN COUNTY SHERIFF'S OFFICE	MARIN COUNTY SHERIFF'S OFFICE	INV #12266 / Q2, OCT-DEC	144,467.00
Total 2528 · Central Dispatch					144,467.00
2537 · Radio & MDC Maintenance					
Check	12/12/2023	MARIN COUNTY TAX COLLECTOR	MARIN COUNTY TAX COLLECTOR	OCTOBER 2023 EXTERNAL CH...	213.75
Check	12/14/2023	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	INV #5022 / S63 RADIO EQUIPM...	3,513.49
Check	12/19/2023	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	INV #5021 / S62	2,224.44
Check	12/19/2023	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	INV #5020 / S61	2,350.00
Check	12/19/2023	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	INV #5019 / S64	2,212.67
Check	12/19/2023	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	INV #5018 / S65	2,032.20
Check	12/19/2023	KENWOOD FENCE COMPANY, INC.	KENWOOD FENCE COMPANY, INC.	INV #27160	4,750.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / RADIO BATTERY RE...	249.54
Total 2537 · Radio & MDC Maintenance					17,546.09
2539 · Tablet Command					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / APPLE PENCIL FOR ...	96.57
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / S62 TABLET COMM...	16.26
Total 2539 · Tablet Command					112.83
2713 · Legal Fees					
Check	12/19/2023	RILEY F. HURD III	RILEY F. HURD III	INV #2379479	13,200.00
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AALR&R / WEBINAR	150.00
Check	12/29/2023	AALR&R PROF CORP.	AALR&R PROF CORP.	INV #699765	10,917.39
Check	12/29/2023	VAN DERMYDEN MAKUS LAW CORP	VAN DERMYDEN MAKUS LAW CORP	INV #28416	6,099.60
Total 2713 · Legal Fees					30,366.99
2717 · Audit & Accounting Fees					
Check	12/14/2023	CALIFORNIA MUNICIPAL STATISTICS, INC.	CALIFORNIA MUNICIPAL STATISTI...	INV #23120116	1,080.00
Check	12/29/2023	MAZE & ASSOCIATES	MAZE & ASSOCIATES	INV #52864	2,192.00
Check	12/29/2023	MAZE & ASSOCIATES	MAZE & ASSOCIATES	INV #52874	2,287.00
Total 2717 · Audit & Accounting Fees					5,559.00
2718 · Consulting Fees					
Check	12/06/2023	KOZAK, MICHEL	KOZAK, MICHEL	INV #23-11-01	1,700.00

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/12/2023	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	INV #2023-02-78 / 35 LEVERONI	200.00
Check	12/12/2023	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	INV #2023-02-80 / 5400 HANNAH	200.00
Check	12/14/2023	MISSION-CENTERED SOLUTIONS, INC	MISSION-CENTERED SOLUTIONS, I...	INV #53094	11,545.00
Check	12/19/2023	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	INV #2023-02-79-R1 / 7 HAMILT...	200.00
Check	12/19/2023	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	INV #2023-02-82 / 208 VINTAGE	200.00
Check	12/19/2023	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	INV #2023-02-41-R1 / 5400 HAN...	200.00
Check	12/19/2023	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	INV #2023-02-81-R1 / 4 THOMA...	200.00
Total 2718 · Consulting Fees					14,445.00
2731 · Water					
Check	12/29/2023	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	ACCT #692801	322.53
Total 2731 · Water					322.53
2732 · Electricity					
Check	12/14/2023	PG&E	PG&E	ACCT #6093478999-5 / ADMIN	150.30
Check	12/14/2023	PG&E	PG&E	ACCT #8783705711-3 / ADMIN	3,026.18
Check	12/14/2023	PG&E	PG&E	ACCT #2886168221-0 / S61	403.01
Check	12/14/2023	PG&E	PG&E	ACCT #2844501557-2 / S61	2,703.45
Check	12/14/2023	PG&E	PG&E	ACCT #2375449117-5 / S62	301.61
Check	12/14/2023	PG&E	PG&E	ACCT #2333782453-8 / S62	1,902.26
Check	12/14/2023	PG&E	PG&E	ACCT #8167658955-9 / S63	205.36
Check	12/14/2023	PG&E	PG&E	ACCT #8209325619-4 / S63	1,036.42
Check	12/14/2023	PG&E	PG&E	ACCT #4566474349-4 / S64	893.53
Check	12/14/2023	PG&E	PG&E	ACCT #0554263785-4 / S65	2,653.54
Total 2732 · Electricity					13,275.66
2736 · Garbage					
Check	12/07/2023	RECOLOGY	RECOLOGY	ACCT #1810872028 / S64	355.43
Check	12/07/2023	RECOLOGY	RECOLOGY	ACCT #1810291104 / S65	355.43
Check	12/07/2023	RECOLOGY	RECOLOGY	ACCT #1810135095 / S62	618.51
Check	12/07/2023	RECOLOGY	RECOLOGY	ACCT #1812348993 / ADMIN	355.43
Check	12/07/2023	RECOLOGY	RECOLOGY	ACCT #1812424737 / S63	355.43
Check	12/07/2023	RECOLOGY	RECOLOGY	ACCT #1812254100 / S61	575.85
Total 2736 · Garbage					2,616.08
2738 · Telephone System					
Check	12/06/2023	VCOM SOLUTIONS, INC.	VCOM SOLUTIONS, INC.	INV #00081520231130	103.95
Check	12/14/2023	AT&T	AT&T	ACCT #248134-26905632	8.82
Check	12/14/2023	AT&T	AT&T	ACCT #234341-73600390	119.94
Check	12/19/2023	AT&T MOBILITY	AT&T MOBILITY	INV #287332054555X12102023	627.94
Check	12/19/2023	AT&T MOBILITY	AT&T MOBILITY	INV #287305249834X12102023	2,845.17
Check	12/19/2023	VCOM SOLUTIONS, INC.	VCOM SOLUTIONS, INC.	INV #00081520231212	2,495.56
Check	12/19/2023	VERIZON WIRELESS	VERIZON WIRELESS	INV #9950833630	819.51
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMERICAN MESSAGING	135.15
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	COMCAST BUSINESS	296.92
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	DISH	76.10

Novato Fire Protection District
Revenues and Expenditures Detail
December 2023

Type	Date	Name	Source Name	Memo	Paid Amount
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	ROADPOST	200.22
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	INTERNATIONAL TRANSACTIO...	2.58
Check	12/29/2023	AT&T MOBILITY	AT&T MOBILITY	INV #991004252X12042023	270.94
Total 2738 · Telephone System					8,002.80
4048 · Building Facilities					
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / CLASSROOM SUPP...	42.68
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / CLASSROOM SUPP...	810.79
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / LIGHT SWITCHES	128.04
Check	12/19/2023	CARD SERVICE CENTER	CARD SERVICE CENTER	AMAZON / CLASSROOM SUPP...	57.88
Total 4048 · Building Facilities					1,039.39
Total Expense					2,286,205.14
Net Ordinary Income					15,985,444.62
Other Income/Expense					
Other Expense					
8500 · Intergovernmental Transfers					
Check	12/13/2023	DEPARTMENT OF HEALTH CARE SERVI...	DEPARTMENT OF HEALTH CARE S...	IGT EFT PYMT CY2023	137,176.00
General Journal	12/31/2023			To reclass DHCS Payment	35,516.88
Total 8500 · Intergovernmental Transfers					172,692.88
Total Other Expense					172,692.88
Net Other Income					-172,692.88
Net Income					15,812,751.74



Novato Fire District
Finance Division
Vendor Summary
December 2023

TO: Board of Directors
FROM: Senior Accountant Kerrigan
DATE: January 31, 2023
RE: Vendor Summary – December 2023

Payments to all vendors during December 2023 totaled \$4,134,921.98.

**Novato Fire Protection District
Vendor Summary
December 2023**

	Dec 23	Jul - Dec 23
49ER COMMUNICATIONS	0.00	123,320.82
4IMPRINT, INC	0.00	4,171.74
A and P MOVING, INC.	0.00	264.00
AALR&R PROF CORP.	10,917.39	42,189.58
AARP HEALTH CARE OPTIONS	0.00	116.15
ABLE TIRE & BRAKE INC	317.00	14,004.48
ACE ELECTRIC SERVICE	0.00	1,206.73
ADP	2,607.84	22,948.31
ADP PAYROLL IMPORT	16,966.57	105,311.27
AIR EXCHANGE, INC.	0.00	997.67
ALL STAR RENTS	0.00	593.87
ALLIANCE LAUNDRY SYSTEMS DISTRIBUTION LLC	0.00	18,087.53
ALLMAN, MATTHEW	12,756.50	96,842.26
ALLSTAR FIRE EQUIPMENT, INC.	0.00	49,158.46
APACHE SIGNS	0.00	286.44
ARMOUR PETROLEUM	7,898.05	21,818.71
ARTHUR J. GALLAGHER & CO INS BROKER OF CA	0.00	213,539.19
ASCENSUS	0.00	2,250.00
ASTON CARTER INC	2,400.00	26,920.00
AT&T	128.76	1,852.09
AT&T MOBILITY	3,744.05	19,585.22
ATCO	898.60	5,509.30
ATHENS INSURANCE SERVICES, INC.	2,414.00	9,422.79
AUTHORIZE.NET	20.40	128.10
AUTO WORLD	0.00	119.62
AVIVA DESIGN	0.00	1,336.00
BANK OF THE WEST	0.00	165,654.00
BARGIACCHI, ANTHONY employee	0.00	9,035.44
BARGIACCHI, ANTHONY D	13,810.69	85,356.20
BAUER COMPRESSORS, INC.	0.00	759.31
BAY ALARM	595.65	3,953.06
BAY CITIES MOLD INSPECTIONS SERVICES, INC	0.00	9,916.00
BERNARDINI JR, MARIO L	20,162.43	125,317.49
BETTS TRUCK PARTS & SERVICE	0.00	1,443.32
BICKMORE	0.00	3,200.00
BIG BEAR FIRE EXTINGUISHER CO. INC	0.00	2,363.05
BLACK, ADAM R	20,203.11	105,655.04
BLANDON, MARVIN J	16,638.76	115,622.64
BLUE CROSS - ANTHEM	0.00	312.59
BLUE SHIELD OF CALIFORNIA	496.47	726.29
BLUE, FOREST H	18,614.04	103,602.81
BOBBITT, ELISABETH_	610.09	610.09
BOUND TREE MEDICAL, LLC	5,223.40	31,806.28
BOWLDS, ARTHUR J	13,296.26	90,282.20
BREACHING TECHNOLOGIES INC	0.00	2,291.38
BRINEGAR, MAX M	214.50	764.50
BRODY, WILLIAM A	16,573.64	106,457.71
BROWNSTEIN CONSTRUCTION, INC	0.00	71,238.00
BUCK'S SAW SERVICE, INC	0.00	432.73
BUELL, GRACE S	0.00	28,709.34
BUILD WITH ROBOTS, INC	0.00	360.00
BUREAU VERITAS NORTH AMERICA, INC.	0.00	2,890.00
BURTON'S FIRE APPARATUS	0.00	551.09
BUTLER'S UNIFORMS	0.00	57.79
BWS DISTRIBUTORS	0.00	1,175.16
CA DEPT OF TAX AND FEE ADMINISTRATION	0.00	8.12
CAGWIN & DORWARD	3,400.00	27,812.07
CAL FIRE	0.00	825.00
CALIF SPECIAL DISTRICT ASSOC	0.00	9,275.00
CALIF STATE FIREFIGHTERS' ASSN	0.00	595.00
CALIFORNIA MUNICIPAL STATISTICS, INC.	1,080.00	1,080.00
CALLAHAN, CONNOR	14,381.34	108,806.93
CalPERS	0.00	450,140.09
CAMPWAY'S TRUCK ACCESSORY WORLD	0.00	15,199.16
CAPF	0.00	5,664.00
CAPITOL CLUTCH & BRAKE, INC	2,017.93	2,017.93

Novato Fire Protection District
Vendor Summary
December 2023

	Dec 23	Jul - Dec 23
CARD SERVICE CENTER	42,296.33	152,177.43
CHAMPAGNE, PAULA	0.00	6,169.70
CHAMPUS TRICARE refund	0.00	7.44
CINTAS	0.00	1,173.66
CITY OF NOVATO	0.00	1,091.50
CLEMENTI, MARK A., PH.D.	0.00	3,870.00
CONCERN	0.00	19,877.00
CONNER, JUSTIN	11,400.20	73,765.13
COTIVITI	0.00	-1,040.20
COVIDIEN SALES, LLC	0.00	12,748.75
CRANDALL ROOFING, INC	0.00	26,928.20
CRAYNE,JENNIFER	14,679.46	88,282.26
CREAMS DISMANTLING, INC.	0.00	750.00
CRITICAL CONTROL	0.00	39,925.70
CROSSFIT NOVATO	0.00	4,800.00
CROWN TROPHY	38.79	2,620.17
CSW/STUBER-STROEH, INC.	2,021.00	12,757.00
DAGUE,KYLE M	16,514.67	135,236.35
DAILY-DOHRMANN, ANGELA M	0.00	1,040.20
DAVIS SIGN CO.	0.00	589.20
DAVIS,WILLIAM L	400.00	2,400.00
DCS TESTING & EQUIPMENT, INC.	0.00	14,507.00
DELL MARKETING L.P.	0.00	261.37
DELL MARKETING L.P.*	0.00	1,088.25
DELUXE BUSINESS SYS	0.00	100.84
DEPARTMENT OF HEALTH CARE SERVICES	137,176.00	137,176.00
DEPARTMENT OF INDUSTRIAL RELATIONS	0.00	225.00
DHCS	0.00	144,366.53
DICOCHEA,JOHN S	17,351.64	116,478.72
DIEGO TRUCK REPAIR, INC	0.00	2,367.73
DISTRICT AUXILLARY SERVICES FOUNDATION	0.00	225.00
DOHERTY, JOSEPH	5,904.88	17,852.90
DONALD D. DAMMEN, P.E., LLC	1,200.00	10,200.00
EDWARDS & SONS EQUIPMENT SERVICE, INC.	0.00	636.17
EMPLOYMENT DEVELOPMENT DEPT	0.00	2,269.70
EMS LOGIK	0.00	33,639.02
ENVIRONMENTAL & LUBRICATION SOLUTIONS	0.00	1,327.72
ESO SOLUTIONS, INC.	0.00	14,535.80
Everbridge, Inc.	5,000.00	5,000.00
FARINARO,STEVEN F	0.00	209.00
FASTRAK INVOICE PROCESSING DEPT	0.00	14.00
FASTSIGNS	91.94	331.90
FELCIANO,GRETCHEN M	14,679.46	88,076.76
FIRE APPARATUS SOLUTIONS	0.00	306.19
FIRE FACILITIES	0.00	14,405.61
FITZPATRICK,DANIEL C	132.00	616.00
FLETCHER,DONALD M	19,326.21	91,656.97
FONSECA,JUSTIN A	12,966.50	47,953.20
FORSTER & KROEGER LANDSCAPE MAINT. INC	0.00	7,540.00
FOWLER ELECTRIC SERVICES INC.	15,247.80	199,115.25
FRANCISCO,SHANE G.	200.00	1,400.00
FREEDMAN,SCOTT R	16,272.90	101,481.44
FRESHWORKS INC.	0.00	10,079.95
FRMS-FIRE RISK MANAGEMENT SERVICES	0.00	888,793.50
FRMS (FORMERLY FDAC EBA)	34,399.33	132,139.45
FTS FOREST TECHNOLOGY SYSTEMS LTD.	0.00	2,300.20
GALLI, JIM	0.00	2,045.85
GALLI, LAUREN	0.00	270.99
GALLI,LAUREN C	7,312.50	44,375.00
GARCIA COVA,JOSE A	132.00	616.00
GARY BARNER INVESTIGATIVE SERVICES	0.00	10,032.00
Gemini Legal Support, Inc.	0.00	502.56
GODOY,RICHARD S	19,463.85	104,587.10
GOINES, BRUCE F	400.00	3,800.00
GOODSPEED,CHRISTOPHER J	15,923.50	125,263.94
GOVERNMENTJOBS.COM	0.00	7,926.40

Novato Fire Protection District
Vendor Summary
December 2023

	Dec 23	Jul - Dec 23
GRAINGER	56.19	8,413.02
GRANICUS	0.00	3,060.00
GRAY, DANIEL	0.00	220.50
H AND S ASSOCIATES	0.00	1,662.50
HADFIELD,MICHAEL	600.00	2,600.00
HAKENEN,AARON K	11,423.70	68,542.20
HAMILTON,RYAN J	17,448.90	113,171.13
HAYMAN REFRIGERATION & AIR CONDITIONING	0.00	556.63
HEALTH NET OF CA REFUNDS	0.00	113.54
Hear To You, LLC	0.00	5,100.00
HENRY SCHEIN, INC	3,688.20	3,688.20
HI-TECH E.V.S. INC.	3,210.51	12,654.94
HUMANA HEALTH CARE PLANS	0.00	927.00
INLAND BUSINESS SERVICES	0.00	1,655.00
INTEGRITY CONSTRUCTION MAINTENANCE, INC.	38,211.35	52,357.26
INTEGRITY SHRED, LLC	0.00	195.00
INTERSTATE BATTERY	0.00	2,958.47
JOHNSON CONTROLS FIRE PROTECTION LP	0.00	2,973.54
JOHNSON,ERIK D	11,428.62	46,538.35
JONES GARAGE DOOR CO., INC.	510.00	5,416.75
JORGENSEN COMPANY	0.00	1,690.00
KAISER FOUNDATION HEALTH PLAN.	0.00	7,524.85
KAISER PERMANENTE- OHSS	0.00	2,922.00
KARABETSOS,ELANEY	11,373.70	37,579.98
KATIE GROSSMAN BSN, RN	0.00	20,347.40
KEADY,TRISTAN G	12,881.40	82,885.95
KEENA, JEFF	0.00	1,960.00
KEENA, JEFF T	18,116.79	116,297.63
KENWOOD FENCE COMPANY, INC.	4,750.00	8,390.00
KERRIGAN, BROOKE	9,874.92	59,249.52
KIRKBRIDE, JOE	0.00	600.34
KISER,KEEF W	11,373.70	70,491.96
KLEINSASSER,NATHANIEL R	11,443.02	97,727.94
KNOWBE4	0.00	8,499.15
KONIK MD, ZITA	0.00	900.00
KOPPERT,JAMES K	17,510.54	124,636.32
KOZAK, MICHEL	1,700.00	6,950.00
L. N. CURTIS & SONS	2,031.59	36,607.84
LARA, PETER	0.00	447.50
LARKIN, GEOFFREY employee	1,754.40	1,754.40
LARKIN,GEOFFREY P	17,146.82	121,072.16
LARROQUE, MARK	0.00	385.00
LARROQUE,MARK L	14,813.46	111,453.98
LARSON,KEVIN D	11,273.70	88,100.55
LEAR, KIRK	900.00	1,790.00
LEAR,KIRK M	11,273.70	102,765.96
LEETE GENERATORS	0.00	4,329.48
LEMELIN,JEFF M	14,792.28	99,482.48
LEONARDI AUTO ELEC., INC.	1,290.12	4,214.10
LESIK,KIMBERLY D	17,407.76	105,251.92
LEXIPOL LLC	0.00	9,053.92
LIFE ASSIST, INC.	7,544.97	43,532.22
LOPEZ,ANTHONY	11,273.70	78,759.96
MADOLE, JOHN W	0.00	3,623.04
MARIANNE'S PAINTING	700.00	4,075.00
MARIN BUILDING MAINTENANCE, INC.	810.00	9,350.00
MARIN COUNTY FORD	1,030.65	3,292.12
MARIN COUNTY SHERIFF'S OFFICE	144,467.00	433,077.11
MARIN COUNTY TAX COLLECTOR	2,308.75	39,107.19
MARIN EMERGENCY RADIO AUTHORITY	0.00	181,130.00
MARIN EMS AGENCY	0.00	780.00
MARIN H2O, INC.	2,211.23	7,886.02
MARIN INDEPENDENT JOURNAL	0.00	322.16
MARIN IT, INC	10,179.00	54,756.17
MARIN VINYL WRAPS	75.96	75.96
MARIN.ORG	0.00	7,989.87

**Novato Fire Protection District
Vendor Summary
December 2023**

	Dec 23	Jul - Dec 23
MASHINTCHIAN, AZAR EE	0.00	814.43
MASHINTCHIAN,AZAR	13,948.44	82,790.86
MATHESON TRI-GAS INC	522.40	3,787.36
MATT AND JEFF'S CAR WASH	0.00	1,202.57
MAZE & ASSOCIATES	4,479.00	16,052.00
MCCARTHY,GERALD J	0.00	-39.48
MCGARGILL,ANDREW J	12,931.40	77,588.40
MCGUINNESS,MICHAEL J	21,012.90	129,550.79
MEAGHAN CARROLL	1,938.00	11,379.00
MEDLINE INDUSTRIES, LP	1,551.90	8,738.02
MedRisk Inc.	0.00	1,452.61
MERITAGE MEDICAL NETWORK_	0.00	487.50
MESENBURG,ERICH W	15,644.32	151,919.75
MEYER,GREGORY	14,618.82	88,549.20
MEZQUITA,DAVID	10,895.32	65,929.83
MISSION-CENTERED SOLUTIONS, INC	11,545.00	11,545.00
MISSIONSQUARE - 803200	8,876.28	96,468.72
MUNICIPAL EMERGENCY SERVICES, INC.	5,478.12	56,945.38
MURPHY III,WILL	12,904.98	87,986.31
MYER,JARED	13,651.12	85,348.05
MYSIDEWALK, INC.	0.00	14,390.00
NAPA AUTO PARTS	331.89	4,520.80
NATIX	0.00	15,261.23
NELSON CONNECTS	3,851.20	36,241.23
NICHOLAS,KYLE	290.26	1,485.05
NORCAL FPO	0.00	230.00
NORTH BAY PETROLEUM	14,041.29	96,748.41
NORTH BAY RESTAURANT SERVICES	0.00	2,029.00
NORTH MARIN WATER DIST.	322.53	15,186.12
NOVATO BUILDERS SUPPLY	0.00	2,489.15
NOVATO CHAMBER OF COMMERCE	0.00	3,810.00
NOVATO CHEVROLET, INC.	0.00	629.56
NOVATO FIRE PROTECTION DIST.	1,993,546.57	12,915,028.47
NOVATO SANITARY DISTRICT	0.00	8,559.10
OLIVER WORLDCLASS LABS	0.00	6,693.54
OSGOOD, LYNNE	0.00	491.78
OSGOOD,LYNNE	17,339.75	101,800.51
OVERPAYMENT RECOVERY SERVICES	0.00	563.55
PACE,JASON A	11,273.70	79,548.60
PACHECO,NOLE D	25,046.68	129,407.19
PACIFIC COAST CONCEPTS	581.26	3,074.21
PACK, ETHAN	0.00	1,221.67
PACK,ETHAN K.	66.00	1,303.50
PANAKEIA	0.00	8,250.00
PANNELL,JEFFREY S	16,362.98	96,550.61
PAYNE, FRED	0.00	350.00
PENNEY, KELLEY A.	6,203.26	37,219.56
PERRY, LUCAS employee	0.00	223.00
PERRY,LUCAS S	14,810.47	96,825.32
PERSONAL EXPOSURE REPORTING	0.00	650.00
PETERS, DAN employee	0.00	986.15
PETERS,DAN J	0.00	84,476.76
PETERS,DANIEL G	14,618.82	85,378.31
PETERS,DANIEL J	16,426.52	34,194.18
PETERSON MECHANICAL, INC.	0.00	540.00
PETERSON TRUCKS, INC.	12.92	1,206.39
PG&E	13,275.66	86,105.61
PHILLIPS,RODERICK J	132.00	825.00
PINI HARDWARE INC.	652.55	1,617.24
PINNACLE TRAINING SYSTEMS	10,752.34	10,752.34
POARCH,DANIEL J.	12,904.98	48,675.47
PONTIUS,ROSWELL B	15,717.50	90,959.51
POWELL,KEVIN J	18,521.46	122,167.13
PRECISION CRANE SERVICE INC	0.00	3,320.00
PREFERRED ALLIANCE, INC	84.00	336.00
PROFESSIONAL SALES AND SERVICE, LC	113.36	515.89

**Novato Fire Protection District
Vendor Summary
December 2023**

	<u>Dec 23</u>	<u>Jul - Dec 23</u>
PROTECTIVE LIFE INSURANCE COMPANY	0.00	1,762.77
PUBLIC EMPLOYEE BENEFIT PLAN	0.00	943.75
QUADIENT FINANCE USA, Inc	2,173.17	8,501.23
QUADIENT LEASING USA, INC.	0.00	981.40
QUENCH USA, Inc	0.00	1,288.18
R&M QUALITY WINDOWS AND DOORS	37,104.00	61,104.00
R.J. MARX, INC.	0.00	2,986.95
RAY'S CATERING	0.00	9,207.85
RECOLOGY	2,616.08	18,653.84
RESOLVE INSURANCE SYSTEMS	2,650.98	5,422.34
REULAY INC	0.00	4,800.00
REYES VASQUEZ, MAGDALI UDIEL	0.00	1,040.20
RHOADES,ERIN N	19,720.33	96,409.55
RILEY F. HURD III	13,200.00	37,807.50
ROE, LINDA	0.00	605.22
ROWLAND PLAZA OWNER'S ASSN	0.00	788.00
ROY'S SEWER SERVICE, INC.	0.00	850.00
SACRAMENTO METROPOLITAN FIRE DISTRICT	0.00	6,011.62
SAFETY-KLEEN SYSTEMS, INC.	0.00	294.22
SAHAGUN,BRYAN S	132.00	2,499.75
SALDANA,ANDREW P	19,880.42	112,898.36
SAN MARIN FLOWERS	0.00	1,030.76
SANTA ROSA JUNIOR COLLEGE/ACCOUNTING	0.00	359.00
SANTA ROSA UNIFORM	0.00	2,494.02
SCHELLER, PAUL	0.00	604.70
SCHIAVO,DAVID A	18,042.74	116,509.44
SCOTT'S PPE RECON, INC.	12,395.94	26,996.10
SCOTT,NICOLE M	20,215.89	109,039.95
SEBASTOPOL BEAR.& HYD.CO.,INC	0.00	241.75
SEBASTOPOL CONST. DBA L.J. CONSTRUCTION	0.00	1,000.00
SEFAC USA, Inc.	4,977.35	4,977.35
SHELINE,BRIAN C	14,823.20	106,425.06
SHERLEY,COLTEN L.	132.00	1,369.50
SILVERMAN,LOUIS	800.00	3,600.00
SIMONS,HUNTER Q	14,618.82	55,993.25
SIMPSON SHEET METAL, INC	585.00	57,199.00
SKARICH, WILLIAM	0.00	3,084.85
SMITH,BARRETT A	20,812.09	117,071.84
SNAP-ON INDUSTRIAL-SACRAMENTO	0.00	14,389.77
SOLAR,DEVIN W	18,388.94	101,850.90
SOLUTION-SUITE	0.00	2,658.26
SONOMA MEDIA INVESTMENTS, LLC	0.00	1,236.00
SPORTS WORKS	0.00	1,332.50
STAPLES BUSINESS ADVANTAGE	1,954.77	13,596.67
STAPLETON, BRAD	0.00	300.00
STATE FIRE TRAINING	0.00	100.00
STATE STREET BANK & TRUST CO	212,991.85	2,287,097.23
STATION AUTOMATION, INC.	0.00	2,976.75
STRATOGUARD, LLC	509.76	3,043.44
STRYKER SALES CORP.	0.00	575.40
STRYKER SALES, LLC	1,014.71	1,014.71
SWANSON,TYLER J	15,943.53	96,595.83
TARGETSOLUTIONS LEARNING, LLC	0.00	7,440.00
TAUL, MICHAEL	0.00	1,093.04
TAUL,MIKE S	13,890.62	96,725.16
TECHSMITH	0.00	55.98
TEETER & SCHACHT	0.00	692.23
TELDESCHI, MARC employee	0.00	320.00
TELDESCHI,MARC R	20,605.16	103,346.75
TELEFLEX LLC	739.29	4,725.12
TEMPLE-THOMPSON,DAVID	407.00	3,773.00
TEVINI, EMIL	0.00	394.99
TK ELEVATOR	0.00	2,277.64
TRITECH SOFTWARE SYSTEMS	1,320.00	7,920.00
TRIZETTO PROVIDER SOLUTIONS	0.00	594.32
TROTT, LISA	0.00	3,967.56

**Novato Fire Protection District
Vendor Summary
December 2023**

	<u>Dec 23</u>	<u>Jul - Dec 23</u>
TUFF SHED, INC	0.00	4,453.94
TYLER, WILLIAM employee	0.00	33.00
TYLER, WILLIAM G	19,859.84	119,159.04
UKG KRONOS SYSTEMS LLC	56.48	16,383.03
ULINE, INC	0.00	26,516.39
UNISOURCE DISCOVERY	228.25	703.52
UNITED HEALTHCARE - RECOVERY SERVICES	0.00	1,248.82
UNITED PARCEL SERVICE	0.00	289.64
VALENTI, JOSEPH R	16,103.22	96,733.82
VALLEY POWER SYSTEMS, INC.	0.00	26,986.85
VALUCH, OWEN E	24,253.48	128,055.12
VAN DERMYDEN MAKUS LAW CORP	6,099.60	21,921.33
VANZEBO LASER, LLC	0.00	2,798.20
VCOM SOLUTIONS, INC.	2,599.51	17,271.77
VERIZON WIRELESS	819.51	23,644.67
WADE, DENISE employee	0.00	55.86
WADE, DENISE D	9,058.64	54,351.84
WAGER, SHANNON M	8,600.90	51,605.40
WAGEWORKS, INC.	0.00	1,082.52
WALRAVEN, COLLEEN employee	195.00	644.03
WALRAVEN, GRACE employee	0.00	6,281.72
WALRAVEN, COLLEEN M	8,545.79	49,651.76
WALRAVEN, GRACE	6,203.26	18,609.78
WATTCO	0.00	141.77
WEHR, DONALD J	21,402.26	136,261.51
WEHR, RYAN J.	132.00	1,600.50
WestAmerica Bank	193.87	530.96
WESTERN EXTERMINATOR COMPANY	0.00	875.00
WESTERN EXTRICATION SPECIALISTS, INC.	0.00	565.70
WHITE, STEVEN employee	0.00	108.21
WHITTET, JEFFREY J	25,880.39	130,717.90
WILKOSZ, GABRIEL R	13,475.80	92,223.61
WILLIAMS SCOTSMAN, INC.	0.00	88,177.47
WINZER CORPORATION	251.99	2,109.91
WOODWARD-SOLLESNES, KERRICK	12,904.98	81,889.72
ZAGARIS, NIKOLAUS S	12,831.40	85,475.64
ZANONI, JASON A	15,818.75	86,351.44
ZOLL DATA SYSTEMS INC	473.75	2,865.16
ZOLL MEDICAL CORPORATION	1,204.66	633,048.69
TOTAL	<u>4,134,921.98</u>	<u>28,968,842.05</u>

Novato Fire Protection District
MWPA Revenues and Expenditures
July through December 2023

	9901 MWPA Core	9902 MWPA D-Space	9903 MWPA Local Mitigation	Total Measure C Special Revenue Fund
Ordinary Income/Expense				
Income				
9950 · Measure C	-0.01	29,000.00	0.00	28,999.99
Total Income	-0.01	29,000.00	0.00	28,999.99
Gross Profit	-0.01	29,000.00	0.00	28,999.99
Expense				
1003 · Regular Staff Salaries	137,536.19	206,322.46	0.00	343,858.65
1020 · Overtime - Callback	477.80	134.99	0.00	612.79
1021 · Out of Class Pay	0.00	385.50	0.00	385.50
1025 · Vacation Pay	173.07	0.00	0.00	173.07
1404 · FICA Medicare	10,639.51	13,679.26	0.00	24,318.77
1502 · Life Insurance	-100.68	-293.32	0.00	-394.00
1510 · Dental Insurance	-233.46	624.51	0.00	391.05
1513 · Health Insurance	-1,292.63	33,743.29	0.00	32,450.66
1514 · Vision Plan	-14.82	61.27	0.00	46.45
1517 · Administrative Allowance	1,800.00	4,425.00	0.00	6,225.00
1706 · Deferred Compensation	9,126.91	6,726.76	0.00	15,853.67
2020 · Cal-OSHA Requirements	0.00	434.00	0.00	434.00
2027 · Tool Replacement	0.00	1,717.91	0.00	1,717.91
2029 · Advertising	46,955.15	0.00	0.00	46,955.15
2034 · Outside Assistance	0.00	0.00	0.00	0.00
2039 · Schools and Seminars	0.00	2,141.93	0.00	2,141.93
2041 · Food	0.00	30.16	0.00	30.16
2049 · Conferences & Meetings	5,613.98	0.00	0.00	5,613.98
2087 · Parts & Outside Labor	0.00	7,799.39	0.00	7,799.39
2121 · Vegetation Mgmt	789,586.54	171,561.96	404,569.54	1,365,718.04
2151 · Computer Software & Renewals	0.00	42.71	0.00	42.71
2268 · Special Fire Equipment & Suppl	29,000.00	1,593.86	0.00	30,593.86
2273 · Employee Service & Recognition	0.00	3.50	0.00	3.50
2397 · Facilities Projects	43.39	0.00	0.00	43.39
2399 · Station Supplies	0.00	423.00	0.00	423.00
2501 · Gas, Oil & Grease Vehicles	0.00	143.00	0.00	143.00
2718 · Consulting Fees	-29,000.00	0.00	0.00	-29,000.00
2738 · Telephone System	278.29	1,423.89	0.00	1,702.18
4815 · Fire Suppression Equipment	0.00	80,163.05	0.00	80,163.05
4880 · Computer & Hardware Equipment	0.00	1,466.69	0.00	1,466.69
Total Expense	1,000,589.24	534,754.77	404,569.54	1,939,913.55
Net Ordinary Income	-1,000,589.25	-505,754.77	-404,569.54	-1,910,913.56
Net Income	-1,000,589.25	-505,754.77	-404,569.54	-1,910,913.56

Fire Chief's Report: Contract Administration

Executed Contracts

2/7/2024 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	Term	DESCRIPTION	CODE
PROFESSIONAL SERVICES					
To the Point Polygraph	Felciano	\$ 30,000.00	1/1/24 - 6/30/25	Pre-employment polygraph examinations	N
To the Point Polygraph	Felciano	\$ 50,000.00	2/1/24 - 6/30/25	Pre-employment background investigations	N
Kaiser Foundation Hospitals and The Permanente	Peters	Zero	12/1/23 - 11/30/24	Medical Director consultant	N
MSI Litho	Labberton	\$ 2,000.00	1/2/24 - 1/10/24	Printing & mailing services for ROE letters to residents.	N
UL Solutions (UL LLC)	Mezquita	\$ 2,290.00	1/1/24 - 1/31/24	Annual aerial ladder inspection.	N
NAPA Commercial Systems Group	Mezquita	\$ 3,000.00	1/8/24 - 1/7/25	NAPA TRACS is auto management software.	N
Cagwin & Dorward	Whittet	\$300,000	7/1/20 - 6/30/24	Extend term and increase contract amount.	R
Cagwin & Dorward	Labberton	\$5,836	4/17/23 - 5/31/23	Change order for Demo Garden at S63. Add'l decorative rock was brought in.	CO
CCNB - Conservation Corp North Bay	Labberton	\$480,000	3/1/22 - 3/31/24	Extend term and increase rates.	Amend
Mark Smith	Felciano	\$20,000	1/17/24 - 6/30/25	Polygraph auditor.	N
Novato Toyota	Dicochea	Zero	2/1/24 until terminated	Lease Agreement for use of Admin parking lot. \$1,915 per month rent.	N
Jerry Foster (RACES Member)	Dicochea	Zero	5/21/22 - 12/31/24	Facility use agreement to park RACES comm trailer in Admin parking lot.	R
Magnolia Project	Dicochea	Zero	2/1/24 until terminated	Student internship program. Two-week placement of high school age student per year.	N
Gallagher Benefit Services	Tyler	\$27,885	1/29/24 - 4/22/24	Salary survey shared by other Marin fire agencies.	N
GOODS					
None					
PIGGYBACK					
None					
RFP/ITB/RFQ					
Landscape Maintenance	Whittet	TBD	7/1/24 - 6/30/27	Landscape maintenance services for all 6 sites.	N/A
OTHER					
None					

Public Works/Non-Public Works Project Codes

E=Emergency, **SRM**=Scheduled Purchase/Repair/Maintenance/Upgrade, **R**=Contract Renewal

N=New Contract/New RFP, **CO**=Change Order, **Amend**=Amendment

Information Section



Novato Fire District

Customer Satisfaction Surveys

December 2023

To: Board of Directors
From: Bill Tyler, Fire Chief
Date: January 29, 2024
Re: Customer Service Satisfaction Survey Program

Reviewed by: 

 Fire Chief Bill Tyler

Results for the Customer Service Satisfaction Survey forms sent out for the month of December 2023 are as follows:

Type of Call	Surveys Sent Out		Surveys Received		Strongly Agree		Agree		Disagree		Strongly Disagree	
	#	%	#	%	#	%	#	%	#	%	#	%
Medical	79	29%	23	29%	21	91%	2	9%	0	0%	0	0%
Fire/CO2	8	38%	3	38%	1	100%	1	0%	0	0%	0	0%
Public Service/ Other	13	46%	6	46%	6	100%	0	0%	0	0%	0	0%
Totals	100	32%	32	32%	28	88%	3	9%	0	0%	0	0%

100% percent of the customer surveys received reflected positive ratings.

Customer Survey — Additional Comments

“Thank you so much for assisting us. Much appreciated! Happy New Year!”

“I am a disabled senior and The Novato Fire Department members have always been helpful, courteous, and reassuring – I appreciate their care and attention. They are useful as well as ornamental!!”

“They were ALL awesome – professional. The Novato team is TOP NOTCH!!”

“A light fixture on side of garage was flashing. Worried could break and with wind, spark could blow to trees and a fire could happen. I come from a Fire Dept. Family. My grandfather was in SF when 1906 earthquake happened. My uncles, cousins were all in SF Dept, my father was in Vallejo Dept. until hurt in 1947. Was permanently hurt and had to leave.”

“Good response and outcome. Coordinated with PG&E.”

“Five stars! You’re the best, thanks. My wife fell, I couldn’t get her up. She is now ok.”

“Great service – thanks!”

“AAA plus service”

“They were very efficient”

“Very professional and helpful. Was really impressed by these people – thank all of them very much.”

“I had RSV. One week in Marin General Hospital. Thank you Novato Fire Dept. Firemen are the best.”

“The person on dispatch was very helpful and professional. The staff on the ambulance were helpful and responsive as well. We are very grateful.”

“I can’t say enough about how fantastic all involved had been about all things”

“I would like to thank you for your help. Staphanie has passed away on Dec 12th 2023. – Werner Albrecht”

“Friendly, courteous, efficient in transporting me to Novato Community Hospital.”

“We have called for my husband and myself. They are always kind, thoughtful, and are extremely professional. We feel very fortunate to have these kind people to help us.”

“Good job!”

“Everyone who arrived at our home was comforting. Reassuring – not only attended me but had concerns for my wife too.”



NEXT GENERATION PROJECT

January 2024 Governing Board UPDATE:

MERA Sites:

Construction is wrapping up this month with punch-list items to follow. Motorola is busy installing their network and radio equipment as is Nokia with their microwave equipment.

Radios:

Radios from our final order have started arriving. Programming of radio features is continuing development. This includes features such as scanning options, failure modes, menu screens for the radios, computer screens for the dispatch centers, templates of talk groups and radio channels users can access and more.

Training:

Technician training picks up in February with Motorola providing detailed training to the Marin DPW Communications Division staff over the next five months. In a separate effort, Motorola will provide training to MERA trainers next month on the operations of the dispatch consoles, mobile and portable radios.

Schedule:

We anticipate moving all our radio users to the new Next Gen System in late September/early October of this year.



OTA Site installation in progress.



Skyview Terrace microwave site.



Mill Valley water tank site.

Questions? Please direct all inquiries to MERA's Deputy Executive Officer of the Next Gen Project, Dave Jeffries at dave@jeffriespsc.com.

MARIN EMERGENCY RADIO AUTHORITY

PO Box 159
Corte Madera, CA 94976
Phone: 415.927.5050
WWW.MERAONLINE.ORG

Closed Session Section



Novato Fire Chief Officers Association

95 Rowland Way ~ Novato, CA ~ 94945

~ EDN 87-3488912 ~



President Kyle Dague ~ Treasurer Erich Mesenburg ~ Secretary Jeff Whittet

December 22, 2023

John Dicochea
Deputy Fire Chief
Novato Fire District
95 Rowland Way
Novato, CA 94945
Email: jdicochea@novatofire.org

Re: Novato Fire Chief Officer's Association Step 1 Grievance: Denial of the use of two Floating Holidays
Chief Dicochea,

As you know, the NFCOA made a request to meet with the District on Thursday, December 21st to clarify which documents are being used by the District as the source for decision making and to reach resolution on the denial of clearly defined benefits to our members. Unfortunately, there was no resolution achieved between the NFCOA and the Fire District.

In an additional step to reach resolution informally, later on December 21, 2023, the Novato Fire Chief Officers Association (NFCOA) wrote to Chief Tyler asking the District to reconsider and to authorize the use of two floating holidays for two of our members as clearly outlined in the Chief Officer's Memorandum of Understanding (MOU) Section 5.1.10, page 20, dated, January 1, 2020-June 30, 2025.

The NFCOA communicated to the District that our members, Battalion Chief Dan Peters and Battalion Chief Lynne Osgood submitted their request to use "two floating holidays" to the District on December 18th, 2023 to exercise their negotiated benefit in an effort to be with their families during the Holiday season which is now upon us. The aforementioned request was subsequently denied in writing on December 22, 2023 in an email from Fire Chief Bill Tyler to the Novato Fire Chief Officer's Association clearly in violation of our MOU.

Fire Chief Bill Tyler stated in his email correspondence, ***"the District will approve floating holidays for B/C Peters (1 for 8 hours) and B/C Osgood (2 for 16 hours total) on the dates they requested"***.

Both B/C Peters and B/C Osgood work 10 hour days. The District's denial of a day off, as our MOU clearly outlines, requires our members to work additional hours to receive a full 10 hour day off, in violation of the clear language of our MOU.



Novato Fire Chief Officers Association

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Furthermore, in the email response from Chief Tyler on December 22, 2023, the Fire District acknowledges the Non-Sworn Administrative Staff (NSAS) MOU side letter dated July 20, 2022 is ***“not expressly binding on NFCOA”***, yet refers to stipulations of the NSAS MOU side letter in regards to ***“New hires”*** with NSAS as binding on newly promoted Battalion Chiefs which are NOT ***“New hires”*** and are members of the NFCOA which is an entirely different labor group with a different MOU.

1. There was never any discussion whatsoever regarding the stipulations of the NSAS side letter during the most recent negotiations between the Fire District and the NFCOA nor was the side letter ever presented. The only discussion that took place between the District and the NFCOA was surrounding ***“observed”*** holidays and which ***“observed”*** Holidays would be listed in our MOU as contained in Section 5.1.10, page 20. At the in person meeting on December 21, 2023, Fire Chief Bill Tyler and Deputy Chief John Dicochea acknowledged the NSAS side letter had never been shared with the NFCOA to their knowledge.
2. The NSAS side letter makes reference to ***“New hires”*** and makes no reference to date of promotion.
3. The NSAS letter has never been presented to the NFCOA until the week of December 18, 2023.
4. The NSAS side letter is signed by Fire Chief Bill Tyler and Lauren Galli only.
5. The NSAS side letter is irrelevant to the NFCOA MOU.

Additionally, in the email correspondence from Chief Tyler on December 22, 2023, he states, ***“The District believes that 8-hour floating holidays are what was intended by the parties when they agreed, in Section 5.1.10, of the NFCOA MOU, that “Day B/Cs will observe holidays in accordance with the administrative staff”***. How can 8 hour days be intended by the parties when the NSAS side letter document was never shared with the NFCOA?

NFCOA MOU clearly states in Section 5.1.10, page 20, ***“Holidays observed by Day BCs are: New Years’ Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas; and two floating holidays for all BCs.”***

The verbiage, ***“Day B/Cs will observe holidays in accordance with administrative office staff”*** is in the context of the listed ***“observed”*** Holidays. There is no mention of the ***“accrual of hours”*** nor is there mention of how many floating holidays ***“New hires”*** would receive in the NFCOA MOU.

There were no questions raised on the NFCOA MOU verbiage at the time of negotiations because both parties understood that Day BCs and administrative staff would ***“observe”*** the same holidays as listed in our MOU, hence the verbiage, ***“Day BC’s will observe Holidays in accordance with the administrative office staff”***.



Novato Fire Chief Officers Association

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The District's HR Director issues a list of holidays on an annual basis and which calendar day they will be "observed". The Holidays are listed with their associated weekday observance when on occasion the Holiday falls on a weekend. At the end of the document it further describes the holidays and the days they will be "observed" and then states, "*Refer to the applicable MOU or Employment Agreement for further information*" which makes a very clear distinction between the different recognized labor groups with their associated MOUs.

In conclusion, at the present, B/C Osgood is authorized by the Fire District for 2, 8 hour days and B/C Peters is authorized for 1, 8 hour day when they were both promoted at the same time.

NFCOA does not understand why there is a difference in the time off authorized by Chief Tyler for each NFCOA member when they both have the same MOU.

Proposed Resolution:

The District immediately grant the two 10 hour floating holidays to BCs Peters and Osgood prior to the end of 2023 on their requested days and that they are notified of that approval ASAP with a CC sent to the NFCOA.

Respectfully submitted,

Kyle Dague, President, Novato Fire Chief Officers Association

Cc: BC Erich Mesenburg, NFCOA

BC Jeff Whittet, NFCOA

BC Dan Peters, NFCOA

BC Lynne Osgood, NFCOA



NOVATO FIRE DISTRICT

95 ROWLAND WAY, NOVATO, CA 94945 415.878.2690 - FAX 415.878.2660
WWW.NOVATOFIRE.ORG

January 4, 2024

Kyle Dague
President, Novato Fire Chief Officers Association

**Re: Novato Fire Chief Officers Association (“NFCOA”) Step 1 Grievance
Dated December 22, 2023**

Dear Chief Dague:

This is in response to the NFCOA Step 1 grievance dated December 22, 2023. I disagree with your contention that the NFCOA MOU entitles Day B/Cs to two 10-hour floating holidays per year.

Section 5.1.10 of the NFCOA MOU provides that, “Day B/Cs will observe holidays in accordance with the administrative office staff.” The parties disagree about the meaning of this phrase, “in accordance with the administrative office staff.” To resolve this disagreement, the parties should look to the intent of the parties, which is reflected in the following sources: (1) the way in which floating holidays are taken by administrative office staff; (2) the applicable MOU language from the NSAS contract; (3) the past practice of the parties; and (4) the parties’ notes from the bargaining table.

- (1) In the District’s view, the parties intended that Day B/Cs would receive two 8-hour floating holidays per year, in the same fashion as administrative office staff. Administrative office staff, whose holidays are governed by the NSAS MOU, receive two 8-hour floating holidays per year.
- (2) Pursuant to the NSAS Side Letter dated July 20, 2022, “a holiday shall be considered eight hours.” That same Side Letter stipulates that, if a member works a flexible schedule such as a 4/10 or 9/80, they shall use accrued leave to make up the additional one or two hours needed for the holiday, or they can work additional time in the same pay period, with supervisor approval.

Thus, on December 22, 2023, “in accordance with” the custom and practice of the “administrative office staff,” as reflected in the NSAS MOU, the District approved floating holidays for B/C Peters (1 for 8 hours) and B/C Osgood (2 for 16 hours total) on the dates they requested, with the remaining hours covered by additional hours worked in the same pay period.

- (3) The District's position, that floating holidays are 8-hour days, is consistent with the longstanding and accepted practice of the parties, for NPFA, NSAS and NFCOA administrative/day staff on 4/10 schedules. This practice has been fixed, clear and understood by the parties for many years.
- (4) Chief Tyler has spoken to the members of the District's bargaining team and they all recall discussion at the bargaining table on this issue, specifically, that floating holidays for Day B/Cs would be granted in the same manner as the NSAS unit. To illustrate this point, I have attached Board Member Hadfield's hand-written notes from the bargaining table. In particular, he noted, on three separate versions of the MOU proposals, as follows:

"HOLIDAY IS 8 HRS. IF B/C WORKS 4 10's HOLIDAYS WILL BE 8 HRS." (Notes from parties' 11/22/22 discussions regarding NFCOA's last, best and final offer)

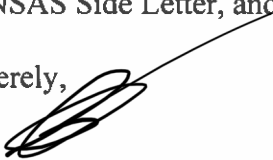
"ADMIN HOLIDAYS TAKE EQUIVALENT TO 8 HRS. TOTALING 16 HOURS" (Notes from parties' 2/13/23 session with mediator David Weinberg)

"10 HOUR WORK DAY = 8 HOUR HOLIDAY" (Notes from parties' 2/13/23 session with mediator David Weinberg)

Please note that, in the 11/22/22 last best and final offer, with the Messing Adam and Jasmine logo at bottom, NFCOA proposed that "Administrative BC's will receive 20 hours of floating holiday time annually to be used at the members discretion." Of course, that proposal did not make it into the final version of the MOU. Instead, the final MOU provided that floating holidays would be provided "in accordance with the administrative office staff."

Director Hadfield's notes should put this disagreement to rest. The District's bargaining team understood, and noted contemporaneously, that Day B/Cs would receive two 8-hour floating holidays per year. This understanding is consistent with the custom for all administrative staff, the NSAS Side Letter, and the past practice of the parties, including NSAS, NPFA and NFCOA.

Sincerely,



Deputy Fire Chief John Dicochea