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**Novato Fire District Board of Directors  
Board Meeting Agenda  
January 8, 2020**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably two days prior to the meeting.

### **ROLL CALL**

President Lj Silverman

Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steven Metcho

### **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 more lengthy presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

### **AGENDA ADJUSTMENTS**

#### **PRESENTATION**

1. Brown Act Review with Legal Counsel Riley Hurd
2. Gross Decon Program and Procedures - BC LaCroix

#### **COMMITTEE APPOINTMENTS**

1. Appointment to Committees:
  - a. Finance Committee (2)
  - b. MERA Governance Board (2 - Primary and Alternate)

#### **ASSOCIATION PRESIDENTS' REPORT**

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

#### **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 the District's business activities and operations.



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Board Meeting Agenda  
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**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 of Directors Meeting 12.4.2019
2. Minutes of Special Board of Directors Meeting 12.18.2019

**NEW BUSINESS**

1. Resolution 2020-1 Designation of Applicant's Agent Resolution – Cal OES Form 130.  
Board to consider adoption of Resolution 2020-1 designating the Fire Chief, Deputy Chief and Finance Director as the District's designated agents.
2. Award of the proposed construction bids on the construction of the foundation and construction of the new training tower, located at NFD Station 62, 450 Atherton Ave.  
Board approval is requested to award the Fire District Competitive Bid process for the Training Tower Foundation and Construction of the Training Tower to Trent Construction.
3. Annual State Fire Marshal Occupancy Inspection Report Resolution 2020-2  
Board approval is requested to accept by resolution the Annual State Fire Marshal Occupancy Inspection Report regarding the inspection of certain State Fire Marshal regulated occupancies required to receive annual inspections pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.
4. County of Marin 2019/2020 Annual Statement of Investment Policy.  
Board approval is requested of the County of Marin 2019/2020 Annual Statement of Investment Policy.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings. Final Report of 2019:

1. MERA (Directors Silverman and Metcho)
2. Finance Committee (Directors Davis and Goines)



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**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, November, 2019
2. Revenues and Expenditures Detail Financial Report November, 2019
3. Vendor Summary Financial Report, November, 2019
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) November, 2019
5. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Satisfaction Survey Report, November, 2019
2. Written Communications
3. MERA Update – No Report for December
4. Upcoming Dates:
  - a. 2/5/2020 Board Meeting
  - b. 1/20/2020 MLK Jr Day - Admin. Office closed
  - c. 2/17/2020 Presidents' Day – Admin. Office closed
  - d. 2/25/2020 – Board Study Session

**ADJOURNMENT**



**Novato Fire District Board of Directors  
Board Meeting Agenda  
February 5, 2020**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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### **ROLL CALL**

President Lj Silverman

Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steven Metcho

### **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 more lengthy presentation or Board consideration will be placed on the agenda for discussion at a future meeting.

### **AGENDA ADJUSTMENTS**

#### **PRESENTATION**

1. Kevin Bell of ABM Building and Energy Solutions, will be present a summary of their findings of a preliminary energy assessment of all fire district buildings. This is a program that allows the fire district an opportunity to upgrade facilities and increase resiliency with regard to power supplies without affecting existing budgets.

#### **ASSOCIATION PRESIDENTS' REPORT**

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

#### **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 the District's business activities and operations.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
February 5, 2020**

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**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 of Directors Meeting 1/8/2020
2. Ambulance Fee Debt Write Off Due to Hardship in the amount of \$910.00  
Board approval is requested to approve a write-off of the designated ambulance billing accounts.
3. Ambulance Billing - 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 \$88,697.59
4. Travel Authorization and Advance approval for Director Goines to attend the "Protecting Your City From Wildfire" conference in San Diego, March 11-12, 2020.
5. Travel Authorization and Advance approval for all Directors to attend the Fire Districts Association of California annual conference in Napa, April 1-3, 2020.
6. Budget Adjustment - Increase 9308 Hazardous Materials Program budget account 2262 by \$10,000. (no written report).

**NEW BUSINESS**

1. Other Post-Employment Benefits (OPEB) Actuarial Valuation – Retiree Health Program as of June 30, 2019
  - a. Board to consider Staff's recommendation to approve the OPEB Actuarial Valuation Retiree Health Program as of June 30, 2019 as prepared by the District actuary Nyhart.
  - b. Board to consider Staff's recommendation to establish the District's funding policy to fund the recommended Actuarially Determined Contribution (ADC) for the fiscal periods ending June 30, 2020 and June 30, 2021. The ADC funds the normal cost (current accrual for benefits being earned) plus an amortization of the Unfunded Accrued Liability (or Net OPEB Liability). The payment is based on an increasing (by payroll factor) amount including interest that would fully fund the Net OPEB Liability over an initial 17-year closed period (established in 2013). Under a closed method any future Net OPEB Liability is included in the remaining period. As of June 30, 2019, the remaining period is 11 years.



**Novato Fire District Board of Directors  
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2. Network Upgrade - Dell Compellent Upgrade

Board approval is requested to accept Staff's recommendation for a Sole Source purchase agreement from Marin IT for the purchase of Dell Compellent SAN Storage Array and one PowerEdge Server, along with required software and licensing. The quote includes all necessary hardware and software in an amount not to exceed \$65,000.00

3. Administrative Assistant Position

Board approval is requested to accept Staff's recommendation to add an Administrative Assistant position at a step to be determined based on qualifications.

### **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Directors Metcho and Silverman)
2. Finance Committee (Directors Davis and Goines)

### **FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, December, 2019
2. Revenues and Expenditures Detail Financial Report December, 2019
3. Vendor Summary Financial Report, December, 2019
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) December, 2019
5. District Monthly Contracts Information

### **INFORMATION**

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

1. Customer Satisfaction Survey Report, December
2. Written Communications
3. MERA Update
4. Upcoming Dates:
  - a. 2/18/2020 Finance Committee Meeting
  - b. 2/25/2020 – Board Study Session
  - c. 3/4/2020 – Board Meeting
  - d. Finance Committee rescheduled: April 15, 2020



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**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the 357 Government Code: 1 case
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957 b 227  
Title: Fire Chief

**ADJOURNMENT**



## **Novato Fire District Board of Directors**

Special Finance Committee Meeting Agenda

February 20, 2020 at 9:00 AM

Location: Administration Building – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

The Finance Committee 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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

### **ROLL CALL**

Director William Davis, Director Bruce Goines

### **STAFF**

Fire Chief Bill Tyler, Deputy Fire Chief Jeff Veliquette, Finance Director Joe Valenti, Admin. Services Mgr. Jeanne Villa

### **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 Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

### **INFORMATIONAL ITEMS**

1. 2020 Finance Committee Meeting Schedule Updated
2. Actuarial Review of the Self-Insured Workers' Compensation Program – teleconference with Bickmore representatives.

### **CONSENT CALENDAR ITEMS**

1. Minutes of Finance Committee Meeting November 14, 2019
2. Review of Fire Chief's credit card expenses November, December
3. Review of Deputy Fire Chief credit card expenses November, December
4. EMS Billing Aging Summary Report

### **NEW BUSINESS**

1. Re-allocation of assigned and unassigned fund balances  
Finance Committee to review and discuss the re-allocation of assigned and unassigned fund balances and make a recommendation to the full board.





## **Novato Fire District Board of Directors**

Special Finance Committee Meeting Agenda

February 20, 2020 at 9:00 AM

Location: Administration Building – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

2. Rainy Day Fund Balance - Committed Fund Balance 6/30/2019

Finance Committee will consider whether to increase the Rainy Day Fund Balance by \$492,487 from \$4,199,942 to \$4,692,429. On November 7, 2019, the independent auditor presented the audited financial statements for the fiscal year ended June 30, 2019. The calculation of the Rainy Day Fund Balance is based upon these audited financial statements. If approved, Unassigned Fund Balance would be decreased by \$492,487 and the Rainy Day Fund Balance would be increased by \$492,487.

### **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

Committee members may discuss or request future agenda items for Committee consideration.

### **ADJOURNMENT**



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
February 25, 2020**

Time: 9:00 a.m.

Location: Novato Oaks Inn  
215 Alameda Del Prado, Novato, CA 94949

The Board meeting agenda and all supporting documents are available for public review at the Administrative Offices, located 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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably two days prior to the meeting.

## **ROLL CALL**

President Lj Silverman

Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steve Metcho

## **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**

## **NEW BUSINESS**

All times approximate. Lunch Break scheduled from Noon to approximately 12:45 p.m.

1. District Financials Review – Discussion with Finance Director Joe Valenti 9:00 a.m.
2. Strategic Plan Update – Discussion with Chief Tyler 10:30 a.m.
3. Open Time for Represented Groups Discussion – Peters, Wager, Whittet 11:00 a.m.
4. Facilities Overview and Update – Discussion with BCs Menzel/LaCroix 12:45 p.m.
5. Fleet Overview and Update – Discussion with BC Whittet 1:45 p.m.
6. Marin Wildfire Prevention Authority – Discussion with Chief Tyler 2:45 p.m.
7. Community Emergency Response Team – Discussion with Chief Tyler 3:45 p.m.

## **INFORMATION**

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



**Novato Fire District Board Of Directors  
Special Board Meeting Agenda  
February 25, 2020**

Time: 9:00 a.m.

Location: Novato Oaks Inn

215 Alameda Del Prado, Novato, CA 94949

1. Upcoming Dates:

- a. March 4, 2020
- b. March 26, 2020
- c. April 1, 2020

Regular Board Meeting at 6 p.m.

Retirement Event for Deputy Chief Jeff Veliquette

Regular Board Meeting at 6 p.m.

**ADJOURNMENT**



**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 4, 2020**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

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**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steven Metcho

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three minute time limit.)

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**AGENDA ADJUSTMENTS**

**ASSOCIATION PRESIDENTS' REPORT**

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

**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 the District's 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 of Directors Meeting 2/5/2020



**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 4, 2020**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

**NEW BUSINESS**

1. Reallocation of Assigned and Unassigned Fund Balances  
Board approval is requested to approve the Finance Committee's recommendation to re-allocate assigned and unassigned fund balances.
2. Rainy Day Fund – Committed Fund Balance  
Board approval is requested to approve the Finance Committee's recommendation to increase the Rainy-Day Fund Balance from \$4,199,942 to \$4,692,429.
3. Approval of the Advancement of Dmitri Menzel and Approval of Employment Agreement between the Novato Fire Protection District and Deputy Chief Dmitri Menzel. Board approval is requested to:
  - a. Approve the advancement record promoting Dmitri Menzel from Battalion Chief to Deputy Fire Chief, effective April 1, 2020.
  - b. Adopt Resolution 2020-4, adopting the Employment Agreement between the Novato Fire Protection District and Deputy Chief Dmitri Menzel
4. Resolution 2020-3, Amendment to the Employment Agreement of Fire Chief Bill Tyler  
Board approval is requested to adopt resolution 2020-3 amending the Employment Agreement of Fire Chief Bill Tyler.
5. Pinnacle Training Systems Contract Renewal  
Board approval is requested for Staff's recommendation to renew a one year contract with Pinnacle Training Systems for onsite medical evaluations pursuant to NFPA 1582 and for a health promotion and wellness program.
6. Training Tower Foundation Change Order  
Board approval is requested to approve an additional cost for the Training Tower Foundation.
7. Appointment to the Marin Wildfire Prevention Authority Board of Directors: Novato Fire District Appointee
8. Agreed Upon Procedures Engagement Letter – Credit Card and Other Disbursements - Calendar Year 2019  
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
9. Agreed Upon Procedures Engagement Letter-Ambulance Billings Calendar Year 2019  
Board approval is requested to accept staff's recommendation to perform the audit with a 3% sample size.
10. Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2019  
Board to accept the Marin County Employees' Retirement Association Actuarial Valuation Report as of June 30, 2019. The Actuarial Valuation Report was adopted by the MCERA Board at their February 12, 2020 meeting.
11. Other Post Employment Benefits (OPEB) Pre-Funding Contribution 2019/20.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
March 4, 2020**

Time: 6:00 p.m.

Location: Fire Station 61, 2<sup>nd</sup> Floor  
7025 Redwood Blvd., Novato, CA 94945

Board approval is requested to accept staff's recommendation to:

- a. Fund the OPEB contribution for the 2019-2020 year in the amount of \$1,154,560
- b. Establish the OPEB Funding Policy to be at least 100% of the Actuarially Determined Contribution

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

1. MERA (Directors Metcho and Silverman)
2. Finance Committee (Directors Davis and Goines)

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, January, 2020
2. Revenues and Expenditures Detail Financial Report January, 2020
3. Vendor Summary Financial Report, January, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) January, 2020
5. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Satisfaction Survey Report, January 2020
2. Written Communications - None
3. MERA Update - None
4. Upcoming Dates:
  - a. Deputy Chief Retirement March 26, 2020
  - b. Finance Committee rescheduled: April 15, 2020 9 AM
  - c. Special Board Meeting April 15, 2020, 6 PM

**ADJOURNMENT**



## **Novato Fire District Board of Directors Board Meeting Agenda (updated 3/30/2020)**

**April 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference

Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.**

There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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### **ROLL CALL**

President Lj Silverman  
Director William Davis  
Director James Galli  
Director Bruce Goines  
Director Steven Metcho

### **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 opportunity for the President, or designee, of each labor association to address the Board.

### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.  
President may report to the Board on the Novato Fire Foundation.

### **CHIEF'S REPORT**

#### Teleconference Information

Call in Line: (866) 576-7975

PIN: 412444

Time: 6:00 p.m.

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

1. During Open Time for public expression item
2. Public comment period on agenda items.



**Novato Fire District Board of Directors  
Board Meeting Agenda (updated 3/30/2020)  
April 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference  
Novato, CA 94945

The Fire Chief will report on the District's 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 Special Board of Directors Meeting 2/25/2020
2. Minutes of Regular Board of Directors Meeting 3/4/2020

**NEW BUSINESS**

1. Declaration of District Emergency – Coronavirus (Covid-19)  
Ratification of Declaration of District Emergency by the Board of Directors.
2. Coronavirus (Covid-19) Update – Verbal Report
3. Approval of the Advancement of Dmitri Menzel and Approval of Employment Agreement between the Novato Fire Protection District and Deputy Chief Dmitri Menzel

Board approval is requested to:

- a. Approve the advancement record promoting Dmitri Menzel from Battalion Chief to Deputy Fire Chief, effective April 1, 2020.
  - b. Adopt Resolution 2020-4, adopting the Employment Agreement between the Novato Fire Protection District and Deputy Chief Dmitri Menzel.
4. Designated Negotiators  
Board to accept Staff recommendation to designate Fire Chief Bill Tyler and Deputy Fire Chief Dmitri Menzel and Director James Galli as designated negotiators representing the Fire District to negotiate with the Novato Professional Firefighters Association, IAFF Local 1775 – Verbal Report

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, February, 2020
2. Revenues and Expenditures Detail Financial Report February, 2020





**Novato Fire District Board of Directors  
Board Meeting Agenda (updated 3/30/2020)**

**April 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference

Novato, CA 94945

3. Vendor Summary Financial Report, February, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) February, 2020
5. District Monthly Contracts Information

**INFORMATION**

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

1. Customer Satisfaction Survey Report, February 2020
2. Written Communications
3. MERA Update - No March Meeting
4. Upcoming Dates:
  - a. Regular Board Meeting May 6, 2020

**ADJOURNMENT**



## Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda

April 15, 2020 at 9:00 AM

Location: Virtual via Teleconference

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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### Teleconference Information

Call in Line: (866) 576-7975

PIN: 412444

Time: 9:00 a.m.

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

1. During Open Time for public expression item
2. Public comment period on agenda items.

### ROLL CALL

Director William Davis, Director Bruce Goines

### STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Directors Joe Valenti, Admin. Services Mgr. Jeanne Villa

### 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 Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

### CONSENT CALENDAR ITEMS

1. Minutes of Finance Committee Meeting 2.20.2020
2. Review of Fire Chief's credit card expenses January 2020. February 2020 – None to report
3. Review of Deputy Fire Chief credit card expenses - None to report.

## **NEW BUSINESS**

1. Special Assessment Tax Rate 2020/2021  
Finance Committee to review and discuss the Special Assessment Tax Rate and Consumer Price Index adjustment for 2020/2021 and make a recommendation to the full board.
2. Committee to Select Date for a Special Finance Committee Meeting in June to Review Preliminary Budget – Verbal Report  
Board to make recommendation to the full Board of Directors at the June 3, 2020 meeting

## **INFORMATIONAL ITEMS**

1. Covid-19 Expenses as of April 8, 2020.

## **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

Committee members may discuss or request future agenda items for Committee consideration.

## **ADJOURNMENT**



**Novato Fire District Board of Directors  
Board Meeting Agenda  
May 6, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.** There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing 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, contact Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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**ROLL CALL**

President Lj Silverman  
Director William Davis  
Director James Galli  
Director Bruce Goines  
Director Steven Metcho

**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 opportunity for the President, or designee, of each labor association to address the Board.

**DIRECTOR MATTERS**

Directors may report on their activities and meetings.  
President may report to the Board on the Novato Fire Foundation.

Teleconference Information  
Call in Line: (866) 576-7975  
PIN: 412444  
Time: 6:00 p.m.

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

1. During Open Time for public expression item
2. Public comment period on agenda items.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
May 6, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference  
Novato, CA 94945

**CHIEF'S REPORT**

The Fire Chief will report on the District's 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 of Directors Meeting 4/1/2020
2. 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 \$70,691.70

**NEW BUSINESS**

1. Update to the Board of Directors Policy in Lexipol  
Board approval is requested to approve the changes as shown on the Board of Directors Policy (attached in packet) with Track Changes showing all edits.
2. Adoption of Resolution 2020-5: Resolution of the Governing Body of the Novato Fire Protection District for a regularly scheduled election to be held in this jurisdiction; Requesting the Board of Supervisors to consolidate with any other election conducted on November 3, 2020, and requesting election services by the Marin County Elections Department  
Board approval is requested to adopt Resolution 2020-5, requesting the Board of Supervisors to:
  - a. Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
  - b. Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.
3. Approval of funds greater than \$35,000 to be dispersed for costs related to Tablet Command Phase 2 project.  
Board is requested to approve staff's recommendation to purchase routers, antennas and Netcloud subscriptions in support of Tablet Command for a total cost of \$37,358.72.
4. Bank Signature Cards Changes  
Board approval is requested to accept Staff's recommendation to make revisions to the bank signature cards due to recent operational changes, and direct the Finance Director to revise the necessary documents.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
May 6, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference  
Novato, CA 94945

5. Marin Emergency Radio Authority (MERA) JPA Renewal  
Board approval is requested to accept Staff's recommendation to renew the MERA JPA.
  
6. Establish Special Tax Rate For 2020/2021  
The Finance Committee met on April 15, 2020 to review and discuss the special tax rate for the 2020/2021 fiscal year. The Committee decided to bring the consideration of adjusting the tax rates to the full Board so that all Directors could participate in the review and discussion. The Board is being asked to approve the following:
  - a. Apply the Consumer Price Index annual adjustment for 2019 of 3.31% (Exhibit C).
  - b. Establish the Special Assessment Tax Rate for Residential at 9.82 cents per square foot and Commercial / Industrial at 14.73 cents per square foot for the 2020/2021 fiscal year.
  
7. Adopt Resolution Establishing Special Tax Rate for 2020/2021  
Board approval is requested to approve one of the following options:
  - a. Apply the Consumer Price Index annual adjustment for 2019 of 3.31% and Adopt Resolution 2020-6 establishing the Special Assessment Tax Rate for Residential at 9.82 cents per square foot and Commercial/Industrial at 14.73 cents per square foot for the 2020/2021 fiscal year (Exhibit A).
  - b. Leave the special tax rates unchanged at 9.51 cents per square foot for Residential and 14.26 cents per square foot for Commercial/Industrial. Adopt Resolution 2020-7 establishing the Special Assessment Tax Rate for Residential at 9.51 cents per square foot and Commercial/Industrial at 14.26 cents per square foot for the 2020/2021 fiscal year (Exhibit B).
  
8. Budget Adjustments – May 2020  
Board approval is requested to accept Staff's recommendation to make the following FY 2019/2020 budget adjustments:
  - a. Increase Intergovernmental Transfers budget account 8500 by \$744,000
  - b. Increase Other State Aid, Grant budget account 9367 by \$1,933,000
  
9. Adoption of Resolution 2020-8 Proclaiming May 3 – 10, 2020 as Wildfire Preparedness Week.  
Board approval is requested to adopt Resolution 2020-8 proclaiming May 3 – 10, 2020 as "Wildfire Preparedness Week".
  
10. Set Special Meeting Date for Final Preliminary Budget Meeting in June – Verbal Report



**Novato Fire District Board of Directors  
Board Meeting Agenda  
May 6, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference  
Novato, CA 94945

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, March, 2020
2. Revenues and Expenditures Detail Financial Report March, 2020
3. Vendor Summary Financial Report, March, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) March, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K

**INFORMATION**

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

1. Written Communications
2. MERA Update - None
3. Upcoming Dates:
  - a. Special Finance Committee Meeting May 27, 2020
  - b. Regular Board Meeting June 3, 2020

**CLOSED SESSION**

1. Conference with Legal Counsel-Anticipated Litigation (Government Code, section 54956.9.). No. of cases: 1
2. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code Section 54957.6  
Agency Designated Representative: Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel and Director James Galli.  
Employee organization: Novato Professional Firefighters Association, IAFF Local 1775



**Novato Fire District Board of Directors  
Board Meeting Agenda  
May 6, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Teleconference  
Novato, CA 94945

**3. CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

Agency Designated Representative: Fire Chief Bill Tyler, Deputy Fire Chief  
Dmitri Menzel and Director James Galli.

Employee organization: Novato Chief Officers Association

**ADJOURNMENT**





**Novato Fire District Board of Directors  
Board Meeting Agenda  
June 3, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.**

There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably two days prior to the meeting.

### **ROLL CALL**

President Lj Silverman  
Director William Davis  
Director James Galli  
Director Bruce Goines  
Director Steven Metcho

### **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 opportunity for the President, or designee, of each labor association to address the Board.

### **DIRECTOR MATTERS**

Directors may report on their activities and meetings.  
President may report to the Board on the Novato Fire Foundation.

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

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**Novato Fire District Board of Directors  
Board Meeting Agenda  
June 3, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**CHIEF'S REPORT**

The Fire Chief will report on the District's 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 of Directors Meeting 5/6/2020
2. Ambulance Fee Debt Write Off Due to Hardship  
Board approval is requested to approve a write-off of the designated ambulance billing accounts.

**NEW BUSINESS**

1. Renewal of the County of Marin Agreements for Fire Communications Services  
Board approval is requested to accept staff's recommendation to allow the two (2) County of Marin Agreements for fire communications services to renew automatically on July 1, 2020 for another 12 months until June 30, 2021.
2. North Bay Petroleum Contract Renewal – Fuel Delivery  
Board approval is requested to accept Staff's recommendation to renew the North Bay Petroleum Master Services Agreement for the delivery of fuel to all six (6) District locations for another year.
3. Renewal of IT Support Services Contract with Marin IT.  
Board approval is requested to accept Staff's recommendation to renew the IT Support Services contract for another 12 months with Marin IT for a total cost of \$121,512.00 annually.
4. Responses to the 2019-2020 Marin Civil Grand Jury Report titled, Follow-Up Report on Web Transparency of Agency Compensation Practices.  
Board to consider draft responses to the 2019-2020 Marin Civil Grand Jury Report titled Follow-Up Report on Web Transparency of Agency Compensation Practices.
5. Landscape Management Contract with Cagwin and Dorward  
Board approval is requested to contract with Cagwin & Dorward for the District's Landscape Management for another three years through June 30, 2023.
6. Worker's Compensation Claims Administrator Renewal  
Board approval is requested to accept Staff's recommendation to renew the contract with Athens Insurance Services dba Athens Administrators ("Athens") to continue to administer the worker's compensation claims initiated prior to FASIS' management of claims in 2014.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
June 3, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

7. LAWCX's JPA for Worker's Compensation Insurance Renewal through FASIS Membership  
Board approval is requested to accept Staff's recommendation to renew the Local Agency Worker's Compensation Excess ("LAWCX") Joint Powers Authority ("JPA") for the Worker's Compensation insurance policy as a covered member of Fire Agencies Self Insurance System ("FASIS"). The coverage period ends on July 1, 2020.
8. Verbal Report - Covid Related Purchases Over \$50K: None.

### **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

### **FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, April, 2020
2. Revenues and Expenditures Detail Financial Report April, 2020
3. Vendor Summary Financial Report, April, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) April, 2020
5. District Monthly Contracts Information April
6. Covid Related Purchases Over \$10K: None

### **INFORMATION**

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

1. Written Communications
2. MERA Update
3. Upcoming Dates:
  - a. Regular Board Meeting June 3, 2020 6 p.m.
  - b. Special Finance Committee Meeting June 8, 2020 10 a.m.
  - c. Special Board Meeting June 17, 2020 10 a.m.
  - d. Filing for Election opens July 13, 2020

### **ADJOURNMENT**



**Novato Fire District Board of Directors  
Special Board Meeting Agenda  
June 17, 2020**

Time: 10 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.** There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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Zoom Conference Information  
Join at Zoom.com

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Password: 959595

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+1 669 900 6833 US (San Jose)

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

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1. During Open Time for public expression item
2. Public comment period on agenda items.

## **ROLL CALL**

President Lj Silverman  
Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steven Metcho

## **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**

## **DIRECTOR MATTERS**

Directors may report on their activities and meetings.  
President may report to the Board on the Novato Fire Foundation.



**Novato Fire District Board of Directors  
Special Board Meeting Agenda  
June 17, 2020**

Time: 10 a.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**CHIEF'S REPORT**

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

**CONSENT CALENDAR**

1. Minutes of the Regular Board Meeting of 6.3.2020

**NEW BUSINESS**

1. Adoption of the Preliminary Budget for Fiscal Year 2020/2021  
Board approval is requested to accept the Finance Committee's recommendation to:
  - a. Adopt the Preliminary Budget for Fiscal Year 2020/2021
  - b. Establish the date for adopting the Final Budget for Fiscal Year 2020/2021 on the August 5, 2020 regular Board meeting.
2. Rescue Pumper Financing Options  
Finance Committee has reviewed funding options for the purchase of the rescue pumper either with a lease purchase agreement or with the Apparatus Assigned Fund Balance and recommends that the assigned funds be used to pay for the Rescue Pumper in full.
3. Novato Fire District Representative Selection To The Marin Wildfire Prevention Authority To The Advisory/Technical Committee  
Board approval is requested to select NFD Fire Inspector Lynne Osgood as the NFD representative expert to the MWPA Technical/Advisory Committee.
4. Marin Wildfire Prevention Authority Alternates For The Board Of Directors, Operations Committee, And Advisory/Technical Committee  
Board approval is requested to select an alternative Marin Wildfire Prevention Authority Board of Director for Director Bruce Goines, from the remaining 4 existing NFD board members; and to approve staff's recommendation to select NFD D/C Dmitri Menzel as an alternate representative to the Operations Committee for Fire Chief Bill Tyler; and to approve staff's recommendation to select NFD Inspector Lance McDonald as an alternate representative to the Technical/Advisory Committee for NFD Fire Inspector Lynne Osgood.

**INFORMATION**

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

1. Upcoming Dates:
  - a. Regular Board Meeting July 1 2020 at 6 p.m.
  - b. Regular Finance Committee Meeting July 21, 2020 at 9 a.m.
  - c. Regular Board Meeting August 5, 2020 at 6 p.m.

**ADJOURNMENT**



**Novato Fire District Board of Directors  
Board Meeting Agenda  
July 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.**

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**ROLL CALL**

President Lj Silverman  
Director William Davis  
Director James Galli  
Director Bruce Goines  
Director Steven Metcho

**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**

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

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

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2. Public comment period on agenda items.



## **Novato Fire District Board of Directors Board Meeting Agenda**

**July 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference

Novato, CA 94945

### **PRESENTATIONS**

1. 2020 Public Safety Power Shutoff (PSPS) Updates: Dave Jeffries, Certified Emergency Manager
2. Truck 64: 90 day follow up report from the Feb 25, 2020 Board of Directors Retreat: Deputy Chief Dmitri Menzel and B/C Jeff Whittet
3. Marin Wildfire Prevention Authority Authorized Novato Fire District Work Plan Project and Program Elements, and Current WMS Update: Fire Chief Bill Tyler
4. Opposition to Excess Educational Revenue Augmentation Fund (ERAF) Changes Through Budget Process: Joe Valenti, NFD Finance Director
5. Novato Fire Prevention Division Update: Fire Chief Bill Tyler

### **ASSOCIATION PRESIDENTS' REPORT**

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

### **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 the District's 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 Special Board of Directors Meeting 6.17.20

### **NEW BUSINESS**

1. Boundtree Medical, LLC Master Purchasing Agreement

Board approval is requested to accept Staff's recommendation to continue to piggyback onto the Kern County pricing agreement with Boundtree Medical, LLC ("Boundtree"), and to execute the District's own Master Purchasing Agreement ("MPA") incorporating the Kern County pricing agreement.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
July 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

2. Memorandum Of Agreement (Moa) Between County Of Marin And The Novato Fire District Pertaining To Assistance Provided To Respond To The Covid-19 Pandemic

Board approval is requested to authorize the MOA between the County of Marin and the Novato Fire District that emergency management personnel provided under this MOA are public employees who, during disaster situations, are declared under California Government Code section 3100 to be DSWs.

### **COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

### **FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, March, 2020
2. Revenues and Expenditures Detail Financial Report May, 2020
3. Vendor Summary Financial Report, May, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) May, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K; None

### **INFORMATION**

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

1. Written Communications
2. MERA Update
3. Upcoming Dates:
  - a. Election Filing begins July 13, 2020
  - b. Finance Committee Meeting July 21, 2020 9 a.m.
  - c. Regular Board Meeting August 5, 2020 6 p.m.





**Novato Fire District Board of Directors  
Board Meeting Agenda**

**July 1, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ADJOURNMENT**



## Novato Fire District Board of Directors

Finance Committee Meeting Agenda

July 21, 2020 at 9:00 AM

Location: Administration Building – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org)

The Finance Committee 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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

### ROLL CALL

Director William Davis, Director Bruce Goines

### STAFF

Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Admin. Assistant Stacey Hoggan

### 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 Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

### CONSENT CALENDAR ITEMS

1. Minutes of Special Finance Committee Meeting 6.8.20
2. Review of Fire Chief's credit card expenses: None for June; and review of Deputy Fire Chief credit card expenses: June

### NEW BUSINESS

1. Final Annual Budget 2020-2021  
Finance Committee to review the Draft Final Annual Budget 2020/2021, and to make a recommendation to the full Board of Directors.

#### Zoom Conference Information

Meeting ID: 232 811 1856

Password: 959595

Dial by your location (if you need to dial in by telephone for audio)

+1 669 900 6833 US (San Jose)

Time: 9:00 a.m.

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

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2. Public comment period on agenda items.



## **Novato Fire District Board of Directors**

Finance Committee Meeting Agenda

July 21, 2020 at 9:00 AM

Location: Administration Building – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

### **INFORMATIONAL ITEMS**

1. Finance Committee Meeting on October 20, 2020 at 9 a.m.
2. Regular Board of Directors Meeting August 5, 2020 at 6 p.m.

### **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

Committee members may discuss or request future agenda items for Committee consideration.

### **ADJOURNMENT**



Novato Fire District Board of Directors  
Board Meeting Agenda  
August 5, 2020  
Time: 6:00 p.m.  
Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

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**ROLL CALL**

President Lj Silverman  
Director William Davis  
Director James Galli  
Director Bruce Goines  
Director Steven Metcho

**OPEN TIME FOR PUBLIC EXPRESSION**

(Please observe a three-minute time limit.)

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**AGENDA ADJUSTMENTS**

**PRESENTATION**

1. My Sidewalk Presentation - District incident and demographic data.

Zoom Conference Information  
Join at Zoom.com

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Password: 959595

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Join by telephone only:  
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2. Public comment period on agenda items.



Novato Fire District Board of Directors  
Board Meeting Agenda  
August 5, 2020  
Time: 6:00 p.m.  
Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

## **ASSOCIATION PRESIDENTS' REPORT**

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

## **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 the District's 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 of Directors Meeting 7/1/20
2. EMS Billing Write Off Due to Hardship  
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 \$165,622.40

## **NEW BUSINESS**

1. Adoption of the Annual Budget for Fiscal Year 2020/2021  
Board approval is requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2020/2021.
2. Property and Casualty Insurance Renewal  
Board approval is requested to accept Staff's recommendation to purchase the District's property and casualty insurance policies from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2020 through August 31, 2021.
3. FEMA Corrective Actions  
Board approval is requested to adopt revisions to our Purchasing, Depreciation, and Records Retention policies to address findings noted by FEMA during their on-site review, and implement the corrective actions needed to comply with Federal regulations in the areas noted.
4. Life-Assist Inc. Master Purchasing Agreement  
Board approval is requested to accept Staff's recommendation to contract directly with Life-Assist under a Master Purchasing Agreement ("MPA") incorporating the City of Tucson's pricing agreement.



Novato Fire District Board of Directors  
Board Meeting Agenda  
August 5, 2020  
Time: 6:00 p.m.  
Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

## COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

## FINANCIAL REPORTS

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June, 2020
2. Revenues and Expenditures Detail Financial Report June, 2020
3. Vendor Summary Financial Report, June, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) June, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.

## INFORMATION

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

1. Customer Surveys June 2020
2. Written Communications
3. MERA Update
4. Upcoming Dates:
  - a. Regular Board Meeting September 2, 2020 6 p.m.
  - b. Regular Board Meeting October 7, 2020 6 p.m.
  - c. Finance Committee Meeting October 20, 2020 9 a.m.

## ADJOURNMENT

## **Presentation Section**

**Association Presidents' Report**  
**(verbal report)**



**Directors' Matters  
(Verbal Report)**

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

**Consent Calendar Items Section**



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

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1 The Virtual Teleconferenced meeting was called to order by President Silverman at 6:00 p.m. in  
2 Novato CA, 94945.

3  
4 **ROLL CALL**

5 President Lj Silverman, Directors James Galli, Steve Metcho, Bill Davis and Bruce Goines

6  
7 **STAFF MEMBERS PRESENT via teleconference**

8 Fire Chief Bill Tyler, Deputy Fire Chief Dmitri Menzel, Finance Director Joe Valenti, Recording  
9 Secretary Jeanne Villa, Administrative Assistant Stacey Hoggan, Fire Inspector Lynne Osgood.

10  
11 **OTHERS PRESENT**

12 District Counsel Riley Hurd, Emergency Coordinator Dave Jeffries, Novato Residents: Bruce  
13 Bartel, Nina Zhito

14  
15 **OPEN TIME FOR PUBLIC EXPRESSION**

16 None

17  
18 **AGENDA ADJUSTMENTS**

19 None

20  
21 **PRESENTATIONS**

22 1. 2020 Public Safety Power Shutoff (PSPS) Updates: Dave Jeffries, Certified Emergency Manager

23  
24 Emergency coordinator Dave Jeffries gave an update on PG&E's public safety power shut down  
25 (PSPS) plans for 2020. He reviewed the criteria needed for PG&E to enact a public safety power  
26 shut down. He described the three tiers: 3 being extreme, 2 being elevated, 1 being all other  
27 levels.

28  
29 The goal for 2020 is to have fewer shut downs, smaller impacted areas, for less time, and to have  
30 more community support.

31  
32 The changes for 2020 include more weather stations and cameras, more micro grids, more  
33 inspections, and more community charging stations.

34  
35 Mr. Jeffries highlighted concerns, which include that a PSPS is weather dependent, there are  
36 vulnerable populations, especially due to COVID, and this will complicate sheltering for  
37 impacted residents.

38  
39 Director Silverman asked if the cell service has improved with backup generators. Mr. Jeffries  
40 noted there have been efforts to improve and there is some pending legislation being debated  
41 which could lead to better power supply continuity.

42  
43 Director Galli asked about filling stations and grocery stores– will they be required to have  
44 generators. Mr. Jeffries does not know of any requirement for them to do so.



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

---

45 Chief Tyler noted after having reviewed PG&E maps, the idea will be to section off areas to keep  
46 power on where it is not necessary to turn it off. PG&E is confident that all of Marin and all of  
47 Novato won't need to be powered down.

48  
49 There was no public comment.

50  
51 2. Truck 64: 90 day follow up report from the Feb 25, 2020 Board of Directors Retreat: Deputy  
52 Chief Dmitri Menzel and B/C Jeff Whittet

53  
54 Deputy Fire Chief Dmitri Menzel gave a 90 day follow up on the status of the ladder truck.  
55 There have been three operations meetings where they discussed the status of the truck and  
56 included both operations, labor, and chief officers. Discussion revolved around whether to look  
57 at another tiller which would require many training hours, or go with a straight stick. The  
58 committees reviewed the pros and cons of each and the straight stick configuration won the  
59 comparison. The groups also discussed having a pump versus no pump. The groups reviewed the  
60 pros and cons and the no pump option won the comparison.

61 A specification committee has been formed and are in agreement that they prefer the straight  
62 stick without pump. The specification committee includes 5 to 6 members of the District, Chief  
63 Whittet, and the District mechanic. The first meeting will be held soon.

64 Chief Tyler thanked Deputy Chief Menzel for his hard work on the truck issue. He also noted  
65 that the District looked at used vehicles, and other agencies' equipment where we may be able to  
66 piggyback on the order and speed up the process.

67 Director Silverman asked about the Kentfield truck with rear wheel steer.

68 Director Galli responded that they did not have any issues with rear wheel steer.

69 Chief Menzel noted that Pierce has really researched the rear steer issues.

70 The District plans to talk to Healdsburg Fire regarding rear steer.

71 Director Davis asked how long will the process take.

72 Chief Menzel noted it can take 12 to 18 months, even if we get specifications from Healdsburg  
73 Fire.

74 Director Metcho agreed that a straight stick/no pump is the right direction.

75 A copy of Chief Menzel's notes are inserted at the end of these minutes.

76 There was no public comment.

77

78



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

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79 3. Marin Wildfire Prevention Authority Authorized Novato Fire District Work Plan Project and  
80 Program Elements, and Current WMS Update: Fire Chief Bill Tyler

81  
82 Chief Tyler commented that the Marin Wildfire Prevention Authority has approved their budget and  
83 work plans. He reviewed the work plans with the Board, which total about \$4 million dollars. The core  
84 projects are Evacuation Notification, Vegetation Management, Public Education and Grants. \$9 million  
85 will be carried over to 2020-2021.

86  
87 The first drop of funds is not expected until December. Agencies within the GPA will spend  
88 funds, and then be reimbursed by the GPA.

89  
90 Chief Tyler reviewed the specific work plans including home hardening, defensible space,  
91 grants, and evaluation meetings with homeowners.

92  
93 The District intends to hire up to six wildfire mitigation specialists.

94  
95 Chief Tyler also reviewed the fire clear evacuation maps, the maps of the wildland urban  
96 interface areas, as well as the maps of the 35 separate neighborhoods within Novato. The maps  
97 will be mailed throughout Novato to homeowners and will be available on the MWPA and the  
98 Novato Fire website. The maps can be accessed by QR code on phones, which will be handy as  
99 many no longer use paper maps.

100  
101 Director Metcho asked when would boots be on the ground.

102 Chief Tyler responded we already have one WMS working, Nicholas Barlupe. He has been on  
103 the job since October 2019 and has completed 1439 home evaluations. During COVID he has  
104 been doing street-side evaluations, with a follow up letter to the homeowner. The homeowners  
105 can then make an appointment for a more detailed evaluation of the property.

106  
107 The District has received 22 applications for 5 WMS positions. The District is focusing on  
108 quality of candidates vs. quantity.

109  
110 Director Metcho asked if the evacuation maps have designated safe zones.

111 Chief Tyler commented that yes, they do. They are highlighted on the individual neighborhood  
112 maps.

113  
114 Director Galli asked if other agencies are hiring mitigation specialists.

115 Chief Tyler responded that each agency is doing their own hiring. Some are hiring year-round  
116 positions, and some are hiring seasonals. He noted the funds to cover these positions will come  
117 from the MWPA.

118  
119 Nina Zhito, Novato resident noted that much thought and preparation has gone into the  
120 deliberation. Regarding boots on the ground, Covid is an enormously vastly, complicating factor  
121 suddenly, and I'm wondering what if any liability issues accrue to privacy violations surrounding  
122 these boots on the ground.



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

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The Chief noted that the inspections are completely voluntary. Due to Covid, the inspectors do drive-by evaluations and only meet with the homeowners in person by appointment. All social distancing guidelines are followed. The homeowner is mailed an evaluation of the street side inspection. The Inspectors do not enter on to the property. There is no privacy issue.

Nina Zhito asked what is being done to communicate these issues to the homeowner to demonstrate the consensual nature of the exchange by way of documentation, and is there a consent form, or how is that being documented? She is suggested that documenting consent might be helpful. She did not need an answer tonight.

Counselor Hurd commented that the Board is able to take questions and comments and can answer briefly, but other than that the items need be taken under advisement and then brought back to a future meeting for discussion.

Nina Zhito asked about the wildfire with regards to infrastructure, ...and if the infrastructure is down, how do the comms get out, and she would respectfully challenge the assertion and would like to see the documentation that says that people do not use maps - has there been market testing that concerns that? Ms. Zhito asserts the Chief is mistaken.

Chief Tyler reviewed the workplan item regarding NOAA radios. The plan is to distribute 1000 NOAA radios within the community, which can be used to notify residents that there is a wildland fire, and speed evacuation if needed.

He also commented on a grant program regarding structure ignitability. One item would be installation of better venting that don't allow embers to enter into the home. The grant is \$2500, to cover a 50/50 grant match. It could also apply to roofing and siding.

The District would like to expand the vegetation management grant project. Currently it's up to \$500 per homeowner. It would expand up to \$1000 per homeowner.

The District would also like to continue support of vegetation management projects, encouraging the introduction of neighborhoods to the Firewise campaign, and to bring chipper days into neighborhoods. Some notable neighborhoods would be Marin Highland Park, 7th Street/Romar Court, Kathleen Drive/Michelle Circle, and Ignacio Valley. The goal is to complete projects in all 35 neighborhoods, and also to have chipper days available at large to the community.

Director Goines thanked the staff for their hard work. The District is going to be safer due to all the efforts. Chief Tyler thanked Fire Inspector Osgood for her efforts on this program.

Novato resident Nina Zhito asked about the new hires, why wasn't a traditional bid done. Chief Tyler noted that the jobs were published publicly on the District website, job hiring sites and Facebook page.



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

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167 4. Opposition to Excess Educational Revenue Augmentation Fund (ERAF) Changes Through  
168 Budget Process: Joe Valenti, NFD Finance Director  
169

170 Finance Director Joe Valenti reviewed details of the proposed changes to the ERAF calculations. Marin  
171 County could be affected with an increased contribution from \$3,700,000 to \$6,000,000 going back to  
172 the State. The District pays into the ERAF funds and the excess of those funds can be returned to the  
173 District.

174  
175 Finance director Valenti noted District payments average \$2.6 to \$2.9 million paid to the State. The  
176 excess returned to the District is between \$1.6 and \$1.8 million. Proposed changes at the State level  
177 could impact the 2021 budget, and could mean up to a \$1.8 million decrease in revenue. Valenti noted  
178 the measure has been amended to remove retroactive changes to the calculations. He noted the County  
179 of Marin has been audited, and does believe that their calculations are true and correct.

180  
181 There was no public comment.  
182

183 5. Novato Fire Prevention Division Update: Fire Chief Bill Tyler  
184

185 Chief Tyler noted that we have a vacancy in the RPM division, the fire marshal position. The District  
186 has explored a new pathway for an operationally qualified battalion chief to add dimension to that  
187 position. Chief Menzel served in that position as a supervisor, prior to becoming Deputy Chief, and was  
188 successful as an operationally qualified battalion chief in the prevention position. The District also  
189 wanted to maintain an open lane for someone in the prevention division to be able to compete for the  
190 fire marshal position. The District currently has Acting Battalion Chief Barrett Smith in the position for  
191 three months, and will report to Deputy Chief Menzel. Chief Tyler will mentor the position.

192  
193 There was no public comment.  
194

195 **ASSOCIATION PRESIDENTS' REPORT**

196 None  
197

198 **DIRECTOR MATTERS**

199 Director Metcho indicated he does plan to run again in the November 2020 election. He also  
200 noted that he attended the June tent survivor celebration event.  
201

202 Director Silverman commented that he also attended the June tent survivor celebration and it was  
203 great meeting the family.  
204

205 **CHIEF'S REPORT**

206 Calendar Highlights:

207 Daily: OP Area Updates Calls with Marin EOC at 8:15 am

208 Monday Wednesday--Bi-weekly OP Area Emergency Management Call at 2:00 pm





Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

---

- 209 Tuesday, Weekly FOPAC Administrators Call at 3:30 pm  
210 Captain update calls start of each set by shift at 7:35 am  
211 Weekly DOC meetings, generally Wednesdays, next is July 1st at 10:00 am  
212 Admin Staff Meeting Tuesday July 7th Via Zoom  
213 MWPA OPS Committee Zoom Meeting, TBD  
214 MWPA BOD Zoom Meeting, Thursday July 16th  
215 NFD OPS meeting Wednesday July 22nd  
216 All Meetings are being converted to zoom or conference call, postponed, suspended, cancelled  
217 Highlights:  
218 Administrative Items: Preliminary NFD 20/21 budget was approved at the Special BOD meeting  
219 MWPA work plan and budget have been approved and authorized.  
220 My Sidewalk Data Dashboards, templated reports, automatic monthly data updates. Feedback  
221 and edits were submitted with changes. The final version is projected for July 14. There will be a  
222 Board presentation on August 5<sup>th</sup> and then an implementation plan and roll out to crews. Phase II  
223 will be an outward facing dashboard.  
224 BHAP: A family resource letter and recommended book was sent to line staff members'  
225 families. Peer Support Team is in the process of reviewing possible implementation of a  
226 Chaplain position. Clinician Karen Goehring is presenting BHAP content to crews across the  
227 shifts: July 6th, 8th and 9th. A chief officers' session is being scheduled for later in July.  
228 Administrative Services Manger & IT: No change--Office is running smoothly with many  
229 members still working from home, and coming in on a rotational basis according to division and  
230 functional need. Some key staff positions will be OOS due to planned medical procedures and  
231 vacations.  
232 OPS: Red flag conditions have returned to the North Bay this last week. We sent out unified  
233 messaging to social media sites, deployed the electronic message boards, and flew the red flags  
234 at all fire stations. We responded by securing voluntary upstaffing by one additional crew  
235 member each of the two days of red flag conditions in Marin—No prepositioning occurred  
236 because we (all fire agencies in the County) could not meet the “prepo” trigger points necessary  
237 for the State to approve. We experienced a 2-acre grass fire Monday afternoon, under red flag,  
238 which was controlled with a first alarm assignment. The Tam fuels crews responded to assist  
239 with containment and mop up. The extra body allowed us to respond the water tender directly to  
240 the scene to augment the response.  
241 NFD member “self-register COVID testing” continues—hoping to go internal testing process  
242 soon.



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

---

243 OPS Focus = COVID-19: No change in day to day operations. We have converted our daily  
244 operations and administrative support into a full ICS structure (DOC). We are operating off of an  
245 Incident Action Plan (IAP), utilizing a 48-hour operation period to match our 48-hour shift work.  
246 Highlights include daily self-monitoring, and ambulance disinfecting sites near all three  
247 hospitals. A high priority continues to be securing PPE for our crews both disposable and  
248 durable. COVID-19 Testing for first responders-- We are participating in first responder testing  
249 (with all fire agencies) on a rotational basis for COVID-19 daily, by shift. We are participating  
250 regionally with all other allied agencies. We are participating in the County EOC at the Fire  
251 Branch position. We are participating in the FOPAC at all levels.

252 Training: Chief Mesenburg is currently on vacation but has prepared the block 4 training  
253 schedule including but not limited to: Confined Space Operations, Ropes, knots and anchor  
254 systems, air monitoring and CGI use, and all items associated with technical rescue.

255 EMS Divisions: Chief Dague continues to serve as our DICO and as the shared Fire Branch  
256 Manager at the County EOC. Highlights:

- 257 • 41 positive cases transported by fire-based medic units in June
- 258 • 2 positive cases transported by fire-based medic units in May
- 259 • 250 Entrada, Inn Marin housing COVID positives from care and shelter in EOC
- 260 • Seeking to establish 24-hour medical staff on site
- 261 • Fire Branch may respond to Comm Center for resource allocation to assist with MPMP  
262 and the MHOAC.
- 263 • There are currently NO first responders in Marin with known infection or on quarantine  
264 according to Fire Branch spreadsheet and records.
- 265 • San Quentin update, and local impacts:
- 266 • As of June 29, 2020, over 1054 prisoners infected active COVID (increase of 21% since  
267 Sunday evening) 102 staff infected active COVID
- 268 • Per Dr, Ballard, as of June 29, 40 hospitalizations distributed in adjacent counties and  
269 Marin.
- 270 • Potential for 2000 infected with 150-200 hospitalizations, (160-200 projected for next 2-3  
271 weeks.)
- 272 • Multiple Patient Management Plan Activation County Wide
- 273 • Marin Health Coordinating destination hospital after radio contact from the field for  
274 COVID patients.
- 275 • Three local hospitals on a rotation receiving patients as needed.
- 276 • ACS site in process on site with ICS structure and possible IMT support
- 277 • Lots of State-level focus on San Quentin leading to plans for implementing an incident  
278 response team on-site.
- 279 • Plans also include bringing in more clinical medical care assistance.
- 280 • The operating picture should become clearer in the next 24 -48 hours.
- 281 • SQP is still looking for beds for their patients and are trying hard to find any regional  
282 hospital to accept them.
- 283 • Primary transports are by private ambulance



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

---

284 Prevention Division: Acting B/C Barrett Smith has been assigned to the Prevention Division and  
285 will lead and supervise for the next 3 months.

286 Facilities: Chief LaCroix--Station 62 Plumbing issue is complete.

287 Station Apparatus floor correction is starting tomorrow along with concrete floors inside the  
288 station in the bathroom and hall area affected by the underground sewer line repair.

289 We have the final bid for the evac maps.

290 Tower- Permit has been received and in hand. We are currently working on locking down the  
291 exact delivery of the tower- they said the 13th originally, but know they pushed it to the 16th.  
292 Trent Construction also is working out the exact start date but it's looking like sometime after the  
293 13th. They received confirmation that the helical piers will all be manufactured on the 9th; they  
294 are waiting for a ship date. -manufacturing along with Covid is tricky with regards to scheduling.

295 Fleet: Chief Whittet--Truck 64 – Unit 9: Truck 64 was taken out of service after experiencing an  
296 electrical communication issue making the ladder non operable. The ladder was taken to Hi-Tech  
297 for further diagnosis and possible repairs.

298 Rescue Pumper – Unit 4 - The new Smeal Rescue Pumper has been delivered to the District.  
299 Radio Programming and testing has been completed. Pump Test completed. Minor Tool  
300 Mounting to begin this week. Factory Technician Led Training to take place on July 7th, 2020.  
301 The goal is to have it placed in service at station 64 by August 1st, 2020.

302 Unit 6 – New Medic 61 - Horton has delivered new Medic 61. The minor electrical issues have  
303 been resolved. Tap Plastics is going to make all medical cabinet dividers this month. In service  
304 training not yet scheduled.

305 All other front-line units in service. All Type 3 Engines in Service. Water Tender in Service. 1 of  
306 2 Reserve Type 1 Engines in service.

307 **CONSENT CALENDAR**

308 1. Minutes of Regular Board of Directors Meeting 6/17/2020

309

310 There was no public comment.

311

312 M/s Metcho/Silverman to approve the minutes of the Regular Board of Directors Meeting  
313 6/17/2020.

314

315 Roll Call Vote

316 Ayes: Silverman, Galli, Goines, Davis, Metcho

317 Noes: None

318 Abstain: None

319 Motion carried 5-0-0.

320

321



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

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322 **NEW BUSINESS**

323 1. Boundtree Medical, LLC Master Purchasing Agreement

324 Board approval was requested to accept Staff’s recommendation to continue to piggyback onto  
325 the Kern County pricing agreement with Boundtree Medical, LLC (“Boundtree”), and to execute  
326 the District’s own Master Purchasing Agreement (“MPA”) incorporating the Kern County  
327 pricing agreement.

328 Chief Tyler reviewed the details of the contract with BoundTree

329

330 M/s Galli/Davis to continue to piggyback onto the Kern County pricing agreement with  
331 Boundtree Medical, LLC (“Boundtree”), and to execute the District’s own Master Purchasing  
332 Agreement (“MPA”) incorporating the Kern County pricing agreement.

333 Novato resident Nina Zhito asked why is the contract necessary. She asked for help to  
334 understand the basics for transparency.

335 Chief Tyler commented that Novato Fire District buys medical supplies and has since 2013  
336 piggybacked on a Kern County contract. Although FEMA discourages piggybacking, however  
337 the District sometimes use piggybacking to get a lower price based on the buying power of a  
338 larger agency.

339

340 Ms. Zhito asked why FEMA has a say in the contract. She asked for the dots to be connected  
341 between Novato Fire and BoundTree.

342 It was noted that while FEMA does not have a say in the contract, should a reimbursement for  
343 funds be requested from FEMA, appropriate FEMA language must be included.

344

345 Valenti noted that piggybacking helps the District acquire better pricing.

346 There was no public comment.

347 M/s Galli/Metcho to use the Apparatus Assigned Fund Balance be used to pay for the Rescue  
348 Pumper in full.

349

350 Roll Call Vote

351 Ayes: Silverman, Galli, Goines, Davis, Metcho

352 Noes: None

353 Abstain: None

354 Motion carried 5-0-0

355

356 2. Memorandum Of Agreement (MOA) Between County Of Marin And The Novato Fire  
357 District Pertaining To Assistance Provided To Respond To The Covid-19 Pandemic

358 Board approval was requested to authorize the MOA between the County of Marin and the  
359 Novato Fire District that emergency management personnel provided under this MOA are public  
360 employees who, during disaster situations, are declared under California Government Code  
361 section 3100 to be DSWs.



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

---

362 Chief Tyler reviewed the details of the memorandum of agreement. The District is tracking hours  
363 and associated costs due to Covid that the District provides to the County in order to secure  
364 FEMA reimbursement.

365  
366 Counselor Hurd commented that emergency services act allows the County to request mutual aid  
367 during from other agencies within its jurisdiction. The County made a call for disaster service  
368 workers.

369  
370 Novato Fire has provided members to serve in the emergency operations center and as a  
371 designated infection control officer. The process to be reimbursed from FEMA, begins with a  
372 request to FEMA to get the reimbursement from the lead agency, which is the County of Marin.  
373

374 The total funds that the County receives are then portioned out to the various agencies that have  
375 supplied disaster service workers to the County of Marin.

376  
377 The agreement between Novato Fire District and the County of Marin details how the County  
378 will seek funds from FEMA, and then reimburse Novato Fire District.

379  
380 Many agencies in Marin are entering into memorandum of agreement with the County of Marin.

381  
382 There was no public comment.

383 M/s Metcho/Galli to authorize the MOA between the County of Marin and the Novato Fire  
384 District that emergency management personnel provided under this MOA are public employees  
385 who, during disaster situations, are declared under California Government Code section 3100 to  
386 be DSWs.

387 Roll Call Vote

388 Ayes: Silverman, Galli, Goines, Davis, Metcho

389 Noes: None

390 Abstain: None

391 Motion carried 5-0-0

392

393 **COMMITTEE REPORTS**

394 Directors may report on committee activities and meetings.

395

396 1. MERA (Directors Metcho and Silverman)

397 Director Metcho noted that MERA passed a resolution commending retired Chief Scott Shurtz.

398

399 2. Finance Committee (Directors Davis and Goines) – there was no meeting.

400

401 3. Marin Wildfire Prevention Authority Board (Director Goines)



Novato Fire District Board of Directors  
Board Meeting Minutes  
July 1, 2020

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402 There was a June 18 meeting in which they made substantial progress. They adopted the budget  
403 of \$10.8 million, with an \$8.5 million reserve. Initially they will be borrowing from the County  
404 of Marin until tax funds are received. The work plan has been approved. They are working on  
405 hiring the executive director and crafting the bylaws. For the Citizens Oversight Committee,  
406 there has been outreach to seek candidates, one of which one will be from Novato. Director  
407 Goines has been elected President of the MWPA. He will be focused on team building. He noted  
408 there is a lot of work to do. The next meeting is set for July 16 at 3 p.m. Many thanks to Director  
409 Davis for agreeing to serve as the alternate. He will be bringing Director Davis up to speed.

410

411 **FINANCIAL REPORTS**

412 Informational items for review. No action needed.

413

- 414 1. Revenues, Expenditures and Changes in Fund Balance Financial Report, May, 2020
- 415 2. Revenues and Expenditures Detail Financial Report May, 2020
- 416 3. Vendor Summary Financial Report, May, 2020
- 417 4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica  
418 Bank Statement) May, 2020
- 419 5. District Monthly Contracts Information
- 420 6. Covid Related Purchases Over \$10K; None

421

422 **INFORMATION**

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

424

- 425 1. Written Communications: One letter was read.
- 426 2. MERA Update
- 427 3. Upcoming Dates:
  - 428 • Election Filing begins July 13, 2020
  - 429 • Finance Committee Meeting July 21, 2020 9 a.m.
  - 430 • Regular Board Meeting August 5, 2020 6 p.m.

431

432 **ADJOURNMENT**

433 There being no further business to conduct, President Silverman adjourned the meeting at  
434 8:02 p.m.

435

436 Submitted by,

437

A handwritten signature in black ink, appearing to read "J Villa", is written over a light blue rectangular background.

438

439 Jeanne Villa, Recording Secretary

440

441

442



## Novato Fire District Aerial Apparatus

At the February special Board of Directors retreat The Novato Fire District Board of Directors gave staff the direction to explore and develop a process to replace our current tiller aerial ladder truck. This direction was given based on the following issues and experiences with our current truck:

- Mechanical unreliability
- Extensive repair costs
- Excessive out-of-service time
- Exhausting all warranty and extended warranty coverages with continued and consistent break downs

**Chief Whittet's power point presentation is available for review.**

[T64 mechanical overview power point](#)

As part of this process the Command staff, the Operations Group, and representation from both the NPFA, and NFCOA have had several thoughtful, collaborative, and decisive meetings.

- March 25<sup>th</sup> Operations meeting
  - Begin discussions with developing criteria for aerial truck replacement
- April 22<sup>nd</sup> Post Operations Meeting
  - Brief ad-hoc meeting to further develop and strategize criteria
- May 27<sup>th</sup> Operations meeting
  - Begin categorizing specifications and weighing pros -vs- cons.
  - Finalize vehicle platform by a consensus vote 7aye 2nays for straight ladder without pump and ladder
  - Develop framework for member participation on vehicle specifications committee.

**Criteria determination graph chart available for review.**

The result of these discussions it has been determined the vehicle platform to replace the existing tiller aerial truck will be a straight non-articulating truck apparatus with a pre-plumbed waterway, without a pump and water tank. This decision is based some of the following predictors.

To include but not limited to:

- Increase training efficiency
- Decrease staffing restrictions for operation
- Increase operational clarity and consistency
- Increase compartment storage without pump and water tank
- Shorter wheel base with increase turning radius (all steer rear axle)
- Increase efficiency in deployment with a cross staffed vehicle (rescue pumper)
- Reduction for repair and maintenance costs



## Novato Fire District Aerial Apparatus

To continue with the direction from the Board of Directors and the vehicle platform direction from the Command staff, Operations Group, and represented operational labor groups a straight aerial ladder truck specifications committee has been created. This includes a total of 5-6 members consisting of: current truck members (ideally 1 per shift), 1 Chief Officer (Whittet Fleet Division head), 1 mechanic and/ or 1 tech specialist. The goal for this committee is to develop specifications for a straight truck pre-plumbed aerial apparatus without a tank and pump and to explore a rear steering axel.





**Novato Fire District**  
**Board of Directors**  
 Lj Silverman, President  
 Bruce Goines, Vice President  
 William Davis, James Galli, Steve Metcho

**Date:** July 24, 2020

**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 \$165,622.40

**Summary**

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 balance accurate, it is our practice to make accounting adjustments when the accounts have been processed through the billing department and Wakefield Collections and have been determined to be uncollectible.

The current uncollectable debt for years 2018, 2019 and 2020 is listed in the table below for a grand total of \$165,622.40

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.

2018	2019	2020
\$37,736.90	\$120,395.36	\$7,490.14

**Reviewed by:**

- \_\_\_\_\_ Administration
- \_\_\_\_\_ EMS
- \_\_\_\_\_ Finance
- \_\_\_\_\_ Risk Reduction, Prevention and Mitigation
- \_\_\_\_\_ Human Resources
- \_\_\_\_\_ Operations

**Approved by:**

  
 Bill Tyler  
 Fire Chief

## **New Business Section**



Novato Fire District  
Board of Directors  
Lj Silverman, President  
Bruce Goines, Vice President  
William Davis, James Galli, Steve Metcho

**Date:** July 29, 2020

**Topic:** Adoption of the Annual Budget for Fiscal Year 2020/2021

**Recommendation**

Board approval is requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2020/2021

**Summary**

A summary of the 2020/2021 Annual Budget is as follows:

Salaries & Benefits	24,081,967
Services & Supplies	4,523,444
Debt Service	<u>577,848</u>
Total Operating Budget	29,183,259
Capital Outlay	3,716,500
Intergovernmental Transfers	<u>1,000,000</u>
Total Expenditures	<u><u>33,899,759</u></u>
Revenues	33,838,820
Decrease in Assigned Fund Balances	2,738,000
(Increase) Unassigned Fund Balance	<u>(2,677,061)</u>
Total Revenues and Decrease in Fund Balances	<u><u>33,899,759</u></u>

**Financial Impact**

The estimated net increase in fund balance for the year ended 2019/20 is approximately \$5.0 million, resulting from higher than budgeted revenues (property taxes and ambulance service fees) and lower than budgeted operating expenses and delayed capital expenditures.

As of June 30, 2020, the District had estimated Unassigned Fund Balance of approximately \$688,000. Adoption of the 2020/21 budget would increase Unassigned Fund Balance to approximately \$3.4 million.

The significant changes from the Preliminary budget to the Final budget are as follows (total expense reduction of approximately \$395,000):

- Salaries and Benefits - \$194,000 expense decrease
- Health Insurance - \$149,000 expense decrease
- CTO adjustment - \$68,000 expense decrease
- Facilities - \$10,000 expense increase (Chairs for Station 65 and Station 62 boundary fence)

**Reviewed by:**

\_\_\_\_\_ Administration  
\_\_\_\_\_ EMS  
\_\_\_\_\_JV\_\_\_\_\_ Finance  
\_\_\_\_\_ Risk Reduction, Prevention and Mitigation  
\_\_\_\_\_ Human Resources  
\_\_\_\_\_ Operations

Approved by:



Bill Tyler  
Fire Chief

**Attachments:** Exhibit A: 2020/2021 Annual Budget

# NOVATO FIRE DISTRICT

Exhibit 1



# Novato Fire District Overview

The Novato Fire Protection District provides all-risk emergency response from five fire stations; and provide for administrative oversight from our administrative headquarters. We care for, protect, and serve more than 60,000 residents who live, work, and play across approximately 75 square miles, of both incorporated and unincorporated Novato.

***Our Vision: To position the Fire District operationally and financially to create a sustainable future.***

***Our Mission: The Novato Fire Protection District exists to care for, protect, and serve our communities.***



## ***Budget Objectives:***

- *NFD will prepare responsible and accountable budgets that are tied to the adopted mission, goals, and strategies; and*
- *We will identify and implement efficiencies in existing expenditures in order to reduce existing costs when possible; and*
- *We will fund reserves in such a way that provides for some level of stability during economic downturns; and*
- *We will provide evidence to justify the community benefit of its adopted budgets, expenditures, and reserves.*

Our guiding principles remain a cornerstone of our relationship with the communities that we serve. Our ongoing commitment to solid, transparent, financial practices is evident by having recently received our eleventh consecutive Certificate of Achievement for Excellence in Financial Reporting (CAFR) by the Government Finance Officers Association of the

United States and Canada. This is the highest form of recognition in the area of governmental accounting and financial reporting. In addition, we recently received a similar recognition for our Popular Annual Financial Report (PAFR), a version of our CAFR designed for the taxpayer to easily understand the District financial management.

We continuously evaluate our programs, services, supplies and capital improvement projects to analyze their cost effectiveness and efficiency of service.

## Tips for Reading the Novato Fire District Annual Budget

The District operates on a fiscal year from July 1 through June 30. Each year, the Board must adopt a preliminary budget before June 30 to allow the District to spend funds effective July 1 the following fiscal year. A final budget is adopted by the Board by August or September.

The budget consists of the following components:

### Revenues

- Property taxes
- Charges for Services
- Other

### Operating Budget

- Salaries and Benefits
- Services and Supplies
- Debt Service

### Capital Budget

- Apparatus
- Equipment
- Facilities

### Fund Balances

- Assigned Fund Balances – funds already earmarked for specific purposes
- Unassigned Fund Balance – all other remaining funds

The District is comprised of five distinct cost centers or departments. Descriptions of the functions of each department can be found in the budget document preceding each departmental budget. Each department has their own standalone operating budget.

- Emergency Medical Services
- Risk Reduction Prevention & Mitigation
- Operations
- Organizational Resources & Support
- Training

The budget document begins with details in a summary style view.

A more detailed and granular budget is found in each of the departmental budgets.

Novato Fire Protection District  
Budget Index  
Divisions 9305, 9306, 9307, 9308 & 9313

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
1517	Admin Allowance	2	2	2	2	
2029	Advertising				3	
4820	Ambulances					
6984	Apparatus Replacement				14	
2717	Audit & Accounting Fees	4			10	
2028	Board Expense				3	
2131	Books & Periodicals	4	3		5	2
4048	Building Facilities				13	
2020	Cal-OSHA Requirements			3		
2528	Central Dispatch				9	
2021	Clothing				3	
4834	Communication & Computers & Equipment				13	
6999	Compensated Absences				15	
2164	Computer Hardware Maintenance				6	
2141	Computer Supplies		3		5	
2151	Computer System Software	4			5	
2049	Conferences & Meetings	4	3		4	
2718	Consulting Fees		4		10	
2038	CPR Materials					
1019	CTO Pay	1	1	1	1	1
4880	Data Processing - Computers & Equipment				13	
3302	Debt Service - Interest Payments				12	
3301	Debt Service - Principal Payments				12	
6995	Debt Sinking Fund				15	
1706	Deferred Compensation	2	2	2	2	2
1510	Dental Insurance	2	2	2	2	1
1022	Director Fees				1	
2137	Document Reproduction				5	
1026	Education Incentive	1	1	1		
2129	Election Expense				4	
2732	Electricity				10	
2530	Emergency Operations Center				9	
2273	Empl Service & Recog				6	
6981	EMS Capital Equipment Reserve				14	
2050	Equipment Testing				4	
4818	Exercise Equipment				13	
2042	Extinguishing Agents			3		
2396	Facilities Prevent Maintenance				7	
2397	Facilities Projects				7	
2398	Facilities Repairs	4			8	
6985	Facility Capital Improvement				14	
1404	FICA Medicare	1	1	1	1	1

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
4815	Fire Suppression Equipment				13	
2024	First Aid Supplies	3				
2041	Food				4	
2736	Garbage				10	
2501	Gas, Oil & Grease Vehicles				9	
2262	Hazardous Materials Prog				6	
1513	Health Insurance	2	2	2	2	1
2400	Hydrants		3			
2026	Investigative Tools		3			
2713	Legal Fees				10	
2059	Liability & Property				4	
1502	Life Insurance	2	1	2	2	1
6986	Management Info Sys Reserve				14	
2533	Marin Emergency Radio Authority				9	
2401	Memberships	4	3		8	
2407	Office Supplies	4	4		9	
1021	Out of Class Pay	1	1	1		
2510	Out of County Logistics				9	
2034	Outside Assistance	4		3	3	
1020	Overtime - Callback	1	1	1	1	1
2025	Oxygen	3				
2087	Parts & Outside Labor				4	
2406	Payroll Service Charge				9	
1703	Physicals				2	
2269	Property Tax Fee				6	
6996	Protective Equipment Reserve				15	
2537	Radio & MDC Maintenance				10	
6810	Rainy Day Fund				14	
1003	Regular Staff Salaries	1	1	1	1	1
1023	Response Pay	1	1	1	1	1
6993	Retiree Health Benefits Reserve				14	
1402	Retirement	1	1	1	1	1
6987	Retirement Unfunded Liability				14	
2074	School and Seminars				4	
2039	Schools and Seminars		3		3	2
2737	Sewage				10	
2088	Shop Supplies				4	
1704	Sick Leave Buyback			2	3	
2268	Special Fire Equipment & Supplies			3	6	
2399	Station Supplies				8	
2738	Telephone System				10	
2027	Tool Replacement				3	



Novato Fire Protection District  
 Budget Index  
 Divisions 9305, 9306, 9307, 9308 & 9313

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
2040	Training Aids and Materials	4	3			2
6983	Unemployment Insurance Reserve				14	
1025	Vacation Pay	1	1	1	1	1
2121	Vegetation Mgmt		3			
1514	Vision Plan	2	2	2	2	2
2731	Water				10	
6979	Wildfire Mitigation Fund				14	
1701	Workers' Comp				2	
6992	Workers Comp Fund Reserve				14	

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313

**2020 / 2021 ANNUAL BUDGET SUMMARY**

Operating Budget Expenditures (Pages 1 - 6)	\$ 29,183,259
Capital Budget Expenditures (Page 7)	3,716,500
Inter Governmental Transfers	<u>1,000,000</u>
Total Expenditures	<u>33,899,759</u>
Revenues (Page 9)	\$ 33,838,820
Decreases to Assigned Fund Balances (Page 8)	
Facility Capital Improvement	160,000
Apparatus Replacement	1,810,000
Management Info Sys Reserve	30,000
Wildland Fire Mitigation	<u>738,000</u>
Total Decreases to Assigned Fund Balances	2,738,000
(Increase) to Unassigned Fund Balance	<u>(2,677,061)</u>
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u>\$ 33,899,759</u>

Special Tax 9.82 cents per square foot residential and 14.73 cents per square foot commercial

**2020 / 2021 ANNUAL BUDGET SUMMARY**

	<b>Adopted Budget 2019 / 2020</b>	<b>Proposed Budget 2020 / 2021</b>	<b>Percentage Change</b>
<b><u>Program Expenditures</u></b>			
Emergency Medical Services	\$ 8,039,723	\$ 7,925,349	
Risk Reduction Prevention & Mitigation Operations	1,519,714	1,187,039	
Organizational Resources & Support	11,500,271	11,192,746	
Training	8,377,659	8,360,850	
	<u>507,296</u>	<u>517,275</u>	
Total Program Expenditures	<u>\$ 29,944,663</u>	<u>\$ 29,183,259</u>	-2.54%
<b><u>Summary by Category</u></b>			
Personnel	\$ 25,156,948	\$ 24,081,967	-4.27%
Services and Supplies	4,187,412	4,523,444	8.02%
Debt Service	<u>600,303</u>	<u>577,848</u>	-3.74%
Total Summary by Category	<u>\$ 29,944,663</u>	<u>\$ 29,183,259</u>	-2.54%
<b><u>Personnel (Allocated Positions)</u></b>			
Full Time	78	77	
<b><u>Revenues</u></b>			
General Funds	<u>\$ 31,255,949</u>	<u>\$ 33,838,820</u>	8.26%
<b><u>Capital Outlay</u></b>			
Emergency Medical Services	\$ -	\$ -	
Risk Reduction Prevention & Mitigation Operations	-	-	
Organizational Resources & Support	3,380,500	3,716,500	
Training	<u>-</u>	<u>-</u>	
Total Capital Outlay	<u>\$ 3,380,500</u>	<u>\$ 3,716,500</u>	9.94%

**Novato Fire Protection District  
Summary of Operating Program Budgets  
Fiscal Year 2020 / 2021**

Description	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed
	2019 / 20	2020 / 21	2019 / 20	2020 / 21	2019 / 20	2020 / 21	2019 / 20	2020 / 21	2019 / 20	2020 / 21	2019 / 20	2020 / 21
Salaries and Fringe Benefits	\$ 7,280,240	\$ 7,631,124	\$ 884,292	\$ 967,214	\$ 10,840,673	\$ 10,993,096	\$ 3,871,048	\$ 4,068,058	\$ 426,741	\$ 422,475	\$ 23,302,994	\$ 24,081,967
Services and Supplies	220,905	294,225	145,364	219,825	190,920	199,650	3,159,919	3,714,944	17,446	94,800	3,734,554	4,523,444
Debt Service	-	-	-	-	-	-	577,643	577,848	-	-	577,643	577,848
<b>Total Operating Budgets</b>	<b>\$ 7,501,145</b>	<b>\$ 7,925,349</b>	<b>\$ 1,029,656</b>	<b>\$ 1,187,039</b>	<b>\$ 11,031,593</b>	<b>\$ 11,192,746</b>	<b>\$ 7,608,610</b>	<b>\$ 8,360,850</b>	<b>\$ 444,187</b>	<b>\$ 517,275</b>	<b>\$ 27,615,191</b>	<b>\$ 29,183,259</b>

**Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2020 / 2021**

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21
<b>SALARIES AND FRINGE BENEFITS</b>													
<b>Salaries</b>													
Regular Staff Salaries	1003	\$ 3,543,783	\$ 3,498,694	\$ 513,965	\$ 519,244	\$ 5,096,041	\$ 4,693,533	\$ 334,545	\$ 957,979	\$ 177,189	\$ 162,075	\$ 9,665,523	\$ 9,831,525
Director Fees	1022	-	-	-	-	-	-	18,700	24,000	-	-	18,700	24,000
<b>Sub-total Salaries</b>		<b>3,543,783</b>	<b>3,498,694</b>	<b>513,965</b>	<b>519,244</b>	<b>5,096,041</b>	<b>4,693,533</b>	<b>353,245</b>	<b>981,979</b>	<b>177,189</b>	<b>162,075</b>	<b>9,684,223</b>	<b>9,855,525</b>
<b>Premium Pay</b>													
CTO Pay	1019	190,742	203,000	-	-	409,364	534,600	29,358	48,100	582	1,000	630,046	786,700
Overtime - Callback	1020	1,031,995	1,007,530	7,050	17,670	1,417,750	1,358,963	-	2,000	103,870	104,500	2,560,665	2,490,663
Out of Class Pay	1021	4,273	24,000	-	-	25,310	15,000	-	-	-	-	29,583	39,000
Response Pay	1023	794	2,000	4,251	4,000	7,274	4,000	-	1,000	468	2,000	12,787	13,000
Vacation Pay	1025	12,417	78,000	13,309	11,000	185,740	194,000	40,103	24,000	22,900	6,000	274,469	313,000
Education Incentive	1026	17,600	24,300	4,200	2,400	26,700	31,500	-	-	-	-	48,500	58,200
<b>Sub-total Premium Pay</b>		<b>1,257,821</b>	<b>1,338,830</b>	<b>28,810</b>	<b>35,070</b>	<b>2,072,138</b>	<b>2,138,063</b>	<b>69,461</b>	<b>75,100</b>	<b>127,820</b>	<b>113,500</b>	<b>3,556,050</b>	<b>3,700,563</b>
<b>Bonus Pay</b>													
Executive Bonus	1027	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub-total Bonus Pay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fringe Benefits</b>													
Retirement	1402	1,602,632	1,693,000	178,290	220,000	2,424,928	2,586,000	286,105	284,000	81,639	99,000	4,573,594	4,882,000
FICA Medicare	1404	68,003	74,400	13,464	8,600	87,795	102,700	15,331	15,000	4,360	4,800	188,953	205,500
Life Insurance	1502	(5,006)	10,000	(1,443)	2,000	(8,065)	13,000	35,479	3,000	(289)	500	20,676	28,500
Dental Insurance	1510	(15,917)	90,000	(3,693)	17,000	(22,387)	125,000	301,723	25,000	(782)	5,000	258,944	262,000
Flexible Savings Account	1512	-	-	-	-	-	-	(3,081)	-	-	-	(3,081)	-
Health Insurance	1513	723,625	780,100	134,082	140,600	929,954	992,300	1,357,093	1,399,770	32,446	34,200	3,177,200	3,346,970
Vision Plan	1514	(784)	7,500	(189)	1,500	(1,114)	10,000	22,398	2,000	(39)	500	20,272	21,500
Admin Allowance	1517	1,800	1,800	3,075	1,800	1,800	1,800	11,138	12,150	-	-	17,813	17,550
Workers' Comp	1701	-	-	-	-	57	-	1,328,659	1,150,880	-	-	1,328,716	1,150,880
Physicals	1703	-	-	-	-	-	-	46,226	60,521	-	-	46,226	60,521
Sick Leave Buyback	1704	-	-	-	-	80,654	137,000	-	-	-	-	80,654	137,000
Admin Leave	1705	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Compensation	1706	104,283	136,800	17,931	21,400	178,872	193,700	47,271	58,658	4,397	2,900	352,754	413,458
<b>Sub-total Fringe Benefits</b>		<b>2,478,636</b>	<b>2,793,600</b>	<b>341,517</b>	<b>412,900</b>	<b>3,672,494</b>	<b>4,161,500</b>	<b>3,448,342</b>	<b>3,010,979</b>	<b>121,732</b>	<b>146,900</b>	<b>10,062,721</b>	<b>10,525,879</b>
<b>Total Salaries and Fringe Benefits</b>		<b>\$ 7,280,240</b>	<b>\$ 7,631,124</b>	<b>\$ 884,292</b>	<b>\$ 967,214</b>	<b>\$ 10,840,673</b>	<b>\$ 10,993,096</b>	<b>\$ 3,871,048</b>	<b>\$ 4,068,058</b>	<b>\$ 426,741</b>	<b>\$ 422,475</b>	<b>\$ 23,302,994</b>	<b>\$ 24,081,967</b>

**Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2020 / 2021**

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21
<b>SERVICES AND SUPPLIES</b>													
<b>Clothing &amp; Personal Supplies</b>													
Services & Supplies	2000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,590	\$ -	\$ -	\$ -	\$ 18,590	\$ -
Cal-OSHA Requirements	2020	\$ -	\$ -	\$ -	\$ -	\$ 38,009	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 38,009	\$ 100,000
Clothing	2021	-	-	-	-	-	-	922	4,000	-	-	922	4,000
<b>Sub-total Clothing &amp; Personal Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,009</b>	<b>100,000</b>	<b>19,512</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>57,521</b>	<b>104,000</b>
<b>Medical</b>													
First Aid Supplies	2024	91,809	115,300	-	-	-	-	6,806	-	-	-	98,615	115,300
Oxygen	2025	3,133	5,700	-	-	-	-	12	-	-	-	3,145	5,700
<b>Sub-total Medical</b>		<b>94,942</b>	<b>121,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,818</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>101,760</b>	<b>121,000</b>
<b>Small Tools &amp; Instruments</b>													
Investigative Tools	2026	-	-	-	2,000	-	-	-	-	-	-	-	2,000
Tool Replacement	2027	-	-	-	-	-	-	1,374	3,500	-	-	1,374	3,500
<b>Sub-total Small Tools &amp; Instruments</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>1,374</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>1,374</b>	<b>5,500</b>
<b>District Special Expense</b>													
Board Expense	2028	-	-	-	-	-	-	7,369	13,500	-	-	7,369	13,500
Advertising	2029	-	-	-	-	-	-	22,391	10,800	-	-	22,391	10,800
Outside Assistance	2034	58,745	67,900	-	-	1,238	11,000	94,446	79,540	-	-	154,429	158,440
EMS Certification	2036	80	-	-	-	-	-	-	-	-	-	80	-
CPR Materials	2038	10	-	-	-	-	-	-	-	-	-	10	-
Schools and Seminars	2039	225	-	4,967	8,900	-	-	2,764	2,650	11,610	78,700	19,566	90,250
Training Aids and Materials	2040	110	21,500	3,079	17,000	(681)	-	91	-	2,234	15,000	4,833	53,500
Food	2041	-	-	-	-	-	-	8,552	20,000	77	-	8,629	20,000
Extinguishing Agents	2042	-	-	-	-	-	-	-	-	-	-	-	5,500
Conferences & Meetings	2049	-	2,500	1,496	4,600	-	-	19,005	22,700	-	-	20,501	29,800
Equipment Testing	2050	-	-	-	-	-	-	25,000	44,750	-	-	25,000	44,750
Election Expense	2129	-	-	-	-	-	-	-	59,000	-	-	-	59,000
Books & Periodicals	2131	-	1,035	1,861	3,250	-	-	541	300	-	1,100	2,402	5,685
Document Reproduction	2137	-	-	-	-	-	-	323	6,000	-	-	323	6,000
Computer Supplies	2141	-	-	-	6,000	-	-	33,642	79,100	-	-	33,642	85,100
Computer System Software	2151	21,425	34,040	-	-	-	-	132,203	180,200	-	-	153,628	214,240
Computer Hardware Maintenance	2164	-	-	-	-	-	-	109,482	153,300	-	-	109,482	153,300
Hazardous Materials Prog	2262	-	-	-	-	-	-	9,903	10,000	-	-	9,903	10,000
Property Tax Fee	2269	-	-	-	-	-	-	298,517	328,125	-	-	298,517	328,125
Empl Service & Recog	2273	-	-	-	-	-	-	7,725	6,500	-	-	7,725	6,500
Central Dispatch	2528	-	-	-	-	-	-	431,780	425,000	-	-	431,780	425,000
Emergency Operations Center	2530	-	-	-	-	-	-	11,475	37,500	-	-	11,475	37,500
Marin Emergency Radio Authority	2533	-	-	-	-	-	-	232,458	228,000	-	-	232,458	228,000
Radio & MDC Maintenance	2537	-	-	-	-	-	-	57,066	107,600	-	-	57,066	107,600
<b>Sub-total District Special Expense</b>		<b>80,595</b>	<b>126,975</b>	<b>11,403</b>	<b>39,750</b>	<b>557</b>	<b>16,500</b>	<b>1,504,733</b>	<b>1,814,565</b>	<b>13,921</b>	<b>94,800</b>	<b>1,611,209</b>	<b>2,092,590</b>

Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2020 / 2021

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21
<b>SERVICES AND SUPPLIES</b>													
<b>Insurance</b>													
Liability & Property	2059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,439	\$ 158,700	\$ -	\$ -	\$ 140,439	\$ 158,700
<b>Sub-total Insurance</b>		-	-	-	-	-	-	<b>140,439</b>	<b>158,700</b>	-	-	<b>140,439</b>	<b>158,700</b>
<b>Maintenance Repair</b>													
School and Seminars	2074	-	-	-	-	-	-	949	5,500	496	-	1,445	5,500
<b>Sub-total Maintenance Repair</b>		-	-	-	-	-	-	<b>949</b>	<b>5,500</b>	<b>496</b>	-	<b>1,445</b>	<b>5,500</b>
<b>Apparatus Maintenance &amp; Repair</b>													
Parts & Outside Labor	2087	-	-	-	-	-	-	178,698	200,000	-	-	178,698	200,000
Shop Supplies	2088	-	-	-	-	-	-	3,352	6,000	-	-	3,352	6,000
Special Fire Equipment & Supplies	2268	-	-	-	-	150,667	83,150	9,490	10,000	3,029	-	163,186	93,150
<b>Sub-total Apparatus Maintenance &amp; Repair</b>		-	-	-	-	<b>150,667</b>	<b>83,150</b>	<b>191,540</b>	<b>216,000</b>	<b>3,029</b>	-	<b>345,236</b>	<b>299,150</b>
<b>Fuel &amp; Oil</b>													
Gas, Oil & Grease Vehicles	2501	-	-	-	-	1,873	-	119,650	133,550	-	-	121,523	133,550
Out of County Logistics	2510	-	-	-	-	-	-	6,955	10,000	-	-	6,955	10,000
<b>Sub-total Fuel &amp; Oil</b>		-	-	-	-	<b>1,873</b>	-	<b>126,605</b>	<b>143,550</b>	-	-	<b>128,478</b>	<b>143,550</b>
<b>Professional Services</b>													
Litigation Settlement	2710	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	2713	-	-	-	-	-	-	127,526	125,000	-	-	127,526	125,000
Audit & Accounting Fees	2717	19,352	12,500	-	-	-	-	35,745	36,600	-	-	55,097	49,100
Consulting Fees	2718	-	-	23,885	103,100	-	-	144,169	171,820	-	-	168,054	274,920
<b>Sub-total Professional Services</b>		<b>19,352</b>	<b>12,500</b>	<b>23,885</b>	<b>103,100</b>	-	-	<b>307,440</b>	<b>333,420</b>	-	-	<b>350,677</b>	<b>449,020</b>
<b>Utilities</b>													
Water	2731	-	-	67	-	179	-	20,174	30,000	-	-	20,420	30,000
Electricity	2732	-	-	-	-	-	-	111,501	120,000	-	-	111,501	120,000
Garbage	2736	-	-	-	-	-	-	24,327	28,000	-	-	24,327	28,000
Sewage	2737	-	-	-	-	-	-	17,769	25,000	-	-	17,769	25,000
Telephone System	2738	-	-	-	-	-	-	125,586	192,100	-	-	125,586	192,100
<b>Sub-total Utilities</b>		-	-	<b>67</b>	-	<b>179</b>	-	<b>299,357</b>	<b>395,100</b>	-	-	<b>299,603</b>	<b>395,100</b>
<b>Structure &amp; Grounds Maintenance</b>													
Facilities Prevent Maintenance	2396	-	-	1,692	-	-	-	126,221	150,199	-	-	127,913	150,199
Facilities Projects	2397	-	-	5,250	-	-	-	118,594	195,000	-	-	123,844	195,000
Facilities Repairs	2398	25,726	25,500	-	-	(692)	-	167,670	136,500	-	-	192,704	162,000
Station Supplies	2399	-	-	-	-	7	-	23,824	20,000	-	-	23,831	20,000
Hydrants	2400	-	-	15,738	18,000	-	-	-	-	-	-	15,738	18,000
<b>Sub-total Structure &amp; Grounds Maintenance</b>		<b>25,726</b>	<b>25,500</b>	<b>22,680</b>	<b>18,000</b>	<b>(685)</b>	-	<b>436,309</b>	<b>501,699</b>	-	-	<b>484,030</b>	<b>545,199</b>

Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2020 / 2021

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21
<b>SERVICES AND SUPPLIES</b>													
<b>Memberships</b>													
Memberships	2401	\$ 290	\$ 250	\$ 620	\$ 1,475	\$ -	\$ -	\$ 28,996	\$ 41,810	\$ -	\$ -	\$ 29,906	\$ 43,535
<b>Sub-total Memberships</b>		<b>290</b>	<b>250</b>	<b>620</b>	<b>1,475</b>	<b>-</b>	<b>-</b>	<b>28,996</b>	<b>41,810</b>	<b>-</b>	<b>-</b>	<b>29,906</b>	<b>43,535</b>
<b>Office Expense</b>													
Payroll Service Charge	2406	-	-	-	-	-	-	44,589	46,700	-	-	44,589	46,700
Office Supplies	2407	-	8,000	144	500	320	-	50,158	50,400	-	-	50,622	58,900
<b>Sub-total Office Expense</b>		<b>-</b>	<b>8,000</b>	<b>144</b>	<b>500</b>	<b>320</b>	<b>-</b>	<b>94,747</b>	<b>97,100</b>	<b>-</b>	<b>-</b>	<b>95,211</b>	<b>105,600</b>
<b>Miscellaneous Expense</b>													
Vegetation Mgmt	2121	-	-	86,565	55,000	-	-	1,100	-	-	-	87,665	55,000
<b>Sub-total Miscellaneous Expense</b>		<b>-</b>	<b>-</b>	<b>86,565</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>1,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,665</b>	<b>55,000</b>
<b>Total Services and Supplies</b>		<b>\$ 220,905</b>	<b>\$ 294,225</b>	<b>\$ 145,364</b>	<b>\$ 219,825</b>	<b>\$ 190,920</b>	<b>\$ 199,650</b>	<b>\$ 3,159,919</b>	<b>\$ 3,714,944</b>	<b>\$ 17,446</b>	<b>\$ 94,800</b>	<b>\$ 3,734,554</b>	<b>\$ 4,523,444</b>



Novato Fire Protection District  
 Operating Program Budgets  
 Fiscal Year 2020 / 2021

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	
<b>Debt Service</b>														
Debt Service - Principal Payments	3301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 523,483	\$ 535,866	\$ -	\$ -	\$ 523,483	\$ 535,866
Debt Service - Interest Payments	3302	-	-	-	-	-	-	-	54,160	41,982	-	-	54,160	41,982
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 577,643</b>	<b>\$ 577,848</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 577,643</b>	<b>\$ 577,848</b>
<b>Summary</b>														
Total Salaries and Fringe Benefits		\$ 7,280,240	\$ 7,631,124	\$ 884,292	\$ 967,214	\$ 10,840,673	\$ 10,993,096	\$ 3,871,048	\$ 4,068,058	\$ 426,741	\$ 422,475	\$ 23,302,994	\$ 24,081,967	
Total Services and Supplies		220,905	294,225	145,364	219,825	190,920	199,650	3,159,919	3,714,944	17,446	94,800	3,734,554	4,523,444	
Total Debt Service		-	-	-	-	-	-	577,643	577,848	-	-	577,643	577,848	
<b>Grand Total</b>		<b>\$ 7,501,145</b>	<b>\$ 7,925,349</b>	<b>\$ 1,029,656</b>	<b>\$ 1,187,039</b>	<b>\$ 11,031,593</b>	<b>\$ 11,192,746</b>	<b>\$ 7,608,610</b>	<b>\$ 8,360,850</b>	<b>\$ 444,187</b>	<b>\$ 517,275</b>	<b>\$ 27,615,191</b>	<b>\$ 29,183,259</b>	

**Novato Fire Protection District  
Capital Outlay Budget  
Fiscal Year 2020 / 2021**

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21
Building Facilities	4048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,425	\$ 1,840,000	\$ -	\$ -	\$ 275,425	\$ 1,840,000
EMS Equipment	4810	-	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression Equipment	4815	-	-	-	-	-	-	\$ 894,194	\$ 1,810,000	-	-	\$ 894,194	\$ 1,810,000
Exercise Equipment	4818	-	-	-	-	-	-	\$ 10,217	\$ 11,000	-	-	\$ 10,217	\$ 11,000
Ambulances	4820	-	-	-	-	-	-	\$ 1,646	-	-	-	\$ 1,646	-
Communication & Computers & Equipment	4834	-	-	-	-	-	-	\$ 90,866	\$ 25,500	-	-	\$ 90,866	\$ 25,500
Data Processing - Computers & Equipment	4880	-	-	-	-	-	-	\$ 129,155	\$ 30,000	-	-	\$ 129,155	\$ 30,000
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,401,503</b>	<b>\$ 3,716,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,401,503</b>	<b>\$ 3,716,500</b>

**Novato Fire Protection District  
Committed and Assigned Fund Balances  
Fiscal Year 2020 / 2021**

	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21	Estimated 2019 / 20	Proposed 2020 / 21
<b>COMMITTED FUND BALANCES</b>													
Rainy Day Fund	6810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,199,942	\$ 4,199,942	\$ -	\$ -	\$ 4,199,942	\$ 4,199,942
<b>ASSIGNED FUND BALANCES</b>													
EMS Capital Equipment Reserve	6981	-	-	-	-	-	-	100,000	200,000	-	-	100,000	200,000
Unemployment Insurance Reserve	6983	-	-	-	-	-	-	35,100	35,100	-	-	35,100	35,100
Apparatus Replacement	6984	-	-	-	-	-	-	2,117,000	3,990,000	-	-	2,117,000	3,990,000
Facility Capital Improvement	6985	-	-	-	-	-	-	100,000	500,000	-	-	100,000	500,000
Management Info Sys Reserve	6986	-	-	-	-	-	-	100,000	167,000	-	-	100,000	167,000
Retirement Unfunded Liability	6987	-	-	-	-	-	-	2,110,000	2,470,000	-	-	2,110,000	2,470,000
Workers Comp Fund Reserve	6992	-	-	-	-	-	-	1,038,000	951,000	-	-	1,038,000	951,000
Retiree Health Benefits Reserve	6993	-	-	-	-	-	-	3,095,594	2,309,120	-	-	3,095,594	2,309,120
Debt Sinking Fund	6995	-	-	-	-	-	-	-	-	-	-	-	-
Protective Equipment Reserve	6996	-	-	-	-	-	-	180,000	180,000	-	-	180,000	180,000
Compensated Absences	6999	-	-	-	-	-	-	830,035	1,106,166	-	-	830,035	1,106,166
Wildland Fire Mitigation	6979	-	-	-	-	-	-	588,000	-	-	-	588,000	-
<b>Total Assigned Fund Balances</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,293,729</b>	<b>11,908,386</b>	<b>-</b>	<b>-</b>	<b>10,293,729</b>	<b>11,908,386</b>
<b>Total Committed and Assigned Fund Balances</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,493,671</b>	<b>\$ 16,108,328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,493,671</b>	<b>\$ 16,108,328</b>

2020 / 2021 ANNUAL BUDGET REVENUE

Description	Account Code	2011 / 12 Revenue	2012 / 13 Revenue	2013 / 14 Revenue	2014 / 15 Revenue	2015 / 16 Revenue	2016 / 17 Revenue	2017 / 18 Revenue	2018 / 19 Revenue	2019 / 20 Projected Revenue	2020 / 21 Proposed Revenue	% of Change Incr (Decr) Last Year
<b>Property Taxes</b>												
Current Secured	9001	\$ 15,347,210	\$ 15,237,168	\$ 15,848,731	\$ 16,628,755	\$ 17,716,148	\$ 18,639,118	\$ 19,609,283	\$ 20,883,172	\$ 21,352,020	\$ 22,181,003	3.80%
Current Unsecured	9002	297,907	288,903	292,302	304,961	306,487	315,561	319,805	331,347	371,240	371,240	
Prior Secured Redemptions	9004	-	-	-	-	-	-	-	-	-	-	
Prior Unsecured	9006	17,433	13,146	11,119	22,714	11,331	12,440	17,750	12,932	13,868	13,868	
Special Assessment	9007	4,605,006	4,658,238	4,840,640	4,953,140	5,104,626	5,234,421	5,397,796	5,579,586	5,806,499	5,996,189	
Supplemental Assessment Current	9041	153,895	205,181	333,598	428,087	467,117	417,350	434,629	434,258	408,465	431,006	
Supplemental Assessment Unsec	9042	2,337	1,196	7,729	5,623	5,328	5,525	6,234	3,755	16,970	16,970	
Supplemental Assessment Redemp.	9043	13,842	11,904	7,933	12,260	7,480	17,117	7,198	12,765	15,587	15,397	
Novato Hamilton RDA	9045	113,630	190,762	243,638	337,543	496,087	586,997	614,901	621,347	718,007	579,422	
Education Revenue Augm Fund - Redistribution	9046	1,342,172	1,247,394	1,619,584	1,338,491	1,296,419	1,586,286	1,610,724	1,673,825	1,882,786	1,717,709	
Novato Downtown Redevelopment	9047	93,219	163,064	441,894	249,058	629,888	637,662	214,591	180,496	262,083	103,066	
Property Tax Reduction Shift to State	9001	(2,038,667)	(2,017,949)	(2,086,156)	(2,186,500)	(2,326,655)	(2,442,988)	(2,568,558)	(2,708,561)	(2,817,684)	(2,924,806)	
<b>Total Property Taxes</b>		<b>19,947,984</b>	<b>19,999,007</b>	<b>21,561,012</b>	<b>22,094,132</b>	<b>23,714,256</b>	<b>25,009,489</b>	<b>25,664,353</b>	<b>27,024,922</b>	<b>28,029,841</b>	<b>28,501,064</b>	1.68%
<b>Revenue From Use of Money</b>												
Interest	9201	34,550	15,960	29,114	28,330	29,950	55,464	133,664	267,947	368,639	376,932	
Loan Interest	9798	18,288	13,642	-	-	-	-	-	-	-	-	
<b>Total Revenue From Use of Money</b>		<b>52,838</b>	<b>29,602</b>	<b>29,114</b>	<b>28,330</b>	<b>29,950</b>	<b>55,464</b>	<b>133,664</b>	<b>267,947</b>	<b>368,639</b>	<b>376,932</b>	
<b>Intergovernmental Revenue</b>												
State:												
Home Owners Property Tax Reduction	9280	94,786	91,247	90,076	88,388	86,993	84,983	84,756	84,043	82,915	81,914	
Other State Aid	9367	10,750	3,261	6,730	1,000	129,311	269,012	488,984	833,440	2,222,537	2,000,000	
Federal:												
Grant Received	9419	213,039	993,091	26,476	152	-	57,773	-	-	-	-	
In Lieu Housing	9483	-	-	-	-	3,300	3,300	3,302	3,303	3,310	3,310	
<b>Total Intergovernmental Revenue</b>		<b>318,575</b>	<b>1,087,599</b>	<b>123,282</b>	<b>89,540</b>	<b>219,604</b>	<b>415,068</b>	<b>577,042</b>	<b>920,786</b>	<b>2,308,762</b>	<b>2,085,224</b>	
<b>Charges for Services</b>												
CPR Fees	9576	3,780	2,220	2,550	2,220	2,430	2,265	1,290	-	-	-	
GEMT Service Fees	9920	-	-	1,241	-	-	-	-	-	-	-	
GEMT Revenue	9925	-	-	214,621	52,322	65,228	52,554	184,334	54,236	(7,437)	50,000	
Outside Agency Ambulance Billing Service	9931	71,249	67,301	84,317	110,972	242,652	290,662	344,424	40,529	-	-	
Novato Ambulance Service Fees	9932	2,508,837	2,305,412	2,330,815	2,192,358	2,093,469	2,556,424	2,380,446	2,995,568	2,602,753	2,200,000	
Plan Checks & Inspection Fees	9935	43,803	53,377	56,437	45,118	52,586	37,813	30,946	33,688	43,248	50,000	
NERA & HazMat Administrative Services	9945	79,376	77,839	78,648	75,637	74,429	58,307	66,081	50,766	-	-	
<b>Total Charges for Services</b>		<b>2,707,045</b>	<b>2,506,149</b>	<b>2,768,629</b>	<b>2,478,627</b>	<b>2,530,794</b>	<b>2,998,025</b>	<b>3,007,521</b>	<b>3,174,787</b>	<b>2,638,564</b>	<b>2,300,000</b>	
<b>Other Revenue</b>												
Parking Lot Rent	9250	30,000	30,000	30,000	30,000	30,000	30,000	30,000	27,500	30,000	25,000	
Donations	9761	-	-	-	-	-	-	-	-	-	-	
COVID-19 Relief Funds	9930	-	-	-	-	-	-	-	-	42,617	-	
Fire Reports / Ambulance Reports	9933	15	10	21	-	-	-	-	-	-	-	
Impact Fees	9934	9,629	57,479	10,324	32,262	27,862	12,949	-	-	-	-	
Sale of Assets	9936	33,220	84,848	45,300	6,808	8,720	13,864	115,316	4,075	7,900	-	
Elections	9938	525	450	525	300	900	600	1,000	500	600	600	
Other Refunds / Reimbursements	9940	6,514	4,521	3,380	1,671	7,253	923	5,058	75,880	116,793	50,000	
OES Reimbursements	9942	89,631	266,420	290,304	414,107	1,277,761	835,655	1,642,352	583,339	506,456	500,000	
<b>Total Other Revenue</b>		<b>169,534</b>	<b>443,728</b>	<b>379,854</b>	<b>485,148</b>	<b>1,352,496</b>	<b>893,991</b>	<b>1,793,726</b>	<b>691,294</b>	<b>704,366</b>	<b>575,600</b>	
<b>Total Revenue</b>		<b>\$ 23,195,976</b>	<b>\$ 24,066,085</b>	<b>\$ 24,861,891</b>	<b>\$ 25,175,777</b>	<b>\$ 27,847,100</b>	<b>\$ 29,372,037</b>	<b>\$ 31,176,306</b>	<b>\$ 32,079,736</b>	<b>\$ 34,050,172</b>	<b>\$ 33,838,820</b>	
<b>Percentage Change From Prior Year (Property Taxes)</b>		<b>-0.67%</b>	<b>0.26%</b>	<b>7.81%</b>	<b>2.47%</b>	<b>7.33%</b>	<b>5.46%</b>	<b>2.62%</b>	<b>5.30%</b>	<b>3.72%</b>	<b>1.68%</b>	
<b>Percentage Change From Prior Year (Total Revenue)</b>		<b>0.76%</b>	<b>3.75%</b>	<b>3.31%</b>	<b>1.26%</b>	<b>10.61%</b>	<b>5.48%</b>	<b>6.14%</b>	<b>2.90%</b>	<b>6.14%</b>	<b>-0.62%</b>	

# Emergency Medical Services

The Novato Fire EMS Division exists to support the delivery of exceptional customer service and medical treatment and transportation of our customers on some of their most difficult days.

The EMS Division works closely with our highly trained firefighters and community partners to foster relationships toward accomplishing this common goal.

The EMS Division has risen to the challenges before us and continues to serve our communities during the COVID 19 pandemic with the highest level of care and treatment.



Novato Fire Protection District, through ongoing EMS training and our CQI program, continues to improve and has achieved Mission Lifeline Bronze Plus recognition for 2020 from the American Heart Association. Mission Lifeline EMS recognition is a program designed to showcase Emergency Medical Service organizations across the nation for excellent STEMI care.

Pre-hospital personnel are the first providers of care to patients suffering from cardiac emergencies. The role of EMS in the system-of-care for these patients is crucial and often sets the course for the patient's outcome.

The 2020/2021 budget secures fiscally responsible funding that keeps all vital programs and systems fully functional.

Division	Account Code	Description	Amount
9305	1003	<b>Regular Staff Salaries</b>	\$ 3,498,694
		Base salaries as designated by 2017/20 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. (1 Battalion Chief, 27 Medics and 1 Billing Analyst)	3,498,694
9305	1019	<b>CTO Pay</b>	203,000
		As per District policy, CTO is reconciled at 96 hours per year.	203,000
9305	1020	<b>Overtime - Callback</b>	1,007,530
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	996,030
		B. Wildland duty coverage	11,500
9305	1021	<b>Out of Class Pay</b>	24,000
		A. Out of class pay for working outside of regular classification on regular shift	15,000
		B. Acting Fire Chief pay	9,000
9305	1023	<b>Response Pay</b>	2,000
		Emergency Response Pay	2,000
9305	1025	<b>Vacation Pay</b>	78,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	78,000
9305	1026	<b>Education Incentive</b>	24,300
		MOU Education Incentives	24,300
9305	1402	<b>Retirement</b>	1,693,000
		A. Funds for employee retirement contributions including safety employer contribution of Tier I 51.59%, Tier II 55.38%, Tier III 41.82%, Tier IIIA 38.60% and non-safety employer contribution of 19.90% and education incentives to maximum 3%.	1,655,000
		B. Retirement on vacation cash out	38,000
9305	1404	<b>FICA Medicare</b>	74,400

## Emergency Medical Services

Division	Account Code	Description	Amount
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	52,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	21,200
		C. Medicare on vacation cash out	1,200
<b>9305</b>	<b>1502</b>	<b><u>Life Insurance</u></b>	<b>10,000</b>
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District pays \$12 or 50% whichever is greater of the life insurance premium for Director of EMS-B/C.	10,000
<b>9305</b>	<b>1510</b>	<b><u>Dental Insurance</u></b>	<b>90,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	90,000
<b>9305</b>	<b>1513</b>	<b><u>Health Insurance</u></b>	<b>780,100</b>
		A. Effective 1/1/2021 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	370,000
		B. Effective 1/1/2021 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	330,000
		C. Retiree health savings plan	80,100
<b>9305</b>	<b>1514</b>	<b><u>Vision Plan</u></b>	<b>7,500</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	7,500
<b>9305</b>	<b>1517</b>	<b><u>Admin Allowance</u></b>	<b>1,800</b>
		Disability insurance allowance for non safety employees	1,800
<b>9305</b>	<b>1706</b>	<b><u>Deferred Compensation</u></b>	<b>136,800</b>

## Emergency Medical Services

Division	Account Code	Description	Amount
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	35,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	38,000
		C. Allowance for employees not participating in group medical	50,400
		D. Education incentive deferred compensation.	13,000
<b>9305</b>	<b>2024</b>	<b>First Aid Supplies</b>	<b>115,300</b>
		A. Infection control supplies	2,200
		B. ALS/BLS supplies	22,000
		C. ALS/BLS electrodes	3,800
		D. Gloves	6,600
		E. Glucometer Test Strips	1,100
		F. Replacement equipment bags	3,300
		G. Medications	22,000
		H. Fluids	2,200
		I. IV tubing	5,500
		J. IV start kits/Needleless Equip	8,800
		K. Replacement equipment	3,800
		L. Disposable Linen	24,000
		M. EZ IO Needles	5,500
		N. Replace 6 Gurney Batteries	3,000
		O. Replace 3 Suction Units	1,500
<b>9305</b>	<b>2025</b>	<b>Oxygen</b>	<b>5,700</b>
		A. Delivery & refill oxygen	5,000
		B. Gauges/fittings	100
		C. Demand Valves/Regulators	350
		D. Hydrostatic testing	250

## Emergency Medical Services



Division	Account Code	Description	Amount
9305	2034	<b>Outside Assistance</b>	<b>67,900</b>
		A. Sacramento Metro GEMT fee	1,500
		B. Flu vac	1,900
		C. Copying - protocol books	1,000
		D. EMS Educator	35,000
		E. Maintenance and repair of exercise equipment	3,500
		F. CQI Coordinator	25,000
9305	2040	<b>Training Aids and Materials</b>	<b>21,500</b>
		A. CPR, ACLS, PALS	6,500
		B. EMS Skills Mannequin	15,000
9305	2049	<b>Conferences &amp; Meetings</b>	<b>2,500</b>
		PWW/ABC Billing Conference	2,500
9305	2131	<b>Books &amp; Periodicals</b>	<b>1,035</b>
		A. Ambulance billing required books	500
		B. JEMS (1)	165
		C. EMS Insider	185
		D. Infection Control Network	185
9305	2151	<b>Computer System Software</b>	<b>34,040</b>
		A. Billing- Microbilt	3,500
		B. Billing software - Tri-tech	15,840
		C. CPF Exposure Reporting annual subscription	200
		D. Billing software - Trizetto	8,000
		E. Billing software - PayorLogic	6,500
9305	2398	<b>Facilities Repairs</b>	<b>25,500</b>
		A. Gurney/Power loader PM	11,500
		B. Zoll/ Autopulse PM Contract	14,000
9305	2401	<b>Memberships</b>	<b>250</b>
		Cal. Fire Chiefs Assoc. annual dues Active & Assoc. member	250
9305	2407	<b>Office Supplies</b>	<b>8,000</b>
		A. Postage for billing department	5,000
		B. Billing clerk supplies	3,000
9305	2717	<b>Audit &amp; Accounting Fees</b>	<b>12,500</b>
		A. Lockbox NFD	2,500

## Emergency Medical Services

Division	Account Code	Description	Amount
		B. EMS billing agreed upon procedures	10,000
<b>9305</b>		<b>Total Emergency Medical Services Operating Budget</b>	<b>\$ 7,925,349</b>

## Emergency Medical Services

# Fire Prevention Division

The Novato Fire District maintains effective and efficient fire prevention activities through its *Risk Reduction, Prevention, & Mitigation* efforts.

Areas of responsibility include: Public Education, Community Risk Reduction, Inspections, Fire Investigation, Vegetation Management--Wildland Urban Interface (WUI) Awareness, Fire Protection Standards & Code Development, Development and Construction Reviews, and Code Enforcement. The 2020-2021 budget reflects resources necessary to accomplish the organizational mission.



This year the Fire Prevention Division will focus on a reorganization with a emphasis on leadership, supervision, and project management development. Additional focus is directed to the creation of new prevention policies, continue implementing its cloud based field management information system use, modify and implementing a plan review cost recover fee structure, maintain or increase required State Fire Marshal regulated occupancy inspections and business inspections, publish an annual report of activities, enhance fire investigations, streamline plan reviews, and tailor public education programs based on our communities' risk.

Wildfire preparedness efforts remain critical to building safer communities and will be expanded and accelerated this year with the creation of the new Marin Wildfire Prevention Authority (MWPA). Funded by the passage of Marin's local Measure C, the MWPA will allow for Fire District participation to help coordinate and target areas of defined risk, with a reliable funding source making it possible to provide effective wildland fire mitigation, vegetation management, home hardening evaluations and other services. The MWPA program budgets and workplans will provide for ten years of enhanced wildfire prevention activities.

Division	Account Code	Description	Amount
9306	1003	<b>Regular Staff Salaries</b>	\$ 519,244
		Base salaries as designated by 2017/20 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. (1 B/C Fire Marshal, 1 Deputy Fire Marshal, 1 Fire Inspector, and 1 RPM Assistant)	519,244
9306	1019	<b>CTO Pay</b>	-
		As per District policy, CTO is reconciled at 96 hours per year.	-
9306	1020	<b>Overtime - Callback</b>	17,670
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	17,670
9306	1023	<b>Response Pay</b>	4,000
		Emergency Response Pay	4,000
9306	1025	<b>Vacation Pay</b>	11,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	11,000
9306	1026	<b>Education Incentive</b>	2,400
		MOU Education Incentives	2,400
9306	1402	<b>Retirement</b>	220,000
		A. Funds for employee retirement contributions including safety employer contribution of Tier I 51.59%, Tier II 55.38%, Tier III 41.82%, Tier IIIA 38.60% and non-safety employer contribution of 19.90% and education incentives to maximum 3%.	215,000
		B. Retirement on vacation cash out	5,000
9306	1404	<b>FICA Medicare</b>	8,600
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	8,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	400
		C. Medicare on vacation cash out	200
9306	1502	<b>Life Insurance</b>	2,000

## Risk Reduction, Prevention & Mitigation

Division	Account Code	Description	Amount
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District contributes \$12 or 50% whichever is greater of the life insurance premium for Fire Marshal.	2,000
9306	1510	<b><u>Dental Insurance</u></b>	17,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	17,000
9306	1513	<b><u>Health Insurance</u></b>	140,600
		A. Effective 1/1/2021 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	70,000
		B. Effective 1/1/2021 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	60,000
		C. Retiree health savings plan	10,600
9306	1514	<b><u>Vision Plan</u></b>	1,500
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	1,500
9306	1517	<b><u>Admin Allowance</u></b>	1,800
		Disability insurance allowance for non safety employees	1,800
9306	1706	<b><u>Deferred Compensation</u></b>	21,400
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	5,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	5,600
		C. Allowance for employees not participating in group medical	8,400
		D. Education incentive deferred compensation.	2,000

## Risk Reduction, Prevention & Mitigation

Division	Account Code	Description	Amount
9306	2026	<b><u>Investigative Tools</u></b>	<b>2,000</b>
		Investigative tools	2,000
9306	2039	<b><u>Schools and Seminars</u></b>	<b>8,900</b>
		A. State Fire Training Classes (Regional), 10 classes @ \$500 DFM, FI, FI-I, FI- I, RPM Assistant, WFMS x2	5,000
		B. Nor-Cal Code Classes, 12 classes @ \$200	2,400
		C. Fire Marshal Career Development	1,500
9306	2040	<b><u>Training Aids and Materials</u></b>	<b>17,000</b>
		A. Props, tools, equipment, stickers, hats, program support & , (3) logo pop-ups	10,000
		B. PSA's, Media Support, PIO	3,000
		C. Pamphlets and brochures	1,000
		D. MCFPO Safety House & Fire Investigation Team Fees	500
		E. CERT supplies	1,000
		F. Open House Supplies	1,000
		G. Smoke Alarms	500
9306	2049	<b><u>Conferences &amp; Meetings</u></b>	<b>4,600</b>
		Nor-Cal Fire Prevention Officers (4)	4,600
9306	2121	<b><u>Vegetation Mgmt</u></b>	<b>55,000</b>
		To provide for matching grant funds to neighborhood associations to chip brush associated with vegetation management for geographical areas of the Novato Wildland Fire Plan (2005).	55,000
9306	2131	<b><u>Books &amp; Periodicals</u></b>	<b>3,250</b>
		A. NFPA Amendment Service	1,500
		B. Barclay's CCR Title 19-subscription	250
		C. Reference materials - Fire prevention and Investigation	1,500
9306	2141	<b><u>Computer Supplies</u></b>	<b>6,000</b>
		(4) ipads with data plans	6,000
9306	2400	<b><u>Hydrants</u></b>	<b>18,000</b>
		A. Labor	16,000
		B. Materials	1,000
		C. Blue markers	1,000
9306	2401	<b><u>Memberships</u></b>	<b>1,475</b>

## Risk Reduction, Prevention & Mitigation

Division	Account Code	Description	Amount
		A. Nor Cal FPO Renewals 4 @ \$55 - 1 @ \$65	285
		B. ICC Government Voting Rights	240
		C. NFPA	200
		D. CCAI	450
		E. IAFC	300
<b>9306</b>	<b>2407</b>	<b><u>Office Supplies</u></b>	<b>500</b>
		Smoke Detector Cards	500
<b>9306</b>	<b>2718</b>	<b><u>Consulting Fees</u></b>	<b>103,100</b>
		A. Contract fire protection engineer as needed	20,000
		B. Consultant occupancy / inspection database updates	5,000
		C. Weed abatement-Code enforcement	10,000
		D. ARC GIS Editor License	1,600
		E. Hazmat Program Update	10,000
		F. Pre-plans (NPD partnership)	10,000
		G. Fire Life & Safety Consultant	5,000
		H. Inspect ER annual license	1,500
		I. Plan Review contract services	30,000
		J. Fire Investigation contract services	10,000
<b>9306</b>		<b>Total Risk Reduction Prevention Mitigation Operating Budget</b>	<b>\$ 1,187,039</b>

## Risk Reduction, Prevention & Mitigation

# Operations

The Operations Division is the largest division within the Novato Fire District and provides all-hazards emergency response services to the community. This includes but is not limited to emergency medical services, fire suppression, mitigation of disasters and advanced rescues.

The Operations Division supports several technical teams such as the Hazardous Materials Response Team (HMRT), the Urban Search and Rescue Team (USAR) and the North Bay Incident Management Team. The Operations Division is also an integral part of Novato's Emergency Operations Center (EOC) in which the Division works with other Novato governmental partners in the handling of large scale events within the District.

Operations personnel and equipment are the first line responders for the District emergency response system. The Division staffs five fire stations with 20 personnel daily. These highly trained first responders staff four fire engines, one truck company, two dedicated paramedic rescue ambulances and one Shift Battalion Chief. Our goal is to respond to *all* threats to life, property and the environment.

We often find ourselves being the community's first, and sometimes last, resort for help. We are almost always called first in an emergency and often called last when the community simply cannot find a resolution to their problem through any other public service or private company. In these situations, our philosophy is to find safe, effective, timely, and economical solutions.

Our mission is to care for, protect, and serve our communities.





Division	Account Code	Description	Amount
9307	1003	<b>Regular Staff Salaries</b>	\$ 4,693,533
		Base salaries as designated by 2017/20 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. (1 Deputy Chief, 3 Battalion Chiefs, 15 Captains, 15 Engineers, and 1 Mechanic)	4,693,533
9307	1019	<b>CTO Pay</b>	534,600
		A. As per District policy, CTO is reconciled at 96 hours per year.	527,000
		B. Deputy Fire Chief 80 hours CTO	7,600
9307	1020	<b>Overtime - Callback</b>	1,358,963
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	1,324,320
		B. Wildland duty coverage	34,643
9307	1021	<b>Out of Class Pay</b>	15,000
		Out of class pay for working outside of regular classification on regular shift	15,000
9307	1023	<b>Response Pay</b>	4,000
		Emergency Response Pay	4,000
9307	1025	<b>Vacation Pay</b>	194,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	137,000
		B. Vacation leave paid at retirement	57,000
9307	1026	<b>Education Incentive</b>	31,500
		MOU Education Incentives	31,500
9307	1402	<b>Retirement</b>	2,586,000
		A. Funds for employee retirement contributions including safety employer contribution of Tier I 51.59%, Tier II 55.38%, Tier III 41.82%, Tier IIIA 38.60% and non-safety employer contribution of 19.90% and education incentives to maximum 3%.	2,505,000
		B. Retirement on vacation cash out	73,000

## Operations

Division	Account Code	Description	Amount
		C. 5% longevity pay for employees with 25 to 30 years of service.	8,000
9307	1404	<b><u>FICA Medicare</u></b>	<b>102,700</b>
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	69,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	31,700
		C. Medicare on vacation cash out	2,000
9307	1502	<b><u>Life Insurance</u></b>	<b>13,000</b>
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District pays \$12 or 50% whichever is greater of the life insurance premium for B/C's.	13,000
9307	1510	<b><u>Dental Insurance</u></b>	<b>125,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	125,000
9307	1513	<b><u>Health Insurance</u></b>	<b>992,300</b>
		A. Effective 1/1/2021 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	490,000
		B. Effective 1/1/2021 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	440,000
		C. Retiree health savings plan	62,300
9307	1514	<b><u>Vision Plan</u></b>	<b>10,000</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	10,000
9307	1517	<b><u>Admin Allowance</u></b>	<b>1,800</b>
		Disability insurance allowance for non safety employees	1,800
9307	1704	<b><u>Sick Leave Buyback</u></b>	<b>137,000</b>
		Sick leave paid at retirement	137,000
9307	1706	<b><u>Deferred Compensation</u></b>	<b>193,700</b>

## Operations

Division	Account Code	Description	Amount
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	43,200
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	51,000
		C. Allowance for employees not participating in group medical	84,000
		D. Education incentive deferred compensation.	15,500
<b>9307</b>	<b>2020</b>	<b><u>Cal-OSHA Requirements</u></b>	<b>100,000</b>
		A. Wildland PPE	8,000
		B. Bi-Annual inspection/cleaning of structure gear (per NFPA)	13,000
		C. PPE - Leather Boots	4,000
		D. Structure PPE Replacement (5 sets of turnouts)	75,000
<b>9307</b>	<b>2034</b>	<b><u>Outside Assistance</u></b>	<b>11,000</b>
		A. Explorer Post	6,000
		B. 2020 recruit academy	5,000
<b>9307</b>	<b>2042</b>	<b><u>Extinguishing Agents</u></b>	<b>5,500</b>
		A. Fire Extinguisher Powder	500
		B. Class A and B Foam	5,000
<b>9307</b>	<b>2268</b>	<b><u>Special Fire Equipment &amp; Supplies</u></b>	<b>83,150</b>
		A. Misc. parts	500
		B. USAR uniforms and boots	2,000
		C. Small Batteries	1,000
		D. Thermal Imager Camera Repairs, misc parts.	500
		E. Flashlight Lenses, Bulbs (converting to LED)	1,000
		F. Repair & replacement of small tools (need to replace old handtools)	500
		G. Replacement Grant funded plates	6,450
		H. CO/Methane Monitors (5)	1,500
		I. Thermal Imager Camera Repairs, misc parts.	4,000

## Operations

Division	Account Code	Description	Amount
	J.	Fire hose	30,000
	K.	Nozzle & Fittings Repair	5,000
	M.	Door Emblems & Graphics	3,000
	N.	Cobra Chainsaw Chains	2,000
	O.	Replace 2 Chainsaws	1,700
	P.	Fire Locks	500
	Q.	Confined space equipment	10,000
	R.	Bailout Harness	10,000
	S.	Sprinkler kit	500
	T.	Mask Mounted Regulator with quick disconnect hose	3,000
<b>9307</b>	<b>Total Operations Operating Budget</b>		<b><u>\$ 11,192,746</u></b>

Operations

# Organizational Resources and Support Services

The Organizational Resources and Support Divisions support the Board of Directors, Command and Executive Staff, and all Novato Fire District personnel by providing the following support services:

- Executive Leadership
- Administrative Support Services
- Financial Management
- Human Resources Management
- General Legal Counsel and Labor Law Support Services
- IT, Radio, Telephone, and Wireless Communications Services
- Liability Insurance Coverage
- Services and Supplies
- All Risk Standards of Cover, and Strategic Planning
- Response time Data Analysis
- Vendor Contract Management
- Facilities, Apparatus, and Equipment

Strategic goals budgeted for and contained in this functional area of the organization include but are not limited to: Provide well maintained apparatus, facilities, and equipment that enable personnel to perform their jobs safely and effectively; identify, establish and support programs to enhance personal and professional development as well as health, safety and welfare of our people and our communities; define, maintain and update core documents within established time frames; elevate internal and external communications and enhance our use of current and future technology.

The Organization Resources and Support Division also supports the other Divisions as needed when the Emergency Operations Center is opened, during the recent Covid -19 operations, in recruitment and hiring process, and with logistical support at incidents when needed.



Division	Account Code	Description	Amount
9308	1003	<b>Regular Staff Salaries</b>	\$ 957,979
		Base salaries as designated by 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. Fire Chief, HR Manager, Admin Services Manager, Finance Director, Sr. Accountant, Accounting Specialist and 2 Administrative Assistants (1 Part-time).	957,979
9308	1019	<b>CTO Pay</b>	48,100
		A. As per District policy, CTO is reconciled at 96 hours per year.	31,000
		B. Fire Chief 100 hours CTO	10,800
		C. Finance Director 40 hours CTO	3,100
		D. Human Resources Manager 40 hours CTO	3,200
9308	1020	<b>Overtime - Callback</b>	2,000
		A. Overtime pay is paid to administration support staff at time and one-half of the base rate.	2,000
9308	1022	<b>Director Fees</b>	24,000
		\$200 fee is paid for each meeting attended, 12 regular meetings, 6 special meetings plus workshops, study sessions and committee meetings for five directors.	24,000
9308	1023	<b>Response Pay</b>	1,000
		Emergency Response Pay	1,000
9308	1025	<b>Vacation Pay</b>	24,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	24,000
9308	1402	<b>Retirement</b>	284,000
		A. Funds proposed for employee retirement contributions of 75% of Fire Chief's employee contribution, including additional safety employer contribution of Tier I 51.59% and non-safety employer contribution of Tier I 19.90% and Tier IIA 16.33%.	275,000
		B. Retirement on vacation cash out	9,000
9308	1404	<b>FICA Medicare</b>	15,000
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	14,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	600

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
		C. Medicare on vacation cash out	400
9308	1502	<b>Life Insurance</b>	<b>3,000</b>
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month. The District pays 100% of the life insurance premium per month for the Fire Chief.	3,000
9308	1510	<b>Dental Insurance</b>	<b>25,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	25,000
9308	1513	<b>Health Insurance</b>	<b>1,399,770</b>
		A. Effective 1/1/2021 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	100,000
		B. Effective 1/1/2021 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	90,000
		C. Retiree health savings plan	14,800
		D. Retiree health OPEB pre-funding contribution	1,194,970
9308	1514	<b>Vision Plan</b>	<b>2,000</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	2,000
9308	1517	<b>Admin Allowance</b>	<b>12,150</b>
		Disability insurance allowance for non safety employees	12,150
9308	1701	<b>Workers' Comp</b>	<b>1,150,880</b>
		A. FASIS Workers Compensation premiums net of estimated 4850 temporary disability reimbursements	1,078,680
		B. Athens Administration	30,000
		C. Self insured open claims	34,000
		D. Workers Comp actuarial study	3,200
		E. EDD Unemployment Insurance	3,000
		F. Self insurance fees miscellaneous	2,000
9308	1703	<b>Physicals</b>	<b>60,521</b>
		Annual employee physicals and fitness testing	60,521
9308	1706	<b>Deferred Compensation</b>	<b>58,658</b>

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	14,058
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	10,300
		C. Allowance for employees not participating in group medical	16,800
		D. Education incentive deferred compensation.	17,500
<b>9308</b>	<b>2021</b>	<b><u>Clothing</u></b>	<b>4,000</b>
		A. Badges & Insignia	1,000
		B. Class A uniforms	3,000
<b>9308</b>	<b>2027</b>	<b><u>Tool Replacement</u></b>	<b>3,500</b>
		Replacement of Broken/Worn-out tools & New Special Tools - Mechanics Shop	3,500
<b>9308</b>	<b>2028</b>	<b><u>Board Expense</u></b>	<b>13,500</b>
		A. Annual Board of Directors training & conferences	12,000
		B. Board events and miscellaneous	1,500
<b>9308</b>	<b>2029</b>	<b><u>Advertising</u></b>	<b>10,800</b>
		A. Legal Notices	1,000
		B. Website	9,800
<b>9308</b>	<b>2034</b>	<b><u>Outside Assistance</u></b>	<b>79,540</b>
		A. MHN Employee Assistance Program est \$1,088 per month	13,100
		B. Behavioral Health Training - Tim Dietz	6,140
		C. BHAP Miscellaneous	5,000
		D. Consulting for GEMT cost report, payroll systems audit, MCERA upload script, grant accounting, and CAFR	32,000
		E. Part-time front desk help	12,800
		F. Maintenance and repair of exercise equipment	2,000
		G. Injury prevention classes	3,500
		H. West Coast Post Trauma	5,000
<b>9308</b>	<b>2039</b>	<b><u>Schools and Seminars</u></b>	<b>2,650</b>
		A. Leadership Novato Tuition	2,400
		B. Computer classes and conferences for Admin Assistant staff	250

## Organizational Resources and Support Services



Division	Account Code	Description	Amount
9308	2041	<b>Food</b>	<b>20,000</b>
		Food for incidents, events, classes, meetings	20,000
9308	2049	<b>Conferences &amp; Meetings</b>	<b>22,700</b>
		A. Cal Chiefs Conference	7,500
		B. FDAC Conference	4,000
		C. Accountants Continuing Professional Education	1,500
		D. CAC training	1,200
		E. AFSS Annual Education Forum / CSDA Conf	3,500
		F. Telestaff Annual Conference	5,000
9308	2050	<b>Equipment Testing</b>	<b>44,750</b>
		A. Service SCBA Air Compressor	4,000
		B. Annual SCBA flow testing and repairs	10,000
		C. Annual Hose and ground ladder testing	20,000
		D. Annual Test of Shop Trolley Crane	500
		E. Annual Test and Service for rescue tool	3,500
		F. Annual Test and Repair of Shop Lifts	3,000
		G. Annual Test of Aerial Ladder	1,500
		H. Opacity Testing	1,750
		I. Smog Testing	500
9308	2059	<b>Liability &amp; Property</b>	<b>158,700</b>
		Buildings, property and liability insurance	158,700
9308	2074	<b>School and Seminars</b>	<b>5,500</b>
		California Fire Mechanics Academy	5,500
9308	2087	<b>Parts &amp; Outside Labor</b>	<b>200,000</b>
		Parts & accessories required to maintain & repair vehicles by District personnel, Outside labor that cannot be performed in the District Shop & tire replacement	200,000
9308	2088	<b>Shop Supplies</b>	<b>6,000</b>
		A. Mechanic Uniform Services (S62): Weekly	3,000
		B. Sundry supplies for shop operations: welding rods, nuts, bolts, hose clamps, electrical supplies and inventory items needed for maintenance of equipment	3,000
9308	2129	<b>Election Expense</b>	<b>59,000</b>

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
		Director vacancies - Elections	59,000
<b>9308</b>	<b>2131</b>	<b><u>Books &amp; Periodicals</u></b>	<b>300</b>
		Periodicals/reference books (National Fire/EMS Directory, Fire Engineering, MarinScope)	300
<b>9308</b>	<b>2137</b>	<b><u>Document Reproduction</u></b>	<b>6,000</b>
		Annual Service Contract for Copiers Admin	6,000
<b>9308</b>	<b>2141</b>	<b><u>Computer Supplies</u></b>	<b>79,100</b>
		A. MDT / Tablet Command - Reserve iPads and Mounting Equipment	6,900
		B. Toner (laser printers)	13,000
		C. Cisco Switch Support/Warranty	8,000
		D. Computer Replacement (40)	40,000
		E. 6 surface pros with MIFI / laptops For 6 WMS	7,200
		F. Laptop with Extended Keyboard	2,000
		G. Dual Monitors replacement	2,000
<b>9308</b>	<b>2151</b>	<b><u>Computer System Software</u></b>	<b>180,200</b>
		A. Target Solutions	12,000
		B. Avenza software	4,500
		C. PS Trax	2,500
		D. MDT / Tablet Command - Annual Licenses and Subscription (25 licenses)	18,000
		E. MDT / Tablet Command - Cradlepoint NetCloud subscriptions for Chiefs vehicles & MDT Specific Apps	5,100
		F. MDT / Tablet Command / Telestaff staffing integration annual cost	1,000
		G. Software Updates and New Software Tab Command	4,000
		H. TeleStaff license renewal & software upgrades Gateway Mgr	22,000
		I. Exchange server host Rackspace	21,600
		J. Emergency Reporting Annual Service Fee	12,000
		K. Cisco ASA 5515 Firewalls support / warranties	10,000
		L. Proof Point	3,600
		M. Zendesk Trouble Ticket system	4,000
		N. Veritas (Symantec) Backup Exec renewal	1,500
		O. Trend Micro Renewal	2,000
		P. Overland Storage Warranty	1,500

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
		Q. Dell Physical server warranties	5,000
		R. VMWare licensing	5,000
		S. Wireless Access Point licensing/warranties	4,200
		T. Filemaker Pro Licenses	10,000
		U. Airwatch licenses, annually	4,000
		V. Mobile Tech Committee software purchases	2,000
		W. Cisco Vsphere software	1,500
		X. Cisco Verizon Private Ntwrk router license/support	2,500
		Y. New Shared Calendar system	1,200
		Z. Nixle Alerting Software	5,000
		AA. Informacast VOIP Paging	1,000
		AB. Cisco VPN AnyConnect	1,000
		AC. Jabber Cisco Software	3,500
		AD. Cisco Video Conference Subscription	9,000
<b>9308</b>	<b>2164</b>	<b><u>Computer Hardware Maintenance</u></b>	<b>153,300</b>
		A. Laser Printer Maintenance and Repair	4,000
		B. Hardware upgrades and repair	6,000
		C. Marin IT support services	121,000
		D. Compellent Servers and San support/warranties	8,300
		E. UPS Server room annual maintenance (Power Maintenance/S and J)	2,000
		F. UPS Batteries	6,000
		G. UPS Upgrade all stations	6,000
<b>9308</b>	<b>2262</b>	<b><u>Hazardous Materials Prog</u></b>	<b>10,000</b>
		Annual expense for participation in the Marin County Hazardous Materials JPA	10,000
<b>9308</b>	<b>2268</b>	<b><u>Special Fire Equipment &amp; Supplies</u></b>	<b>10,000</b>
		Fire scene respirator protection	10,000
<b>9308</b>	<b>2269</b>	<b><u>Property Tax Fee</u></b>	<b>328,125</b>
		A. County of Marin property tax collection fee	275,000
		B. County of Marin special assessment collection fee	32,000
		C. LAFCO charge	21,000
		D. County of Marin special assessment data fee	125
<b>9308</b>	<b>2273</b>	<b><u>Empl Service &amp; Recog</u></b>	<b>6,500</b>

## Organizational Resources and Support Services

Account		Description	Amount
Division	Code		
		Employee recognition	6,500
<b>9308</b>	<b>2396</b>	<b>Facilities Prevent Maintenance</b>	<b>150,199</b>
		A. HVAC	20,000
		B. Landscaping	45,000
		C. Generators	11,000
		D. Carpet / tile cleaning	15,000
		E. Elevator	3,500
		F. Garage Doors	4,000
		G. Fire Spinkler systems	3,500
		H. Septic system	999
		I. Fire Extinguishers	3,000
		J. Janitorial Service	10,000
		K. Pest Control	9,000
		L. CUPA	3,200
		M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections	5,000
		N. Water Dispensers (all sites)	4,000
		O. Sta 64 grease trap	2,000
		P. BAQQ Annual Permit Fee	5,000
		Q. Station 61 boiler prevent main	2,000
		R. annual monitoring fee (generators)	4,000
<b>9308</b>	<b>2397</b>	<b>Facilities Projects</b>	<b>195,000</b>
		A. Ergonomic Work Station Adjustments (all sites): As needed	1,000
		B. Convert Landscape Irrigation Drip	24,000
		C. Station 62 retaining wall	15,000
		D. Contract with firm to provide a bundle energy program	25,000
		E. replace all interior lighting with LED	50,000
		F. Video Surveillance , St 1, 2, 3, 5	6,000
		G. Replace boundary fence at Station 62	18,000
		H. Shelves / Racks St.63	2,000
		I. Chairs for Station 65	2,000
		J. Sta 62 retaining wall repair	20,000
		K. HVAC deep clean / mold	12,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
		L. External monitoring for all district generators	15,000
		M. Video cabling/Front Office cabling/Frnt Ofc back wall	5,000
<b>9308</b>	<b>2398</b>	<b><u>Facilities Repairs</u></b>	<b>136,500</b>
		A. Appliances	6,000
		B. Carpet Cleaning	1,500
		C. Electrical	3,000
		D. Garage Doors	25,000
		E. Generators (all sites): Repairs	10,000
		F. Heating Ventilation Air Conditioning	35,000
		G. Landscaping	2,000
		H. Minor repairs to all facilities	10,000
		I. Plumbing	10,000
		J. Roofing repairs	10,000
		K. Security Services (Admin & S65): 24/7/365	13,000
		L. Plymovent repairs	6,000
		M. S62: Septic Tank Repairs	2,000
		N. Fire Sprinkler repairs	3,000
<b>9308</b>	<b>2399</b>	<b><u>Station Supplies</u></b>	<b>20,000</b>
		Supplies used in the everyday maintenance of the fire Stations	20,000
<b>9308</b>	<b>2401</b>	<b><u>Memberships</u></b>	<b>41,810</b>
		A. Government Finance Officers Association	160
		B. IAFC	500
		C. FDAC	500
		D. MCFCA Installation Event	1,500
		E. MC Fire Chiefs	21,000
		F. Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red	1,650
		G. Firestrong Annual membership	1,500
		H. Marin Map Phase II	5,000
		I. Nor Cal Fire Mechanics (4 members)	1,000
		K. CA Fire Chiefs Membership	1,200
		L. Fire District Assoc FDAC	500
		M. CSDA	7,300

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2406	<b>Payroll Service Charge</b>	<b>46,700</b>
		A. Payroll processing, quarterly reports, W-2 reports, direct deposit activity, ADP training classes and miscellaneous bank charges	44,000
		B. WageWorks POP and FSA Annual and Monthly Fees	2,700
9308	2407	<b>Office Supplies</b>	<b>50,400</b>
		A. CA Labor Law Posters for all Stations and Admin	400
		B. Supplies for office use	25,000
		C. Customer survey forms - printing	1,000
		D. Records and archiving and shredding	6,000
		E. Lease/service contract for postage machine	4,000
		F. NFD Neopost Postage	7,000
		G. Printing envelopes, business cards, certificate covers	7,000
9308	2501	<b>Gas, Oil &amp; Grease Vehicles</b>	<b>133,550</b>
		A. Auto mileage and tolls (Fast Trac fees)	2,700
		B. #2 Diesel fuel	55,000
		C. Gasoline	55,000
		D. Haz/Mat Disposal, motor oil, filters	1,500
		E. Service and Haz/Mat disposal of solvent tank	1,500
		F. BAAQMD - tank permits	2,500
		G. Fuel Tanks (S61, S62, S65): Quarterly Inspections, Maintenance and Repairs	15,000
		H. Small Engine Lubricants	250
		I. Paint Fuel Tanks at S61, S62, S64,S65	100
9308	2510	<b>Out of County Logistics</b>	<b>10,000</b>
		Food, lodging, fuel and miscellaneous for deployed resources	10,000
9308	2528	<b>Central Dispatch</b>	<b>425,000</b>
		Marin County Communications Center dispatch fee	425,000
9308	2530	<b>Emergency Operations Center</b>	<b>37,500</b>
		Emergency Services Consultant Contract	37,500
9308	2533	<b>Marin Emergency Radio Authority</b>	<b>228,000</b>
		A. MERA operational cost	112,000
		B. MERA Capital Bond Repayment	104,000
		C. MERA new debt	12,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2537	<b><u>Radio &amp; MDC Maintenance</u></b>	<b>107,600</b>
		A. Communication equipment repairs, replacement, parts, labor, and maintenance	18,000
		B. MDC Service Agreement with MCSO	64,000
		C. Big Rock Raws Maintenance	200
		D. Robin Hood Raws Maintenance	200
		E. VHF Radio annual programing & FCC Maint	14,500
		F. 5 Year RAWs sensor replacement	10,700
9308	2713	<b><u>Legal Fees</u></b>	<b>125,000</b>
		District Counsel, Personnel, and Litigation fees.	125,000
9308	2717	<b><u>Audit &amp; Accounting Fees</u></b>	<b>36,600</b>
		A. Annual audit	22,000
		B. Audit services - agreed upon procedures	5,000
		C. Government Finance Officers Association CAFR & PAFR fees	700
		D. CAFR statistics	900
		E. OPEB Actuarial Valuation Fees	8,000
9308	2718	<b><u>Consulting Fees</u></b>	<b>171,820</b>
		A. Community communications and outreach	50,000
		B. SOC Consultant Support	80,000
		C. Statistics Vendor Support	11,000
		D. Pre-employment background and testing	18,000
		E. Lexipol	7,320
		F. Lynx GIS Map Support	5,500
9308	2731	<b><u>Water</u></b>	<b>30,000</b>
		Costs charged by North Marin Water District for water usage	30,000
9308	2732	<b><u>Electricity</u></b>	<b>120,000</b>
		Costs charged by Pacific Gas & Electric for electricity & Gas usage.	120,000
9308	2736	<b><u>Garbage</u></b>	<b>28,000</b>
		Cost of Garbage and Trash Pickup (Special Pickups)	28,000
9308	2737	<b><u>Sewage</u></b>	<b>25,000</b>
		Costs charged by Novato Sanitary District for sewer service	25,000
9308	2738	<b><u>Telephone System</u></b>	<b>192,100</b>
		A. MDT / Tablet Command - Verizon Unlimited Data Plans	17,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
	B.	MDT / Tablet Command - AT&T Unlimited Data Plans	12,000
	C.	Vcom Lease lines	45,000
	D.	Alpha Pagers	2,400
	E.	Satellite Phone Service Contract	2,400
	F.	Conference Call Services	1,000
	G.	Marin.org fees (Fiber optic to County)	31,000
	H.	Comcast/ATT DSL services	4,000
	I.	Dish Satellite TV Services Admin	1,300
	J.	Verizon Cardiac Monitor Lines	1,200
	K.	Verizon Business Lines	2,000
	L.	Voxeo Aspect phones for Telestaff	1,200
	M.	Verizon Private Network	3,000
	N.	MDC data plans modem lines	16,000
	O.	Video Conferencing services - Web Ex	4,000
	P.	ATT Wireless	14,000
	Q.	Verizon Wireless	26,000
	R.	Verizon EOC Wireless phones	600
	S.	Phone line monitoring Fire Station Sprinklers	8,000
<b>9308</b>	<b>Total Organization Resources &amp; Support Operating Budget</b>		<b>\$ 7,783,002</b>

## Organizational Resources and Support Services



Division	Account Code	Description	Amount
9308	3301	<b><u>Debt Service - Principal Payments</u></b>	<b>535,866</b>
		A. Bank of Marin - 12 monthly mortgage principal payments	228,866
		B. Station 64 - Principal Payments	307,000
9308	3302	<b><u>Debt Service - Interest Payments</u></b>	<b>41,982</b>
		A. Bank of Marin - 12 monthly mortgage interest payments	16,294
		B. Station 64 - Interest Payments	25,688
9308		<b>Total Organizational Resources &amp; Support Debt Service Budget</b>	<b><u>\$ 577,848</u></b>

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	4048	<b>Building Facilities</b>	<b>1,840,000</b>
		A. Training tower project	1,500,000
		B. Emergency generator replacement x3	240,000
		C. Station 62 re-roof (felt)	100,000
9308	4815	<b>Fire Suppression Equipment</b>	<b>1,810,000</b>
		A. Aerial Ladder Truck	1,200,000
		B. 3 Utility vehicles	180,000
		C. 1 Type 3 Engine	430,000
9308	4818	<b>Exercise Equipment</b>	<b>11,000</b>
		A. Replacement of exercise equipment	4,000
		B. Treadmills	7,000
9308	4834	<b>Communication &amp; Computers &amp; Equipment</b>	<b>25,500</b>
		A. BK GPH/KNG portable radio support	3,000
		B. 4 New Cal Fire BK Mobile Radios	17,500
		C. Run Map updates (Blue)	5,000
9308	4880	<b>Data Processing - Computers &amp; Equipment</b>	<b>30,000</b>
		A. Dell Compellant & Server refresh	20,000
		B. Photocopier/fax/scanner	10,000
9308		<b>Total Organizational Resources and Support Capital Budget</b>	<b>\$ 3,716,500</b>

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6810	<b><u>Rainy Day Fund</u></b> Rainy Day Fund minimum two months of expenditures	\$ 4,199,942
9308	6979	<b><u>Wildland Fire Mitigation Fund</u></b> Funds to support resources for wildland fire mitigation plan	\$ -
9308	6981	<b><u>EMS Capital Equipment Reserve</u></b> Funds for Emergency Medical Services equipment replacement	200,000
9308	6983	<b><u>Unemployment Insurance Reserve</u></b> The District is self-insured for unemployment insurance	35,100
9308	6984	<b><u>Apparatus Replacement</u></b> This reserve is maintained to insure that all apparatus and vehicles are replaced as per the District's Replacement Schedule	3,990,000
9308	6985	<b><u>Facility Capital Improvement</u></b> These funds are maintained to provide necessary funding for future construction of fire facilities	500,000
9308	6986	<b><u>Management Info Sys Reserve</u></b> Funds for management information systems due to technological enhancements	167,000
9308	6987	<b><u>Retirement Unfunded Liability</u></b> Funds are to provide for retirement unfunded liability	2,470,000
9308	6992	<b><u>Workers Comp Fund Reserve</u></b> Reserve for open self insured Workers Compensation claims	951,000
9308	6993	<b><u>Retiree Health Benefits Reserve</u></b> Funds are to provide future payment of retiree health benefits	2,309,120

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6995	<b><u>Debt Sinking Fund</u></b> Funds are to provide future principal payments on the unpaid apparatus lease purchase payments	-
9308	6996	<b><u>Protective Equipment Reserve</u></b> Funds are to provide for future replacement of personal protective equipment	180,000
9308	6999	<b><u>Compensated Absences</u></b> Funds are for unused sick leave, vacation and other leave	1,106,166
9308		<b>Total Committed and Assigned Fund Balances</b>	<b><u>\$ 16,108,328</u></b>

# Training and Education

The Training and Education Division coordinates and provides a wide variety of training opportunities to the District and members of the public. The Division is led by an Operations Battalion Chief and utilizes internal and external instructors for the delivery of training services.

The Division provides extensive training to its own members, community and fire service leadership through:

- Regularly scheduled training in structural and wildland fire suppression tactics, emergency vehicle operations, auto extrication, special operations rescue systems to include confined space rescue, and hazardous material incident mitigation. Conducts live fire training for both structural and wildland firefighting when opportunities exist.
- Coordination and delivery of training to our Explorer post and Community Emergency Response Team.(CERT)
- Development and testing of acting engineers, captains, and battalion chiefs, and coordinating access to career development courses.
- Coordinates joint training with our local law enforcement agencies and coordinates training with the MCFCA Training Officers
- Coordinates both the Vocational Education Program and the California Joint Apprenticeship Committee (CalJAC).
- Maintains current and best practices in professional operations and training associations through memberships on the local and state level.
- Ensuring best practice compliance with contemporary risk management guidelines and applicable safety standards and regulations.
- The Training and Education Division is in the process of upgrading our current training facility located at Station 62 with a new training tower and classroom. The training facility is utilized daily by the Novato Fire Protection District, local Marin County Fire and law enforcement agencies and local neighborhood groups throughout the Novato Fire Protection District.
- Leads both the Research and Development Committee and the Safety Committee
- Assists in all levels of hiring new employees from the hiring process to the new recruit academy through their 12 month probationary period
- Manages the Target Solutions training system and the NWCG Red Card qualification database
- Involved in all in-servicing of new tools and equipment
- Maintains and updates all taskbooks for all personnel



Division	Account Code	Description	Amount
9313	1003	<b>Regular Staff Salaries</b>	\$ 162,075
		Base salaries as designated by 2017/19 Memorandum of Understanding with Battalion Chief Officers Association for 1 Battalion Chief.	162,075
9313	1019	<b>CTO Pay</b>	1,000
		As per District policy, CTO is reconciled at 96 hours per year.	1,000
9313	1020	<b>Overtime - Callback</b>	104,500
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	93,000
		B. Wildland duty coverage	11,500
9313	1023	<b>Response Pay</b>	2,000
		Emergency Response Pay	2,000
9313	1025	<b>Vacation Pay</b>	6,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	6,000
9313	1402	<b>Retirement</b>	99,000
		A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and safety employer contribution of Tier I 51.59% and education incentives to maximum 3%.	95,000
		B. Retirement on vacation cash out	4,000
9313	1404	<b>FICA Medicare</b>	4,800
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	3,000
		B. Medicare on overtime and CTO	1,700
		C. Medicare on vacation cash out	100
9313	1502	<b>Life Insurance</b>	500
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month.	500
9313	1510	<b>Dental Insurance</b>	5,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	5,000
9313	1513	<b>Health Insurance</b>	34,200

## Training and Education

Division	Account Code	Description	Amount
		A. Effective 1/1/2021 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	17,000
		B. Effective 1/1/2021 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	16,000
		C. Retiree health savings plan	1,200
9313	1514	<b><u>Vision Plan</u></b>	<b>500</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	500
9313	1706	<b><u>Deferred Compensation</u></b>	<b>2,900</b>
		A. Per Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan.	1,200
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	1,700
9313	2039	<b><u>Schools and Seminars</u></b>	<b>78,700</b>
		A. Career Development Guide-Based Courses	20,000
		B. Instructor, Contemporary Topic	20,000
		C. Conferences (Fresno TO, FDIC)	10,000
		D. Special Operations - Burn Permits e.t.c. BAAQMD	200
		E. Shift BC Continuing Education (Chief Officer Certification)	16,000
		F. Fire Control 3 Fixed Facilities Course. 6 members	12,000
		G. ISFSI, Sims U Share, additional memberships(no longer use evals.net)	500
9313	2040	<b><u>Training Aids and Materials</u></b>	<b>15,000</b>
		A. Vent training prop, Burn Room Construction / Maintenance / Creams	15,000
9313	2131	<b><u>Books &amp; Periodicals</u></b>	<b>1,100</b>
		A. NWCG Supplies	500
		B. Station Libraries - Fire Engineering Texts	600
9313		<b>Total Training Operating Budget</b>	<b>\$ 517,275</b>

## Training and Education



Novato Fire District  
Board of Directors  
Lj Silverman, President  
Bruce Goines, Vice President  
William Davis, James Galli, Steve Metcho

**Date:** July 28, 2020

**Topic:** Property and Casualty Insurance Renewal

**Recommendation**

Board approval is requested to accept Staff's recommendation to purchase the District's property and casualty insurance policies from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2020 through August 31, 2021.

**Background**

Gallagher sought quotes from three carriers. The incumbent, American Alternative Insurance Corp (VFIS), Allied World/FirePlus, Fire Agencies Insurance Risk Authority (FAIRA). Although, FAIRA quoted a lower premium, joining FAIRA requires a loss ratio of 40% or less. The District's current loss ratio is 70%. Unlike VFIS, earthquake is excluded under FAIRA. Joining FAIRA requires a three-year commitment.

**Financial Impact**

VFIS offers an 8.5% overall increase in premiums over the 2019-2020 fiscal year. Gallagher's commission remains unchanged at 15%. The total cost for Property and Casualty premiums is proposed at \$126,531, and Pollution Legal Liability at \$10,457. Until last year, Pollution Liability was not part of the District's insurance portfolio.

As shown in Table 1 below, the District is still realizing a cost savings after the 2017 RFP, although, portable equipment and auto premiums have continued to increase. This "hardening of the market" is caused by insurers pulling out of the commercial auto market and leaving those insurers that continue to write new and renewal business without competition, and the ability to recoup their losses. The District should expect continued steep increases in auto premiums in the 2021-2022 fiscal year.

Refer to Table 2 below for a comparison of premiums from last fiscal year to the current fiscal year by insurance type. Refer to Table 3 for a comparison of the premium paid for Pollution Legal Liability last fiscal year and the proposed premium this year. All other deductibles and coverages remain the same.

**Options**

District could request quotes from other insurance brokers. This would require removing our current broker as the Broker of Record during the bidding process.



<b>Table 1</b>			
<b>Expenditure Change – Last Four (4) Years</b>			
<b>Fiscal Year</b>	<b>Premium</b>	<b>Percentage Change from Previous Year</b>	<b>Event Causing Change</b>
2016-2017	\$153,067		
2017-2018	\$112,390	-28%	New broker obtained who brought the District's insurance needs to market. Moved from carrier VFIS to Allied World.
2018-2019	\$111,996	-0.4%	VFIS lowered premiums, increased coverages, and offered earthquake coverage. District elected to award business back to VFIS.
2019-2020	\$116,584	4.6%	Auto and portable equipment premiums increased sharply.
2020-2021	\$126,531	8.5%	Auto and portable equipment premiums continue to increase.

<b>Table 2</b>			
<b>Premium Comparison – Property &amp; Casualty</b>			
<b>Coverage</b>	<b>VFIS 2019-2020</b>	<b>VFIS 2020-2021</b>	<b>% Change</b>
All Risk Property	\$33,412	\$32,968	+1.9%
Portable Equipment	\$2,048	\$2,593	+28.3%
Commercial General Liability	\$13,667	\$14,119	+3.3%
Public Officials & Management Liability	\$20,126	\$20,340	+1.1%
Business Automobile	\$25,013	\$32,605	+26.3%
Commercial Excess Liability	\$22,664	\$23,906	+5.8%
<b>Total Premium (including taxes &amp; fees)</b>	<b>\$116,930</b>	<b>126,531</b>	<b>+8.5%</b>

Table 3			
Premium Comparison – Pollution Liability			
Coverage	Navigators Specialty 2019-2020	Illinois Union Insurance 2020-2021	% Change
Pollution Legal Liability	\$12,888	\$10,457	-23%

**Reviewed by:**

\_\_\_\_\_ Administration  
 \_\_\_\_\_ EMS  
 \_\_\_\_\_ Finance  
 \_\_\_\_\_ Risk Reduction, Prevention and Mitigation  
 \_\_\_\_\_ Human Resources  
 \_\_\_\_\_ Operations

Approved by:



Bill Tyler  
 Fire Chief

**Attachments:** Proposal of Insurance from Arthur J. Gallagher & Co. Insurance Brokers



## Proposal of Insurance

### Novato Fire Protection District

95 Rowland Way  
Novato, CA 94945

**Presented:** July 21, 2020  
**Effective:** September 1, 2020

**Susan Blankenburg**  
Area Executive Vice President  
**Gregory A. Kelson, CRIS**  
Client Service Manager

**Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.**  
License Number - 0726293  
1160 Battery Street, Suite 360  
San Francisco, CA 94111  
**(415) 546-9300**



**Gallagher**

Insurance | Risk Management | Consulting

## Table of Contents

<b>Service Team .....</b>	<b>3</b>
<b>Program Structure.....</b>	<b>4</b>
Named Insured.....	5
Premium, Exposure & Rate Summary.....	6
Market Review.....	7
Location Schedule.....	8
Program Details.....	9
Package - Property - American Alternative Insurance Corp.....	9
Package - General Liability - American Alternative Insurance Corp.....	11
Package - Automobile - American Alternative Insurance Corp.....	12
Package - Management Liability - American Alternative Insurance Corp.....	16
Umbrella - American Alternative Insurance Corp.....	18
Pollution Legal Liability - Navigators Specialty Insurance Company.....	19
Pollution Legal Liability - Illinois Union Insurance Company.....	22
Premium Summary.....	25
Payment Plans.....	27
<b>Carrier Ratings and Admitted Status.....</b>	<b>28</b>
<b>Proposal Disclosures.....</b>	<b>29</b>
Proposal Disclosures.....	30
<b>Client Signature Requirements .....</b>	<b>31</b>
Surplus Lines Notice - California.....	32
Client Authorization to Bind Coverage.....	34
<b>Appendix .....</b>	<b>36</b>
Bindable Quotations & Compensation Disclosure Schedule.....	37
Binding Requirements.....	38

## Service Team

**Susan Blankenburg** has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME / TITLE	PHONE / ALT. PHONE	EMAIL
<b>Susan Blankenburg</b> Area Executive Vice President	(415) 536-8417	Susan_Blankenburg@ajg.com
<b>Greg Kelson</b> Client Service Manager / Account Representative	(415) 536-8466	Greg_Kelson@ajg.com
<b>Alex Banks</b> Client Service Associate	(415) 536-4004	Alex_Banks@ajg.com
<b>Ron Green</b> Senior Client Service Associate / Certificate Specialist	(415) 536-8432	Ron_Green@ajg.com

**Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.**

Main Office Phone Number: (415) 546-9300

## Program Structure

## Named Insured

LINE OF COVERAGE	NAMED INSURED
Commercial Package	<b>Novato Fire Protection District</b>
Pollution Legal Liability	<b>Novato Fire Protection District</b>

**Note:** Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.

## Premium, Exposure & Rate Summary

	2019-2020	2020-2021	% Change
<b>EXPOSURES</b>			
Total Insurable Values (TIV)	\$30,816,444	\$31,322,866	2%
Number of Runs	5,978	6,206	3.8%
Number of Personnel including Directors (EE)	77	83	7.8%
Number of Vehicles	40	42	5.0%
<b>RATES</b>			
All Risk Property - per \$100 TIV	0.1050	0.1053	0.3%
Portable Equipment - per \$1 value	0.0674	0.0864	28.3%
Commercial General Liability - per run	\$2.29	\$2.28	-0.5%
Public Officials & Management Liability - per EE	\$261.38	\$245.06	-6.2%
Business Automobile - per vehicle	\$645.53	\$776.31	20.3%
Excess Liability - per run	\$3.78	\$3.85	1.9%
<b>PREMIUM</b>			
All Risk Property	\$32,354	\$32,968	1.9%
Portable Equipment	\$2,021	\$2,593	28.3%
Commercial General Liability	\$13,667	\$14,119	3.3%
Public Officials & Management Liability	\$20,126	\$20,340	1.1%
Business Automobile	\$25,821	\$32,605	26.3%
Excess Liability	\$22,595	\$23,906	5.8%
<b>TOTAL PREMIUM (including taxes &amp; fees)</b>	<b>\$116,584</b>	<b>\$126,531</b>	<b>8.5%</b>



## Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE	PREMIUM
<b>PACKAGE (incl. UMBRELLA)</b>			
<b>American Alternative Insurance Corp (incumbent)</b>	Package/Umbrella	Recommended Quote - Includes \$31M Limit for Earthquake	\$126,531.00
<b>Chubb</b>	Package/Umbrella	Declined to Quote – Does not meet Underwriting Requirements	
<b>Allied World/FirePlus</b>	Package/Umbrella	Indication - Can not offer Quake coverage	\$132,516.00
<b>Fire Agencies Insurance Risk Authority (FAIRA)</b>	Package/Umbrella	Quoted - Joining FAIRA requires a loss ratio of 40% or less. The District's current loss ratio is 70%. We can revisit when the District's loss ratio is in the 40-50% range. - Annual premium is shown. Premium will be pro-rated upon joining. - Would require a 3-year commitment. - Earthquake is excluded under this policy.	\$105,359.00
<b>POLLUTION LEGAL LIABILITY</b>			
<b>Navigators Specialty Insurance Company (incumbent)</b>	Pollution Legal Liability	Quoted - \$1M Limit / \$10K deductible - \$2M Limit / \$10K deductible	\$12,919.67 \$17,416.21
<b>Illinois Union Insurance Company</b>	Pollution Legal Liability	Quoted - \$1M Limit - \$10K deductible - \$2M Limit / \$10K deductible	\$10,457.16 \$14,551.02
<b>XL Insurance Company</b>	Pollution Legal Liability	Declined to Quote – Does not meet Underwriting Requirements	

## Location Schedule

LINE OF COVERAGE	LOC # / BLDG #	LOCATION ADDRESS
Package - Property	1/1	7025 Redwood Blvd Novato, CA 94945
	2/1	65 San Ramon Way Novato, CA 94945
	3/1	450 Atherton Ave Novato, CA 94945
	3/2	450 Atherton Ave Novato, CA 94945
	4/1	AP#155-010-21 Novato, CA 94945
	5/1	AP#14333033 CR Water TK Novato, CA 94945
	6/1	95 Rowland Way Novato, CA 94945
	7/1	5 Bolling Circle Novato, CA 94945
	8/1	319 Enfrente RD Novato, CA 94949

## Program Details

**Coverage:** Package - Property  
**Carrier:** American Alternative Insurance Corp  
**Policy Period:** 9/1/2020 to 9/1/2021

**Coverage:**

LOCATION DETAILS	SUBJECT OF INSURANCE	LIMIT TYPE	AMOUNT
	Blanket Contents Limit	Limit	\$8,092,688
Loc.#/Bldg.# 1/1	Building	Limit	\$6,059,815
Loc.#/Bldg.# 2/1	Building	Limit	\$2,234,698
Loc.#/Bldg.# 3/1	Building	Limit	\$4,206,217
Loc.#/Bldg.# 3/2	Building	Limit	\$17,680
Loc.#/Bldg.# 4/1	Building	Limit	\$9,334
Loc.#/Bldg.# 5/1	Building	Limit	\$226,035
Loc.#/Bldg.# 6/1	Building	Limit	\$4,156,566
Loc.#/Bldg.# 7/1	Building	Limit	\$3,735,644
Loc.#/Bldg.# 8/1	Building	Limit	\$2,809,998
Loc.#/Bldg.# 1/1	Contents	Limit	\$4,510,013
Loc.#/Bldg.# 2/1	Contents	Limit	\$451,906
Loc.#/Bldg.# 3/1	Contents	Limit	\$883,305
Loc.#/Bldg.# 6/1	Contents	Limit	\$872,879
Loc.#/Bldg.# 7/1	Contents	Limit	\$784,486
Loc.#/Bldg.# 8/1	Contents	Limit	\$590,099
	Optional Coverages:		
	Special Property Floater - 2007 Sky Trak Forklift 8042 (Serial Number: 0160026980)	Limit	\$38,900
	Portable Equipment		
	-Schedule of Search and Rescue Dogs: Black Labrador	Limit	\$30,000

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	Property Deductible	\$1,000
Deductible	Earthquake - Loc.#/Bldg.# 1/1-8/1, 3/2 Each	5%
Deductible	Flood - Loc.#/Bldg.# 1/1-8/1, 3/2 Each	\$1,000
Deductible	Optional Coverages:	

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	-Special Property Floater	\$1,000
Deductible	Portable Equipment	\$500

**Valuations:**

DESCRIPTION	LIMITATIONS
Guaranteed Replacement Cost	Building, Portable Equipment
Replacement Cost	Contents

**Perils Covered:**

TYPE	DESCRIPTION
Special Form Perils	Applies

**Exclusions include, but are not limited to:**

DESCRIPTION
Earth Movement Exclusion
Flood Exclusion
Government Action Exclusion
War Exclusion
Nuclear Hazard, Power Failure

**Other Significant Terms and Conditions/Restrictions:**

DESCRIPTION
Blanket Portable Equipment Coverage - Covered For - All Causes of Physical Loss Unless Excluded Premium includes Portable Equipment Premium of \$2,904

<b>Premium</b>	<b>\$32,968.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$32,968.00</b>

**Coverage:** Package - General Liability  
**Carrier:** American Alternative Insurance Corp  
**Policy Period:** 9/1/2020 to 9/1/2021

**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
General Liability	Occurrence	Not Applicable	Not Applicable

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Each Occurrence or Medical Incident	Limit	\$1,000,000	
Personal and Advertising Injury	Limit	\$1,000,000	Each Offense
Fire Damage Legal Liability	Limit	\$1,000,000	Any One Fire
Medical Expense	Limit	\$10,000	Each Accident
General Aggregate (the total payable in any policy term)	Limit	\$10,000,000	
Products / Completed Operations Aggregate (the total payable in any policy term)	Limit	\$10,000,000	

<b>Premium</b>	<b>\$14,119.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$14,119.00</b>

**Subject to Audit: Not Auditable**

**Coverage:** Package - Automobile  
**Carrier:** American Alternative Insurance Corp  
**Policy Period:** 9/1/2020 to 9/1/2021

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	COVERED AUTOS
Bodily Injury / Property Damage Combined Single Limit	Limit	\$1,000,000	1
Medical Payments	Limit	\$5,000	7
Uninsured Motorists	Limit	\$1,000,000	2
Underinsured Motorists Insurance	Limit	\$1,000,000	2
Hired & Borrowed Vehicles		Included	
Commandeered Vehicles		Included	
Volunteers/Employees as Insureds Under Non-Owned Autos		Included (Excess)	
Temporary Substitute Vehicles		Included	
Fellow Member Liability		Included	
Incidental Garage Liability		Included	
Comprehensive		ACV, cost to repair or replace, or stated amount, whichever is less	7, 8
Collision		ACV, cost to repair or replace, or stated amount, whichever is less	7, 8

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	Comprehensive	\$1,000
Deductible	Collision	\$1,000

**Covered Autos:**

SYMBOL	SYMBOL NAME	DESCRIPTION OF COVERED AUTO DESIGNATION SYMBOLS
1	Any Auto	
2	Owned Autos Only	Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	Owned Private Passenger Autos Only	Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	Owned Autos Other Than Private Passenger Autos Only	Only those autos you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.

**Covered Autos:**

SYMBOL	SYMBOL NAME	DESCRIPTION OF COVERED AUTO DESIGNATION SYMBOLS
5	Owned Autos Subject To No-Fault	Only those autos you own that are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.
6	Owned Autos Subject To A Compulsory Uninsured Motorists Law	Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists' requirement.
7	Specifically Described Autos	Only those autos described in Item Three of the Declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in Item Three).
8	Hired Autos Only	Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent, or borrow from any of your employees, partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
9	Nonowned Autos Only	Only those autos you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes autos owned by your employees, partners (if you are a partnership), members (if you are a limited liability company), or members of their households but only while used in your business or your personal affairs.
19	Mobile Equipment Subject To Compulsory Or Financial Responsibility Or Other Motor Vehicle Insurance Law Only	Only those autos that are land vehicles and that would qualify under the definition of mobile equipment under this policy if they were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where they are licensed or principally garaged.

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

Note: The Medical Payments limit of \$5,000 applies to the following vehicle(s): All Covered Autos

**Auto Disclaimer:**

Commercial Auto policies utilize a set of coverage symbols to stipulate a category of covered autos. One or more symbols are assigned to each coverage purchased indicating which autos that coverage applies to. Please refer to your policy and make certain that you read and understand the various auto symbols and associated descriptions. Specific symbols may apply to either a particular kind of vehicle or the vehicle's ownership status. The symbols could also differ depending upon whether the coverage is for liability or physical damage. Also, in certain circumstances, an insurance company may agree to provide coverage for an auto scenario that is not described in the auto symbols. When this occurs, a unique symbol and related description is used. If you have any questions regarding the auto symbols or associated descriptions contained in your policy, please contact us.

<b>Premium</b>	<b>\$32,605.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$32,605.00</b>

**Subject to Audit: Not Auditable**

**Vehicles:**

VEH#	YEAR	MAKE MODEL	VIN	DEDUCT OTC	DEDUCT COLL
1	1994	Spartan / Pumper	4S7CT9E04RC013958	\$1,000	\$1,000
2	1994	Halin / Trailer	4K2UF071XRM014089	\$1,000	\$1,000
3	1998	Spartan / Pumper	457AT1495WC026583	\$1,000	\$1,000
4	2001	Int'l / Pumper	1HTSEADN21H285554	\$1,000	\$1,000
5	2001	Ford / Amb Als	1FDXE45F01HA96134	\$1,000	\$1,000
6	2002	Chevrolet / Pick-Up	1GCEK19T22E159417	\$1,000	\$1,000
7	2002	Chevrolet / Pick-Up	1GCEK19T02E160257	\$1,000	\$1,000
8	2003	Spartan / Pumper Ldh	4S7AT2F913C043115	\$1,000	\$1,000
9	2003	Spartan / Pumper Ldh	4S7AT2F9XC043114	\$1,000	\$1,000
10	2004	Int'l Rescue / Hvy	1HTWEADR04J021640	\$1,000	\$1,000
11	2007	Spartan / Pumper Ldh	4S7AT2F9X8C059708	\$1,000	\$1,000
12	2007	Spartan / Pumper Ldh	4S7AT2F918C059709	\$1,000	\$1,000
13	2008	Freightliner / Tanker	1FVACYDJ37HY88692	\$1,000	\$1,000
14	2008	Chevy / Malibu	1G1ZF57528F281236	\$1,000	\$1,000
15	2008	Chevy / Service	1GNFK13058R279031	\$1,000	\$1,000
16	2008	Ford / Van	1FBSS31L28DB42565	\$1,000	\$1,000
17	2012	Chevy / First Responder	1GC1KXEG5CF159868	\$1,000	\$1,000
18	2012	Chevy / First Responder	1GNSKAE04CR218113	\$1,000	\$1,000
19	2012	Chevy / First Responder	1GNSKAE02CR221186	\$1,000	\$1,000
20	2012	Chevy / First Responder	1GNSKAE09CR220939	\$1,000	\$1,000
21	2012	Ford / Amb Als	1FDXE4FS8CDA55871	\$1,000	\$1,000
22	2012	Ford / Amb Als	1FDXE4FS1CDA55873	\$1,000	\$1,000
23	2013	Spartan / Aerial Device	4S7AU2E9XDC076355	\$1,000	\$1,000
24	2015	Ford / Service	1FT7X2B69FEB81456	\$1,000	\$1,000
25	2015	Ford / Service	1FT7X2B62FEB81458	\$1,000	\$1,000
26	2015	Ford / Service	1FT7X2B60FEB81457	\$1,000	\$1,000
27	2015	Ver-Mac / Trailer	2S9US3111FS132252	\$1,000	\$1,000
28	2015	Ver-Mac / Trailer	2S9US3113FS132253	\$1,000	\$1,000
29	2016	Ford / Amb Als	1FDXE4FS5GDC55726	\$1,000	\$1,000
30	2016	Ford / Amb Als	1FDXE4FS7GDC55727	\$1,000	\$1,000
31	2016	Ford / Service	1FT7W2B65GEB17385	\$1,000	\$1,000
32	2016	Ford / Service	1FT7W2B69GEB17387	\$1,000	\$1,000
33	2017	Chevy / Tahoe	1GNSKAKC1HR213201	\$1,000	\$1,000
34	2017	Ford / Service	1FDRF3G69HED53283	\$1,000	\$1,000
35	2018	Dodge / Service	3C6UR5CJ8JG277928	\$1,000	\$1,000
36	2018	International / Pumper	3HAWETAR7JL345715	\$1,000	\$1,000
37	2018	Spartan / Pumper	4S7AT2E97JC085268	\$1,000	\$1,000
38	2018	Spartan / Pumper	4S7AT2E99JC085269	\$1,000	\$1,000
39	2019	Dodge / Ram	3C6UR5CJ7KG673897	\$1,000	\$1,000
40	2019	Dodge / Ram	3C6UR5CJ7KG673898	\$1,000	\$1,000



**Vehicles:**

VEH#	YEAR	MAKE MODEL	VIN	DEDUCT OTC	DEDUCT COLL
41	2019	Dodge / Ram	3C6UR5CJ7KG673899	\$1,000	\$1,000
42	2020	Spartan / Pumper Ldh	4S9AEETB4KS419546	\$1,000	\$1,000
43	2019	Ford / Amb Als	1FDXE4FS4KDC63020	\$1,000	\$1,000

**Coverage:** Package - Management Liability  
**Carrier:** American Alternative Insurance Corp  
**Policy Period:** 9/1/2020 to 9/1/2021

**Form Number:**

**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Management Liability	Claims Made		

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT
Each Offense or Wrongful Act	Limit	\$1,000,000
Aggregate (the total payable in any policy term)	Limit	\$10,000,000
Defense Expense for Injunctive Relief	Limit	\$50,000

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	Applicable to Loss and Loss Adjustment Expenses	\$5,000

**Claims Made Coverage:**

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within (60) days of the expiration date. The cost of this extended reporting period is up to 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within (365) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

DESCRIPTION
"Claim" means a written or oral notice, including "suit", from any party that it is their intention to hold the insured responsible for damages arising out of an offense or "wrongful act" by the insured.

**Incident or Claim Reporting Provision:**

REPORTING CONDITION TYPE	DESCRIPTION
Claim	<p>a. You must see to it that we are notified as soon as practicable of an offense or "wrongful act" which may result in a "claim" or "suit". To the extent possible, notice should include:</p> <ul style="list-style-type: none"> <li>(1) How, when and where the offense or "wrongful act" took place; and</li> <li>(2) The names and addresses of any person seeking damages or of any witnesses.</li> </ul> <p>b. If a "claim" is made or "suit" is brought against any insured, you must:</p> <ul style="list-style-type: none"> <li>(1) immediately record the specifics of the claim" or "suit" and the date received; and</li> <li>(2) Notify us as soon as practicable. You must see to it that we receive written notice of the "claim" or "suit" as soon as practicable.</li> </ul>

**Incident or Claim Reporting Provision:**

REPORTING CONDITION TYPE	DESCRIPTION
	<p>c. You and any other involved insured must:</p> <ul style="list-style-type: none"> <li>(1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the "claim" or "suit";</li> <li>(2) Authorize us to obtain records and other information;</li> <li>(3) Cooperate with us in the investigation, settlement or defense of the "claim" or "suit"; and</li> <li>(4) Assist us, upon our request, in the enforcement of any right against any person or organization which may be liable to the insured because of damages to which this insurance may also apply.</li> </ul> <p>d. No insured will, except at their own cost, voluntarily make a payment, assume any obligation, or incur any expense without our written consent.</p> <p>e. Notice shall be deemed given as soon as practicable if it is given by the person to whom you have delegated such responsibility as soon as practicable after they become aware of an offense or "wrongful act".</p>

**Binding Requirements:**

DESCRIPTION
<p>Subject to:</p> <p>-Claims-Made Management Liability Supplemental Application</p>

<b>Premium</b>	<b>\$20,340.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$20,340.00</b>

**Coverage:** Package - Umbrella  
**Carrier:** American Alternative Insurance Corp  
**Policy Period:** 9/1/2020 to 9/1/2021

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Each Occurrence	Limit	\$10,000,000	
Annual Aggregate	Limit	\$20,000,000	
Unmanned Aircraft (Drones)	Sublimit	\$1,000,000	Each Occurrence/Aggregate

**Underlying Policies:**

COVERAGE	DESCRIPTION	LIMIT	CARRIER NAME	EFFECTIVE DATE	EXPIRATION DATE
Auto	Limit of Liability	\$1,000,000	American Alternative Insurance Corporation	9/1/2020	9/1/2021
General Liability and Professional Liability	Limit of Liability	\$1,000,000	American Alternative Insurance Corporation	9/1/2020	9/1/2021
Management Liability	Limit of Liability	\$1,000,000	American Alternative Insurance Corporation	9/1/2020	9/1/2021

**Other Significant Terms and Conditions/Restrictions:**

DESCRIPTION
Unlimited Defense Costs: The cost to defend you against covered claims is the responsibility of the company and will not erode your liability limits
Unmanned Aircraft (Drones): Coverage is included for unmanned aircraft that is owned, operated, rented or loaned to you

<b>Premium</b>	<b>\$23,906.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$23,906.00</b>

**Subject to Audit: Not Auditable**

**Coverage:** Pollution Legal Liability  
**Carrier:** Navigators Specialty Insurance Company  
**Policy Period:** 9/1/2020 to 9/1/2021

**Form Number:** NAV ESP TLKT II (05/19)

**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
A – Pollution Liability for Your Insured Sites	Claims Made	9/1/2019	
B – Pollution Liability for Your Off-Site Activities	Claims Made	9/1/2019	

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
A – Pollution Liability for Your Insured Sites	Limit	\$1,000,000	Each Occurrence
A – Pollution Liability for Your Insured Sites	Limit	\$1,000,000	Aggregate
B – Pollution Liability for Your Off-Site Activities	Limit	\$1,000,000	Each Occurrence
B – Pollution Liability for Your Off-Site Activities	Limit	\$1,000,000	Aggregate
Policy Aggregate	Limit	\$1,000,000	
Supplemental Claim Expense Limit:	Limit	\$250,000	
Fungus/Legionella	Limit	\$50,000	

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	A – Pollution Liability for Your Insured Sites	\$10,000
Deductible	B – Pollution Liability for Your Off-Site Activities	\$10,000

**Claims Made Coverage:**

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within (90) days of the expiration date. The cost of this extended reporting period is up to 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within 36 months days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

DESCRIPTION
Claim or claims means a written demand or notice received by an insured alleging liability on your part for bodily injury, property damage, or cleanup costs caused by a pollution incident to which this insurance applies.

**Incident or Claim Reporting Provision:**

REPORTING CONDITION TYPE	DESCRIPTION
Claim	<p>In the event that an insured receives a claim or becomes aware of a pollution incident which may give rise to loss under this policy, the insured must notify us as soon as practicable utilizing any of the following methods, or by utilizing any other methods or addresses which may be substituted by us by endorsement to this policy:</p> <ol style="list-style-type: none"> <li>1. by electronic mail to the Claims Department at <a href="mailto:newloss@navg.com">newloss@navg.com</a>; or</li> <li>2. by telephone at 855-444-4796; or</li> <li>3. by mail to the Danbury Claims office.</li> </ol> <p>Notice to us should contain the following information:</p> <ol style="list-style-type: none"> <li>1. the current contact information of the person(s) giving notice to us;</li> <li>2. the time and location of the pollution incident;</li> <li>3. a description of the circumstances giving rise to the pollution incident including how and when you become aware of the pollution incident;</li> <li>4. the names and addresses of any injured persons and witnesses; and</li> <li>5. all other information which is relevant to the claim, pollution incident, or loss.</li> </ol> <p>Thereafter, the insured is required to submit to us as soon as practicable, but in no event longer than sixty (60) days from the date of our request, any information related to the notice which we may reasonably request including but not limited to any relevant contracts, technical reports, laboratory data, field notes, or documents generated by an insured in the investigation of any potential loss hereunder, whether or not these materials are deemed by any insured to be relevant. If a claim is made against any insured, you must immediately send us copies of any demands, notices, summonses or legal papers received in connection therewith.</p> <p>If any insured makes any claim under this policy knowing such claim to be false or fraudulent, as regards to the amount or otherwise, this policy shall become null and void, and all coverage hereunder shall be forfeited</p>

**Endorsements include, but are not limited to:**

DESCRIPTION
Environmental Site Pollution Liability Toolkit II - NAV ESP TLKT II (05/19)
NAV ENV Policy Jacket (Non NY) - NAV NSIC ENV POLICY JCKT (01/11)
Emergency Response Policy Holder Notice - NAV ENV ERS (02/11)
OFAC Endorsement - NAV-ML-002 (11/12)
California Complaint Notice - NSIC CA NOTICE (09/16)
Notice of Claim Form - NENV CN 01 (04/17)
Schedule of Insured Site(s) Endorsement - NENV 9005 (05/19)
Coverage B - Amendment to Site Specific Endorsement (Subject to Coverage B Retroactive Date) - NENV 9171 (05/19)
Material Change in Use of Insured Site - Intended Use Exclusion Endorsement - NENV 9026 (05/19)
Environmental Crisis Management Endorsement - NENV 9111 (05/19)

**Exclusions include, but are not limited to:**

DESCRIPTION
Coverage A - Exclusion for Pollutants in Tanks, Containers, or Building Systems or Equipment (With Bodily Injury Exception) Endorsement - NENV 9091 (05/19)

**Exclusions include, but are not limited to:**

DESCRIPTION
Absolute Perfluoroalkyl Substances, Polyfluoroalkyl Substances (PFOA, PFAS, GENX) and Aqueous Film- Foaming Foam Exclusion Endorsement - NENV Manuscript (03/13)
Terrorism Exclusion with Certified Act of Terrorism Exception Endorsement - NENV 9104 (05/19)
Full Terrorism Exclusion (Including Certified Act of Terrorism) Endorsement - NENV 9103 (05/19)

**Binding Requirements:**

DESCRIPTION
Subject to:
- Please provided detailed listing of all storage tanks (USTs and ASTs) located at all insured locations. - Required at Binding
- In order to secure fungus coverage for 450 Atherton Ave, please provide a summary of actions taken to address visual areas of fungus/mold growth noted in Section 6 part d of 2019 submitted application. - Required at Binding
- Copy of any Environmental Reports and Correspondence with Environmental Regulatory Agencies - Required at Binding
- If electing to Purchase TRIA Terrorism coverage please provide either: (1) written instructions to bind TRIA Terrorism coverage within the Request to bind email to us or (2) return the signed TRIA Terrorism Insurance Coverage Notice Form provided within the Quote proposal. - Required at Binding
- Completed and signed Navigators Environmental Application - Required at Binding

**Other Significant Terms and Conditions/Restrictions:**

DESCRIPTION
1: All Coverages, Limits, Sub-Limits and Endorsements Referenced Herein are Subject to (and not in Addition to) the Policy Aggregate Limit Shown Above. The Limits on Multi-Year Policies do not Reinstate Annually.

<b>Premium</b>	<b>\$12,513.00</b>
<b>Taxes</b>	
CA Surplus Lines	\$375.39
<b>Total Taxes</b>	<b>\$375.39</b>
<b>Fees</b>	
CA Stamping Fee	\$31.28
<b>Total Fees</b>	<b>\$31.28</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$12,919.67</b>
Minimum Earned Premium -	<b>25.00 %</b>

**Optional Coverages:**

DESCRIPTION	NEW	AMOUNT	DEDUCTIBLE / SELF-INSURED RETENTION	OTHER	PREMIUM	TAX
Option 2 - \$2M Limit	No	\$2,000,000	\$10,000		\$16,868.00	\$548.21

**Subject to Audit: Not Auditable**

**Coverage:** Pollution Legal Liability  
**Carrier:** Illinois Union Insurance Company  
**Policy Period:** 9/1/2020 to 9/1/2021

**Form Number:**

**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Pollution Legal Liability	Claims Made and Reported	9/1/2019	

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Limit of Liability	Limit	\$1,000,000 / \$1,000,000 / Aggregate	Per Pollution Condition or Indoor Environmental Condition

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Self-Insured Retention	Per Pollution Condition or Indoor Environmental Condition	\$10,000

**Claims Made Coverage:**

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within (90) days of the expiration date. The cost of this extended reporting period is 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within (33 months) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

DESCRIPTION
"Claim" means the written assertion of a legal right received by the "insured" from a third-party, or from another "insured" that is party to an "environmental indemnity obligation", including, but not limited to, a "government action", suits or other actions alleging responsibility or liability on the part of the "insured" for "bodily injury", "property damage" or "remediation costs" arising out of "pollution conditions" or "indoor environmental conditions" to which this insurance applies.

**Incident or Claim Reporting Provision:**

REPORTING CONDITION TYPE	DESCRIPTION
Claim	<p>A. Without limiting the specific requirements contained in any Insuring Agreement or any other exposure-specific reporting requirements contained within this Policy, the "insured" shall also see to it that the Insurer receives notice of any "claim" or "first-party claim", as soon as practicable, by one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Provide written notice to the address, fax number, or email address identified in Item 8.a. of the Declarations to this Policy; or</li> </ol>



**Incident or Claim Reporting Provision:**

REPORTING CONDITION TYPE	DESCRIPTION
	<p>2. Provide verbal or electronic notice utilizing the Environmental Incident Alert 24-hour Emergency Response and Incident Reporting System by calling the telephone number identified in Item 8. of the Declarations to this Policy or by using the associated telephone web application, respectively.</p> <p>Such notice should include reasonably detailed information as to:</p> <ol style="list-style-type: none"> <li>1. The identity of the "insured", including contact information for an appropriate person to contact regarding the handling of the "claim" or "first-party claim";</li> <li>2. The identity of the "covered location";</li> <li>3. The nature of the "claim" or "first-party claim"; and 4. Any steps undertaken by the "insured" to respond to the claim" or "first-party claim".</li> </ol> <p>B. The "insured" must:</p> <ol style="list-style-type: none"> <li>1. As soon as practicable, send the Insurer copies of any demands, notices, summonses or legal papers received in connection with any "claim";</li> <li>2. Authorize the Insurer to obtain records and other information;</li> <li>3. Cooperate with the Insurer in the investigation, settlement or defense of the "claim";</li> <li>4. Assist the Insurer, upon the Insurer's request, in the enforcement of any right against any person or organization which may be liable to the "insured" because of "loss" to which this Policy may apply; and</li> <li>5. Provide the Insurer with such information and cooperation as it may reasonably require.</li> </ol> <p>C. No "insured" shall make or authorize an admission of liability or attempt to settle or otherwise dispose of any "claim", without the written consent of the Insurer. Nor shall any "insured" retain any consultants or "catastrophe management firms", or incur any "first-party remediation costs" or "catastrophe management costs" with respect to a "first-party claim", without the prior consent of the Insurer, except for "emergency response costs".</p> <p>D. Upon the discovery of a "pollution condition" or indoor environmental condition", the "insured" shall make every attempt to mitigate any loss and comply with applicable "environmental law". The Insurer shall have the right, but not the duty, to mitigate such "pollution conditions" or "indoor environmental condition" if, in the sole judgement of the Insurer, the "insured" fails to take reasonable steps to do so. In that event, any "remediation costs" or "catastrophe management costs" incurred by the Insurer shall be deemed incurred by the "insured", and shall be subject to the "self-insured retention" and Limits of Liability identified in the Declarations to this Policy.</p> <p>For the purposes of fulfilling the notice requirements contained in the Insuring Agreements to this Policy, notice supplied pursuant to one or more of the verbal or electronic notice mechanisms specifically contemplated in Subsection A., above, or on the Declarations, shall constitute written notice to the Insurer.</p>

**Additional Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT
Defense Aggregate Limit	Sublimit	\$750,000

**Endorsements include, but are not limited to:**

DESCRIPTION
Premises Pollution Liability Insurance Policy - PF-44887b (08/18)
Dedicated Defense Aggregate Limit Endorsement - PF-44917a (03/20)
Notice of Cancellation Amendatory (Generic Time Frame) Endorsement - PF-44957 (09/14)

**Endorsements include, but are not limited to:**

DESCRIPTION
Schedule of Covered Locations Schedule Endorsement - PF-44913 (09/14)
Service of Suit Endorsement - SL-34255a (01/16)
Signatures - LD-5S23j (03/14)
California Surplus Lines Notification - SL-17888 (01/20)
Chubb Producer Compensation Practices & Policies - ALL-20887a (03/16)
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders - ILP 001 01 04

**Exclusions include, but are not limited to:**

DESCRIPTION
Specific Pollution Conditions or Indoor Environmental Conditions Exclusionary Endorsement - PF-48662 (01/17)
Trade or Economic Sanctions Endorsement - ALL-21101 (11/06)

**Binding Requirements:**

DESCRIPTION
Completed, signed and dated Chubb Environmental application
Completed and signed TRIA disclosure form
Receipt and review of any emergency response management plans, hazardous materials inventory sheets, if available.

<b>Premium</b>	<b>\$10,128.00</b>
<b>Taxes</b>	
CA Surplus Lines Tax	\$303.84
<b>Total Taxes</b>	<b>\$303.84</b>
<b>Fees</b>	
CA Stamping Fee	\$25.32
<b>Total Fees</b>	<b>\$25.32</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$10,457.16</b>
Minimum Earned Premium -	<b>25.00 %</b>
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	<b>\$522.45</b>

**Optional Coverages:**

DESCRIPTION	NEW	AMOUNT	DEDUCTIBLE / SELF-INSURED RETENTION	OTHER	PREMIUM	TAX
Option 2 - \$2M Limit	No	\$2,000,000	\$10,000		\$14,093.00	\$458.02

**Subject to Audit: Not Auditable**

## Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM(S)			
		ESTIMATED COST		PROGRAM 1 (RECOMMENDED)		PROGRAM 2 (RECOMMENDED)	
<b>Package</b>	Premium	American Alternative Insurance Corp	\$118,114.00	American Alternative Insurance Corp	\$102,625.00	American Alternative Insurance Corp	\$102,625.00
	Taxes	(Munich Re America Corporation Group)	-	(Munich Re America Corporation Group)	-	(Munich Re America Corporation Group)	-
	Srchrg & Asmnt		-		-		-
	Total Fees		-		-		-
	<b>Estimated Cost</b>		<b>\$118,114.00</b>		<b>\$102,625.00</b>		<b>\$102,625.00</b>
	<b>Cost</b>		-		-		-
	Annualized Cost		-		-		-
TRIA Premium							
<b>Umbrella</b>	Premium		-	American Alternative Insurance Corp	\$23,906.00		\$23,906.00
	Taxes		-	(Munich Re America Corporation Group)	-		-
	Srchrg & Asmnt		-		-		-
	Total Fees		-		-		-
	<b>Estimated Cost</b>		-		<b>\$23,906.00</b>		<b>\$23,906.00</b>
	<b>Cost</b>		-		N/A		-
	Annualized Cost		-		-		-
TRIA Premium							

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM(S)			
		ESTIMATED COST		PROGRAM 1 (RECOMMENDED)		PROGRAM 2 (RECOMMENDED)	
<b>Pollution Legal Liability</b>	Premium	Navigators Specialty Insurance Company	\$12,888.00	Illinois Union Insurance Company (Chubb)	\$10,128.00	Navigators Specialty Insurance Company (Navigators Insurance Group)	\$12,513.00
	Taxes		\$386.64		\$303.84		\$375.39
	Srchrg & Asmnt		-		-		-
	Total Fees		\$25.78		\$25.32		\$31.28
	<b>Estimated Cost</b>		<b>\$13,300.42</b>		<b>\$10,457.16</b>		<b>\$12,919.67</b>
	Annualized Cost		-		-		-
	TRIA Premium		-		-		-
<b>Total Estimated Program Cost</b>			<b>\$131,414.42</b>		<b>\$136,988.16</b>		<b>\$139,450.67</b>

Quote from **American Alternative Insurance Corp (Munich Re America Corporation Group)** is valid until **9/1/2020**

Quote from **American Alternative Insurance Corp (Munich Re America Corporation Group)** is valid until **10/18/2020**

Quote from **Navigators Specialty Insurance Company (Navigators Insurance Group)** is valid until **8/14/2020**

Quote from **Illinois Union Insurance Company (ACE Group)** is valid until **9/1/2020**

Gallagher is responsible for the placement of the following lines of coverage:

- Package**
- Umbrella**
- Pollution Legal Liability**

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

This proposal of insurance features insurance policies which contain cancellation provisions to refund premium other than on a pro-rata basis for such occurrences including but not limited to non-payment of premium (short rate penalty provisions). At your request, we can detail the terms of such cancellation provisions.

## Payment Plans

CARRIER / PAYABLE CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
<b>American Alternative Insurance Corp (Munich Re America Corporation Group)</b>	Package	Prepaid	Agency Bill
<b>American Alternative Insurance Corp (Munich Re America Corporation Group)</b>	Umbrella	Prepaid	Agency Bill
<b>Navigators Specialty Insurance Company (Navigators Insurance Group)</b>	Pollution Legal Liability	Prepaid	Agency Bill
<b>Illinois Union Insurance Company (ACE Group)</b>	Pollution Legal Liability	Prepaid	Agency Bill

## Carrier Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING & FINANCIAL SIZE CATEGORY *	ADMITTED/NON-ADMITTED **
<b>American Alternative Insurance Corp</b>	A+ XV	Admitted
<b>Illinois Union Insurance Company</b>	A++ XV	Non-Admitted
<b>Navigators Specialty Insurance Company</b>	A+ XI	Non-Admitted

\*Gallagher companies use A.M. Best rated insurers and the rating listed above was verified on the date the proposal document was created.

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\*\*If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

## Proposal Disclosures

## Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

### Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

### Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com) or by regular mail at:

Chief Compliance Officer  
Gallagher Global Brokerage  
Arthur J. Gallagher & Co.  
2850 Golf Rd.  
Rolling Meadows, IL 60008

### TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

The TRIPRA program increases the amount needed in total losses by \$20 million each calendar year before the TRIPRA program responds from the 2015 trigger of \$100 million to \$200 million by the year 2020.

TRIPRA is set to expire on December 31, 2020. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2020. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.



## Client Signature Requirements

## **IMPORTANT NOTICE:**

- 1. The insurance policy that you are applying to purchase is being issued by an insurer that is not licensed by the State of California. These companies are called “nonadmitted” or “surplus line” insurers.**
- 2. The insurer is not subject to the financial solvency regulation and enforcement that apply to California licensed insurers.**
- 3. The insurer does not participate in any of the insurance guarantee funds created by California law. Therefore, these funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised.**
- 4. The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or “surplus line” broker or contact the California Department of Insurance at the toll-free number 1-800-927-4357 or internet website [www.insurance.ca.gov](http://www.insurance.ca.gov). Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also visit the NAIC’s internet website at [www.naic.org](http://www.naic.org). The NAIC—the National Association of Insurance Commissioners—is the regulatory support organization created and governed by the chief insurance regulators in the United States.**
- 5. Foreign insurers should be licensed by a state in the United States and you may contact that state’s department of insurance to obtain more information about that insurer. You can find a link to each state from this NAIC internet website: [https://naic.org/state\\_web\\_map.htm](https://naic.org/state_web_map.htm).**

**6. For non-United States (alien) insurers, the insurer should be licensed by a country outside of the United States and should be on the NAIC’s International Insurers Department (IID) listing of approved nonadmitted non-United States insurers. Ask your agent, broker, or “surplus line” broker to obtain more information about that insurer.**

**7. California maintains a “List of Approved Surplus Line Insurers (LASLI).” Ask your agent or broker if the insurer is on that list, or view that list at the internet website of the California Department of Insurance: [www.insurance.ca.gov/01-consumers/120-company/07lasli/lasli.cfm](http://www.insurance.ca.gov/01-consumers/120-company/07lasli/lasli.cfm).**

**8. If you, as the applicant, required that the insurance policy you have purchased be effective immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker’s fee charged for this insurance will be returned to you.**

**Date: \_\_\_\_\_**

**Insured: \_\_\_\_\_**

**D-1 (Effective January 1, 2020)**

## Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 7/20/2020, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	COVERAGE/CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<b>Package</b>
	American Alternative Insurance Corp
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<i>TRIA</i>
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<b>Umbrella</b>
	American Alternative Insurance Corp
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<i>TRIA</i>
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<b>Pollution Legal Liability</b>
<input type="checkbox"/> Option # 1	Navigators Specialty Insurance Company
<input type="checkbox"/> Option # 2	Navigators Specialty Insurance Company - Option 2 - \$2M Limit
<input type="checkbox"/> Option # 3	Illinois Union Insurance Company
<input type="checkbox"/> Option # 4	Illinois Union Insurance Company - Option 2 - \$2M Limit
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<i>TRIA</i>

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

---

**Producer/ Insured Coverage Amendments and Notes:**

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**Exposures and Values**

We confirm the payroll, values, schedules, and other data contained in the proposal, and submitted to the underwriters, are compiled from information provided by you and we acknowledge it is our responsibility to see that such information is updated and maintained accurately. For renewal policies, if no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies.

Gallagher's liability to Client arising from any acts or omissions of Gallagher shall not exceed \$20 million in the aggregate. Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages or attorneys' fees. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with this Agreement or any Services provided hereunder may be brought by either party any later than two (2) years after the accrual of such claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

I have read, understand and agree that the above information is correct and has been disclosed to us prior to authorizing Gallagher to bind coverage and/or provide services to us.

By: \_\_\_\_\_  
Print Name (Specify Title)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## Appendix



## Bindable Quotations & Compensation Disclosure Schedule

Client Name: Novato Fire Protection District

COVERAGE(S)	CARRIER NAME(S)	WHOLESALER, MGA, OR INTERMEDIARY NAME <sup>1</sup>	EST. ANNUAL PREMIUM <sup>2</sup>	COMM.% OR FEE <sup>3</sup>	GALLAGHER U.S. OWNED WHOLESALER, MGA, OR INTERMEDIARY %
Package			--		
Property	American Alternative Insurance Corp (Munich Re America Corporation Group)	N/A	\$37,337.00	15 %	
General Liability			\$14,260.00	15 %	
Automobile			\$32,605.00	15 %	
Management Liability			\$21,224.00	15 %	
Umbrella	American Alternative Insurance Corp (Munich Re America Corporation Group)	N/A	\$24,625.00	15 %	
Pollution Legal Liability	Navigators Specialty Insurance Company (Navigators Insurance Group)	N/A	\$12,513.00	20 %	
Pollution Legal Liability	Illinois Union Insurance Company (ACE Group)	N/A	\$10,128.00	15 %	

<sup>1</sup> We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

<sup>2</sup> If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

\* A verbal quotation was received from this carrier. We are awaiting a quotation in writing.

<sup>3</sup> The commission rate is a percentage of annual premium excluding taxes & fees.

\* Gallagher is receiving \_\_\_% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.

## Binding Requirements

COVERAGE (ISSUING CARRIER)	BINDING REQUIREMENT
<b>Package</b> American Alternative Insurance Corp	<b>Property</b> - N/A
	<b>General Liability</b> - N/A
	<b>Automobile</b> - N/A
	<b>Management Liability</b> - Subject to:
	<b>Management Liability</b> - -Claims-Made Management Liability Supplemental Application
<b>Umbrella</b> American Alternative Insurance Corp	N/A
<b>Pollution Legal Liability</b> Navigators Specialty Insurance Company	Subject to:
	- Please provided detailed listing of all storage tanks (USTs and ASTs) located at all insured locations. - Required at Binding
	- In order to secure fungus coverage for 450 Atherton Ave, please provide a summary of actions taken to address visual areas of fungus/mold growth noted in Section 6 part d of 2019 submitted application. - Required at Binding
	- Copy of any Environmental Reports and Correspondence with Environmental Regulatory Agencies - Required at Binding
	- If electing to Purchase TRIA Terrorism coverage please provide either: (1) written instructions to bind TRIA Terrorism coverage within the Request to bind email to us or (2) return the signed TRIA Terrorism Insurance Coverage Notice Form provided within the Quote proposal. - Required at Binding
	- Completed and signed Navigators Environmental Application - Required at Binding
<b>Pollution Legal Liability</b> Illinois Union Insurance Company	Completed, signed and dated Chubb Environmental application
	Completed and signed TRIA disclosure form
	Receipt and review of any emergency response management plans, hazardous materials inventory sheets, if available.





Novato Fire District  
Board of Directors  
Lj Silverman, President  
Bruce Goines, Vice President  
William Davis, James Galli, Steve Metcho

**Date:** July 29, 2020

**Topic:** FEMA Corrective Actions

**Recommendation**

Board approval is requested to adopt revisions to our Purchasing, Depreciation, and Records Retention policies to address findings noted by FEMA during their on-site review, and implement the corrective actions needed to comply with Federal regulations in the areas noted

**Background**

FEMA's Grants Management Division conducted an on-site review on March 4, 2020 to assess Novato Fire District's accounting of grant funds, documented policies, procedures, disbursement records and expenditures related to an Assistance to Firefighters Grant (AFG) awarded in 2015. A set of monitoring protocols were used and six areas were determined to be out-of-compliance with federal financial regulations.

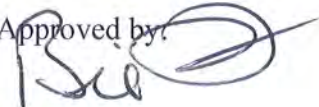
The District needs to document the corrective actions implemented to come into compliance with the federal regulations for the items identified in the results letter. This information must be submitted to the FEMA Regional Office for review and approval by August 20, 2020.

**Financial Impact**

None, although failure to implement the corrective actions necessary to comply with Federal regulations could potentially result in the loss of grant funding.

**Reviewed by:**

\_\_\_\_\_ Administration  
\_\_\_\_\_ EMS  
\_\_\_\_\_ JV \_\_\_\_\_ Finance  
\_\_\_\_\_ Risk Reduction, Prevention and Mitigation  
\_\_\_\_\_ Human Resources  
\_\_\_\_\_ Operations

Approved by: 

Bill Tyler  
Fire Chief

**Attachments:** Exhibit A: Response Letter to FEMA  
Exhibit B: Email requesting Purchasing Policy revisions  
Exhibit C: Attachment outlining Purchasing Policy revisions  
Exhibit D: Purchasing Policy 212

Exhibit E: Depreciation Policy 222  
Exhibit F: Records Retention Policy 800



## NOVATO FIRE DISTRICT

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

July 27, 2020

FEMA Region IX  
1111 Broadway, Suite 1200  
Oakland, California 94607-4052  
Attn: Caitlin Gliniecki

Dear Ms. Gliniecki:

In response to your letter dated April 20, 2020, regarding findings related to FEMA's on-site monitoring review conducted on March 4, 2020, Novato Fire District has implemented the following corrective actions in the areas noted to comply with federal regulations.

Award Number	Program Name	Award Amount
EMW-2015-FO-05913	Assistance to Firefighters Grant	\$57,773

### Areas Requiring Corrective Action and Corrective Action Taken:

The following areas were determined to be out-of-compliance with federal financial regulations:

1. 2 CFR §§ 200.318 to 326, Procurement standards

There was no evidence provided to indicate the recipient had written procurement policies and procedures to meet all applicable federal procurement requirements for:

- 2 CFR § 200.318 General Procurement Standards
- 2 CFR § 200.319 Competition
- 2 CFR § 200.320 Methods of procurement to be followed
- 2 CFR § 200.321 Contracting with small and minority businesses
- 2 CFR § 200.323 Contract cost and price
- 2 CFR § 200.326 Contract Provisions, Appendix II

### Corrective Action Taken:

Updated written procurement policies and procedures to incorporate the applicable federal procurement requirements by reference

2. 2 CFR § 200.313(d)(1), Equipment

CARE PROTECT SERVE

NFPD's equipment inventory (the Annual Fixed Asset Inventory report) was provided to FEMA Region IX for review. However, the inventory lacked all of the specific information required by Federal grant regulations (the source of funding for the property (including the federal award identification number), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property).

**Corrective Action Taken:**

Modified and updated fixed asset inventory listing used to record capital assets and depreciation to include fields for required information per Federal grant regulations. This includes the source of funding and federal award identification number, entity holding title, acquisition date, cost of asset, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any final disposition data including date of disposal and sale price of the asset.

3. 2 CFR § 200.313(d)(2), Equipment

NFPD provided a copy of Policy 222: Depreciation Policy, which requires that an annual inventory be taken for equipment. However, the policy does not specify that physical inventory be taken and the results reconciled with the equipment inventory at least at least once every two years.

**Corrective Action Taken:**

Updated Depreciation Policy 222 to require that annual inventory be conducted at least once every two years as close to fiscal year end as possible, and that FEMA grant funded assets be tracked using separate FEMA inventory tags issued and controlled by Finance and reconciled separately from other District-owned assets. Any assets disposed of will be removed and if sold, the sales price recorded.

4. 2 CFR § 200.327, Financial reporting

The SF-425 (Federal Financial) reports were not submitted in a timely manner (no later than 30 days from the end of a reporting period).

**Corrective Action Taken:**

Finance Director and/or Grant Manager to document reporting periods for each active grant and create shared calendar items with reminder notifications to log in to grant portal and submit SF-425 reports in the appropriate timeframe.

5. 2 CFR § 200.328, Monitoring and reporting program performance

The semi-annual performance reports were not submitted in a timely manner (no later than 30 days from the end of a reporting period).

**Corrective Action Taken:**

Finance Director and/or Grant Manager to document reporting periods for each active grant and create shared calendar items with reminder notifications to log in to grant portal and submit SF-425 reports in the appropriate timeframe.

6. 2 CFR § 200.333, Retention requirements for records

The retention schedule reviewed "Policy 800, Records Management," does not comply with federal requirements for grant awards. Federal grant records must be retained for a period of three years from the date of submission of the final expenditure report, or make retention exceptions for any audit started before the expiration of the 3-year period.

**Corrective Action Taken:**

Update Retention Policy 800 to specify that federal grant records must be retained for a period of three years from the date of submission of the final expenditure report, or make retention exceptions for any audit started before the expiration of the 3-year period.

Our Board of Directors has reviewed and approved the affected policy revisions, and the updates will be made in our document control system. I have attached copies of the revised policies.

Please let me know if you approve of the corrective actions taken, or call me at 415-878-2620 if you have any questions.

Sincerely,



Joe Valenti  
Finance Director

Attachments:

Purchasing Policy 212  
Depreciation Policy 222  
Record Retention Policy 800

cc: Colleen Walraven, Contracts Administrator  
Marc Teldeschi, Captain

**From:** Colleen Walraven  
**Sent:** Friday, May 8, 2020 1:59 PM  
**To:** Gretchen Felciano  
**Cc:** Joe Valenti  
**Subject:** Purchasing Policy Additions - Policy 212  
**Attachments:** Audit\_FEMA\_Fire Hoses\_March 2020\_Policy Changes\_Abbrev for Policy.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Exhibit B

Gretchen,

Please find attached additions to the Purchasing Policy that are required for Federal awards.

I would like to add these additional policies under 212.2, and make the following changes to 212.2.

1. Delete the second paragraph (begins with "When called for in the Purchasing Procedure...")
  2. Change the first sentence of the third paragraph to "Purchases are to be made only by District employees authorized by the Fire Chief or Deputy Fire Chief to purchase on behalf of the District, "Authorized Purchasers". Leave the second sentence as-is.
  3. Delete sixth paragraph (begins with "Procurement records shall be retained for five (5) years...")
- Section 212.3 Affirmative Action will be renumbered according to the attached.
  - Section 212.4 Roles and Responsibilities will be renumbered to 212.3.

Please note that our Administrative Office doors will be closed to walk-ins through June 1st. Deliveries are to be left at the door or in the lockbox outside our front door. There may be a short delay in getting back to you during this period as our staff is alternating between working remotely and in the office. Note that the fire stations remain fully staffed and operating, but are not permitting entry by anyone except for our own staff.

## Colleen

Colleen Walraven  
Contracts/Purchasing Administrator  
Novato Fire Protection District  
415-878-2655  
[cwalraven@novatofire.org](mailto:cwalraven@novatofire.org)  
<http://www.novatofire.org/novato-fire-district>

**212.2.1 General Procurement Standards**

District shall use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR §200.318;

District must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, is or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts;

District must avoid acquisition of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach;

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, District will enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services;

District will use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs;

District will use value engineering for construction projects of sufficient size to offer reasonable opportunities for cost reductions;

Contracts will be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources;

District will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Procurement records shall be retained for five (5) years beyond the termination date and for contracts concerning Real Property for ten (10) years beyond the termination date as required by the Records and Reports Retention Policy 800;

District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

In a time and materials contract, District will assert a high degree of oversight in order to obtain reasonable assurance that a contractor is using efficient methods and effective cost controls.

### **212.2.2 Competition**

All procurement transactions must be conducted in a manner providing full and open competition in accordance with 2 CFR §200.319.

### **212.2.3 Methods of Procurement to be Followed**

District will use one of the methods of procurement when a Federal award is obtained for a contract as per 2 CFR §200.67.

**Insert "212.2.4 Affirmative Action" here**

### **212.2.5 Contract Cost and Price**

In instances where a Federal award is obtained in accordance with 2 CFR §200.323:

1. District must perform a cost or price analysis in connection with every procurement action in accordance with 2 CFR §200.323 in excess of the Simplified Acquisition Threshold 2 CFR §200.88 including contract modifications. As a starting point, the District will make independent estimates before receiving bids or proposals.
2. District must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
3. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E – Cost Principles of this part. District may reference its own cost principles that comply with the Federal cost principles.
4. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

### **212.2.6 Contract Provisions**

When a Federal award is obtained, District's contracts must contain the applicable provisions described in 2 CFR 200.326 and 2 CFR Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.



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# Purchasing

## 212.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Novato Fire Protection District (“District”) uses ethical, efficient and accountable sourcing and procurement practices. This policy applies to all goods and services purchased by the District.

## 212.2 POLICY

Depending upon the type of purchase, different procurement methodologies are to be used. These methods are described in detail in the Purchasing Procedure;

Purchases are to be made only by District employees authorized by the Fire Chief or Deputy Chief to purchase on behalf of the District. Authorized Purchasers: See Chart A in section 212.7.1, for the Approval Authority Schedule;

District officers, employees and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a vendor, contractor, consultant, or potential vendor, contractor or consultant;

Purchases shall not be split in order to avoid compliance with monetary approval thresholds;

Emergency Procurement shall not be subject to the provisions of the Purchasing Policy. Instead see Policy 213 Emergency Procurement. The Emergency Procurement Policy applies to the following types of emergencies: State of War, State Emergency, Local Emergency, Hazardous Material Emergency Response, Sudden and Severe Energy Shortage, Mutual Aid Region, Operational Area;

Refer to the Credit Card Purchases Policy 216 for the use of District credit cards;

Purchasing Policy training materials shall be maintained by the Contract Administrator. Any updates to the Purchasing Policy shall be distributed by the Contract Administrator to all Authorized Purchasers at the time updates occur and a reminder of policies and procedures shall be distributed annually to all Authorized Purchasers by the Contract Administrator.

### 212.2.1 GENERAL PROCUREMENT STANDARDS

District shall use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR §200.318;

District must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### *Purchasing*

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No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, or his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts;

District must avoid acquisition of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach;

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, District will enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services;

District will use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs;

District will use value engineering for construction projects of sufficient size to offer reasonable opportunities for cost reductions;

Contracts will be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources;

District will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Procurement records shall be retained for five (5) years beyond the termination date and for contracts concerning Real Property for ten (10) years beyond the termination date as required by the Records and Reports Retention Policy 800;

District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

In a time and materials contract, District will assert a high degree of oversight in order to obtain reasonable assurance that a contractor is using efficient methods and effective cost controls.

#### **212.2.2 COMPETITION**

All procurement transactions must be conducted in a manner providing full and open competition in accordance with 2 CFR §200.319.

# Novato Fire Protection District

Novato FPD Fire Policy Manual

## Purchasing

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### **212.2.3 METHODS OF PROCUREMENT TO BE FOLLOWED**

District will use one of the methods of procurement when a Federal award is obtained for a contract as per 2 CFR §200.67.

### **212.2.4 AFFIRMATIVE ACTION**

District shall take Affirmative Action steps in accordance with 2 CFR 200.321 to assure that minority businesses, women's business enterprises, and labor surplus firms are used when possible.

Affirmative steps must include:

- (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- (b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
- (c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
- (d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- (e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
- (f) Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed in numbers 1 through 5 of this section.

### **212.2.5 CONTRACT COST AND PRICE**

In instances where a Federal award is obtained in accordance with 2 CFR §200.323:

1. District must perform a cost or price analysis in connection with every procurement action in accordance with 2 CFR §200.323 in excess of the Simplified Acquisition Threshold 2 CFR §200.88 including contract modifications. As a starting point, the District will make independent estimates before receiving bids or proposals.
2. District must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
3. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E – Cost Principles of this part. District may reference its own cost principles that comply with the Federal cost principles.

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### Purchasing

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4. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

#### **212.2.6 CONTRACT PROVISIONS**

When a Federal award is obtained, District's contracts must contain the applicable provisions described in 2 CFR 200.326 and 2 CFR Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

#### **212.3 ROLES AND RESPONSIBILITIES**

District officers and employees are responsible for ensuring that they:

- (a) Advise the Finance Department of any departmental staffing changes with purchasing responsibilities.
- (b) Abide by and use the correct procurement methodology for all goods and services purchased for District business.
- (c) Involve the Finance Department for planning and execution of all purchases over \$35,000, and all professional services contracts regardless of dollar amount. Note: All purchases, commitments of funds and/or expenditures are subject to internal and external audit review.

#### **212.4 INTERPRETATION**

The application of this policy is the responsibility of the Finance Director. The interpretation of this policy is the responsibility of the Fire Chief.

#### **212.5 POLICY REVIEW**

This policy is subject to review at least every three (3) years.

#### **212.6 DEFINITIONS**

**Authorized Purchaser** - District personnel designated to authorize payments for expenditures or indebtedness for Fire District funds in their given area; see Exhibit B for the organizational chart.

Authorized purchasers may sign contracts as long as the contract dollar amount is within the Authorized Purchaser's monetary authority; see section

**AD 59** - Informal Bid Request form is used to document competitive bids for purchases ranging from \$10,001 to \$35,000.

**AD 59a** - Sole/Single Source Justification form is used to document purchases of \$10,001 to \$35,000 when competitive bids are not solicited.

**AD 183** - Board of Directors Staff Report. Used by staff to formally present agenda items to the Board at the Board of Director's meeting for Board review and/or approval.

**AD 189** - Informal Bid Request form is used to document competitive bids for public works projects ranging from \$10,001 to \$35,000.

# Novato Fire Protection District

Novato FPD Fire Policy Manual

## *Purchasing*

---

**AD 189a** - Sole/Single Source Justification form is used to document public works projects of \$10,001 to \$35,000 when competitive bids are not solicited.

**Capital Asset** - Significant, tangible property that is expected to generate value over a long period of time.

**Contract Administrator** - Under the direction of the Finance Director, the job position that reviews and manages supplier contracts.

**District Contract Manager (DCM)** - Chief Officer who is assigned to a budget category and manages the vendor contracts associated with said budget category. DCM has authority to sign a contract as long as the contract amount does not exceed DCM's monetary authority.

**Finance Division** - District division responsible for controlling District finances, planning, organizing, auditing, financial statements, accounting, purchasing, and contracts.

**Finance Director** - Job position responsible for managing the Finance Department.

**Formal Compensative Bid** - A bid that is administered by the Finance Department, and advertised publicly. Sealed bids are received by the District and opened publicly. Bid request methods are either an Invitation for Bid ("IFB") or Request for Proposal ("RFP").

**Goods and Equipment** - Tangible, consumable items such as equipment without a service contract. Examples are the purchase of office supplies, or machinery with a warranty, but no service contract.

**Goods and Services** - A combination of tangible, consumable items and intangible items provided by other people. An example is the purchase of equipment, and a service contract for preventative maintenance and repairs. Software with a renewable support services contract falls under this category.

**Government Bid** - Procurement of an item that has gone through a government bid process to obtain the best price. This includes, but is not limited to GSA (Government Services Administration) CMAS (California Multiple Award Schedule) Fire-GPO (Government Purchase Organization). The District may skip the formal competitive bid process and proceed with the purchase as long as the item meets the most favorable price for the District.

**Informal Competitive Bid** - Process utilized to obtain competitive pricing when a purchase is over ten-thousand dollars (\$10,000) and up to thirty-five thousand dollars (\$35,000). At least three (3) written vendor quotes shall be obtained and documented on Form AD59 for projects \$10,001 to \$35,000. Form AD189 is used in lieu of AD59 for Public Works projects equal to or greater than \$15,000 for maintenance, and \$25,000 for new construction, alteration, installation, demolition, or repairs.

**Invitation for Bid (IFB)** - An IFB is a formal competitive bid and award process and should be used when the "what" and "how" is known, but if the "how" is not known or the "how" varies from one vendor to another, then a Request for Proposal ("RFP") should be used. See definition for RFP. An IFB is used when the statement of work ("SOW") is clearly stated and bidders are generally

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### *Purchasing*

---

told what, how, when and where work and services are to be done. The contract need not be awarded to the lowest bidder. The District must, however, justify any award to other than the lowest bidder.

**Invoice** - Legible, vendor generated, written detail of the purpose and cost of a purchase. Must include business name, address, and contact information.

**Original Receipt** - Legible, vendor generated record of the purpose and cost of a purchase. Must include business name, address, and contact information.

**Piggyback Bid Contract** - Procurement of an item that has gone through the formal bidding process by another government agency. The District and vendor may make changes to the specifications to the contract and still receive the preponderance of the other government agency's price.

**Prevailing Wages** - Per the California Division of Labor Standards Enforcement (DLSE): "The general prevailing rate of per diem wages (basic hourly wage rate, overtime, holiday pay rates and employer payments) for a particular craft, classification, or type of worker."

**Prevailing Wages Threshold** - The DIR small project exemption applies for all public works projects that do not exceed \$15,000 for maintenance and \$25,000 for new construction, alteration, installation, demolition, or repairs.

**Professional Services** - Services provided by a person or organization trained and/or licensed or certified in their profession. These services typically cannot be performed by a District employee.

**Public Works** - Per the DIR "Public Works" refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid by public funds. Public works projects do not include those done by a public agency with its own employees."

**PWC-100** - The DIR's online registration form which is required to be completed and submitted for every public works project which has been awarded a contract.

**Real Property** - Fixed property as opposed to personal property. Principally land and buildings.

**Request for Proposal (RFP)** - An RFP is a formal competitive bid and award process and should be used when the "what" is known, but not the "how" or the "how" may vary from one vendor to another. There are two types of RFP's. 1). Primary RFP: Used when certain standards are required. The proposal that both meets those standards and has the lowest cost is awarded the contract. 2). Secondary RFP: Used when seeking a unique solution to a problem or situation that cannot be resolved by the lowest bidder. Unique methods, approaches, and procedures used in performing the work are of primary importance. Only the goals and objectives are stated in the RFP, and bidders offer detailed work plans, approaches and methods. The contract need not be awarded to the lowest bidder. The District must, however, justify any award to other than the lowest bidder.

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### *Purchasing*

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**SB 854** - The California Senate Bill (No. 854) containing the language which defines the new and/or revised statutory obligations for awarding bodies regarding monitoring and compliance with the prevailing wages law and the registration of contractors / subcontractors.

**Sole or Single Source** - "Sole Source" means only one individual/company can provide the goods and/or equipment needed, and that any attempt to obtain bids would only result in that same individual/company being available to meet the need. "Single Source" means the District actively selects one supplier although others are available, and is used when there is a strong justification for the unique qualities of one supplier as opposed to the other suppliers.

#### **212.7 PURCHASING PROCEDURE**

- (a) What: This procedure describes how to purchase goods and/or services on behalf of the Novato Fire Protection District.
- (b) Applies to: All District officers and employees
- (c) What You Need to Know: The Novato Fire Protection District has specific policies and procedures in place to ensure that the District abides by the state of California's Public Contract Code, whose objective is "to ensure compliance with the competitive bidding statutes as a means of protecting the public from misuse of public funds, to provide all qualified bidders with a fair opportunity to enter the bidding process" and "to eliminate favoritism, fraud, and corruption in the awarding of public contracts." The District's Purchasing Policy emphasizes the importance of sound management of public funds through competitive bids and transactions that are fair, open and transparent.

##### 212.7.1 GETTING STARTED

See attachment: [Chart A - Purchasing Methods and Approval Levels.pdf](#)

Follow these six steps and procedures prior to ordering goods or services to ensure the correct processes are used for the purchase you need to make.

**Step 1:** Identify your requirements and specifications for a good or service.

**Step 2:** Determine how much the goods and/or services will cost. Check to ensure there are sufficient budgeted funds available for the purchase.

**Step 3:** Determine if there is an existing contract for the required goods and/or services by checking with the Contract Administrator.

**Step 4:** Based on the total cumulative spend, determine the appropriate purchasing method and approval(s) required. (See Chart A above).

**Step 5:** If the spend is under \$35,000, you may proceed to obtain quotes. If the spend is greater than \$35,000, contact the Contract Administrator.

**Step 6:** All supplier invoices shall be original and are required to be sent by the supplier directly to the District's Accounts Payable ("AP") Department. Emailed invoices are not considered original and receipt of emailed invoices shall be reviewed in advance by the AP Department. AP will

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### Purchasing

---

record the invoice and forward to the appropriate Authorized Approver for coding before payment is made.

**Step 7:** Fire Chief shall provide written documentation of contracts executed within the past month at the subsequent Board of Directors' Meeting. The vendor name, contract purpose and amount shall be reported.

#### **212.8 PURCHASING CATEGORIES AND PURCHASING METHODS**

**Caution:** Warranties may contain other terms and conditions which turn them into a contract.

Forward warranties and any document requiring a signature to the Contract Administrator.

##### 212.8.1 CATEGORY - GOODS AND EQUIPMENT (G & E)

G&E are tangible, consumable items such as equipment without a service contract.

- (a) Method: *Direct Buy*. Purchases \$0 - \$10,000
  1. Process: With proper monetary authority (see Chart A), purchase goods directly with supplier with cash, credit card, PO or store/vendor credit.
  2. Documentation: Invoice or PO or Receipt.
- (b) Method: *Informal Competitive Bid*. Purchases \$10,001 - \$35,000.
  1. Process:
    - (a) Obtain three (3) informal competitive bids.
    - (b) Submit form AD59 or AD59a to Purchasing/Contract Administrator.
    - (c) Create PO and have signed by Fire Chief.
    - (d) Distribute purchase order as follows:
      - (a) i. White copy to vendor.
      - ii. Pink copy kept by purchaser.
      - iii. Goldenrod copy is attached to approved form AD59 or AD59a and submitted to Accounts Payable.
  2. Documentation: PO, Form AD-59 or AD-59a.
  3. If a Master Purchasing Agreement ("MPA") is used instead of a PO:
    - (a) Process:
      - (a) Obtain three (3) informal competitive bids.
      - (b) Submit form AD59 or AD59a to Purchasing/Contract Administrator.
      - (c) Contact the Purchasing/Contract Administrator to execute an MPA.
      - (d) Purchase goods directly with supplier based on contract pricing and terms of MPA.
      - (e) District's legal counsel must approve MPA's that are not on District templates and where cost is greater than \$35,000.



# Novato Fire Protection District

Novato FPD Fire Policy Manual

## Purchasing

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- (b) Documentation: Form AD59 or AD59a and executed MPA.
- (c) A Capital Asset valued at over \$5,000 at the time of purchase must be marked with a District inventory tag, and the following information shall be sent to the Finance Director:
  - (a) Item Description
  - (b) Inventory Tag #
  - (c) Authorized Purchaser
  - (d) Purchase Price
  - (e) Expected years of use

### 212.8.2 CATEGORY - GOOD AND SERVICES (G & S)

G&S are a combination of tangible, consumable items and a professional service. An example is a piece of equipment with a service contract for preventative maintenance. Software with a renewable support services contract falls under this category.

- (a) Method: *Direct Buy*. Renewals or New Purchases \$0 - \$10,000.
  - (a) Process:
    - (a) Request the terms and conditions of the services portion of the purchase and submit to Purchasing/Contract Administrator for review.
    - (b) Once approved, the Purchasing/Contract Administrator will execute the contract.
    - (c) Create a PO for the equipment (non-services) portion only if a) the service contract does not include the goods portion of the purchase or b) if the vendor requires a PO for the goods portion. Have PO signed by Authorized Purchaser (see Chart A in section 212.7.1).
  - (b) Documentation: Executed service contract, certificate of insurance and PO if applicable.
- (b) Method: *Informal Competitive Bid*. Purchases \$10,001 - \$35,000.
  - 1. Renewals
    - (a) Process:
      - i. If renewal is less than or at three years with the same vendor, then obtain a quote for renewal and forward to Contract Administrator to execute the renewal contract.
      - ii. If the renewal is past the third year, obtain informal competitive bids and follow the purchasing method for "Net New".
      - iii. Create a PO for the equipment (non-services) portion only if the service contract does not include the goods portion of the purchase or if the vendor requires a PO for the goods portion. Have PO signed by Fire Chief.

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### Purchasing

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- iv. Distribute the PO as per the G&E purchase method.
- (b) Documentation: Fully executed amendment to a service contract or vendor-generated renewal document, updated Certificates of Insurance and PO if applicable.
- (c) 1. Net New
  - I. Process
    - i. Obtain three (3) informal competitive bids.
    - ii. Submit forms AD59 or AD59a to Contract Administrator.
    - iii. Request terms and conditions of the services portion of the purchase and submit to Contract Administrator.
    - iv. Once approved, the Contract Administrator will execute the contract.
    - v. District's legal counsel must approve contract that are not on District templates and where cost is greater than \$10,000.
    - vi. Create a PO for the equipment (non-services) portion only if the service contract does not include the goods portion of the purchase or if the vendor requires a PO for the goods portion. Have PO signed by Fire Chief.
    - vii. Distribute the PO as per the G&E purchase method.
  - II. Documentation: Fully executed service contract including terms and conditions, scope of services, pricing schedule, Certificates of Insurance, Form AD59 or AD59a, and a PO if applicable.

#### 212.8.3 CATEGORY - PROFESSIONAL SERVICES (PS)

Contracts associated with the procurement of professional services.

- (a) Method: *Direct Buy*: Purchases \$0 - \$10,000.
  - 1. Process
    - I. For Non-Public Works and Public Works Projects Less than \$1,000 follow the Direct Buy Method for G&S.
- (b) Method: *Informal Competitive Bid*: Purchases \$10,001 - \$35,000.
  - 1. Follow the Informal Competitive Bid Process for G&S
    - (a) For Public Works projects from \$25,000 - \$35,000 for new construction, alteration, installation, demolition or repair, and from \$15,000 - \$35,000 for maintenance follow the Informal Competitive Bid Process for G&S and add the following steps:
      - 1. Instead of using Form AD59, complete form AD189, Request for Bid for Public Works Projects and send the form directly to bidders. This form contains a DIR mandated pre-bid notice to bidders regarding SB 854 and prevailing wage requirements.

# Novato Fire Protection District

Novato FPD Fire Policy Manual

## Purchasing

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2. Verify that all bidders are registered with the DIR.
3. The Contract Administrator will:
  - (a) Register the project using the DIR's online PCW-100 Form within five (5) days of the award of the contract.
  - (b) Collect certified payroll records ("PCRs") from vendor.

### 212.8.4 ALL PURCHASES OVER \$35,000

ALL purchases over \$35,000 require a formal competitive bid. Follow these six (6) steps prior to engaging a vendor to ensure that ethical, efficient and accountable sourcing and procurement practices are used.

### 212.9 METHOD - FORMAL COMPETITIVE BID PROCESS

**Step 1:** Planning is essential to allow for the proper project management of formal competitive bids. Contact the Purchasing/Contract Administrator to structure the Invitation for Bid ("IFB") or Request for Proposal ("RFP").

**Step 2:** Ensure that you have finalized your requirements which include all scope specifications that you may need for the entire term of the contract.

**Step 3:** Determine if one supplier is to be awarded or if a pool of pre-qualified suppliers is your preferred option. This will ensure the competitive bid provides you with a document that will meet your future requirements.

**Step 4:** Ensure there is sufficient budget for the purchase and obtain approval from the Fire Chief in writing. Email is acceptable.

#### 212.9.1 NEXT STEPS

**Step 1:** The Purchasing/Contract Administrator will work closely with you to create a bid timeline.

**Step 2:** Release and advertise the IFB or RFP (Competitive bids are required to be advertised in a newspaper and online).

**Step 3:** Evaluate submissions and select vendor to recommend to the Board of Directors.

**Step 4:** Complete and submit a Staff Report (Form AD183) to the Board of Directors with your recommendation to select the chosen vendor's proposal.

**Step 5:** The Purchasing/Contract Administrator will send a formal notice of award to all bidders.

**Step 6:** Execute a master purchase or services agreement and schedule of work. Allow time for this step as terms and conditions will likely need to be negotiated.

### 212.10 EXCEPTIONS TO THE COMPETITIVE BID PROCESS

Notwithstanding any other provision of law, competitive bidding is not required for the categories listed below.

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### *Purchasing*

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- (a) Expert and professional services that involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience such as accountants, IT consultants, physicians, social service consultants, labor consultants, investigators, attorneys, architects, landscape architects, surveyors, engineers, construction management services, and environmental services (California Government Code § 4526).
- (b) Insurance.
- (c) Appraisers services.
- (d) Public Utility services including telephone and paging services.
- (e) Ordinary travel expenses.
- (f) Boarding for service animals.
- (g) Books, publications, subscriptions, recordings, films and annual book and periodical contracts.
- (h) Services available from another governmental agency and owned or provided by such other governmental agency.
- (i) Services from another governmental agency that has a contract with a supplier that allows such other governmental agency to acquire such property or services and resell them to other governmental agencies, (i.e. cooperative purchasing agreements).
- (j) Where law fixes the price of property or services.
- (k) Automotive and heavy equipment repairs including body shop repairs, lights & siren packages, and installation of decals and striping.
- (l) Uniforms.
- (m) Proprietary drugs and pharmaceuticals, medical supplies and equipment.
- (n) Catering for meetings and for fire crews during an active fire. (Catering for celebrations is not an exception).
- (o) Pilot or trial to test new equipment or services.
- (p) When the Fire Chief and the Finance Director (with concurrence of the Board when the amount of the contract exceeds \$35,000), determines that it is in the District's best interests to renew a contract award from the previous contract period, based on satisfactory service and reasonable prices, to avoid the interruption of District business and/or based on good business sense if pursuant to the terms and conditions of the contract.
- (q) When the product/service is needed by the District pending a bid award and until a new contract has been awarded. Such interim period contracts shall not exceed six months.
- (r) A piggyback Bid Contract or when services from any private supplier that has a contract with another public agency and such private supplier produces satisfactory documentation that:

# Novato Fire Protection District

Novato FPD Fire Policy Manual

## Purchasing

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1. such other contract is currently then in effect, and
  2. such contract originated through a competitive bid process, and
  3. such items to be acquired by the District are of comparable description and quality as the items described in such other governmental contract, and
  4. the prices of such items to be acquired by the District are not greater than that specified in such other governmental contract.
- (s) A Sole or Single Source Master Contract is in place for services or product.

### **212.11 CATEGORY - SOLE OR SINGLE SOURCE**

The District requires detailed and comprehensive documentation to justify Single or Sole Source purchases. The Sole or Single Source Justification Form (Form AD-59a) is used to document justification.

The use of a Sole Source is generally discouraged; however, reasons for the use of a Sole Source contract include:

- (a) Only one individual/company has a product or service that will meet the project's needs; or
- (b) Product standardization, specifications, and/or compatibility with existing equipment; or
- (c) The existence of an unusual and compelling urgency.

### **212.12 EXHIBIT A - AUTHORIZED PURCHASERS ORGANIZATIONAL CHART**

[See attachment: Exhibit A - Authorized Purchasers Chart.pdf](#)

Exhibit A Notes:

- (a) Finance Director reviews approved expenditures for proper coding and to determine if sufficient budget exists. If funds are not budgeted, a request to re-prioritize budget accounts is submitted to the Board of Directors for approval. The budget request is submitted with the monthly financial report.
- (b) Under special circumstances on-duty Chief Officers may authorize expenditures with communication and approval of an Authorized Purchaser.
- (c) G&E purchases over \$10,000 require a PO and Form AD-59 or AD-59a.
- (d) G&S purchases over \$10,000 require a service contract and Form AD-59 or AD-59a. A PO may also be required.
- (e) Every professional service purchase requires a service contract and AD-59 or AD-59a.
- (f) Refer to District Check Writing Policy for an explanation of authorized signatories.
- (g) Authorized purchasers are District employees authorized to purchase supplies and equipment on behalf of the District. For approvals by dollar limit, refer to Chart A in section 212.7.1 of this Policy.

## Attachments

## **Chart A - Purchasing Methods and Approval Levels.pdf**

## V. Chart A - Purchasing Methods and Approval Levels

<b>Table 1</b> <b>Approval Authority Schedule</b> <b>for</b> <b>Goods and Equipment (“G&amp;E”) and Goods and Services (“G&amp;S”)</b>		
<b>Procurement Value \$</b>	<b>Procurement Method</b>	<b>Approval Authority</b>
0 - \$50	Petty Cash	See Policy 215
0 - 10,000	Direct Buy <ul style="list-style-type: none"> <li>• Credit card; or</li> <li>• PO (for goods portion); and if G&amp;S then...</li> <li>• Executed service agreement or contract</li> </ul>	Chief Officer Captains Finance Director Human Resources Mgr Mechanics Supplies Buyer Administrative Services Mgr EMS/Stations Supplies Buyer
10,001 – 35,000	Informal Competitive Bid* <ul style="list-style-type: none"> <li>• 3 quotes required (use Form AD-59 or AD-59a); and</li> <li>• PO (for goods portion); or if for G&amp;S then...</li> <li>• Executed service agreement or contract</li> </ul>	Fire Chief Deputy Fire Chief or Designee in absentia
>35,000	Formal Competitive Bid* <ul style="list-style-type: none"> <li>• “IFP” or “RFP”; and</li> <li>• Executed purchasing contract or purchasing &amp; services contract; and if for G&amp;S</li> <li>• PO (may be required by the vendor)</li> </ul>	Board of Directors



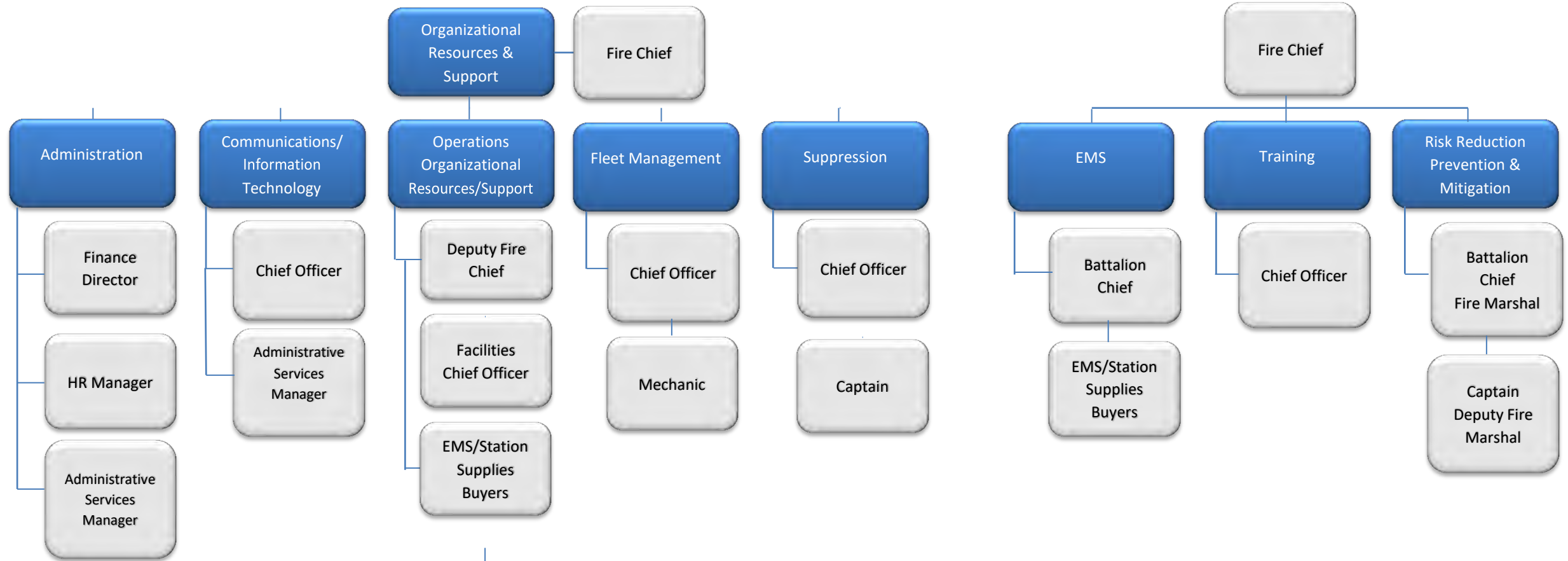
**Table 2  
Approval Authority Schedule  
for  
Professional Services (“PS”)**

<b>Procurement Value \$</b>	<b>Procurement Method</b>	<b>Authorized Purchaser</b>
0 – 10,000	Direct Buy <ul style="list-style-type: none"> <li>• Executed service agreement</li> </ul>	Chief Officer Captains Finance Director Human Resources Mgr Mechanics Supplies Buyer Administrative Services Mgr EMS/Stations Supplies Buyer
10,001 – 35,000	Informal Competitive Bid* <ul style="list-style-type: none"> <li>• 3 quotes required (Form AD-59 or AD-59a); and</li> <li>• Executed service agreement</li> </ul>	Fire Chief Deputy Fire Chief or Designee in absentia
>35,000	Formal Competitive Bid* <ul style="list-style-type: none"> <li>• “IFP” or “RFP”; and</li> <li>• Executed service agreement</li> </ul>	Board of Directors

\*Note: Regarding Renewals of Service. Competitive bids are not required until after the third year of renewals with the same vendor.

## **Exhibit A - Authorized Purchasers Chart.pdf**

**EXHIBIT A - AUTHORIZED PURCHASERS ORGANIZATIONAL CHART**



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## Depreciation Policy

### 222.1 PURPOSE AND SCOPE

To establish a depreciation policy for capital assets and infrastructure to comply with reporting requirements under Governmental Accounting Standards Board (GASB) Statement No. 34.

### 222.2 POLICY

The District will establish the following General Fixed Assets Account groups:

- Land
- Buildings and improvements
- Fire apparatus and vehicles
- Furniture, fixtures and equipment

The District will depreciate capital assets using the straight-line method with the following estimated useful lives:

- Land - indefinite life, no depreciation
- Building and Improvements
  - Buildings - 30 to 40 years
  - Portable Buildings - 20 to 25 years
  - HVAC systems - 15 to 20 years
  - Roofing - 15 to 20 years
  - Carpeting - 5 to 7 years
  - Electrical and plumbing - 25 to 30 years
- Fire apparatus and vehicles
  - Motor vehicles - 5 years
  - Fire Apparatus - 15 to 20 years
- Furniture, fixtures and equipment
  - Furniture and office equipment - 3 to 5 years
  - Computer equipment - 3 years
  - Firefighting equipment - 5 to 10 years
  - Telephone equipment - 7 to 10 years
  - Radio communications - 7 to 10 yers
  - Medical equipment - 5 years

# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### *Depreciation Policy*

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The concept of depreciation allows for the systematic reduction of the carrying value of fixed assets over the period of time the assets are in service. The annual depreciation expense is calculated by dividing the historical cost of the asset by the estimated useful life.

#### **222.3 PROCEDURE**

Capital assets valued at \$5,000 or greater at the time of purchase must be identified with an inventory asset tag. A description of the item, the tag number and the purchase price must be sent to the Finance Director within 30 days of the purchase. Inventory Asset Tags are available at the Administrative Offices from the Administrative Services Manager.

[Assets acquired under FEMA grants must be identified with separate FEMA inventory tags. The FEMA inventory tags will be locked in the same file cabinet as check stock and accounted for on a log controlled and maintained by Finance](#)

An annual inventory ~~is~~ of fixed assets [will be is -currently](#) conducted [every two \(2\) years during the second week- during the month](#) of June, [as close as possible to June 30. This includes a reconciliation of FEMA assets on hand as of June 30. Assets disposed of will be removed and if sold, the sales price recorded.](#)

In addition to the usual procedures as described under Operations Manual Code 1-VI-24, a determination needs to be made as to the estimated useful life of each asset in the inventory.

The estimated useful life of the asset will be included in the Annual Fixed Asset Inventory Report. Any asset that is no longer in service, or disposed of prior to the expiration of its useful life will be identified.

Upon the completion of the Annual Fixed Asset Inventory Report, the Finance Manager will use the information in the Report to maintain the depreciation records and update them annually. The depreciation records will contain the following information for each fixed asset:

- Asset grouping
- Division
- Asset description
- Fixed asset bar code number
- Acquisition date
- Historical cost
- Estimated useful life
- Annual depreciation
- Accumulated depreciation

# Novato Fire Protection District

Novato FPD Fire Policy Manual

## *Depreciation Policy*

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Depreciation will be allocated to each division based upon the nature of each asset and their use. If an asset is disposed of before the expiration of its useful life, a loss will be recorded on the remaining balance.

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## Records Management

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines to staff regarding the retention or destruction of records of the district; provide for identification, maintenance, safeguarding and destruction of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements. This policy shall apply to all records of the District.

### 800.2 POLICY

It is the policy of the Novato Fire Protection District to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

### 800.3 RECORDS RETENTION SCHEDULE PRINCIPLES AND PROCEDURES

Pursuant to the provisions of California Government Code sections 60200 through 60203, 61061(c), and the Local Government Records Management Guidelines prepared by the Secretary of State, the following principles will govern the retention, management, and disposal of the District's records

### 800.4 DEFINITIONS

**Non-Records** – Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.

**Records** – All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by the District, regardless of physical form or characteristics.

**Records Retention Schedule** – A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value.

# Novato Fire Protection District

Novato FPD Fire Policy Manual

## *Records Management*

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### **800.5 CUSTODIAN OF RECORDS**

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the California Secretary of State Local Government Records Management Guidelines.
- (b) Identify what records the Agency has, where the records are kept, the volume and how the records are used.
- (c) Maintain and update the district's records retention schedule, including:
  - 1. Preparing any amendments to the schedule and obtaining the necessary approvals for the amendments.
  - 2. Coordinating with the District district clerk to ensure all district records are properly classified and that the retention periods are appropriate for each document.
  - 3. Maintaining a current version of the district's records retention schedule and making it available to members for reference.
- (d) Coordinate the placement of inactive records in storage, including:
  - 1. Maintaining a storage inventory.
  - 2. Providing an annual reminder to Division Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including:
  - 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  - 2. Providing a list to Division Chiefs and section managers of records eligible to be destroyed.
  - 3. Obtaining any required approvals for the destruction of eligible records.
  - 4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and requests for records as provided in the Subpoenas, the Release of Records and Public Records Act and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.



# Novato Fire Protection District

## Novato FPD Fire Policy Manual

### *Records Management*

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- (i) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records, including:
  - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
  - 2. Maintaining a schedule of fees for public records as allowed by law.
- (j) Determine how the district website may be used to post public records in accordance with Government Code § 6253.
- (k) Ensure that public records posted on the district website meet the requirements of Government Code § 6253.10 including, but not limited to, posting in an open format where a record may be retrieved, downloaded, indexed and searched by a commonly used internet search application.
- (l) Ensure that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the district website.

#### **800.6 RESPONSIBILITY OF MEMBERS**

All members are expected to handle district records in a responsible manner and shall adhere to this policy.

#### **800.7 CONVERSION OF HARD COPY RECORDS TO ELECTRONIC FORMAT**

Digital imaging should be used to store voluminous records or those that are rarely accessed but have long retention periods. The Custodian of Records or the authorized designee should be responsible for imaging and storing the District's Records and ensuring that it meets the minimum standards for archival records retention in compliance with state and federal law.

Materials that are not required to be retained should be disposed of before a file is scanned. After scanning, a review of the scanning should be performed to ensure accuracy. This must be completed before proceeding with the destruction of original documents. In addition, a review of the index of the images and the labeling of the medium must be performed to ensure that the documents can be located and retrieved when needed.

Scanned records should be backed up and data should be migrated as necessary to upgraded media and software.

#### **800.8 DESTRUCTION OF RECORDS**

Pursuant to the resolution adopted by the Board of Directors, except where a record is expressly required to be preserved according to state law, the District may approve the destruction of any original document without retaining a copy of the document as long as the retention and destruction of the document comply with the retention schedule as set forth in this policy. (Government Code § 60201).

Once records have fulfilled their administrative, fiscal, or legal function, they should be disposed of as soon as possible in accordance with the Records Retention Schedule. The Records Retention

## *Records Management*

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Schedule, once adopted, provides the legal authority for the Custodian of Records to dispose of Records. The Records Retention Schedule sets forth the normal course of business for how the District destroys of its Records. Disposition may include recycling or destroying unneeded Records, or sending appropriate Records of historical or research value to an archival facility or storage.

[See attachment: Consolidated Records Retention Schedule appendix A July 2020.pdf](#)

### **800.9 MAINTAINING CONFIDENTIAL RECORDS**

Confidential records are generally exempt from disclosure under state or federal law and must be maintained in a manner to protect their confidentiality and in accordance with state and federal law.

Confidential records include, but are not limited the following:

- Pre-Hospital Care Reports (PCR)
- Personnel or similar files
- Records pertaining to pending litigation
- Legal opinions
- Arson investigations
- Disciplinary investigations based upon allegations that were not true
- Test questions, scoring keys and other examination date used to administer an examination for employment

### **800.10 MEMBERS' RESPONSIBILITY**

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible to ensure that records in their control are maintained as provided in the records retention schedule.

### **800.11 SUPERVISORS' RESPONSIBILITIES**

Supervisors at fire stations are responsible for the management of records at the fire station level. The supervisors shall ensure that all records at the fire stations are retained in accordance with this policy.

### **800.12 TRAINING**

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate district members.

## Attachments

## **Consolidated Records Retention Schedule appendix A July 2020.pdf**

	Exhibit A: As Resolved and Adopted March 6, 2019, "Consolidated Records Retention Schedule for the Novato Fire District": An Amendment to replace Appendix "A" of Chapter VII, Subject 28 (Code 1-VII-28 of the Novato Fire District Operations Manual, Book No. 1).			NOTES: Entries in the Statutory Minimum column, unless otherwise stated, refer to the period of time that either the record in its original format (e.g., paper, cassette tape) or electronic copy, but not both, must be retained.		Updated 3/19/2020			
	1096 form	Acctg		7 years	California Government Code				
	1099 form	Acctg		7 years	California Government Code				
	5 Year System certification	RPM		5 years minimum or life of structure/property	CGC 34090	ABBREVIATIONS USED: "GC" Government Code; "CCR" California Code of Regulations			
	Accidents/Damage to District Property	Admin		10 years	CGC 34090				
	Accounting authorizations from resolutions or contracts	Acctg		4/7 Years or until audited	CGC 34090				
Acctg	Accounts Payable	Acctg		4/7 State/Federal	CGC 34090				
	Accounts Receivable	Acctg		5 years after final audit	CGC 34090				
	Accreditation (5 years)	Admin		5	CGC 34090				
Training	Acting Tests (BC, Captain, Engineer) FT Misc. Folder	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
Acctg	Actuarial Valuations	Acctg		Permanent	CGC 34090				
	Administrative policies and procedures	Admin		2 after superseded	CGC 34090				
	Agendas/Packets for Committees	Admin	Cal Jac, Policy, Finance, Board Manual Review, Health and Safety	Agenda/Pkt; Minutes Permanent	CGC 34090				
	Air Resource Board	Admin		Expiry + 2	CGC 34090				
	Alarm System Plans	RPM		5 years minimum or life of structure/property	CGC 34090				
EMS	American Heart Association CPR Training	EMS		Term date + 5	CGC 34090				
Training	Annual medical evaluation	Training	Target Solutions Database	Active + 30 years	OSHA 2019 guidelines				
	Annual Reports	Admin		Permanent	Historical				
Mechanic, District	Apparatus Inventory	Fleet		Active	CGC 34090				
	Apparatus maintenance records	Fleet		10 years	CGC 34090				
	Audio recordings	Admin		30 days	54953.5 (b)				
	Audits	Acctg	Annual, Hi Risk State Audit, Financial Statements	Permanent	CGC 34090				
	Awards, Miscellaneous	Admin		Permanent, historical	CGC 34090				
	Background check Hired	HR		Termination + 3 years	CGC 34090				
	Background check Not Hired	HR		Closed +5	CGC 34090				
	Bank Deposits	Acctg		4/7 Years or until audited	CGC 34090				
	Bank reconciliations	Acctg		5 years after final audit	CGC 34090				
Acctg	Bank Statements	Acctg		4/7 State/Federal	CGC 34090				
	Behavioral Health Initiative	Admin		Permanent	CGC 34090				
	Benefit Agreements	HR	457 Plan, Fidelity, Hartford Mass Mutual, ICMA Vintage Trust	Superseded + 2	CGC 34090				
Contracts	Bids/Proposals Successful	Contracts		C + 10	Cal Code Civil Proced 337.15				
Contracts	Bids/Proposals Unaccepted	Contracts		2	Cal Code Civil Proced 337.15				
	Bills	Acctg		4/7 Years or until audited	CGC 34090				
Board Files	Board Certificate of Elections	Admin		T + 4	CGC 34090				
Board files	Board Correspondence	Admin		2	CGC 34090				
Board Files	Board of Directors files	Admin		Active; Inactive T + 4	CGC 34090				
Board Files	Board Travel	Admin		Active + 2	CGC 34090				
	Budget	Acctg		Permanent	CGC 34090				
	Budget Adjustments	Acctg		5 years after final audit	CGC 34090				
	Building Construction plans	RPM		5 years minimum or life of structure/property	CGC 34090				
	Building System Plans	RPM		5 years minimum or life of structure/property	CGC 34090				
	Building, Land, etc. Unacceptable bids	Contracts		2	CGC 34090				

	Building, Land, Real Estate, Bidder specs reports schedule	Contracts		Term + 10	CGC 34090				
	Built Plans	RPM		Permanent (life of structure)	CGC 34090				
	CAFR – Comprehensive Annual Financial Report & Popular Annual Financial Report	Acctg		Permanent	Historical				
	California Secretary of State – Statement of Facts Filing	Admin		5	81009				
	California State Filings	Admin	Annual Report against Peace Officer, Form 405, Form 806, Biennial Notices	7	81009				
Acctg	Capital Receipts	Acctg		4/7 State/Federal	CGC 34090				
	Car Seat Program signed forms	RPM		Expiration of car seat - up to 8 years					
	Career Development Guide	HR		Superseded + 2	CGC 34090				
	Cash Receipts	Acctg		4/7 Years or until audited	CGC 34090				
	Catalog of Enterprise Systems	Admin		Superseded + 2	CGC 34090				
	Certificates of Election	Admin		4 years after termination	CGC 34090				
	Check Register	Acctg		4/7 Years or until audited	CGC 34090				
	Checks	Acctg		4/7 Years or until audited	CGC 34090				
	Checks	Acctg		5 years after final audit	CGC 34090				
Training	CICCS Red Cards, Web Program	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Citizen Complaints	Admin		Resolved + 2	CGC 34090				
	Civil Appeals	RPM		5 years minimum or life of structure/property	CGC 34090				
	Collection Write offs	EMS		20 years	CGC 34090				
EMS	College Paramedic Interns	EMS		2 years (like ride a long)	CGC 34090				
	Compensation studies	HR		2 years	CGC 34090				
Training	Confined space training	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Construction records	Admin		completion + 4	CGC 34090				
Contracts	Contract, Land, Developer, Architect, Real Estate	Contracts		Term + 10	CGC 34090				
EMS	Contracts EMS Billing	EMS		Term date + 5	California Civil Procedure 337.2				
Contracts	Contracts with agencies, vendors, etc	Contracts		Term date + 5	California Civil Procedure 337.2				
	Correspondence, General	Admin		2	CGC 34090				
Acctg	Cost Accounting	Acctg		4/7 State/Federal	CGC 34090				
	CPR/First Aid records	RPM		3 years	CGC 34090				
	Credit Card PCI Compliance	Admin		5 years	CGC 34090				
	Damage claims	Admin		5 years	CGC 34090				
Acctg	Debt Records	Acctg		Permanent	CGC 34090				
Admin	Declaration of Emergency	Admin		Permanent	Historical				
	Deduction Authorizations	Acctg		7 years	CGC 34090				
	Deeds	Admin		Permanent	CGC 34090				
	Depreciation Schedule	Acctg		4/7 Years or until audited	CGC 34090				
	Disaster Log, Major Event	Admin		Permanent	Historical				
	District Calendar	Admin		2 years	CGC 34090				
	District Charter	Admin		Permanent	CGC 34090				
Physical File Location other than District files	District File Category	Division	Sub Files	Statutory Minimum Retention Period (years)	Citation				
	District Files Archived and Scanned	Admin		According to category	CGC 34090				
	District Properties	Admin		Permanent	CGC 34090				
	DMV pulls	HR		7 years after termination	CGC 12946				
	Election Measures	Admin		Permanent	Cal Constitution Art XIII				
	Elections	Admin	Propositions, Taxes	Permanent	Cal Constitution Art XIII				
	Employer ID - IRS	Admin		Permanent	CGC 34090				
HR Files	Employment Agreements	HR		Permanent	29 USC Sec. 211, 203, 207				
	Employment Applicant Information (not hired)	HR		Interview date + 2	CGC 12946				
	EOBs	EMS		10 years; or until patient is 18 yrs old + 10 years	TITLE 22 CCR 70751				
	EOC	Admin	Guide to EOC for Elected Officials	Superseded + 2	CGC 34090				
	Ethics Training Certificates	Admin		5 years	CGC 6250				

	Exposure records	HR		30 years	29 CFR 1910.1020				
	Fastrak	Admin		Active + 2	CGC 34090				
	Fee Invoices	RPM		5 years minimum or life of structure/property	CGC 34090				
Accounting	FEMA /Reimbursements	Acctg		Payment + 5	CGC 34090				
	FEMA Applications, Grants	Admin		Final Disposition + 5. FEMA Requirement: <b>Federal grant records must be retained for a period of three years from the date of submission of the final expenditure report, or make retention exceptions for any audit started before the expiration of the 3-year period.FEMA policy reference 2 CFR 200.333.</b>	CGC 34090 and FEMA 2 CFR 200.333				
	FEMA Study	Admin		5 years	CGC 34090				
	Fire Code Violations	RPM		5 years minimum or life of structure/property	CGC 34090				
	Fire Codes	RPM		Permanent	CGC 34090				
Training	Fire Extinguisher	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Fire Inspection Notice	RPM		5 years minimum or life of structure/property	CGC 34090				
	Fire Investigation - Accidental	RPM		5 years minimum or life of structure/property	CGC 34090				
	Fire investigations - Death	RPM		Permanent	CGC 34090				
	Fire Station Journals	Admin		Permanent	Historical				
	Fit Tests (Safety Employees)	HR		Separation + 7	CGC 34090				
	Fixed Asset Inventory	Acctg		4 years after final audit	CGC 34090				
Training	Fork Lift Certification	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Form 700	Admin		Term + 7 Elected; Term + 5 non elected	81009				
	FPPC Filings-Complaints	Admin		Permanent	81009				
	Fund Transfers	Acctg		5 years after final audit	CGC 34090				
	Funerals	Admin		Permanent	Historical				
	Garnishments	Acctg		Termination + 3 years	CGC 34090				
	General correspondence	Admin		2 years	CGC 34090				
	General Journal	Acctg		4/7 Years or until audited	CGC 34090				
Training	General Training	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Government Emergency Telephone Service	Admin		Until superseded	CGC 34090				
	Grand Jury Reports	Admin		5 years	CGC 34090				
	Grants (5 years)	Admin		5 years	CGC 34090				
	Grievance	HR		2 years	CGC 34090				
	Hardship requests	EMS		10 years	CGC 34090				
	Harvey Yorke Award	Admin		Permanent	Historical				
	Haz Mat Permits	RPM		Active + 2 years	CGC 34090				
	Haz Mat Waste Program	Admin	CUPA Haz Mat Permit	Active + 2	CGC 34090				
	Hazard complaints	RPM		5 years	CGC 34090				
EMS	Health and Wellness Initiative	EMS		Term date + 5	CGC 34090				
	Hold Harmless Agreements – AD-88	Admin		Permanent	CGC 34090				
	Hood/duct system plans	RPM		5 years minimum or life of structure/property	CGC 34090				
	Housing Assistance Program	Admin		payment + 5	CGC 34090				
	I-9 forms	HR		3 years	CGC 34090				
EMS	Image Trend PCR software info	EMS		Active	MM/Reform Act 99-603				
	Injury, Non Industrial	HR		Separation + 7	CGC 34090				
	Insurance	Contracts		Permanent	CGC 34090				
	Insurance - Liability/Property	Contracts		Permanent	CGC 34090				
	Insurance Certificates / Certificates of Insurance Liability Coverage	Contracts		Permanent	CGC 34090				
	Invoices	Acctg		4/7 Years or until audited	CGC 34090				
	ISO	Admin		Permanent	CGC 34090				
IT	IT Hardware/software documentation	IT		Active	CGC 34090				
	Job Descriptions	HR		10 years	CGC 34090				
Acctg	Journal Entries	Acctg		4/7 State/Federal	CGC 34090				
	Key Fob Agreements	Admin		Active + 1	GC 6254				
	Knox Box Key Information	Admin		Permanent	Historical				
	Lawsuits, Litigation	Admin/H R		Final Dispo + 5	CCP 337.2				
	Lease Agreements - Property	Contracts		current + 2	CGC 34090				

	Lease Agreements - Vehicles	Contracts		current + 2	CGC 34090				
Acctg	Ledger	Acctg		4/7 State/Federal	CGC 34090				
	Ledgers	Acctg		Permanent	CGC 34090				
	Legal Ads	Admin		4 years	CGC 34090				
	Legal Notices / Legal Advertising	Admin		2 years	CGC 34090				
	Legal Opinions	Admin		Active + 2	CGC 34090				
	Line of Duty Death	Admin	Cedar Ridge Fire (2003)	Permanent	Historical				
EMS	Marin County CQI	EMS		7 years	CGC 34090				
	Marin County Statement of Investment Policy	Admin		Permanent	CGC 34090				
	Marin LAFCO (5 years)	Admin		5 years	CGC 34090				
Acctg	MCERA reports	Acctg		Permanent	CGC 34090				
	Memberships	Admin		Active + 1	CGC 34090				
HR	Memorandum of Understanding	HR		Permanent	29 USC 24, 203, 207				
	Memorials	Admin		Permanent	CGC 34090				
	Memos, District Internal	Admin		2 years (keep electronic copies for historical purposes)	CGC 34090				
	Mutual Aid Plans	Admin		Superseded + 2	CGC 34090				
	Newsletters	Admin		Superseded + 2	CGC 34090				
	Notification and Publication of Election	Admin		Permanent	CGC 34090				
EMS	Novato Fire CQI	EMS		7 years	CGC 34090				
	Oaths of Office, signed	Admin		T + 6	CGC 34090				
Acctg	OES Reimbursements	Acctg		Payment + 5	CGC 34090				
	Ordinances	Admin		Permanent	CGC 34090				
	Ordinances	Admin		Permanent	CGC 34090				
	OSHA or Safety reports	Admin		5 years	CGC 34090				
	OSHA workplace violence reports	HR		10 years	CGC 34090				
	Payroll Journal	Acctg		4/7 Years or until audited	CGC 34090				
EMS	PCRs	EMS		20 years	CGC 34090				
	Performance Evaluations	HR		Termination + 3 years	CGC 34090				
Training	Permit – Required Confined Space, annual	Training	Target Solutions Database	1 year from entry	OSHA 2019 guidelines				
	Permits	Admin		Expiry + 2	CGC 34090				
Training	Personal Protective Equipment (PPE)	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Personnel records: Evals, Job description etc	HR		Termination + 3	CGC 34090				
	Physicals, fit for duty reports and non-industrial inju	HR		Separation + 7 years	CGC 34090				
	Plan Review correspondence	RPM		5 years minimum or life of structure/property	CGC 34090				
	Policies (After Superseded)	Admin		Superseded (lexipol holds previous published version)	CGC 34090				
	PPE forms in Target Solutions	Training		10 years	CGC 34090				
	Press Releases	RPM		5 Years	CGC 34090				
	Prevention Policies	RPM		Permanent	CGC 34090				
	Prevention Standards	RPM		Permanent	CGC 34090				
Training	Probationary Tests	Training	Target Solutions Database	Active employment	OSHA 2019 guidelines				
	Promotional Marketing	Admin		2 years	CGC 34090				
	Public Records Act Requests	Admin		2 years	CGC 34090				
Acctg	Purchase Orders	Acctg		4 years	CGC 34090				
	Records Destruction certificate	Admin		4 years	CGC 34090				
	Records Index	Admin	Index, Archived Files in Storage	Active	CGC 34090				
	Records Retention Info	Admin		Active	CGC 34090				
	Recruitment material Not Hired	HR		Closed + 3	GC 12946.6250				
	Reports of Calamity	RPM		Active + 1 year	Marin County Assessor guidelines				
	Reports, Field, non fire and logs	Admin	in ERS	Current + 2	GC 34090				
	Reports, Fire, Non-arson and Logs	Admin	in ERS	Current + 2	GC 34090				
	Reports, Incident	Admin	In ERS	Closed + 3 (District maintains records in ERS back to 2002)	GC 34090; CCP338				
	Resolutions	Admin		Permanent	CGC 34090				
Training	Respiratory Protection annual fit test	Training	Target Solutions Database	Active until superseded	OSHA 2019 guidelines				
	Ride Along forms	Admin		Electronic 2	CGC 34090				
	Risk Management reports	Admin		Closed + 7	29 CFR 1904.2				
Admin	Room Rental Agreements	Admin		T + 2	CGC 34090				
	RPM General correspondence	RPM		2 years	CGC 34090				
	Safe Deposit Box Info	Admin		Active	CGC 34090				



	Special Events	Admin		2 years	CGC 34090				
	Sprinkler System Plans	RPM		5 years minimum or life of structure/property	CGC 34090				
	Station 62 Agreement with North Marin Water District	Admin		Permanent	CGC 34090				
	Stations	Admin		Permanent	CGC 34090				
Acctg	Strike Team Records and 214s	Acctg		Payment + 5	CGC 34090				
	Subpoenas	Admin		current + 2	CGC 34090				
	Surplus Property Auction	Admin		5 years after final audit	CGC 34090				
	Surplus Property Disposal	Admin		5 years after final audit	CGC 34090				
	Title	Admin		Permanent	CGC 34090				
	Training Materials	Training		2 years after superseded	CGC 34090				
	Training Records on Personnel	Training		7 years after termination	CGC 34090				
	Travel Records	Admin		Active + 1	CGC 34090				
	Vehicle ID cards	Admin		Sold + 1	CGC 34090				
Contracts	Vehicle Insurance	Contracts	(included with P&C insurance)	Permanent	CGC 34090				
Contracts	Vehicle Title, Pink Slips	Fleet		Sold + 1	CGC 34090				
Contracts	Vehicles, Fleet Replacement Plan	Fleet		Active + 2	CGC 34090				
	Vouchers	Acctg		4/7 Years or until audited	CGC 34090				
	W-2	Acctg		7 years	CGC 34090				
	W-4	Acctg		7 years	CGC 34090				
	Warrants	Acctg		4/7 Years or until audited	CGC 34090				
	Weed Abatement letters	RPM		5 years	CGC 34090				
	Weed complaints	RPM		5 years	CGC 34090				
	Workers compensation paperwork	HR		Permanent	CCR 14322; 15400.2				
	Youth Fire Setter Evaluation	RPM		Until Age 18	PC 801; UFC 104.32				



**Novato Fire District**  
**Board of Directors**  
**Lj Silverman, President**  
**Bruce Goines, Vice President**  
**William Davis, James Galli, Steve Metcho**

**Date:** July 30, 2020

**Topic:** Life-Assist Inc. Master Purchasing Agreement

**Recommendation**

Board approval is requested to accept Staff's recommendation to contract directly with Life-Assist under a Master Purchasing Agreement ("MPA") incorporating the City of Tucson's pricing agreement.

**Background**

The District has been purchasing medical supplies, and medical equipment, including pharmaceuticals from Life-Assist for at least sixteen (16) years. The District began piggybacking onto a pricing agreement negotiated by the City of Tucson, Arizona earlier this year. Piggybacking is a method of cooperative procurement between public agencies that offers benefits to the District by saving time and resources required to conduct its own competitive bidding process, and with a larger group of agencies piggybacking onto a contract, the District benefits from volume pricing. The District's Purchasing Policy allows the District to piggyback. Without Piggybacking, the District would conduct its own competitive bidding. The District would then contract directly with the supplier with the winning bid. After expending District time and resources, the District would likely not receive pricing as low as a contract bid using cooperative purchasing.

During a recent FEMA audit for fire hoses, and in the course of District Staff's attendance at COVID-19 webinars hosted by FEMA, and Cal-OES regarding the grant reimbursement process, District Staff was informed that FEMA discourages piggybacking onto other agency contracts as the sole contracting method for purchases that will potentially be reimbursed with federal funds. The benefits of piggybacking (competitive pricing) can still be realized by incorporating the competitively bid pricing agreement of another governmental agency into the District's own contract. It is the intent of Staff to incorporate the City of Tucson's pricing agreement into the District's MPA with Life-Assist. By tying the two agreements together into one contract, the District will meet the code of federal regulations (CFR) requirement by ensuring provisions containing Federal General Procurement Standards CFR § 200.318, and assure the District's eligibility for federal reimbursement.

**Financial Impact**

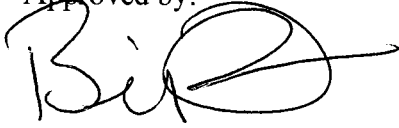
Over the past five (5) years, the District's spend history with Life-Assist has averaged \$50,000 each year. Staff recommends that the MPA be set at \$65K for the 2020/2021 fiscal year which includes an additional margin for an increase in purchases.

**Reviewed by:**

\_\_\_\_\_ Administration  
 \_\_\_\_\_ EMS  
 \_\_\_\_\_ Finance  
 \_\_\_\_\_ Risk Reduction, Prevention and Mitigation

\_\_\_\_\_ Human Resources  
\_\_\_\_\_ Operations

Approved by:

A handwritten signature in black ink, appearing to read 'Bill Tyler', with a long horizontal stroke extending to the right.

Bill Tyler  
Fire Chief

Attachment: Master Purchasing Agreement Draft (terms to be negotiated with Life-Assist if Board approves contracting with Life-Assist)



## NOVATO FIRE PROTECTION DISTRICT

### MASTER PURCHASING AGREEMENT

1. **Parties.** This Master Purchasing Agreement (the “Agreement”) is made between the Novato Fire Protection District, a Special District in California located at 95 Rowland Way, Novato, CA 94945 (“District”), and Life-Assist, Inc. located at 1277 Sunrise Park Dr, Rancho Cordova, CA 95742 (“Supplier”). District and Supplier may individually be referred to herein as a “Party” or collectively as the “Parties”.
2. **General Intent.** This Agreement, entered into between District and Supplier, is for the purpose of procuring medical supplies and equipment.
3. **Term.** The term of this Agreement shall commence on **Date TBD** (“the Effective Date”) and continue for a period of **three (3) years** (“Initial Term”), unless sooner terminated pursuant to the terms of this Agreement.
4. **Goods & Services.** Supplier agrees to provide to District goods and/or services (“Goods”) as described on documents executed by the Parties from time to time under this Agreement (“Schedule”). Each Schedule shall be substantially in the form attached hereto as Exhibit A. All such Schedules shall become part of this Agreement and shall be deemed incorporated into this Agreement by this reference. In the event of a conflict between the terms of this Agreement and those contained in any Schedule, the express terms of such Schedule shall control solely with respect to such conflict.
5. **Quality.** All Goods furnished must strictly conform to the Agreement and must be of the quality specified. No deviation or substitution is permitted without the prior written consent of an authorized representative of the District as listed in the Schedule. In the event that no quality is specified, the Goods must be at least equal to the standards of the industry. District shall have the right at all times during the performance of this Agreement to conduct such tests and inspections as it deems necessary to assure Supplier’s compliance with this Agreement. Supplier will provide, as needed, data, drawings, specifications, test results, quality documentation, schedules, and other documents and information as requested by District.
6. **Compensation, Fees and Expense; Records.**
  - 6.1 In consideration for the Goods provided by Supplier under any Schedule, District agrees to pay Supplier for those Goods provided to District in accordance with the amount set forth on such Schedule. District shall not be liable for any out of pocket expenses (including, but not limited to mileage, tolls, other travel expenses) incurred by Supplier in providing the Goods under this Agreement unless otherwise defined in such Schedule.
  - 6.2 The price set forth within this Agreement is not subject to escalation unless an escalation formula is expressly provided for under any Schedule attached to this Agreement.
  - 6.3 The Supplier certifies that the prices specified in this Agreement are as low or lower than prices quoted by the Supplier to any other organization purchasing the same type and/or quantity of specified Goods as District.
  - 6.4 In the event that the Supplier’s published prices for the Goods covered by this Agreement are reduced below the prices specified in this Agreement, or if Supplier provides or agrees to provide the type and/or quantity of Goods covered by this Agreement to any other customer for a price lower than that specified in this Agreement, District shall receive the benefits of such reduction and shall pay the price(s) specified by the amount of such reduction. Furthermore,



District shall receive a rebate in the amount of the difference between the Agreement rate and the reduced rate for any and all Goods invoiced and paid for at the Agreement rate during which time period the reduced rate was in effect.

- 6.5 Unless otherwise specified herein, the Supplier must deliver the full quantity of Goods or services to the satisfaction of the District as specified in the appropriate Schedule before payment is due from District. Payment shall not constitute acceptance of Goods.
- 6.6 Supplier shall invoice District, and District shall pay, as hereinafter stated, all taxes lawfully levied against or upon the Goods, provided by Supplier in this Agreement, exclusive however, of taxes based on Supplier's income, and franchise taxes, or taxes on any withholding at the source obligation of Supplier which taxes shall be paid by Supplier.
- (a) Supplier shall mail invoices to District's Accounts Payable department for the fees and actual expenses incurred. Invoices must be in such detail as District requests, and in accordance with any more specific requirements set forth in the applicable Schedule. District will process payment within thirty (30) days after receipt of an undisputed invoice and of all required supporting documentation, including that necessary for District to verify the Services and charges being invoiced. Supplier must invoice District within ninety (90) days of delivery of Goods or any expense incurred. If Supplier does not timely submit an invoice then District has no liability for and will not pay such invoice.
- (b) District may withhold any payments for disputed portions of an invoice. In the case of a dispute between District and Supplier over fees or expenses that have been billed to District, District may withhold amounts equal to the disputed amount from Supplier billings until the Parties settle such dispute. District will not be responsible for interest fees, penalty or service charges accrued upon or resulting from disputed charges. Supplier shall continue to perform all of its obligations under the Agreement during any period in which District withholds any portion of Supplier's invoice(s).
- 6.7 If the Agreement provides for a prompt payment discount, the discount period shall begin when the Goods or invoices are received, whichever is later, provided the period will be extended for delays caused by errors in invoicing or good faith disputes over the accuracy of the invoice.
- 6.8 Supplier shall maintain complete and accurate records of all fees and expenses in a form in accordance with generally accepted accounting principles to substantiate Supplier's fees hereunder. Supplier shall retain such records for a period of three (3) years from the date of the last payment under this Agreement or any Schedule hereto.
- 6.9 District, FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives shall have access to all records of Supplier associated with the Goods provided by Supplier hereunder, including, but not limited to, all supporting documentation for the purpose of verifying any and all charges billed to District under this Agreement. Supplier shall cooperate with District or any of the foregoing parties by providing access to Supplier's records in electronic or hardcopy format, with supporting documentation, provided at no additional cost to District within seven (7) days of District's request. The examination of such records shall be conducted at a mutually agreeable time and place. Should such records indicate a discrepancy between the charges billed to District and the charges that should have been billed, Supplier shall promptly issue District a credit or refund at District's option, or bill District the additional amount in the next regularly scheduled billing. Supplier agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.



## 7. Shipping.

- 7.1 The method of shipment and routing shall conform to District instructions as specified in a Schedule; otherwise, any additional costs shall be borne by Supplier. Supplier shall ship Goods at the most economical prevailing means and rate consistent with the safe and timely delivery of such Goods.
- 7.2 Supplier shall not substitute Goods or ship more than the quantity of Goods ordered without express written authority from an authorized representative of the District. District reserves the right to reject all such Goods not shipped in accordance with a Schedule.
- 7.3 All items must be packaged to prevent damage and must comply with all laws and regulations related to the transporting of Goods.
- 7.4 Each delivered container must be labeled and marked to identify contents without opening. All boxes and packages must contain packing sheets listing contents. Partial shipments must be identified as such on shipping memoranda and invoices.
- 7.5 No charge will be made to District for storage or packing unless otherwise specified within a Schedule.

8. **Delay.** Time is of the essence to this Agreement. Delivery of Goods shall be made pursuant to the Schedule. At the outset of any delay from any cause including Force Majeure Supplier shall immediately notify District by the fastest means possible of the delay or anticipated delay and shall inform District of Supplier's earliest possible shipping date. If such delay is caused by Force Majeure, the costs of shortening the delays shall be paid by District to the Supplier to the extent such costs are attributed to action authorized by District. If the delay is from any other cause, Supplier shall be solely responsible for the costs of overcoming delays. District reserves the right, upon ten (10) days written notice to Supplier, either to cancel all or any part of the Agreement or to accept the Agreement and Supplier's revised shipping date. Supplier's failure to ship the Goods by the revised shipping date shall entitle District, at District's sole option, to cancel all or any part of the Agreement upon ten (10) days written notice to Supplier without prejudice to any other rights District may have in the Agreement or as a result of Supplier's failure or which may survive the termination of the Agreement.

9. **Final Acceptance.** All Goods shall be received by District subject to its right of inspection and rejection. District shall be allowed a reasonable period of time to inspect the Goods and to notify Supplier of any non-conformance with the terms and conditions of this Agreement. District may reject any Goods that do not conform to the terms and conditions as set forth in this Agreement. Goods so rejected may be returned to Supplier or held by District for pick-up by Supplier, all at Supplier's expense. No payment for or acceptance of Goods by District hereunder shall constitute a waiver of any of the foregoing nor shall anything herein contained be construed to exclude or limit any of Supplier's warranties implied by law.

## 10. Warranties.

- 10.1 Supplier warrants that: (a) all Goods provided will be new and will not be used or refurbished unless otherwise specified within the Schedule, (b) Supplier has good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances.
- 10.2 Supplier warrants that all Goods delivered shall be free from defects in materials and workmanship and shall conform to all applicable specifications for a period of twelve (12) months from the date of delivery to District or for the period provided in Supplier's standard warranty covering the Goods, whichever is longer, the performance of services will not violate any applicable laws or regulations, any consent order or judicial decree, or any agreement with any third party; and to the best of Supplier's knowledge, the services will not



violate any third party's patent, copyright, trademark, trade secret or other intellectual property rights.

- 10.3 Goods purchased shall be subject to all written and oral express warranties made by Supplier's agents, and to all warranties provided for by the California Commercial Code. All warranties shall be construed as conditions as well as warranties and shall not be exclusive.
- 10.4 Supplier will provide District with "pass through" of all manufacturer warranties of all Goods sold to District in lieu of any express or implied warranties from Supplier.

**11. Independent Contractor.**

- 11.1 Supplier will determine the method, details, and means of providing the Goods hereunder. Supplier enters into this Agreement as, and shall remain throughout the term of this Agreement, an independent Contractor, and Supplier shall supply all tools and instrumentalities required to provide the Goods under this Agreement.
- 11.2 Neither Supplier nor Supplier's employees, subcontractors, agents or assigns are employees of District and therefore are not entitled to any benefits, privileges or compensation other than that expressly set forth in the applicable Schedule.

**12. Proprietary Information and Confidentiality.**

- 12.1 Both Parties to this Agreement agree to protect the confidentiality of any information provided by and designated by either Party as confidential herein after "Proprietary Information" whether copyright protected or not. The disclosure of such Proprietary Information does not grant any express or implied rights or license to copy, use, disclose or alter or in any way appropriate said Proprietary Information unless agreed to in writing by both Parties with the exception of the following:
  - (a) Information which at the time of disclosure is public knowledge.
  - (b) Information that is lawfully obtained from a third party, that has a right to disclose such information, independent of either District or Supplier; and
  - (c) Information which is required to be disclosed pursuant to operation of law or governmental authority, provided that the disclosing Party notifies the other Party prior to making any required disclosure.
- 12.2 Upon termination or expiration of this Agreement, both Parties will return, within two (2) weeks, all proprietary information of the other, including all electronic and hard copies thereof, without notice or request. Upon termination or expiration of this Agreement, District will allow Supplier reasonable access to remove Supplier property and Supplier Proprietary Information from District's premises or equipment if applicable.
- 12.3 Supplier shall require that any and all of Supplier's subcontractors comply with these Proprietary and Confidentiality Provisions.
- 12.4 This Article will survive any termination or expiration of this Agreement.

**13. Insurance.** During the Term of this Agreement, Supplier shall, at its own cost and expense, obtain and maintain in full force and effect, the following insurance coverage:

- A. Workers' Compensation: As required by the State of California. If Supplier has employees, a copy of the certificate evidencing such insurance.
- B. Commercial General Liability for bodily injury and property damage including blanket contractual liability coverage and products and completed operations, with limits of not less than:

\$1,000,000	Bodily Injury and Property Damage; Per Occurrence
\$2,000,000	Annual Aggregate, other than Products and Completed Operations
\$2,000,000	Annual Aggregate, Products and Completed Operations

Supplier shall name District, its directors, officers, employees, and agents as additional insured by endorsement under the Commercial General Liability policy. All policies will be primary and non-contributory and will waive all rights of subrogation against District. Supplier shall provide



District with an unqualified thirty (30) days written notice of cancellation or material change in terms or conditions. Supplier will deliver to the District a Certificate(s) of Insurance that complies with the above requirements, concurrent with the delivery of this Agreement and shall deliver renewal Certificates as and when issued throughout the Term of this Agreement.

- 14. Termination.** Either Party may terminate this Agreement or any Schedule at any time by giving fourteen (14) days prior written notice to the other Party. In case of such termination, District agrees to pay Supplier for all undisputed fees up until the effective date of Termination as set forth in the Agreement. Supplier also agrees to use its best efforts to complete any Goods in production as authorized by District, prior to the effective date of Termination.

Notwithstanding the foregoing, District may immediately terminate this Agreement or any Schedule for cause without prior written notice.

**15. Debarment and Suspension.**

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such Supplier is required to verify that none of the Supplier, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) Supplier must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by District. If it is later determined that Supplier did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to District, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

- 16. Department of Homeland Security (DHS) Seal, Logo, and Flags.** Supplier shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

- 17. Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance may be used to fund this Agreement. Supplier will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

- 18. No Obligation by Federal Government.** The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the District, Supplier, or any other party pertaining to any matter resulting from this Agreement.

- 19. Program Fraud and False or Fraudulent Statements or Related Acts.** Supplier acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement.

- 20. Indemnification.** Supplier shall indemnify, defend and hold harmless the District and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by a patent or latent defect in any Supplier Goods, including without limitation, by the willful misconduct or negligent acts or omissions of Supplier or its employees, subcontractors, or agents by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Supplier shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of District or its officers, employees, agents, or volunteers and (2) the actions of





Supplier or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. The indemnification provided in this Section "Indemnification" shall not be subject to the limitations on liability set forth in Section "Limitation of Liability" hereof.

**21. Limitation of Liability.** IN NO EVENT SHALL ANY PARTY TO THIS AGREEMENT OR ANY OF ITS OFFICIALS, OFFICERS, EMPLOYEES, AGENTS OR VOLUNTEERS BE LIABLE UNDER ANY THEORY OF TORT, CONTRACT, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY FOR LOST PROFITS, EXEMPLARY, PUNITIVE, SPECIAL INCIDENTAL, INDIRECT, CONSEQUENTIAL DAMAGES OR THE LIKE, EACH OF WHICH IS HEREBY EXCLUDED BY AGREEMENT OF THE PARTIES REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE OR WHETHER EITHER PARTY OR ANY ENTITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; PROVIDED, HOWEVER, THAT SUCH EXCLUSION SHALL NOT APPLY TO ANY CLAIMS, LOSSES OR DAMAGES ARISING OUT OF THE INDEMNIFICATION OBLIGATIONS AS SET FORTH IN SECTION "INDEMNIFICATION" OF THIS AGREEMENT.

**22. Marketing.** Without the prior written consent of an authorized representative of District, in the form of an executed Permission to Use Agreement, Supplier may not use the District's name, logo, symbol or any portion of District's branding for any purposes including customer lists on websites.

**23. Default.**

23.1 Should Supplier default in the performance of this Agreement or materially breach any of its provisions, which default or material breach is not cured within ten (10) days of written notification to the reasonable satisfaction of District, District may, at its option, immediately terminate this Agreement by giving written notification to Supplier.

23.2 Should District default in the performance of this Agreement or materially breach any of its provisions, which default or material breach is not cured within ten (10) days of written notification, Supplier, at Supplier's option, may terminate this Agreement by giving written notice to District.

**24. Dispute Resolution.**

24.1 Any dispute arising out of or relating to this Agreement, shall be resolved in accordance with the procedures specified herein.

24.2 The Parties shall attempt, in good faith, to resolve any dispute, controversy or claim arising under, out of or relating to this Agreement and any subsequent amendments of this Agreement as well as non-contractual claims.

24.3 If the Parties in good faith are unable to resolve the dispute, as defined above, within 60 days of the meeting of the executives, the Parties may agree to submit said dispute to mediation before a mutually agreeable mediator. If the Parties are unable to agree on a mediator, each Party shall name a mediator, and those two mediators shall select a third mediator who will hear the matter and attempt to resolve the same.

24.4 If, and to the extent that, any such dispute, controversy or claim has not been settled pursuant to the mediation described above within thirty (30) days of the commencement of the mediation, it shall, upon the filing of a Request for Arbitration by either Party, be referred to arbitration in accordance with the rules of the American Arbitration Association.

24.5 The place of arbitration shall be Marin County, CA.

24.6 If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing Party will be entitled to reasonable attorney's fees.

**25. Non-Exclusivity.** It is the policy of District to enter into non-exclusive negotiated agreements in order to serve the best interest of District as well as for the mutual benefit of Supplier. District hereby grants to Supplier and Supplier accepts, subject to the terms and conditions set forth herein, the non-



exclusive right to provide the Goods set forth herein. District is not obligated to use the Goods of Supplier, nor is District precluded from contracting with other Suppliers to provide the same or similar services, materials, and/or equipment when it is in the best interest of District to do so.

- 26. Waivers.** The waiver by either Party of any breach or violation of any term, covenant, or condition of this Agreement, or of any ordinance, law, or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law, or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law, or regulation. The subsequent acceptance by either Party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other Party of any term, condition, or covenant of this Agreement, or any applicable law, ordinance, or regulation.
- 27. Undue Influence.** Supplier declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the District will receive compensation, directly or indirectly, from Supplier, or from any officer, employee or agent of Supplier, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement.
- 28. No Benefit to Arise to Local Employees.** No member, officer, or employee of District, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to this MSA during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or sub-contract, or the proceeds thereof, for work to be performed in connection with this MSA.
- 29. Licenses.** At all times during the term of this Agreement, Supplier shall have in full force and effect, all licenses required of it by law for the performance of the Services.
- 30. Dispute Resolution.** All claims, disputes, or any other matters in controversy between the Parties arising out of or in any way related to this Agreement shall first attempt to be resolved by informal telephone or written communication between the Parties. In the event that informal techniques do not resolve a dispute, the Parties agree that any dispute will be submitted to mediation, prior to pursuing any other remedies provided by law. The venue shall be in Marin County, California.
- 31. Attorney's Fees.** In any action between the Parties arising out of or connected with this Agreement, including any arbitration proceeding, the prevailing party in such action shall be awarded, in addition to any damages, injunctions, or other relief, its costs and expenses, not limited to taxable costs, and reasonable attorney's fees.
- 32. Force Majeure.** Either Party's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to, war, fire, floods, acts of God, governmental restrictions, power failures, or damage or destruction of any network facilities or servers ("Force Majeure"), shall not be deemed a breach of this Agreement, provided that the Non-Performing Party gives the other Party prompt notice of such inability and reasonably full particulars of the cause thereof. In the event a Force Majeure continues for thirty (30) days, then either Party may terminate the Agreement upon written notification to the other Party.
- 33. Sole Agreement.** This Agreement supersedes any and all agreements, either written or oral, between the Parties hereto with respect to the rendering of Products by Supplier to District and contains all the covenants and agreements between the Parties with respect to the rendering of such Products in any manner whatsoever.



- 34. Amendments.** This Agreement shall not be modified, amended or in any way altered except by written agreement signed by both Parties.
- 35. Assignment.** The rights, duties and obligations of Supplier under this Agreement may not be assigned in whole or in part by operation of law or otherwise without the prior written consent of District. Following District’s written approval, this Agreement shall be binding on the Parties and their respective successors and permitted assigns.
- 36. Audit.** Within five (5) business days of a written request by District, District shall have access to Supplier’s property to conduct an audit of Supplier’s inventory and records relating to Goods provided under this Agreement. Supplier shall grant District access to its facility(ies) to perform such audit during normal business hours and District shall use reasonable efforts to not disrupt the normal business operations of Supplier.
- 37. Notices.** All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

To District:

Novato Fire Protection District  
 Attn: Contract Administrator  
 95 Rowland Way  
 Novato, CA 94945

To Supplier:

Life-Assist, Inc.  
 Name, Title  
 Street Address  
 City, State, Zip

- 38. Breach.** In case of a failure on the part of the Supplier to complete the Services within the specified time, or if Supplier otherwise breaches a term of this Agreement, the Agreement may be terminated by the District and the District shall in such event not thereafter pay or allow to the Supplier any compensation for any labor, supplies or materials furnished by Supplier; and the District may proceed to complete the Services by other means, and the Supplier shall be liable to the District for all loss or damage which it may suffer on account of the Supplier’s breach.

IN WITNESS WHEREOF, the Parties hereto, each acting under due and proper authority have executed this Agreement as of the day, month and year written below.

	SUPPLIER	DISTRICT
Signature:		
Printed Name:		
Title:		
Date (mm/dd/yyyy):		



**EXHIBIT A**

**SCHEDULE NO. 1**

This Schedule No. 1 is issued pursuant to the Master Purchasing Agreement dated <XXX, X,> 2020 (“Agreement”) by and between Novato Fire Protection District (“District”) and Life-Assist, Inc. (“Supplier”). Any term not otherwise defined herein, shall have the meaning ascribed to it in the Agreement.

**1. Contacts**

District’s Primary Contact	Supplier’s Primary Contact
EMS Buyer	Name, Title
Novato Fire Protection District	Company name
95 Rowland Way	Street Address
Novato, CA 94945	City, State, Zip
Phone: 415-878-2690	Phone
Email: EMSPurchasing@Novatofire.org	Email

**2. Purpose**

This Schedule No. 1 describes the medical supplies and equipment to be provided by Supplier to District (“Goods” as set forth in the Agreement).

**3. Location of Delivery**

The Goods described in this Schedule No. 1 shall be delivered to:

The shipping address specified by District at the time of order.

**4. Description of Goods**

Any medical supply or equipment specified in an order from Supplier’s catalog.

**5. Change Mechanism**

Should any change to the requirements arise, both Parties will review the proposed change and if agreed upon, this Schedule No. 1 shall be amended to reflect the change.

**6. Acceptance Milestones**

All Goods shall be accepted in one of the following ways:

“Accepted As-Is”. Indicates District acceptance.

“Rejected with Problem Report”. If a Good is not accepted by District, District will provide a detailed description of why it was rejected. If required, a meeting will be held to discuss the Good in detail.

In the case of a rejected Good, the Good is not considered accepted until the deficiencies have been corrected and Supplier shall not be entitled to invoice District for nay Good that has been rejected.

Unless previously agreed to in writing, one resubmittal will be allowed to modify the Good and address the deficiencies. Any additional resubmittals will be evaluated to determine if the change control mechanism should be invoked. A resubmittal due to errors or omissions caused by Supplier will not cause the change control mechanism to be invoked.

**7. Term and Termination**



Goods will be delivered after the Effective Date of the Agreement with the last order placed on or before December 31, 2020 ("Term"). Notwithstanding the duration of the time between the Term shown herein, District may terminate this Schedule No. 1 for any reason with fourteen (14) days written notice. District agrees to pay Supplier for all undisputed fees up until the effective date of Termination as set forth in the Agreement. Supplier also agrees to use its best efforts to complete any Goods in production as authorized by District, prior to the effective date of Termination.

**8. Payments and Invoicing**

The City of Tucson's agreement number 161418 shall govern the pricing under this Schedule No. 1 with a termination date of September 30, 2020.

The total authorized price under this Schedule shall not exceed \$65,000.

Supplier shall submit invoices to: Novato Fire Protection District, Attn: Accounts Payable, 95 Rowland Way, Novato, CA 94945.

In the event of any inconsistency between the terms of this Schedule and the terms of the Agreement, this Schedule shall prevail in all respects.

IN WITNESS WHEREOF, the Parties hereto, each acting under due and proper authority have executed this Schedule as of the day, month and year written below.

	SUPPLIER	DISTRICT
Signature:		
Printed Name:		
Title:		
Date (mm/dd/yyyy):		

*(The remainder of this page has been intentionally left blank)*

District Doc # TBD



## **Committee Reports Section**

- 1. MERA**
- 2. Finance Committee**
- 3. Marin Wildfire Prevention Authority Board**

**Financial Reports Section**





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# Novato Fire District

## Finance Division

### Revenues, Expenditures and Changes In Fund Balance Report – June 2020

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**TO:** Board of Directors  
**FROM:** Finance Director Valenti  
**DATE:** July 29, 2020  
**RE:** Revenues, Expenditures and Changes in Fund Balance Report – June 2020

#### 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 June 30, 2020, the District has received \$28,032,083 of property tax revenue. This represents 101% of the annual budgeted amounts.

Ambulance service fees collected in the fiscal year period amounted to \$3,379,435, which represents 154% of annual budgeted amounts.

#### Expenditures

Total salaries & fringe benefits for the fiscal year amounted to \$22,961,621 and represents 93% of annual budgeted amounts. Total services & supplies for the year amounted to \$3,704,400 and represents 88% of annual budgeted amounts. Total debt service for the year amounted to \$577,644 and represents 96% of annual budgeted amounts.

Total capital outlay for the year totaled \$1,404,723. This includes \$275,425 for building facilities, \$894,194 for vehicles, and \$223,242 for computers and communication equipment.

#### Net Change in Fund Balance

The net change in fund balance for the fiscal year ended June 30, 2020 is \$5,114,994.

**Novato Fire Protection District**  
**Revenues, Expenditures and Changes in Fund Balance**  
**July 1, 2019 to June 30, 2020**

Account Code	Month Ended Jun-30-2020	Year to Date Jun-30-2020	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
9001 · Current Secured	919,211.86	18,529,706.91	18,585,357.00	(55,650.09)	99.7%	18,585,357.00	(55,650.09)	99.7%
9002 · Current Unsecured	-	352,068.70	343,365.00	8,703.70	102.5%	343,365.00	8,703.70	102.5%
9006 · Prior Unsecured	-	13,867.77	12,932.00	935.77	107.2%	12,932.00	935.77	107.2%
9007 · Special Assessment	290,548.86	5,806,499.43	5,793,492.00	13,007.43	100.2%	5,793,492.00	13,007.43	100.2%
9041 · Supplemental Assessment Current	141,304.67	434,388.24	409,189.00	25,199.24	106.2%	409,189.00	25,199.24	106.2%
9042 · Supplemental Assessment Unsec	-	16,970.07	3,755.00	13,215.07	451.9%	3,755.00	13,215.07	451.9%
9043 · Supplemental Assessment Redemp.	132.91	15,705.17	12,534.00	3,171.17	125.3%	12,534.00	3,171.17	125.3%
9045 · Novato Hamilton RDA	-	718,007.41	616,696.00	101,311.41	116.4%	616,696.00	101,311.41	116.4%
9046 · Education Rev Augm Fund-Redist	-	1,882,786.15	1,673,825.00	208,961.15	112.5%	1,673,825.00	208,961.15	112.5%
9047 · Novato Downtown Redevelopment	-	262,083.02	185,147.00	76,936.02	141.6%	185,147.00	76,936.02	141.6%
<b>Sub-total Property Taxes</b>	<b>1,351,198.30</b>	<b>28,032,082.87</b>	<b>27,636,292.00</b>	<b>395,790.87</b>	<b>101.4%</b>	<b>27,636,292.00</b>	<b>395,790.87</b>	<b>101.4%</b>
9201 · Interest	18.46	282,736.78	179,286.00	103,450.78	157.7%	179,286.00	103,450.78	157.7%
<b>Sub-total Interest Income</b>	<b>18.46</b>	<b>282,736.78</b>	<b>179,286.00</b>	<b>103,450.78</b>	<b>157.7%</b>	<b>179,286.00</b>	<b>103,450.78</b>	<b>157.7%</b>
9280 · State Homeowners Prop Tax Reduc	12,437.27	82,915.13	84,043.00	(1,127.87)	98.7%	84,043.00	(1,127.87)	98.7%
9367 · Other State Aid, Grant	(23,024.00)	2,222,712.62	2,178,000.00	44,712.62	102.1%	245,000.00	1,977,712.62	907.2%
9483 · In-Lieu Housing	-	3,309.98	-	3,309.98	0.0%	-	3,309.98	0.0%
<b>Sub-total Intergovernmental</b>	<b>(10,586.73)</b>	<b>2,308,937.73</b>	<b>2,262,043.00</b>	<b>46,894.73</b>	<b>102.1%</b>	<b>329,043.00</b>	<b>1,979,894.73</b>	<b>701.7%</b>
9576 · CPR Class Fees	-	-	-	-	0.0%	-	-	0.0%
9925 · GEMT Revenue	-	(7,436.80)	50,000.00	(57,436.80)	-14.9%	50,000.00	(57,436.80)	-14.9%
9931 · Outside Agency Amb Bill Serv	-	-	-	-	0.0%	-	-	0.0%
9932 · Novato Ambulance Service Fees	307,747.62	3,379,435.31	2,200,000.00	1,179,435.31	153.6%	2,200,000.00	1,179,435.31	153.6%
9935 · Plan Checks	4,424.00	43,248.00	311,328.00	(268,080.00)	13.9%	311,328.00	(268,080.00)	13.9%
9938 · Elections	-	600.00	-	600.00	0.0%	-	600.00	0.0%
9945 · MERA & HazMat Admin Services	-	-	-	-	0.0%	-	-	0.0%
<b>Sub-total Charges for Services</b>	<b>312,171.62</b>	<b>3,415,846.51</b>	<b>2,561,328.00</b>	<b>854,518.51</b>	<b>133.4%</b>	<b>2,561,328.00</b>	<b>854,518.51</b>	<b>133.4%</b>

**Novato Fire Protection District**  
**Revenues, Expenditures and Changes in Fund Balance**  
**July 1, 2019 to June 30, 2020**

Account Code	Month Ended Jun-30-2020	Year to Date Jun-30-2020	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
9250 · Parking Lot Rent	2,500.00	30,000.00	30,000.00	-	100.0%	30,000.00	-	100.0%
9930 · COVID-19 Relief Funds	-	42,617.42	-	42,617.42	0.0%	-	42,617.42	0.0%
9936 · Sale of Assets	-	7,900.00	-	7,900.00	0.0%	-	7,900.00	0.0%
9940 · Other Refunds/Reimbursements	3,400.00	116,793.14	20,000.00	96,793.14	584.0%	20,000.00	96,793.14	584.0%
9942 · OES Reimbursements	16,202.68	506,455.87	500,000.00	6,455.87	101.3%	500,000.00	6,455.87	101.3%
<b>Sub-total Other Revenue</b>	<b>22,102.68</b>	<b>703,766.43</b>	<b>550,000.00</b>	<b>153,766.43</b>	<b>128.0%</b>	<b>550,000.00</b>	<b>153,766.43</b>	<b>128.0%</b>
<b>Total Revenues</b>	<b>1,674,904.33</b>	<b>34,743,370.32</b>	<b>33,188,949.00</b>	<b>1,554,421.32</b>	<b>104.7%</b>	<b>31,255,949.00</b>	<b>3,487,421.32</b>	<b>111.2%</b>

**Novato Fire Protection District**  
**Revenues, Expenditures and Changes in Fund Balance**  
**July 1, 2019 to June 30, 2020**

Account Code	Month Ended Jun-30-2020	Year to Date Jun-30-2020	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
1003 · Regular Staff Salaries	810,502.48	9,665,523.44	9,916,080.00	(250,556.56)	97.5%	9,916,080.00	(250,556.56)	97.5%
1019 · CTO Pay	134,441.21	615,778.66	943,300.00	(327,521.34)	65.3%	943,300.00	(327,521.34)	65.3%
1020 · Overtime - Callback	237,075.53	2,445,981.29	2,676,250.00	(230,268.71)	91.4%	2,676,250.00	(230,268.71)	91.4%
1021 · Out of Class Pay	964.56	29,583.23	39,000.00	(9,416.77)	75.9%	39,000.00	(9,416.77)	75.9%
1022 · Director Fees	3,400.00	18,700.00	24,000.00	(5,300.00)	77.9%	24,000.00	(5,300.00)	77.9%
1023 · Response Pay	371.46	12,786.75	13,000.00	(213.25)	98.4%	13,000.00	(213.25)	98.4%
1025 · Vacation Pay	209,624.69	274,468.11	398,000.00	(123,531.89)	69.0%	398,000.00	(123,531.89)	69.0%
1026 · Education Incentive	4,100.00	48,500.00	58,475.00	(9,975.00)	82.9%	58,475.00	(9,975.00)	82.9%
1402 · Retirement	473,328.57	4,573,593.67	4,835,000.00	(261,406.33)	94.6%	4,835,000.00	(261,406.33)	94.6%
1404 · FICA Medicare	20,194.92	188,953.52	233,154.00	(44,200.48)	81.0%	233,154.00	(44,200.48)	81.0%
1502 · Life Insurance	2,646.92	20,676.39	29,500.00	(8,823.61)	70.1%	29,500.00	(8,823.61)	70.1%
1510 · Dental Insurance	21,039.44	258,944.15	277,000.00	(18,055.85)	93.5%	277,000.00	(18,055.85)	93.5%
1512 · Flexible Savings Account	3,351.91	(3,081.11)	-	(3,081.11)	0.0%	-	(3,081.11)	0.0%
1513 · Health Insurance	164,471.95	2,988,951.40	3,435,460.00	(446,508.60)	87.0%	3,828,900.00	(839,948.60)	78.1%
1514 · Vision Plan	1,621.55	20,272.55	22,500.00	(2,227.45)	90.1%	22,500.00	(2,227.45)	90.1%
1517 · Administrative Allowance	1,612.50	17,812.50	16,200.00	1,612.50	110.0%	16,200.00	1,612.50	110.0%
1701 · Workers' Compensation	(573.28)	1,328,715.89	1,249,468.00	79,247.89	106.3%	1,249,468.00	79,247.89	106.3%
1703 · Physicals	42.00	46,226.00	45,521.00	705.00	101.5%	45,521.00	705.00	101.5%
1704 · Sick Leave Buyback	-	80,654.21	189,000.00	(108,345.79)	42.7%	189,000.00	(108,345.79)	42.7%
1705 · Admin Leave	-	-	-	-	0.0%	-	-	0.0%
1706 · Deferred Compensation	20,369.22	328,580.57	362,600.00	(34,019.43)	90.6%	362,600.00	(34,019.43)	90.6%
<b>Total Salaries and Benefits</b>	<b>2,108,585.63</b>	<b>22,961,621.22</b>	<b>24,763,508.00</b>	<b>(1,801,886.78)</b>	<b>92.7%</b>	<b>25,156,948.00</b>	<b>(2,195,326.78)</b>	<b>91.3%</b>
2000 · Services & Supplies	14,871.25	15,184.24	-	15,184.24	0.0%	-	15,184.24	0.0%

**Novato Fire Protection District**  
**Revenues, Expenditures and Changes in Fund Balance**  
**July 1, 2019 to June 30, 2020**

Account Code	Month Ended Jun-30-2020	Year to Date Jun-30-2020	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
2020 · Cal-OSHA Requirements	780.77	38,008.97	38,158.00	(149.03)	99.6%	38,158.00	(149.03)	99.6%
2021 · Clothing	58.05	996.09	4,000.00	(3,003.91)	24.9%	4,000.00	(3,003.91)	24.9%
2024 · First Aid Supplies	13,685.01	104,116.30	115,300.00	(11,183.70)	90.3%	115,300.00	(11,183.70)	90.3%
2025 · Oxygen	272.02	3,145.06	5,700.00	(2,554.94)	55.2%	5,700.00	(2,554.94)	55.2%
2026 · Investigative Tools	-	-	2,000.00	(2,000.00)	0.0%	2,000.00	(2,000.00)	0.0%
2027 · Tool Replacement	-	1,457.90	3,500.00	(2,042.10)	41.7%	3,500.00	(2,042.10)	41.7%
2028 · Board Expense	-	7,368.62	13,500.00	(6,131.38)	54.6%	13,500.00	(6,131.38)	54.6%
2029 · Advertising	662.72	22,390.79	10,500.00	11,890.79	213.2%	10,500.00	11,890.79	213.2%
2034 · Outside Assistance	26,378.33	141,560.13	162,140.00	(20,579.87)	87.3%	162,140.00	(20,579.87)	87.3%
2036 · EMS Certification	-	80.00	-	80.00	0.0%	-	80.00	0.0%
2038 · CPR Materials	-	10.00	-	10.00	0.0%	-	10.00	0.0%
2039 · Schools and Seminars	-	19,565.71	76,250.00	(56,684.29)	25.7%	76,250.00	(56,684.29)	25.7%
2040 · Training Aids and Materials	951.11	5,904.72	47,850.00	(41,945.28)	12.3%	47,850.00	(41,945.28)	12.3%
2041 · Food	595.00	9,781.31	20,000.00	(10,218.69)	48.9%	20,000.00	(10,218.69)	48.9%
2042 · Extinguishing Agents	-	-	5,500.00	(5,500.00)	0.0%	5,500.00	(5,500.00)	0.0%
2049 · Conferences & Meetings	-	20,501.55	31,800.00	(11,298.45)	64.5%	31,800.00	(11,298.45)	64.5%
2050 · Equipment Testing	-	13,132.91	35,500.00	(22,367.09)	37.0%	35,500.00	(22,367.09)	37.0%
2059 · Liability & Property	896.00	140,439.21	138,000.00	2,439.21	101.8%	138,000.00	2,439.21	101.8%
2074 · School and Seminars	-	1,445.00	5,500.00	(4,055.00)	26.3%	5,500.00	(4,055.00)	26.3%
2087 · Parts & Outside Labor	15,896.68	179,541.05	132,500.00	47,041.05	135.5%	132,500.00	47,041.05	135.5%
2088 · Shop Supplies	595.38	2,752.36	6,000.00	(3,247.64)	45.9%	6,000.00	(3,247.64)	45.9%
2121 · Vegetation Mgmt	11,902.50	87,665.08	105,000.00	(17,334.92)	83.5%	105,000.00	(17,334.92)	83.5%
2129 · Election Expense	-	-	59,000.00	(59,000.00)	0.0%	59,000.00	(59,000.00)	0.0%
2131 · Books & Periodicals	-	2,402.28	5,585.00	(3,182.72)	43.0%	5,585.00	(3,182.72)	43.0%
2137 · Document Reproduction	-	323.37	5,500.00	(5,176.63)	5.9%	5,500.00	(5,176.63)	5.9%
2141 · Computer Supplies	3,255.91	23,958.81	73,000.00	(49,041.19)	32.8%	73,000.00	(49,041.19)	32.8%
2151 · Computer System Software	9,649.71	159,706.58	188,900.00	(29,193.42)	84.5%	188,900.00	(29,193.42)	84.5%
2164 · Computer Hardware Maintenance	15,835.00	109,482.03	153,300.00	(43,817.97)	71.4%	153,300.00	(43,817.97)	71.4%
2262 · Hazardous Materials Prog	-	9,903.00	10,000.00	(97.00)	99.0%	-	9,903.00	0.0%
2268 · Special Fire Equipment & Suppl	24,669.21	165,041.15	185,600.00	(20,558.85)	88.9%	185,600.00	(20,558.85)	88.9%
2269 · Property Tax Fee	-	298,516.90	328,125.00	(29,608.10)	91.0%	328,125.00	(29,608.10)	91.0%
2273 · Employee Service & Recognition	-	8,064.94	5,000.00	3,064.94	161.3%	5,000.00	3,064.94	161.3%
2396 · Facilities Prevent Maintenance	18,410.70	102,913.01	130,399.00	(27,485.99)	78.9%	130,399.00	(27,485.99)	78.9%
2397 · Facilities Projects	1,800.00	98,843.56	93,000.00	5,843.56	106.3%	93,000.00	5,843.56	106.3%
2398 · Facilities Repair	6,005.26	192,917.59	128,000.00	64,917.59	150.7%	128,000.00	64,917.59	150.7%
2399 · Station Supplies	2,456.24	26,504.97	20,000.00	6,504.97	132.5%	20,000.00	6,504.97	132.5%
2400 · Hydrants	-	15,738.00	18,000.00	(2,262.00)	87.4%	18,000.00	(2,262.00)	87.4%

**Novato Fire Protection District**  
**Revenues, Expenditures and Changes in Fund Balance**  
**July 1, 2019 to June 30, 2020**

Account Code	Month Ended Jun-30-2020	Year to Date Jun-30-2020	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
2401 · Memberships	4,150.00	29,905.46	30,285.00	(379.54)	98.7%	30,285.00	(379.54)	98.7%
2406 · Payroll Service Charge	3,678.13	45,419.54	46,700.00	(1,280.46)	97.3%	46,700.00	(1,280.46)	97.3%
2407 · Office Supplies	4,950.76	58,624.04	61,900.00	(3,275.96)	94.7%	61,900.00	(3,275.96)	94.7%
2501 · Gas, Oil & Grease Vehicles	13,597.43	113,226.22	134,750.00	(21,523.78)	84.0%	134,750.00	(21,523.78)	84.0%
2510 · Out of County Logistics	92.81	7,047.97	10,000.00	(2,952.03)	70.5%	10,000.00	(2,952.03)	70.5%
2528 · Central Dispatch	-	431,779.58	433,000.00	(1,220.42)	99.7%	433,000.00	(1,220.42)	99.7%
2530 · Emergency Operations Center	-	11,475.04	37,500.00	(26,024.96)	30.6%	37,500.00	(26,024.96)	30.6%
2533 · Marin Emergency Radio Authority	124,084.00	346,457.80	222,700.00	123,757.80	155.6%	222,700.00	123,757.80	155.6%
2537 · Radio & MDC Maintenance	-	57,065.78	82,600.00	(25,534.22)	69.1%	82,600.00	(25,534.22)	69.1%
2713 · Legal Fees	22,916.64	127,526.38	125,000.00	2,526.38	102.0%	125,000.00	2,526.38	102.0%
2717 · Audit & Accounting Fees	9,021.92	55,096.71	53,100.00	1,996.71	103.8%	45,100.00	9,996.71	122.2%
2718 · Consulting Fees	1,000.00	116,064.05	244,920.00	(128,855.95)	47.4%	244,920.00	(128,855.95)	47.4%
2731 · Water	2,167.98	18,718.85	28,000.00	(9,281.15)	66.9%	28,000.00	(9,281.15)	66.9%
2732 · Electricity	11,193.47	102,209.58	110,000.00	(7,790.42)	92.9%	110,000.00	(7,790.42)	92.9%
2736 · Garbage	5,381.65	22,299.61	25,000.00	(2,700.39)	89.2%	25,000.00	(2,700.39)	89.2%
2737 · Sewage	-	16,287.96	20,000.00	(3,712.04)	81.4%	20,000.00	(3,712.04)	81.4%
2738 · Telephone System	11,019.23	115,832.05	177,850.00	(62,017.95)	65.1%	177,850.00	(62,017.95)	65.1%
<b>Total Services and Supplies</b>	<b>382,880.87</b>	<b>3,704,399.81</b>	<b>4,205,412.00</b>	<b>(501,012.19)</b>	<b>88.1%</b>	<b>4,187,412.00</b>	<b>(483,012.19)</b>	<b>88.5%</b>
3301 · Debt Service - Principal	18,749.18	523,483.42	546,200.00	(22,716.58)	95.8%	546,200.00	(22,716.58)	95.8%
3302 · Debt Service - Interest	1,680.89	54,160.42	54,103.00	57.42	100.1%	54,103.00	57.42	100.1%
<b>Total Debt Service</b>	<b>20,430.07</b>	<b>577,643.84</b>	<b>600,303.00</b>	<b>(22,659.16)</b>	<b>96.2%</b>	<b>600,303.00</b>	<b>(22,659.16)</b>	<b>96.2%</b>
4048 · Building Facilities	29,762.50	275,424.92	1,900,000.00	(1,624,575.08)	14.5%	1,900,000.00	(1,624,575.08)	14.5%
4810 · EMS Equipment	-	-	-	-	0.0%	-	-	0.0%
4815 · Fire Suppression Equipment	-	894,193.58	930,000.00	(35,806.42)	96.1%	930,000.00	(35,806.42)	96.1%
4818 · Exercise Equipment	-	10,217.30	10,500.00	(282.70)	97.3%	10,500.00	(282.70)	97.3%
4820 · Ambulances	-	1,645.89	275,000.00	(273,354.11)	0.6%	275,000.00	(273,354.11)	0.6%
4834 · Communication & Computer Equip	40,152.61	94,086.82	165,000.00	(70,913.18)	57.0%	165,000.00	(70,913.18)	57.0%
4880 · Data Processing Computer Equip	-	129,154.79	100,000.00	29,154.79	129.2%	100,000.00	29,154.79	129.2%
<b>Total Capital Outlay</b>	<b>69,915.11</b>	<b>1,404,723.30</b>	<b>3,380,500.00</b>	<b>(1,975,776.70)</b>	<b>41.6%</b>	<b>3,380,500.00</b>	<b>(1,975,776.70)</b>	<b>41.6%</b>

**Novato Fire Protection District**  
**Revenues, Expenditures and Changes in Fund Balance**  
**July 1, 2019 to June 30, 2020**

Account Code	Month Ended Jun-30-2020	Year to Date Jun-30-2020	Revised Budget	Variance Over (Under)	Percent Revised Budget	Original Budget	Variance Over (Under)	Percent Original Budget
8500 · Intergovernmental Transfers	-	979,988.58	894,000.00	85,988.58	109.6%	150,000.00	829,988.58	653.3%
<b>Total Intergovernmental Transfers</b>	-	<b>979,988.58</b>	<b>894,000.00</b>	<b>85,988.58</b>	<b>109.6%</b>	<b>150,000.00</b>	<b>829,988.58</b>	<b>653.3%</b>
<b>Net Change in Fund Balance</b>	<b>(906,907.35)</b>	<b>5,114,993.57</b>	<b>(654,774.00)</b>	<b>5,769,767.57</b>		<b>(2,219,214.00)</b>	<b>7,334,207.57</b>	
<b>Budget Reconciliation</b>								
Original Budget			(2,219,214.00)					
OPEB Pre-Funding Contribution - BOD 11/6/2019			393,440.00					
OPEB Actuarial Fees - BOD 11/6/2019			(8,000.00)					
Hazardous Materials program expense - BOD 2/5/2020			(10,000.00)					
Increase Intergovernmental Transfers - BOD 5/6/2020			(744,000.00)					
Increase Other State Aid, Grant budget account - BOD 5/6/2020			<u>1,933,000.00</u>					
<b>Revised Budget</b>			<b><u>(654,774.00)</u></b>					



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**Novato Fire District**  
**Finance Division**  
**Revenues and Expenditures Detail Report**  
**June 2020**

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**TO:** Board of Directors  
**FROM:** Finance Director Valenti  
**DATE:** July 29, 2020  
**RE:** Revenues and Expenditures Detail Report – June 2020

**Summary**

Revenues	\$ 1,674,904.33
Expenditures	<u>2,581,811.68</u>
<b>Net Change in Fund Balance</b>	<b>\$ (906,907.35)</b>



## Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>9001 - Current Secured</b>						
Deposit	06/16/2020	JA5606-002	105250 0 LEVY		Deposit	834,044.69
Deposit	06/30/2020	JA5614-002	105250 0 LEVY		Deposit	84,950.95
Deposit	06/30/2020	JA5614-017	105250 8 LEVY % 0		Deposit	216.22
Total 9001 - Current Secured						919,211.86
<b>9007 - Special Assessment</b>						
Deposit	06/16/2020	JA5606-009	105250 3 LEVY		Deposit	261,280.08
Deposit	06/30/2020	JA5614-010	105250 3 LEVY		Deposit	29,268.78
Total 9007 - Special Assessment						290,548.86
<b>9041 - Supplemental Assessment Current</b>						
Deposit	06/04/2020	JA5604-002	105250 0 LEVY		Deposit	81,209.59
Deposit	06/16/2020	JA5611-002	105250 0 LEVY		Deposit	34,171.73
Deposit	06/30/2020	JA5619-002	105250 0 LEVY		Deposit	25,923.35
Total 9041 - Supplemental Assessment Current						141,304.67
<b>9043 - Supplemental Assessment Redemp.</b>						
Deposit	06/12/2020	JA5609-014	105250 0 LEVY		Deposit	9.85
Deposit	06/12/2020	JA5609-021	105250 0 % DLNQ PNLT		Deposit	1.04
Deposit	06/12/2020	JA5609-025	105250 0 % ADD PNLT		Deposit	3.58
Deposit	06/30/2020	JA5617-013	105250 0 LEVY		Deposit	84.15
Deposit	06/30/2020	JA5617-026	105250 0 % ADD PNLT		Deposit	29.13
Deposit	06/30/2020	JA5617-021	105250 0 % DLNQ PNLT		Deposit	5.16
Total 9043 - Supplemental Assessment Redemp.						132.91
<b>9201 - Interest</b>						
Deposit	06/30/2020		WestAmerica Bank		Deposit	10.66
Deposit	06/30/2020		WestAmerica Bank		Deposit	0.32
Deposit	06/30/2020		WestAmerica Bank		Deposit	7.48
Total 9201 - Interest						18.46
<b>9250 - Parking Lot Rent</b>						
Sales Receipt	06/04/2020	6815	NOVATO TOYOTA	NOVATO TOYOTA	Parking lot rent	2,500.00
Total 9250 - Parking Lot Rent						2,500.00
<b>9280 - State Homeowners Prop Tax Reduc</b>						
Deposit	06/04/2020	JA5605-020	105250 0 LEVY		Deposit	103.22
Deposit	06/04/2020	JA5605-035	105250 0 LEVY		Deposit	42.80
Deposit	06/04/2020	JA5605-002	105250 0 LEVY		Deposit	0.02
Deposit	06/04/2020	JA5605-026	105250 0 LEVY		Deposit	12,279.78
Deposit	06/04/2020	JA5605-014	105250 0 LEVY		Deposit	11.14
Deposit	06/04/2020	JA5605-010	105250 0 LEVY		Deposit	0.25
Deposit	06/04/2020	JA5605-006	105250 0 LEVY		Deposit	0.06
Total 9280 - State Homeowners Prop Tax Reduc						12,437.27
<b>9367 - Other State Aid, Grant</b>						
Bill	06/02/2020	980	STAR CREEK LAND STEWARDS, INC.	STAR CREEK LAND STEWARDS, INC.	DOS: 04/24/2020-05/17/2020	-23,200.00
Deposit	06/19/2020		BIOMARIN customer		Deposit	176.00
Total 9367 - Other State Aid, Grant						-23,024.00
<b>9932 - Novato Ambulance Service Fees</b>						
Deposit	06/01/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	NORIDIAN N. CA   HCCLAIMPMT	20,141.95
Deposit	06/01/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	25,738.08
Bill	06/02/2020	Run#F19006433	BYRD, DOYLE	BYRD, DOYLE	DOS 2/27/2019	-611.68
Bill	06/02/2020	Run#F19008436	BLUE CROSS - PERS	BLUE CROSS - PERS	Run#F19008436, DOS: 3/18/2019	-598.19
Bill	06/02/2020	RUN#F19007029	LEONARDI, SUSAN	LEONARDI, SUSAN	RUN#F19007029, DOS 3/05/2019	-487.50
Bill	06/02/2020	RUN#F19015783	VANOPDENBOSCH, LIEVE	VANOPDENBOSCH, LIEVE	RUN#F19015783, DOS 05/30/2019	-2,907.16
Bill	06/02/2020	RUN#F19009823	MAGEE, MILLICENT	MAGEE, MILLICENT	RUN#F19009823, DOS 4/01/2019	-579.94
Bill	06/02/2020	RUN#F18027894	STATE FARM	STATE FARM	RUN#F18027894, DOS 10/07/2018	-1,115.00
Bill	06/02/2020	RUN#F19024015	KAISER FOUNDATION HEALTHPLAN	KAISER FOUNDATION HEALTHPLAN	RUN#F19024015, DOS 08/15/2019	-3,019.80
Deposit	06/02/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	7,824.15
Deposit	06/02/2020		EMS BILLING		Bank Ref#54009717339	332.01
Deposit	06/03/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	200.00
Deposit	06/03/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	NORIDIAN N. CA   HCCLAIMPMT	5,093.01
Sales Receipt	06/04/2020	6813	QUIC REMIT	QUIC REMIT	EMS Ambulance Service Fees	97.24
Deposit	06/04/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	1,214.60
Deposit	06/05/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	16,752.58
Deposit	06/08/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	39,439.79
Deposit	06/09/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	6,723.70
Deposit	06/10/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	115.47
Bill	06/11/2020	REIMB F19030781	KAISER FOUNDATION HEALTHPLAN	KAISER FOUNDATION HEALTHPLAN	WC INS REIMB	-3,497.94
Bill	06/11/2020	EMS REIMB	CATHERINE MARTIN	CATHERINE MARTIN	NOV RESIDENT EMS REIMB	-585.38
Bill	06/11/2020	REIMB F19027265	PARTNERSHIP HEALTH PLAN	PARTNERSHIP HEALTH PLAN	REIMB OVERPAY EMS	-339.00
Bill	06/11/2020	NFD EMS REIMB	CAROL LOFTUS	CAROL LOFTUS	EMS REIMB NOV RESIDENT	-200.00
Bill	06/11/2020	RUN#F19029668	ANTHEM BLUE CROSS	ANTHEM BLUE CROSS	RUN# F19029668, DOS 10/06/2019	-2,558.72
Bill	06/11/2020	05/22/2020	WAKEFIELD & ASSOC.	WAKEFIELD & ASSOC.	85481	-260.05
Deposit	06/11/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	845.12
Deposit	06/12/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	470712364370084   PAYMENT	0.00
Deposit	06/12/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	2,122.58
Deposit	06/12/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	8,152.48
Deposit	06/15/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	NORIDIAN N. CA   HCCLAIMPMT	14,003.69
Deposit	06/16/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	51,868.26
Deposit	06/17/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	1,743.83
Deposit	06/18/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	277.22
Deposit	06/19/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	NORIDIAN N. CA   HCCLAIMPMT	14,857.31
Sales Receipt	06/22/2020	6827	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	4,611.85
Sales Receipt	06/22/2020	6828	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	111.97
Sales Receipt	06/22/2020	6829	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	218.80
Sales Receipt	06/22/2020	6830	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	96.93
Sales Receipt	06/22/2020	6831	AETNA cust.	AETNA cust.	EMS Ambulance Service Fees	805.86
Sales Receipt	06/22/2020	6832	AETNA cust.	AETNA cust.	EMS Ambulance Service Fees	375.00
Deposit	06/22/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	45,458.50
Deposit	06/23/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	25,079.36
Deposit	06/25/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	6,523.61
Deposit	06/26/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	NORIDIAN N. CA   HCCLAIMPMT	7,108.35
Deposit	06/26/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	14,998.68
Bill	06/29/2020	RUN#F19038761	BLUE SHIELD OF CALIFORNIA	BLUE SHIELD OF CALIFORNIA	RUN#F19038761, DOS 12/25/2019	-133.44
Bill	06/29/2020	RUN#F19037208	BRISTOL, CAI	BRISTOL, CAI	RUN#F19037208	-932.20
Bill	06/29/2020	RUN#F19038659	BLUE SHIELD	BLUE SHIELD	RUN#F19038659	-960.27
Bill	06/29/2020	RUN#F19038988	PRESS, EDWARD	PRESS, EDWARD	RUN#F19038988, DOS 12/28/2019	-200.00
Bill	06/29/2020	RUN#F19038338	KAISER FOUNDATION HEALTHPLAN	KAISER FOUNDATION HEALTHPLAN	RUN#F19038338, DOS 12/21/2019	-394.77
Bill	06/29/2020	RUN#F19037514	SMITH, CAROLL	SMITH, CAROLL	RUN#F19037514, DOS 12/13/2019	-102.26
Bill	06/29/2020	F20007353/F20008...	UNITED HEALTHCARE - RECOVERY SERV...	UNITED HEALTHCARE - RECOVERY SERV...	RUN#F20007353 / F20008471, DO...	-986.32

## Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
Sales Receipt	06/29/2020	6847	QUIC REMIT	QUIC REMIT	EMS Ambulance Service Fees	95.41
Sales Receipt	06/29/2020	6848	BLUE CROSS PAYMENT	BLUE CROSS PAYMENT	EMS Ambulance Service Fees	1,052.48
Deposit	06/29/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	1,718.24
Deposit	06/30/2020		DEPOSIT LOCKBOX	DEPOSIT LOCKBOX	IN MAIL DEPOSIT	2,419.13
<b>Total 9932 · Novato Ambulance Service Fees</b>						<b>307,747.62</b>
<b>9935 · Plan Checks</b>						
Sales Receipt	06/03/2020	6804	KIMBO PRISCILLA	KIMBO PRISCILLA	Permit/Plan Fee PRE-INSPECTIO...	50.00
Sales Receipt	06/03/2020	6805	THREE ALARM ELECTRICAL SYSTEMS	THREE ALARM ELECTRICAL SYSTEMS	Permit/Plan Fee FIRE ALARM-AT...	528.00
Sales Receipt	06/03/2020	6806	TODD MORRIS FIRE PROTECTION	TODD MORRIS FIRE PROTECTION	Permit/Plan Fee 308 SUNSET PK...	352.00
Sales Receipt	06/04/2020	6810	MYERS ENTERPRISES	MYERS ENTERPRISES	Permit/Plan Fee 900 DIABLO AVE...	176.00
Sales Receipt	06/09/2020	6811	RIVERA, MELON	RIVERA, MELON	Permit/Plan Fee PRE-INSPECTIO...	100.00
Sales Receipt	06/09/2020	6812	MARTINIS, JULIA	MARTINIS, JULIA	Permit/Plan Fee-PRE-INSPECTIO...	50.00
Sales Receipt	06/16/2020	6816	FIRE STOP SPRINKLER COMPANY	FIRE STOP SPRINKLER COMPANY	Permit/Plan Fee BIOMARIN 300 B...	352.00
Sales Receipt	06/18/2020	6817	THOMPSON BUILDERS CORPORATION	THOMPSON BUILDERS CORPORATION	Permit/Plan Fee UNDERGROUND...	352.00
Sales Receipt	06/23/2020	6833	GENERAL DYNAMICS INFORMATION TEC...	GENERAL DYNAMICS INFORMATION TECHN...	Permit/Plan Fee ABOVEGROUND...	176.00
Sales Receipt	06/23/2020	6834	BAY ALARM IMPREST ACCOUNT	BAY ALARM IMPREST ACCOUNT	Permit/Plan Fee FIRE ALARM-158...	264.00
Sales Receipt	06/23/2020	6835	BAY ALARM IMPREST ACCOUNT	BAY ALARM IMPREST ACCOUNT	Permit/Plan Fee FIRE ALARM 157...	264.00
Sales Receipt	06/23/2020	6836	BAY ALARM IMPREST ACCOUNT	BAY ALARM IMPREST ACCOUNT	Permit/Plan Fee FIRE ALARM 157...	264.00
Sales Receipt	06/23/2020	6837	BAY ALARM IMPREST ACCOUNT	BAY ALARM IMPREST ACCOUNT	Permit/Plan Fee 848 DIABLO AVE...	264.00
Sales Receipt	06/23/2020	6838	BAY ALARM IMPREST ACCOUNT	BAY ALARM IMPREST ACCOUNT	Permit/Plan Fee 852 DIABLO AVE...	264.00
Sales Receipt	06/24/2020	6839	MCCOY FIRE PROTECTION	MCCOY FIRE PROTECTION	Permit/Plan Fee RESIDENTIAL S...	352.00
Sales Receipt	06/24/2020	6840	VALLEY FIRE & SECURITY ALARMS, INC.	VALLEY FIRE & SECURITY ALARMS, INC.	Permit/Plan Fee FIRE ALARM FO...	264.00
Sales Receipt	06/24/2020	6841	FIRE STOP SPRINKLER COMPANY	FIRE STOP SPRINKLER COMPANY	Permit/Plan Fee 300 BMK WASTE...	176.00
Sales Receipt	06/30/2020	6844	GENERAL DYNAMICS IFORMATION TECH...	GENERAL DYNAMICS IFORMATION TECHNO...	Permit/Plan Fee 75 ROWLAND W...	176.00
<b>Total 9935 · Plan Checks</b>						<b>4,424.00</b>
<b>9940 · Other Refunds/Reimbursements</b>						
Sales Receipt	06/15/2020	6820	MARIN COUNTY TRAINING OFFICERS	MARIN COUNTY TRAINING OFFICERS	Other Refunds/Reimbursements	2,000.00
Sales Receipt	06/22/2020	6821	CHAVEZ ALVAREZ, JOSE	CHAVEZ ALVAREZ, JOSE	Other Refunds/Reimbursements dr...	200.00
Sales Receipt	06/22/2020	6822	OAKLEY, STEPHEN	OAKLEY, STEPHEN	Other Refunds/Reimbursements D...	200.00
Sales Receipt	06/22/2020	6823	HUMPHREY, KEITH	HUMPHREY, KEITH	Other Refunds/Reimbursements D...	200.00
Sales Receipt	06/22/2020	6824	SANCHEZ, TREVOR	SANCHEZ, TREVOR	Other Refunds/Reimbursements D...	200.00
Sales Receipt	06/22/2020	6826	CASH	CASH	Other Refunds/Reimbursements D...	200.00
Sales Receipt	06/22/2020	6842	CASH	CASH	Other Refunds/Reimbursements D...	200.00
Sales Receipt	06/22/2020	6843	CASH	CASH	Other Refunds/Reimbursements D...	200.00
<b>Total 9940 · Other Refunds/Reimbursements</b>						<b>3,400.00</b>
<b>9942 · OES Reimbursements</b>						
Sales Receipt	06/03/2020	6808	STATE OF CALIFORNIA	STATE OF CALIFORNIA	OES Reimbursements	16,202.68
<b>Total 9942 · OES Reimbursements</b>						<b>16,202.68</b>
<b>9943 · Health Premium Reimbursements</b>						
Sales Receipt	06/03/2020	6809	MCERA	MCERA	Health Premium Reimb.	19,220.56
Sales Receipt	06/15/2020	6819	NOVATO FIRE PROTECTION DIST	NOVATO FIRE PROTECTION DIST	Health Premium Reimb.	13,301.32
Sales Receipt	06/30/2020	6854	NOVATO FIRE PROTECTION DIST	NOVATO FIRE PROTECTION DIST	Health Premium Reimb.	13,301.32
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-34,202.88
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-433.07
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-7,442.52
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-3,744.73
<b>Total 9943 · Health Premium Reimbursements</b>						<b>0.00</b>
<b>Total Income</b>						<b>1,674,904.33</b>
<b>Gross Profit</b>						<b>1,674,904.33</b>
<b>Expense</b>						
<b>1003 · Regular Staff Salaries</b>						
Check	06/11/2020	807608211	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/15/2020 Payroll	598,513.93
Deposit	06/12/2020	807608211	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	Deposit	-598,513.93
General Journal	06/15/2020	PR 061520	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/15/2020	PR 061520	BOWLDS, ARTHUR J	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/15/2020	PR 061520	CONNER, JUSTIN	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/15/2020	PR 061520	DAGUE, KYLE M	ADP PAYROLL IMPORT	Regular Earnings	6,753.13
General Journal	06/15/2020	PR 061520	GAULKE, THOMAS F	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	GODOY, RICHARD S	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	GOODSPEED, CHRISTOPHER J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	HAKENEN, AARON K	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	HAMILTON, RYAN J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	Regular Earnings	1,643.21
General Journal	06/15/2020	PR 061520	KEADY, TRISTAN G	ADP PAYROLL IMPORT	Regular Earnings	1,571.39
General Journal	06/15/2020	PR 061520	KEENA, JEFF T	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	KOPPERT, JAMES K	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	LARROQUE, MARK L	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	LARSON, KEVIN D	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/15/2020	PR 061520	LEMELIN, JEFF M	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	LESIK, KIMBERLY D	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	MCGUINNESS, MICHAEL J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	PACE, JASON A	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	PETERS, DANIEL G.	ADP PAYROLL IMPORT	Regular Earnings	4,508.34
General Journal	06/15/2020	PR 061520	PONTIUS, ROSWELL B	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	POWELL, KEVIN J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	RHOADES, ERIN N	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	SALDANA, ANDREW P	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	SCOTT, NICOLE M	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	SOLAR, DEVIN W	ADP PAYROLL IMPORT	Regular Earnings	4,508.34
General Journal	06/15/2020	PR 061520	SWANSON, TYLER J	ADP PAYROLL IMPORT	Regular Earnings	4,508.34
General Journal	06/15/2020	PR 061520	WAGER, SHANNON M	ADP PAYROLL IMPORT	Regular Earnings	3,703.55
General Journal	06/15/2020	PR 061520	ZANONI, JASON A	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/15/2020	PR 061520	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	WORKERS COMP	2,865.14
General Journal	06/15/2020	PR 061520	KEADY, TRISTAN G	ADP PAYROLL IMPORT	WORKERS COMP	5,335.56
General Journal	06/15/2020	PR 061520	BARLUPE, NICHOLAS	ADP PAYROLL IMPORT	Regular Earnings	3,596.67
General Journal	06/15/2020	PR 061520	JESSELL, LORI M	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	MACDONALD, LANCE	ADP PAYROLL IMPORT	Regular Earnings	4,841.05
General Journal	06/15/2020	PR 061520	OSGOOD, LYNNE	ADP PAYROLL IMPORT	Regular Earnings	5,164.26
General Journal	06/15/2020	PR 061520	WADE, DENISE D	ADP PAYROLL IMPORT	Regular Earnings	4,035.59
General Journal	06/15/2020	PR 061520	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	BERNARDINI, JR, MARIO L	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	BLACK, ADAM R	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	BLANDON, MARVIN J	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	BLUE, FOREST H	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	BOALS, MICHAEL S	ADP PAYROLL IMPORT	Regular Earnings	1,453.05
General Journal	06/15/2020	PR 061520	BRODY, WILLIAM A	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	DICOCHEA, JOHN S	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	DOHERTY, JOSEPH F	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	FLETCHER, DONALD M	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	FORKES, KENNETH D	ADP PAYROLL IMPORT	Regular Earnings	4,867.59
General Journal	06/15/2020	PR 061520	FREEDMAN, SCOTT R	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	KISER, KEEF W	ADP PAYROLL IMPORT	Regular Earnings	5,091.65

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

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
General Journal	06/15/2020	PR 061520	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	LEAR,KIRK M	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	MCCARTHY,GERALD J	ADP PAYROLL IMPORT	Regular Earnings	6,431.55
General Journal	06/15/2020	PR 061520	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	MENZEL,DMITRI J	ADP PAYROLL IMPORT	Regular Earnings	8,177.78
General Journal	06/15/2020	PR 061520	MICHALIK,SCOTT A	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	PACHECO,NOLE D	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	PECK,ELI G	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	PETERS,DANIEL J	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	SHELINE,BRIAN C	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	SMITH,BARRETT A	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	TAUL,MIKE S	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	TELDESCHI,MARC R	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	VALUCH,OWEN E	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	WEHR,DONALD J	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	WHITE,STEVEN J	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	Regular Earnings	6,431.55
General Journal	06/15/2020	PR 061520	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/15/2020	PR 061520	BOALS,MICHAEL S	ADP PAYROLL IMPORT	WORKERS COMP	3,638.61
General Journal	06/15/2020	PR 061520	FELCIANO,GRETCHEN M	ADP PAYROLL IMPORT	Regular Earnings	6,713.43
General Journal	06/15/2020	PR 061520	GALLI,LAUREN CHRISTINE MARIE	ADP PAYROLL IMPORT	Regular Earnings	2,368.49
General Journal	06/15/2020	PR 061520	HOGGAN,STACEY	ADP PAYROLL IMPORT	Regular Earnings	1,924.49
General Journal	06/15/2020	PR 061520	MALDONADO,JENNIFER	ADP PAYROLL IMPORT	Regular Earnings	4,037.50
General Journal	06/15/2020	PR 061520	TYLER,WILLIAM G	ADP PAYROLL IMPORT	Regular Earnings	9,280.30
General Journal	06/15/2020	PR 061520	VALENTI,JOSEPH R	ADP PAYROLL IMPORT	Regular Earnings	6,587.50
General Journal	06/15/2020	PR 061520	VILLA,JEANNE M	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/15/2020	PR 061520	WALRAVEN,COLLEEN M	ADP PAYROLL IMPORT	Regular Earnings	3,141.73
General Journal	06/15/2020	PR 061520	LACROIX,ROBERT A	ADP PAYROLL IMPORT	Regular Earnings	6,431.55
General Journal	06/15/2020	PR 061520	MESENBURG,ERICH W	ADP PAYROLL IMPORT	Regular Earnings	6,753.13
Check	06/29/2020	807608267	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/30/2020 Payroll	859,655.37
Deposit	06/29/2020	807608267	NOVATO FIRE PROTECTION DIST.		Deposit	-859,655.37
General Journal	06/30/2020	PR 063020	ALLMAN,MATTHEW	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/30/2020	PR 063020	BOWLDS,ARTHUR J	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/30/2020	PR 063020	CONNOR,JUSTIN	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/30/2020	PR 063020	DAGUE,KYLE M	ADP PAYROLL IMPORT	Regular Earnings	6,753.13
General Journal	06/30/2020	PR 063020	GAULKE,THOMAS F	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	GODOY,RICHARD S	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	HAKENEN,AARON K	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	HAMILTON,RYAN J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	KARABETSOS,ELANEY	ADP PAYROLL IMPORT	Regular Earnings	1,643.20
General Journal	06/30/2020	PR 063020	KEADY,TRISTAN G	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	KEENA,JEFF T	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	KOPPERT,JAMES K	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	LARROQUE,MARK L	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	LARSON,KEVIN D	ADP PAYROLL IMPORT	Regular Earnings	4,808.29
General Journal	06/30/2020	PR 063020	LEMELIN,JEFF M	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	PACE,JASON A	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	PETERS,DANIEL G.	ADP PAYROLL IMPORT	Regular Earnings	4,508.34
General Journal	06/30/2020	PR 063020	PONTIUS,ROSWELL B	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	POWELL,KEVIN J	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	RHOADES,ERIN N	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	SALDANA,ANDREW P	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	SCOTT,NICOLE M	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	SOLAR,DEVIN W	ADP PAYROLL IMPORT	Regular Earnings	4,508.34
General Journal	06/30/2020	PR 063020	SWANSON,TYLER J	ADP PAYROLL IMPORT	Regular Earnings	4,508.34
General Journal	06/30/2020	PR 063020	WAGER,SHANNON M	ADP PAYROLL IMPORT	Regular Earnings	3,703.55
General Journal	06/30/2020	PR 063020	ZANONI,JASON A	ADP PAYROLL IMPORT	Regular Earnings	5,106.95
General Journal	06/30/2020	PR 063020	KARABETSOS,ELANEY	ADP PAYROLL IMPORT	WORKERS COMP	2,865.14
General Journal	06/30/2020	PR 063020	BARLUPE,NICHOLAS	ADP PAYROLL IMPORT	Regular Earnings	3,596.67
General Journal	06/30/2020	PR 063020	JESSELL,LORI M	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	MACDONALD,LANCE	ADP PAYROLL IMPORT	Regular Earnings	4,841.05
General Journal	06/30/2020	PR 063020	OSGOOD,LYNNE	ADP PAYROLL IMPORT	Regular Earnings	5,164.26
General Journal	06/30/2020	PR 063020	WADE,DENISE D	ADP PAYROLL IMPORT	Regular Earnings	4,035.59
General Journal	06/30/2020	PR 063020	SARGIACCHI,ANTHONY D	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	BLACK,ADAM R	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	BLANDON,MARVIN J	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	BLUE,FOREST H	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	BOALS,MICHAEL S	ADP PAYROLL IMPORT	Regular Earnings	1,453.05
General Journal	06/30/2020	PR 063020	BRODY,WILLIAM A	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	DICOCHIA,JOHN S	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	DOHERTY,JOSEPH F	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	FLETCHER,DONALD M	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	FORKES,KENNETH D	ADP PAYROLL IMPORT	Regular Earnings	4,867.59
General Journal	06/30/2020	PR 063020	FREEDMAN,SCOTT R	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	KISER,KEEF W	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	LEAR,KIRK M	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	MCCARTHY,GERALD J	ADP PAYROLL IMPORT	Regular Earnings	6,431.55
General Journal	06/30/2020	PR 063020	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	MENZEL,DMITRI J	ADP PAYROLL IMPORT	Regular Earnings	8,177.78
General Journal	06/30/2020	PR 063020	MICHALIK,SCOTT A	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	PACHECO,NOLE D	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	PECK,ELI G	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	PETERS,DANIEL J	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	SHELINE,BRIAN C	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	SMITH,BARRETT A	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	TAUL,MIKE S	ADP PAYROLL IMPORT	Regular Earnings	1,379.68
General Journal	06/30/2020	PR 063020	TELDESCHI,MARC R	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	VALUCH,OWEN E	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	WEHR,DONALD J	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	WHITE,STEVEN J	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	Regular Earnings	6,431.55
General Journal	06/30/2020	PR 063020	ZAGARIS,NIKOLAUS S	ADP PAYROLL IMPORT	Regular Earnings	5,091.65
General Journal	06/30/2020	PR 063020	BOALS,MICHAEL S	ADP PAYROLL IMPORT	WORKERS COMP	3,638.61
General Journal	06/30/2020	PR 063020	TAUL,MIKE S	ADP PAYROLL IMPORT	WORKERS COMP	4,410.26
General Journal	06/30/2020	PR 063020	FELCIANO,GRETCHEN M	ADP PAYROLL IMPORT	Regular Earnings	6,713.43
General Journal	06/30/2020	PR 063020	GALLI,LAUREN CHRISTINE MARIE	ADP PAYROLL IMPORT	Regular Earnings	2,368.49
General Journal	06/30/2020	PR 063020	HOGGAN,STACEY	ADP PAYROLL IMPORT	Regular Earnings	1,924.49
General Journal	06/30/2020	PR 063020	MALDONADO,JENNIFER	ADP PAYROLL IMPORT	Regular Earnings	4,037.50
General Journal	06/30/2020	PR 063020	TYLER,WILLIAM G	ADP PAYROLL IMPORT	Regular Earnings	9,280.30
General Journal	06/30/2020	PR 063020	VALENTI,JOSEPH R	ADP PAYROLL IMPORT	Regular Earnings	6,587.50
General Journal	06/30/2020	PR 063020	VILLA,JEANNE M	ADP PAYROLL IMPORT	Regular Earnings	5,789.93
General Journal	06/30/2020	PR 063020	WALRAVEN,COLLEEN M	ADP PAYROLL IMPORT	Regular Earnings	3,141.73

## Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
General Journal	06/30/2020	PR 063020	LACROIX, ROBERT A	ADP PAYROLL IMPORT	Regular Earnings	6,431.55
General Journal	06/30/2020	PR 063020	MESENBURG, ERICH W	ADP PAYROLL IMPORT	Regular Earnings	6,753.13
Total 1003 · Regular Staff Salaries						810,502.48
<b>1019 · CTO Pay</b>						
General Journal	06/15/2020	PR 061520	DAGUE, KYLE M	ADP PAYROLL IMPORT	CTO PAID	8,415.36
General Journal	06/15/2020	PR 061520	MCGUINNESS, MICHAEL J	ADP PAYROLL IMPORT	CTO PAID	1,530.00
General Journal	06/15/2020	PR 061520	GAULKE, THOMAS F	ADP PAYROLL IMPORT	OC CTO2 paid	1,515.24
General Journal	06/15/2020	PR 061520	LARSON, KEVIN D	ADP PAYROLL IMPORT	OC CTO2 paid	1,902.24
General Journal	06/15/2020	PR 061520	LESIK, KIMBERLY D	ADP PAYROLL IMPORT	OC CTO2 paid	1,025.04
General Journal	06/15/2020	PR 061520	RHOADES, ERIN N	ADP PAYROLL IMPORT	OC CTO2 paid	5,298.08
General Journal	06/15/2020	PR 061520	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	CTO PAID	1,155.12
General Journal	06/15/2020	PR 061520	LEAR, KIRK M	ADP PAYROLL IMPORT	CTO PAID	1,510.56
General Journal	06/15/2020	PR 061520	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	OC CTO2 paid	1,155.12
General Journal	06/15/2020	PR 061520	DICOCHEA, JOHN S	ADP PAYROLL IMPORT	OC CTO2 paid	20,302.80
General Journal	06/15/2020	PR 061520	MICHALIK, SCOTT A	ADP PAYROLL IMPORT	OC CTO2 paid	1,258.80
General Journal	06/15/2020	PR 061520	PANNELL, JEFFREY S	ADP PAYROLL IMPORT	OC CTO2 paid	10,626.84
General Journal	06/15/2020	PR 061520	SHELIN, BRIAN C	ADP PAYROLL IMPORT	OC CTO2 paid	1,981.99
General Journal	06/15/2020	PR 061520	MESENBURG, ERICH W	ADP PAYROLL IMPORT	OC CTO2 paid	582.48
General Journal	06/30/2020	PR 063020	DAGUE, KYLE M	ADP PAYROLL IMPORT	CTO PAID	5,610.24
General Journal	06/30/2020	PR 063020	BOWLDS, ARTHUR J	ADP PAYROLL IMPORT	OC CTO2 paid	951.12
General Journal	06/30/2020	PR 063020	PONTIUS, ROSWELL B	ADP PAYROLL IMPORT	OC CTO2 paid	2,020.32
General Journal	06/30/2020	PR 063020	POWELL, KEVIN J	ADP PAYROLL IMPORT	OC CTO2 paid	252.54
General Journal	06/30/2020	PR 063020	SCOTT, NICOLE M	ADP PAYROLL IMPORT	OC CTO2 paid	3,587.64
General Journal	06/30/2020	PR 063020	BLANDON, MARVIN J	ADP PAYROLL IMPORT	CTO PAID	6,678.52
General Journal	06/30/2020	PR 063020	DICOCHEA, JOHN S	ADP PAYROLL IMPORT	CTO PAID	8,121.12
General Journal	06/30/2020	PR 063020	LEAR, KIRK M	ADP PAYROLL IMPORT	CTO PAID	1,510.56
General Journal	06/30/2020	PR 063020	MICHALIK, SCOTT A	ADP PAYROLL IMPORT	CTO PAID	3,209.94
General Journal	06/30/2020	PR 063020	PANNELL, JEFFREY S	ADP PAYROLL IMPORT	CTO PAID	1,012.08
General Journal	06/30/2020	PR 063020	PETERS, DANIEL J	ADP PAYROLL IMPORT	CTO PAID	1,155.12
General Journal	06/30/2020	PR 063020	TAUL, MIKE S	ADP PAYROLL IMPORT	CTO PAID	580.08
General Journal	06/30/2020	PR 063020	WHITE, STEVEN J	ADP PAYROLL IMPORT	CTO PAID	1,150.32
General Journal	06/30/2020	PR 063020	ZAGARIS, NIKOLAUS S	ADP PAYROLL IMPORT	CTO PAID	506.04
General Journal	06/30/2020	PR 063020	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	OC CTO2 paid	4,042.92
General Journal	06/30/2020	PR 063020	BOALS, MICHAEL S	ADP PAYROLL IMPORT	OC CTO2 paid	1,510.56
General Journal	06/30/2020	PR 063020	MICHALIK, SCOTT A	ADP PAYROLL IMPORT	OC CTO2 paid	1,132.92
General Journal	06/30/2020	PR 063020	PETERS, DANIEL J	ADP PAYROLL IMPORT	OC CTO2 paid	1,732.68
General Journal	06/30/2020	PR 063020	SHELIN, BRIAN C	ADP PAYROLL IMPORT	OC CTO2 paid	1,998.01
General Journal	06/30/2020	PR 063020	TELDESCHI, MARC R	ADP PAYROLL IMPORT	OC CTO2 paid	1,740.24
General Journal	06/30/2020	PR 063020	VALUCH, OWEN E	ADP PAYROLL IMPORT	OC CTO2 paid	14,954.16
General Journal	06/30/2020	PR 063020	WHITE, STEVEN J	ADP PAYROLL IMPORT	OC CTO2 paid	3,450.96
General Journal	06/30/2020	PR 063020	WHITTET, JEFFREY J	ADP PAYROLL IMPORT	OC CTO2 paid	2,902.30
General Journal	06/30/2020	PR 063020	MALDONADO, JENNIFER	ADP PAYROLL IMPORT	CTO PAID	355.95
General Journal	06/30/2020	PR 063020	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	CTO PAID	6,115.20
Total 1019 · CTO Pay						134,441.21
<b>1020 · Overtime - Callback</b>						
General Journal	06/15/2020	PR 061520	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	O/T	2,719.08
General Journal	06/15/2020	PR 061520	BOWLDS, ARTHUR J	ADP PAYROLL IMPORT	O/T	237.78
General Journal	06/15/2020	PR 061520	CONNER, JUSTIN	ADP PAYROLL IMPORT	O/T	4,280.04
General Journal	06/15/2020	PR 061520	DAGUE, KYLE M	ADP PAYROLL IMPORT	O/T	7,587.20
General Journal	06/15/2020	PR 061520	GODOY, RICHARD S	ADP PAYROLL IMPORT	O/T	3,314.59
General Journal	06/15/2020	PR 061520	GOODSPEED, CHRISTOPHER J	ADP PAYROLL IMPORT	O/T	1,522.80
General Journal	06/15/2020	PR 061520	HAKENEN, AARON K	ADP PAYROLL IMPORT	O/T	127.50
General Journal	06/15/2020	PR 061520	KOPPERT, JAMES K	ADP PAYROLL IMPORT	O/T	1,522.80
General Journal	06/15/2020	PR 061520	LEMELIN, JEFF M	ADP PAYROLL IMPORT	O/T	3,060.00
General Journal	06/15/2020	PR 061520	LESIK, KIMBERLY D	ADP PAYROLL IMPORT	O/T	1,537.56
General Journal	06/15/2020	PR 061520	PACE, JASON A	ADP PAYROLL IMPORT	O/T	3,030.48
General Journal	06/15/2020	PR 061520	PONTIUS, ROSWELL B	ADP PAYROLL IMPORT	O/T	1,515.24
General Journal	06/15/2020	PR 061520	POWELL, KEVIN J	ADP PAYROLL IMPORT	O/T	1,767.78
General Journal	06/15/2020	PR 061520	RHOADES, ERIN N	ADP PAYROLL IMPORT	O/T	3,045.60
General Journal	06/15/2020	PR 061520	SALDANA, ANDREW P	ADP PAYROLL IMPORT	O/T	3,030.48
General Journal	06/15/2020	PR 061520	SCOTT, NICOLE M	ADP PAYROLL IMPORT	O/T	3,075.12
General Journal	06/15/2020	PR 061520	LEMELIN, JEFF M	ADP PAYROLL IMPORT	OT CAPTAIN	1,717.92
General Journal	06/15/2020	PR 061520	BERNARDINI, JR, MARIO L	ADP PAYROLL IMPORT	O/T	3,494.88
General Journal	06/15/2020	PR 061520	BLACK, ADAM R	ADP PAYROLL IMPORT	O/T	3,480.48
General Journal	06/15/2020	PR 061520	BLANDON, MARVIN J	ADP PAYROLL IMPORT	O/T	3,036.24
General Journal	06/15/2020	PR 061520	DICOCHEA, JOHN S	ADP PAYROLL IMPORT	O/T	217.53
General Journal	06/15/2020	PR 061520	DOHERTY, JOSEPH F	ADP PAYROLL IMPORT	O/T	3,021.12
General Journal	06/15/2020	PR 061520	FLETCHER, DONALD M	ADP PAYROLL IMPORT	O/T	1,740.24
General Journal	06/15/2020	PR 061520	KISER, KEEF W	ADP PAYROLL IMPORT	O/T	3,050.64
General Journal	06/15/2020	PR 061520	LARKIN, GEOFFREY P	ADP PAYROLL IMPORT	O/T	3,036.24
General Journal	06/15/2020	PR 061520	LEAR, KIRK M	ADP PAYROLL IMPORT	O/T	3,021.12
General Journal	06/15/2020	PR 061520	MCCARTHY, GERALD J	ADP PAYROLL IMPORT	O/T	1,461.08
General Journal	06/15/2020	PR 061520	MCCARTHY, ANDREW J	ADP PAYROLL IMPORT	O/T	3,480.48
General Journal	06/15/2020	PR 061520	PACHECO, NOLE D	ADP PAYROLL IMPORT	O/T	6,901.92
General Journal	06/15/2020	PR 061520	PECK, ELI G	ADP PAYROLL IMPORT	O/T	1,518.12
General Journal	06/15/2020	PR 061520	PETERS, DANIEL J	ADP PAYROLL IMPORT	O/T	3,898.53
General Journal	06/15/2020	PR 061520	SCHIAVO, DAVID A	ADP PAYROLL IMPORT	O/T	1,518.12
General Journal	06/15/2020	PR 061520	SHELIN, BRIAN C	ADP PAYROLL IMPORT	O/T	4,554.36
General Journal	06/15/2020	PR 061520	SMITH, BARRETT A	ADP PAYROLL IMPORT	O/T	217.53
General Journal	06/15/2020	PR 061520	TELDESCHI, MARC R	ADP PAYROLL IMPORT	O/T	1,740.24
General Journal	06/15/2020	PR 061520	WEHR, DONALD J	ADP PAYROLL IMPORT	O/T	3,036.24
General Journal	06/15/2020	PR 061520	WHITTET, JEFFREY J	ADP PAYROLL IMPORT	O/T	1,948.12
General Journal	06/15/2020	PR 061520	LARKIN, GEOFFREY P	ADP PAYROLL IMPORT	OT CAPTAIN	1,717.92
General Journal	06/15/2020	PR 061520	LACROIX, ROBERT A	ADP PAYROLL IMPORT	O/T	2,146.91
General Journal	06/15/2020	PR 061520	MESENBURG, ERICH W	ADP PAYROLL IMPORT	O/T	2,337.60
General Journal	06/30/2020	PR 063020	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	O/T	5,378.40
General Journal	06/30/2020	PR 063020	CONNER, JUSTIN	ADP PAYROLL IMPORT	O/T	4,309.76
General Journal	06/30/2020	PR 063020	DAGUE, KYLE M	ADP PAYROLL IMPORT	O/T	5,610.24
General Journal	06/30/2020	PR 063020	GODOY, RICHARD S	ADP PAYROLL IMPORT	O/T	3,030.48
General Journal	06/30/2020	PR 063020	GOODSPEED, CHRISTOPHER J	ADP PAYROLL IMPORT	O/T	3,045.60
General Journal	06/30/2020	PR 063020	HAMILTON, RYAN J	ADP PAYROLL IMPORT	O/T	7,650.00
General Journal	06/30/2020	PR 063020	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	O/T	56.36
General Journal	06/30/2020	PR 063020	KEENA, JEFF T	ADP PAYROLL IMPORT	O/T	7,968.75
General Journal	06/30/2020	PR 063020	KOPPERT, JAMES K	ADP PAYROLL IMPORT	O/T	3,045.60
General Journal	06/30/2020	PR 063020	LEMELIN, JEFF M	ADP PAYROLL IMPORT	O/T	6,120.00
General Journal	06/30/2020	PR 063020	LESIK, KIMBERLY D	ADP PAYROLL IMPORT	O/T	1,537.56
General Journal	06/30/2020	PR 063020	PACE, JASON A	ADP PAYROLL IMPORT	O/T	6,080.96
General Journal	06/30/2020	PR 063020	PETERS, DANIEL G.	ADP PAYROLL IMPORT	O/T	1,337.76
General Journal	06/30/2020	PR 063020	RHOADES, ERIN N	ADP PAYROLL IMPORT	O/T	158.63
General Journal	06/30/2020	PR 063020	SALDANA, ANDREW P	ADP PAYROLL IMPORT	O/T	4,545.72
General Journal	06/30/2020	PR 063020	SCOTT, NICOLE M	ADP PAYROLL IMPORT	O/T	1,537.56
General Journal	06/30/2020	PR 063020	SOLAR, DEVIN W	ADP PAYROLL IMPORT	O/T	2,675.52
General Journal	06/30/2020	PR 063020	SWANSON, TYLER J	ADP PAYROLL IMPORT	O/T	56.36
General Journal	06/30/2020	PR 063020	ZANONI, JASON A	ADP PAYROLL IMPORT	O/T	1,522.80
General Journal	06/30/2020	PR 063020	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	O/T	108.29
General Journal	06/30/2020	PR 063020	BLACK, ADAM R	ADP PAYROLL IMPORT	O/T	1,740.24
General Journal	06/30/2020	PR 063020	BLANDON, MARVIN J	ADP PAYROLL IMPORT	O/T	4,554.36
General Journal	06/30/2020	PR 063020	BLUE, FOREST H	ADP PAYROLL IMPORT	O/T	1,732.68

# Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
General Journal	06/30/2020	PR 063020	BRODY,WILLIAM A	ADP PAYROLL IMPORT	O/T	1,510.56
General Journal	06/30/2020	PR 063020	DICOCHEA,JOHN S	ADP PAYROLL IMPORT	O/T	145.02
General Journal	06/30/2020	PR 063020	DOHERTY,JOSEPH F	ADP PAYROLL IMPORT	O/T	3,776.40
General Journal	06/30/2020	PR 063020	FLETCHER,DONALD M	ADP PAYROLL IMPORT	O/T	253.79
General Journal	06/30/2020	PR 063020	KISER,KEEF W	ADP PAYROLL IMPORT	O/T	3,368.42
General Journal	06/30/2020	PR 063020	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	O/T	1,518.12
General Journal	06/30/2020	PR 063020	LEAR,KIRK M	ADP PAYROLL IMPORT	O/T	4,531.68
General Journal	06/30/2020	PR 063020	MCCARTHY,GERALD J	ADP PAYROLL IMPORT	O/T	584.43
General Journal	06/30/2020	PR 063020	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	O/T	5,220.72
General Journal	06/30/2020	PR 063020	MICHALIK,SCOTT A	ADP PAYROLL IMPORT	O/T	3,021.12
General Journal	06/30/2020	PR 063020	PACHECO,NOLE D	ADP PAYROLL IMPORT	O/T	3,450.96
General Journal	06/30/2020	PR 063020	PECK,ELI G	ADP PAYROLL IMPORT	O/T	126.51
General Journal	06/30/2020	PR 063020	PETERS,DANIEL J	ADP PAYROLL IMPORT	O/T	5,739.50
General Journal	06/30/2020	PR 063020	SCHIAVO,DAVID A	ADP PAYROLL IMPORT	O/T	1,518.12
General Journal	06/30/2020	PR 063020	SHELINE,BRIAN C	ADP PAYROLL IMPORT	O/T	1,834.40
General Journal	06/30/2020	PR 063020	SMITH,BARRETT A	ADP PAYROLL IMPORT	O/T	3,480.48
General Journal	06/30/2020	PR 063020	TELDESCHI,MARC R	ADP PAYROLL IMPORT	O/T	3,480.48
General Journal	06/30/2020	PR 063020	WEHR,DONALD J	ADP PAYROLL IMPORT	O/T	2,356.25
General Journal	06/30/2020	PR 063020	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	O/T	2,067.39
General Journal	06/30/2020	PR 063020	PECK,ELI G	ADP PAYROLL IMPORT	OOC OT 1	1,518.12
General Journal	06/30/2020	PR 063020	MENZEL,DMITRI J	ADP PAYROLL IMPORT	OTW DC	1,698.48
General Journal	06/30/2020	PR 063020	LACROIX,ROBERT A	ADP PAYROLL IMPORT	O/T	3,816.72
General Journal	06/30/2020	PR 063020	MESENBERG,ERICH W	ADP PAYROLL IMPORT	O/T	2,688.24
General Journal	06/30/2020	PR 063020	LACROIX,ROBERT A	ADP PAYROLL IMPORT	OTW DC	1,908.36
<b>Total 1020 · Overtime - Callback</b>						<b>237,075.53</b>
<b>1021 · Out of Class Pay</b>						
General Journal	06/15/2020	PR 061520	LEMELIN,JEFF M	ADP PAYROLL IMPORT	OUTOF CLASS CP	135.12
General Journal	06/15/2020	PR 061520	BLANDON,MARVIN J	ADP PAYROLL IMPORT	OUTOF CLASS CP	276.48
General Journal	06/15/2020	PR 061520	BRODY,WILLIAM A	ADP PAYROLL IMPORT	OUTOF CLASS CP	138.24
General Journal	06/30/2020	PR 063020	BLANDON,MARVIN J	ADP PAYROLL IMPORT	OUTOF CLASS CP	138.24
General Journal	06/30/2020	PR 063020	PECK,ELI G	ADP PAYROLL IMPORT	OUTOF CLASS CP	276.48
<b>Total 1021 · Out of Class Pay</b>						<b>964.56</b>
<b>1022 · Director Fees</b>						
General Journal	06/15/2020	PR 061520	DAVIS,WILLIAM L	ADP PAYROLL IMPORT	BOARD MEMBERS	200.00
General Journal	06/15/2020	PR 061520	GALLI,JIM	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00
General Journal	06/15/2020	PR 061520	GOINES, BRUCE F	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00
General Journal	06/15/2020	PR 061520	METCHO,STEVE R	ADP PAYROLL IMPORT	BOARD MEMBERS	200.00
General Journal	06/15/2020	PR 061520	SILVERMAN,LOUIS	ADP PAYROLL IMPORT	BOARD MEMBERS	200.00
General Journal	06/30/2020	PR 063020	DAVIS,WILLIAM L	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00
General Journal	06/30/2020	PR 063020	GALLI,JIM	ADP PAYROLL IMPORT	BOARD MEMBERS	200.00
General Journal	06/30/2020	PR 063020	GOINES, BRUCE F	ADP PAYROLL IMPORT	BOARD MEMBERS	600.00
General Journal	06/30/2020	PR 063020	METCHO,STEVE R	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00
General Journal	06/30/2020	PR 063020	SILVERMAN,LOUIS	ADP PAYROLL IMPORT	BOARD MEMBERS	400.00
<b>Total 1022 · Director Fees</b>						<b>3,400.00</b>
<b>1023 · Response Pay</b>						
General Journal	06/15/2020	PR 061520	JESSELL,LORI M	ADP PAYROLL IMPORT	EMERG RESPON	203.88
General Journal	06/15/2020	PR 061520	MACDONALD,LANCE	ADP PAYROLL IMPORT	EMERG RESPON	167.58
<b>Total 1023 · Response Pay</b>						<b>371.46</b>
<b>1025 · Vacation Pay</b>						
Check	06/29/2020	10490	MICHALIK, SCOTT	MICHALIK, SCOTT		25,008.16
General Journal	06/29/2020	GJ 062920	MICHALIK, SCOTT	MICHALIK, SCOTT	VOID #10490	-25,008.16
General Journal	06/30/2020	PR 063020	KEENA, JEFF T	ADP PAYROLL IMPORT	VACATION PAID	5,050.80
General Journal	06/30/2020	PR 063020	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	VACATION PAID	5,345.43
General Journal	06/30/2020	PR 063020	PACE,JASON A	ADP PAYROLL IMPORT	VACATION PAID	2,020.32
General Journal	06/30/2020	PR 063020	JESSELL,LORI M	ADP PAYROLL IMPORT	VACATION PAID	7,349.10
General Journal	06/30/2020	PR 063020	WADE,DENISE D	ADP PAYROLL IMPORT	VACATION PAID	5,959.68
General Journal	06/30/2020	PR 063020	BLANDON,MARVIN J	ADP PAYROLL IMPORT	VACATION PAID	6,042.24
General Journal	06/30/2020	PR 063020	DICOCHEA,JOHN S	ADP PAYROLL IMPORT	VACATION PAID	11,452.80
General Journal	06/30/2020	PR 063020	MCCARTHY,GERALD J	ADP PAYROLL IMPORT	VACATION PAID	15,266.88
General Journal	06/30/2020	PR 063020	MENZEL,DMITRI J	ADP PAYROLL IMPORT	VACATION PAID	22,646.40
General Journal	06/30/2020	PR 063020	MICHALIK,SCOTT A	ADP PAYROLL IMPORT	VACATION PAID	18,126.72
General Journal	06/30/2020	PR 063020	TAUL,MIKE S	ADP PAYROLL IMPORT	VACATION PAID	16,367.96
General Journal	06/30/2020	PR 063020	WEHR,DONALD J	ADP PAYROLL IMPORT	VACATION PAID	5,035.20
General Journal	06/30/2020	PR 063020	WHITE,STEVEN J	ADP PAYROLL IMPORT	VACATION PAID	18,324.48
General Journal	06/30/2020	PR 063020	WHITTET,JEFFREY J	ADP PAYROLL IMPORT	VACATION PAID	7,633.44
General Journal	06/30/2020	PR 063020	MALDONADO,JENNIFER	ADP PAYROLL IMPORT	VACATION PAID	1,584.06
General Journal	06/30/2020	PR 063020	TYLER,WILLIAM G	ADP PAYROLL IMPORT	VACATION PAID	24,093.00
General Journal	06/30/2020	PR 063020	VALENTI,JOSEPH R	ADP PAYROLL IMPORT	VACATION PAID	5,339.70
General Journal	06/30/2020	PR 063020	VILLA,JEANNE M	ADP PAYROLL IMPORT	VACATION PAID	9,086.16
General Journal	06/30/2020	PR 063020	LACROIX,ROBERT A	ADP PAYROLL IMPORT	VACATION PAID	22,900.32
<b>Total 1025 · Vacation Pay</b>						<b>209,624.69</b>
<b>1026 · Education Incentive</b>						
General Journal	06/15/2020	PR 061520	ALLMAN,MATTHEW	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	GOODSPEED,CHRISTOPHER J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	HAKENEN,AARON K	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	HAMILTON,RYAN J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	KARABETSOS,ELANEY	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	KEADY,TRISTAN G	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	KEENA, JEFF T	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	KOPPERT,JAMES K	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	LARROQUE,MARK L	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	LEMELIN,JEFF M	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	LESIK,KIMBERLY D	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	MCGUINNESS,MICHAEL J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	RHOADES,ERIN N	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	SCOTT,NICOLE M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	SWANSON,TYLER J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	ZANONI,JASON A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	JESSELL,LORI M	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	06/15/2020	PR 061520	OSGOOD,LYNNE	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	06/15/2020	PR 061520	BARGIACCHI,ANTHONY D	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	BERNARDINI JR,MARIO L	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	06/15/2020	PR 061520	BLACK,ADAM R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	BLANDON,MARVIN J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	BLUE,FOREST H	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	DICOCHEA,JOHN S	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	FLETCHER,DONALD M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	KISER,KEEF W	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/15/2020	PR 061520	LARKIN,GEOFFREY P	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	MCGARGILL,ANDREW J	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	PACHECO,NOLE D	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	PANNELL,JEFFREY S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	PECK,ELI G	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	PETERS,DANIEL J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00

# Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
General Journal	06/15/2020	PR 061520	SCHIAVO, DAVID A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	SHELINE, BRIAN C	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	SMITH, BARRETT A	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	TAUL, MIKE S	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	TELDESCHI, MARC R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/15/2020	PR 061520	VALUCH, OWEN E	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	WEHR, DONALD J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	WHITE, STEVEN J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/15/2020	PR 061520	ZAGARIS, NIKOLAUS S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	ALLMAN, MATTHEW	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	GOODSPEED, CHRISTOPHER J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	HAKENEN, AARON K	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	HAMILTON, RYAN J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	KARABETSOS, ELANEY	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	KEADY, TRISTAN G	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	KEENA, JEFF T	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	KOPPERT, JAMES K	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	LARROQUE, MARK L	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	LEMELIN, JEFF M	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	LESIK, KIMBERLY D	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	MCGUINNESS, MICHAEL J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	RHOADES, ERIN N	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	SCOTT, NICOLE M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	SWANSON, TYLER J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	ZANONI, JASON A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	JESSELL, LORI M	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	06/30/2020	PR 063020	OSGOOD, LYNNE	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	06/30/2020	PR 063020	BARGIACCHI, ANTHONY D	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	BERNARDINI, JR, MARIO J	ADP PAYROLL IMPORT	EDU INCENTIVE	100.00
General Journal	06/30/2020	PR 063020	BLACK, ADAM R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	BLANDON, MARVIN J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	BLUE, FOREST H	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	DICOCHEA, JOHN S	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	FLETCHER, DONALD M	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	KISER, KEEF W	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	LARKIN, GEOFFREY P	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	MCGARGILL, ANDREW J	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	PACHECO, NOLE D	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	PANNELL, JEFFREY S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	PECK, ELI G	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	PETERS, DANIEL J	ADP PAYROLL IMPORT	EDU INCENTIVE	50.00
General Journal	06/30/2020	PR 063020	SCHIAVO, DAVID A	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	SHELINE, BRIAN C	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	SMITH, BARRETT A	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	TAUL, MIKE S	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	TELDESCHI, MARC R	ADP PAYROLL IMPORT	EDU INCENTIVE	75.00
General Journal	06/30/2020	PR 063020	VALUCH, OWEN E	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	WEHR, DONALD J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	WHITE, STEVEN J	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
General Journal	06/30/2020	PR 063020	ZAGARIS, NIKOLAUS S	ADP PAYROLL IMPORT	EDU INCENTIVE	25.00
Total 1026 · Education Incentive						4,100.00
<b>1402 · Retirement</b>						
Check	06/11/2020	807608212	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/15/2020 Payroll, employer retir...	64,964.86
Check	06/11/2020	807608212	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/15/2020 Payroll, employer retir...	7,713.49
Check	06/11/2020	807608212	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/15/2020 Payroll, employer retir...	97,047.44
Check	06/11/2020	807608212	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/15/2020 Payroll, employer retir...	11,541.75
Check	06/11/2020	807608212	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/15/2020 Payroll, employer retir...	3,668.31
Deposit	06/12/2020	807608212	NOVATO FIRE PROTECTION DIST.		Deposit	-64,964.86
Deposit	06/12/2020	807608212	NOVATO FIRE PROTECTION DIST.		Deposit	-7,713.49
Deposit	06/12/2020	807608212	NOVATO FIRE PROTECTION DIST.		Deposit	-97,047.44
Deposit	06/12/2020	807608212	NOVATO FIRE PROTECTION DIST.		Deposit	-11,541.75
Deposit	06/12/2020	807608212	NOVATO FIRE PROTECTION DIST.		Deposit	-3,668.31
General Journal	06/15/2020	PR 061520	MCCARTHY, GERALD J	ADP PAYROLL IMPORT	INCENTIVE PAY	321.58
Check	06/15/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		64,964.86
Check	06/15/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		7,713.49
Check	06/15/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		97,047.44
Check	06/15/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		11,541.75
Check	06/15/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		3,668.31
Check	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/30/2020 Payroll, employer retir...	70,591.77
Check	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/30/2020 Payroll, employer retir...	12,753.45
Check	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/30/2020 Payroll, employer retir...	171,133.81
Check	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/30/2020 Payroll, employer retir...	29,602.22
Check	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	06/30/2020 Payroll, employer retir...	3,668.31
Deposit	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.		Deposit	-70,591.77
Deposit	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.		Deposit	-12,753.45
Deposit	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.		Deposit	-171,133.81
Deposit	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.		Deposit	-29,602.22
Deposit	06/29/2020	807608268	NOVATO FIRE PROTECTION DIST.		Deposit	-3,668.31
Check	06/30/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		70,591.77
Check	06/30/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		12,753.45
Check	06/30/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		171,133.81
Check	06/30/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		29,602.22
Check	06/30/2020	EFT	STATE STREET BANK & TRUST CO	STATE STREET BANK & TRUST CO		3,668.31
General Journal	06/30/2020	PR 063020	MCCARTHY, GERALD J	ADP PAYROLL IMPORT	INCENTIVE PAY	321.58
Total 1402 · Retirement						473,328.57
<b>1404 · FICA Medicare</b>						
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	2,841.97
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	340.29
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	222.90
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	3,894.43
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	578.34
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	86.80
General Journal	06/15/2020	PR 061520	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	255.72
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employee Medicare Surtax	-2.22
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	3,292.90
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	527.89
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	222.90
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	5,910.35
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	1,262.36
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Social Security Tax	124.00
General Journal	06/30/2020	PR 063020	ADP PAYROLL IMPORT	ADP PAYROLL IMPORT	Employer Medicare Tax	636.29
Total 1404 · FICA Medicare						20,194.92

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

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>1502 · Life Insurance</b>						
Check	06/01/2020	80760807	HOPKINS, RICHARD employee	HOPKINS, RICHARD employee	EAP Premium	-7.16
Check	06/11/2020	807608141	CAPF	CAPF	June 2020, LTD Plan	765.73
Check	06/11/2020	807608141	CAPF	CAPF	June 2020, LTD Plan	152.41
Check	06/11/2020	807608141	CAPF	CAPF	June 2020, LTD Plan	864.65
Check	06/11/2020	807608141	CAPF	CAPF	June 2020, LTD Plan	133.25
Check	06/11/2020	807608141	CAPF	CAPF	June 2020, LTD Plan	30.96
Bill	06/11/2020	70120-73120	FDAC FIRE DISTRICTS ASSOCIATION OF ...	FDAC FIRE DISTRICTS ASSOCIATION OF CA	LIFE 7/20	2,183.20
Bill	06/11/2020	PRM-052481	MANAGED HEALTH NETWORK SERV.	MANAGED HEALTH NETWORK SERV.	EAP JUNE 2020	1,088.32
Bill	06/11/2020	5262020	PROTECTIVE LIFE INSURANCE COMPANY	PROTECTIVE LIFE INSURANCE COMPANY	LIFE INS 05262020	920.61
Bill	06/11/2020	06/01/2020	FIDELITY LIFE ASSOCIATION	FIDELITY LIFE ASSOCIATION	Gerald McCarthy June	114.23
Bill	06/11/2020	06/01/2020	FIDELITY LIFE ASSOCIATION	FIDELITY LIFE ASSOCIATION	Gerald McCarthy May	114.23
Check	06/15/2020	807608213	HOPKINS, RICHARD employee	HOPKINS, RICHARD employee	EAP Premium	-7.16
Check	06/29/2020	807608270	HOPKINS, RICHARD employee	HOPKINS, RICHARD employee	EAP Premium	-7.16
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-1,291.56
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-274.86
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-1,774.25
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-342.27
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-61.79
General Journal	06/30/2020	GJ 063020		Reclass Check#10428 LaCroix ref...		45.54
Total 1502 · Life Insurance						2,646.92
<b>1510 · Dental Insurance</b>						
Bill	06/02/2020	Dental Refund	CATHERINE RUCKER	CATHERINE RUCKER	Refund dental premiums February,...	833.46
Bill	06/11/2020	70120-73120	FDAC FIRE DISTRICTS ASSOCIATION OF ...	FDAC FIRE DISTRICTS ASSOCIATION OF CA	DENTAL 7/20	27,648.50
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-2,566.93
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-546.28
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-3,526.26
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-680.25
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-122.80
Total 1510 · Dental Insurance						21,039.44
<b>1512 · Flexible Savings Account</b>						
Check	06/01/2020	5/29/2020	HCFSA2020	ADP BENEFIT SERV	Bargiacchi, Anthony	2.70
Check	06/01/2020	5/29/2020	HCFSA2020	ADP BENEFIT SERV	Koppert, James	35.00
Check	06/01/2020	5/29/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	5.00
Check	06/01/2020	5/29/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	69.28
Check	06/02/2020	5/31/2020	HCFSA2020	ADP BENEFIT SERV	Wager, Shannon	5.00
Check	06/02/2020	5/31/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	54.98
Check	06/02/2020	6/1/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	11.99
Check	06/02/2020	5/31/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	36.72
Check	06/02/2020	5/31/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	17.26
Check	06/02/2020	6/1/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	260.77
Check	06/02/2020	6/1/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	18.38
Check	06/02/2020	6/1/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	12.30
Check	06/02/2020	5/31/2020	HCFSA2020	ADP BENEFIT SERV	Smith, Barrett	70.00
Check	06/03/2020	6/2/2020	HCFSA2020	ADP BENEFIT SERV	Wager, Shannon	5.00
Check	06/03/2020	6/2/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	5.00
Check	06/04/2020	6/3/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	10.00
Check	06/05/2020	6/4/2020	HCFSA2020	ADP BENEFIT SERV	Wager, Shannon	15.00
Check	06/05/2020	6/4/2020	HCFSA2020	ADP BENEFIT SERV	Lesik, Kimberly	128.61
Check	06/08/2020	6/5/2020	HCFSA2020	ADP BENEFIT SERV	Koppert, James	302.62
Check	06/08/2020	6/5/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	26.77
Check	06/09/2020	6/8/2020	HCFSA2020	ADP BENEFIT SERV	Brody, William	10.00
Check	06/10/2020	6/9/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	15.50
Check	06/12/2020	6/11/2020	HCFSA2020	ADP BENEFIT SERV	Blandon, Marvin	17.99
Check	06/12/2020	6/11/2020	HCFSA2020	ADP BENEFIT SERV	Michalik, Scott	1,211.25
Check	06/15/2020	6/12/2020	DCFSA2020	ADP BENEFIT SERV	Kiser, Keef	208.33
Check	06/16/2020	6/15/2020	HCFSA2020	ADP BENEFIT SERV	Wager, Shannon	10.00
Check	06/16/2020	6/15/2020	HCFSA2020	ADP BENEFIT SERV	Hakenen, Aaron	10.00
Check	06/19/2020	6/18/2020	HCFSA2020	ADP BENEFIT SERV	Brody, William	10.00
Check	06/19/2020	6/18/2020	HCFSA2020	ADP BENEFIT SERV	Brody, William	525.00
Check	06/23/2020	6/21/2020	HCFSA2020	ADP BENEFIT SERV	Brody, William	10.00
Check	06/23/2020	6/21/2020	HCFSA2020	ADP BENEFIT SERV	Brody, William	8.34
Check	06/23/2020	6/22/2020	HCFSA2020	ADP BENEFIT SERV	Brody, William	15.00
Check	06/25/2020	6/24/2020	HCFSA2020	ADP BENEFIT SERV	Wade, Denise	26.13
Check	06/25/2020	6/24/2020	HCFSA2020	ADP BENEFIT SERV	Felciano, Gretchen	174.00
Check	06/29/2020	6/26/2020	HCFSA2020	ADP BENEFIT SERV	Blandon, Marvin	7.99
Total 1512 · Flexible Savings Account						3,351.91
<b>1513 · Health Insurance</b>						
Check	06/05/2020	EFT	CalPERS	CalPERS	June 2020, CalPERS Premium	64,766.39
Check	06/05/2020	EFT	CalPERS	CalPERS	June 2020, CalPERS Premium	12,908.64
Check	06/05/2020	EFT	CalPERS	CalPERS	June 2020, CalPERS Premium	88,240.03
Check	06/05/2020	EFT	CalPERS	CalPERS	June 2020, CalPERS Premium	17,019.31
Check	06/05/2020	EFT	CalPERS	CalPERS	June 2020, CalPERS Premium	3,069.06
Check	06/15/2020	10485	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	061520 Payroll RHS employer	3,031.82
Check	06/15/2020	10485	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	061520 Payroll RHS employer	282.22
Check	06/15/2020	10485	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	061520 Payroll RHS employer	2,364.09
Check	06/15/2020	10485	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	061520 Payroll RHS employer	582.32
Check	06/15/2020	10485	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	061520 Payroll RHS employer	75.25
Check	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	July 2020, CalPERS Premium	65,548.14
Check	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	July 2020, CalPERS Premium	13,064.45
Check	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	July 2020, CalPERS Premium	89,305.11
Check	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	July 2020, CalPERS Premium	17,224.74
Check	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	July 2020, CalPERS Premium	3,106.10
Deposit	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	Deposit	-65,548.14
Deposit	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	Deposit	-13,064.45
Deposit	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	Deposit	-89,305.11
Deposit	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	Deposit	-17,224.74
Deposit	06/29/2020	807608269	NOVATO FIRE PROTECTION DIST.	NOVATO FIRE PROTECTION DIST.	Deposit	-3,106.10
Check	06/30/2020	10496	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	063020 Payroll RHS employer	3,031.82
Check	06/30/2020	10496	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	063020 Payroll RHS employer	282.22
Check	06/30/2020	10496	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	063020 Payroll RHS employer	2,364.09
Check	06/30/2020	10496	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	063020 Payroll RHS employer	582.32
Check	06/30/2020	10496	VANTAGEPOINT TRANSFER	VANTAGEPOINT TRANSFER	063020 Payroll RHS employer	75.25
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-11,796.57
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-2,510.49
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-16,205.33
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-3,126.14
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-564.35
Total 1513 · Health Insurance						164,471.95

# Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>1514 · Vision Plan</b>						
Check	06/01/2020	807608087	HOPKINS, RICHARD employee	HOPKINS, RICHARD employee	Vision Premium	-11.60
Bill	06/11/2020	70120-73120	FDAC FIRE DISTRICTS ASSOCIATION OF ...	FDAC FIRE DISTRICTS ASSOCIATION OF CA	VISION 7/20	2,089.42
Check	06/15/2020	807608213	HOPKINS, RICHARD employee	HOPKINS, RICHARD employee	Vision Premium	-11.60
Check	06/29/2020	807608270	HOPKINS, RICHARD employee	HOPKINS, RICHARD employee	Vision Premium	-11.60
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-149.37
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-31.79
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-205.18
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-39.58
General Journal	06/30/2020	GJ 063020	Reclass insurance receipts	Reclass insurance receipts		-7.15
Total 1514 · Vision Plan						1,621.55
<b>1517 · Administrative Allowance</b>						
General Journal	06/15/2020	PR 061520	WAGER, SHANNON M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	BARLUPE, NICHOLAS	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	WADE, DENISE D	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	FORKES, KENNETH D	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	FELCIANO, GRETCHEN M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	GALLI, LAUREN CHRISTINE MARIE	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	HOGGAN, STACEY	ADP PAYROLL IMPORT	AFLAC INSURANCE	56.25
General Journal	06/15/2020	PR 061520	MALDONADO, JENNIFER	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	VILLA, JEANNE M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/15/2020	PR 061520	WALRAVEN, COLLEEN M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	WAGER, SHANNON M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	BARLUPE, NICHOLAS	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	WADE, DENISE D	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	FORKES, KENNETH D	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	FELCIANO, GRETCHEN M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	GALLI, LAUREN CHRISTINE MARIE	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	HOGGAN, STACEY	ADP PAYROLL IMPORT	AFLAC INSURANCE	56.25
General Journal	06/30/2020	PR 063020	MALDONADO, JENNIFER	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	VALENTI, JOSEPH R	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	VILLA, JEANNE M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
General Journal	06/30/2020	PR 063020	WALRAVEN, COLLEEN M	ADP PAYROLL IMPORT	AFLAC INSURANCE	75.00
Total 1517 · Administrative Allowance						1,612.50
<b>1701 · Workers' Compensation</b>						
Sales Receipt	06/04/2020	6814	FIRE AGENCIES SELF INSURANCE SYSTEM	FIRE AGENCIES SELF INSURANCE SYSTEM	Workers Comp	-2,502.76
Bill	06/11/2020	IVC0021834	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	WC MAY 2020	2,420.00
Bill	06/11/2020	IVC0021506	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	WC BILL REVIEW	28.54
Check	06/15/2020	8559	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Moore, Michael	18.00
Check	06/15/2020	8559	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Moore, Michael	18.00
Check	06/19/2020	8560	Athens Managed Care, Inc.	Athens Managed Care, Inc.	Michalik, Scott	98.00
Sales Receipt	06/22/2020	6825	FIRE AGENCIES SELF INSURANCE SYSTEM	FIRE AGENCIES SELF INSURANCE SYSTEM	Workers Comp	-2,502.76
Check	06/24/2020	8561	Witzig, Hannah, Sanders & Reagan, LLP	Witzig, Hannah, Sanders & Reagan, LLP	Shubin, Robert	671.60
Check	06/25/2020	8562	Alchemy, John W MD	Alchemy, John W MD	Michalik, Scott	157.89
Check	06/25/2020	8563	Muir Orthopaedic Specialists Accoun	Muir Orthopaedic Specialists Accoun	Blandon, Marvin	129.19
Bill	06/29/2020	IVC0000000021752	ATHENS ADMINISTRATORS	ATHENS ADMINISTRATORS	FY19-20	365.13
Check	06/30/2020	8564	Center for Interdisciplinary Spine	Center for Interdisciplinary Spine	Goodspeed, Chris	168.34
Check	06/30/2020	8565	RICHARD A. LEVY, M.D.	RICHARD A. LEVY, M.D.	Boals, Michael	121.73
Check	06/30/2020	8566	SYNERGY MEDICAL GROUP	SYNERGY MEDICAL GROUP	Michalik, Scott	63.91
Check	06/30/2020	8567	SYNERGY MEDICAL GROUP	SYNERGY MEDICAL GROUP	Michalik, Scott	63.91
Check	06/30/2020	8568	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Tripp, Phillip	18.00
Check	06/30/2020	8568	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Erskine, Paul	18.00
Check	06/30/2020	8568	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Boals, Michael	18.00
Check	06/30/2020	8568	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Tripp, Phillip	18.00
Check	06/30/2020	8568	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Goodspeed, Chris	18.00
Check	06/30/2020	8568	ATHENS INSURANCE SERVICES, INC.	ATHENS INSURANCE SERVICES, INC.	Taul, Michael	18.00
Total 1701 · Workers' Compensation						-573.28
<b>1703 · Physicals</b>						
Bill	06/02/2020	0157423-IN	PREFERRED ALLIANCE, INC	PREFERRED ALLIANCE, INC	Pre-Employment Solar	42.00
Total 1703 · Physicals						42.00
<b>1704 · Sick Leave Buyback</b>						
Check	06/29/2020	10490	MICHALIK, SCOTT	MICHALIK, SCOTT		3,267.84
General Journal	06/29/2020	GJ 062920	MICHALIK, SCOTT	MICHALIK, SCOTT	VOID #10490	-3,267.84
Total 1704 · Sick Leave Buyback						0.00
<b>1706 · Deferred Compensation</b>						
General Journal	06/15/2020	GJ 061520			Medical Stipend - deferred comp	1,400.00
General Journal	06/15/2020	GJ 061520			Medical Stipend - deferred comp	350.00
General Journal	06/15/2020	GJ 061520			Medical Stipend - deferred comp	3,500.00
General Journal	06/15/2020	GJ 061520			Medical Stipend - deferred comp	700.00
General Journal	06/15/2020	GJ 061520			Education Incentive - deferred comp	533.70
General Journal	06/15/2020	GJ 061520			Education Incentive - deferred comp	80.71
General Journal	06/15/2020	GJ 061520			Education Incentive - deferred comp	148.27
General Journal	06/15/2020	GJ 061520			Education Incentive - deferred comp	726.14
General Journal	06/15/2020	GJ 061520			Employer match - deferred comp	1,250.00
General Journal	06/15/2020	GJ 061520			Employer match - deferred comp	275.00
General Journal	06/15/2020	GJ 061520			Employer match - deferred comp	1,625.00
General Journal	06/15/2020	GJ 061520			Employer match - deferred comp	581.25
General Journal	06/15/2020	GJ 061520			Employer match - deferred comp	100.00
General Journal	06/30/2020	GJ 063020			Medical Stipend - deferred comp	1,400.00
General Journal	06/30/2020	GJ 063020			Medical Stipend - deferred comp	350.00
General Journal	06/30/2020	GJ 063020			Medical Stipend - deferred comp	3,500.00
General Journal	06/30/2020	GJ 063020			Medical Stipend - deferred comp	700.00
General Journal	06/30/2020	GJ 063020			Education Incentive - deferred comp	533.70
General Journal	06/30/2020	GJ 063020			Education Incentive - deferred comp	80.71
General Journal	06/30/2020	GJ 063020			Education Incentive - deferred comp	148.27
General Journal	06/30/2020	GJ 063020			Education Incentive - deferred comp	726.14
General Journal	06/30/2020	GJ 063020			Employer match - deferred comp	1,250.00
General Journal	06/30/2020	GJ 063020			Employer match - deferred comp	275.00
General Journal	06/30/2020	GJ 063020			Employer match - deferred comp	1,650.00
General Journal	06/30/2020	GJ 063020			Employer match - deferred comp	581.25
General Journal	06/30/2020	GJ 063020			Employer match - deferred comp	100.00
General Journal	06/30/2020	GJ 063020			Medical Stipend - deferred comp	-1,050.00
General Journal	06/30/2020	GJ 063020			Medical Stipend - deferred comp	-700.00
General Journal	06/30/2020	GJ 063020			Sick Incentive - deferred comp	-445.92
Total 1706 · Deferred Compensation						20,369.22



# Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>2000 · Services &amp; Supplies</b>						
Bill	06/01/2020	05/11/2020 STATE...	CARD SERVICE CENTER	CARD SERVICE CENTER	MAY 11, 2020 BILLING STATEME...	14,871.25
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		-18,589.63
Check	06/12/2020	EFT	CARD SERVICE CENTER	CARD SERVICE CENTER		18,589.63
Total 2000 · Services & Supplies						14,871.25
<b>2020 · Cal-OSHA Requirements</b>						
Bill	06/01/2020	INV385388	L. N. CURTIS & SONS	L. N. CURTIS & SONS	Tecasafe dual certified elite pants	171.91
Bill	06/02/2020	INV385388	L. N. CURTIS & SONS	L. N. CURTIS & SONS	Tecasafe dual certified elite pants	226.62
Bill	06/02/2020	36091	SCOTT'S PPE RECON, INC.	SCOTT'S PPE RECON, INC.	Citrosqueeze detergent - 5 gallon ...	382.24
Total 2020 · Cal-OSHA Requirements						780.77
<b>2021 · Clothing</b>						
Bill	06/29/2020	33023	CROWN TROPHY	CROWN TROPHY	FY19-20	58.05
Total 2021 · Clothing						58.05
<b>2024 · First Aid Supplies</b>						
Bill	06/02/2020	988757	LIFE ASSIST, INC.	LIFE ASSIST, INC.	COVID-19	65.10
Bill	06/02/2020	988864	LIFE ASSIST, INC.	LIFE ASSIST, INC.	COVID-19	488.25
Bill	06/02/2020	3046018	ZOLL MEDICAL CORPORATION	ZOLL MEDICAL CORPORATION	4 Pediatric ECG 1.5" Round Electr...	78.12
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	3,645.60
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	143.04
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	130.10
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	50.96
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	130.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	163.13
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	581.84
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	97.50
Bill	06/11/2020	83612317	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	122.29
Bill	06/11/2020	83621363	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	2,951.08
Bill	06/11/2020	83642037	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	119.80
Bill	06/11/2020	83638600	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	COVID-19	273.29
Bill	06/11/2020	1001205	LIFE ASSIST, INC.	LIFE ASSIST, INC.	MEDICAL SUPPLIES	558.34
Bill	06/11/2020	3014021 M	STRYKER SALES CORP.	STRYKER SALES CORP.	COVID-19	1,352.00
Bill	06/11/2020	3011278 M	STRYKER SALES CORP.	STRYKER SALES CORP.	COVID-19	706.20
Bill	06/29/2020	83650807	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	FY19-20	117.00
Bill	06/29/2020	1007825	LIFE ASSIST, INC.	LIFE ASSIST, INC.	FY19-20	1,081.64
Bill	06/29/2020	1007826	LIFE ASSIST, INC.	LIFE ASSIST, INC.	FY19-20	540.82
Bill	06/29/2020	1006217	LIFE ASSIST, INC.	LIFE ASSIST, INC.	FY19-20	115.57
Bill	06/29/2020	3042571M	STRYKER SALES CORP.	STRYKER SALES CORP.	FY19-20	173.34
Total 2024 · First Aid Supplies						13,685.01
<b>2025 · Oxygen</b>						
Bill	06/11/2020	21710361	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	ST61 OXYGEN	46.01
Bill	06/11/2020	21758339	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	ST61 OXYGEN	118.00
Bill	06/11/2020	21758369	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	ST62 OXYGEN	62.00
Bill	06/29/2020	21832726	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	FY19-20	46.01
Total 2025 · Oxygen						272.02
<b>2029 · Advertising</b>						
Bill	06/11/2020	26293	MARINSCOPE, INC.	MARINSCOPE, INC.	050120-053120	620.00
Bill	06/29/2020	16967	MARINSCOPE, INC.	MARINSCOPE, INC.	FY19-20	42.72
Total 2029 · Advertising						662.72
<b>2034 · Outside Assistance</b>						
Bill	06/02/2020	05/01/20-05/31/20	KATIE GROSSMAN BSN, RN	KATIE GROSSMAN BSN, RN	05/01/2020-05/31/2020	2,800.00
Bill	06/02/2020	6321278	NELSON	NELSON	Week Ending 05/24/2020	1,205.40
Bill	06/02/2020	6320710	NELSON	NELSON	Week Ending 05/17/2020	1,125.04
Bill	06/02/2020	6320234	NELSON	NELSON	Week Ending 05/10/2020	1,406.30
Bill	06/11/2020	1137	FREAS EMERGENCY MANAGEMENT GRO...	FREAS EMERGENCY MANAGEMENT GROUP	CQI 06/20	2,000.00
Bill	06/11/2020	1030	FDTRAINING SOLUTIONS	FDTRAINING SOLUTIONS	FD TABLET TRAINING	11,933.00
Bill	06/11/2020	090519-3	COUNTY OF MARIN-DEPT OF H&HS	COUNTY OF MARIN-DEPT OF H&HS	SOLAR-MEDIC	75.00
Bill	06/11/2020	6321743	NELSON	NELSON	ADMIN SERVICES 0525-0531	964.32
Bill	06/11/2020	6322252	NELSON	NELSON	Admin Assistant - Week Ending 06...	1,145.13
Bill	06/29/2020	6/01/2020-06/30/20...	KATIE GROSSMAN BSN, RN	KATIE GROSSMAN BSN, RN	FY19-20	2,800.00
Bill	06/29/2020	6322872	NELSON	NELSON	FY19-20	924.14
Total 2034 · Outside Assistance						26,378.33
<b>2040 · Training Aids and Materials</b>						
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		852.36
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Sourdough & Co.	68.57
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Belli Deli	30.18
Total 2040 · Training Aids and Materials						951.11
<b>2041 · Food</b>						
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	La Hacienda	40.76
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Redboy pizza	76.28
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	La Hacienda	34.78
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Michaels SD	28.92
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Chow Now	57.43
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	The Habit	40.54
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	San Gabriel Food Inc	84.09
Bill	06/11/2020	2118-1	FORKS AND FINGERS	FORKS AND FINGERS	CHIEF WELCOME LUNCH	232.20
Total 2041 · Food						595.00
<b>2059 · Liability &amp; Property</b>						
Bill	06/11/2020	3455947 52820	ARTHUR J. GALLAGHER & CO INS BROKE...	ARTHUR J. GALLAGHER & CO INS BROKER ...	FORD AMBL INSURANCE	402.00
Bill	06/11/2020	3442773 051420	ARTHUR J. GALLAGHER & CO INS BROKE...	ARTHUR J. GALLAGHER & CO INS BROKER ...	VEH INSURANCE	494.00
Total 2059 · Liability & Property						896.00

# Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>2087 · Parts &amp; Outside Labor</b>						
Bill	06/01/2020	J68037	VALLEY POWER SYSTEMS, INC.	VALLEY POWER SYSTEMS, INC.	Unit#3	618.06
Bill	06/01/2020	J67902	VALLEY POWER SYSTEMS, INC.	VALLEY POWER SYSTEMS, INC.	U-3	60.07
Credit	06/01/2020	J64019	VALLEY POWER SYSTEMS, INC.	VALLEY POWER SYSTEMS, INC.	UNIT 20	-618.06
Credit	06/01/2020	J64019	VALLEY POWER SYSTEMS, INC.	VALLEY POWER SYSTEMS, INC.	Unit 20	-60.07
Bill	06/02/2020	1614316	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	Unit#18	350.89
Bill	06/02/2020	1613937	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	Unit#18	126.12
Bill	06/02/2020	167261	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	U-8	1,418.66
Bill	06/02/2020	0081041	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	U-26	91.74
Bill	06/02/2020	0081044	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	U-30	63.19
Bill	06/02/2020	225728R	PETERSON TRUCKS, INC.	PETERSON TRUCKS, INC.	Unit#18	171.23
Bill	06/02/2020	226966	PETERSON TRUCKS, INC.	PETERSON TRUCKS, INC.	U-40	2,890.64
Bill	06/02/2020	J67902	VALLEY POWER SYSTEMS, INC.	VALLEY POWER SYSTEMS, INC.	U-3	137.92
Bill	06/11/2020	625643	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	UNIT 24 TIRES	378.99
Bill	06/11/2020	625390	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	625390 - UNIT 16	916.52
Bill	06/11/2020	1615289	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	UNIT 18 PARTS	775.58
Bill	06/11/2020	167466	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	MISC PARTS	5,110.50
Bill	06/11/2020	56789FOW	MARIN COUNTY FORD	MARIN COUNTY FORD	UNIT 2 PARTS	34.03
Bill	06/11/2020	082865	NAPA AUTO PARTS	NAPA AUTO PARTS	UNIT 2 PARTS	377.37
Bill	06/11/2020	083030	NAPA AUTO PARTS	NAPA AUTO PARTS	UNIT 18 PARTS	28.33
Bill	06/26/2020	1618542	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	FY19-20	232.45
Credit	06/26/2020	1616146	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	FY19-20	-232.45
Bill	06/29/2020	626296	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	FY19-20	35.40
Bill	06/29/2020	625816	ABLE TIRE & BRAKE INC	ABLE TIRE & BRAKE INC	FY19-20	1,136.99
Bill	06/29/2020	1618542	CAPITOL CLUTCH & BRAKE, INC	CAPITOL CLUTCH & BRAKE, INC	FY19-20	555.91
Bill	06/29/2020	167465	HI-TECH E.V.S. INC.	HI-TECH E.V.S. INC.	FY19-20	483.45
Bill	06/29/2020	0081285	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	FY19-20	112.76
Bill	06/29/2020	0081304	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	FY19-20	462.14
Bill	06/29/2020	0081191	LEONARDI AUTO ELEC., INC.	LEONARDI AUTO ELEC., INC.	FY19-20	56.44
Bill	06/29/2020	56890	MARIN COUNTY FORD	MARIN COUNTY FORD	FY19-20	157.66
Bill	06/29/2020	083602	NAPA AUTO PARTS	NAPA AUTO PARTS	FY19-20	24.22
Total 2087 · Parts & Outside Labor						15,896.68
<b>2088 · Shop Supplies</b>						
Bill	06/02/2020	Statement 04/30/20...	CINTAS	CINTAS	Account# 13379005	155.53
Bill	06/02/2020	6621273	WINZER CORPORATION	WINZER CORPORATION	Shop Supplies	187.13
Bill	06/11/2020	05/31/2020	CINTAS	CINTAS	May 2020 Statement	230.32
Bill	06/29/2020	21758524	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	FY19-20	12.40
Total 2088 · Shop Supplies						595.38
<b>2121 · Vegetation Mgmt</b>						
Bill	06/02/2020	Veg Mgmt FY 19/20	ARNDT, ERIC	ARNDT, ERIC	Vegetation Management Grant FY ...	500.00
Bill	06/02/2020	Veg Mgmt FY 19/20	CIOFFI, FRANK M.	CIOFFI, FRANK M.	Vegetation Management Grant FY ...	500.00
Bill	06/02/2020	Veg Mgmt FY 19/20	CORKREV, RONNIE	CORKREV, RONNIE	Vegetation Management Grant FY ...	500.00
Bill	06/02/2020	Veg Mgmt FY 19/20	DANIELS, EVELYN	DANIELS, EVELYN	Vegetation Management Grant FY ...	800.00
Bill	06/02/2020	Veg mgmt FY 19/20	DODGE, KHORSHED	DODGE, KHORSHED	Vegetation Management Grant FY ...	800.00
Bill	06/02/2020	Veg mgmt FY 19/20	DUBYAK, JANE	DUBYAK, JANE	Vegetation Management Grant FY ...	1,000.00
Bill	06/02/2020	Veg mgmt FY 19/20	SCHERMERHORN, KATE	SCHERMERHORN, KATE	Vegetation Management Program ...	500.00
Bill	06/02/2020	Veg mgmt FY 19/20	SWIG, MAUREEN	SWIG, MAUREEN	Vegetation management grant FY ...	500.00
Bill	06/02/2020	Veg mgmt FY 19/20	WOLD, BRUCE	WOLD, BRUCE	Vegetation management grant FY ...	800.00
Check	06/02/2020	807608088	Gary Levin	Gary Levin	Vegetation management grant FY ...	240.00
Bill	06/11/2020	GRANT REIMB	BEVERLY COBB	BEVERLY COBB	2019/2020 GRANT	200.00
Bill	06/11/2020	VEG GRANT REIMB	STEPHEN BEACH	STEPHEN BEACH	VEG GRANT REIMB 2019/2020	500.00
Bill	06/11/2020	VEG GRANT	HOPPER, IAN	HOPPER, IAN	VEG GRANT REIMB	300.00
Bill	06/11/2020	AD17 VEG GRANT	IGNACIO CREEK, HOA	IGNACIO CREEK, HOA	VEG GRANT REIMB 2019/2020	1,100.00
Bill	06/11/2020	VEG GRANT REIMB	ROBERT A. MAUCELLI	ROBERT A. MAUCELLI	2019/2020 VEG GRANT REIMB	350.00
Bill	06/11/2020	VEG GRANT REIMB	MOKRI ANAHITA	MOKRI ANAHITA	2019/2020 GRANT REIMB	425.00
Bill	06/11/2020	VEG GRANT REIMB	LAWRENCE PEBBLES	LAWRENCE PEBBLES	VEG GRANT REIMB 2019/2020	500.00
Bill	06/11/2020	VEG GRANT REIMB	CHANTAL PHILPONA	CHANTAL PHILPONA	VEG GRANT REIMB 2019/2020	450.00
Bill	06/11/2020	VEG GRANT REIMB	SOMERSTON HEIGHTS HOME OWNER'S ...	SOMERSTON HEIGHTS HOME OWNER'S AS...	VEG GRANT REIMB 2019/2020	1,250.00
Bill	06/29/2020	1366	KREATIVZ, INC.	KREATIVZ, INC.	FY19-20	687.50
Total 2121 · Vegetation Mgmt						11,902.50
<b>2141 · Computer Supplies</b>						
Bill	06/01/2020	100161	VANZEBO LASER, LLC	VANZEBO LASER, LLC	Toner	319.97
Credit	06/01/2020	100162	VANZEBO LASER, LLC	VANZEBO LASER, LLC	Toner returned unopened	-319.97
Bill	06/02/2020	100161	VANZEBO LASER, LLC	VANZEBO LASER, LLC	Toner	573.18
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	185.30
Bill	06/11/2020	3447326485	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Computer Supplies	260.37
Bill	06/11/2020	3447326492	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Computer Supplies	742.23
Bill	06/11/2020	3447326493	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Computer Supplies	83.62
Bill	06/11/2020	3447683471	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Computer Supplies	173.59
Bill	06/11/2020	3447683472	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Customer# LA 1807960	232.70
Bill	06/11/2020	3446938445	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Computer Supplies	134.52
Bill	06/11/2020	3446938438	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Computer Supplies	67.26
Bill	06/11/2020	100166	VANZEBO LASER, LLC	VANZEBO LASER, LLC	Toner	173.49
Bill	06/29/2020	XZD7726	CDW GOVERNMENT, INC	CDW GOVERNMENT, INC	FY19-20	629.65
Total 2141 · Computer Supplies						3,255.91
<b>2151 · Computer System Software</b>						
Bill	06/02/2020	279710	TRITECH SOFTWARE SYSTEMS	TRITECH SOFTWARE SYSTEMS	Cust#12640	1,320.00
Bill	06/02/2020	11607131	KRONOS INCORPORATED	KRONOS INCORPORATED	Account#6105597	810.00
Bill	06/02/2020	INV00062028	ZOLL DATA SYSTEMS INC	ZOLL DATA SYSTEMS INC	05/01/2020-05/31/2020	449.55
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Avenza	997.15
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Adobe	59.60
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Vimeo plus	59.95
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Zoom	149.90
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Adobe	56.82
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Adobe	179.88
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Team up	99.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Adobe	14.99
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Zoom	149.90
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Zeeendes	3,120.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Google	150.96
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Microsoft	249.99
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Microsoft	3.99
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Adobe	45.68
Bill	06/11/2020	2020-22539	MARIN IT, INC	MARIN IT, INC	IT SERVICES	615.90
Bill	06/11/2020	3702062000	TRIZETTO PROVIDER SOLUTIONS	TRIZETTO PROVIDER SOLUTIONS	Electronic Claims filed	111.24
Bill	06/11/2020	01488614	MICROBILT	MICROBILT	April 2020 Transactions	124.95
Bill	06/11/2020	01491983	MICROBILT	MICROBILT	May 2020 Transactions	124.95
Bill	06/29/2020	T07-7443	STRATOGUARD, LLC	STRATOGUARD, LLC	FY19-20	305.76
Bill	06/29/2020	INV00063770	ZOLL DATA SYSTEMS INC	ZOLL DATA SYSTEMS INC	FY19-20	449.55
Total 2151 · Computer System Software						9,649.71

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

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>2164 · Computer Hardware Maintenance</b>						
Bill	06/11/2020	13834	POWER MAINTENANCE CORP.	POWER MAINTENANCE CORP.	Replace Batteries	6,159.00
Bill	06/29/2020	2020-113919	MARIN IT, INC	MARIN IT, INC	FY19-20	7,626.00
Bill	06/29/2020	33699	POWER MAINTENANCE CORP.	POWER MAINTENANCE CORP.	FY20-21	2,050.00
Total 2164 · Computer Hardware Maintenance						15,835.00
<b>2268 · Special Fire Equipment &amp; Suppl</b>						
Credit	06/01/2020	C34918	L. N. CURTIS & SONS	L. N. CURTIS & SONS	Return PVC Suction Hose	-171.91
Bill	06/02/2020	223170	ALLSTAR FIRE EQUIPMENT, INC.	ALLSTAR FIRE EQUIPMENT, INC.	Nupla 36561 6' Rubbish Hook	218.67
Bill	06/02/2020	INV398076	L. N. CURTIS & SONS	L. N. CURTIS & SONS	Black Aluminum Handle, Drilled	373.90
Bill	06/02/2020	9521940958	GRAINGER	GRAINGER	Acc#810152397	54.68
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	The Pig	230.47
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Public Safety Store	205.97
Bill	06/11/2020	9399954149	GRAINGER	GRAINGER	Special Fire Equipment	9.11
Bill	06/29/2020	1136	WESTERN EXTRICATION SPECIALISTS, IN...	WESTERN EXTRICATION SPECIALISTS, IN...	FY19-20	23,748.32
Total 2268 · Special Fire Equipment & Suppl						24,669.21
<b>2396 · Facilities Prevent Maintenance</b>						
Bill	06/02/2020	10741750	ALHAMBRA & SIERRA SPRINGS	ALHAMBRA & SIERRA SPRINGS	Cust Acct# 508813810741750	115.24
Bill	06/02/2020	680188	CAGWIN & DORWARD	CAGWIN & DORWARD	Landscape Maintenance Services ...	456.00
Bill	06/02/2020	680189	CAGWIN & DORWARD	CAGWIN & DORWARD	Landscape Maintenance Services ...	420.00
Bill	06/02/2020	680190	CAGWIN & DORWARD	CAGWIN & DORWARD	Landscape Maintenance Services ...	458.00
Bill	06/02/2020	680193	CAGWIN & DORWARD	CAGWIN & DORWARD	Landscape Maintenance Services ...	540.00
Bill	06/02/2020	680192	CAGWIN & DORWARD	CAGWIN & DORWARD	Landscape Maintenance Services ...	725.00
Bill	06/02/2020	680191	CAGWIN & DORWARD	CAGWIN & DORWARD	Landscape Maintenance Services ...	549.00
Bill	06/02/2020	49514	JONES GARAGE DOOR CO., INC.	JONES GARAGE DOOR CO., INC.	Replace Torison at Station#63 Bac...	856.00
Bill	06/02/2020	05/05/20-Station 62	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/05/2020 Station 62	495.50
Bill	06/02/2020	05/08/20-Station 63	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/08/2020 - Station 63	524.30
Bill	06/02/2020	05/09/20-95 Rowland	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/09/20 - Admin Building 95...	506.00
Bill	06/02/2020	05/11/20-Station 64	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/11/20 - Station 64	904.00
Bill	06/02/2020	05/14/20-Station 65	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	05/14/20-Station 65	413.00
Bill	06/02/2020	05/15/20-Station 65	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/15/2020 - Station 65	1,180.65
Bill	06/02/2020	05/16/20-95 Rowland	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/16/2020 - Admin Building ...	1,335.00
Bill	06/02/2020	05/06/20-Station 61	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/06/2020 - Station 61	1,671.61
Bill	06/02/2020	05/07/20-Station 62	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	DOS 05/07/2020 -Station 62	926.75
Bill	06/11/2020	313574	ATCO	ATCO	PEST CONTROL	75.00
Bill	06/11/2020	313573	ATCO	ATCO	PEST CONTROL	75.00
Bill	06/11/2020	313572	ATCO	ATCO	PEST CONTROL	110.00
Bill	06/11/2020	313577	ATCO	ATCO	PEST CONTROL	75.00
Bill	06/11/2020	313576	ATCO	ATCO	PEST CONTROL	65.00
Bill	06/11/2020	313575	ATCO	ATCO	PEST CONTROL	80.00
Bill	06/11/2020	10741750 060120	ALHAMBRA & SIERRA SPRINGS	ALHAMBRA & SIERRA SPRINGS	WATER DELIVERY	300.88
Bill	06/11/2020	9789	MARIN BUILDING MAINTENANCE, INC.	MARIN BUILDING MAINTENANCE, INC.	MAY 202 JANITORIAL SERVICES	600.00
Bill	06/29/2020	683068	CAGWIN & DORWARD	CAGWIN & DORWARD	FY19-20	456.00
Bill	06/29/2020	683069	CAGWIN & DORWARD	CAGWIN & DORWARD	FY19-20	420.00
Bill	06/29/2020	683070	CAGWIN & DORWARD	CAGWIN & DORWARD	FY19-20	458.00
Bill	06/29/2020	683071	CAGWIN & DORWARD	CAGWIN & DORWARD	FY19-20	549.00
Bill	06/29/2020	683072	CAGWIN & DORWARD	CAGWIN & DORWARD	FY19-20	725.00
Bill	06/29/2020	683073	CAGWIN & DORWARD	CAGWIN & DORWARD	FY19-20	540.00
Bill	06/29/2020	91601739	AIR EXCHANGE, INC.	AIR EXCHANGE, INC.	FY19-20	343.30
Bill	06/29/2020	91601740	AIR EXCHANGE, INC.	AIR EXCHANGE, INC.	FY19-20	228.00
Bill	06/29/2020	91601743	AIR EXCHANGE, INC.	AIR EXCHANGE, INC.	FY19-20	228.00
Bill	06/29/2020	91601741	AIR EXCHANGE, INC.	AIR EXCHANGE, INC.	FY19-20	259.69
Bill	06/29/2020	06/08/2020	SUPERLATIVE STEAM CLEANING	SUPERLATIVE STEAM CLEANING	FY19-20	80.00
Bill	06/29/2020	205285	TEAM NORTH BAY	TEAM NORTH BAY	FY19-20	365.00
Bill	06/29/2020	91601742	AIR EXCHANGE, INC.	AIR EXCHANGE, INC.	FY19-20	301.78
Total 2396 · Facilities Prevent Maintenance						18,410.70
<b>2397 · Facilities Projects</b>						
Bill	06/02/2020	E27859I-N	WESTERN STATE DESIGN INC	WESTERN STATE DESIGN INC	Station 65	1,800.00
Total 2397 · Facilities Projects						1,800.00
<b>2398 · Facilities Repair</b>						
Bill	06/02/2020	9505822420	GRAINGER	GRAINGER	Account# 810152397	31.03
Bill	06/11/2020	5881324	JORGENSEN COMPANY	JORGENSEN COMPANY	CUST 130146 SERVICE	840.00
Bill	06/11/2020	5881323	JORGENSEN COMPANY	JORGENSEN COMPANY	SYSTEM SERVICE	840.00
Bill	06/11/2020	9399954149	GRAINGER	GRAINGER	Facilities Repair	137.23
Bill	06/29/2020	49535	JONES GARAGE DOOR CO., INC.	JONES GARAGE DOOR CO., INC.	FY19-20	4,157.00
Total 2398 · Facilities Repair						6,005.26
<b>2399 · Station Supplies</b>						
Bill	06/02/2020	9438522444	GRAINGER	GRAINGER	Account# 810152397 - Station 61	221.90
Bill	06/02/2020	3444258849	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Kleenex Bath Tissue	108.49
Bill	06/02/2020	3445260395	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Supplies for Station 63	73.94
Bill	06/02/2020	3445585133	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	24 oz Bottle/sprayer 3pk	12.41
Bill	06/02/2020	3446126525	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Clorox germicidal bleach	14.97
Bill	06/02/2020	3446126538	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Station 65 Supplies	275.12
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		114.99
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		126.82
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	-107.42
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	59.60
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	173.59
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	18.79
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	45.52
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	107.42
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	10.84
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	107.38
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	271.81
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	39.82
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	15.96
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	6.72
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	39.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	255.68
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	151.89
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	66.06
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	56.68
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	139.56
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	COVID-19	10.80
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Target	37.90
Total 2399 · Station Supplies						2,456.24
<b>2401 · Memberships</b>						
Bill	06/11/2020	PER-2021-Nova	PERSONAL EXPOSURE REPORTING	PERSONAL EXPOSURE REPORTING	Annual Subscription: Billing Period...	650.00
Bill	06/29/2020	20200220	ROSS VALLEY FIRE DEPT.	ROSS VALLEY FIRE DEPT.	FY19-20	3,500.00
Total 2401 · Memberships						4,150.00

# Novato Fire Protection District Revenues and Expenditures Detail

June 2020

Type	Date	Nm	Name	Source Name	Memo	Paid Amount
<b>2406 · Payroll Service Charge</b>						
Check	06/03/2020	DEBIT	MERCHANT BNKCD FE	MERCHANT BNKCD FE	MERCHANT BNKCD FEE	141.50
Check	06/03/2020	DEBIT	MERCHANT BNKCD DI	MERCHANT BNKCD DI	MERCHANT BNKCD DISCOUNT	34.56
Check	06/03/2020	DEBIT	MERCHANT BNKCD IN	MERCHANT BNKCD IN	MERCHANT BNKCD INTERCH...	299.20
General Journal	06/10/2020	GJ 061020	WestAmerica Bank	WestAmerica Bank	Bank Charge	14.95
Bill	06/11/2020	558449419	ADP	ADP	HCM SUITE	971.88
Bill	06/11/2020	558450834	ADP	ADP	PAYROLL SERVICES	2,076.36
Bill	06/11/2020	INV2117668	WAGeworks, INC.	WAGeworks, INC.	MAY 2020 BENEFITS	139.68
Total 2406 · Payroll Service Charge						3,678.13
<b>2407 · Office Supplies</b>						
Bill	06/02/2020	05/13/2020	Quadient	Quadient	Account# 7900 0446 9920 2671	1,000.00
Credit	06/10/2020	3447683469	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Refund Invoice#3446938440	-235.53
Credit	06/10/2020	3446603590	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Credit for Invoice# 3446126529	-28.51
Bill	06/10/2020	3446938444	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	28.51
Bill	06/10/2020	3446938444	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	235.53
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		197.16
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	14.09
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	137.97
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	78.39
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	RTIC	145.85
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Light in the box	-620.91
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Costco	85.66
Bill	06/11/2020	4055641	A and P MOVING, INC.	A and P MOVING, INC.	RECORDS STORAGE JUNE 2020	103.00
Bill	06/11/2020	3447326486	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	53.60
Bill	06/11/2020	100983	INTEGRITY SHRED, LLC	INTEGRITY SHRED, LLC	64 Gallon Document Shredding	35.00
Bill	06/11/2020	3447683473	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	64.36
Bill	06/11/2020	3446603588	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	12.66
Bill	06/11/2020	3446938444	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	105.65
Bill	06/11/2020	3446938441	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	235.53
Bill	06/11/2020	3446938440	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	235.53
Bill	06/11/2020	3446938435	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	113.32
Bill	06/11/2020	3446603591	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	385.06
Bill	06/11/2020	3447326491	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	Office Supplies	184.40
Bill	06/11/2020	000021WSW60220	UNITED PARCEL SERVICE	UNITED PARCEL SERVICE	Shipping	57.80
Bill	06/11/2020	Reimburse 6/3/2020	FREEDMAN, SCOTT R. employee	FREEDMAN, SCOTT R. employee	COVID-19	119.30
Bill	06/29/2020	REIMBURSE FAB...	FELCIANO, GRETCHEN employee	FELCIANO, GRETCHEN employee	COVID-19	104.93
Bill	06/29/2020	06/12/20-2671	Quadient	Quadient	FY19-20	1,000.00
Bill	06/29/2020	3448394343	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	FY19-20	3.53
Bill	06/29/2020	3448394344	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	FY19-20	116.03
Bill	06/29/2020	3447326487	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	FY19-20	570.48
Bill	06/29/2020	3447326488	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	FY19-20	43.20
Bill	06/29/2020	3447326489	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	FY19-20	30.94
Bill	06/29/2020	3447326490	STAPLES BUSINESS ADVANTAGE	STAPLES BUSINESS ADVANTAGE	FY19-20	338.23
Total 2407 · Office Supplies						4,950.76
<b>2501 · Gas, Oil &amp; Grease Vehicles</b>						
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		65.83
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		48.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Bay Area Air Quality	391.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Bay Area Air Quality	11.53
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Bay Area Air Quality	16.76
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Bay Area Air Quality	568.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Bay Area Air Quality	239.00
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Bay Area Air Quality	7.05
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	76	30.04
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Ellsworth co	35.19
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Amazon	65.50
Bill	06/11/2020	9399954149	GRAINGER	GRAINGER	Oil	58.26
Bill	06/29/2020	WO-18744	ARMOUR PETROLEUM	ARMOUR PETROLEUM	FY19-20	872.59
Bill	06/29/2020	WO-18693	ARMOUR PETROLEUM	ARMOUR PETROLEUM	FY19-20	235.00
Bill	06/29/2020	WO-18692	ARMOUR PETROLEUM	ARMOUR PETROLEUM	FY19-20	235.00
Bill	06/29/2020	WO-18694	ARMOUR PETROLEUM	ARMOUR PETROLEUM	FY19-20	235.00
Bill	06/29/2020	WO-18695	ARMOUR PETROLEUM	ARMOUR PETROLEUM	FY19-20	235.00
Bill	06/29/2020	9555924480	GRAINGER	GRAINGER	FY19-20	147.98
Bill	06/29/2020	05/01/20-05/29/2020	NORTH BAY PETROLEUM	NORTH BAY PETROLEUM	FY19-20	6,200.37
Bill	06/29/2020	04/03/20-04/24/20	NORTH BAY PETROLEUM	NORTH BAY PETROLEUM	FY19-20	2,911.86
Bill	06/29/2020	83538433-2003146...	SAFETY-KLEEN SYSTEMS, INC.	SAFETY-KLEEN SYSTEMS, INC.	FY19-20	263.00
Bill	06/29/2020	83538433	SAFETY-KLEEN SYSTEMS, INC.	SAFETY-KLEEN SYSTEMS, INC.	FY19-20	725.47
Total 2501 · Gas, Oil & Grease Vehicles						13,597.43
<b>2510 · Out of County Logistics</b>						
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Outback	92.81
Total 2510 · Out of County Logistics						92.81
<b>2533 · Marin Emergency Radio Authority</b>						
Bill	06/29/2020	38-2020-471	MARIN EMERGENCY RADIO	MARIN EMERGENCY RADIO	FY20-21	112,043.00
Bill	06/29/2020	38-2020-498	MARIN EMERGENCY RADIO	MARIN EMERGENCY RADIO	FY20-21	12,041.00
Total 2533 · Marin Emergency Radio Authority						124,084.00
<b>2713 · Legal Fees</b>						
Bill	06/11/2020	14923	RILEY F. HURD III	RILEY F. HURD III	042020 LEGAL FEES	14,115.00
Bill	06/29/2020	592516	AALR&R PROF CORP.	AALR&R PROF CORP.	FY19-20	4,864.13
Bill	06/29/2020	596925	AALR&R PROF CORP.	AALR&R PROF CORP.	FY19-20	3,937.51
Total 2713 · Legal Fees						22,916.64
<b>2717 · Audit &amp; Accounting Fees</b>						
General Journal	06/15/2020	GJ 061520	WestAmerica Bank	WestAmerica Bank	Analysis Charge	601.92
General Journal	06/15/2020	GJ 061520	WestAmerica Bank	WestAmerica Bank	Analysis Charge	-601.92
General Journal	06/15/2020	GJ 061520	EMS BILLING OUTSIDE AGENCIES	WestAmerica Bank	Analysis Charge	601.92
Bill	06/29/2020	35879	MAZE & ASSOCIATES	MAZE & ASSOCIATES	FY19-20	8,420.00
Total 2717 · Audit & Accounting Fees						9,021.92
<b>2718 · Consulting Fees</b>						
Bill	06/11/2020	2020-02-31	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	ENG SERVICES	175.00
Bill	06/11/2020	2020-02-16-R1	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	ENG SERVICES	175.00
Bill	06/11/2020	2020-02-30	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	ENG SERVICES	175.00
Bill	06/11/2020	2020-02-33	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	ENG SERVICES	175.00
Bill	06/11/2020	2020-02-32	DONALD D. DAMMEN, P.E., LLC	DONALD D. DAMMEN, P.E., LLC	ENG SERVICES	300.00
Total 2718 · Consulting Fees						1,000.00

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

June 2020

Type	Date	Num	Name	Source Name	Memo	Paid Amount
<b>2731 · Water</b>						
Bill	06/02/2020	4297601-05/14/20	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	Account# 4297601 - 95 Rowland ...	548.33
Bill	06/02/2020	1833202-05/14/20	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	Account# 1833202 - 95 Rowland ...	197.53
Bill	06/02/2020	1833302-05/14/20	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	Account# 1833302 - 95 Rowland W...	61.60
Bill	06/11/2020	03/23/20-05/26/20	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	ST63 WATER SERVICE	31.57
Bill	06/11/2020	032720-052920	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FS63 WATER SERVICE	175.88
Bill	06/11/2020	032020-052220	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FS64 WATER SERVICE	208.26
Bill	06/11/2020	03202020-05222020	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FS64 WATER SERVICE	34.16
Bill	06/11/2020	31620-051820	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FS65 WATER SERVICE	61.60
Bill	06/11/2020	32020-52220	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FS65 WATER SERVICE	329.83
Bill	06/11/2020	031620-051820	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FS64 WATER	61.60
Bill	06/29/2020	06/11/20-4272001	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FY19-20	194.04
Bill	06/29/2020	06/11/20-958102	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FY19-20	201.98
Bill	06/29/2020	06/11/2020-1825601	NORTH MARIN WATER DIST.	NORTH MARIN WATER DIST.	FY19-20	61.60
Total 2731 · Water						2,167.98
<b>2732 · Electricity</b>						
Bill	06/02/2020	37854-05/05/20	PG&E	PG&E	Account# 0554263785-4, 5 Bolling ...	1,398.70
Sales Receipt	06/03/2020	6807	MARIN CLEAN ENERGY	MARIN CLEAN ENERGY	energy reimbursement	-319.04
Bill	06/11/2020	FS62 42420-052520	PG&E	PG&E	FS62 042420-052520	1,306.55
Bill	06/11/2020	FS61 42420-052520	PG&E	PG&E	FS61 042420-052520	2,294.28
Bill	06/11/2020	ADMN 042420-052520	PG&E	PG&E	ADMN 042420-052520	2,690.80
Bill	06/11/2020	FS63 42720-052620	PG&E	PG&E	FS63 042720-052620	711.57
Bill	06/11/2020	FS65 43020-052920	PG&E	PG&E	FS65 043020-052920	3,110.61
Total 2732 · Electricity						11,193.47
<b>2736 · Garbage</b>						
Bill	06/02/2020	14485650	RECOLOGY	RECOLOGY	Account# 1812254100	291.58
Bill	06/02/2020	14486963	RECOLOGY	RECOLOGY	Account# 1812424737 - 65 San Ra...	293.53
Bill	06/02/2020	14480578	RECOLOGY	RECOLOGY	Account# 1810135095 - 450 Athert...	567.56
Bill	06/02/2020	14480958	RECOLOGY	RECOLOGY	Account# 1810291104 - 5 Bolling Dr	293.53
Bill	06/02/2020	14482095	RECOLOGY	RECOLOGY	Account# 1810872028 - 319 Enfrn...	293.53
Bill	06/11/2020	FS61 15029614	RECOLOGY	RECOLOGY	FS61 052020 WASTE	802.38
Bill	06/11/2020	FS64 15026180	RECOLOGY	RECOLOGY	FS64 052020 WASTE	587.06
Bill	06/11/2020	FS65 15025059	RECOLOGY	RECOLOGY	FS65 052020 WASTE	587.06
Bill	06/11/2020	FS62 15024680	RECOLOGY	RECOLOGY	FS62 052020 WASTE	1,078.36
Bill	06/11/2020	FS63 15030901	RECOLOGY	RECOLOGY	FS63 052020 WASTE	587.06
Total 2736 · Garbage						5,381.65
<b>2738 · Telephone System</b>						
Bill	06/02/2020	06/03/20-07/02/20	DISH NETWORK	DISH NETWORK	Account# 825570780632958	107.04
Bill	06/02/2020	9854835488	VERIZON WIRELESS	VERIZON WIRELESS	Account# 270651397-00001 - EOC	43.47
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Apple	9.99
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Roadpost	169.41
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Conference Call	11.63
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Conference Call	8.83
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Int Transaction fee	19.94
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Int Transaction fee	1.98
Bill	06/11/2020	2690536-06/01-6/30	AT&T	AT&T	2690536-06/01-6/30	19.28
Bill	06/11/2020	991004252K604020	AT&T MOBILITY	AT&T MOBILITY	Phones and tablets 06042020	755.75
Bill	06/11/2020	W410608UF0601...	AMERICAN MESSAGING SERVICES, LLC	AMERICAN MESSAGING SERVICES, LLC	PAGER SERVICES	135.93
Bill	06/11/2020	27036	COUNTY OF MARIN ENVIRONMENTAL HE...	COUNTY OF MARIN ENVIRONMENTAL HE...	FS62 SEPTIC RENEW TECH RE...	1,256.00
Bill	06/11/2020	9855534084	VERIZON WIRELESS	VERIZON WIRELESS	042920-052820	2,233.15
Bill	06/11/2020	9855653903	VERIZON WIRELESS	VERIZON WIRELESS	050220-060120	80.26
Bill	06/11/2020	060120-063020	AT&T	AT&T	060120-063020	127.72
Bill	06/29/2020	STMT-06/09/2020-...	COMCAST	COMCAST	FY19-20	241.12
Bill	06/29/2020	07/03/20-08/02/20	DISH NETWORK	DISH NETWORK	FY20-21	97.04
Bill	06/29/2020	644	MARIN.ORG	MARIN.ORG	FY19-20	1,462.10
Bill	06/29/2020	CORP0008152020...	VCOM SOLUTIONS, INC.	VCOM SOLUTIONS, INC.	FY19-20	3,031.90
Bill	06/29/2020	9855894358	VERIZON WIRELESS	VERIZON WIRELESS	FY19-20	1,206.69
Total 2738 · Telephone System						11,019.23
<b>3301 · Debt Service - Principal</b>						
Bill	06/11/2020	05/29/2020	BANK OF MARIN	BANK OF MARIN	Principal for 05/29/2020 Statement	18,749.18
Total 3301 · Debt Service - Principal						18,749.18
<b>3302 · Debt Service - Interest</b>						
Bill	06/11/2020	05/29/2020	BANK OF MARIN	BANK OF MARIN	Interest for 05/29/2020 Statement	1,680.89
Total 3302 · Debt Service - Interest						1,680.89
<b>4048 · Building Facilities</b>						
Bill	06/02/2020	4291	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	Power for new portable buildings	12,112.50
Bill	06/11/2020	31122	HERZOG GEOTECHNICAL	HERZOG GEOTECHNICAL	TOWER CONSULT PLAN REVIEW	825.00
Bill	06/29/2020	48539	COASTLAND CIVIL ENGINEERING, INC.	COASTLAND CIVIL ENGINEERING, INC.	FY19-20	5,425.00
Bill	06/29/2020	4307	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	FY19-20	5,675.00
Bill	06/29/2020	4304	FOWLER ELECTRIC SERVICES INC.	FOWLER ELECTRIC SERVICES INC.	FY19-20	5,725.00
Total 4048 · Building Facilities						29,762.50
<b>4834 · Communication &amp; Computer Equip</b>						
Bill	06/02/2020	Natix-23621	NATIX	NATIX	Subscriptions (3-years)	37,358.72
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		413.25
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER		183.19
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Staples	32.54
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	OC Mounts	978.35
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Anchor Express	340.89
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	RAM Mounts	65.03
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Mount Depot	71.75
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Anchor Express	338.89
General Journal	06/10/2020	GJ 061020	CARD SERVICE CENTER	CARD SERVICE CENTER	Welding	370.00
Total 4834 · Communication & Computer Equip						40,152.61
Total Expense						2,581,811.68
Net Ordinary Income						-906,907.35
<b>Net Income</b>						<b>-906,907.35</b>



**Novato Fire District**  
**Finance Division**  
**Vendor Summary**  
**June 2020**

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**TO:** Board of Directors  
**FROM:** Finance Director Valenti  
**DATE:** July 29, 2020  
**RE:** Vendor Summary – June 2020

Payments to all vendors during June 2020 totaled \$2,654,006.01.

**Novato Fire Protection District**  
**Vendor Summary**  
**June 2020**

	<u>Jun 20</u>	<u>Jul '19 - Jun 20</u>
360 RESCUE LLC	0.00	34,269.95
49ER COMMUNICATIONS	0.00	3,843.34
A and P MOVING, INC.	103.00	651.35
AALR&R PROF CORP.	8,801.64	37,397.65
ABLE TIRE & BRAKE INC	2,467.90	18,751.14
ACE ELECTRIC SERVICE	0.00	1,489.88
ACTIVE WELLNESS, LLC	0.00	3,600.00
ADIST, PAULA	0.00	0.00
ADP	3,048.24	36,594.59
ADP PAYROLL IMPORT	37,958.98	387,356.42
AIR EXCHANGE, INC.	1,360.77	5,764.91
ALHAMBRA & SIERRA SPRINGS	416.12	2,528.27
ALL STAR RENTS	0.00	436.12
ALLMAN, MATHEW	0.00	1,150.00
ALLSTAR FIRE EQUIPMENT, INC.	218.67	109,614.36
ALSTERLIND CONSTRUCTION, INC.	0.00	70,080.69
AMATO, DAVID	0.00	0.00
AMERICAN MESSAGING SERVICES, LLC	135.93	1,823.56
ANTHEM BLUE CROSS	2,558.72	2,558.72
APACHE SIGNS	0.00	265.82
ARMOUR PETROLEUM	1,812.59	16,858.51
ARNDT, ERIC	500.00	500.00
ARTHUR J. GALLAGHER & CO INS BROKER OF CA	896.00	140,439.21
AT&T	147.00	3,106.48
AT&T MOBILITY	755.75	7,116.12
ATCO	480.00	5,280.00
ATHENS ADMINISTRATORS	365.13	13,314.80
ATHENS INSURANCE SERVICES, INC.	2,592.54	22,029.65
AVIVA DESIGN	0.00	0.00
AYOUB, JEANETTE	0.00	500.00
BAHIA HOA	0.00	1,500.00
BALLESTERO, JEANNE	0.00	500.00
BANK OF MARIN	20,430.07	245,160.84
BANK OF THE WEST	0.00	332,483.00
BARGHIACCHI, ANTHONY employee	0.00	-1,911.92
BARGIACCHI, ANTHONY D	18,141.31	167,544.46
BARLUPE, NICHOLAS	7,343.34	66,973.54
BAUER COMPRESSORS, INC.	0.00	2,408.96
BAY ALARM	0.00	9,797.07
BAY AREA AIR QUALITY MGMT	0.00	5,310.00
BEARINGS & HYDRAULICS	0.00	719.75
BERNARDINI JR, MARIO L	15,274.74	207,360.60
BERTHINIER, ESTER	0.00	500.00
BEVERLY COBB	200.00	200.00
BICKMORE ACTUARIAL	0.00	7,450.00
BIG BEAR FIRE EXTINGUISHER CO. INC	0.00	2,855.10
BILL'S TOWING	0.00	145.00
BLACK, ADAM R	16,950.58	201,521.71
BLAKES AUTO BODY NORTH, INC.	0.00	3,787.13
BLANDON, MARVIN J	30,859.38	183,647.95
BLUE CROSS - PERS	598.19	3,799.99
BLUE SHIELD	960.27	4,166.43
BLUE SHIELD OF CALIFORNIA	133.44	6,863.94
BLUE, FOREST H	13,412.54	173,223.63
BOALS, MICHAEL SEAN	0.00	-61.71
BOALS, MICHAEL S	11,693.88	161,765.16
BOMBARDINI, MORELLA	0.00	1,000.00
BOUND TREE MEDICAL, LLC	3,583.46	38,555.65
BOWLDS, ALEX	0.00	38,384.96
BOWLDS, ALEX A	0.00	87,829.95
BOWLDS, ARTHUR J	10,805.48	127,326.64
BRISTOL, CAI	932.20	932.20
BRODY, WILLIAM A	11,832.10	171,843.48
BROWNE, DAVID	0.00	0.00
BUCK'S SAW SERVICE, INC	0.00	1,912.60
BUSINESS YELLOW PAGES	0.00	256.00

# Novato Fire Protection District Vendor Summary

June 2020

	Jun 20	Jul '19 - Jun 20
BUTLER ENGINEERING GROUP, INC.	0.00	4,500.00
BWS DISTRIBUTORS	0.00	1,497.61
BYRD, DOYLE	611.68	611.68
CA CONF OF ARSON INVESTIGATORS	0.00	735.00
CA DEPT OF TAX AND FEE ADMINISTRATION	0.00	615.42
CA FIRE PREVENTION INSTITUTE	0.00	430.00
CAGWIN & DORWARD	6,296.00	38,362.94
CALIF ASSN OF PROFESSIONAL	0.00	1,976.50
CALIF FIRE PREVENTION INST	0.00	430.00
CALIF SPECIAL DISTRICT ASSOC	0.00	7,615.00
CALIFORNIA MUNICIPAL STATISTICS, INC.	0.00	825.00
CaIPERS	186,003.43	3,231,672.29
CANOPY HEALTH	0.00	466.74
CANYON GREEN HOA	0.00	1,500.00
CAPF	1,947.00	18,682.50
CAPITOL CLUTCH & BRAKE, INC	1,808.50	4,857.83
CARD SERVICE CENTER	33,460.88	122,213.35
CARLIN, LEONORA J.	0.00	0.00
CAROL LOFTUS	200.00	200.00
CASELLI, RON	0.00	500.00
CATHERINE MARTIN	585.38	585.38
CATHERINE RUCKER	833.46	833.46
CCAI	0.00	635.00
CDW GOVERNMENT, INC	629.65	2,409.80
CEC PRINT SOLUTIONS, INC.	0.00	1,380.43
CHANTAL PHILPONA	450.00	450.00
CHEDA ACRES HOA	0.00	-10.00
CHEDA ACRES HOA_	0.00	1,500.00
CHEDA KNOLLS HOA	0.00	0.00
CIKOWSKI, LAWRENCE	0.00	127.81
CINTAS	385.85	1,905.14
CIOFFI, FRANK M.	500.00	500.00
CITY OF NOVATO	0.00	11,475.04
CITY OF NOVATO PUBLIC WORKS	0.00	210.00
CLARIS INTERNATIONAL, INC.	0.00	9,569.90
CLEMENTI, MARK A., PH.D.	0.00	2,740.00
CLEMENTS TREE SERVICE, INC	0.00	3,200.00
COASTLAND CIVIL ENGINEERING, INC.	5,425.00	14,923.21
CODE RESOURCES	0.00	270.00
COMCAST	241.12	2,903.18
CONNER,JUSTIN	18,206.38	150,775.73
CONSERVATION CORPS NORTH BAY	0.00	0.00
CORDA, SUSAN	0.00	50.00
CORKREV, RONNIE	500.00	500.00
COSTCO BUSINESS CENTER	0.00	120.00
COSTELLO, MICHAEL	0.00	0.00
COUNTY OF MARIN	0.00	24,895.71
COUNTY OF MARIN-ASSESSOR	0.00	277,184.46
COUNTY OF MARIN-DEPT OF H&HS	75.00	75.00
COUNTY OF MARIN ENVIRONMENTAL HEALTH SERV	1,256.00	1,256.00
COUNTY OF MARIN FIRE DEPARTMENT	0.00	1,049.20
COUNTY OF MARIN TAX COLLECTOR	0.00	6,964.69
CRANDALL ROOFING, INC	0.00	475.00
CREAM'S TOWING	0.00	600.00
CREW BOSS	0.00	2,238.02
CROUGHAN, MARY	0.00	500.00
CROWN TROPHY	58.05	744.46
CSFA	0.00	660.00
CUMMINS SALES AND SERVICE	0.00	34,224.87
CURAN, MICHAELLA M.	0.00	1,000.00
CVE DEMOLITION, INC	0.00	95,311.00
DAGUE,KYLE M	40,739.30	330,830.36
DANIELS, EVELYN	800.00	800.00
DAVIS, WILLIAM bod	0.00	662.55
DAVIS,WILLIAM L	600.00	3,400.00
DCFSA2019	0.00	6,196.26



**Novato Fire Protection District**  
**Vendor Summary**  
 June 2020

	Jun 20	Jul '19 - Jun 20
DCFSA2020	208.33	3,716.63
DECKMASTERS	0.00	20,900.00
DELL MARKETING L.P.	0.00	52,626.71
DEMARTINI, GEORGE	0.00	0.00
DEPARTMENT OF FORESTRY & FIRE PROTECTION	0.00	1,586.53
DEPARTMENT OF HEALTH CARE SERVICES	0.00	68,466.67
DEPT OF INDUSTRIAL RELATIONS	0.00	450.00
DEROTIC EMERGENCY EQUIPMENT	0.00	3,146.50
DERUVO, JOE	0.00	14.99
DEWOODY, SPENCER	0.00	500.00
DHCS	0.00	918,958.71
DIAMONDBACK	0.00	7,366.56
DICOCEA, JOHN employee	0.00	-3,412.80
DICOCEA,JOHN S	51,969.13	248,645.01
DISH NETWORK	204.08	1,184.42
DODGE, KHORSHED	800.00	800.00
DOHERTY,JOSEPH F	16,980.82	193,605.04
DONALD D. DAMMEN, P.E., LLC	1,000.00	19,875.00
DOUGHERTY, LAURIE	0.00	500.00
DOWNTOWN IGNACIO TOW, INC	0.00	150.00
DRUST, JEFF	0.00	500.00
Dryer Vent Wizard	0.00	0.00
DUBYAK, JANE	1,000.00	1,000.00
DUMITRESCH, NICOLE	0.00	0.00
EMERGENCY REPORTING	0.00	11,139.80
ESRI, INC	0.00	1,500.00
Everbridge, Inc.	0.00	5,000.00
EWING, CINDY	0.00	500.00
FDAC EBA	0.00	287,903.12
FDAC FIRE DISTRICTS ASSOCIATION OF CA	31,921.12	95,717.60
FDTRAINING SOLUTIONS	11,933.00	22,074.00
FEDERAL EXPRESS	0.00	135.63
FELCIANO, GRETCHEN employee	104.93	187.85
FELCIANO,GRETCHEN M	13,576.86	162,922.32
FENNER, SKIP	0.00	500.00
FIDELITY LIFE ASSOCIATION	228.46	2,737.58
FIRE AGENCIES SELF INS. SYSTEM	0.00	1,426,281.00
FIRE SAFE MARIN	0.00	20,000.00
FIRESAFE MARIN	0.00	16,817.90
FIRESTATS, LLC.	0.00	0.00
FLETCHER,DONALD M	13,723.89	169,071.01
FORKES, KENNETH employee	0.00	142.00
FORKES,KENNETH D	9,885.18	118,622.16
FORKS AND FINGERS	232.20	1,000.39
FOWLER ELECTRIC SERVICES INC.	23,512.50	46,472.83
FRAITES, RICK	0.00	0.00
FRANCOISE PROMPT	0.00	500.00
FREAS EMERGENCY MANAGEMENT GROUP	2,000.00	20,000.00
FREEDMAN, SCOTT R. employee	119.30	297.11
FREEDMAN,SCOTT R	11,579.86	155,389.71
FRONTIER COMMUNICATIONS	0.00	353.38
FROST, NANCY	0.00	260.00
GALLI, JAMES A.	0.00	662.55
GALLI, LAUREN	0.00	1,024.41
GALLI,JIM	600.00	2,900.00
GALLI,LAUREN CHRISTINE MARIE	4,886.98	36,652.35
GARY BARNER INVESTIGATIVE SERVICES	0.00	11,884.00
GAULKE,THOMAS F	11,729.14	124,145.18
GHILOTTI BROS., INC.	0.00	0.00
GLASS, BOB	0.00	500.00
GOCKEL, KATHLEEN	0.00	500.00
GODOY,RICHARD S	16,558.97	165,277.63
GOEHRING, KAREN	0.00	3,300.00
GOINES, BRUCE F	1,000.00	5,332.24
GOLDEN GATE NORTH	0.00	793.46
GOLDEN GATE POLYGRAPH SERVICES, INC.	0.00	1,225.00

# Novato Fire Protection District Vendor Summary

June 2020

	Jun 20	Jul '19 - Jun 20
GOODRICH, RON	0.00	0.00
GOODSPEED, CHRIS employee	0.00	0.00
GOODSPEED,CHRISTOPHER J	14,832.30	177,226.21
GOVERNMENT FINANCE OFFICERS ASSOC.	0.00	970.00
GRAINGER	660.19	3,630.70
GRANICUS	0.00	9,566.83
GREATLAND CORPORATION	0.00	266.37
GROVE, MARY	0.00	500.00
HAKENEN,AARON	0.00	1,444.40
HAKENEN,AARON K	10,441.40	133,393.09
HALL, MICHAEL	0.00	500.00
HAMILTON, RYAN	0.00	350.00
HAMILTON,RYAN J	17,963.90	182,257.43
HANLEES CHRYSLER DODGE	0.00	101,661.48
HANLEY, RICHARD	0.00	0.00
HCC2019	0.00	353.91
HCFA2018	0.00	-32.00
HCFA2019	0.00	12,109.44
HCFA2020	3,143.58	15,924.10
HEALTH NET	0.00	0.00
HERZOG GEOTECHNICAL	825.00	1,987.50
HI-TECH E.V.S. INC.	7,012.61	61,021.99
HILLSIDE HOA	0.00	1,500.00
HOGGAN STACEY	0.00	28,440.75
HOGGAN,STACEY	3,961.48	7,922.96
HOGGAN,STACEY M	0.00	3,961.48
HOM, DANIEL W.	0.00	3,356.25
HOPKINS, RICHARD employee	-56.28	-75.04
HOPKINS,RICHARD E	0.00	83,319.52
HOPPER, IAN	300.00	500.00
HUMANA HEALTH CARE PLANS	0.00	194.50
IBS OF NORTH BAY	0.00	680.23
ICC	0.00	240.00
IGNACIO CREEK, HOA	1,100.00	1,100.00
IGNACIO HILLS HOA	0.00	1,500.00
ILS ASSOCIATES, INC.	0.00	3,289.00
IMPRESS PRINTING SERVICES	0.00	600.11
INDIAN VALLEY ASSOCIATES	0.00	0.00
INTEGRITY SHRED, LLC	35.00	434.00
IRVINE & JACHENS, INC	0.00	908.19
JAENICHEN, CLAUDINE	0.00	8,475.00
JESSELL, LORI employee	0.00	181.50
JESSELL,LORI M	19,332.84	158,327.40
JOHNSON CONTROLS FIRE PROTECTION LP	0.00	20,043.30
JONES GARAGE DOOR CO., INC.	5,013.00	6,234.00
JONES, KIM A.	0.00	500.00
JORGENSEN COMPANY	1,680.00	3,360.00
KAISER FOUNDATION HEALTHPLAN	6,912.51	29,543.34
KAISER PERMANENTE- OHSS	0.00	2,262.00
KAISER PERMANENTE refund	0.00	7,603.37
KAISER PERMANENTE.	0.00	-9,532.18
KARABETSOS,ELANEY	9,173.05	103,628.64
KATIE GROSSMAN BSN, RN	5,600.00	30,800.00
KEADY, TRISTAN employee	0.00	592.50
KEADY,TRISTAN G	10,313.90	135,337.43
KEENA, JEFF T	23,333.45	170,796.42
KELLOG, DON	0.00	1,000.00
KISER,KEEF	0.00	1,799.41
KISER,KEEF W	16,702.36	173,067.84
KOPPERT,JAMES K	14,832.30	164,822.74
KRAJESKI, ROMUALD	0.00	500.00
KREATIVZ, INC.	687.50	1,375.00
KREPS, SHAWN	0.00	793.14
KRONOS INCORPORATED	810.00	31,477.30
L. N. CURTIS & SONS	600.52	11,804.06
LA CROIX, ROBERT employee	0.00	89.88

**Novato Fire Protection District**  
**Vendor Summary**  
 June 2020

	Jun 20	Jul '19 - Jun 20
LACROIX,ROBERT A	43,635.41	276,511.82
LAMPERTI CONTRACTING & DESIGN	0.00	750.00
LARKIN,GEOFFREY P	16,505.58	193,992.68
LARROQUE, MARK	0.00	-1,507.68
LARROQUE,MARK L	10,363.90	134,234.96
LARSON,KEVIN D	11,518.82	128,613.33
LAWRENCE PEBBLES	500.00	500.00
LEAR,KIRK M	20,757.22	176,200.51
LEETE GENERATORS	0.00	9,296.00
LEHR AUTO ELECTRIC, INC.	0.00	34,781.17
LEMELIN,JEFF M	21,346.94	161,358.76
LEONARDI AUTO ELEC., INC.	786.27	8,912.69
LEONARDI, SUSAN	487.50	975.00
LESIK, KIM	0.00	867.34
LESIK,KIMBERLY D	14,464.06	164,664.87
LEXIPOL LLC	0.00	7,320.00
LIFE ASSIST, INC.	2,849.72	39,795.54
LIKELY, TERI	0.00	500.00
LINO, BLANCA	0.00	487.50
LITTIE NASH	0.00	500.00
LONG, WILLIAM C.	0.00	500.00
LOOMER, JUDITH E.	0.00	500.00
LORETTA KAHN BARSAMIAN AND HARLAND KAHN	0.00	1,000.00
LOW, JANICE	0.00	0.00
LOWERY, MICHAEL	0.00	0.00
LYNX TECHNOLOGIES	0.00	8,469.88
MAAS, ROBERT	0.00	500.00
MACDONALD,LANCE	9,849.68	86,570.27
MACIAS, LAURA	0.00	500.00
MADROVA, MIA	0.00	-50.00
MAGEE, MILLICENT	579.94	1,159.88
MAHONEY, JAMES	0.00	0.00
MAILFINANCE	0.00	1,497.09
MALDONADO,JENNIFER	10,165.01	100,640.01
MANAGED HEALTH NETWORK SERV.	1,088.32	13,059.84
MARIN BUILDING MAINTENANCE, INC.	600.00	5,925.00
MARIN COUNCIL, BSA	0.00	430.50
MARIN COUNTY FIRE DEPARTMENT	0.00	110.00
MARIN COUNTY FORD	191.69	1,539.05
MARIN COUNTY HAZARDOUS MATERIALS JPA	0.00	9,903.00
MARIN COUNTY SHERIFF'S OFFICE	0.00	482,566.92
MARIN COUNTY TAX COLLECTOR	0.00	21,220.80
MARIN EMERGENCY RADIO	124,084.00	242,705.00
MARIN INDEPENDENT JOURNAL	0.00	1,280.00
MARIN IT, INC	8,241.90	189,782.93
MARIN PLUMBING	0.00	3,244.90
MARIN.ORG	1,462.10	16,106.06
MARINSCOPE, INC.	662.72	4,095.56
MARION HEIGHTS HOA	0.00	0.00
Mark A. Clementi, Ph.D.	0.00	2,055.00
MARR, DOUGLAS SCOTT	0.00	0.00
MARTZ, THOMAS	0.00	500.00
MASON, JULIET	0.00	0.00
MATHESON TRI-GAS INC	284.42	3,037.05
MATRIX CONSULTING GROUP, LTD.	0.00	2,750.00
MATT AND JEFF'S CAR WASH	0.00	764.74
MAZE & ASSOCIATES	8,420.00	36,496.00
MCATASNEY, MICHAEL	0.00	-3,013.80
MCCARTHY,GERALD J	30,818.65	232,091.85
MCCLENDON, DOSH	0.00	500.00
MCFCA	0.00	986.00
MCGARGILL,ANDREW J	20,431.06	196,692.84
MCGARTY, KRISTINE	0.00	487.50
MCGUINNESS,MICHAEL J	17,189.33	202,807.23
MCSHANE, WILLIAM	0.00	0.00
MEDWASTE MANAGEMENT LLC	0.00	0.00

**Novato Fire Protection District  
Vendor Summary  
June 2020**

	<u>Jun 20</u>	<u>Jul '19 - Jun 20</u>
MENZEL, DMITRI employee	0.00	-4,664.88
MENZEL,DMITRI J	40,700.44	244,503.33
MESENBURG,ERICH W	19,114.58	221,575.07
METCHO, STEVE bod	0.00	662.55
METCHO,STEVE R	600.00	4,400.00
MICHALIK, SCOTT	0.00	-8,176.58
MICHALIK,SCOTT A	36,932.80	212,009.36
MICROBILT	249.90	299.90
MOKRI ANAHITA	425.00	425.00
MONTGOMERY, ALEX	0.00	500.00
MOORE, WILLIAM	0.00	500.00
MORAN, CAROLAN	0.00	1,000.00
MSI LITHO	0.00	10,090.77
MUNICIPAL EMERGENCY SERVICES, INC.	0.00	8,545.45
MUNOZ PAYROLL SERVICES	0.00	2,175.00
MYSIDEWALK, INC.	0.00	9,400.00
NAPA AUTO PARTS	429.92	4,855.43
NAPA VALLEY COMMUNITY COLLEGE DISTRICT	0.00	225.00
NATALIE & DARIA'S FLOWERS & GIFTS	0.00	132.34
NATIONAL ASSOC. OF ELECTED FIRE OFFICIALS	0.00	150.00
NATIX	37,358.72	102,152.92
NELSON	6,770.33	13,078.59
NEOFUNDS BY NEOPOST	0.00	6,350.93
NEOPOST INC	0.00	1,211.58
NFPA INTERNATIONAL	0.00	1,495.00
NORCAL FPO'S	0.00	775.00
NORDLING, GORDON	0.00	300.00
NORIDIAN JE PART B	0.00	1,687.00
NORTH BAY PETROLEUM	9,112.23	86,528.02
NORTH BAY PRESSURE WASHING, INC.	0.00	365.00
NORTH COAST TRUCK INSPECTIONS	0.00	700.00
NORTH MARIN WATER DIST.	2,167.98	18,718.85
NOVATO BUILDERS SUPPLY	0.00	1,107.04
NOVATO CHAMBER OF COMMERCE	0.00	2,575.00
NOVATO CHEVROLET, INC.	0.00	27.90
NOVATO COMMUNITY TELEVISION	0.00	600.00
NOVATO FIRE	0.00	-5,989.35
NOVATO FIRE FOUNDATION	0.00	240.00
NOVATO FIRE PROTECTION DIST.	0.00	-31,915.30
NOVATO HEIGHTS PROPERTY OWNERS	0.00	1,500.00
NOVATO HEIGHTS PROPERTY OWNERS ASSN	0.00	1,500.00
NOVATO SANITARY DISTRICT	0.00	16,287.96
ONGARO & SONS	0.00	20,044.66
OSGOOD,LYNNE	10,528.52	129,121.11
OSTERTAG, PATRICIA THOMAS	0.00	500.00
PACE,JASON A	21,325.66	193,688.37
PACHECO VILLA HOA	0.00	0.00
PACHECO,NOLE D	21,982.74	210,015.42
PAGE, MARY T.	0.00	500.00
PALLAS,LAUREN C	0.00	7,330.47
PALLAS,LAUREN CHRISTINE MARIE	0.00	14,660.94
PANNELL, JEFFREY employee	0.00	-1,488.60
PANNELL,JEFFREY S	21,872.22	151,013.62
PARTNERSHIP HEALTH PLAN	339.00	1,158.09
PARTNERSHIP HEALTHPLAN OF CALIFORNIA	0.00	118.20
PARTRIDGE KNOLLS CONDO ASSN	0.00	1,500.00
PAUL, JON	0.00	500.00
PEBBLES, DOLORES H.	0.00	1,000.00
PECK,ELI G	13,672.53	174,446.60
PELTON INTERACTIVE, INC.	0.00	5,993.22
PERSONAL EXPOSURE REPORTING	650.00	815.75
PETERS, DAN employee	0.00	-12,425.40
PETERS,DANIEL G.	10,354.44	94,486.65
PETERS,DANIEL J	24,205.69	209,852.41
PETERSON MECHANICAL, INC.	0.00	2,805.00
PETERSON TRUCKS, INC.	3,061.87	7,328.41

**Novato Fire Protection District**  
**Vendor Summary**  
June 2020

	Jun 20	Jul '19 - Jun 20
PETERSON, TED employee	0.00	1,677.84
PG&E	11,512.51	108,427.53
PHILIPONA, CHANTAL	0.00	0.00
PIMENTEL, GLADYS	0.00	598.39
PINI HARDWARE INC.	0.00	155.92
PINNACLE TRAINING SYSTEMS	0.00	51,005.00
POLKINGHORNE, ADAM	0.00	500.00
PONTIUS,ROSWELL B	13,749.46	161,505.31
POPE, CHERYL	0.00	86.32
POWELL,KEVIN J	12,234.22	153,729.04
POWER MAINTENANCE CORP.	8,209.00	10,159.00
PREFERRED ALLIANCE, INC	42.00	252.00
PRESS, EDWARD	200.00	200.00
PROSPECT PLACE HOMEOWNERS ASSOCIATION	0.00	1,500.00
PROTECTIVE LIFE INSURANCE COMPANY	920.61	9,478.68
Quadient	2,000.00	2,288.42
QUADIENT LEASING USA, INC.	0.00	499.03
RACKSPACE US INC.	0.00	14,387.27
RAWSON, DEBORAH	0.00	0.00
RAY'S CATERING	0.00	0.00
RECOLOGY	5,381.65	22,299.61
REDISTRICTING PARTNERS, LLC	0.00	0.00
REED, COREY	0.00	0.00
RHOADES,ERIN N	18,766.21	173,148.55
RICHARDSON, ALAN	0.00	100.30
RIDYARD, DAVID	0.00	0.00
RILEY F. HURD III	14,115.00	74,266.25
ROBERT A. MAUCELI	350.00	350.00
RON FLAVIN	0.00	0.00
ROSE, MARY	0.00	0.00
ROSS VALLEY FIRE DEPT.	3,500.00	3,500.00
ROSS, CHERIE	0.00	500.00
ROSSETTI, ROBERT	0.00	200.00
ROY'S SEWER SERVICE, INC.	0.00	6,500.00
RUS, REGINA	0.00	500.00
SACRAMENTO METROPOLITAN FIRE DISTRICT	0.00	0.00
SAFETY-KLEEN SYSTEMS, INC.	988.47	1,800.36
SAFeway, INC.	0.00	179.22
SALDANA,ANDREW P	17,790.10	176,741.27
SAN MARIN FLOWERS	0.00	497.81
SAN RAFAEL/FIRE	0.00	200.00
SANTA ROSA JUNIOR COLLEGE	0.00	0.00
SANTA ROSA JUNIOR COLLEGE/ACCOUNTING	0.00	35.25
SCHERMERHORN, KATE	500.00	500.00
SCHIAVO,DAVID A	13,269.54	172,834.31
SCIARRILLO, JACQUELINE	0.00	0.00
SCOTT'S PPE RECON, INC.	382.24	4,707.34
SCOTT, NICOLE employee	0.00	-3,116.69
SCOTT,NICOLE M	18,564.22	182,452.12
SEBASTOPOL CONST. DBA L.J. CONSTRUCTION	0.00	153,947.40
SEFAC USA, Inc.	0.00	1,013.50
SHELINE,BRIAN C	20,602.06	197,440.72
SILVERADO AVIONICS	0.00	0.00
SILVERMAN, LJ bod	0.00	697.25
SILVERMAN,LOUIS	600.00	6,177.27
SILVERSTEIN, STEVEN	0.00	500.00
SIMPSON SHEET METAL, INC	0.00	10,995.50
SKINNER, THOMAS	0.00	500.00
SKVARIL FAMILY TRUST	0.00	0.00
SKVARIL, PAUL	0.00	0.00
SMEAL HOLDING, LLC	0.00	749,793.24
SMITH, CAROLL	102.26	102.26
SMITH,BARRETT A	15,427.87	171,718.54
SNOW, CLAUDIA FENTON	0.00	500.00
SO CAL FITNESS SERVICE	0.00	1,161.18
SOLAR,DEVIN W	11,692.20	29,725.56

**Novato Fire Protection District**  
**Vendor Summary**  
 June 2020

	Jun 20	Jul '19 - Jun 20
SOMERSTON HEIGHTS HOME OWNER'S ASSOC	1,250.00	1,250.00
SONOMA DESIGN APPAREL	0.00	53.27
SONOMA MEDIA INVESTMENTS, LLC	0.00	1,442.00
SOURCE ONE MRO, INC.	0.00	12,765.14
SOUTHERN MARIN FIRE PROTECTION DISTRICT	0.00	5,866.64
SPANIER, THOMAS	0.00	0.00
SPARK CREATIVE DESIGN, INC.	0.00	5,812.58
SPARTAN MOTORS CHASSIS, INC.	0.00	3,478.53
SPARTAN MOTORS USA, INC.	0.00	4,239.58
ST. JOHN, MARGARET	0.00	552.70
STAPLES BUSINESS ADVANTAGE	4,671.74	39,372.19
STAR CREEK LAND STEWARDS, INC.	23,200.00	23,200.00
STATE FARM	1,115.00	1,115.00
STATE STREET BANK & TRUST CO	472,685.41	4,565,875.75
STATE WATER RESOURCES CONTROL BOARD	0.00	834.74
STATION AUTOMATION, INC.	0.00	3,150.00
STEPHEN BEACH	500.00	500.00
STEVENSON, KEITH	0.00	4,199.63
STRATO GUARD, LLC	305.76	3,551.52
STROUPE PETROLEUM	0.00	0.00
STRYKER SALES CORP.	2,231.54	14,556.69
SUPERLATIVE STEAM CLEANING	8,036.81	9,817.56
SWANSON, TYLER J	9,173.04	98,778.07
SWIG, MAUREEN	500.00	500.00
TAMMEKIVI, RAISA.	0.00	3,197.50
TARGETSOLUTIONS LEARNING, LLC	0.00	6,560.00
TAUL, MIKE S	28,677.91	216,874.50
TEAM NORTH BAY	365.00	880.00
TEETER & SCHACHT	0.00	1,125.47
TELDESCHI, MARC employee	0.00	-2,010.24
TELDESCHI, MARC R	18,690.82	176,281.02
TELEFLEX LLC	0.00	5,530.25
THARSING, TOM	0.00	500.00
THE HOLZBAUR TRUST	0.00	-50.00
THE NYHART COMPANY	0.00	8,900.00
THE RAWLINGS COMPANY	0.00	128.11
THE RAWLINGS COMPANY refund	0.00	710.32
THOMSON REUTERS - WEST	0.00	168.93
THYSSENKRUPP ELEVATOR	0.00	7,194.40
TRENT CONSTRUCTION, INC.	0.00	26,581.00
TRITECH SOFTWARE SYSTEMS	1,320.00	13,020.00
TRIZETTO PROVIDER SOLUTIONS	111.24	1,893.47
TRUMULL, JOHN	0.00	400.00
TYLER, SHELBY	0.00	575.00
TYLER, WILLIAM employee	0.00	60.00
TYLER, WILLIAM G	42,653.60	263,104.62
U.S. BANK OPERATIONS CENTER	0.00	103,752.80
UL LLC (UNDERWRITERS LABORATORIES)	0.00	1,095.00
UNIFIRE POWER BLOWERS, INC.	0.00	255.50
UNITED HEALTHCARE - RECOVERY SERVICES	986.32	986.32
UNITED HEALTHCARE INSURANCE COMPANY	0.00	858.00
UNITED PARCEL SERVICE	57.80	1,710.70
UNITED PHOENIX FIREFIGHTERS CHARITIES	0.00	1,500.00
UNIVERSITY OF CA, BERKELEY	0.00	39.00
UPS STORE	0.00	188.99
URBAN, ROSALIE	0.00	1,250.00
UREN, FRANK	0.00	-125.00
VALENTI, JOSEPH R	24,779.90	170,088.30
Valle Translations	0.00	110.56
VALLEJO FIRE EXTINGUISHER SERV	0.00	209.51
VALLEY POWER SYSTEMS, INC.	137.92	23,256.65
VALUCH, OWEN	0.00	-20,264.44
VALUCH, OWEN E	26,584.02	223,917.16
VAN DAM, WILLIAM	0.00	0.00
VAN DERMYDEN MADDUX LAW CORP	0.00	15,862.48
VAN GUNTEN, MARC	0.00	500.00

**Novato Fire Protection District**  
**Vendor Summary**  
June 2020

	<u>Jun 20</u>	<u>Jul '19 - Jun 20</u>
VANOPDENBOSCH, LIEVE	2,907.16	2,907.16
VANTAGEPOINT TRANSFER	12,671.40	151,286.72
VANZEBO LASER, LLC	746.67	10,891.53
VCOM SOLUTIONS, INC.	3,031.90	37,860.20
VELIQUETTE, JEFF	0.00	81.99
VELIQUETTE,JEFFREY L	0.00	302,083.96
VERIZON BUSINESS	0.00	93.16
VERIZON WIRELESS	3,563.57	40,716.99
VILLA, JEANNE employee	0.00	702.41
VILLA,JEANNE M	20,815.82	153,496.80
VITALE, DEBORAH CAMILLA	0.00	500.00
VOYA LIFE INSURANCE AND ANNUITY COMPANY	0.00	1,777.05
WADE, DENISE D	14,180.86	106,388.61
WAGER, SHANNON	0.00	1,137.40
WAGER, SHANNON M	7,557.10	90,685.20
WAGEWORKS, INC.	139.68	2,101.91
WAKEFIELD & ASSOC.	260.05	3,426.07
WALRAVEN, COLLEEN EE	0.00	330.49
WALRAVEN, GRACE	0.00	556.25
WALRAVEN, COLLEEN M	6,433.46	77,201.52
WALSHAW, LESLIE ANN	0.00	500.00
WALTER, HELEN	0.00	111.64
WATTCO	0.00	898.58
WATTS, NADINE	0.00	1,000.00
WEATHERFORD FARMER, LAURIE	0.00	500.00
WEHR, DONALD employee	0.00	300.00
WEHR, DONALD J	20,660.99	208,817.03
WestAmerica Bank	598.41	7,347.38
WESTERN EXTRICATION SPECIALISTS, INC.	23,748.32	23,748.32
WESTERN STATE DESIGN INC	1,800.00	16,458.13
WHITE, STEVEN employee	0.00	-6,766.56
WHITE, STEVEN J	34,555.62	225,544.43
WHITMORE, MAUREEN F.	0.00	500.00
WHITTET, JEFFREY J	27,414.35	246,853.04
WIEDENMAYER, COURT	0.00	0.00
WILD HORSE VALLEY ASSOCIATION	0.00	0.00
WINZER CORPORATION	197.13	1,241.42
WISE, CHUCK	0.00	1,665.46
WOLD, BRUCE	800.00	800.00
YOUNGSWICK, CATHERINE	0.00	500.00
ZAGARIS, NICK S.	0.00	-2,481.00
ZAGARIS, NIKOLAUS S	10,739.34	150,782.74
ZANONI, JASON A	11,786.70	154,828.00
ZOLL DATA SYSTEMS INC	899.10	7,285.00
ZOLL MEDICAL CORPORATION	78.12	22,067.24
ZOOM IMAGING SOLUTIONS, INC.	0.00	5,147.04
<b>TOTAL</b>	<b><u>2,654,006.01</u></b>	<b><u>30,090,627.88</u></b>

**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**  
**Electronic Funds Transfer Authorization Form**  
**Employer Retirement Contribution**

TO: Accounting

Date: 06/12/2020

FROM: Finance Director

**STEP 1:**

Please Prepare A Check Prior To Transfer Of Retirement Funds To MCERA.  
 Supporting Documentation Is Attached.

AMOUNT: \$184,935.85**MAKE CHECK PAYABLE TO:**Novato Fire Protection District**PURPOSE OF DISBURSEMENT:**Deposit funds to WestAmerica payroll account prior to EFT transfer to MCERAACCOUNT CODE: 1402**STEP 2:****TRANSFER FUNDS TO MCERA:**Account # ABA 011000028 State Street Bank and Trust Company, BostonBeneficiary Account: [REDACTED]Beneficiary Name: Fund MCRGPayroll Period Ended: 06/15/2020**PURPOSE OF DISBURSEMENT:**Fund retirement account payments – EFT to MCERA accountBoard of Director Authorized Signature: Bruce F. GoinisBoard of Director Print Name: Bruce F. GoinisDate Authorized: 6/12/20



**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**  
**Electronic Funds Transfer Authorization Form**  
**Employee Retirement Contribution**

**TO:** Accounting Division

**Date:** 06/12/2020

**FROM:** Finance Director

**TRANSFER FUNDS TO MCERA:**

**Amount:** \$54,712.33

Account # ABA 011000028 State Street Bank and Trust Company, Boston

Beneficiary Account: [REDACTED]

Beneficiary Name: Fund MCRG

Payroll Period Ended: 06/15/2020

**PURPOSE OF DISBURSEMENT:**

Fund retirement account Employee payments

**Board of Director Authorized Signature:** Bruce F. Goins

**Board of Director Print Name:** Bruce F. Goins

**Date Authorized:** 6/12/20

# MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

## Electronic Funds Transfer Authorization Form

### Employer Retirement Contribution

**TO:** Accounting

Date: 06/29/2020

**FROM:** Finance Director

**STEP 1:**

Please Prepare A Check Prior To Transfer Of Retirement Funds To MCERA.  
Supporting Documentation Is Attached.

**AMOUNT:** \$287,749.56

**MAKE CHECK PAYABLE TO:**

Novato Fire Protection District

**PURPOSE OF DISBURSEMENT:**

Deposit funds to WestAmerica payroll account prior to EFT transfer to MCERA

**ACCOUNT CODE:** 1402

**STEP 2:**

**TRANSFER FUNDS TO MCERA:**

Account # ABA 011000028 State Street Bank and Trust Company, Boston

Beneficiary Account: [REDACTED]

Beneficiary Name: Fund MCRG

Payroll Period Ended: 06/30/2020

**PURPOSE OF DISBURSEMENT:**

Fund retirement account payments – EFT to MCERA account

Board of Director Authorized Signature:

[Handwritten Signature]

Board of Director Print Name:

JAMES A GRALI

Date Authorized:

6/29/2020

**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**  
**Electronic Funds Transfer Authorization Form**  
**Employee Retirement Contribution**

**TO:** Accounting Division

**Date:** 06/29/2020

**FROM:** Finance Director

**TRANSFER FUNDS TO MCERA:**

**Amount:** \$77,547.60

Account # ABA 011000028 State Street Bank and Trust Company, Boston

Beneficiary Account: XXXXXXXXXX

Beneficiary Name: Fund MCRG

Payroll Period Ended: 06/30/2020

**PURPOSE OF DISBURSEMENT:**

Fund retirement account Employee payments

Board of Director Authorized Signature: \_\_\_\_\_

*[Handwritten Signature]*

Board of Director Print Name: \_\_\_\_\_

*JAMES A GRANT*

Date Authorized: \_\_\_\_\_

*6/29/2020*

**CALPERS**  
**Electronic Funds Transfer Authorization Form**  
**Health Premiums**

TO: Accounting

Date: 06/29/2020

FROM: Finance Director

**STEP 1:**

Please Prepare A Check Prior To Transfer of Funds for CalPERS.  
Invoice Is Attached.

AMOUNT: \$188,248.54

**MAKE CHECK PAYABLE TO:**

Novato Fire Protection District

**PURPOSE OF DISBURSEMENT:**

Deposit funds to WestAmerica payroll account prior to EFT transfer for CalPERS

ACCOUNT CODE: 1513 see attached invoice

**STEP 2:**

**CalPERS EFT:**

Submit CalPERS EFT payment online

Billing Month: July 2020

**PURPOSE OF DISBURSEMENT:**

Fund Health Premiums account payments – EFT for CalPERS

Board of Director Authorized Signature: 

Board of Director Print Name: JAMES A GRUES

Date Authorized: 6/29/2020

[Home](#) [Profile](#) [Reporting](#) [Person Information](#) [Education](#) [Pension Outlook](#) [Other Organizations](#)

[Manage Reports](#) [Billing and Payments](#) [Payroll Schedule](#) [Out-of-Class Validation](#) [Retirement Appointment Reconciliation](#)

**Name:** Novato Fire Protection District **CalPERS ID:** 4955988769

 **Payment Request Acceptance**

**Your request for payment has been accepted**

- **To generate the employer payment report, please click the print button.**
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will reflect as paid in myCalPERS if your payroll has successfully posted. Once your payment is processed any credits will roll over to the same type of receivable in the next month, after your payroll has been processed.
- Your payment may take longer to post, depending upon your Financial Institution.

 **Payment Setup Total**

**Total Payment Amount:** \$188,248.54

 **Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001594609	06/30/2020	100000016076281	Health PA Billing - Non-PERS	EFT - Debit	Westamerica Payroll	\$188,248.54

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Build: v8.8 Baseline: 200611\_083908\_v8.8\_Int.8947 **UID: 318**

## Jennifer Maldonado

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**From:** Zhuang, Elizabeth <EZhuang@marincounty.org>  
**Sent:** Tuesday, July 7, 2020 1:41 PM  
**To:** Jennifer Maldonado; Marshall, La Valda  
**Cc:** Jackson, Lisa  
**Subject:** RE: Request for supportive documentation for ACH's dated 06/15/2020 and 06/30/2020

Hi Jennifer,

Below is the payment confirmation for your contributions received 6/15/2020 & 6/30/2020

### Payment Confirmation

This email confirms that the Marin County Employees' Retirement Association (MCERA) received the following payment:

<b>Employer:</b>	Novato Fire Protection District
<b>Deposited To:</b>	MCERA account number [REDACTED] at State Street Bank
<b>Amount</b>	\$239,648.18 & 365,297.16
<b>Date Received</b>	6/15/2020 & 6/30/2020

If you have questions about this payment please contact us at (415) 473-6147.

---

**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**  
1 McInnis Parkway, Suite 100, San Rafael, CA 94903-2764

Thank you,

*Elizabeth Zhuang*  
Accounting Assistant



Marin County Employee's Retirement Association  
One McInnis Parkway, San Rafael CA 94903  
415-473-6150  
[ezhuang@marincounty.org](mailto:ezhuang@marincounty.org)

---

**From:** Jennifer Maldonado <jmaldonado@novatofire.org>  
**Sent:** Tuesday, July 7, 2020 1:17 PM  
**To:** Marshall, La Valda <LMarshall@marincounty.org>  
**Cc:** Zhuang, Elizabeth <EZhuang@marincounty.org>; Jackson, Lisa <LJackson@marincounty.org>  
**Subject:** RE: Request for supportive documentation for ACH's dated 06/15/2020 and 06/30/2020

Good Afternoon La Valda,

Attached are the two supportive documents for 06/30/2020 in the amount of \$365,297.16 and 06/15/2020 in the amount of \$239,648.18. Would you be able to provide me confirmations of receipt? Thank you!

Thank you,

*Jennifer Maldonado*

Senior Accountant

Novato Fire District

95 Rowland Way, Novato, CA 94945

415-878-2618

[jmaldonado@novatofire.org](mailto:jmaldonado@novatofire.org)

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**From:** Marshall, La Valda [<mailto:LMarshall@marincounty.org>]

**Sent:** Tuesday, July 7, 2020 12:36 PM

**To:** Jennifer Maldonado <[jmaldonado@novatofire.org](mailto:jmaldonado@novatofire.org)>

**Cc:** Zhuang, Elizabeth <[EZhuang@marincounty.org](mailto:EZhuang@marincounty.org)>; Jackson, Lisa <[LJackson@marincounty.org](mailto:LJackson@marincounty.org)>

**Subject:** Request for supportive documentation for ACH's dated 06/15/2020 and 06/30/2020

Good Afternoon Jennifer:

I hope that all is well with you and Novato Fire. Would you please forward the ACH disbursement advises (i.e. supportive docs) for the ACH's dated 06/15/2020 for \$239,648.18 and 06/30/2020 for \$365,297.16? Thank you.

Regards,

La Valda

La Valda R. Marshall, MBA  
Accounting Unit Manager



ONE McInnis Parkway; Suite 100

San Rafael, CA 94903-2764

415-473-2859T

[LMarshall@marincounty.org](mailto:LMarshall@marincounty.org)

Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

## Jennifer Maldonado

---

**From:** Zhuang, Elizabeth <EZhuang@marincounty.org>  
**Sent:** Tuesday, July 7, 2020 1:41 PM  
**To:** Jennifer Maldonado; Marshall, La Valda  
**Cc:** Jackson, Lisa  
**Subject:** RE: Request for supportive documentation for ACH's dated 06/15/2020 and 06/30/2020

Hi Jennifer,

Below is the payment confirmation for your contributions received 6/15/2020 & 6/30/2020

### Payment Confirmation

This email confirms that the Marin County Employees' Retirement Association (MCERA) received the following payment:

<b>Employer:</b>	Novato Fire Protection District
<b>Deposited To:</b>	MCERA account number [REDACTED] at State Street Bank
<b>Amount</b>	\$239,648.18 & 365,297.16
<b>Date Received</b>	6/15/2020 & 6/30/2020

If you have questions about this payment please contact us at (415) 473-6147.

---

**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**  
1 McInnis Parkway, Suite 100, San Rafael, CA 94903-2764

Thank you,

*Elizabeth Zhuang*  
Accounting Assistant



Marin County Employee's Retirement Association  
One McInnis Parkway, San Rafael CA 94903  
415-473-6150  
[ezhuang@marincounty.org](mailto:ezhuang@marincounty.org)

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**From:** Jennifer Maldonado <jmaldonado@novatofire.org>  
**Sent:** Tuesday, July 7, 2020 1:17 PM  
**To:** Marshall, La Valda <LMarshall@marincounty.org>  
**Cc:** Zhuang, Elizabeth <EZhuang@marincounty.org>; Jackson, Lisa <LJackson@marincounty.org>  
**Subject:** RE: Request for supportive documentation for ACH's dated 06/15/2020 and 06/30/2020



Good Afternoon La Valda,

Attached are the two supportive documents for 06/30/2020 in the amount of \$365,297.16 and 06/15/2020 in the amount of \$239,648.18. Would you be able to provide me confirmations of receipt? Thank you!

Thank you,

*Jennifer Maldonado*

Senior Accountant

Novato Fire District

95 Rowland Way, Novato, CA 94945

415-878-2618

[jmaldonado@novatofire.org](mailto:jmaldonado@novatofire.org)

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**From:** Marshall, La Valda [<mailto:LMarshall@marincounty.org>]

**Sent:** Tuesday, July 7, 2020 12:36 PM

**To:** Jennifer Maldonado <[jmaldonado@novatofire.org](mailto:jmaldonado@novatofire.org)>

**Cc:** Zhuang, Elizabeth <[EZhuang@marincounty.org](mailto:EZhuang@marincounty.org)>; Jackson, Lisa <[LJackson@marincounty.org](mailto:LJackson@marincounty.org)>

**Subject:** Request for supportive documentation for ACH's dated 06/15/2020 and 06/30/2020

Good Afternoon Jennifer:

I hope that all is well with you and Novato Fire. Would you please forward the ACH disbursement advises (i.e. supportive docs) for the ACH's dated 06/15/2020 for \$239,648.18 and 06/30/2020 for \$365,297.16? Thank you.

Regards,

La Valda

La Valda R. Marshall, MBA  
Accounting Unit Manager



ONE McInnis Parkway; Suite 100

San Rafael, CA 94903-2764

415-473-2859T

[LMarshall@marincounty.org](mailto:LMarshall@marincounty.org)

Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

**ACH Batch Details**

**Batch ID** 665935  
**Status** APPROVED

**Primary Company** NOVATO FIRE PROTECTION DISTRIC

**Batch Information**

<b>Created Date/Time</b>	06/12/2020 12:54 PM PST
<b>Created By</b>	DHOM
<b>Denied Date</b>	
<b>Denied By</b>	
<b>Approved Date/Time</b>	06/12/2020 12:54 PM PST
<b>Approved By</b>	DHOM
<b>Originator</b>	NOVATO FIRE PROTECTION DI
<b>Company</b>	NOVATO FIRE PROTECTION DISTRIC
<b>Offset Account</b>	██████████
<b>Effective Date</b>	06/15/2020
<b>ACH Class</b>	CCD+
<b>Debits</b>	\$239,648.18
<b>Credits</b>	\$239,648.18
<b>Entries</b>	1

**Participant Information**

<b>Name</b>	<b>Participant ID</b>	<b>Routing Number</b>	<b>Account Number</b>	<b>Amount</b>	<b>Transaction Type</b>	<b>Addenda</b>
FUND MCRG	State Street	011000028	██████████	\$239,648.18	22 - Checking Deposit	ATTN: DONLI OVERFELT
NOVATO FIRE PROTECTION	946001004	121140218	██████████	\$239,648.18	27 - Checking Withdrawal	

First | Prev | Showing Records 1 - 2 of 2 | Next | Last

**Westamerica Bank**

**ACH Batch Details**

**Batch ID** 667735  
**Status** APPROVED

**Primary Company** NOVATO FIRE PROTECTION DISTRIC

**Batch Information**

Created Date/Time	06/29/2020 02:51 PM PST
Created By	DHOM
Denied Date	
Denied By	
Approved Date/Time	06/29/2020 02:51 PM PST
Approved By	DHOM
Originator	NOVATO FIRE PROTECTION DI
Company	NOVATO FIRE PROTECTION DISTRIC
Offset Account	██████████
Effective Date	06/30/2020
ACH Class	CCD+
Debits	\$365,297.16
Credits	\$365,297.16
Entries	1

**Participant Information**

Name	Participant ID	Routing Number	Account Number	Amount	Transaction Type	Addenda
FUND MCRG	State Street	011000028	██████████	\$365,297.16	22 - Checking Deposit	ATTN: DONLI OVERFELT
NOVATO FIRE PROTECTION	946001004	121140218	██████████	\$365,297.16	27 - Checking Withdrawal	

First | Prev | Showing Records 1 - 2 of 2 | Next | Last

**Westamerica Bank**



Account Statement

If you have any questions about your account please call 800-848-1088 CUSTOMER SERVICE

NOVATO FIRE PROTECTION DISTRICT (PAYROLL ACCOUNT) 95 ROWLAND WAY NOVATO CA 94945

ACCOUNT NUMBER STATEMENT DATE CYCLE 06/30/20 31 ITEMS ENCLOSED PAGE 0 1 YEAR-TO-DATE INTEREST 75.92

Summary table with columns: PREVIOUS BALANCE, CHECKS AND WITHDRAWALS (NUMBER, AMOUNT), DEPOSITS AND CREDITS (NUMBER, AMOUNT), INTEREST MINUS CHARGES, NEW BALANCE.

ACCOUNT ACTIVITY

BALANCE SUMMARY

Main activity table with columns: DATE, DESCRIPTION, AMOUNT. Includes sections for DEPOSITS, WITHDRAWALS-FEES-CHARGES, and CHECKS.

Balance summary table with columns: DATE, BALANCE. Shows previous balance (05/29) and new balance (06/30).

EXTRA CASH LINE OF CREDIT CUSTOMERS YOUR ACCOUNT DETAILS ARE LISTED BELOW. LATE PAYMENT WARNING IF YOUR MINIMUM PAYMENT IS NOT RECEIVED BY THE PAYMENT DUE DATE YOU MAY BE CHARGED A LATE FEE OF \$5.

Summary table with columns: PREVIOUS BALANCE, ADVANCES AND DEBITS (NUMBER, AMOUNT), PAYMENTS AND CREDITS (NUMBER, AMOUNT), INTEREST CHARGED, FEES CHARGED, NEW BALANCE. Includes a formula for payment due.



Account Statement

NOVATO FIRE PROTECTION DISTRICT
(PAYROLL ACCOUNT)
95 ROWLAND WAY
NOVATO CA 94945

If you have any questions
about your account please call
800-848-1088
CUSTOMER SERVICE

ACCOUNT NUMBER

STATEMENT DATE CYCLE
06/30/20 31

ITEMS ENCLOSED PAGE
0 2

YEAR-TO-DATE INTEREST
75.92

ACCOUNT ACTIVITY

BALANCE SUMMARY

Table with columns: ITEM, DATE, AMOUNT, ITEM, DATE, AMOUNT. Rows include check numbers 10472\* through 10479 and 10481\* through 10489 with their respective dates and amounts.

\* INDICATES GAP IN CHECK SEQUENCE

AUTO LOANS OVER THE PHONE FROM WESTAMERICA
DRIVE AWAY WITH COMPETITIVE RATES AND AN EASY APPLICATION
CALL LOAN EXPRESS AT 1-800-514-1460 TODAY!

## Fire Chief's Report: Contract Administration

New and Renewed Contracts to Date  
for the 8/5/2020 Board of Director's Meeting

CONTRACTOR NAME	DCM	Cost	DESCRIPTION	CODE
<b>PROFESSIONAL SERVICES</b>				
TargetSolutions	Mesenburg	\$ 6,560	Annual renewal of training software module.	R
AJ Gallagher Insurance	Tyler	\$ 4,827	Cyber insurance policy renewal.	R
Natix	Freedman	\$ 4,082	Cradlepoint router PM for Command vehicles (Oct purchase)	N
Conservation Corp North Bay	Osgood	\$ 25,255	Bahia grazing project paid for by PG&E grant	N
Housesavers	LaCroix	\$ 8,900	Replace flooring at S62 after sewer line break.	N
Housesavers	LaCroix	\$ 6,800	Re-do app bay floor at S62 with non-slip surface.	N
Peloton	Lemelin	\$ 3,072	Third Peloton bike for stations with annual subscription.	N
Unicorn Group	LaCroix	\$ 25,642	Evacuation brochure and maps - Printing & mailing services. Poster for handing out at admin to residents	N
Bauer Compressors	LaCroix	\$ 5,000	SCBA air compressor testing, annual PM, as-needed repairs.	R
Peterson Mechanical	LaCroix	\$ 2,265	Semi-annual boiler maintenance - S61.	R
Bureau Veritas	Smith	\$ 4,800	Fire and safety fee schedule evaluation.	N
Herzog Geotechnical	LaCroix	\$ 12,630	Geotechnical oversight of tower foundation drilling and pier installation.	N
<b>GOODS</b>				
Nothing to report				
<b>PIGGYBACK</b>				
Nothing to report				
<b>RFP/IFB</b>				
Nothing to report				
<b>OTHER</b>				
Nothing to report				

### Public Works/Non-Public Works Project Codes

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

**N**=New Contract, **CO**=Change Order

## **Information Section**



Novato Fire District  
Customer Satisfaction Surveys  
June 2020

**To:** Board of Directors  
**From:** Bill Tyler, Fire Chief  
**Date:** July 29, 2020  
**Re:** Customer Service Satisfaction Survey Program

**Reviewed by:**                     *Bill Tyler*                      
Fire Chief Bill Tyler

Results for the Customer Service Satisfaction Survey forms sent out for the month of June 2020 are as follows:

Type of Call	Surveys Sent Out	Overall Satisfaction with Service									
		Surveys Received		Strongly Agree		Agree		Disagree		Strongly Disagree	
		#	%	#	%	#	%	#	%	#	%
Medical	50	7	14%	7	100%	0	0%	0	0%	0	0%
Fire/CO2	0	0	0%	0	0%	0	0%	0	0%	0	0%
Public Service/ Other	0	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Totals</b>	<b>50</b>	<b>7</b>	<b>14%</b>	<b>7</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

100% percent of the customer surveys received in June 2020 reflected positive ratings.

**Customer Survey — Additional Comments**

“This is the third time Novato Fire has responded and every time was totally satisfactory.”

“Your medics were wonderful! As always.”

“I would like personnel to know that they were so helpful in assisting my husband to get to Marin General Hospital where he was well cared for until there was no more medical care helpful. My husband came home for his last days. I’m so grateful to the firemen, they’re careful and gentle and took care of my husband. Thank you so very much.”

“Service was outstanding in every way thank you so much”

“I can only praise these wonderful responders for what they do.”

“Many thanks!”





## **NEXT GENERATION PROJECT** **July 2020 Governing Board UPDATE:**

- **Next Gen Project Transition from County to MERA**

The Governing Board actions to facilitate transition from County to MERA Implementation have been completed. AECOM is transitioning into the project and the recruitment of an Implementation Coordinator is in progress.

- **CDR Review**

MERA forwarded 135 issues to Motorola to review and Motorola has already agreed to correct 127 of those issues. The 8 remaining issues are under review. Once these issues are fully addressed and the Project schedule is finalized, the Customer Design Review package will be forwarded to the Governing Board for approval.

- **AFG Grant**

Marin County Fire agencies received a federal Assistance to Firefighters Grant that is allowing us to upgrade all fire agency radios to Tri-Band radios at no additional cost to MERA. In fact, MERA will see some savings to the project budget as a result. The portable radios have already arrived, and the mobile radios are being shipped.

**Our MERA team relies on the input and participation of all our 25 member agencies!  
Please be sure to share the above Project update with others at your agency.**

Questions? Contact Deputy Executive Officer for the Next Gen System David Jeffries at  
[dave@jeffriespsc.com](mailto:dave@jeffriespsc.com)

### **MARIN EMERGENCY RADIO AUTHORITY**

c/o Town of Corte Madera  
300 Tamalpais Drive  
Corte Madera, CA 94925  
Phone: 415.927.5050

**WWW.MERAONLINE.ORG**

## **Written Communications Section**

From: Bill Tyler  
Sent: Monday, June 29, 2020 2:46 PM  
To: Dmitri Menzel  
Cc: Jeanne Villa  
Subject: Fwd: Complimenting Lynne Osgood

FYI  
Sent from my iPhone

Begin forwarded message:  
From: CHARLES PHILLIPS <chphi7@comcast.net>  
Date: June 29, 2020 at 2:26:45 PM PDT  
To: Bill Tyler <btyler@novatofire.org>  
Subject: Complimenting Lynne Osgood

Hello Mr. Tyler,

I would like to give my sincere thank you, and express my appreciation, for the fine efforts exhibited by one of your workers, Lynn Osgood.

Last summer, a large tree fell on the property of my next-door neighbor, generating a very sizable fire load. We both live on a steep slope, and I am very worried that the fallen tree, being relatively close to my neighbor's house, poses a real fire threat to our homes. (Note, many year's ago, there was a grass fire on our properties...thankfully put out by your department quick efforts before any structural damage to our properties - thus I'm appropriately sensitive to fire risk.) The downed tree remains.

Not too long ago, Lynne kindly listened to my anxiety as to the situation, as well as my concerns that I was worried that any complaint, even an anonymous one, would be attributed to me by my rather touchy neighbor. I feel she did a nice job in communicating the complaint without attracting attention to either my wife or me.

I really admire Iynne in that she did a wonderful job in listening to the issues, and coming up with some workable solutions that could be administered by your team. She very kindly gave me an OK to contact her from time to time to give her an update on the situation.

Again, Lynne has done a great job. The City of Novation and the Fire Department should consider themselves fortunate in having an employee of Lynne Osgood's intelligence, diligence, and character.

Sincerely,

Charles Phillips  
Knolltop Ct.  
415-209-3400



**Novato Fire District Board of Directors  
Board Meeting Agenda  
August 5, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.**

There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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**ROLL CALL**

President Lj Silverman  
Director William Davis  
Director James Galli  
Director Bruce Goines  
Director Steven Metcho

**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**

**PRESENTATION**

1. My Sidewalk Presentation - District incident and demographic data.

Zoom Conference Information  
Join at [Zoom.com](https://zoom.us)

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:

1. During Open Time for public expression item
2. Public comment period on agenda items.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
August 5, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ASSOCIATION PRESIDENTS' REPORT**

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

**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 the District's 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 of Directors Meeting 7/1/20
2. EMS Billing Write Off Due to Hardship  
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 \$165,622.40

**NEW BUSINESS**

1. Adoption of the Annual Budget for Fiscal Year 2020/2021  
Board approval is requested to consider Staff's recommendation to adopt the Annual Budget for Fiscal Year 2020/2021.
2. Property and Casualty Insurance Renewal  
Board approval is requested to accept Staff's recommendation to purchase the District's property and casualty insurance policies from VFIS through the District's insurance broker Arthur J. Gallagher & Company ("Gallagher") for the period beginning September 1, 2020 through August 31, 2021.
3. FEMA Corrective Actions  
Board approval is requested to adopt revisions to our Purchasing, Depreciation, and Records Retention policies to address findings noted by FEMA during their on-site review, and implement the corrective actions needed to comply with Federal regulations in the areas noted.
4. Life-Assist Inc. Master Purchasing Agreement  
Board approval is requested to accept Staff's recommendation to contract directly with Life-Assist under a Master Purchasing Agreement ("MPA") incorporating the City of Tucson's pricing agreement.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
August 5, 2020**

Time: 6:00 p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, June, 2020
2. Revenues and Expenditures Detail Financial Report June, 2020
3. Vendor Summary Financial Report, June, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) June, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.

**INFORMATION**

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

1. Customer Surveys June 2020
2. Written Communications
3. MERA Update
4. Upcoming Dates:
  - a. Regular Board Meeting September 2, 2020 6 p.m.
  - b. Regular Board Meeting October 7, 2020 6 p.m.
  - c. Finance Committee Meeting October 20, 2020 9 a.m.

**ADJOURNMENT**



**Novato Fire District Board of Directors  
Board Meeting Agenda  
September 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.**

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2. Public comment period on agenda items.

**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steven Metcho

**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 opportunity for the President, or designee, of each labor association to address the Board.



**Novato Fire District Board of Directors  
Board Meeting Agenda  
September 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**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 the District's 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 of Directors Meeting 8/5/20
2. Ambulance Fee Debt Write Off Due to Hardship  
Board approval is requested to approve a write-off of the designated ambulance billing accounts. The request is claiming financial hardship.
  - ▶ F19016065 \$2,613.09
  - ▶ F19024794 \$3,810.78

**NEW BUSINESS**

1. Biennial Review Notice-Conflict of Interest Code  
Adoption of Resolution 2020-9 Repealing Resolution 2014-13 and Amending the District's Conflict of Interest Code.
2. Employment Agreement between Novato Fire Protection District and Wildland Mitigation Specialist Supervisor Yvette Blount.  
Board approval is requested to approve the Wildland Mitigation Specialist Supervisor Employment Agreement, and to adopt Resolution 2020-10 ratifying the employment agreement between the Novato Fire District and Wildfire Mitigation Supervisor Yvette Blount.
3. Adopt Resolution 2020-11, Resolution of the Board of Directors of the Novato Fire District Determining the 2020/2021 Appropriations Limit  
Board approval is requested to adopt Resolution 2020-11.
  - The Appropriations Limit for 2020 / 2021 has been calculated to be \$66,240,761 (Exhibit A).
  - Adopt Resolution 2020-11 establishing the Appropriations Limit for 2020 / 2021 (Exhibit B).





**Novato Fire District Board of Directors  
Board Meeting Agenda  
September 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, July, 2020
2. Revenues and Expenditures Detail Financial Report July, 2020
3. Vendor Summary Financial Report, July, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) July, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.

**INFORMATION**

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

1. Customer Surveys July 2020
2. Written Communications
3. MERA Update: None
4. Upcoming Dates:
  - a. Regular Board Meeting      October 7, 2020      6 p.m.
  - b. Finance Committee Meeting      October 20, 2020      9 a.m.

**ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 7, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.** There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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Public comment period on agenda items.

**ROLL CALL**

President Lj Silverman

Director William Davis  
Director Bruce Goines

Director James Galli  
Director Steven Metcho

**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 opportunity for the President, or designee, of each labor association to address the Board.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 7, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**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 the District's 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 of Directors Meeting 9/2/20

**NEW BUSINESS**

1. Surplus Vehicles – Unit 34 Ford Ambulance  
Board approval is requested to accept Staff's recommendation to declare Unit 34 as surplus and to dispose of the apparatus per District policy.
2. Surplus Vehicles – Unit 5 Type 1 Engine  
Board approval is requested to accept Staff's recommendation to declare Unit 5 as surplus and to dispose of the apparatus per District policy.
3. Breast Cancer Awareness Month, Resolution 2020-12.  
Board approval is requested to adopt Resolution 2020-12 designating October 2020 as National Breast Cancer Awareness Month.
4. Resolution 2020-13, Great California Shake Out.  
Board approval is requested to adopt Resolution 2020-13 acknowledging the District's desire to participate in the Great California Shakeout and continue our work toward making our community safer.
5. Fire Prevention Week, Resolution 2020-14.  
Board approval is requested to adopt Resolution 2020-14 proclaiming October 4-10, 2020 as Fire Prevention Week.
6. Resolution No. 2020-15, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Gary Musante.  
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Gary Musante.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 7, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

7. Resolution No. 2020-16, a Resolution of the Novato Fire Protection District Ratifying the Employment Agreement Between the Novato Fire District and Wildfire Mitigation Specialist Daniel Russo.  
Staff recommends approving the Employment Agreement between the District and Wildfire Mitigation Specialist Daniel Russo.
8. Vehicle Purchase of Aerial Ladder Truck  
Board approval is requested to follow Staff's recommendation to enter into contract with Fire Apparatus Solutions (FAS) for the design and build of a new rear mount 105-foot aerial ladder truck in an amount not to exceed \$1,200,000.00 dollars in fiscal year 2020/2021.
9. Discussion - Board Member Vacancy Discussion
10. Discussion Of Renting Space For Marin County Communications Equipment
11. Fiscal Year 2020-21 Budget Adjustments  
Board approval is requested to accept Staff's recommendation to make the following FY 2020-21 budget adjustments:
  - a. Increase the Building Facilities Account # 9308-4048 in the Capital Outlay budget by \$394,396 to fund the Tower Rebuild project at Station 62
  - b. Increase the Ambulances Account # 9308-4820 in the Capital Outlay budget by \$253,400
  - c. Increase the EMS Equipment Account # 9308-4810 in the Capital Outlay budget by \$20,243

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
OCTOBER 7, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, August, 2020
2. Revenues and Expenditures Detail Financial Report August, 2020
3. Vendor Summary Financial Report, August, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) August, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.

**INFORMATION**

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

1. Customer Surveys August 2020
2. Written Communications
3. MERA Update
4. Upcoming Dates:
  - a. Finance Committee Meeting November 17, 2020 9 a.m.
  - b. Regular Board Meeting November 4, 2020 6 p.m.

**CLOSED SESSION**

Conference with legal counsel - existing litigation (government code, section 54956.9(a), (formally initiated)

1. *City of Sanger v. Novato Fire District*

**ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 4, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.**

There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@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 accommodations are needed, please contact the District Administrative Services Manager as soon as possible, preferably two days prior to the meeting.

**ROLL CALL**

President Lj Silverman

Director William Davis

Director Bruce Goines

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)

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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.

Director Steven Metcho

**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 opportunity for the President, or designee, of each labor association to address the Board.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 4, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**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 the District's 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 of Directors Meeting 10/7/20
2. Ambulance Fee Debt Write Off Due to Hardship  
Board approval is requested to approve a write-off of the designated ambulance billing accounts. The flowing account has submitted written request for write off consideration from the Board of Directors. The request is claiming financial hardship in the amount of: \$487.50
3. 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 \$85,436.25

**NEW BUSINESS**

1. Bank Signature Cards Changes  
Board approval is requested to accept Staff's recommendation to make the following revisions to the bank signature cards listed below, and direct the Finance Director to revise the necessary documents.
  - Account#XX0057 Bank of America Novato Fire District Operating Fund Signature Card: Remove Jim Galli; Add Erich Mesenburg
  - Accounts#XX3538, XX4988, XX6422 Westamerica Bank Novato Fire District Payroll and Lockbox and FSA Signature Card: Remove Jim Galli; Add Erich Mesenburg
  - Account#XX7723 Bank of Marin Novato Fire District Merchant Account Signature Card: Remove Jim Galli, Jeff Veliquette; Add Dmitri Menzel, Erich Mesenburg
  - Account#XX1510 Umpqua Bank Novato Fire District FEMA Grant Signature Card: Remove Jim Galli; Add Erich Mesenburg



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 4, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

2. Ladder Truck Financing  
Board approval is requested to accept Staff's recommendation to fund the purchase of the ladder truck with a 5-year lease purchase agreement, and advance the funds to the vendor in order to obtain a discount of \$42,910 off the contract price, with subsequent reimbursement by the lender. The savings from the discount will help offset the interest costs over the loan period. The total cost of the ladder truck is \$1,179,246.36 before discount. To obtain the discount, payment must be made within 10 days of contract signing. The total cost after discount would be \$1,132,689.01
  
3. Standards of Cover Study Bid Award  
Board approval is requested to authorize the Fire Chief to enter into an agreement with City Gate Associates, LLC to conduct a Standards of Cover Study.

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, September, 2020
2. Revenues and Expenditures Detail Financial Report September, 2020
3. Vendor Summary Financial Report, September, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) September, 2020
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.





**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
NOVEMBER 4, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**INFORMATION**

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

1. Customer Surveys September 2020
2. Written Communications - None
3. MERA Update
4. Upcoming Dates:
  - a. Finance Committee Meeting November 17, 2020 9 a.m.
  - b. Regular Board Meeting December 2, 2020 6 p.m.

**CLOSED SESSION**

Conference with legal counsel - existing litigation (government code, section 54956.9(a), (formally initiated)

1. *City of Sanger v. Novato Fire District*

**ADJOURNMENT**



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
DECEMBER 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.** There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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**ADMINISTRATION OF OATH OF OFFICE**

*Oath of Office to be administered by Vice President Goines to Director Lj Silverman. President Silverman will deliver the oath to Director Steven Metcho and to Director Shane Francisco.*

**ROLL CALL**

1. Roll Call of Board of Directors

**ELECTION OF BOARD OFFICERS**

Introduction of the item: invite volunteers from Board. If insufficient volunteers, invite nominations. Seek public comment, followed by a Board motion. Board may deliberate/comment, then vote.

1. Election of President
2. Election of Vice President
3. Election of Secretary

**OPEN TIME FOR PUBLIC EXPRESSION**

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**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
DECEMBER 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

(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**

**PRESENTATION**

New members have joined our Wildfire Mitigation Team: Wildfire Mitigation Specialists Gary Musante, Daniel Russo; and Wildfire Mitigation Specialist Supervisor Yvette Blount.

**ASSOCIATION PRESIDENTS' REPORT**

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

**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 the District's 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 of Directors Meeting 11/4/20
2. Board of Directors 2021 Meeting Schedule
3. Finance Committee 2021 Meeting Schedule

**NEW BUSINESS**

1. Renewal of NASPO contract with Verizon for Discounted Wireless Services  
Board approval is requested to approve Staff's recommendation to renew the National Association of State Procurement Officials (NASPO) contract with Verizon for discounted government wireless service rates effective January 1, 2021.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
DECEMBER 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

2. Purchase of Four 2021 Chevy Colorado pickups for the Wildland Mitigation Specialists.  
Board approval is requested to accept staff's recommendation to purchase four 2021 Chevy Colorado pickups from Winner Chevrolet, under the State of California Contract # 1-18-23-20D, in an amount not to exceed \$120,000.
3. Review of the Draft of Audited Financial Statements from Maze and Associates.  
Board to consider the Finance Committee's recommendation to accept the draft audited financial statements for the fiscal year ended June 30, 2020.

*Maze and Associates will attend the meeting to present the certified version and discuss the audits.*

4. Memorandum of Internal Controls (MOIC)  
This report addresses the internal controls in the District's financial reporting. Board to consider the Finance Committee's recommendation to accept the MOIC and direct District Management to provide Maze with a management response to the internal control report if applicable.
5. Independent Accountant's Report on Applying Agreed-Upon Procedures – Ambulance Billing.  
Board to consider the Finance Committee's recommendation to accept the report in regards to the District's Ambulance Billings and Related Revenue Collection Cycle, during the calendar year 2019.
6. Independent accountant's report on applying agreed upon procedures for the Novato Fire Protection District in regards to certain disbursements made by the District during the calendar year ended December 31, 2019  
Board to consider the Finance Committee's recommendation to accept the report in regards to the certain disbursements made by the District during the calendar year ended December 31, 2019.
7. Ladder Truck Financing Revision  
Board approval is requested to accept Staff's revised recommendation to suspend the advance payment with the 5-year lease purchase of the ladder truck and delay payment until delivery. Additional information was received regarding increased financing costs of the original recommendation. The prepayment discount of \$42,910 would be forfeited, but the higher than anticipated cost of the required performance and payment bond in addition to the interest costs make this option less desirable.



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA  
DECEMBER 2, 2020**

Time: 6:00p.m.

Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**COMMITTEE REPORTS**

Directors may report on committee activities and meetings.

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

**FINANCIAL REPORTS**

Informational items for review. No action needed.

1. Revenues, Expenditures and Changes in Fund Balance Financial Report, October, 2020
2. Revenues and Expenditures Detail Financial Report October, 2020
3. Vendor Summary Financial Report, October, 2020
4. Electronic Fund Transfer Documentation (AD 17 d/e, MCERA confirm, Westamerica Bank Statement) October, 2020 (will distribute on 11/30/20)
5. District Monthly Contracts Information
6. Covid Related Purchases Over \$10K: None to report.

**INFORMATION**

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

1. Customer Surveys October 2020
2. Written Communications
3. MERA Update

**CLOSED SESSION**

None

**ADJOURNMENT**



Novato Fire District Board of Directors  
Special Board Meeting Agenda  
December 16, 2020  
Time: 10 a.m.  
Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

**ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.** There will not be a public location for participating in this meeting, but any interested member of the public can 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 Jeanne Villa at [jvilla@novatofire.org](mailto:jvilla@novatofire.org).

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## ROLL CALL

President Steve Metcho

Director William Davis  
Director Bruce Goines

Director Lj Silverman  
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



Novato Fire District Board of Directors  
Special Board Meeting Agenda  
December 16, 2020  
Time: 10 a.m.  
Location: Virtual Meeting via Zoom Conference  
Novato, CA 94945

## **PRESENTATION**

ABM Building Solutions, LLC will make a presentation to the District.  
*Accessing Alternative Resources for Infrastructure Improvements - Preliminary Feasibility Assessment for CA Government Code 4217*

The presentation will address the District's aging infrastructure, and the rising cost of energy, District Staff hired ABM to perform a preliminary energy audit. Over the past year, ABM has collected data of the District's energy consumption, costs, and equipment conditions to determine viable energy conservation measures, and to assess the potential of adding renewable sources of power such as solar pv, and battery energy storage. ABM offers a Bundled Energy Solutions Program that guarantees the savings of a design-build process, and will manage, and advise the District on funding resources.

## **CHIEF'S REPORT**

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

## **CONSENT CALENDAR**

1. Minutes of the Regular Board Meeting of 12.2.2020

## **NEW BUSINESS**

1. Comprehensive Annual Financial Report – Fiscal Year Ended June 30, 2020  
Board to consider the staff's recommendation to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2020.
2. Novato Fire District Call for Priority Access to COVID-19 Vaccines – Verbal Report  
Board to consider sending a letter to the Marin County Board of Supervisors urging them to make Marin firefighters, EMTs, and paramedics a top priority level for COVID-19 vaccines.

## **INFORMATION**

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

2. 2021 Finance Committee Meeting Dates
3. 2021 Board Meeting Dates
4. Upcoming Local Event: Paint the Town Red – January 22, 2021

## **ADJOURNMENT**