



**NOVATO FIRE DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
SEPTEMBER 4, 2024**

Time: 10:00 a.m.

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

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, 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 Jennifer Crayne at jcrayne@novatofire.org.

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

ROLL CALL

President Lj Silverman

Director William Davis
Director Michael Hadfield

Director Bruce Goines
Director Shane Francisco

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

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

AGENDA ADJUSTMENTS

ASSOCIATION PRESIDENTS' REPORT

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

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

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

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

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

During Open Time for public expression item

Public comment period on agenda items.

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



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DIRECTOR MATTERS

Directors may report on their activities and meetings.

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

CHIEF'S REPORT

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

CONSENT CALENDAR ITEMS

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

1. 6/11/24 Facilities Committee Meeting Minutes
2. 8/7/24 Regular Board Meeting Minutes

NEW BUSINESS

1. NFD Strategic Plan 2024-2027

Board approval is requested to review and accept the final draft of the NFD Strategic Plan 2024-2027

2. Resolution 2024-11, a Resolution of the Board of Directors of the Novato Fire District Approving the Amended and Restated Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority

Board approval is requested to adopt Resolution 2024-11, approving the Amended and Restated Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority

3. Resolution 2024-10, a Resolution of the Board of Directors of the Novato Fire District Determining 2024/25 Appropriations Limit

Board approval is requested to adopt Resolution 2024-10

1. The Appropriations Limit for 2024/25 has been calculated to be \$78,854,262 (Exhibit A).
2. Adopt Resolution 2024-10 establishing the Appropriations Limit for 2024/25 (Exhibit B).

4. Station 62 Feasibility Study Proposal for Engineering Services

Board approval is requested to accept the Facility Committee's recommendation to proceed with Engineering Services from Nute Engineering. Nute Engineering will provide engineering design services including preparation of plans, specifications, and a cost estimate to facilitate public bidding of the project for construction.

5. Approve Change Order for Modifications to Two Type 1 Engines Under Construction



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Board approval is requested to accept Staff's recommendation to approve design modifications to two Type 1 Engines currently under construction at Hi-Tech E.V.S. Modifications include moving Engineer SCBA storage, improving cross-lay location, and upgrading emergency lighting safety features for a total cost not to exceed \$115,000.

6. Budget Adjustment - Type 1 Engine Funding Increase

Staff recommends the Board approve the transfer of \$350,000 from the Unassigned Fund balance to the Fire Suppression Equipment Capital Account #9308-4815 to support increased costs and required change orders from the original contract signed in 2022.

7. Purchase of 3 Dodge Command Vehicles

Staff recommends the Board approve the purchase of 3 new Dodge Ram 2500 Pickups from Enterprise Fleet Management group in an amount not to exceed \$185,000. Enterprise Fleet Management can offer the best price at \$56,150 per vehicle and a \$7,000 RAM incentive.

8. Budget Adjustment- Admin Building Patio Remodel

Board approval is requested to Transfer \$150,000 from Unassigned Fund Balance to the FY 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio Remodel.

9. Life-Assist Contract Renewal and Increase in Cost

Staff requests approval from the Board to continue contracting with Life-Assist, Inc. ("Life-Assist") for the procurement of Advanced Life Support ("ALS") and Basic Life Support ("BLS") pharmaceuticals and medical supplies for the District.

COMMITTEE REPORTS

Directors may report on committee activities and meetings.

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

FINANCIAL REPORTS

Informational items for review. No action is needed.

1. Financial Reports, July 2024:
 - a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - b. Revenues and Expenditures Detail Financial Report
 - c. Vendor Summary Financial Report
 - d. MWPA Revenues and Expenditures



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2. District Monthly Contracts Information

INFORMATION

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

1. Customer Surveys July 2024
2. MERA Update: August 2024 (meeting was cancelled)
3. Upcoming meetings and events:
 - Ember Stomp 9/7/24 11:00 am - 5:00 pm
 - Steve Rucker Memorial Golf Tournament 9/9/24
 - Facilities Committee Meeting 9/10/24 @ 9:00 am
 - Next Regular Board Meeting 10/2/24 @ 10:00 am
4. Written Communications

CLOSED SESSION

1. Public Employee Appointment
Title: Fire Chief
(Gov. Sec. 54957(b)(1).)

ADJOURNMENT

**Directors' Matters
(Verbal Report)**

Association Presidents' Report
(verbal report)

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

Consent Calendar Items Section



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

1 The meeting was called to order by President Silverman at 9:00 a.m.

2

3 **ROLL CALL**

4 President Silverman, Director Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, Purchasing and Contracts
8 Colleen Walraven, and B/C Jeff Whittet

9

10 **OTHERS PRESENT**

11 None.

12

13 **AGENDA ADJUSTMENTS**

14 Chief Tyler called attention to the new addition to the agenda, new business item 7, Possible
15 Future Capital Facilities Improvement Projects.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **CONSENT CALENDAR ITEMS**

21 1. 4/4/24 Special Facilities Committee Meeting Minutes

22 There was no public comment.

23 M/s Hadfield/Silverman to approve the Consent Calendar.

24 Motion carried: 2-0-0

25

26 **NEW BUSINESS**

27 None.

28 **OLD BUSINESS**

29 Chief Whittet, Director of Organizational Resources, will provide an update on the status of
30 facilities projects.

31 **1. Administration Building Facilities Project Update**

32 Chief Whittet thanked Colleen for managing all the contract renewals that expired in June. He
33 provided updates on the progress of the following projects for the Admin Building:

- 34 • Admin backyard project- the layout has been selected, and there will be a meeting on
35 Thursday to discuss the next phase
- 36 • Admin lobby and women's bathroom received a facelift- thank you, Jenn.
- 37 • President Silverman asked if there were plans to replace the carpet. Chief Whittet
38 responded that the flooring has not been considered yet because we may be reconfiguring
39 the cubicles which would require new IT wiring and removal of the existing carpet.



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

- 40 • Chief Tyler noted that part of the workplace violence prevention plan

41 **2. Station 61 Facilities Project Update**

42 Chief Whittet reported on the following projects for S61:

- 43 • Server room- the split for the cooling unit went bad causing a leak. That is being replaced
44 today.
45 • Plumbing repair- calcium build-up caused the valve to stick open, the valve was replaced,
46 however, it failed again and caused a flood.
47 • PG&E heat pump- large tank, delay at the City of Novato for permits, this is part of the
48 cancer prevention program, there was no cost to the District (\$130K)
49 • Roof repair- leak was caused by a clogged drain, preventative maintenance at all stations
50 and Admin.
51 • MERA- grounding project, electrician installing consoles
52 • Ring cameras installed

53
54 **3. Station 62 Facilities Project Update**

- 55 • Roll up door repaired
56 • Retaining wall project will begin in July, V-ditch was extended, walking path complete
57 • The extractor is ready for use
58 • Toilets were replaced by the crews which saved the District a lot of money
59 • Koni lifts were installed, received a \$70K reimbursement check
60 • Lighting in the front was replaced

61
62 **4. Station 63 Facilities Project Update**

- 63 • HVAC repairs needed, A/C is ok, bids needed
64 • Generator fence was painted
65 • MERA grounding project
66 • Roof repairs
67 • Crews replaced the kitchen floor, and it looks great - thank you Captain Pacheco and
68 crew.
69 • Server room was moved out of the laundry room to a cooler, dust-free environment

70 **5. Station 64 Facilities Project Update**

- 71 • Resealed the solar tube
72 • MERA grounding project- a lot of wiring was needed

73
74 **6. Station 65 Facilities Project Update**

- 75 • Need to replace lighting fixtures- getting a quote from Fowler
76 • Re-faced the stucco, patched the cracks, and fresh paint (done by Marianne)
77 • Wood doors are warped and need to be replaced



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

- 78 • Hose dryer fixed
79 • MERA grounding project
80

81 **INFORMATIONAL ITEMS**

82 1. Next Facilities Committee Meeting 9/10/24 @ 9:00 am

83

84 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

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

- 86 • President Silverman proposed looking into grants for solar energy. Tom Welch is
87 researching energy grant options.
88 • Chief Whittet noted that they are looking into hiring a contractor to conduct regular bi-
89 annual inspections for each station. Estimates a cost of \$10K per year. Colleen is
90 reviewing a scope of work report from Clark Brownstein.
91 • Director Hadfield asked if there were any future plans for S63. Chief Whittet commented
92 that S63 is solid but needs another bathroom. Chief Tyler commented that we need to
93 start asking crews about ideas/options for reconfiguring/remodeling S63.
94 • Director Hadfield noted the age of S61 and recommended adding discussions about
95 remodeling this station to the items for future meetings.
96

97 **ADJOURNMENT**

98 There being no further business to conduct, President Silverman adjourned the meeting at 9:55
99 a.m.

100

101 Submitted by,
102 *Jennifer Crayne*

103 ASM, Clerk of the Board

104

105

106



Novato Fire District Board of Directors
Regular Board Meeting Minutes
August 7, 2024

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

2

3 **ROLL CALL**

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

5 Absent: Shane Francisco

6

7 **STAFF MEMBERS PRESENT**

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

9 Director Joe Valenti, Fire Marshal Lynne Osgood, B/C Dan Peters, Accountant Erilou Santos,

10 Admin Assistant Kelley Penney, Contracts and Purchasing Administrator Colleen Walraven, and

11 IT Manager Azar Mashintchian.

12

13 **OTHERS PRESENT**

14 District Counsel Riley Hurd, Novato resident Bruce Bartel

15

16 **OPEN TIME FOR PUBLIC EXPRESSION**

17 None.

18

19 **AGENDA ADJUSTMENTS**

20 None.

21

22 **ASSOCIATION PRESIDENTS' REPORT**

23 None.

24

25 **DIRECTOR MATTERS**

26 Director Davis commented that on a drive to the airport, he noticed that the number of units
27 permanently parked on Binford Road had decreased significantly from 109 units to 45 units. He
28 commended the county for the exceptional work and ongoing management they have been doing
29 to improve the situation.

30

31 Director Goines reported that he presented on the MWPA to the Sons of Retirement, Branch 134.
32 There were approximately 120 attendees. He thanked Chief Tyler and FM Osgood for meeting
33 with him prior to the meeting to provide background on MWPA work that is currently being
34 done. He noted that about 80% of attendees raised their hands when asked if they had received
35 home inspections. Director Goines was pleased as this indicates that we are clearly making a
36 difference in the community.

37

38 President Silverman thanked Chief Tyler for keeping him informed on the Park Fire burning near
39 his family cabin.

40

41

42



Novato Fire District Board of Directors
Regular Board Meeting Minutes
August 7, 2024

43 **CHIEF'S REPORT**

44 **Calendar Items:**

- 45 • National Night Out, Tuesday, Aug 6th was a big success - Law/Fire community meet and
46 greet.
- 47 • Maze & Associates 2023/24-year end Audit begins in a few weeks
- 48 • End of Summer Pub Ed Event at Hills Church, 1900 block of Novato Blvd
- 49 • Labor Day, Monday Sept 2nd - Admin Office is closed

50

51 **Administrative Items:**

- 52 • The final draft of our 2024-2027 Strategic Plan is being circulated and reviewed by the
53 entire organization. The plan will be brought back to the BOD at the September Meeting
54 for final acceptance. We are also reviewing the progress tracking options. We have
55 already initiated various aspects of the plan and some pre-work is being completed in
56 anticipation of its September launch.
- 57 • Marin Economic Forum & Economist Robert Eyler: NFD Finance Director Joe Valenti,
58 D/C John Dicochea & I joined a Zoom presentation on the current economic projections
59 of our state and county local economies at the July 22nd MEF Economic Briefing. We
60 shared some verbal information from that presentation to the Novato Fire Finance
61 Committee, who requested that staff look into obtaining additional information from
62 Economist, Dr. Robert Eyler on projections such as home valuation trends and possible
63 future property tax impacts from home insurance non-renewals, and other trends. I
64 reached out to Dr. Eyler who directed me to contact the Marin Economic Forum to
65 develop a possible scope and cost for the information we are requesting, as Dr. Eyler has
66 an exclusive service agreement with MEF on all economic projection data within Marin.
- 67 • New NFD Payroll System Kick off - Finance Division is embarking on a mission to
68 migrate to a new payroll and timekeeping system that can reduce manual entries and
69 create a more efficient, reliable and error free payroll and accrual balance tracking
70 mechanisms. This includes executed contracts with UKG Ready and HCM Unlocked
71 people and products.
- 72 • I met with B/C Dan Peters and FF/PM Nicole Scott to discuss the status of our NFD
73 Behavioral Health internal resources and programs and the county-wide BH team. We are
74 looking to renew a contract for services with a fire culturally competent clinician to
75 provide presentations to crews and be available to assist in debriefings and diffusing as
76 well as help if we have a critical incident at NFD.
- 77 • UP Wildfire Risk Reduction and Asset Protection (WRAP): I gave a presentation with
78 Mark Brown and Jason Brookes from Fire Aside on the data capture from our WMS
79 assessments and other projects, and how that data can be used in aggregate or by parcel,



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- 80 with the owners' permission, to help show the insurance companies what we are doing to
81 remove hazards and lower the risk to our communities in Marin.
- 82 • NFD held FF/PM Interviews on Monday and Tuesday of this week. We interviewed 10
83 candidates to fill two to four positions at our next academy anticipated to begin in
84 November.
 - 85 • NFD held Fire Inspector interviews. We originally received 49 applications and
86 interviewed 12 candidates. Of those, we invited 5 back for a fire chief's interview.
 - 87 • MWPA - Work will begin now that the bird nesting season has ended:
88 **Work completed last month:**
 - 89 ▪ *Mowing continued in Bahia along Laguna Vista Drive, Hanford*
 - 90 ▪ *Mowing and acacia resprout removal along DeLong Avenue, Hanford*
 - 91 ▪ *Mowing near Reservoir Hill Vista Trail off Hamilton Parkway, Forster & Kroeger*
 - 92 ▪ *Eucalyptus resprouts removal along the curb on Sunset Parkway, Forster & Kroeger*
 - 93 ▪ *Yellow star thistle removal between Hamilton Parkway & Chapel Hill Road,*
94 *Conservation Corps North Bay*
 - 95 **Work completed this last week:**
 - 96 ▪ *Mowing between the Hamilton Smart Train station & Chapel Hill Road, Forster &*
97 *Kroeger*
 - 98 ▪ *Mowing between Chapel Hill Road & Palm Drive, Hanford*
 - 99 ▪ *Goat grazing in Marin Valley open space, Star Creek*
 - 100 ▪ *Mowing along Olive Avenue, Forster & Kroeger*
 - 101 ▪ *Weed removal along Vintage Way, Forster & Kroeger*
 - 102 **Work in progress:**
 - 103 ▪ *Woody debris removal on a private parcel in Verissimo Hills, Forster & Kroeger*
 - 104 ▪ *Woody debris removal on private parcels on Cabro Ridge, Conservation Corps North Bay*
 - 105 ▪ *Woody debris removal in Bahia open space, Hanford*
 - 106 ▪ *Woody debris removal on a private parcel in Indian Valley*
 - 107 ▪ *Woody debris removal on a private parcel in Country Club*
 - 108
 - 109 • 100th Anniversary planning meeting was conducted by a small admin group to begin to
110 brainstorm ideas to celebrate and identify working groups to take on various aspects of
111 this important milestone in our district's history. Thanks to Jenn for getting this kicked
112 off.
 - 113 • Personnel Ordinance Update: Letters were sent to all three labor groups requesting to
114 meet to discuss deconflicting sections of the existing personnel ordinance processes and
115 provisions as identified in their current MOUs section 7.1. Due to schedule conflicts and
116 vacations, we may need to push the meeting out to September. More to follow.
 - 117



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118 **OPS: D/C Dicochea:**

- 119 • Chief Smith remains OOC at the Park Fire. Park Fire: 4th largest in Ca history, 4
120 Counties: Butte, Plumas, Shasta, Tehama--414,042 Acres, 34% contained
- 121 • 6588 Personnel, 40 helicopters, 525 Engines, 192 Dozers, 153 Water Tenders, 134 crews
- 122 • The Park Fire continues to burn actively in some areas. The overnight humidity recovery
123 was very poor. The fire is well-established in the Mill and Antelope Creek drainages
124 where it will continue to build heat and be resistant to control.
- 125 • New evacuations were ordered in Tehama County in Zones TEH-718, TEH-722, TEH-
126 724.
- 127 • Critically low fuel moistures, steep canyons, long drive times and daily spot fires have
128 caused difficulty in suppressing the fire spread.
- 129 • Temperatures will continue to be hot and dry throughout the day, with primary growth
130 aligning with the topography to the north and east.
- 131 • The fire is expected to continue to challenge crews until more favorable conditions arrive
132 later in the week.
- 133 • Marin County had a fire engine burned/damaged two weeks ago. No injuries reported.
- 134 • MCFD had a dozer burned over and the operator was burned and was airlifted to UC
135 Davis Burn Center
- 136 • NFD has overhead strike team leader support at the incident
- 137 • Lee Gerner Park Fire: Majority of the temporary housing camp was destroyed by fire.
138 Two were identified, arrested, and charged with various crimes including arson. Campers
139 were offered relocation resources. Unclear what the future of the camp will be—the city
140 is evaluating options. Highlights the great cooperation between our fire & Law partners
141 and the work of Thomas Lyons, our fire ranger.
- 142 • FMR Thomas Lyons provided a tour of the Hamilton Marsh area for Assistant City
143 Manager Deakyne and Principal Management Analyst, Economic Development Sullina
144 Smith. They discussed what resources we would need to assist with addressing
145 encampments and fire hazards. Thomas attended the Novato City Internal unhoused
146 meeting and discussed encampment locations and fire hazard concerns with specific
147 encampments. We also discussed enforcement options and camp clean up options.
- 148 • Fire Based Dispatch: Chief Dicochea and I met with Mike Marcucci at the ECC at Los
149 Gamos to discuss dispatching baselines, must cover stations, and response into San
150 Rafael and Marinwood. We hope to reduce impacts to our system but also support closest
151 unit when possible.
- 152 • Chief Dicochea attended a three-day Fire Chiefs Summit in Colorado this week. Meeting
153 with chiefs from all around the country. It was an opportunity to learn what's working for
154 them and what's not; And for John to share the same. It was an opportunity to meet new



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155 colleagues, to make new friends, and get to know the senior people behind the products
156 and services that help make fire departments across the country run optimally.

- 157 • Chief Dicochea lead our monthly OPS meeting with all of the B/Cs.

158

159 **EMS: B/C Dan Peters**

- 160 • Paramedic Internship Proposal review: Stipends for paramedic preceptors. Modeled after
161 other fire agencies. Student pays X amount and passes through to the preceptor for the
162 opportunity to complete their field requirements.
- 163 • New updates COVID guidelines sent out to staff and shift personnel.

164

165 **Training: B/C Mike Taul**

- 166 • PG&E Drill Live Action Drill Completed: Challenging am and pm sessions. Many
167 lessons were learned for better cooperation going forward. Put out new safety bulletin for
168 safe distances around power lines. After action discussions with PG&E are scheduled for
169 later this month. Obtained permanent PG&E electrical power pole training props at
170 station 62
- 171 • Trained with all companies on rope rescue

172

173 **Prevention: FM Lynne Osgood**

- 174 • City of Novato Permit Assistance: NFD will be participating in the new Novato Permit
175 Assistance pilot program. Include a roundtable of special districts along with city
176 community development staff to review possible plans submittal to streamline permitting
177 and approval processes, plus a two-day-a-week counter review process.
- 178 • Weekly check-in with Prevention staff & MWPA WMS Supervisor, and VMS Manager.
- 179 • MWPA budget review with VM Manager & Joe Valenti
- 180 • Social media reviews with Grace
- 181 • Meeting with Kiosk
- 182 • Completed 5 plan reviews.
- 183 • 7 Solar Plan Reviews, 1 PV ESS Inspections
- 184 • Fire Investigation Lee Gerner Park
- 185 • New Fire Inspector Training Guide - continued work
- 186 • Training with Thomas Lyons on Fire Investigation
- 187 • 2 Sprinkler finals, 3 Rough and hydro inspections
- 188 • 2 Knox box details
- 189 • 4 Close in hold inspections, 2 Building finals, 2 Occupancy Finals, 2 Solar inspections
- 190 • 23 Home assessments completed (WMA DSI)
- 191 • 193 Roadside assessments completed
- 192 • 123 Grants reviewed, assisted and/or approved
- 193 • Lauren Galli, Fire Prevention Specialist is on maternity leave through the end of August.



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- 194 • Managed GIS datasets for all Novato Zone vegetation projects
- 195 ▪ Finished adding cost data to GNSFB activity table for FY23-24
- 196 ▪ Finished mapping treated polygons for all other Novato Zone projects for
- 197 FY23-24
- 198 ▪ Analyzed implementation cost per acreage for all projects
- 199 • Attended an informal meeting with SMFD and SRFD to walk through SMFD's LRAD
- 200 and Drone programs
- 201 • Met with Joe and Lynne to discuss MWPA budgets and expenses for FY23-24
- 202 • Submitted CAL FIRE quarterly reports for GNSFB grant
- 203 • Conducted a site visit with Lizzy at the Stone Tree Golf Club to walk through the Phillip
- 204 Terrace evacuation route
- 205 • Conducted a site walk at 50 Verissimo prior to work
- 206

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

- 208 • Attended Planning Meeting for specification of 2 UTV's for trail rescues.
- 209 • Took Delivery of 2 additional Pool Vehicles for Administration office personnel.
- 210 • Reached out to Tom Welch to find possible funding mechanisms for UTV purchase.
- 211 • Station 65 PG&E Inspection Completed for Heat Pump Installation
- 212 • Station 65 LED lighting upgrade completed.
- 213 • Station 62 and 65 Solo Washers in Service – Project Complete.
- 214 • RedCloud completed additional work at 65 for Station Alerting.
- 215 • Completed submittal of additional information for Pergola design at Admin Office.
- 216 • All spare B/K portables program update completed.
- 217 • MERA Portable Radio Inventory Completed – All portables accounted for and
- 218 County Inventory Updated.
- 219

220 **IT Manager: Azar Mashintchian**

- 221 • Azar has created a Members Only Intranet. This can only be accessed by current
- 222 employees and requires a username and password that is set up. Members can find things
- 223 like member links, HR forms, Finance Forms, Travel forms and much more. Please
- 224 contact Azar to get set up and follow her instructions to check out the Members Only
- 225 Intranet.
- 226 • Participated in oral board interview for ECC Asst Director Tech Manager
- 227

228 **CONSENT CALENDAR ITEMS**

229 These items can be acted on in one consolidated motion or may be removed from the Consent

230 Calendar and separately considered at the request of any person.

- 231 1. 4/4/24 Special Facilities Committee Meeting Minutes
- 232 2. 5/23/24 Special Finance Committee Meeting Minutes



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- 233 3. 7/3/24 Regular Board Meeting Minutes
- 234 4. Bad Debt Write-Off – Uncollectible Novato Ambulance Billing Accounts
- 235 Board approval of staff’s recommendation to write off the designated multi-year
- 236 uncollectible ambulance billing accounts totaling \$83,574.36.
- 237 5. Ambulance Fee Debt Write-Off Due to Hardship
- 238 Board approval is requested to approve a write-off of the designated ambulance billing
- 239 accounts.
- 240 The following accounts have submitted a written request for write-off consideration from
- 241 the Board of Directors. The requests are claiming financial hardship.
- | | | |
|-----|-------------|------------|
| 242 | ▶ F22034215 | \$1,757.04 |
| 243 | ▶ F24001984 | \$ 487.50 |
| 244 | ▶ F24013849 | \$ 487.50 |
- 245 There was no public comment.
- 246 M/s Hadfield/Davis to approve Consent Calendar items 1-5.
- 247 Motion carried: 4-0-1 absent (Francisco)
- 248 **NEW BUSINESS**
- 249 **1. Adoption of the Annual Budget for Fiscal Year 2024/2025**
- 250 Board approval is requested to accept the Finance Committee’s recommendation to adopt the
- 251 Annual Budget for Fiscal Year 2024/2025.
- 252 Chief Tyler thanked the Finance Committee and Finance Director Valenti for the hard work that
- 253 went into preparing the final budget for fiscal year 2024-25. He noted that during the adoption of
- 254 the preliminary budget, the Finance Committee recommended the addition of graphics to help
- 255 explain and represent the financial information. Those graphics have been included in the final
- 256 draft budget.
- 257 FD Valenti noted that the preliminary budget was adopted in June. He will focus his presentation
- 258 on any revisions incorporated into the final budget since then.
- 259 FD Valenti provided a summary of budgeted revenues and expenditures and % change from FY
- 260 23/24 to FY 24/25.
- 261 Highlights included:
- 262 • Revenues \$41,704,215
 - 263 • Operating Expenditures \$36,746,582
 - 264 • Inter-Governmental Transfers \$1,500,000
 - 265 • Capital Budget Expenditures \$5,985,700
 - 266 • Total Decrease to Assigned Fund Balance \$6,559,700
 - 267 • Increase to Unassigned Fund Balances \$4,031,633



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- 268 • Special Tax 11.29 cents per square foot residential and 16.93 cents per square foot
- 269 commercial
- 270 • % Total Revenue: 85% property tax, 8% charges for service, 7% IGT, 0% other
- 271 • % Total Expenditures: 47% salaries, 34% benefits, 19% services and supplies
- 272 • Station 64 was paid off this month, District is now debt free
- 273 • Kaiser medical premiums increased by 9%
- 274 • IT budget decreased by \$127K. IT Manager Mashintchian carefully reviewed the budget
- 275 and eliminated/reduced costs.
- 276 • 2.3% or \$435K increase in revenues (preliminary vs final budget) after receiving the
- 277 updated final tax revenue estimate from the county

278 There was no public comment.

279 M/s Hadfield/Silverman to accept the Finance Committee’s recommendation to adopt the Annual
280 Budget for Fiscal Year 2024/2025.

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

282 **2. Marin Emergency Radio Authority (MERA) JPA Renewal**

283 Board approval is requested to accept Staff’s recommendation to renew the MERA JPA.

284 Chief Tyler explained the MERA JPA was established to plan, finance, implement, manage, own
285 and operate a multi-jurisdictional and county-wide Public Safety and Emergency Radio System
286 with the attendant facilities. The District’s total contribution for Fiscal Year 2024-2025 is
287 \$184,999. This is for both Operating and Capital Replacement. This represents a two percent
288 (2%) increase over Fiscal Year 2023-2024 when the District paid \$181,130. The annual payment
289 is due on August 18, 2024.

290 There was no public comment.

291 M/s Davis/Goines to accept Staff’s recommendation to renew the MERA JPA.

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

293 **3. Property and Casualty Package Insurance Policy 9/1/24-8/31/25**

294 Board approval is requested to discuss a proposal for the package property and liability insurance
295 policy (“Package Policy”) from the District’s insurance broker, Arthur J. Gallagher Risk
296 Management Services, LLC (“Gallagher”), for the period beginning September 1, 2024 through
297 August 31, 2025.

298 Chief Tyler presented the proposed property and liability insurance package. VFIS has insured
299 the District for the past 6 years. He noted that we will see a 41% increase in premiums over last
300 year. Chief Tyler commented that we had looked into joining other risk pools such as FAIRA,
301 unfortunately, the District’s rate-to-loss ratio is too high to be accepted by that plan. The broker
302 reported that in the next few years, about \$600K in claims should be dropping off which may
303 help the District to join other risk pools.



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304 Contracts/Purchasing Administrator Colleen Walraven commented that each year, we ask the
305 broker not to simply renew the plan with VFIS, but to research what the rest of the market is
306 doing before making a recommendation. She noted that the broker went above and beyond this
307 year given the sharp increase in premiums. She explained that if we make no changes to our
308 coverage, the premium totals \$257K, whereas last year the same coverage was \$169K.

309 Chief Tyler noted that we may want to consider setting aside money in a new reserve account to
310 plan for increases in insurance premiums. This can be added as a future discussion item with the
311 Finance Committee.

312 There was no public comment.

313 M/s Goines/Davis to accept the proposed package for property and liability insurance from
314 District's insurance broker, Arthur J. Gallagher Risk Management Services, LLC ("Gallagher"),
315 for the period beginning September 1, 2024 through August 31, 2025.

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

317 **4. Establish a Not-to-Exceed Amount for the Allstar Contract through June 2025**

318 Staff requests Board approval to establish a not-to-exceed amount for the purchase of fire
319 equipment from Allstar Fire Equipment ("Allstar").

320 Chief Tyler commented that the District purchases Lion brand turnout gear, and other fire
321 equipment from Allstar. Allstar is an authorized Lion reseller. The District currently piggybacks
322 onto the NPPGov cooperative pricing agreement between the League of Oregon Cities and Lion
323 Contract # PS20065 terminating on April 13, 2026. The District routinely obtains quotes from
324 Allstar Fire Equipment and their competitor L.N. Curtis for Elhart nozzles, and selects the
325 supplier with the lowest price.

326 There was no public comment.

327 M/s Hadfield/Silverman to establish a not-to-exceed amount for the purchase of fire equipment
328 from Allstar Fire Equipment ("Allstar").

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

330 **5. Establish a Not-to-Exceed Amount for the Bound Tree Medical Contract through June**
331 **2025**

332 Staff requests approval from the Board to establish a not-to-exceed amount for the contract with
333 Bound Tree Medical, Inc. for the procurement of Advanced Life Support (ALS) and Basic Life
334 Support (BLS) medical supplies for the District.

335 There was no public comment.

336 M/s Hadfield/Goines to approve a not-to-exceed amount for the contract with Bound Tree
337 Medical, Inc. for the procurement of Advanced Life Support (ALS) and Basic Life Support
338 (BLS) medical supplies for the District.



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

340 **COMMITTEE REPORTS**

341 Directors may report on committee activities and meetings.

- 342 1. MERA (Directors Silverman and Hadfield)- President Silverman noted that meetings are
343 now every other month, therefore they did not meet.
- 344 2. Finance Committee (Directors Davis and Goines)- Director Davis thanked FD Valenti
345 and his team for their hard work on the budget.
- 346 3. Marin Wildfire Prevention Authority Board (Director Goines)- Director Goines
347 commented that the MWPA board packet was almost 500 pages, but he missed the
348 meeting. The items included:
- 349 • Bolinas area Eucalyptus removal
 - 350 • Sun Valley in San Rafael Eucalyptus removal (6 acres = \$280K)
 - 351 • New MWPA President- Rachael Kurtz
 - 352 • New MWPA VP- Katherine Hilliard
- 353 4. Facilities Committee (Silverman and Hadfield)- next meeting is scheduled for 9/10/24
354

355 **FINANCIAL REPORTS**

356 Informational items for review. No action is needed.

- 357 1. Financial Reports, June 2024:
- 358 a. Revenues, Expenditures, and Changes in Fund Balance Financial Report
 - 359 b. Revenues and Expenditures Detail Financial Report
 - 360 c. Vendor Summary Financial Report
 - 361 d. MWPA Revenues and Expenditures
- 362
- 363 2. District Monthly Contracts Information
364

365 **INFORMATION**

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

- 367 1. Customer Surveys May and June 2024 – Deputy Chief Dicochea noted that he followed
368 up with a dissatisfied resident who had provided a negative comment on the customer
369 service survey.
- 370 2. MERA Update: July 2024
- 371 3. Upcoming meetings and events:
- 372 • Labor Day Holiday 9/2/24 – Admin Office Closed
 - 373 • Leadership Novato Kickoff & Fire District Day 9/4/24
 - 374 • Next Regular Board Meeting 9/4/24 @ 10:00 am
 - 375 • Facilities Committee Meeting 9/10/24 @ 9:00 am
- 376 4. MWPA Q4 Work Plan Impact Report



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377 5. Written Communications – none.

378 **ADJOURNMENT**

379 There being no further business to conduct, President Silverman adjourned the meeting at 11:20
380 am.

381
382 Respectfully Submitted,
383 *Jennifer Crayne*
384 Jennifer Crayne
385 ASM/Clerk of the Board
386

New Business Section



Novato Fire District Board of Directors

Lj Silverman, President
Michael Hadfield, Vice President
Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 30, 2024

Topic: NFD Strategic Plan 2024-2027

Recommendation: Review & accept the final draft of the NFD Strategic Plan 2024-2027

Background: Earlier this year we completed a multi-day facilitated process to create an updated mission driven strategic plan. The facilitation was completed by Mission-Centered Solutions. Many NFD members from all ranks and divisions contributed their time and talents to help identify the kind of organization that we all say we want to be. The kind of organization that we say we want to be is described in the “Novato Fire 3-Year End State,” located on pages 10 & 11. In order for us to reach this desired end state, “Lines of Effort (LOE)” were created that become action items necessary to work on in 90-day increments. These “Lines of Effort” are identified beginning on pages 11 through 29. This plan reflects that each of us, as members of this organization, have agreed with the End State and want to work together and contribute to completing the Lines of Effort, that will propel us forward as a successful and thriving organization. The names of everyone who contributed to this strategic plan are identified on page 8. The Operations group was briefed last month on the draft. The draft was circulated throughout the organization with the intent to receive questions or comments prior to being taken to the Full Board of Directors in September for acceptance, and work to begin. Lines of efforts will be prioritized based on organizational priorities and personnel to complete the work, with 90-day reporting requirements built into the process.

Financial Impact: Variable. LOE development and costs will be brought back to the board for approval as directed by purchasing policy authority limits and as our approved budget dictates.

Reviewed by:

_____ Administration
_____ EMS
_____ Finance
_____ Prevention

Human Resources

Operations

Approved by:



Bill Tyler
Fire Chief

Attachments: Draft NFD Strategic Plan 2024-2027



STRATEGIC PLAN: 2024-2027

Novato Fire District

Caring for, protecting, and serving our communities

Version 2.3
Implementation Draft

Developed by Novato Fire District Strategic Planning Team

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Introduction

The Novato Fire Protection District (NFPD) contracted with Mission-Centered Solutions (MCS) to facilitate the development of a three-year strategic plan. Recognized internationally, MCS (mcsolutions.com) is a leader in working with agencies and organizations operating in high-risk environments, aiming to advance their operating culture and better serve their constituents.



The strategic planning process involved two 2-day workshops (Jan. 9-10; March 12-13). This document communicates the strategic planning team's analysis and recommendations.

During the initial strategic planning effort on January 09-10, 2024, participants defined the desired strategic vision (end state) for the next three years. They identified the key lines of effort the organization will pursue to achieve that end state. Input was subsequently solicited from the entirety of the Novato Fire Protection District.

During the March 12-13, 2024 strategic planning session, relevant feedback was incorporated as participants collaboratively created an operational plan. This plan maps out the detailed steps and processes necessary to effectively implement the strategic vision. Prior to the March 2024 planning session, NFD employees were asked to review the Organizational Priorities, 3-Year End State, and Lines of Effort. This painted the picture of what's important to the organization and what it plans on accomplishing over the next three years.

On May 30, 2024, MCS met with NFPD to finalize the operational plan with respect to Lines of Effort 5 and 6.

Background

The Novato Fire District is a separate governmental unit established on July 6, 1926, as an independent Special District of the State of California. Its mission is to provide all-risk emergency and non-emergency services to the City of Novato and the surrounding unincorporated area.



The City of Novato and surrounding unincorporated area is approximately 71 square miles with an estimated population of 65,000. A five-person Board of Directors elected by the citizens for four-year terms governs the District. The District's legal authority and responsibilities are contained in the State of California Health and Safety Code under the "Fire Protection District Law of 1987."

Presently, the District maintains five fire stations and employs 89 personnel, 68 are Safety and 21 are administrative staff members.

Over the past two decades, Novato Fire has engaged in several strategic planning efforts— the most recent being the 2018-2020 Strategic Plan. In that document, Chief Tyler articulates his vision regarding the strategic planning process, which remain relevant to this day:

"Strategic planning is central to our organizational success. There are many benefits that go along with strategic planning. The key to successful strategic planning is to build in implementation steps measures that allow us to engage our staff and members and monitor the results at regular intervals."



While the timeline for that plan warranted updating in 2020, the myriad dimensions and complications brought upon all public service agencies with the coronavirus pandemic necessitated deferring renewing the plan until this time.

As part of the first planning workshop, the strategic planning team conducted a lessons-learned exercise of the 2018-2020 plan and its implementation. The specific points are listed on page 45.

Strategic Planning Approach

During the first workshop, participants were divided into three groups, with each group including representation across the organization's hierarchy and functional areas. Following an initial overview presentation, the workshop involved five primary analysis exercises that ultimately lead to the development of a draft 3-year end state (i.e., definition of success by the end of the planning period - 2027).

These five analysis areas were organized into two higher-level analysis extents. The first day involved constructing a Common Operating Picture (COP). The purpose of this step is to ensure that all participants have a shared understanding of the scope, scale, parameters, and considerations essential to developing an accurate and comprehensive plan. Using the COP as a baseline, the second day was devoted to identifying organizational priorities and developing the end state.

Each of the five analysis exercises involved participants working around a series of posters or easel pads. Each participant had equal voice and input, regardless of rank, position, or job function. By granting each team member equal input, the team leveraged the unique perspectives, experiences, worldviews, and functional expertise in developing a shared situational understanding. Second, it provided a structured means where each team member can do a "brain dump" of what they think is important to the organization. And third, it effectively and efficiently developed shared meaning across the team. At the conclusion of the COP exercises, all team members shared a common awareness and understanding of the myriad dimensions and aspects of the organization, which ultimately allowed each team member to be more effective in pursuing their specific functional responsibilities.

At the conclusion of each exercise, the outputs from the three groups were rolled-up into a single, unified assessment. The specifics of each step can be found beginning on page 26, *Analyses Used in the Developing the Novato Strategic Plan*.

Day 1: Common Operating Picture

- 1. Strategic Environment:** This analysis contextualizes the Novato Fire in time and space. It involves five subcategories that challenged participants to define the tactical, operational, and strategic areas of interest or concern; key influential predictions (most likely and most dangerous) about the planning period (three years); and any important time effects.
- 2. Critical Factors & PSESII Dimensions:** Over 2,500 years ago the military genius Sun Tzu wrote *The Art of War*, which describes a philosophy of leadership that is highly relevant today. In it, Sun Tzu outlines tactics and strategies and delves into the art of leading people within a chaotic environment. The Critical Factors poster utilizes Sun Tzu's philosophy and considers eight distinct blocks of situational intelligence:

- 1) The Knowns versus the Unknowns
- 2) What you Can Control versus what you Cannot Control
- 3) Relative Strengths versus relative Weaknesses
- 4) Inherent Dangers versus unique Opportunities

Simultaneously, the team considered six *non-tactical* dimensions factors affecting Novato Fire. These PSESII (pronounced Pa-Ses-cee) dimensions are at the heart of most organization's functional wellbeing. While many considerations may feel outside of scope of control for most members or the organization, they certainly effect the organization's strategic framework and by developing awareness of them, the organization can consider opportunities to impact their influence. There are six key dimensions:

- 1) **Political**
 - 2) **Security**
 - 3) **Economic**
 - 4) **Social**
 - 5) **Infrastructure**
 - 6) **Information**
- 3. Values at Risk:** The Novato Fire mission is to “care for, protect, and serve our communities.” In other words, it is in the business of preventing, responding to, and mitigating those community values that are in some way at risk. Therefore, it is essential to identify what those values are, why the threats are meaningful, and how meaningful or significant are they. This involved a high-level consideration and included those Values at Risk that have strategic implications for the organization. This is an essential step as it can influence virtually all down-stream activities, such as budgeting, hiring and promotions, training, equipment acquisition, and so forth.

Day 2: Defining Organizational Intent

- 4. Strategic Priorities & Gap Analysis:** Organizational Priorities were defined based on the VaR exercise. The intent is that they provide guidance when needing to make decisions, prioritizing Lines of Effort or Objectives, and even down to prioritizing tactical actions.

The Gap Analysis, as the name implies, is the stage of organizational planning that involves considering the gap between the current situation and the desired condition. The purpose of this effort is to address the key question: *What problem(s) are we trying to solve in our strategic plan?* Once prioritized, this information formed the basis for the 3-year End State and articulates what all efforts and resources will be working to achieve.

- 5. End State and Lines of Effort:** An End State can simply be defined as the written set of required conditions that defines success in order to describe exactly the nature and scope of the leader's intent. In the case of this strategic planning endeavor, the "leader" in "Leader's Intent" represents the collective vision and intentions of the workshop participants.

The planned (or desired) end state becomes the goal line that all resources within the organization—from the board president to the newest rookie—should be working in alignment to get across. It may not mean that everything in the organization is functioning perfectly, but rather it is a benchmark that indicates a significant achievement in the strategic plan.

Once the End State was defined, participants next defined the Lines of Effort (LOEs) necessary to pursue the end state. The LOEs break down the end state into "major muscle groups" that encompassed within the end state.

Days 3 & 4 (second workshop): Building out 90-day LOE Success Conditions

During both days 3 & 4, the following seven Lines of Effort (LOEs – pg 12) were discussed to determine the ways to actualize and achieve the desired 3-year end state. For each of the LOEs, the workshop participants were divided into two groups and rotated through each of the LOEs. Subsequent to each LOE discussion the entirety of workshop participants were briefed on each groups' work and offered an opportunity to comment and edit LOE courses of action.

For each LOE, the following key elements were developed by the sub-working group and agreed upon by the workshop participants in its entirety (See pages 12 -29): **Analysis Team; Essential Tasks; Purpose; 90-day End State ; and 90-day Success Conditions.** The courses of action and tasks for each line are intended to be accomplished with the 90-day period, once initiated. ***MCS recommends a quarterly project management review schedule after September 30, 2024, to ensure there is regular progress on each of the LOEs in furtherance of the 3 Year End State.***

*At the beginning of day #3, there was substantive discussion with regard to LOE #4 Compensation, Benefits & Work-life balance.; 4.1 - **Honest and transparent negotiations have been completed for all groups that lead to competitive salaries and benefits that keep pace with property taxes and inflation.** The term 'property taxes' was added as the preponderance of funding is derived from tax revenue. There is currently no mechanism in place to make compensation and benefits adjustments based solely on inflation alone.

Next Steps

NFPD will establish a project management review process to ensure there is progress made towards task completion and meeting success conditions during each 90 period. For ease of review, MCS has included an abbreviated checklist for each of the LOEs (See pages #12-29).

Novato Fire Strategic Planning Team

Anthony Bargiacchi, Captain

Mario Bernardini, Captain

Jenn Crayne, ASM

Kyle Dague, Battalion Chief

Bill Davis, Board Director

John Dicochea, Deputy Fire Chief

Gretchen Felciano, HR Manager

Shane Francisco, Board Director

Scott Freedman, Battalion Chief

Lauren Galli, Fire Prevention Specialist

Ricky Godoy, Engineer

Bruce Goines, Board Director

Mike Hadfield, Board Director

Ryan Hamilton, Engineer

Mark Larroque, FF/paramedic

Azar Mashintchian, IT Manager

Eric Mesenburg, Battalion Chief

Greg Meyer, FF/paramedic

Lynne Osgood, Fire Marshal

Dan Peters, Battalion Chief EMS

Nicole Scott, FF/paramedic

Lj Silverman, Board President

Barrett Smith, Battalion Chief Training

Mike Taul, Captain

Bill Tyler, Fire Chief

Joe Valenti, Finance Director

Shannon Wager, EMS Billing Analyst

Jeff Whittet, Battalion Chief Dir. of Organizational Resources

Colleen Walraven, Contract Manager

Kelley Penney & Grace Walraven, Admin Assistants

Sarah Labberton & Dan Russo, MWPA Vegetation Manager & WMS

MCS Facilitators:

Don Whittemore

Craig Fair

Mission, Vision, and Guiding Principles

The following Mission, Vision, and Values were defined/validated during the 2018-2020 strategic planning effort. The current strategic planning team revalidated the District's Mission and Guiding Principles. However, the team agreed that the Vision needed to be updated to reflect contemporary conditions. Moreover, the team agreed that a set of operational values needed to be added to the District's guiding doctrine. Both the need to recraft the Vision as well as the need to adopt a District operating value set are addressed in this plan (Line of Effort #3).

Mission

The Novato Fire District exists to care for, protect, and serve our communities.

Vision

To position the Fire District operationally and financially to create a sustainable future.

Guiding Principles

We believe that our communities are the reason for our existence.

We believe that all members of our diverse communities are entitled to our best efforts.

We are committed to the protection of life, property, and the environment

We will foster and sustain the trust of our communities and each other, while also protecting that confidence through our attitude, conduct, and actions.

We will serve our communities with honesty, fairness, and integrity.

We will pursue safe, effective, timely, economical, and measurable solutions.

We will consistently provide professional, skilled, courteous, and compassionate customer service.

We will be sensitive to the changing needs of our communities.

Novato Fire District Organizational Priorities

The planning team identified the following six organizational strategic priorities for the next three years:

1. Safety and wellbeing of the citizens, property, and communities the District serves
2. Employee health and wellbeing, job satisfaction, morale, engagement, and work-life balance
3. Public trust and reputation of NFD
4. Stability and sustainability of District funding
5. NFD critical infrastructure (facilities, apparatus, equipment, IT)
6. Critical community infrastructure (e.g., Stafford Lake, Sanitation/Sewer, NMWD, PGE, MWPA, Comm Networks, Highways 101 and 37)

Novato Fire District 3-Year End State

The team developed the following draft end state for the planning period:

The NFD has developed and implemented a service model that reflects current and anticipated call volume, ensuring all incidents are handled without imposing undue strain on personnel and resources. An organizational staffing analysis has been completed across all job families, including operations, administration, and MWPA. The entirety of the workforce is unified and a culture of mutual respect and trust prevails. A formal succession plan, which includes an established mentorship program that ensures smooth transitions and staffing continuity within the District, has been developed and implemented.

Honest and transparent negotiations have been completed for all groups that lead to competitive salaries and benefits that keep pace with property taxes and inflation. Staffing levels have been restored to 100%, eliminating the need for mandatory overtime/call-backs in all but extreme circumstances. Administrative positions have been promptly filled, with candidates filling their roles within three months from their application date. Through optimal staffing and support programs, the District emphasizes and encourages all District employees to maintain a proper work-life balance.

The NFD Vision has been rewritten to reflect current and expected conditions and the District has adopted an operational value set that articulates and influences desired attitudes and behaviors. Representative examples of these desired behaviors have been written for each functional position throughout the entirety of the organization.

The mission and purpose of MWPA work has been clearly defined and shared with all employees. The demands of the program on regular District administrative and operational staff were identified and plans to mitigate those impacts were implemented.

Finally, all shifts and personnel consistently follow to the same Standard Operating Procedures (SOPs), ensuring uniformity in verbiage, strategy, and tactics. The career development guide has been updated with accurate job descriptions and the administrative onboarding process has been defined and streamlined. Seamless integration of software and IT components and programs has further enhanced the overall efficiency and efficacy of the Novato Fire District.

Lines of Effort

To make progress toward achieving the desired 3-year end state, the following seven lines of effort (LOEs) were identified.

1. Service Model & Delivery
2. Staffing & Professional Development
3. Vision, Values & Expectations
4. Compensation, Benefits & Work-life Balance
5. MWPA
6. Documents & Doctrine
7. IT Infrastructure

LOE 1: Service Model & Delivery

1.1 - The NFD has developed and implemented a service model that reflects current and anticipated call volume, ensuring all incidents are handled without imposing undue strain on personnel and resources.

| | |
|--|---|
| <p>Analysis Team</p> | <p>Action officer: Dep Chief Dicochea</p> <p>Risk Reduction: Fire Marshal Lynne Osgood</p> <p>EMS B/C: Dan Peters</p> <p>Contracts: Collen Walraven</p> <p>Association: Mark Larroque</p> |
| <p>Essential Tasks</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Complete SOC analysis for last year with data from June 2023 to 2024 <input type="checkbox"/> Identify contractors and enter into contract, determine scope, cost, timeframe, and initiate assessment/survey/analysis <input type="checkbox"/> Seek board approval if cost exceed 50k <input type="checkbox"/> Review and assess current best practices relative to prevention fee schedule for implementation over the next 12 months |
| <p>Purpose (in order to...)</p> | <p>Gather situation awareness to inform decision-making and form objectives</p> |
| <p>End State (90 Days from Start)</p> | <p>Adequate situation awareness necessary to inform the service model delivery analysis and the next 90-day review period has been collected.</p> |
| <p>Success Conditions (90 Days from Start)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Analysis of the call volume data <input type="checkbox"/> Analysis of the number of ambulance calls and effects of AVL <input type="checkbox"/> Analysis of community risk reduction (i.e., causes, demographics, etc.) <input type="checkbox"/> Analysis of ambulance 'wall time' <input type="checkbox"/> Analysis of zone coverage relative to engine 62 down-staffing <input type="checkbox"/> Analysis of assisted living impacts <input type="checkbox"/> Assess risk of heat map/fuel modeling (year #3 of 10) <input type="checkbox"/> Study of non-mandated occupancies requiring annual inspections <input type="checkbox"/> Refresh SOC's with 2023 data (every 6 months) |

LOE 2: Staffing & Professional Development

2.1 - An organizational staffing analysis has been completed across all job families, including operations, administration, and MWPA.

| | |
|--|---|
| Analysis Team | Action Officer: Gretchen Felciano (HR) Labor Group Reps: TBD |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> ID working group that represents all positions. <input type="checkbox"/> Pull on contracts, MOUs, & agreements <input type="checkbox"/> ID all positions (including those that have been decommissioned). <input type="checkbox"/> Coordinate meetings with team. <input type="checkbox"/> Assign tasks, establish deadlines, and report-outs. |
| Purpose (in order to...) | Identify all of the jobs, every position, needed positions/ vacancies/moth-balled and identify areas where "job-creep" is occurring and what the creep involves. |
| End State (90 Days from Start) | A Staffing & Professional Development working group has been established that includes representation from NFCOA, NPFA, NSAS, MWPA funded positions, reserve firefighters, and all individual employment agreements. Gaps in CDG have been identified. Have a completed list what jobs need to be updated. |
| Success Conditions (90 Days from Start) | <ul style="list-style-type: none"> <input type="checkbox"/> Identify all of the jobs, every position, needed positions/ vacancies/ moth balled. <input type="checkbox"/> Identify areas where "job-creep" is occurring and what the creep involves. |

LOE 2: Staffing & Professional Development

2.2 - The entirety of the workforce is unified, and a culture of mutual respect and trust prevails.

| | |
|--|---|
| Analysis Team | Action Officer: Jenn Crayne Contracts: Colleen Walraven Labor Group Reps: TBD |
| Essential Tasks | <input type="checkbox"/> ID external survey company. <input type="checkbox"/> Define the categories and types of questions (what is the end state of the survey). <input type="checkbox"/> Work with consultant to define draft questions and have team review/edit/approve. <input type="checkbox"/> Have labor group/chiefs draft letter sent to all members advising them of the survey (purpose & end state). <input type="checkbox"/> Define distribution levels, etc. |
| Purpose (in order to...) | Assess the current culture of NFD |
| End State (90 Days from Start) | The survey has been developed, mailed, and results compiled. The contractor has provided a final report. Action officer has distributed the final report to the specified audience. |
| Success Conditions (90-Days from Start) | <input type="checkbox"/> Anonymous survey that assesses District unity, mutual respect and trust has been completed by all District members. <input type="checkbox"/> Identify "hotspots" and commonalities related to trust, respect and disunity. <input type="checkbox"/> Research work/life balance needs and expectations |

LOE 2: Staffing & Professional Development

2.3 - A formal succession plan (across all positions), which includes an established mentorship program that ensures smooth transitions and staffing continuity within the District, has been developed and implemented.

| | |
|--|--|
| Analysis Team | Action Officer: Dep Chief Dicochea HR Manager: Gretchen Felciano Admin Services Manager: Jenn Crayne Labor Group Reps: TBD |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Identify and prioritize NFD positions that need succession planning. <input type="checkbox"/> Define research parameters/comparable (positions, size, budget, risk factors, etc.). <input type="checkbox"/> Reach out for relevant succession plans. <input type="checkbox"/> Develop a standard template that all succession plans will adhere to. <input type="checkbox"/> Assign individuals within each job/function to develop succession planning standards and timeframes. |
| Purpose (in order to...) | Establish baseline information and capacities necessary to begin developing position/function-specific succession plans. |
| End State (90 Days from Start) | The team is ready to begin developing position and function-specific succession plan. |
| Success Conditions (90 Days from Start) | <ul style="list-style-type: none"> <input type="checkbox"/> Identify and prioritize the positions and functions that require succession planning. Research, identify, and collect best practices, processes, ideal pathways (CDG), and KSAs relative to each position and function. |

LOE 2: Staffing & Professional Development

2.4 - Staffing levels have been restored to 100%, eliminating the need for mandatory overtime/call-backs in all but extreme circumstances.

| | |
|--|--|
| <p>Analysis Team</p> | <p>Action Officer: Mark Larroque (NPFA) D/C: John Dicochea HR Manager: Gretchen Felciano NFCOA Rep: TBD NSAS Rep: TBD</p> |
| <p>Essential Tasks</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate and communicate with LOE 1 - Service Delivery. <input type="checkbox"/> Research other comparable agencies for Best Practices. <input type="checkbox"/> Develop a list of existing and projected vacancies. <input type="checkbox"/> Assess any limitations posed by existing agreements/policies. <input type="checkbox"/> Research possible broad root causes of mandatory overtime (e.g., workers comp, constant staffing, leave policies & usage, cultural shift). |
| <p>Purpose (in order to...)</p> | <p>Determine the scope of the staffing shortage problem and gather data essential to developing possible solutions.</p> |
| <p>End State (90 Days from Start)</p> | <p>The team is ready to develop recommendations to remedy staffing shortfall issues.</p> |
| <p>Success Conditions (90Days from Start)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Identify broad root causes of mandatory overtime (e.g., workers comp, constant staffing, leave policies & usage, cultural shift). <input type="checkbox"/> Assess existing vacancies and critical staffing shortfalls. Define current and projected vacancies (e.g., retirements, etc.). |

LOE 2: Staffing & Professional Development

2.5 - Administrative positions have been promptly filled, with candidates filling their roles within three months from their application date.

| | |
|---|---|
| <p>Analysis Team</p> | <p>Action Officer: Gretchen Felciano (HR) Admin Services Manager: Jenn Crayne Recruitment & Retention Committee Reps: TBD</p> |
| <p>Essential Tasks</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Identify barriers, friction points, etc. that slow down hiring process. <input type="checkbox"/> Research other Dept that are using outside recruiter and gain lessons learned/BPs. |
| <p>Purpose (in order to...)</p> | <p>Increase speed to employment start date.</p> |
| <p>End State (90 Days from Start)</p> | <p>A list of recommendations concerning ways to increase recruiting and hiring efficiencies has been submitted to leadership.</p> |
| <p>Success Conditions (90 Days from Start)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Opportunities to increase efficiencies with recruitment, hiring, and onboarding have been researched identified. |

LOE 3: Vision, Values, & Expectations

3.1 - The NFD Vision has been rewritten to reflect current and expected conditions and the District has adopted an operational value set that articulates and influences desired attitudes and behaviors.

| | |
|--|--|
| Analysis Team | Action Officer: Barrett Smith Admin Services Manager: Jenn Crayne Fire Chief: Bill Tyler BOD Member: TBD Labor Reps: TBD |
| Essential Tasks | <input type="checkbox"/> Form a working team/group <input type="checkbox"/> Develop a process to meet Success Conditions <input type="checkbox"/> Facilitate gap analysis (see success conditions) |
| Purpose (in order to...) | Begin to define a process to assess current culture/values and understand ways in which culture/values can be enhanced within NFD |
| End State (90 Days from Start) | The team has been assembled, processes have been identified, and the team is ready to begin exploring opportunities to craft vision and values. |
| Success Conditions (90 Days from Start) | <input type="checkbox"/> Develop a vision/values working group. <input type="checkbox"/> Conduct gap analysis re existing vision, culture, values, guiding principles, and firefighter code of ethics (deficiencies & opportunities). <input type="checkbox"/> Begin identifying ways to institutionalize & hold people accountable to District mission, vision, & values (principles). <input type="checkbox"/> [Target - values statement that is articulated at point of hire and sets expectations] |

LOE 3: Vision, Values, & Expectations

3.2 - Representative examples of these desired behaviors have been written for each functional position throughout the entirety of the organization.

| | |
|--|--|
| Analysis Team | Action Officer: TBD |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Form a working team/group <input type="checkbox"/> Develop a process to meet Success Conditions <input type="checkbox"/> Facilitate gap analysis (see Success Conditions) |
| Purpose (in order to...) | Begin to define a process to assess current culture/values and understand ways in which culture/values can be enhanced within NFD |
| End State (Sep 30, 2024) | The team has been assembled, processes have been identified, and the team is ready to begin exploring opportunities to craft vision and values. |
| Success Conditions (Sep 30, 2024) | <input type="checkbox"/> ON HOLD – <i>Dependent on completing LOE 2.1 first.</i> |

LOE 4: Compensation, Benefits, & Work-Life Balance

4.1 - Honest and transparent negotiations have been completed for all groups that lead to competitive salaries and benefits that keep pace with property taxes and inflation.

| | |
|--|---|
| Analysis Team | Action Officer: Joe Valenti & Bill Tyler Labor Reps: Lauren Galli, Mark Larroque, Kyle Dague BOD Rep: Bruce Goines |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Establish/draft a joint labor management communication, and communication vehicles/opportunities, to the workforce to include the details of the line of effort and timeline; a definition of organizational financial health (to be defined); i.e. reserves; and where we want to be aspirational, that being on the higher end of the top 25% comparable (total compensation). <input type="checkbox"/> Establish team to define and determine which variable to be used; cost of living and CPI |
| Purpose (in order to...) | To promote unity between labor and management as a preceptor to the negotiation process |
| End State (90 Days from Start) | Collaborative approach to cost of living/CPI analysis/comparable/tax base revenue. Establish healthy, functional joint labor management relationship |
| Success Conditions (90 Days from Start) | <ul style="list-style-type: none"> <input type="checkbox"/> Initiate comprehensive analysis of compensation packages over a geographic area and similar departments/districts (TBD) <input type="checkbox"/> Initiate analysis of property tax valuation over X # years <input type="checkbox"/> Establish timeline for negotiation (all contracts except MWPA funded positions) <input type="checkbox"/> Initiate analysis of variables related to cost of living (approx. 8-9 variables - TBD) <input type="checkbox"/> Initiate open and transparent communication to workforce regarding LOE#4, budgetary consideration/efforts/ constraints, etc. |

LOE 4: Compensation, Benefits, & Work-Life Balance

4.2 - Improve the work-life balance of the workforce

| | |
|--|--|
| Analysis Team | Action Officer: BC Dan Peters |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Create Health and Wellness team <input type="checkbox"/> Develop survey for workforce <input type="checkbox"/> Initial communication to the workforce regarding the initiative and what to expect |
| Purpose (in order to...) | Identify the work-life balance needs of the district |
| End State (90 Days from Start) | Identify team and components of the survey |
| Success Conditions (90 Days from Start) | <ul style="list-style-type: none"> <input type="checkbox"/> Create Health and Wellness team <input type="checkbox"/> Develop survey for workforce <input type="checkbox"/> Initial communication to the workforce regarding the initiative and what to expect |

LOE 5: MWPA

5.1 - The mission and purpose of MWPA work has been clearly defined and shared with all employees.

| | |
|---|---|
| <p>Analysis Team</p> | <p>Action Officer: Lynne Osgood MWPA Vegetation Manager: Sarah Labberton MWPA WMS Manager: Yvette Blount B/C from Days or Shift: TBD</p> |
| <p>Essential Tasks</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Identify education opportunities <input type="checkbox"/> Survey material and questions <input type="checkbox"/> Structured interactions with foundational information and materials (i.e. focus groups) |
| <p>Purpose (in order to...)</p> | <ul style="list-style-type: none"> o Increase transparency/visibility among the workforce o Create and understanding that MWPA and NFPD are one and the same; dispel misperceptions |
| <p>End State (90 Days from Start)</p> | <p>Develop an understanding an increased awareness and baseline understanding between NFPD operations and MWPA as a funding source</p> |
| <p>Success Conditions (90 Days from Start)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Survey workforce to gain their understanding/ perceptions regarding the scope of MWPA <input type="checkbox"/> Standard/on-going process for Transparency regarding MWPA, i.e. funding/budgeting; i.e. (Communication through Focus groups) |

LOE 5: MWPA

5.2 - The demands of the MWPA program on regular District administrative and operational staff were identified and plans to mitigate those impacts were implemented.

| | |
|--|---|
| Analysis Team | Action Officer: Lynne Osgood Contracts: Colleen Walraven |
| Essential Tasks | <input type="checkbox"/> Critical pathway analysis <input type="checkbox"/> ID consultants <input type="checkbox"/> Incorporate 5.1 tasks to inform 5.2 tasks <input type="checkbox"/> Conduct survey and analyze results |
| Purpose (in order to...) | Increase transparency/visibility among the workforce; create and understanding that MWPA and NFPD are one and the same; dispel misperceptions. |
| End State (90 Days from Start) | Mission area overlap and scope, and employees who do that work are identified. Analysis and delineation of the MWPA workload process and NFPD baseline responsibilities/work, and scope of the data collection has been identified and collected. |
| Success Conditions (90 Days from Start) | <input type="checkbox"/> ID areas of mission area overlap and scope <input type="checkbox"/> ID employees who do that work <input type="checkbox"/> Analysis and delineation of the MWPA workload process <input type="checkbox"/> NFPD baseline responsibilities/work <input type="checkbox"/> Determine scope of the data collection. |

LOE 6: Documents & Doctrine

6.1 - All shifts and personnel consistently follow to the same Standard Operating Procedures (SOPs), ensuring uniformity in verbiage, strategy, and tactics.

| | |
|---|--|
| Analysis Team | Action Officer: Mike Taul Capt. Training: Mario Bernardini Acting B/C: Marc Tedeschi |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Identify and assemble group (ops) to explore the issues. <input type="checkbox"/> Identify inconsistencies in the application of SOPs (e.g., fire attack group supe & objectives of fire attack.) <input type="checkbox"/> Identify training and development gaps that contribute to the problem. [Target - training is aligned to resolve any discrepancies] |
| Purpose (in order to...) | Make progress towards standardizing operations across all shifts. |
| End State (90 Days from Start) | Group is prepared to develop a training plan that would address gaps, inconsistencies, and shortfalls. |
| Success Conditions (90-Day) | <ul style="list-style-type: none"> <input type="checkbox"/> Group (ops) has been assembled to explore the issues. <input type="checkbox"/> Inconsistencies in the application of SOPs (e.g., fire attack group supe & objectives of fire attack.) have been identified. <input type="checkbox"/> Training and development gaps that contribute to the problem have been identified. |

LOE 6: Documents & Doctrine

6.2 - The career development guide has been updated with accurate job descriptions.

| | |
|--|---|
| <p>Analysis Team</p> | <p>Action Officers: Jennifer Crayne & Gretchen Felciano</p> |
| <p>Essential Tasks</p> | <p><u>Operations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> ID any deficiencies in the current career development guide (2019 current version). (6.2.1) <input type="checkbox"/> Research Best Practices (BP) for career development guide formatting/ organization. (6.2.2) <input type="checkbox"/> Develop a standardized and consistent template for the CDG for review. (6.2.3) <p><u>Administration</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> ID jobs not in career development guide; review existing guide (6.2.1) <input type="checkbox"/> ID by division positions missing (6.2.2) <input type="checkbox"/> Of the positions listed which need to be updated (6.2.3) <input type="checkbox"/> Feedback on what needs to be revised (6.2.4) <input type="checkbox"/> Review org chart (6.2.5) <input type="checkbox"/> Onboarding - review current process and develop draft onboarding process. (6.2.6) |
| <p>Purpose (in order to...)</p> | <p><u>OPS</u>: Know what portions of the current career development guide need to be updated and/or created.</p> <p><u>ADMIN</u>: Include admin positions and MWPA positions into career development guide provide and provide standardization and greater depth with regard to onboarding process.</p> |
| <p>End State (90 Days from Start)</p> | <p><u>OPS</u>: The group is prepared to make recommendations to leadership regarding the new CDG format, structure, and end state.</p> <p><u>ADMIN</u>: Forms will be updated to fillable PDFs and old forms purged. Renumbering forms to be organized by division. Standardized template with a single server location.</p> <p><u>OPS and ADMIN</u>: Review position guides, identifying and prioritizing critical tasks and procedures, and developing calendar; (to be shared with supervisors at end of 90 days).</p> |

| | |
|---|--|
| | <p><u>OPS and ADMIN</u>: Generate list of underground rules and route appropriately.</p> |
| <p>Success Conditions (90-Day)</p> | <p><u>Operations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> ID Deficiencies in the current career development guide (2019 current version) identified. (6.2.1) <input type="checkbox"/> Research best practices for career development guide formatting/ organization (6.2.2) <input type="checkbox"/> Standardized and consistent template for the CDG for review developed. (6.2.3) <p><u>Administration</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Jobs not in dev guide identified; existing guide reviewed. (6.2.1) <input type="checkbox"/> Missing division positions: of the positions listed which need to be updated (6.2.2) <input type="checkbox"/> Feedback received on what needs to be revised (6.2.4) <input type="checkbox"/> Org chart reviewed (6.2.5) <input type="checkbox"/> Onboarding - current process reviewed and draft onboarding process developed. (6.2.6) |

LOE 6: Documents & Doctrine

6.3 - The administrative onboarding process has been defined and streamlined.

| | |
|---|---|
| Analysis Team | Action Officer: Jennifer Crayne & Gretchen Felciano |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate all aspects of the onboarding process, to include new hires as well as promotions (6.3.1) <input type="checkbox"/> Develop an "ideal" onboarding timeline for new hires and promotions. (6.3.2) <input type="checkbox"/> Identify systems, processes and tools (e.g., checklists) that contribute towards efficiency and consistency. (6.3.3) |
| Purpose (in order to...) | Identify opportunities to increase efficiencies and consistencies in hiring and speed to onboarding. |
| End State (90 Days from Start) | Onboarding process recommendations have been submitted to leadership for review and approval. |
| Success Conditions (90-Day) | <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate all aspects of the onboarding process, to include new hires as well as promotions (6.3.1) <input type="checkbox"/> Develop an "ideal" onboarding timeline for new hires and promotions. (6.3.2) |

LOE 6: Documents & Doctrine

6.4 - All admin staff follow the same Standard Operating Procedures (SOPs), ensuring uniformity in verbiage, strategy, and tactics.

| | |
|---|--|
| Analysis Team | Action Officers: Jennifer Crayne & Gretchen Felciano Admin Assistant: Grace Walraven Admin Assistant Kelley Penney |
| Essential Tasks | <ul style="list-style-type: none"> <input type="checkbox"/> Utilization of existing contractors (6.4.1) <input type="checkbox"/> Review position guides, identifying and prioritizing critical tasks and procedures, and developing calendar; (to be shared with supervisors at end of 90 days). (6.4.2) <input type="checkbox"/> Admin forms will be updated to fillable PDFs and old forms purged. Renumbering forms to be organized by division. Standardized template with a single server location. (6.4.3) <input type="checkbox"/> Underground rules and route appropriately generated. (6.4.4) |
| Purpose (in order to...) | <p>Continuity of standards</p> <p>Clear and consistent understanding/transparency</p> <p>Avoid inconsistencies in the future</p> |
| End State (90 Days from Start) | <p>Existing contractors have been identified and tasked. Position guides have reviewed, critical tasks and procedures were identified and prioritized, and calendar developed; (to be shared with supervisors at end of 90 days).</p> <p>Admin forms are updated to fillable PDFs and old forms purged. Renumbering forms were organized by division and standardized template created with a single server location. List of underground rules and route appropriately.</p> |
| Success Conditions (90-Day) | <ul style="list-style-type: none"> <input type="checkbox"/> Utilization of existing contractors (6.4.1) <input type="checkbox"/> Position guides reviewed, critical tasks and procedures identified and prioritized, and calendar developed; (to be shared with supervisors at end of 90 days). (6.4.2) <input type="checkbox"/> Admin forms will be updated to fillable PDFs and old forms purged. Renumbering forms to be organized by division. Standardized template with a single server location. (6.4.3) <input type="checkbox"/> Generate list of underground rules and route appropriately. (6.4.4) |

LOE 7: Infrastructure

7.1 - Seamless integration of software and IT components and programs has further enhanced the overall efficiency and efficacy of the Novato Fire District.

| | |
|--|---|
| Analysis Team | Action Officer: Azar Mashintchian IT Staff: TBD |
| Essential Tasks | <input type="checkbox"/> Look at current environment. <input type="checkbox"/> Develop and prioritize list of needed upgrades, replacement, and new systems for the next three years. <input type="checkbox"/> Identify training gap. |
| Purpose (in order to...) | Establish a baseline IT infrastructure needs and opportunities assessment. |
| End State (90 Days from Start) | A list of all systems that includes current status, upgrade needs, and relative priorities has been drafted. An IT training gap analysis and draft end state has been written. |
| Success Conditions (90 Days from Start) | <input type="checkbox"/> Conducted an IT systems infrastructure assessment (i.e., problem identification efforts). |

Analysis Used in Developing the Novato Strategic Plan

This section describes the analysis steps the Novato Strategic Planning Team used as the basis of the plan.

Strategic Environment

| | |
|-------------------------------------|---|
| Tactical Area of Operations | District Boundaries |
| Operational Area of Interest | Marin/North Bay Counties (16) California (12) Mutual/Auto Aid Agreements (7) Regional team participation (0) |
| Strategic Area of Concern | Federal (13) National (12) State of California (9) Federal programs/grants (3) County (1) Other states (0) |

| | |
|--|--|
| <p>Environment</p> | <ul style="list-style-type: none"> • Aging Population (10) • Homeless (7) • Lack of staffing (5) • Housing density (4) • NFPD aging (3) • EMP (2) • City financial state (2) • Supper chain issues (2) • Mandates (1) • Natural disaster–critical infrastructure loss (1) • Fire Behavior (1) • Cyber-attacks (1) • CIKR (1) • Fentanyl/Meth (1) • WUI-WX (1) • Employee proximity (1) • Lack of available candidates (1) • Drought (0) • Will (0) • Mission tempo (0) • Natural disaster (0) • Wildland fire (0) • Aging infrastructure (0) • Public confidence (0) • Cybersecurity (0) • Economy (0) • WUI building increase (0) • Cybersecurity (0) |
| <p>Predictions:</p> <p>Most Likely</p> | <ul style="list-style-type: none"> • Staffing uncertainty (10) • Political unrest (5) • Continued staffing shortage (3) • Mass veteran retirement (3) • Ambulance revenue decrease (1) • Financial uncertainty (1) • Increased call volume (1) |
| <p>Most Dangerous</p> | <ul style="list-style-type: none"> • Potential global conflicts (6) • Political unrest (4) • Mass retirement–no backfill (4) • Large wildfire/incident with large loss of property/life (3) • AI, ransomware (3) • Firefighter line of duty death or suicide (0) |

| | |
|---------------------|--|
| Time Effects | Strategic Plan Timeframe: 3 years Near-term Success Conditions: 90 days 3-4 years financial glimpse (12) Retirement month (11) Large incident/wildland fire (4) Political unrest (3) FF/Death (2) 5-7 years (2) Board elections (0) Annual budget cycle-first quarter calendar year (0) |
|---------------------|--|

Critical Factors

(Listed order of significance as determined by the planning team)

| Unknowns | Knowns |
|--|---|
| <ul style="list-style-type: none"> • Leadership changes (10) • Number of employees on workers' compensation (9) • Revenue/economy (6) • Cyberattack (5) • Financial crisis (5) • Possible recession (5) • Natural disaster (5) • Firefighter death LODD/Suicide (4) • Cyber extent of effects (4) • Legislation (3) • Large disaster (Fire/Flood/Civil Unrest) (2) • Changes to NFPA, fire code (0) • Dispatch failures (0) | <ul style="list-style-type: none"> • Forecasted retirements (13) • Turnover (13) • Staffing retirements (12) • Negotiation (MOU'S) (11) • New dispatch-timing (6) • Apparatus replacement (5) • Cyberattack (5) • Aging facilities/replacement (5) • Less interest in fire service (3) • Fire season (3) • Difficulty in getting home insurance in WUI (3) • Workers' compensation (1) • Population growth (1) |

| Can't Control | Can Control |
|---|--|
| <ul style="list-style-type: none"> • Quality of applicant (9) • Turnover (9) • Economy (8) • Negotiations (8) • Cyberattack (7) • Workers' compensation timing and how long off (5) • Cyber timing/extent (4) • Cost of living (4) • Retirements (3) • Revenue: Property tax, billing; Grants, fees, billing (3) • Scope of disaster (2) • Natural disaster (2) • Zone adjustment (Nursing homes) (2) • Drawdown (Firefighters go home sick/injured) (1) • Firefighter suicide timing/circumstances (1) • Population growth (0) • Available candidate pool (0) | <ul style="list-style-type: none"> • Salaries and benefits (14) • Negotiations (8) • Track possible dates-salary and benefits (5) • Recruiting efforts (5) • Policy review and revision (4) • D-space around homes (4) • Personal perspective (4) • Cyber security presentation program (3) • Revenue: Property tax, billing; Grants, fees, billing (3) • Training and preparation, mitigation, fire-based dispatch (3) • Approval of diagnostics and preventable actions (2) • BH Program (1) |

| Weaknesses | Strengths |
|--|---|
| <ul style="list-style-type: none"> • Long hiring process (11) • Poor communication and delayed treatment (8) • Economy (8) • Workers' comp (8) • Outdated policies (6) • Available candidate pool (6) • Negotiations (5) <ul style="list-style-type: none"> ○ When morale is down, less applicants (1) ○ When morale is huge, recruit/retain (0) • Culture of risk acceptance (5) • Cost of living (4) • Cultural buy-in (3) • Limited involvement with county agencies (3) • Retirements (3) • Ingress and egress (2) • Zone adjustments (Nursing homes) (2) • Drawdown (Firefighters go home sick/injured) (1) • Revenue-don't have to share money (0) • Population growth (0) • Fire code can't keep up with technology (0) • Personal responsibility (0) | <ul style="list-style-type: none"> • Public education and outreach (13) • ALS transport services (7) • Personal responsibility (6) • Negotiations: (5) <ul style="list-style-type: none"> ○ When morale is down, less applicants (1) ○ When morale is huge, recruit/retain (0) • MWPA funded program (4) • Customer satisfaction (4) • External relationships with adjacent agencies (3) • Turnover-Physical health (3) • Cultural buy-in (3) • Dispatch control (2) • Policy changes, EQ changes (1) • Revenue-don't have to share money (0) • Population growth (0) • Incident management tools (Tablet Command) (0) |

| Dangers | Opportunities |
|--|---|
| <ul style="list-style-type: none"> • Cyberattack (14) • Loss of institutional knowledge (10) • Low applicant pool (10) • Turnover: Loss of expertise, danger on calls, can't keep up hiring (7) • Inability to attract qualified candidates (6) • Workers' compensation extended absence (6) • Too outdated working conditions, salaries, benefits (4) • Negotiations (4) • Finance sustainability (2) • Recruit/retain (10) • Revenue (2) • Natural disaster (3) • FF suicide LODD (2) • Dispatch costs (1) • Population growth (0) <ul style="list-style-type: none"> ○ Call volume up ○ Revenue • Ingress and egress (0) • Shut down office-steal money (0) | <ul style="list-style-type: none"> • Succession planning (9) • Telecommunicating (accommodating new generation) (8) • Improve scheduling (MBO, calendars) (5) • Alternative staffing models (5) • Turnover-promotion + new ideas (5) • Expand recruitment efforts (4) • Workers' compensation advocate position (4) • Negotiations (4) • Finance sustainability (2) • Recruit/retain (10) • Revenue (2) • Pinpoint areas of improvement (3) • Dispatch control (1) • Make something good out of it (0) • MWPA programs outreach (0) • Population growth (0) <ul style="list-style-type: none"> ○ Call volume up ○ Revenue up |

PSESII Dimensions

(Listed order of significance as determined by the planning team)

| | |
|------------------|--|
| Political | <ul style="list-style-type: none"> • Staffing/retirements (15) • Firefighter drawdown (12) • Cyberattack (8) • Home insurance WUI (8) • Cyber: Bad press (6) • Turnover-internal politics/public relations (6) • Neg.: Pressure/public/fellow agencies/internal implications (+/- 3) • Revenue: Community support/lack of support (2) • Large disaster (2) • LODD/FFS (2) • Dispatch (2) • Workers' compensation (1) • Population growth: Expansion/Coverage area/Standards of cover (1) • Legislation (1) |
| Security | <ul style="list-style-type: none"> • Staffing/retirements (14) • Cyberattack (14) • Retirement (9) • Turnover-Promotional security/ inexperienced (7) • Lack of qualified interested applicants (5) • Home insurance WUI (5) • Revenue (4) • Firefighter down staffing (4) • Workers' compensation (3) • Neg.: Fin. sustain up/down, retirement/retention (3) • Large disaster (1) • LODD/FFS (1) • Dispatch (1) |

| | |
|------------------------|---|
| <p>Economic</p> | <ul style="list-style-type: none"> • Staffing/retirements (14) • Cyberattack (6) • Salaries and benefits (6) • Retirement (6) • Neg. financial Δ's (5) • Cyber: Time/money to fix (5) • Possible recession (5) • Large disaster (3) • +Pepra/-Classic; Larger incidents/loss of infrastructure (3) • Home insurance WUI (3) • Cost of living (3) • Revenue (2) • Workers' compensation (2) • LODD/FFS (1) • Dispatch (1) • Population growth: Call volume (1) |
| <p>Social</p> | <ul style="list-style-type: none"> • Staffing/retirements (14) • Neg. morale changes, cultural buy in (12) • Work-life balance (10) • Cyberattack (7) • Aging (7) • Cyber: Service to public/interrelations (6) • Cost of living (5) • Large disaster (3) • LODD/FFS (3) • Revenue: Lifestyle Changes (3) • Dispatch (1) • Workers' compensation (1) • Organizational embarrassment-continuation of established programs/norms (0) |

| | |
|------------------------------|---|
| <p>Infrastructure</p> | <ul style="list-style-type: none"> • Cyberattack (19) • Staffing/retirements (11) • Apparatus and equipment replacement (7) • Large disaster (6) • Loss of job knowledge (5) • Evacuation egress/ingress (4) • Dispatch (4) • Aging facilities (3) • Workers' compensation (3) • Revenue: less spending/budget deficit staffing (2) • Natural disaster: coverage (2) • Population growth: staffing (2) • LODD/FFS (1) • Neg. culture changes/buy in (1) |
| <p>Information</p> | <ul style="list-style-type: none"> • Public information (12) • Incident management (11) • Cyberattack (8) • Staffing/retirements (7) • Cyber: Protected information (7) • National disaster: Information exchange (5) • Dispatch (5) • LODD/FFS (4) • Neg. transparency (4) • Large disaster (2) • Outreach to public (0) • Workers' compensation (0) |

Key Questions/Key Assumptions

(Not in any order of priority or significance)

| Key Questions | Key Assumptions |
|--|---|
| <ul style="list-style-type: none"> • Will tax base remain same or change? • Will we have enough staff to increase our service model? • Will we be able to find candidates that are highly qualified? • Will there be incentives for people to promote? (Provided?) • Will members meet the cybersecurity insurance requirements? • When/how many retiring?? • What have we done to protect against cyberattacks? • Are our workers' compensation numbers high? • Can we measure via surveys? • What is economic projection 2-3 years? • What is the city's growth projection? • Is there a sense of trust? • How can we measure if there is trust? • How do we measure financial stability? • Do we have the bandwidth to complete the strategic plan? • How can we extract each employee's concerns? • Why low interest in Fire Service? • Are employees interested in promoting? | <ul style="list-style-type: none"> • Be able to fill vacancies • Adequate revenue to continue • People will want to promote (Capt/Co) • People will follow IT protocols • Staffing/service model won't change • Assumed static/calm situation, steady revenue • Slow/steady growth \$ • Lots of retirements • Cyber attack • Workers' compensation high numbers • Assume continued hiring challenges • Members will stay full career • There is a sense of trust • We are financially stable • We have the organizational capacity to implement this plan • Full staffing will improve morale |

Strategic Values at Risk

| VAR | Description | Jurisdiction | Probability | Consequence | Mit Efforts | Priority |
|-----------|--|--------------|-------------|---|---|----------|
| Citizens | <ul style="list-style-type: none"> • 65K residents • Businesses • Infrastructure • Operational area • State of CA • Safety & wellbeing - people & property | NFD | High | High: <ul style="list-style-type: none"> • Injuries, death • Property losses and property values (tax base) • Loss of Public Trust • Fatalities • Financial | <ul style="list-style-type: none"> • Adequate Staffing • Common Vision/consensus (FireWise, Zone Maven, Social Media) • Public education • Branding/marketing • High standards of service, codes/ordinances • Community outreach • *Contant decision points* | 1 |
| Employees | <ul style="list-style-type: none"> • Employees (100; sworn & non-sworn) • Morale, engagement, mental health, job satisfaction, work-life balance • Institutional knowledge | NFD | High | High: <ul style="list-style-type: none"> • Behavioral Health • Retirements • Vacancies • Turnover • Loss of buy-in • Breakdown of team dynamics • Morale issues • Vacancies • Injuries, w/c claims | <ul style="list-style-type: none"> • Contract Negotiations • Staffing • Equipment/facilities • Good strategic plan • BHAP • Salary/benefits • Work-life balance • Relationships (internal) • Training • Succession planning • Career development/promotions • Mental health/wellness programs | 2 |

| | | | | | | |
|--|---|---|-------------|---|--|-----------------|
| <p>Revenue/ Budget</p> | <ul style="list-style-type: none"> • Health of local economy • Funding revenue for the district • Inflation • Family struggles | <ul style="list-style-type: none"> • Local economy • Global economy • NFD (fiscal mgmt.) | <p>Med</p> | <p>High:</p> <ul style="list-style-type: none"> • Budget cuts • Service levels • Staffing • Morale • Equipment funding • Facilities • IT/Security | <ul style="list-style-type: none"> • Impact fees, taxes, bonds • Fee schedule • Reserves • MOUs • Budget • Economic responsibility • Budgeting • Accountability • EMS billing • Grants • Drop Program | <p>3</p> |
| <p>Critical Infrastructure (Community)</p> | <ul style="list-style-type: none"> • Stafford Lake • Sanitation/ Sewer • NMWD • PGE • MWPA • Comm Networks • Hwy 101, 37 | <ul style="list-style-type: none"> • Local • County • State • Federal • Private • Cell providers • MERA • Repeaters | <p>High</p> | <p>High:</p> <ul style="list-style-type: none"> • Loss of life • Loss of utilities • Loss of Comms/disruption of services • Loss of trust • Loss of essential services (water, sanitation, etc.) | <ul style="list-style-type: none"> • Preplans • Emergency prep • MWPA (fire breaks) • EOC, Shelters • Back-up, high band | <p>5</p> |
| <p>NFD Infrastructure</p> | <ul style="list-style-type: none"> • Buildings • Apparatus • Equipment • IT Servers - cloud-based) | <p>NFD</p> | <p>Med</p> | <p>High:</p> <ul style="list-style-type: none"> • Safety (e.g., MVAs) • Maintenance programs • Capital improvements • Equipment funding • Facilities • IT/Security | <ul style="list-style-type: none"> • Training • Maintenance programs • Pre-plans • Apparatus replacement schedule • IT Servers • Radius | <p>4</p> |

| | | | | | | |
|---------------------------------------|---|--|---|---|--|---|
| Public Trust/ Reputation of NFD | Public confidence in NFD ability to carry out mission | <ul style="list-style-type: none"> • NFD • Other agencies | Med | Med | <ul style="list-style-type: none"> • Transparency • Communications • Alignment throughout organization • Accountability • Outreach, marketing, pub- ed events | 6 |
| Key Business Infrastructure | BioMarin, Costco, Sutter, Top 10 employers | <ul style="list-style-type: none"> • City of Novato • Marin County | Major fire = High Other disasters = Med/Low | <ul style="list-style-type: none"> • Loss of revenue • Loss of services • Bankruptcy | <ul style="list-style-type: none"> • Business continuity plans • Preplans • Prevention | 7 |

Gap Analysis

| Strategic Priorities |
|---|
| 1. Safety & wellbeing of the citizens, property, and community the District serves |
| 2. Employee job satisfaction, health and wellbeing, morale, engagement, and work-life balance |
| 3. Public trust and reputation of NFD. |
| 4. Stability and sustainability of District funding |
| 5. NFD critical infrastructure (facilities, apparatus, equipment, IT) |
| 6. Community critical infrastructure (Stafford Lake, Sanitation/Sewer, MWPA, NMWD, PGE, Comm Network, Hwy 101 and 37) |

| Current or Potential Conditions (Disorder) | <u>3-Year</u> Desired Conditions (Acceptable Order) |
|--|---|
| Work-life balance, inadequate staffing, mandatory OT, increased workload | An organizational staffing analysis has been completed (operational/administrative/MWPA) (15) |
| Leadership/succession planning shortfall | Written succession plan with an established mentorship program (12) |
| Lack of trust, district not adhering to negotiated benefits | Honest and transparent negotiations have been completed for all groups (12) |
| Labor–management relations | Trust restored/relationships rebuilt (11) |
| Pay and benefits not keeping up with inflation | Salary and benefits keep pace with inflation increase to both to keep up (11) |
| Salaries–Not keeping up with inflation | Salaries/benefits made commensurate with inflation (9) |
| Perception of MWPA workload has eclipsed operational and administrative priorities of the district | MWPA work is properly siloed and managed (there is no spillover) (9) |
| Lack of succession planning | Clearly defined and implemented succession plan (bench depth) (8) |
| Divide between admin staff and floor personnel | One unified, respectful workforce (8) |

| Current or Potential Conditions (Disorder) | <u>3-Year</u> Desired Conditions (Acceptable Order) |
|---|--|
| Unbalanced work-life balance | True work-life balance with programs and staffing in place to provide for success (6) |
| Inconsistent operational application of SOPs | All shifts/personnel using same SOPs, verbiage, strategies/tactics (5) |
| Slow hiring process for administrative positions | Positions filled and candidate on the job within three months from application date (4) |
| Admin-floor disconnect | Structured integration plan of all roles in the district (4) |
| Poor communications internally and externally | Excellent internal and external communications with stakeholders (3) |
| Unrealistic expectations, culture of over performing, exceeding employees' bandwidth, lack of support | The career development guide has been updated with realistic job descriptions, admin onboarding process has been defined and streamlined (3) |
| Increased reliance on mutual aid allowances | Increase in service model (3) |
| Staffing/retention/mando | Staffing restored to 100%, no mando, enough OT (3) |
| Lack of IT systems communicating and integrating with one another | Seamless integration of software/IT components/programs (3) |
| Service level is strained due to steady increase in call volume. Unit hour utilization is approaching threshold for needed change in response model | All incidents can be handled without straining resources and personnel (3) |
| Outdated policies | A clear plan completed to keep policies up to date (2) |
| Financial projections are limited to one year | Comprehensive 3-year plan has been completed (1) |
| Facilities are in needs of strategic plan | We have created an infrastructure committee that completed a 3-year plan (1) |
| Health risks, exposures, behavior, workers' compensation | Continued health screenings to industry standard/improved workers' compensation process (1) |
| Delivery of service changes | Service model meets community/service needs (1) |
| IT security compliance/Wi-Fi/cell/CPU/Internet | Significant increase of IT compliance and delivery of services (1) |

| Current or Potential Conditions (Disorder) | <u>3-Year</u> Desired Conditions (Acceptable Order) |
|--|---|
| Aging policies/upgrades | Completing an assessment of facilities and stalled improvement plan (1) |
| Communications: Dispatch/radios/cell/service coverage | Transition to new dispatch/radios successfully completed (1) |
| Dirty! stations apparatus, equipment=toxic exposure | Clean! stations, apparatus, equipment=nontoxic (0) |

Near & Dear List

A near and dear list considers those aspects of the current program that are essential to maintain or enhance and have contributed significantly to the success of the program to date. This list is developed to ensure that during the strategic plan development process, these processes, characteristics, and considerations are not overlooked or omitted or omitted.

(Not in any order of priority or significance)

- Support foundation programs (26)
- Continue Fire Service culture (26)
- Closed feedback loop with honesty (26)
- Appreciation and recognition (26)
- Work-life balance (26)
- Not expecting members to check emails/calls on vacation
- Mentorship-prioritizing (26)
- Re-evaluate our software systems and processes (26)
- Adequate staffing (26)
- Communication (26)
- Easy and open
- Distribution of Info (26)
- Accountability (26)
- Leadership development/secession (26)
 - Formal>Mentorship
 - Informal>Mentorship
- High-level service delivery (26)
- Training (26)
- Salary and benefits (26)
- Great coworkers (26)
- Stability of benefits-MOU (26)
- Tradition/history (26)
- Retention (26)
- Simplicity-Streamline Bureaucratic Hoops (26)
- Open door policy? (26)
- Mental health (employees) (26)
- Engagement (26)
- Professionalism (26)
- Physical health (26)
- EMS billing (26)
- Financial sustainability (25)
- MWPA (24)
- Community engagement (24)

- Eating meals together as group → People/relations (24)
- Efficiency (23)
 - Training/onboarding/hiring, etc.
- Empowering Engine Co. to “do right thing” (20)
- Reduce scheduling conflicts (18)
- Comfortable stations (16)
- Transparency in communications (0)
 - Provide expectations
- Specific deliverables and accountability (0)

2018–2020 Strategic Plan Lessons Learned

This exercise identified the lessons learned from developing and implementing the 2018-2020 strategic planning efforts. It included two areas of consideration: 1) those aspects that this team should **Sustain** in the development of the 2024-2027 planning effort and 2) those areas where the team could take things to the **Next Level**.

| Sustain | <u>Next Level</u> |
|---|---|
| Health, wellness, behavioral health (Goal #2) | Communicate plan, status Goals and accomplish more broadly Continue trajectory |
| Facilities (quality) | Update core documents |
| Personal/professional development | Tech training |
| Succession planning (Informal) | Formalize |
| Apparatus replacement | Update app replacement plan Tech |
| Training facilities | Continued improvement <ul style="list-style-type: none"> • Sta 62 – Facility Master Plan Map out sustainable future Improve reputation <ul style="list-style-type: none"> • + retention • + diversity – reflect the community |
| #5 + 1.3 from SP | Explore other SVL models <ul style="list-style-type: none"> • + boot practice Goals, DBT, metrics of Marin County wildfire prevention Community outreach – marketing Identify priorities! |



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 30, 2024

Topic: Proposed Revisions to the Marin Wildfire Prevention Authority JPA Agreement

Recommendation:

Background: Marin Wildfire was created when 17 local Marin agencies with fire prevention responsibility entered into a joint exercise of powers agreement and the voters adopted a tax measure to fund the agency in March 2020. Thanks to the efforts of the drafters of the original agreement, the document has provided a solid and efficient structure for the agency.

During the four years that the agreement has been in use, member agencies and Marin Wildfire staff have noted several provisions that would benefit from revision. The attached Amended JPA Agreement includes proposed changes that were developed with input from a working group consisting of Dan Schwarz, Jason Weber, Matthew Hymel, Dan Eilerman, and Mark Brown in consultation with counsel. In addition, an ad hoc subcommittee of the Marin Wildfire Board of Directors reviewed and offered feedback for the proposed amendments. Following the subcommittee's review, the amendments were presented to the Marin Managers Association, Marin Wildfire Operations Committee, and the Marin Wildfire Executive Committee. Finally, on July 18, 2024, the Marin Wildfire Board of Directors approved the Amended JPA Agreement in the form attached to this report.

To take effect, the Amended JPA Agreement must be executed by three-fourths of the governing boards of the Marin Wildfire member agencies. (Amended JPA Agreement § 21). Accordingly, the amendments are being presented for approval to this body.

Analysis: The bulk of revisions included in the Amended JPA Agreement reflect current practices at Marin Wildfire, such as posting meeting minutes to the website rather than distributing them to each member agency. The amendments also include updates to language related to the passage of Measure C in 2020. The most substantive changes to the Amended JPA Agreement are the following:

1. Section 3. Membership – This section has been amended to include the mechanism for an existing member's withdrawal from Marin Wildfire and for new agencies to become members. As proposed, both the withdrawal and addition of members is explicitly tied to the agency's role as a "member taxing entity" for a parcel tax measure. Original member agencies that were member taxing entities when the current tax measure (Measure C) was presented to the voters will continue to serve as Marin Wildfire members until expiration of the current tax measure. Similarly, agencies wishing to join Marin Wildfire may do so only when a tax measure is placed on the ballot to continue funding Marin Wildfire.

a. The City of Mill Valley provides a useful example of withdrawal/consolidation of member agencies. In July 2023, the City's fire service and fire-related taxing authority were annexed to Southern Marin Fire District. The Marin Wildfire Board of Directors determined that the

City of Mill Valley would remain a Marin Wildfire member until the expiration of the current tax measure. As discussed by the Board, the City was a member taxing entity at the time the tax measure was adopted and Mill Valley residents should continue to be represented by that entity until the tax expires. When a tax renewal measure goes to the voters, Southern Marin Fire District will be the member taxing entity for Mill Valley and the City will no longer be a member of Marin Wildfire.

b. Tiburon and Belvedere are the only agencies with fire protection responsibility and fire-related taxing authority that may seek to join Marin Wildfire. To become members, like the initial 17 members, they must agree to sign the JPA Agreement, as amended, and to put a tax measure on the ballot to fund Marin Wildfire's work. As provided in the proposed revisions, the local agency may also be required by the Marin Wildfire Board to pay a "New Member Charge", which is a one-time pro rata charge for past expenditures and investments of Marin Wildfire that will be of benefit to the new member upon joining Marin Wildfire. This amount can be paid in full or deducted from their allocation of Marin Wildfire's local-specific wildfire prevention funding for the local agency.

2. Section 7. Advisory Technical Committee. – The Advisory Technical Committee (ATC) was included in the original agreement and was specifically required under that agreement to comply with the Ralph M. Brown Act. However, from discussions with original JPA agreement drafters, it appears that this requirement was included in the agreement in error. The ATC is made up exclusively of member agency staff who are tasked with developing projects that are evaluated by agency and Marin Wildfire staff. In other words, this is a staff-level working group that is meant to collaborate across jurisdictions and to outline the technical aspects of proposed projects. Having the ATC comply with the Brown Act has proven to be an obstacle to collaboration, because discussions among a majority of members must occur only at noticed public meetings.

Given that the ATC is intended to be a collaborative staff-level working group, the proposed Amended JPA Agreement eliminates provisions referencing the ATC. By doing so, there will no longer be a formal action of the Board or member agency legislative bodies to establish the ATC, so it will not be bound by the Brown Act. Rather, Marin Wildfire staff will convene the Committee comprised of the existing member agency representatives/ad hoc representatives and they will continue to carry out their important project development work.

Once the members on the ATC have developed draft proposals for projects, the existing process for finalizing those projects will remain unchanged under the Amended JPA Agreement. Specifically, the Marin Wildfire Operations Committee will develop budgets for each project and finalize the project proposals that are then considered by the Finance Committee, the Executive Committee and the Board of Directors as part of the Marin Wildfire annual Work Plan. All four of these advisory committees will continue to comply with the Brown Act and the multiple meetings held by these legislative bodies offer ample opportunity for public engagement in the project planning process.

3. Section 9(c). Funding. – The original agreement set aside 2% of the 20% of funds for defensible space and fire-resistant structure evaluations to be used for an "abatement fund". However, local agencies handle their own abatements based on local and state codes and Marin Wildfire is not able to

take on those staff- and resource-intensive efforts. Therefore, as requested from the member agencies, the proposed Amended JPA Agreement eliminates the abatement fund.

Reviewed by:

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

Approved by:



Bill Tyler
Fire Chief

Attachments:

Attachment A MWPA Proposed JPA Amendments for Member Agencies (redline version)
Attachment B Resolution 2024-11 MWPA Proposed JPA Amendments for Memmer Agencies Clean
for Signature

DRAFT AMENDED AND RESTATED
JOINT EXERCISE OF POWERS AGREEMENT
FOR
MARIN WILDFIRE PREVENTION AUTHORITY

This Amended and Restated Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority (“Agreement”) is entered into pursuant to Sections 6500 *et seq.* of the California Government Code, by and between the following local agencies: the cities of San Rafael, Mill Valley, and Larkspur (“Cities”); the towns of San Anselmo, Corte Madera, Fairfax, and Ross (“Towns”); the County of Marin (including Service Areas 13, 19 and 31 collectively referred to as “County”); the Fire Protection Districts of Southern Marin, Novato, Kentfield, Stinson Beach, Bolinas, and Sleepy Hollow, the Marinwood Community Services District, the Inverness Public Utility District, and Muir Beach Community Services District (“Districts”); “Cities,” “Towns,” “County,” and “Districts” are referred to in their individual capacities outside of this Agreement as “Local Agencies,” and are referred to for the purposes of participation in this Agreement as “Member” or “Members”.

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RECITALS

WHEREAS, the growing wildfire risk in Marin County does not respect jurisdictional boundaries and needs immediate action and sustained commitment to better protect Marin residents, homes and businesses; and

WHEREAS, intensifying climate change and extensive fuel build-up are contributing to the increasing threat of wildfire throughout Marin County and, to the extent possible, should be addressed through ecologically sound practices that minimize release of greenhouse gases and protect the biodiversity and resilience of Marin’s landscapes; and

WHEREAS, individual homes and properties are only as fire resilient as the surrounding homes and properties within each neighborhood or area; and

WHEREAS, the more than 260,000 people living in Marin County receive fire protection and emergency response services provided by 19 separate cities, towns, fire districts and the County of Marin and no single agency currently exists for coordinating wildfire prevention; and

WHEREAS, local fire agencies, communities, emergency service providers, city and towns governments and the County of Marin must coordinate wildfire prevention and disaster preparedness and mitigation, including maintaining defensible space, reducing combustible vegetation, making homes fire resistant and planning for organized evacuation in an emergency; and

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WHEREAS, in 2016 the Marin County Fire Department published a *Community Wildfire Protection Plan*, identifying specific steps needed to reduce the risk of wildfire and related loss of life and property in Marin; and

WHEREAS, in 2018 Marin County published *Lessons Learned from North Bay Fire Siege*, summarizing key findings and conclusions from the 2017 wildfires that devastated Sonoma, Napa, Lake, Solano and Butte counties, burned nearly 250,000 acres, destroyed nearly 9,000 structures, forced 90,000 evacuations, caused \$14.5 billion in property damage and killed 44 people; and

WHEREAS, in 2019 the Marin County Civil Grand Jury issued *Wildfire Preparedness: A New Approach*, a report identifying an urgent need for a coordinated wildfire prevention program in Marin and providing detailed recommendations for reducing wildfire risk and securing dedicated funding for wildfire prevention programs; and

WHEREAS, efforts are needed to assist seniors, persons with disabilities, and low-income households to maintain defensible space, make homes fire resistant, and prepare for emergencies to mitigate wildfire threats to structures and defensible space; and

WHEREAS, each of Marin’s communities has unique local needs such as wildfire risk from homeless encampments or road widening for safe evacuations and the Marin Wildfire Prevention Authority (“Marin Wildfire”) will seek to address these specific local needs with a local wildfire mitigation program that assists local fire agencies in meeting unique community needs while sustaining a core countywide program for consistency; and

WHEREAS, the most effective way to protect all of our communities from the risk of wildfire is to come together in a joint powers authority to implement a countywide program of priority fire prevention, education and vegetation management; and

WHEREAS, the Marin Wildfire was formed when the 17 Members entered into the original joint exercise of powers agreement (“original agreement”) and Measure C, including Ordinance No. 3716, was approved by 70.8% of voters in March 2020 to impose a tax on all parcels of real property in Marin County within the boundaries of Marin Wildfire’s Members, which are defined as “Member Taxing Entities” under the Ordinance; and

WHEREAS, effective July 1, 2023, the City of Mill Valley consolidated its fire department and taxing authority for fire protection and prevention with the Southern Marin Fire District. As the original agreement did not address this type of action on the part of a Member Taxing Entity at the time the consolidation took effect, on August 17, 2023, the Marin Wildfire Board of Directors voted unanimously to allow the City of Mill Valley to remain a Member until the expiration of Measure C; and

WHEREAS, the Members wish to amend and restate the original agreement to reflect the current structure of Marin Wildfire and to address matters that were not included in the original agreement; and

WHEREAS, the Members find that the amendments reflected in this Agreement comport with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement;

Deleted: WHEREAS, the Marin Wildfire Prevention Authority (“Marin Wildfire”) was formed when the 17 Members entered into the original Agreement and Measure C, including Ordinance No. 3716, was approved by 70.8% of voters in March 2020 to impose a tax on all parcels of real property in Marin County within the boundaries of Marin Wildfire’s Members, which are defined as “Member Taxing Entities” under the Ordinance; and

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NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and agreements set forth herein, the Members agree as follows:

SECTION 1. Authority and Purpose

- a. This Agreement is made under the authority of Sections 6500 through 6515, inclusive, of the California Government Code, among the Members.
- b. The purpose of this Agreement is to establish a Joint Powers Authority separate from the Local Agencies. This Authority is to be known as the Marin Wildfire Prevention Authority and may be referred to as Marin Wildfire. Marin Wildfire will plan, finance, implement, manage, own and operate a multi-jurisdictional and county-wide agency to prevent and mitigate wildfires in Marin County. Each Member individually, at the time Measure C including Ordinance No. 3716 passed in 2020, had the statutory ability to provide fire suppression, protection, prevention and related incidental services. The purpose and intent of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.

SECTION 2. Term of Agreement

This Agreement becomes effective upon the first date that at least three quarters (3/4) of the 17 Local Agencies listed above (i.e., 13 Local Agencies) approve the Agreement at a public meeting. It shall remain in effect until it is terminated pursuant to Section 16 or amended in accordance with Section 21.

SECTION 3. Membership

- a. **Initial Membership.** To become an initial Member, the Local Agency executed the original agreement and approved the County of Marin placing the tax measure on the ballot by October 31, 2019. A Local Agency geographically located in Marin County that possessed fire protection responsibilities must have adopted a resolution of their governing board to become a participating signatory to this Agreement and Member of Marin Wildfire. At that time, 17 of the Local Agencies had done so.
- b. **Successor Membership.** If, due to changes in circumstances (including, but not limited to changes in fire suppression responsibility approved by LAFCO) a Member's fire suppression responsibility is transferred to a new or different public agency, that new or different public agency shall be admitted as a Member upon approval of such membership and this Agreement by such public agency's governing body.
- c. **Member Withdrawal and Consolidation.**
 - 1) **Withdrawal.** A Member that wishes to withdraw from Marin Wildfire, must provide written notice to Marin Wildfire at least one (1) year prior to the Board of Directors' final action to propose a tax renewal measure for consideration by Members. A Member's withdrawal will

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take effect upon the expiration of the tax that is in place at the time such withdrawal notice is provided to the Board of Directors.

2) Consolidation/Merger. If, due to changes in circumstances a Member's fire protection responsibility and taxing authority for fire protection and prevention is transferred to a new or different public agency that results in a Member losing its fire protection responsibility and its Member taxing authority, the Member will be withdrawn from Marin Wildfire upon expiration of the tax that is in place at the time of any such changed circumstance.

d. **Additional Members.** A Local Agency geographically located in Marin County that possesses fire protection responsibilities may become a Member only when Marin Wildfire seeks to renew the tax that funds Marin Wildfire. Specifically, the Local Agency must adopt a resolution of their governing board to become a participating signatory to this Agreement, as amended, and must approve placing a tax measure on the ballot in conformance with Section 5(f) of this Agreement. The Board of Directors must adopt a resolution authorizing membership of the new Member, specifying conditions, if any, associated with membership, including a one-time pro rata charge to compensate for past expenditures and investments of Marin Wildfire that will be of benefit to the Member upon joining Marin Wildfire ("New Member Charge"). The Board of Directors' determination of the conditions, if any, including the New Member Charge, is final.

1) If the tax renewal measure is approved by the voters, each Additional Member will be considered a Member and will be represented on Marin Wildfire's Board of Directors. If a New Member Charge is required upon joining Marin Wildfire, that Charge will be deducted from the New Member's Local-specific wildfire prevention funding described in Section 9(d) until the Charge is paid in full. The New Member will also have the option of paying in full the Charge within sixty (60) days of joining Marin Wildfire.

2) If the tax renewal measure is not approved, this Agreement will terminate and assets will be allocated among the Initial Members as outlined in Section 16 and the new Member(s) will not become Member(s) or serve on Marin Wildfire's Board of Directors.

SECTION 4. Board of Directors

a. Marin Wildfire will be governed by a Board of Directors comprising elected leaders from each Member to ensure that wildfire programs and resources are directed to areas of greatest need and opportunity for community benefit.

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- b. Marin Wildfire shall be governed by the Board of Directors which is hereby established. The Board of Directors shall be comprised of Directors who are elected officials of the Members, and each Member shall have one Director on the Board of Directors.
- c. The Board of Directors shall hold at least two meetings each year as determined by its bylaws. Special Meetings of the Board may be called in accordance with the provisions of the Brown Act and Government Code Section 54956.
- d. Minutes of the adjourned, regular and special meetings of the Board shall be kept and said minutes shall be available to Members and the public on Marin Wildfire's website. A majority of the Directors of the Board will constitute a quorum; however, if the number of Members is an even number, then 50% of the Directors of the Board will constitute a quorum. In the event of a meeting of the Board with less than a quorum, the present Directors will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of Marin Wildfire, subject to the voting conditions set forth in Section 4.f.
- e. The Board shall elect, at its first meeting of each fiscal year, a President and Vice President. The President and Vice President shall serve one-year terms, but can be re-elected. The President shall represent Marin Wildfire and execute any contracts and other documents when required by the bylaws. The Vice President shall serve in the absence of the President.
- f. **Voting.** For all votes conducted by the Board, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Directors present vote in favor of a motion, and (2) the Directors present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.
- g. The Board may adopt from time to time such policies, procedures, bylaws, rules and regulations for the conduct of its affairs as deemed necessary by the Board.

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SECTION 5. Powers of Marin Wildfire

- a. Marin Wildfire shall have all of the necessary powers and authorities granted by law to exercise the common powers of its members in providing wildfire suppression, protection, prevention and related and incidental services, with members retaining all powers.
- b. Marin Wildfire shall have all of the necessary powers to evaluate structures and defensible space and provide structural fire protection advice to enhance compliance of parcels of land and buildings meeting local fire and building codes, as well the power to create neighborhood and public education programs to reduce wildfire vulnerability and improve neighborhood preparedness.

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- c. Marin Wildfire may contract with private companies and public agencies to create, implement and operate Marin Wildfire to provide wildfire protection and prevention, as well as to ensure buildings meet fire and building codes.
- d. Marin Wildfire may make and enter into contracts; adopt budgets; employ and retain agents and personnel; retain legal counsel; retain consultants and engineers; acquire grants; acquire, hold, lease and dispose of real and personal property; accept donations; sue and be sued; and possess and exercise all other powers common to the Members. The intent of this provision is to allow Marin Wildfire flexibility in making fiscally sound staffing decisions.
- e. Marin Wildfire may incur debt and issue bonds or any like instruments of no more than 10% of its annual budget in order to efficiently provide the service enumerated herein in compliance with the pertinent sections of the Government Code of the State of California. Specifically, Marin Wildfire can incur debt in its own name under any law authorizing a joint power authority to do so, including Government Code Section 6540 *et seq.*, and the Marks-Roos Local Bond Pooling Act of 1985, and Government Code Section 6584 *et seq.*
- f. Marin Wildfire may authorize taxes pursuant to Government Code Sections 50075 *et seq.*, 53978, or any successor statutes, Subsequent taxes shall be levied and assessed as a special parcel tax by the County of Marin, on behalf of itself and Member Taxing Entities, on all parcels of real property in the Member Taxing Entities for each fiscal year.
- g. Marin Wildfire may exercise the powers permitted pursuant to Government Code Section 6504 or any successor statute. Pursuant to Government Code Section 6509.5, Marin Wildfire is entitled to invest any money in the treasury that is not required for the immediate necessities of Marin Wildfire.
- h. Marin Wildfire may do all things necessary and lawful to carry out the purpose of this Agreement.
- i. As required by Government Code Section 6509, one Member must be designated such that the power of Marin Wildfire is subject to the restrictions upon the manner of exercising power possessed by the Member. The County of Marin is designated as the Government Code Section 6509 public entity.

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Deleted: No subsequent taxes or fees may be raised by the Authority without approval of Members. ...

SECTION 6. Operations Committee

- a. The Operations Committee shall be responsible for creating a recommended annual budget and a recommended annual work plan for the Board. The Operations Committee shall meet at least twice per year at a reasonable time before the Board must establish its budget. The Operations Committee representatives should strive for a balance of executive/administrative and fire expertise on the committee. The Operations Committee shall be composed of representatives who are agency staff or contract employees, one from each of the Members. The Operations Committee meetings will be held in accordance with the Ralph M. Brown Act, Government Code sections 54950 *et seq.*

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- b. **Voting.** For all votes conducted by the Operations Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the representatives of the Operations Committee present vote in favor of a motion, and (2) the representatives of the Operation Committee present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

SECTION 7. Reserved

SECTION 8. Community Oversight Committee

The Board of Directors will create a Community Oversight Committee. The Community Oversight Committee will review Marin Wildfire’s spending on an annual basis following the report from the Treasurer. After review of the previous year’s work program and the financial audit, the Community Oversight Committee will adopt a report on the spending of the parcel tax funds and the previous year’s work program to evaluate consistency with the tax measure. Community Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any Member. Service on the Community Oversight Committee will be restricted to individuals who reside in Marin County. Participants on the Community Oversight Committee will be required to submit a statement of financial disclosure and participation will be restricted to individuals without economic interest in any of Marin Wildfire’s projects. The Community Oversight Committee may create subcommittees to monitor the deliberations of the Board of Directors and Operations Committee. The Board of Directors shall appoint participants to the Community Oversight Committee from applications received as set forth below:

- Five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
- One participant from a taxpayer organization of Marin County.
- One participant from environmental organizations of Marin County.
- One participant from Firewise communities or similar fire prevention organization.
- One participant from a non-partisan community-based organization.
- One nonvoting youth member (age 14-18) for a one-year term rotating between the five general geographical areas, when possible.

SECTION 9. Funding

- a. The Board shall adopt an annual budget for Marin Wildfire’s activities by June 1 of each year. In adopting the annual budget, the Board must consider recommendations from the Operations Committee. The annual budget shall identify the programs of Marin Wildfire and allocate funds by program. The budget and accounting system shall account for direct and overhead costs by

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Deleted: <#>The Advisory/Technical Committee shall be responsible to the Operation Committee for advising Authority staff to forprovide expert advice and recommendations regarding how the programs of the Authority should be developed and implemented. The Advisory/Technical Committee shall be comprised of one technical staff member from appointed by each Member agency and the Board shall adopt bylaws that establish the manner of appointment to the Advisory Technical Committee. ¶

The Advisory/Technical Committee shall hold at least two meetings each year. Special meetings may be called in accordance with the provisions of Government Code Section 54956. ¶

Agencies and entities such as Marin County towns or cities that are not a Member, Marin Municipal Water District (“MMWD”), Marin County Open Space District (“MCOSD”), National Park Service, State Parks, and FIREsafe MARIN may be invited to participate as at-large, non-voting Advisory/Technical Committee members. In addition, relevant Marin County land management agencies, private companies and community organizations may be invited by the Board to participate as at-large, non-voting Advisory/Technical Committee members. Said at-large Advisory/Technical Committee members shall be fully recognized by the Advisory/Technical Committee for the purpose of interaction and discussion. These at-large Advisory/Technical Committee members shall be appointed by their respective organizations.¶

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program. The Board shall allocate these costs for each program with the adoption of the annual budget. To the extent changes to the budget under California law require approval of more than a simple majority of Members, the population representation requirement of Section 4.f. shall not increase.

- b. The core program functions of Marin Wildfire will be funded by 60% of the tax measure proceeds and will consist of, but not be limited to, vegetation management; wildfire detection; evacuation plans and alerts; grants; and public education. Marin Wildfire may allocate core funds to local wildfire prevention efforts, should the Board of Directors determine the core functions of Marin Wildfire are being served. Vegetation management funds will be allocated with consideration towards equitable spending over the five operational zones. As part of the five-year review of the funding levels described in Section 9f, at least 80% of the revenue generated for vegetation management by each operational zone should be allocated within the respective zone. If this requirement is not met, it must be remedied within the next five-year period.
- c. Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by the responsible Member consistent with Section 10.
- d. Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each Member in proportion to revenue raised in each Member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistent with the purpose of Marin Wildfire and that the tax measure expenses result in a higher level of service than would otherwise be provided by the Member.
- e. An administrative cost of not more than 10% will be budgeted for each program, ~~including the core program, defensible space and fire-resistant structure evaluation program, and local-specific wildfire prevention efforts.~~ Should a Member locally administer the defensible space evaluations pursuant to Section 10, an administrative cost will not be withheld by Marin Wildfire for that program. The Board shall determine the methodology for calculating administrative costs.
- f. In Fiscal Year 2025-26, 2030-31, 2035-36 and continuing every five years thereafter, the Board may alter the funding levels of the core program functions of subsection 9.b. and the defensible space evaluations from subsection 9.c. The local-specific wildfire prevention efforts of subsection 9.d. will remain funded by 20% of the tax measure proceeds. A vote to alter the funding levels pursuant to this section shall require two-thirds approval of Directors voting to alter the funding levels, while maintaining the over 50% of the population represented by the Member agencies requirement in accordance with the voting rules set forth in Section 4.f. Should the Board approve changes to the funding levels of the programs, to provide adequate notice to Member agencies, those changes will not go into effect until two fiscal years after the changes were approved. For

Deleted: Within the defensible space program, an Abatement program shall be created by the Authority, funded with 2% of the total tax measure proceeds. Funds from this Abatement program are retained by the Authority, notwithstanding a Member selecting to locally administer pursuant to Section 10. The Authority will only enforce a uniform abatement code. Litigation of abatements is the responsibility of the Member....

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example, if funding levels of programs are altered during Fiscal Year 2025-26, those changes will not be implemented until the budget of Fiscal Year 2027-28.

SECTION 10. Option to Locally Administer the Section 5.b. Defensible Space Program

Should a Member choose to locally administer the power set forth in Section 5.b., that Member shall evaluate structures and defensible space so property owners can enhance compliance with fire and building codes through homeowner education and, as necessary, enforcement follow-up. The Member choosing to locally administer the Defensible Space Program must certify that the Member shall use the funds provided by Marin Wildfire exclusively to evaluate defensible space and to enhance compliance with structures and land meeting fire and building codes, and not for any other purpose. Tax measure proceeds will be allocated to Members choosing to locally administer in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas, as determined by the Board. For those Members remaining in the defensible space program, Marin Wildfire will expend the tax measure proceeds in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas.

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SECTION 11. Exemptions

Marin Wildfire shall be responsible for technical tax adjustments, consistent with the ballot measure. Whenever possible, Marin Wildfire must defer to reasonable requests from the Marin County Tax Collector to accommodate exemptions for parcels that are roads or creek beds, as well as split parcels ineligible for an assessor parcel combination solely because the parcels are not in the same tax rate area.

Deleted: Eligibility for a Member to elect to administer the defensible space program shall be effective beginning in Fiscal Year 2027-28, 2032-33, 2037-38 and continuing every five years thereafter. A Member must provide notice that it elects to opt-out or rescind its opt-out election by October 31 for the next fiscal year beginning on July 1. A Member may opt-out of the defensible space program before May 30, 2020 by providing notice to the Authority. Members can only subsequently opt out during certain years as set forth above. A Member choosing to exclusively manage its own defensible space program may be responsible for a reasonable exit fee, as determined by the Authority. Members can opt-back-in at any time by providing notice that it elects to opt-back-in by October 31 for the next fiscal year beginning on July 1.

SECTION 12. Duties of Treasurer

- a. The Treasurer of Marin Wildfire shall be the Treasurer of one of the Members, and/or a certified public accountant appointed by the Board of Directors in accordance with the provisions of the applicable law, Marin Wildfire at its first meeting and thereafter at its first meeting of the fiscal year shall elect a Treasurer and establish terms with the Member agency. This person shall also function as the Controller of Marin Wildfire.
- b. The Treasurer shall serve as the depository and have custody of all Authority funds and establish and maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections 6505, 6505.1, 6505.5 and 6505.6.
- c. The Treasurer, within one hundred and twenty (120) days after the close of each fiscal year ending on June 30, or as soon thereafter as possible, shall give a

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complete written report of all financial activities for such fiscal year to the Members.

SECTION 13. Debts and Liabilities

As permitted pursuant to Government Code Section 6508.1, no debt, liability, or obligation of Marin Wildfire shall constitute a debt, liability, or obligation of any Member and each Member’s obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member may agree.

SECTION 14. Insurance and Indemnification

Marin Wildfire shall acquire such insurance protection as is needed to protect the interests of Marin Wildfire and the Members, and such cost shall not count toward the administrative fee of Section 9.e. Marin Wildfire may use self-insurance and may contract with a Member for insurance services. Marin Wildfire shall defend and indemnify and hold harmless the Members and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of Marin Wildfire or the activities undertaken pursuant to this Agreement (collectively, “Liabilities”), ~~except where such Liabilities are caused solely by the gross negligence or willful misconduct of any indemnitee.~~

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SECTION 15. Privileges, Immunities and Other Benefits

In accordance with California Government Code Section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen’s compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Members when performing their functions shall apply to the same degree and extent while engaged in the performance of any of their functions and duties for Marin Wildfire.

SECTION 16. Termination; Disposition of Assets.

- a. Should ~~a tax measure to be placed on the ballot fail to pass or is subsequently repealed~~, this Agreement is terminated and shall be of no further effect upon certification of the election results.
- b. In accordance with Government Code Section 6512, upon termination of this Agreement, any surplus money in possession of Marin Wildfire or on deposit in any fund or account of Marin Wildfire shall be returned in proportion to the contributions made by the tax payers of each Member’s jurisdiction. Any other property of Marin Wildfire shall be divided among the Members in such manner as shall be determined by Marin Wildfire in accordance with California law.

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c. If a tax measure is rescinded, all decisions of the Board with regard to determination of amounts to be transferred to Members or any successor shall be final.

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SECTION 17. Severability

If any provision of the Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected.

SECTION 18. No Rights to Third Parties

All of the terms, conditions, rights and duties provided for in the Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement. Nothing in this Section shall be interpreted to preclude the work of the Authority being done on private land.

SECTION 19. Notices.

Notices to Members under this Agreement shall be sufficient if delivered to the City Clerk or chief secretarial officer of the Member, or to any other person designated in writing by the Member.

SECTION 20. Prohibition Against Assignment.

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest or assets under this Agreement.

SECTION 21. Amendments

This Agreement may be amended at any time by one or more supplemental agreements executed by mutual agreement of three-fourths (3/4) of the governing boards of the Members, so long as any amendment comports with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement.

SECTION 22. Agreement Complete

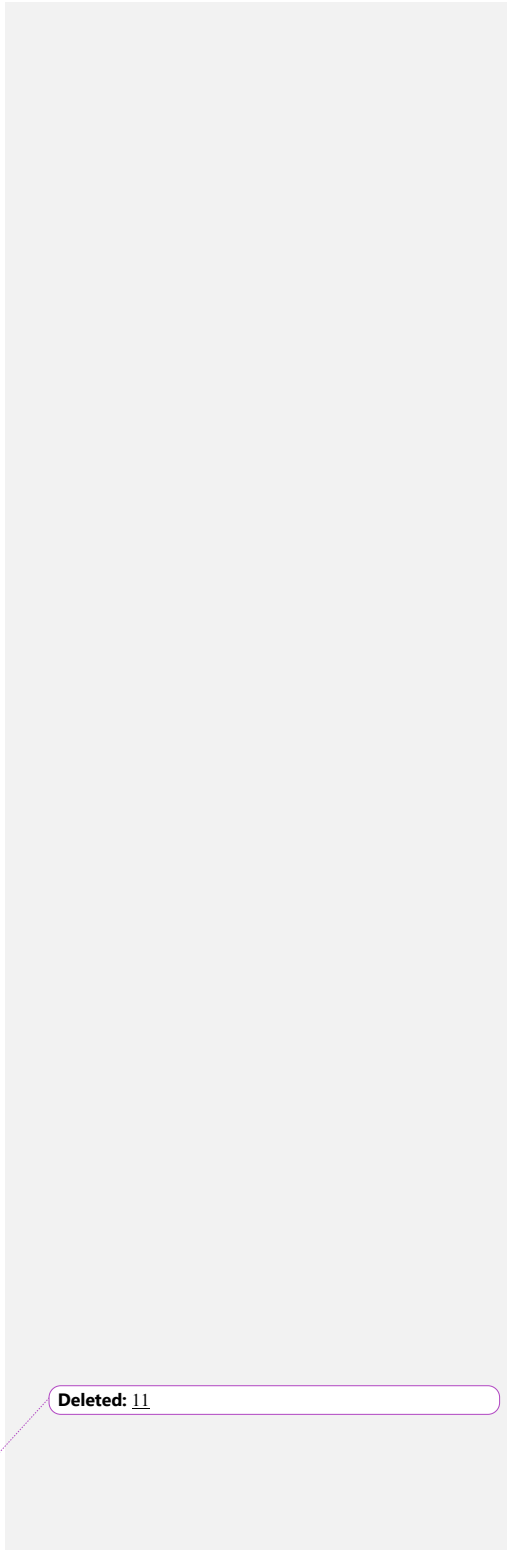
The foregoing constitutes the full and complete Agreement of the parties with respect to the subject matter hereof, and supersedes all prior understandings or agreements whether written or verbal. There are no oral understandings or agreement not set forth in writing herein. Any such agreements merge into this Agreement.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers thereunder duly authorized as of the date of approval by the public agencies that are parties hereto. This Agreement shall be executed in counterparts.

Dated: _____

By: _____



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RESOLUTION 2024-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NOVATO FIRE PROTECTION DISTRICT APPROVING THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT FOR MARIN WILDFIRE PREVENTION AUTHORITY

This Amended and Restated Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority (“Agreement”) is entered into pursuant to Sections 6500 *et seq.* of the California Government Code, by and between the following local agencies: the cities of San Rafael, Mill Valley, and Larkspur (“Cities”); the towns of San Anselmo, Corte Madera, Fairfax, and Ross (“Towns”); the County of Marin (including Service Areas 13, 19 and 31 collectively referred to as “County”); the Fire Protection Districts of Southern Marin, Novato, Kentfield, Stinson Beach, Bolinas, and Sleepy Hollow, the Marinwood Community Services District, the Inverness Public Utility District, and Muir Beach Community Services District (“Districts”); “Cities,” “Towns,” “County,” and “Districts” are referred to in their individual capacities outside of this Agreement as “Local Agencies,” and are referred to for the purposes of participation in this Agreement as “Member” or “Members”.

RECITALS

WHEREAS, the growing wildfire risk in Marin County does not respect jurisdictional boundaries and needs immediate action and sustained commitment to better protect Marin residents, homes and businesses; and

WHEREAS, intensifying climate change and extensive fuel build-up are contributing to the increasing threat of wildfire throughout Marin County and, to the extent possible, should be addressed through ecologically sound practices that minimize release of greenhouse gases and protect the biodiversity and resilience of Marin’s landscapes; and

WHEREAS, individual homes and properties are only as fire resilient as the surrounding homes and properties within each neighborhood or area; and

WHEREAS, the more than 260,000 people living in Marin County receive fire protection and emergency response services provided by 19 separate cities, towns, fire districts and the County of Marin and no single agency currently exists for coordinating wildfire prevention; and

WHEREAS, local fire agencies, communities, emergency service providers, city and towns governments and the County of Marin must coordinate wildfire prevention and disaster preparedness and mitigation, including maintaining defensible space, reducing combustible vegetation, making homes fire resistant and planning for organized evacuation in an emergency; and

WHEREAS, in 2016 the Marin County Fire Department published a *Community Wildfire Protection Plan*, identifying specific steps needed to reduce the risk of wildfire and related loss of life and property in Marin; and

WHEREAS, in 2018 Marin County published *Lessons Learned from North Bay Fire Siege*, summarizing key findings and conclusions from the 2017 wildfires that devastated Sonoma, Napa, Lake, Solano and Butte counties, burned nearly 250,000 acres, destroyed nearly 9,000 structures, forced 90,000 evacuations, caused \$14.5 billion in property damage and killed 44 people; and

WHEREAS, in 2019 the Marin County Civil Grand Jury issued *Wildfire Preparedness: A New Approach*, a report identifying an urgent need for a coordinated wildfire prevention program in Marin and providing detailed recommendations for reducing wildfire risk and securing dedicated funding for wildfire prevention programs; and

WHEREAS, efforts are needed to assist seniors, persons with disabilities, and low-income households to maintain defensible space, make homes fire resistant, and prepare for emergencies to mitigate wildfire threats to structures and defensible space; and

WHEREAS, each of Marin’s communities has unique local needs such as wildfire risk from homeless encampments or road widening for safe evacuations and the Marin Wildfire Prevention Authority (“Marin Wildfire”) will seek to address these specific local needs with a local wildfire mitigation program that assists local fire agencies in meeting unique community needs while sustaining a core countywide program for consistency; and

WHEREAS, the most effective way to protect all of our communities from the risk of wildfire is to come together in a joint powers authority to implement a countywide program of priority fire prevention, education and vegetation management; and

WHEREAS, the Marin Wildfire was formed when the 17 Members entered into the original joint exercise of powers agreement (“original agreement”) and Measure C, including Ordinance No. 3716, was approved by 70.8% of voters in March 2020 to impose a tax on all parcels of real property in Marin County within the boundaries of Marin Wildfire’s Members, which are defined as “Member Taxing Entities” under the Ordinance; and

WHEREAS, effective July 1, 2023, the City of Mill Valley consolidated its fire department and taxing authority for fire protection and prevention with the Southern Marin Fire District. As the original agreement did not address this type of action on the part of a Member Taxing Entity at the time the consolidation took effect, on August 17, 2023, the Marin Wildfire Board of Directors voted unanimously to allow the City of Mill Valley to remain a Member until the expiration of Measure C; and

WHEREAS, the Members wish to amend and restate the original agreement to reflect the current structure of Marin Wildfire and to address matters that were not included in the original agreement; and

WHEREAS, the Members find that the amendments reflected in this Agreement comport with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement;

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and agreements set forth herein, the Members agree as follows:

SECTION 1. Authority and Purpose

- a. This Agreement is made under the authority of Sections 6500 through 6515, inclusive, of the California Government Code, among the Members.
- b. The purpose of this Agreement is to establish a Joint Powers Authority separate from the Local Agencies. This Authority is to be known as the Marin Wildfire Prevention Authority and may be referred to as Marin Wildfire. Marin Wildfire will plan, finance, implement, manage, own and operate a multi-jurisdictional and county-wide agency to prevent and mitigate wildfires in Marin County. Each Member individually, at the time Measure C including Ordinance No. 3716 passed in 2020, had the statutory ability to provide fire suppression, protection, prevention and related incidental services. The purpose and intent of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.

SECTION 2. Term of Agreement

This Agreement becomes effective upon the first date that at least three quarters (3/4) of the 17 Local Agencies listed above (i.e., 13 Local Agencies) approve the Agreement at a public meeting. It shall remain in effect until it is terminated pursuant to Section 16 or amended in accordance with Section 21.

SECTION 3. Membership

- a. **Initial Membership.** To become an initial Member, the Local Agency executed the original agreement and approved the County of Marin placing the tax measure on the ballot by October 31, 2019. A Local Agency geographically located in Marin County that possessed fire protection responsibilities must have adopted a resolution of their governing board to become a participating signatory to this Agreement and Member of Marin Wildfire. At that time, 17 of the Local Agencies had done so.
- b. **Successor Membership.** If, due to changes in circumstances (including, but not limited to changes in fire suppression responsibility approved by LAFCO) a Member's fire suppression responsibility is transferred to a new or different public agency, that new or different public agency shall be admitted as a Member upon approval of such membership and this Agreement by such public agency's governing body.
- c. **Member Withdrawal and Consolidation.**
 - 1) **Withdrawal.** A Member that wishes to withdraw from Marin Wildfire must provide written notice to Marin Wildfire at least one (1) year prior to the Board of Directors' final action to propose a tax renewal measure for consideration by Members. A Member's withdrawal will

take effect upon the expiration of the tax that is in place at the time such withdrawal notice is provided to the Board of Directors.

- 2) Consolidation/Merger. If, due to changes in circumstances a Member's fire protection responsibility and taxing authority for fire protection and prevention is transferred to a new or different public agency that results in a Member losing its fire protection responsibility and its Member taxing authority, the Member will be withdrawn from Marin Wildfire upon expiration of the tax that is in place at the time of any such changed circumstance.

d. **Additional Members.** A Local Agency geographically located in Marin County that possesses fire protection responsibilities may become a Member only when Marin Wildfire seeks to renew the tax that funds Marin Wildfire. Specifically, the Local Agency must adopt a resolution of their governing board to become a participating signatory to this Agreement, as amended, and must approve placing a tax measure on the ballot in conformance with Section 5(f) of this Agreement. The Board of Directors must adopt a resolution authorizing membership of the new Member, specifying conditions, if any, associated with membership, including a one-time pro rata charge to compensate for past expenditures and investments of Marin Wildfire that will be of benefit to the Member upon joining Marin Wildfire ("New Member Charge"). The Board of Directors' determination of the conditions, if any, including the New Member Charge, is final.

- 1) If the tax renewal measure is approved by the voters, each Additional Member will be considered a Member and will be represented on Marin Wildfire's Board of Directors. If a New Member Charge is required upon joining Marin Wildfire, that Charge will be deducted from the New Member's Local-specific wildfire prevention funding described in Section 9(d) until the Charge is paid in full. The New Member will also have the option of paying in full the Charge within sixty (60) days of joining Marin Wildfire.
- 2) If the tax renewal measure is not approved, this Agreement will terminate and assets will be allocated among the Initial Members as outlined in Section 16 and the new Member(s) will not become Member(s) or serve on Marin Wildfire's Board of Directors.

SECTION 4. Board of Directors

- a. Marin Wildfire will be governed by a Board of Directors comprising elected leaders from each Member to ensure that wildfire programs and resources are directed to areas of greatest need and opportunity for community benefit.

- b. Marin Wildfire shall be governed by the Board of Directors which is hereby established. The Board of Directors shall be comprised of Directors who are elected officials of the Members, and each Member shall have one Director on the Board of Directors.
- c. The Board of Directors shall hold at least two meetings each year as determined by its bylaws. Special Meetings of the Board may be called in accordance with the provisions of the Brown Act and Government Code Section 54956.
- d. Minutes of the adjourned, regular and special meetings of the Board shall be kept and said minutes shall be available to Members and the public on Marin Wildfire's website. A majority of the Directors of the Board will constitute a quorum; however, if the number of Members is an even number, then 50% of the Directors of the Board will constitute a quorum. In the event of a meeting of the Board with less than a quorum, the present Directors will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of Marin Wildfire, subject to the voting conditions set forth in Section 4.f.
- e. The Board shall elect, at its first meeting of each fiscal year, a President and Vice President. The President and Vice President shall serve one-year terms, but can be re-elected. The President shall represent Marin Wildfire and execute any contracts and other documents when required by the bylaws. The Vice President shall serve in the absence of the President.
- f. **Voting.** For all votes conducted by the Board, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Directors present vote in favor of a motion, and (2) the Directors present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.
- g. The Board may adopt from time to time such policies, procedures, bylaws, rules and regulations for the conduct of its affairs as deemed necessary by the Board.

SECTION 5. Powers of Marin Wildfire

- a. Marin Wildfire shall have all of the necessary powers and authorities granted by law to exercise the common powers of its members in providing wildfire suppression, protection, prevention and related and incidental services, with members retaining all powers.
- b. Marin Wildfire shall have all of the necessary powers to evaluate structures and defensible space and provide structural fire protection advice to enhance compliance of parcels of land and buildings meeting local fire and building codes, as well the power to create neighborhood and public education programs to reduce wildfire vulnerability and improve neighborhood preparedness.

- c. Marin Wildfire may contract with private companies and public agencies to create, implement and operate Marin Wildfire to provide wildfire protection and prevention, as well as to ensure buildings meet fire and building codes.
- d. Marin Wildfire may make and enter into contracts; adopt budgets; employ and retain agents and personnel; retain legal counsel; retain consultants and engineers; acquire grants; acquire, hold, lease and dispose of real and personal property; accept donations; sue and be sued; and possess and exercise all other powers common to the Members. The intent of this provision is to allow Marin Wildfire flexibility in making fiscally sound staffing decisions.
- e. Marin Wildfire may incur debt and issue bonds or any like instruments of no more than 10% of its annual budget in order to efficiently provide the service enumerated herein in compliance with the pertinent sections of the Government Code of the State of California. Specifically, Marin Wildfire can incur debt in its own name under any law authorizing a joint power authority to do so, including Government Code Section 6540 *et seq.*, and the Marks-Roos Local Bond Pooling Act of 1985, and Government Code Section 6584 *et seq.*
- f. Marin Wildfire may authorize taxes pursuant to Government Code Sections 50075 *et seq.*, 53978, or any successor statutes. Subsequent taxes shall be levied and assessed as a special parcel tax by the County of Marin, on behalf of itself and Member Taxing Entities, on all parcels of real property in the Member Taxing Entities for each fiscal year.
- g. Marin Wildfire may exercise the powers permitted pursuant to Government Code Section 6504 or any successor statute. Pursuant to Government Code Section 6509.5, Marin Wildfire is entitled to invest any money in the treasury that is not required for the immediate necessities of Marin Wildfire.
- h. Marin Wildfire may do all things necessary and lawful to carry out the purpose of this Agreement.
- i. As required by Government Code Section 6509, one Member must be designated such that the power of Marin Wildfire is subject to the restrictions upon the manner of exercising power possessed by the Member. The County of Marin is designated as the Government Code Section 6509 public entity.

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- a. The Operations Committee shall be responsible for creating a recommended annual budget and a recommended annual work plan for the Board. The Operations Committee shall meet at least twice per year at a reasonable time before the Board must establish its budget. The Operations Committee representatives should strive for a balance of executive/administrative and fire expertise on the committee. The Operations Committee shall be composed of representatives who are agency staff or contract employees, one from each of the Members. The Operations Committee meetings will be held in accordance with the Ralph M. Brown Act, Government Code sections 54950 *et seq.*

- b. **Voting.** For all votes conducted by the Operations Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the representatives of the Operations Committee present vote in favor of a motion, and (2) the representatives of the Operation Committee present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

SECTION 7. Reserved

SECTION 8. Community Oversight Committee

The Board of Directors will create a Community Oversight Committee. The Community Oversight Committee will review Marin Wildfire's spending on an annual basis following the report from the Treasurer. After review of the previous year's work program and the financial audit, the Community Oversight Committee will adopt a report on the spending of the parcel tax funds and the previous year's work program to evaluate consistency with the tax measure. Community Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any Member. Service on the Community Oversight Committee will be restricted to individuals who reside in Marin County. Participants on the Community Oversight Committee will be required to submit a statement of financial disclosure and participation will be restricted to individuals without economic interest in any of Marin Wildfire's projects. The Community Oversight Committee may create subcommittees to monitor the deliberations of the Board of Directors and Operations Committee. The Board of Directors shall appoint participants to the Community Oversight Committee from applications received as set forth below:

- Five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
- One participant from a taxpayer organization of Marin County.
- One participant from environmental organizations of Marin County.
- One participant from Firewise communities or similar fire prevention organization.
- One participant from a non-partisan community-based organization.
- One nonvoting youth member (age 14-18) for a one-year term rotating between the five general geographical areas, when possible.

SECTION 9. Funding

- a. The Board shall adopt an annual budget for Marin Wildfire's activities by June 1 of each year. In adopting the annual budget, the Board must consider recommendations from the Operations Committee. The annual budget shall identify the programs of Marin Wildfire and allocate funds by program. The budget and accounting system shall account for direct and overhead costs by

program. The Board shall allocate these costs for each program with the adoption of the annual budget. To the extent changes to the budget under California law require approval of more than a simple majority of Members, the population representation requirement of Section 4.f. shall not increase.

- b. The core program functions of Marin Wildfire will be funded by 60% of the tax measure proceeds and will consist of, but not be limited to, vegetation management; wildfire detection; evacuation plans and alerts; grants; and public education. Marin Wildfire may allocate core funds to local wildfire prevention efforts, should the Board of Directors determine the core functions of Marin Wildfire are being served. Vegetation management funds will be allocated with consideration towards equitable spending over the five operational zones. As part of the five-year review of the funding levels described in Section 9f, at least 80% of the revenue generated for vegetation management by each operational zone should be allocated within the respective zone. If this requirement is not met, it must be remedied within the next five-year period.
- c. Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by the responsible Member consistent with Section 10.
- d. Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each Member in proportion to revenue raised in each Member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistent with the purpose of Marin Wildfire and that the tax measure expenses result in a higher level of service than would otherwise be provided by the Member.
- e. An administrative cost of not more than 10% will be budgeted for each program, including the core program, defensible space and fire-resistant structure evaluation program, and local-specific wildfire prevention efforts. Should a Member locally administer the defensible space evaluations pursuant to Section 10, an administrative cost will not be withheld by Marin Wildfire for that program. The Board shall determine the methodology for calculating administrative costs.
- f. In Fiscal Year 2025-26, 2030-31, 2035-36 and continuing every five years thereafter, the Board may alter the funding levels of the core program functions of subsection 9.b. and the defensible space evaluations from subsection 9.c. The local-specific wildfire prevention efforts of subsection 9.d. will remain funded by 20% of the tax measure proceeds. A vote to alter the funding levels pursuant to this section shall require two-thirds approval of Directors voting to alter the funding levels, while maintaining the over 50% of the population represented by the Member agencies requirement in accordance with the voting rules set forth in Section 4.f. Should the Board approve changes to the funding levels of the programs, to provide adequate notice to Member agencies, those changes will not go into effect until two fiscal years after the changes were approved. For

example, if funding levels of programs are altered during Fiscal Year 2025-26, those changes will not be implemented until the budget of Fiscal Year 2027-28.

SECTION 10. Option to Locally Administer the Section 5.b. Defensible Space Program

Should a Member choose to locally administer the power set forth in Section 5.b., that Member shall evaluate structures and defensible space so property owners can enhance compliance with fire and building codes through homeowner education and, as necessary, enforcement follow-up. The Member choosing to locally administer the Defensible Space Program must certify that the Member shall use the funds provided by Marin Wildfire exclusively to evaluate defensible space and to enhance compliance with structures and land meeting fire and building codes, and not for any other purpose. Tax measure proceeds will be allocated to Members choosing to locally administer in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas, as determined by the Board. For those Members remaining in the defensible space program, Marin Wildfire will expend the tax measure proceeds in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas.

SECTION 11. Exemptions

Marin Wildfire shall be responsible for technical tax adjustments, consistent with the ballot measure. Whenever possible, Marin Wildfire must defer to reasonable requests from the Marin County Tax Collector to accommodate exemptions for parcels that are roads or creek beds, as well as split parcels ineligible for an assessor parcel combination solely because the parcels are not in the same tax rate area.

SECTION 12. Duties of Treasurer

- a. The Treasurer of Marin Wildfire shall be the Treasurer of one of the Members and/or a certified public accountant appointed by the Board of Directors in accordance with the provisions of the applicable law. Marin Wildfire at its first meeting and thereafter at its first meeting of the fiscal year shall elect a Treasurer and establish terms with the Member agency. This person shall also function as the Controller of Marin Wildfire.
- b. The Treasurer shall serve as the depository and have custody of all Authority funds and establish and maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections 6505, 6505.1, 6505.5 and 6505.6.
- c. The Treasurer, within one hundred and twenty (120) days after the close of each fiscal year ending on June 30, or as soon thereafter as possible, shall give a

complete written report of all financial activities for such fiscal year to the Members.

SECTION 13. Debts and Liabilities

As permitted pursuant to Government Code Section 6508.1, no debt, liability, or obligation of Marin Wildfire shall constitute a debt, liability, or obligation of any Member and each Member's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member may agree.

SECTION 14. Insurance and Indemnification

Marin Wildfire shall acquire such insurance protection as is needed to protect the interests of Marin Wildfire and the Members, and such cost shall not count toward the administrative fee of Section 9.e. Marin Wildfire may use self-insurance and may contract with a Member for insurance services. Marin Wildfire shall defend and indemnify and hold harmless the Members and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of Marin Wildfire or the activities undertaken pursuant to this Agreement (collectively, "Liabilities"), except where such Liabilities are caused solely by the gross negligence or willful misconduct of any indemnitee.

SECTION 15. Privileges, Immunities and Other Benefits

In accordance with California Government Code Section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Members when performing their functions shall apply to the same degree and extent while engaged in the performance of any of their functions and duties for Marin Wildfire.

SECTION 16. Termination; Disposition of Assets.

- a. Should a tax measure to be placed on the ballot fail to pass or is subsequently repealed, this Agreement is terminated and shall be of no further effect upon certification of the election results.
- b. In accordance with Government Code Section 6512, upon termination of this Agreement, any surplus money in possession of Marin Wildfire or on deposit in any fund or account of Marin Wildfire shall be returned in proportion to the contributions made by the tax payers of each Member's jurisdiction. Any other property of Marin Wildfire shall be divided among the Members in such manner as shall be determined by Marin Wildfire in accordance with California law.

- c. If a tax measure is rescinded, all decisions of the Board with regard to determination of amounts to be transferred to Members or any successor shall be final.

SECTION 17. Severability

If any provision of the Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected.

SECTION 18. No Rights to Third Parties

All of the terms, conditions, rights and duties provided for in the Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement. Nothing in this Section shall be interpreted to preclude the work of the Authority being done on private land.

SECTION 19. Notices.

Notices to Members under this Agreement shall be sufficient if delivered to the City Clerk or chief secretarial officer of the Member, or to any other person designated in writing by the Member.

SECTION 20. Prohibition Against Assignment.

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest or assets under this Agreement.

SECTION 21. Amendments

This Agreement may be amended at any time by one or more supplemental agreements executed by mutual agreement of three-fourths (3/4) of the governing boards of the Members, so long as any amendment comports with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement.

SECTION 22. Agreement Complete

The foregoing constitutes the full and complete Agreement of the parties with respect to the subject matter hereof, and supersedes all prior understandings or agreements whether written or verbal. There are no oral understandings or agreement not set forth in writing herein. Any such agreements merge into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers thereunder duly authorized as of the date of approval by the public agencies that are parties hereto. This Agreement shall be executed in counterparts.

Dated: _____

By: Board President

Attest: Clerk of the Board



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 29, 2024

Topic: Resolution 2024-10, Resolution of the Board of Directors of the Novato Fire District Determining the 2024/25 Appropriations Limit

Recommendation

Board approval is requested to adopt Resolution 2024-10.

1. The Appropriations Limit for 2024/25 has been calculated to be \$78,854,262 (Exhibit A).
2. Adopt Resolution 2024-10 establishing the Appropriations Limit for 2024/25 (Exhibit B).

Background

In November 1979, California voters passed Proposition 4 known as the “Gann Limit”, which added Article 13B to the California Constitution. Article 13B of the State Constitution imposes spending limits on local governments and Special Districts. Each year, the District must calculate the Appropriations Limit in accordance with the Procedure Guidelines as set forth in the California Constitution. The Board must adopt by resolution the calculated Appropriations Limit for the fiscal year.

Financial Impact

Compliance under Article 13B requires that revenues received in excess of the Appropriations Limit be returned. Based upon the Appropriations Limit calculation for 2024/25, the District spending will not exceed the limit. The annual calculation of the Appropriations Limit is reviewed by the independent auditor as part of the annual audit of the financial statements of the District.

Options

There are two allowable methods in computing the Appropriations Limit, either 1) change in California per capita personal income or 2) percentage change in the District assessed valuation due to nonresidential new construction. Each year both calculations are computed and the one resulting in the highest limit is selected. For 2024/25, Option 1 calculates a higher limit, \$2,748,283 greater than Option 2.

Reviewed by:

_____ Administration
 _____ EMS
Joe Valente _____ Finance
 _____ Prevention
 _____ Human Resources
 _____ Operations

Approved by:

Bill Tyler
Fire Chief

Attachments: Exhibit A: 2024/25 Gann Appropriations Limit Calculation
Exhibit B: Resolution 2024-10

EXHIBIT A

**Novato Fire Protection District
2024 / 25 Gann Appropriations Limit**

| | Per Capita Personal Income 3.62 (a) | | Population -1.08 (a) | | |
|--|--|---|---------------------------------|---|-----------------------------|
| Calculation of factor for FY 2024 / 25 | 1.036200000 | X | 0.989200000 | = | 1.025009040 |
| 2023 / 24 Base | | | | | <u>69,941,712</u> |
| | | | | | 71,690,887 |
| Maximum Special Tax Levy for FY 2024/25 | | | | | <u>7,163,375</u> |
| Maximum Appropriations Limit | | | | | <u>\$ 78,854,262</u> |

(a) Provided by Department of Finance

RESOLUTION NO. 2024-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NOVATO FIRE PROTECTION DISTRICT DETERMINING
THE 2024/25 APPROPRIATIONS LIMIT**

RESOLVED by the Board of Directors of the Novato Fire Protection District, Marin County, California, that the Board, on the basis of appropriations limit calculation which has been on file and available in the office of the Fire Chief, has calculated the maximum limit applicable to the appropriation of tax proceeds for the fiscal year 2024/25 to be the sum of Seventy Eight Million Eight Hundred Fifty-Four Thousand Two Hundred Sixty Two Dollars (\$78,854,262), and the basis of said calculations are available and on file in the office of the Fire Chief of said District, and that this resolution shall be posted by the Fire Chief at 95 Rowland Way, Novato, California.

PASSED AND ADOPTED by the Board of Directors, Novato Fire Protection District, on the 4th day of September 2024, by the following vote:

AYES:

NAYS:

ABSENT:

President, Board of Directors

Attest:

Clerk of the Board



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 28, 2024

Topic: Station 62 Feasibility Study Proposal for Engineering Services

Recommendation

Board approval is requested to accept the Facility Committee recommendation to proceed with Engineering Services from Nute Engineering. Nute Engineering will provide engineering design services including preparation of plans, specifications, and a cost estimate to facilitate public bidding of the project for construction.

Background

The condition of the current septic system at station 62 is still not reliable even after being updated and improved several years ago.

Financial Impact:

The cost of the study as proposed is \$99,584.00 Funds used for this project will come from the Building Facilities budget account #9308-4048.

Reviewed by:

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

Approved by:

Bill Tyler
Fire Chief



Civil and Sanitary Consultants

August 5, 2024

Bill Tyler, Fire Chief
Novato Fire Protection District
95 Rowland Way
Novato, CA 94945

**Re: Novato Fire Protection District Sewer Feasibility Study
Proposal for Engineering Services**

In accordance with your request Nute Engineering is pleased to offer our proposal for engineering services for design and bidding of a new sewer pump station and force main for the Novato Fire Protection District (NFPD) to serve Fire Station #62 at Atherton Avenue in Novato, California.

BACKGROUND

The NFPD fire station, which includes a fire house, a training facility, classrooms and a storage area, is currently on a septic sewer system. The septic system has not performed well over the past several years and in spite of recently investing a large number of resources into rehabilitating the septic system, the District is looking to implement a lasting alternative solution that does not require onsite treatment/disposal and can accommodate future growth.

The Novato Sanitary District (NSD) is the local sewerage agency and has a gravity sewer system approximately 2,300 feet in proximity to the fire station and a sewer force main which is approximately 400 feet away from the fire station.

PROJECT UNDERSTANDING

The condition of the current fire station's on-site septic system, even after recently being updated, is still not reliable. The NFPD would like to expand their facilities (and wastewater load) at the fire station site which will place even more burden on an already inadequate sewer system.

The NFPD approached the Novato Sanitary District about the possibility of constructing a public facility to connect to their sewer force main. NSD management declined the request as they do not want to add another pump station (PS) to the District, increasing the service area, and they do not allow private (non-NSD) force mains to connect into NSD force mains.

Private Sewer System

NFPD would like to proceed with designing and preparing construction documents for bidding the construction of a private pump station and force main (FM) to discharge wastewater from the Atherton Fire Station (Station 62) along the public right-of-way (ROW) of Atherton Avenue and Olive Drive to connect into the NSD gravity sewer system on Olive Drive at Club Drive. The new sewer improvements (PS and FM) will be owned and maintained by the NFPD. The PS and FM shall be designed to meet NSD standards in compliance with connection requirements.

SCOPE OF WORK

Nute Engineering will provide engineering design services including preparation of plans, specifications, and a cost estimate to facilitate public bidding of the project for construction.

The electrical requirements for the new pump station are assumed to be 240V 3 Phase for pump efficiency. Based on the reclaimed water improvement project record drawings (dated 12/07) provided by NFPD, the electrical panel seems to have room to add breakers for the proposed pumps and controller so electrical upgrades are assumed to be minor and panel or service upgrades will not be needed. Nute will work closely with Beecher Engineering, Inc. to confirm the above in the field. Beecher will then provide the required electrical design for the new pump station.

Construction projects involving excavation, backfill and compaction like this project use geotechnical information about the specific site conditions. Nute will contract with Miller Pacific Engineering Group (MPEG), a locally respected geotechnical engineering firm, to prepare a report regarding local subsurface conditions that will provide direction for design and construction.

All work to be done within the Marin County public road right-of-way requires a two-part encroachment permit from the County. The first part (A) is filled out by the project proponent and the second (B) part is filled out by the contractor prior to construction. Nute will coordinate and apply for the A part of the permit on behalf of the NFPD.

The proposed project (PS and FM) is assumed to be categorically exempt from the California Environmental Quality Act (CEQA) as the use of the land is not changing with this project. The station currently produces and handles wastewater, and the constructed road ROW conveys utilities. However, we propose confirming this through the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) monthly project coordination (MPC) meeting to solicit input from the regional regulators to determine appropriate environmental permitting needed for the project. Nute will prepare draft plans and present the project at an MPC meeting.

A detailed description of the engineering services is provided below:

Schedule A Services – Design and Construction Document Preparation

The engineering services will include the following items of work to support the design and construction document preparation task:

1. Perform a topographic survey of the fire station site sufficient to prepare construction plans to locate the proposed sewer pump station on the existing site and connect the existing onsite sewer system to the PS. Perform background title research.
2. Perform a topographic survey of the force main alignment sufficient to prepare construction plans to connect the pump station to the NSD gravity system at the intersection of Olive Ave. and Club Dr. Conduct soil borings along the force main alignment.
3. Provide Electrical Engineer visit to Station site to verify existing electrical system adequacy for new pump circuit.
4. With input from NFPD staff, design a pumping system and sewage force main to meet current and projected future NFPD sewer requirements. The design will balance the cost and maintenance considerations of materials and infrastructure configuration while complying with applicable standards.
5. Prepare a preliminary draft set of construction plans to coordinate with environmental regulators at the Marin Countywide Stormwater Pollution Prevention Program (MCSTOPPP) monthly project coordination (MPC) meeting to determine appropriate environmental permitting needed.
6. Prepare 65% level set of plans and specifications for NFPD review and comment.
7. Apply for and complete the first part of the Marin County Encroachment permit.
8. Finally, incorporating NFPD comments, prepare final bid documents to include construction plans and specifications along with an engineer's estimate of probable cost for construction.

Deliverables: Upon completion of this work, we will furnish electronically and in print if desired, a complete set of construction documents ready for public bidding.

Schedule B Services – Engineering Support During Bidding

The services during bidding include notification to interested contractors, maintenance of a planholders list along with the following items of work to support the design and construction document preparation task:

1. With the support of NFPD project manager, prepare an agenda and lead a pre-bid meeting prior to bidding to provide potential bidders an opportunity to see the site of work and ask questions in person.
2. Review and respond to requests for information or questions that arise during bidding and prepare formal electronic responses.
3. Prepare addenda to modify the contract documents to address reasonable changes that come up during bidding and provide electronic copies to the planholders.
4. Attend the bid opening to record received bids and prepare a list of apparent bids for contractors.
5. Review the received bids for completeness, review licenses and bonding (as required) and summarize bids to prepare bid recommendations to assist NFPD in moving forward.

Deliverables: Pre-Bid Meeting Agenda, Addenda, Bid Review Memo

SERVICES NOT INCLUDED IN THIS PROPOSAL

The following services are not included in this proposal and will need to be provided by others:

- Environmental permitting required based on results of Marin Project Coordination Meeting.
- Payment of permit fees.
- Televising sewer lines.
- Special investigation and design if hazardous waste is found at the site.
- Legal services in connection with the project or for site acquisition.
- Construction management services including onsite inspection or construction observation services.
- Construction easement negotiations with adjacent landowner(s).
- Potholing of utilities.
- Compaction testing of trench backfill and final pavement inspection services.
- Any legal services associated with the project.

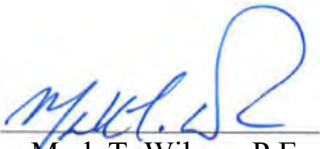
PROJECT COST

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The estimated labor hours and costs for the work by task and job classification are shown in Attachment B. The following are budgets for the engineering fees for the schedules listed above:

| | |
|--|----------|
| Schedule A Services – Design and Construction Document Preparation | \$92,992 |
| Schedule B Services – Engineering Support during Bidding | \$ 6,592 |

Very truly yours,

NUTE ENGINEERING

By: 
Mark T. Wilson, P.E.

Attachment A – Schedule of Hourly Rates
Attachment B – Project Estimating Sheet
Attachment C – Subconsultant Company Descriptions



ATTACHMENT A

2024 HOURLY RATE SCHEDULE

| OFFICE PERSONNEL | HOURLY RATE |
|--|--------------------|
| Principal Engineer | \$279 |
| Senior Engineer | \$228 |
| Engineer III | \$215 |
| Engineer II | \$202 |
| Engineer I | \$178 |
| Field Representative* | \$196 |
| Assistant Engineer II | \$140 |
| Assistant Engineer I | \$129 |
| Engineering Technician II | \$185 |
| Engineering Technician I | \$164 |
| 1-Person Survey Crew w/Robotic Total Station | \$262 |
| Office Surveyor | \$216 |
| CAD Drafter II | \$171 |
| CAD Drafter I | \$149 |
| Technical Administrative Support | \$128 |
| Clerical | \$109 |
| LITIGATION SERVICES | |
| Court Appearance/Deposition | 391.00 |

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage and technology charges are included in the hourly rates. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

EFFECTIVE DATE: January 1, 2024

ATTACHMENT B
NOVATO FIRE PROTECTION DISTRICT
STATION NO. 62 SEWER PUMP STATION AND FORCE MAIN
PROPOSAL FOR ENGINEERING SERVICES
PROJECT ESTIMATING SHEET

| Description | Rate \$/Hr | Senior Engineer | 1 Person Surveyor | Office Surveyor | Engineer II | CAD Drafter I | Tech Admin Support | MPEG | Beecher Engineering | Direct Cost Markup | TOTAL |
|---|------------|-----------------|-------------------|-----------------|-------------|---------------|--------------------|----------|---------------------|--------------------|-----------------|
| | | \$228 | \$262 | \$216 | \$202 | \$149 | \$128 | | | | |
| Schedule A Services – Design and Construction Document Preparation | | | | | | | | | | | |
| 1. Perform Topo Survey, title research of PS Site at Fire Station | | | 13 | 17 | 2 | | | | | | |
| 2. Perform Topo Survey and Geotech Investigation of FM Alignment | | | 13 | 21 | 2 | | | 10,800 | | 1,080 | |
| 3. Perform Fire Station Electrical System Field Inspection | | | | | 2 | | | | | | |
| 4. Design Preliminary Pump Station and Force Main 50% Review Set | | 1 | | | 26 | 100 | | | 1,400 | 140 | |
| 5. Prepare Presentation for MCSTOPPP Mtg., Permit Requirements | | 1 | | | 6 | 2 | 2 | | 10,350 | 1,035 | |
| 6. Prepare 65% Set of Plans and Specs for NFPD Review and Comment | | 2 | | | 14 | 30 | 20 | | | | |
| 7. Apply For and Complete First Part of Marin County Encroachment Permit | | | | | 8 | 4 | | | 4,000 | 400 | |
| 8. Prepare Final Bid Docs Incl. Construction P&S, Engineer's Const Cost Estimate | | 2 | | | 16 | 20 | 24 | | 2,650 | 265 | |
| | Hours | 6 | 26 | 38 | 76 | 156 | 46 | | | | |
| | Cost | \$1,368 | \$6,812 | \$8,208 | \$15,352 | \$23,244 | \$5,888 | \$10,800 | \$18,400 | \$2,920 | \$92,992 |
| Schedule B Services – Engineering Support During Bidding | | | | | | | | | | | |
| 1. Prepare Agenda and Lead Pre-Bid Meeting for Contractor's Site Review/Questions | | | | | 4 | | 2 | | | | |
| 2. Review/Respond to Requests For Information and Prepare Electronic Responses | | | | | 4 | | 8 | | | | |
| 3. Prepare and Distribute Addenda to Contract Documents in Response to Questions | | | | | 4 | 4 | 8 | | | | |
| 4. Attend Bid Opening and Prepare Preliminary List of Contractor's Bids | | | | | 1 | | 2 | | | | |
| 5. Review Bids, Check License and Bonding, and Recommend Award to NFPD | | | | | | 2 | 4 | | | | |
| | Hours | | | | 13 | 6 | 24 | | | | |
| | Cost | | | | \$2,626 | \$894 | \$3,072 | | | | \$6,592 |
| | | | | | | | | | | | \$99,584 |

Firm Description

Beecher Engineering, Incorporated (BEI) is an electrical engineering consulting firm based in Copperopolis, California. The firm's President is Mr. Todd Beecher, P.E. Todd is responsible for performing all engineering design, analysis and construction inspection work.

Since 1992, Todd has worked exclusively in the water and wastewater industry as an electrical engineer specializing in the design and analysis of low and medium voltage power distribution systems, motor control center and PLC-based plant and pump station control systems and construction support and inspection services.

Although past projects have included new facility power and control system designs, a large majority of past project work has included upgrades and improvements to existing facilities. The firm is based on the strong belief that successful projects require detailed design documents, extensive existing project site field investigations and carefully planned construction sequencing. Most importantly, however, is to listen to the Owner and develop designs that meet specific system needs and challenges. Past and present project experience has proven that developing documents that facilitate accurate bidding and facilitate contractor construction minimize change orders and yield a high quality end product that is geared towards the Owner's operation and maintenance needs.

It is understood that Owners have several choices when it comes to selecting a consulting engineer to work on a specific project. Over the past 20+ years, Todd has developed strong relationships with several Districts and Cities by adhering to the attitude that client trust must be earned with each and every project. Prospective new clients are encouraged to discuss Beecher Engineering's performance and capabilities with past project Owners and Contractors.



Miller Pacific Engineering Group

504 Redwood Blvd., Suite 220
Novato, CA 94947
415/382-3444

FIRM DESCRIPTION

Miller Pacific Engineering Group (MPEG) provides clients with special services in the Geosciences by drawing on forty years of professional expertise in Geology, Civil and Geotechnical Engineering. The majority of our projects are in the Northern San Francisco Bay Area. With a home office in Novato and additional offices in Napa and Petaluma (including soil laboratory), the firm serves numerous public agencies and private clients. Their services span the range of Geotechnical Planning, Geological Hazards Analysis, Geotechnical Exploration and Testing, Foundation Engineering, Construction Monitoring, Geo-Civil Engineering and Distressed Property Evaluation. The firm's resource library provides a wealth of background information on local geologic and soil conditions, and their project records document the constructability of their various geotechnical designs. MPEG is an employee-owned California Corporation and registered as a California Small Business (SBE) and Micro-Business. MPEG provides a variety of geotechnical and geologic services including:

Geotechnical Engineering: Feasibility Studies, Geotechnical Investigations, Earthquake Engineering, Site Grading Criteria, Stability and Settlement Analyses, Foundation Design, Distressed Property Evaluation, Forensic Studies, and Expert Witness.

Engineering Geology: Geologic Hazard Investigation, Fault and Seismicity Studies, Environmental Impact Assessment, Ground Water Studies, Geologic Resource Evaluation, Quarry Closure Reports.

Geo/Civil Engineering: Landslide Mitigation Design, Embankment Design, Foundation Rehabilitation, Retaining Structures, Bridges, Shoreline Protection, Earth Dam Design, Design Plans and Specifications.

Construction Monitoring and Testing: QA/QC geotechnical inspection and testing including site grading, foundations construction, subsurface drainage, pavement sections and concrete.

More information is available at www.millerpac.com



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 29, 2024

Topic: Approve Change Order for Modifications to Two Type 1 Engines Under Construction

Recommendation

Board approval is requested to accept Staff's recommendation to approve design modifications to two Type 1 Engines currently under construction at Hi Tech E.V.S. Modifications include moving Engineer SCBA storage, improving crosslay location, and upgrading emergency lighting safety features for a total cost not to exceed \$115,000

Background

1. These two Engines will be "Clean Cab", meaning there will be no storage of SCBA or turnouts in the space where our personnel ride. To accomplish this, the Committee designed a storage location for these items making access to them more fluid when needed at an incident. These modifications allow that while also make the apparatus safer for our members.
2. The Dynamic Variable Intensity (DVI) lighting upgrades will allow vehicles to sync their emergency lighting with other vehicles on the scene creating a safer environment for our personnel and the public.
3. All other low-cost changes are designed to improve the functionality of the apparatus.

Financial Impact: \$55,181.67 per unit, not to exceed \$115,000.

Reviewed by:

_____ Administration
_____ EMS
_____ *Lj Silverman* Finance
_____ Prevention
_____ Human Resources
_____ Operations

Approved by:

Bill Tyler
Fire Chief

Attachments:

- Change order from Hi Tech E.V.S
- Original Purchase contract



Type 1 change
order.pdf



Hi-Tech_Type 1
Pumpers_MSA_Sch 3



Change Order # 3

Date: 8/20/2024

Customer: Novato Fire District

Job #: N723, N724

Purchase Order #:

| Initial Approved or Not Approved for Each Item. | | | Please Check | | FD Cost |
|--|-----------|---|--------------|--------------|--------------|
| PLEASE INITIAL APPROPRIATE BOXES FOR APPROVAL / NON APPROVAL | | | | | |
| A = Add D = Delete C = Clarification S = Substitution M = Modification | | | | | |
| # | A/D/C/S/M | PER UNIT, PRE-TAX PRICING SHOWN | Approved | Not Approved | |
| 1 | M | Following changes to be made to body wheel wells: 1. SCBA pack storage to be relocated from PS rear to DS front 2. Water can storage to be relocated from DS rear to PS rear 3. Dual SCBA bottle storage to be relocated from DS front to DS rear 4. Delete hull lights each side 5. Add fuel fill back to PS rear. Fuel fills to have common doors with extinguisher and spare bottle storage | | | \$ 25,069.03 |
| 2 | M | Relocate front bumper discharge swivel to area between frame and Q2B siren. Use low profile chrome swivel | | | \$ 1,351.54 |
| 3 | M | Relocate crosslays to front of pump compartment. Provide new dunnage storage box with same access door on right side. Replace both side running boards with hose well to rear. Relocate drivers side slide out step to front (passenger side deleted due to exhaust clearance) | | | \$ 12,671.54 |
| 4 | A | Add tool board to upper section of DS rear compartment. Shelf to be moved down to step in compartment | | | \$ 1,513.88 |
| 5 | S | Provide and install (3) BK and (3) Motorola portable radio chargers in lieu of (8) BK portable radio chargers. Locations: Motorola each side of cab dash electrical cover, PS EMS cabinet BK each side of console at rear, rear of engine cover right side | | | \$ 1,722.17 |
| 6 | A | Provide Whelen Core system with V2V sync module. All lights to be synced and connected for DVI feature | | | \$ 12,623.86 |
| 7 | A | (4) 12V outlets to be 12V, USB-A & USB-C combination charging outlets (two near dash, two between rear seats in console) | | | N/C |
| 8 | C | TIC charger wiring to be in cab at passenger side rear cab wall | | | N/C |
| 9 | A | Provide extra ATO fuse near radio plate for future narcotics box | | | \$ 229.65 |
| 10 | C | Ground lights to be activated with reverse, pump panel switch, and vista display | | | N/C |
| 11 | M | Two rear Streamlight Survivor lights in cab to be mounted to rear cab wall, each side in lieu of rear wall of cab EMS compartments | | | N/C |
| 12 | C | Inverter to be mounted on left side cab EMS compartment with cover | | | N/C |



Change Order # 3

Date: 8/20/2024

Customer: Novato Fire District

Job #: N723, N724

Purchase Order #: _____

| Initial Approved or Not Approved for Each Item. | | | Please Check | | FD Cost |
|--|-----------|---|---------------------|--------------|----------------|
| PLEASE INITIAL APPROPRIATE BOXES FOR APPROVAL / NON APPROVAL | | | | | |
| A = Add D = Delete C = Clarification S = Substitution M = Modification | | | | | |
| # | A/D/C/S/M | PER UNIT, PRE-TAX PRICING SHOWN | Approved | Not Approved | |
| 1 | M | Following changes to be made to body wheel wells: 1. SCBA pack storage to be relocated from PS rear to DS front 2. Water can storage to be relocated from DS rear to PS rear 3. Dual SCBA bottle storage to be relocated from DS front to DS rear 4. Delete hull lights each side 5. Add fuel fill back to PS rear. Fuel fills to have common doors with extinguisher and spare bottle storage | | | \$ 25,069.03 |
| 2 | M | Relocate front bumper discharge swivel to area between frame and Q2B siren. Use low profile chrome swivel | | | \$ 1,351.54 |
| 3 | M | Relocate crosslays to front of pump compartment. Provide new dunnage storage box with same access door on right side. Replace both side running boards with hose well to rear. Relocate drivers side slide out step to front (passenger side deleted due to exhaust clearance) | | | \$ 12,671.54 |
| 4 | A | Add tool board to upper section of DS rear compartment. Shelf to be moved down to step in compartment | | | \$ 1,513.88 |
| 5 | S | Provide and install (3) BK and (3) Motorola portable radio chargers in lieu of (8) BK portable radio chargers. Locations: Motorola each side of cab dash electrical cover, PS EMS cabinet BK each side of console at rear, rear of engine cover right side | | | \$ 1,722.17 |
| 6 | A | Provide Whelen Core system with V2V sync module. All lights to be synced and connected for DVI feature | | | \$ 12,623.86 |
| 7 | A | (4) 12V outlets to be 12V, USB-A & USB-C combination charging outlets (two near dash, two between rear seats in console) | | | N/C |
| 8 | C | TIC charger wiring to be in cab at passenger side rear cab wall | | | N/C |
| 9 | A | Provide extra ATO fuse near radio plate for future narcotics box | | | \$ 229.65 |
| 10 | C | Ground lights to be activated with reverse, pump panel switch, and vista display | | | N/C |
| 11 | M | Two rear Streamlight Survivor lights in cab to be mounted to rear cab wall, each side in lieu of rear wall of cab EMS compartments | | | N/C |
| 12 | C | Inverter to be mounted on left side cab EMS compartment with cover | | | N/C |



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 29, 2024

Topic: Budget Adjustment - Type 1 Engine Funding Increase

Recommendation

Staff recommends the Board approve the transfer of \$350,000 from the Unassigned Fund balance to the Fire Suppression Equipment Capital Account #9308-4815 to support increased costs and required change orders from the original contract signed in 2022.

Background

The costs for the building of two Type 1 fire engines have increased. The original budget amount of \$1,750,000 was not corrected by the Fleet Manager at the time of budget adoption. The contract signed with Hi Tech EVS is in the amount of \$1,983,978, \$233,978 higher than budget. The proposed change orders to incorporate the most current safety technologies cost an additional \$115,000.

Financial Impact:

Reduce Unassigned Fund balance by \$350,000.00 and increase Fire Suppression Equipment Capital Budget by \$350,000.

Reviewed by:

| | |
|---------------------|-----------------|
| _____ | Administration |
| _____ | EMS |
| <i>Lj Silverman</i> | Finance |
| _____ | Prevention |
| _____ | Human Resources |
| _____ | Operations |

Approved by:

Bill Tyler
Fire Chief

Attachments: None



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 29, 2024

Topic: Purchase of 3 Dodge Command Vehicles

Recommendation

Staff recommends the purchase of 3 new Dodge Ram 2500 Pickups from Enterprise Fleet Management group in an amount not to exceed \$185,000. Enterprise Fleet Management can offer the best price at \$56,150 per vehicle and \$7,000 RAM incentive.

Background

Unit 12 is a 2012 Chevy Tahoe with over 115,000 miles, the unit served front line as a command vehicle for several years and continues to be used by B66 in Prevention Division. This unit should be considered for surplus. Unit 1 - 2012 Chevy Silverado 2500 served as a front-line command unit for several years. The unit now serves as a support vehicle. The interior of the unit needs significant repairs and should be considered for surplus. Unit 23 is a 2018 Dodge Ram 2500 has served as a front line command unit since 2018. This unit will go into reserve status as B68.

Financial Impact

The purchase of these vehicles is budgeted in the Novato Fire District Annual Budget 2024-2025. The \$185,000 is available as outlined in the Fire Suppression Equipment Account #9308-4815.

Reviewed by:

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

Approved by:

Bill Tyler
Fire Chief

Attachments: *Quote 3003: Elk Grove Auto*
Quote 29183 R1 Watsonville Fleet Group
Quote 8234925 Enterprise Fleet Management



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

7/10/2024
8/20/2024 Re-Configured

Quote ID: **29183 R1**

Mr Jeff Whittet
Novato Fire District
95 Rowland Way Novato,
California, 94945 Dear

Dear Jeff Whittet,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. **Three (3) New/ Unused 2024 Ram 2500 (DJ7L91) Tradesman 4x4 Crew Cab 6'4" Box**, delivered to your specified location, for:

| | One Unit (MSRP) | One Unit | Total % Savings | Extended Unit's (3) | Total Savings |
|----------------|-----------------|-------------|-----------------|---------------------|---------------|
| Contract Price | \$60,640.00 | \$57,814.50 | 4.659 % | \$173,443.50 | \$8,476.50 |
| Tax (8.5000 %) | | \$4,914.23 | | \$14,742.69 | |
| Tire fee | | \$8.75 | | \$26.25 | |
| Transportation | | \$350.00 | | \$1,050.00 | |
| Total | | \$63,087.48 | | \$189,262.44 | |

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Yesenia Covarrubias / Joshua Jerome
Fleet Department Account Manager
yesenia@watsonvillefleetgroup.com
(626) 457-5590



GMC

Prepared For: Novato Fire Protection District
Whittet, Jeff

Date: 08/21/2024
AE/AM: TM/RCS

Unit #
Year: 2024 **Make:** RAM **Model:** 2500
Series: Tradesman 4x4 Crew Cab 6.3 ft. box 149 in. WB
Vehicle Order Type: Ordered **Term:** 60 **State:** CA **Customer#:** 635515

| | | |
|------------------------------------|---|--|
| \$ 49,210.00 | Capitalized Price of Vehicle ¹ | |
| \$ 0.00 * | Sales Tax <u>0.0000%</u> State <u>CA</u> | |
| \$ 787.95 * | Initial License Fee | |
| \$ 0.00 | Registration Fee | |
| \$ 300.00 | Other: (See Page 2) | |
| \$ 49,509.00 * | Capitalized Price Reduction | |
| \$ 4,208.27 * | Tax on Capitalized Price Reduction | |
| \$ 0.00 | Gain Applied From Prior Unit | |
| \$ 0.00 * | Tax on Gain On Prior | |
| \$ 0.00 * | Security Deposit | |
| \$ 0.00 * | Tax on Incentive (Taxable Incentive Total : \$0.00) | |
| <hr/> | | |
| \$ 1.00 | Total Capitalized Amount (Delivered Price) | |
| \$ 0.01 | Depreciation Reserve @ <u>1.4500%</u> | |
| \$ 32.46 | Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ² | |
| \$ 32.47 | Total Monthly Rental Excluding Additional Services | |
| Additional Fleet Management | | |
| Master Policy Enrollment Fees | | |
| \$ 0.00 | Commercial Automobile Liability Enrollment | |
| | Liability Limit <u>\$0.00</u> | |
| \$ 0.00 | Physical Damage Management | Comp/Coll Deductible <u>0 / 0</u> |
| \$ 88.16 | Full Maintenance Program ³ Contract Miles <u>100,000</u> | OverMileage Charge <u>\$ 0.0650</u> Per Mile |
| | Incl: # Brake Sets (1 set = 1 Axle) <u>0</u> | # Tires <u>0</u> Loaner Vehicle Not Included |
| \$ 88.16 | Additional Services SubTotal | |
| <hr/> | | |
| \$ 2.76 | Sales Tax <u>8.5000%</u> | State <u>CA</u> |
| \$ 123.39 | Total Monthly Rental Including Additional Services | |
| \$ 0.40 | Reduced Book Value at <u>60</u> Months | |
| \$ 400.00 | Service Charge Due at Lease Termination | |

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

| | |
|------------------------|---|
| Driver Name | Not Assigned |
| Exterior Color | Bright White Clearcoat |
| Interior Color | Black w/Cloth 40/20/40 Bench Seat or Cloth 40 |
| Lic. Plate Type | Exempt |
| GVWR | 0 |

Quote based on estimated annual mileage of 20,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.
Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE Novato Fire Protection District

| | | |
|-----------|--------------|-------------|
| BY | TITLE | DATE |
|-----------|--------------|-------------|

* INDICATES ITEMS TO BE BILLED ON DELIVERY.



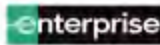
FLEET
MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 8234925

Other Totals

| Description | (B)illed or (C)apped | Price |
|--|----------------------|-----------|
| Pricing Plan Delivery Charge | B | \$ 150.00 |
| Courtesy Delivery Fee | C | \$ 300.00 |
| | | |
| Total Other Charges Billed | | \$ 150.00 |
| Total Other Charges Capitalized | | \$ 300.00 |
| Other Charges Total | | \$ 450.00 |



FLEET
MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 8234925

VEHICLE INFORMATION:

2024 RAM 2500 Tradesman 4x4 Crew Cab 6.3 ft. box 149 in. WB - US

Series ID: DJ7L91

Pricing Summary:

| | INVOICE | MSRP |
|--------------------|--------------------|--------------------|
| Base Vehicle | \$48,925 | \$51,800.00 |
| Total Options | \$5,230.00 | \$5,680.00 |
| Destination Charge | \$1,995.00 | \$1,995.00 |
| Total Price | \$56,150.00 | \$59,475.00 |

SELECTED COLOR:

Exterior: PW7-Bright White Clearcoat

Interior: X9-Black w/Cloth 40/20/40 Bench Seat or Cloth 40/20/40 Bench Seat (Fleet)



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 29, 2024

Topic: Budget Adjustment – Admin Building Patio Remodel

Recommendation

Board approval is requested to Transfer \$150,000 from Unassigned Fund Balance to the FY 2024/25 Budget for Building Facilities Account 4048 for the Admin Building Patio Remodel

Background

The Board approved the Admin building patio remodel project in the FY 2023/24 budget in the Facilities Projects account 9308-2397. The funds were inadvertently not carried over to the FY 2024/25 budget but work on the project is underway.

Financial Impact

Transfers \$150,000 from Unassigned Fund Balance to the Capital Budget for Facilities Account 4048

Reviewed by:

_____ Administration
 _____ EMS
Joe Valenti _____ Finance
 _____ Prevention
 _____ Human Resources
 _____ Operations

Approved by:

Bill Tyler
Fire Chief

Attachments:



Novato Fire District

Board of Directors

Lj Silverman, President

Michael Hadfield, Vice President

Bruce Goines, Secretary

Director Shane Francisco, Director Bill Davis

Date: August 22, 2024

Topic: Life-Assist Contract Renewal and Increase in Cost

Recommendation

Staff requests approval from the Board to continue contracting with Life-Assist, Inc. ("Life-Assist") for the procurement of Advanced Life Support ("ALS") and Basic Life Support ("BLS") pharmaceuticals and medical supplies for the District.

Background

The District currently piggybacks onto the City of Tucson's competitively bid solicitation for ALS and BLS pharmaceuticals and supplies (contract # 212778-01). The City of Tucson's pricing agreement allows for a price adjustment once per year through the last year of the contract ending on September 22, 2025. All indications point to the City of Tucson approving another 12 month renewal and price adjustment effective September 22, 2024 through September 22, 2025.

Financial Impact

The District's total spend with Life-Assist from September 22, 2023 to August 22, 2024 is \$45,408, and based on average monthly spend, will most likely reach \$50,000 at the 12 month anniversary on September 22, 2024. Staff began shifting the purchase of most medical supplies from Life-Assist to Henry Shien at the end of 2023. Staff recommends that the Board approve to renew the agreement for another twelve (12) months at a cost not-to-exceed \$55,000.

| Vendor Name | Spend | | Percentage Decrease FY 22/23 to FY 23/24 |
|-------------------|-------------------|----------------------|---|
| | 9/22/22 - 9/22/23 | 9/22/23 - 9/22/24 | |
| Life-Assist, Inc. | \$74,201 | \$50,000 (estimated) | Approximately (33%) |

Reviewed by:

| | |
|-----------|-----------------|
| _____ | Administration |
| <u>BP</u> | EMS |
| <u>Ch</u> | Finance |
| _____ | Prevention |
| _____ | Human Resources |
| _____ | Operations |


Approved by:

Bill Tyler
Fire Chief

Financial Reports Section



Novato Fire District
Finance Division
Revenues, Expenditures and Changes In
Fund Balance Report – July 2024

TO: Board of Directors 
FROM: Senior Accountant Kerrigan
DATE: August 28, 2024
RE: Revenues, Expenditures and Changes in Fund Balance Report – July 2024

Revenues

The majority of the District's revenue is derived from property taxes. Property tax revenue is apportioned in two major installments, December and May. As of the July 31, 2024 report date, the District has received \$0.00 in property tax revenue. This represents 0.0% of the annual budgeted amounts.

Ambulance service fee revenue collections were \$631,045.97 which represents 21.8% of annual budgeted amounts.

Expenditures

Total salaries & fringe benefits for the period amounted to \$2,327,807.96 and represents 8.4% of annual budgeted amounts. Total services & supplies for the period amounted to \$393,718.87 which represents 5.5% of annual budgeted amounts. Total debt service for the period amounted to \$165,618.59 and represents 49.8% of annual budgeted amounts.

Total capital outlay for the period totaled \$17,418.00 or 0.4% of annual budget.

Net Change in Fund Balance

The net change in fund balance for the period ended July 31, 2024 is (\$2,314,595.66).

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|--|-------------------------------|--------------------------------|----------------------|-----------------------------|------------------------------|----------------------|-----------------------------|-------------------------------|
| 9001 · Current Secured | - | - | 23,289,779.00 | (23,289,779.00) | 0.0% | 23,289,779.00 | (23,289,779.00) | 0.0% |
| 9002 · Current Unsecured | - | - | 442,767.00 | (442,767.00) | 0.0% | 442,767.00 | (442,767.00) | 0.0% |
| 9004 · Prior Secured Redemptions | - | - | - | - | 0.0% | - | - | 0.0% |
| 9006 · Prior Unsecured | - | - | 21,187.00 | (21,187.00) | 0.0% | 21,187.00 | (21,187.00) | 0.0% |
| 9007 · Special Assessment | - | - | 7,154,518.00 | (7,154,518.00) | 0.0% | 7,154,518.00 | (7,154,518.00) | 0.0% |
| 9041 · Supplemental Assessment Current | - | - | 745,192.00 | (745,192.00) | 0.0% | 745,192.00 | (745,192.00) | 0.0% |
| 9042 · Supplemental Assessment Unsec | - | - | 26,609.00 | (26,609.00) | 0.0% | 26,609.00 | (26,609.00) | 0.0% |
| 9043 · Supplemental Assessment Redemp. | - | - | 16,230.00 | (16,230.00) | 0.0% | 16,230.00 | (16,230.00) | 0.0% |
| 9045 · Novato Hamilton RDA | - | - | 892,155.00 | (892,155.00) | 0.0% | 892,155.00 | (892,155.00) | 0.0% |
| 9046 · Education Rev Augm Fund-Redist | - | - | 2,491,242.00 | (2,491,242.00) | 0.0% | 2,491,242.00 | (2,491,242.00) | 0.0% |
| 9047 · Novato Downtown Redevelopment | - | - | 223,519.00 | (223,519.00) | 0.0% | 223,519.00 | (223,519.00) | 0.0% |
| Sub-total Property Taxes | - | - | 35,303,198.00 | (35,303,198.00) | 0.0% | 35,303,198.00 | (35,303,198.00) | 0.0% |
| 9201 · Interest | 62.47 | 62.47 | 156,920.00 | (156,857.53) | 0.0% | 156,920.00 | (156,857.53) | 0.0% |
| Sub-total Interest Income | 62.47 | 62.47 | 156,920.00 | (156,857.53) | 0.0% | 156,920.00 | (156,857.53) | 0.0% |
| 9280 · State Homeowners Prop Tax Reduc | - | - | 78,134.00 | (78,134.00) | 0.0% | 78,134.00 | (78,134.00) | 0.0% |
| 9367 · Other State Aid, Grant | - | - | 2,500,000.00 | (2,500,000.00) | 0.0% | 2,500,000.00 | (2,500,000.00) | 0.0% |
| 9483 · In-Lieu Housing | - | - | 3,303.00 | (3,303.00) | 0.0% | 3,303.00 | (3,303.00) | 0.0% |
| Sub-total Intergovernmental | - | - | 2,581,437.00 | (2,581,437.00) | 0.0% | 2,581,437.00 | (2,581,437.00) | 0.0% |
| 9576 · CPR Class Fees | - | - | - | - | 0.0% | - | - | 0.0% |
| 9925 · GEMT Revenue | - | - | - | - | 0.0% | - | - | 0.0% |
| 9931 · Outside Agency Amb Bill Serv | - | - | - | - | 0.0% | - | - | 0.0% |
| 9932 · Novato Ambulance Service Fees | 631,045.97 | 631,045.97 | 3,400,000.00 | (2,768,954.03) | 18.6% | 3,400,000.00 | (2,768,954.03) | 18.6% |
| 9935 · Plan Checks | 880.00 | 880.00 | 57,660.00 | (56,780.00) | 1.5% | 57,660.00 | (56,780.00) | 1.5% |
| 9938 · Elections | - | - | - | - | 0.0% | - | - | 0.0% |
| 9945 · MERA & HazMat Admin Services | - | - | - | - | 0.0% | - | - | 0.0% |
| Sub-total Charges for Services | 631,925.97 | 631,925.97 | 3,457,660.00 | (2,825,734.03) | 18.3% | 3,457,660.00 | (2,825,734.03) | 18.3% |

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|--------------------------------------|-------------------------------|--------------------------------|----------------------|-----------------------------|------------------------------|----------------------|-----------------------------|-------------------------------|
| 9250 · Parking Lot Rent | 1,915.00 | 1,915.00 | 5,000.00 | (3,085.00) | 38.3% | 5,000.00 | (3,085.00) | 38.3% |
| 9930 · COVID-19 Relief Funds | - | - | - | - | 0.0% | - | - | 0.0% |
| 9936 · Sale of Assets | - | - | - | - | 0.0% | - | - | 0.0% |
| 9940 · Other Refunds/Reimbursements | 25,383.71 | 25,383.71 | - | 25,383.71 | 0.0% | - | 25,383.71 | 0.0% |
| 9942 · OES Reimbursements | 39,644.40 | 39,644.40 | 200,000.00 | (160,355.60) | 19.8% | 200,000.00 | (160,355.60) | 19.8% |
| 9943 · Health Premium Reimbursements | - | - | - | - | 0.0% | - | - | 0.0% |
| Sub-total Other Revenue | 66,943.11 | 66,943.11 | 205,000.00 | (138,056.89) | 32.7% | 205,000.00 | (138,056.89) | 32.7% |
| Total Revenues | 698,931.55 | 698,931.55 | 41,704,215.00 | (41,005,283.45) | 1.7% | 41,704,215.00 | (41,005,283.45) | 1.7% |

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|------------------------------------|-------------------------------|--------------------------------|----------------------|-----------------------------|------------------------------|----------------------|-----------------------------|-------------------------------|
| 1003 · Regular Staff Salaries | 985,406.49 | 985,406.49 | 12,534,424.00 | (11,549,017.51) | 7.9% | 12,534,424.00 | (11,549,017.51) | 7.9% |
| 1019 · CTO Pay | 11,825.93 | 11,825.93 | 675,000.00 | (663,174.07) | 1.8% | 675,000.00 | (663,174.07) | 1.8% |
| 1020 · Overtime - Callback | 314,821.29 | 314,821.29 | 3,594,000.00 | (3,279,178.71) | 8.8% | 3,594,000.00 | (3,279,178.71) | 8.8% |
| 1021 · Out of Class Pay | 890.72 | 890.72 | 11,000.00 | (10,109.28) | 8.1% | 11,000.00 | (10,109.28) | 8.1% |
| 1022 · Director Fees | 2,400.00 | 2,400.00 | 27,000.00 | (24,600.00) | 8.9% | 27,000.00 | (24,600.00) | 8.9% |
| 1023 · Response Pay | - | - | - | - | 0.0% | - | - | 0.0% |
| 1025 · Vacation Pay | 6,813.43 | 6,813.43 | 395,000.00 | (388,186.57) | 1.7% | 395,000.00 | (388,186.57) | 1.7% |
| 1026 · Education Incentive | 3,300.00 | 3,300.00 | 60,360.00 | (57,060.00) | 5.5% | 60,360.00 | (57,060.00) | 5.5% |
| 1027 · Executive Bonus | - | - | - | - | 0.0% | - | - | 0.0% |
| 1402 · Retirement | 291,353.04 | 291,353.04 | 5,611,990.00 | (5,320,636.96) | 5.2% | 5,611,990.00 | (5,320,636.96) | 5.2% |
| 1404 · FICA Medicare | 18,485.96 | 18,485.96 | 244,300.00 | (225,814.04) | 7.6% | 244,300.00 | (225,814.04) | 7.6% |
| 1502 · Life Insurance | 20,440.86 | 20,440.86 | 14,000.00 | 6,440.86 | 146.0% | 14,000.00 | 6,440.86 | 146.0% |
| 1510 · Dental Insurance | 18,761.93 | 18,761.93 | 230,000.00 | (211,238.07) | 8.2% | 230,000.00 | (211,238.07) | 8.2% |
| 1512 · Flexible Savings Account | (755.88) | (755.88) | - | (755.88) | 0.0% | - | (755.88) | 0.0% |
| 1513 · Health Insurance | 216,315.48 | 216,315.48 | 3,961,000.00 | (3,744,684.52) | 5.5% | 3,961,000.00 | (3,744,684.52) | 5.5% |
| 1514 · Vision Plan | 1,399.66 | 1,399.66 | 19,500.00 | (18,100.34) | 7.2% | 19,500.00 | (18,100.34) | 7.2% |
| 1517 · Administrative Allowance | 2,137.50 | 2,137.50 | 25,000.00 | (22,862.50) | 8.6% | 25,000.00 | (22,862.50) | 8.6% |
| 1701 · Workers' Compensation | 377,598.90 | 377,598.90 | 1,642,200.00 | (1,264,601.10) | 23.0% | 1,642,200.00 | (1,264,601.10) | 23.0% |
| 1702 · Unemployment Insurance | 3,251.13 | 3,251.13 | - | 3,251.13 | 0.0% | - | 3,251.13 | 0.0% |
| 1703 · Physicals | 319.00 | 319.00 | 25,000.00 | (24,681.00) | 1.3% | 25,000.00 | (24,681.00) | 1.3% |
| 1704 · Sick Leave Buyback | - | - | - | - | 0.0% | - | - | 0.0% |
| 1705 · Admin Leave | - | - | - | - | 0.0% | - | - | 0.0% |
| 1706 · Deferred Compensation | 53,042.52 | 53,042.52 | 459,490.00 | (406,447.48) | 11.5% | 459,490.00 | (406,447.48) | 11.5% |
| Total Salaries and Benefits | 2,327,807.96 | 2,327,807.96 | 29,529,264.00 | (27,201,456.04) | 7.9% | 29,529,264.00 | (27,201,456.04) | 7.9% |

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|---------------------------------------|-------------------------------|--------------------------------|-------------------|-----------------------------|------------------------------|--------------------|-----------------------------|-------------------------------|
| 2000 · Services & Supplies | - | - | - | - | 0.0% | - | - | 0.0% |
| 2020 · Cal-OSHA Requirements | 2,102.83 | 2,102.83 | 80,500.00 | (78,397.17) | 2.6% | 80,500.00 | (78,397.17) | 2.6% |
| 2021 · Clothing | 192.04 | 192.04 | 9,140.00 | (8,947.96) | 2.1% | 9,140.00 | (8,947.96) | 2.1% |
| 2023 · COVID-19 Expenses | - | - | - | - | 0.0% | - | - | 0.0% |
| 2024 · First Aid Supplies | 9,049.43 | 9,049.43 | 151,930.00 | (142,880.57) | 6.0% | 151,930.00 | (142,880.57) | 6.0% |
| 2025 · Oxygen | 993.16 | 993.16 | 7,000.00 | (6,006.84) | 14.2% | 7,000.00 | (6,006.84) | 14.2% |
| 2026 · Investigative Tools | 72.97 | 72.97 | 2,500.00 | (2,427.03) | 2.9% | 2,500.00 | (2,427.03) | 2.9% |
| 2027 · Tool Replacement | - | - | 20,000.00 | (20,000.00) | 0.0% | 20,000.00 | (20,000.00) | 0.0% |
| 2028 · Board Expense | - | - | 15,000.00 | (15,000.00) | 0.0% | 15,000.00 | (15,000.00) | 0.0% |
| 2029 · Advertising | 51,680.01 | 51,680.01 | 70,000.00 | (18,319.99) | 73.8% | 70,000.00 | (18,319.99) | 73.8% |
| 2034 · Outside Assistance | 6,577.53 | 6,577.53 | 359,400.00 | (352,822.47) | 1.8% | 359,400.00 | (352,822.47) | 1.8% |
| 2036 · EMS Certification | - | - | - | - | 0.0% | - | - | 0.0% |
| 2038 · CPR Materials | - | - | - | - | 0.0% | - | - | 0.0% |
| 2039 · Schools and Seminars | 2,799.00 | 2,799.00 | 100,800.00 | (98,001.00) | 2.8% | 100,800.00 | (98,001.00) | 2.8% |
| 2040 · Training Aids and Materials | 1,240.25 | 1,240.25 | 67,450.00 | (66,209.75) | 1.8% | 67,450.00 | (66,209.75) | 1.8% |
| 2041 · Food | 6,141.04 | 6,141.04 | 50,000.00 | (43,858.96) | 12.3% | 50,000.00 | (43,858.96) | 12.3% |
| 2042 · Extinguishing Agents | - | - | 6,000.00 | (6,000.00) | 0.0% | 6,000.00 | (6,000.00) | 0.0% |
| 2049 · Conferences & Meetings | 495.00 | 495.00 | 56,100.00 | (55,605.00) | 0.9% | 56,100.00 | (55,605.00) | 0.9% |
| 2050 · Equipment Testing | - | - | 64,500.00 | (64,500.00) | 0.0% | 64,500.00 | (64,500.00) | 0.0% |
| 2059 · Liability & Property | 29,822.13 | 29,822.13 | 247,500.00 | (217,677.87) | 12.0% | 247,500.00 | (217,677.87) | 12.0% |
| 2074 · School and Seminars | - | - | 5,000.00 | (5,000.00) | 0.0% | 5,000.00 | (5,000.00) | 0.0% |
| 2087 · Parts & Outside Labor | 12,029.19 | 12,029.19 | 250,000.00 | (237,970.81) | 4.8% | 250,000.00 | (237,970.81) | 4.8% |
| 2088 · Shop Supplies | 577.38 | 577.38 | 10,000.00 | (9,422.62) | 5.8% | 10,000.00 | (9,422.62) | 5.8% |
| 2121 · Vegetation Mgmt | 25,200.00 | 25,200.00 | 50,000.00 | (24,800.00) | 50.4% | 50,000.00 | (24,800.00) | 50.4% |
| 2129 · Election Expense | - | - | 35,375.00 | (35,375.00) | 0.0% | 35,375.00 | (35,375.00) | 0.0% |
| 2131 · Books & Periodicals | - | - | 6,385.00 | (6,385.00) | 0.0% | 6,385.00 | (6,385.00) | 0.0% |
| 2137 · Document Reproduction | - | - | 54,500.00 | (54,500.00) | 0.0% | 54,500.00 | (54,500.00) | 0.0% |
| 2141 · Computer Supplies | 24,471.01 | 24,471.01 | 125,200.00 | (100,728.99) | 19.5% | 125,200.00 | (100,728.99) | 19.5% |
| 2151 · Computer Software & Renewals | 38,554.22 | 38,554.22 | 270,400.00 | (231,845.78) | 14.3% | 270,400.00 | (231,845.78) | 14.3% |
| 2164 · Computer System Maintenance | 5,597.75 | 5,597.75 | 276,350.00 | (270,752.25) | 2.0% | 276,350.00 | (270,752.25) | 2.0% |
| 2262 · Hazardous Materials Prog | - | - | 10,000.00 | (10,000.00) | 0.0% | 10,000.00 | (10,000.00) | 0.0% |
| 2268 · Special Fire Equipment & Suppl | 3,444.49 | 3,444.49 | 79,500.00 | (76,055.51) | 4.3% | 79,500.00 | (76,055.51) | 4.3% |
| 2269 · Property Tax Fee | 114.50 | 114.50 | 338,150.00 | (338,035.50) | 0.0% | 338,150.00 | (338,035.50) | 0.0% |
| 2273 · Employee Service & Recognition | 791.21 | 791.21 | 366,200.00 | (365,408.79) | 0.2% | 366,200.00 | (365,408.79) | 0.2% |
| 2396 · Facilities Prevent Maintenance | 10,575.32 | 10,575.32 | 227,500.00 | (216,924.68) | 4.6% | 227,500.00 | (216,924.68) | 4.6% |
| 2397 · Facilities Projects | 15,432.70 | 15,432.70 | 378,000.00 | (362,567.30) | 4.1% | 378,000.00 | (362,567.30) | 4.1% |
| 2398 · Facilities Repair | 21,550.22 | 21,550.22 | 126,800.00 | (105,249.78) | 17.0% | 126,800.00 | (105,249.78) | 17.0% |

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|--|-------------------------------|--------------------------------|---------------------|-----------------------------|------------------------------|---------------------|-----------------------------|-------------------------------|
| 2399 · Station Supplies | 2,406.12 | 2,406.12 | 35,000.00 | (32,593.88) | 6.9% | 35,000.00 | (32,593.88) | 6.9% |
| 2400 · Hydrants | 4,050.00 | 4,050.00 | 18,000.00 | (13,950.00) | 22.5% | 18,000.00 | (13,950.00) | 22.5% |
| 2401 · Memberships | 8,526.50 | 8,526.50 | 57,660.00 | (49,133.50) | 14.8% | 57,660.00 | (49,133.50) | 14.8% |
| 2406 · Payroll Service Charge | 10,755.03 | 10,755.03 | 78,480.00 | (67,724.97) | 13.7% | 78,480.00 | (67,724.97) | 13.7% |
| 2407 · Office Supplies | 3,169.82 | 3,169.82 | 67,300.00 | (64,130.18) | 4.7% | 67,300.00 | (64,130.18) | 4.7% |
| 2501 · Gas, Oil & Grease Vehicles | 20,225.01 | 20,225.01 | 256,200.00 | (235,974.99) | 7.9% | 256,200.00 | (235,974.99) | 7.9% |
| 2510 · Out of County Logistics | 312.88 | 312.88 | 19,000.00 | (18,687.12) | 1.6% | 19,000.00 | (18,687.12) | 1.6% |
| 2528 · Central Dispatch | - | - | 1,070,420.00 | (1,070,420.00) | 0.0% | 1,070,420.00 | (1,070,420.00) | 0.0% |
| 2530 · Emergency Operations Center | - | - | 40,000.00 | (40,000.00) | 0.0% | 40,000.00 | (40,000.00) | 0.0% |
| 2533 · Marin Emergency Radio Authority | - | - | 181,000.00 | (181,000.00) | 0.0% | 181,000.00 | (181,000.00) | 0.0% |
| 2537 · Radio & MDC Maintenance | 310.35 | 310.35 | 80,270.00 | (79,959.65) | 0.4% | 80,270.00 | (79,959.65) | 0.4% |
| 2539 · Tablet Command | - | - | 34,000.00 | (34,000.00) | 0.0% | 34,000.00 | (34,000.00) | 0.0% |
| 2710 · Litigation Settlement | - | - | - | - | 0.0% | - | - | 0.0% |
| 2713 · Legal Fees | 30,065.87 | 30,065.87 | 300,000.00 | (269,934.13) | 10.0% | 300,000.00 | (269,934.13) | 10.0% |
| 2717 · Audit & Accounting Fees | - | - | 54,350.00 | (54,350.00) | 0.0% | 54,350.00 | (54,350.00) | 0.0% |
| 2718 · Consulting Fees | 1,287.50 | 1,287.50 | 357,700.00 | (356,412.50) | 0.4% | 357,700.00 | (356,412.50) | 0.4% |
| 2731 · Water | 1,376.67 | 1,376.67 | 44,000.00 | (42,623.33) | 3.1% | 44,000.00 | (42,623.33) | 3.1% |
| 2732 · Electricity | 16,891.05 | 16,891.05 | 184,000.00 | (167,108.95) | 9.2% | 184,000.00 | (167,108.95) | 9.2% |
| 2736 · Garbage | 8,549.76 | 8,549.76 | 40,000.00 | (31,450.24) | 21.4% | 40,000.00 | (31,450.24) | 21.4% |
| 2737 · Sewage | - | - | 34,500.00 | (34,500.00) | 0.0% | 34,500.00 | (34,500.00) | 0.0% |
| 2738 · Telephone System | 16,288.93 | 16,288.93 | 182,700.00 | (166,411.07) | 8.9% | 182,700.00 | (166,411.07) | 8.9% |
| Total Services and Supplies | 393,718.87 | 393,718.87 | 7,051,760.00 | (6,658,041.13) | 5.6% | 7,051,760.00 | (6,658,041.13) | 5.6% |
| 3301 · Debt Service - Principal | 164,000.00 | 164,000.00 | 164,000.00 | - | 100.0% | 164,000.00 | - | 100.0% |
| 3302 · Debt Service - Interest | 1,618.59 | 1,618.59 | 1,558.00 | 60.59 | 103.9% | 1,558.00 | 60.59 | 103.9% |
| Total Debt Service | 165,618.59 | 165,618.59 | 165,558.00 | 60.59 | 100.0% | 165,558.00 | 60.59 | 100.0% |
| 4048 · Building Facilities | - | - | 2,080,000.00 | (2,080,000.00) | 0.0% | 2,080,000.00 | (2,080,000.00) | 0.0% |
| 4810 · EMS Equipment | - | - | 146,000.00 | (146,000.00) | 0.0% | 146,000.00 | (146,000.00) | 0.0% |
| 4815 · Fire Suppression Equipment | - | - | 2,750,000.00 | (2,750,000.00) | 0.0% | 2,750,000.00 | (2,750,000.00) | 0.0% |
| 4818 · Exercise Equipment | 3,168.00 | 3,168.00 | 26,000.00 | (22,832.00) | 12.2% | 26,000.00 | (22,832.00) | 12.2% |
| 4820 · Ambulances | - | - | 750,000.00 | (750,000.00) | 0.0% | 750,000.00 | (750,000.00) | 0.0% |
| 4834 · Communication & Computer Equip | - | - | - | - | 0.0% | - | - | 0.0% |
| 4880 · Computer & Hardware Equipment | 14,250.00 | 14,250.00 | 233,700.00 | (219,450.00) | 6.1% | 233,700.00 | (219,450.00) | 6.1% |

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|-----------------------------|-------------------------------|--------------------------------|-------------------|-----------------------------|------------------------------|--------------------|-----------------------------|-------------------------------|
| Total Capital Outlay | 17,418.00 | 17,418.00 | 5,985,700.00 | (5,968,282.00) | 0.3% | 5,985,700.00 | (5,968,282.00) | 0.3% |

Novato Fire Protection District
Revenues, Expenditures and Changes in Fund Balance
July 1, 2024 to July 31, 2024

| Account Code | Month Ended Jul-31-2024 | Year to Date Jul-31-2024 | Revised Budget | Variance Over (Under) | Percent Revised Budget | Original Budget | Variance Over (Under) | Percent Original Budget |
|--|-------------------------------|--------------------------------|-----------------------|-----------------------------|------------------------------|-----------------------|-----------------------------|-------------------------------|
| 8500 · Intergovernmental Transfers | 108,963.79 | 108,963.79 | 1,500,000.00 | (1,391,036.21) | 7.3% | 1,500,000.00 | (1,391,036.21) | 7.3% |
| Total Intergovernmental Transfers | 108,963.79 | 108,963.79 | 1,500,000.00 | (1,391,036.21) | 7.3% | 1,500,000.00 | (1,391,036.21) | 7.3% |
| Net Change in Fund Balance | (2,314,595.66) | (2,314,595.66) | (2,528,067.00) | 213,471.34 | | (2,528,067.00) | 213,471.34 | |



Novato Fire District
Finance Division
Revenues and Expenditures Detail Report
July 2024

TO: Board of Directors
FROM: Senior Accountant Kerrigan
DATE: August 28, 2024
RE: Revenues and Expenditures Detail Report – July 2024

Summary

| | | |
|-----------------------------------|-----------|-----------------------|
| Revenues | \$ | 698,931.55 |
| Expenditures | | <u>3,013,527.21</u> |
| Net Change in Fund Balance | \$ | (2,314,595.66) |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|---|------------|--------------------------------|--------------------------------|-------------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 9201 · Interest | | | | | |
| Deposit | 07/31/2024 | | | Interest | 0.41 |
| Deposit | 07/31/2024 | | | Interest | 62.06 |
| Total 9201 · Interest | | | | | 62.47 |
| 9250 · Parking Lot Rent | | | | | |
| Sales Receipt | 07/24/2024 | NOVATO TOYOTA | NOVATO TOYOTA | Parking lot rent | 1,915.00 |
| Total 9250 · Parking Lot Rent | | | | | 1,915.00 |
| 9932 · Novato Ambulance Service Fees | | | | | |
| Deposit | 07/01/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 6,991.86 |
| Check | 07/02/2024 | BLUE SHIELD OF CALIFORNIA | BLUE SHIELD OF CALIFORNIA | RUN #F24006313 / INS PD TW... | -123.95 |
| Deposit | 07/02/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 40,911.30 |
| Deposit | 07/02/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 15,962.78 |
| Deposit | 07/03/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 20,592.74 |
| Deposit | 07/03/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 1,025.43 |
| Deposit | 07/05/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 1,623.69 |
| Deposit | 07/05/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 4,460.40 |
| Sales Receipt | 07/08/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 369.27 |
| Sales Receipt | 07/08/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 369.27 |
| Sales Receipt | 07/08/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 570.41 |
| Sales Receipt | 07/08/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 1,179.63 |
| Sales Receipt | 07/08/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 658.76 |
| Sales Receipt | 07/08/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 2,503.51 |
| Sales Receipt | 07/08/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 3,546.73 |
| Sales Receipt | 07/08/2024 | THORNTON, ELI | THORNTON, ELI | EMS Ambulance Service Fees | 100.00 |
| Sales Receipt | 07/08/2024 | KERN INS | KERN INS | EMS Ambulance Service Fees | 118.20 |
| Sales Receipt | 07/08/2024 | USAA | USAA | EMS Ambulance Service Fees | 146.05 |
| Deposit | 07/08/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 6,734.63 |
| Deposit | 07/08/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 9,329.74 |
| Deposit | 07/09/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 61,397.99 |
| Check | 07/09/2024 | WestAmerica Bank | WestAmerica Bank | Returned Item | -50.00 |
| Check | 07/10/2024 | KAISER FOUNDATION HEALTH PLAN. | KAISER FOUNDATION HEALTH PLAN. | RUN #F24001527 / PT INS WA... | -3,935.94 |
| Check | 07/10/2024 | KAISER FOUNDATION HEALTH PLAN. | KAISER FOUNDATION HEALTH PLAN. | RUN #F24012333 / CALL WAS ... | -809.30 |
| Deposit | 07/10/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 20,652.25 |
| Deposit | 07/10/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 5,496.06 |
| Deposit | 07/12/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 7,080.39 |
| General Journal | 07/12/2024 | | | Ambulance Fees | 494.15 |
| Deposit | 07/15/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 6,846.54 |
| Deposit | 07/15/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 11,745.33 |
| Sales Receipt | 07/16/2024 | UMR_ | UMR_ | EMS Ambulance Service Fees | 1,796.53 |
| Sales Receipt | 07/16/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 662.26 |
| Sales Receipt | 07/16/2024 | UMR_ | UMR_ | EMS Ambulance Service Fees | 1,796.53 |
| Sales Receipt | 07/16/2024 | UMR_ | UMR_ | EMS Ambulance Service Fees | 1,796.53 |
| Sales Receipt | 07/16/2024 | HUMANA | HUMANA | EMS Ambulance Service Fees | 140.86 |
| Sales Receipt | 07/16/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 145.33 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|-------------------------------------|--------------------------------------|---------------------------------|-------------|
| Sales Receipt | 07/16/2024 | GOFF, ANDREA | GOFF, ANDREA | EMS Ambulance Service Fees | 250.00 |
| Sales Receipt | 07/16/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 611.27 |
| Sales Receipt | 07/16/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 1,201.09 |
| Sales Receipt | 07/16/2024 | ILWU-PMA Coastwise Claims | ILWU-PMA Coastwise Claims | EMS Ambulance Service Fees | 628.36 |
| Sales Receipt | 07/16/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 8,343.28 |
| Deposit | 07/16/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 64,571.50 |
| Deposit | 07/16/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 1,160.42 |
| Sales Receipt | 07/17/2024 | OMEARA, DOUGLAS | OMEARA, DOUGLAS | EMS Ambulance Service Fees | 250.00 |
| Deposit | 07/17/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 6,640.69 |
| General Journal | 07/17/2024 | | | Ambulance Fees | 7,702.92 |
| Check | 07/18/2024 | KAISER FOUNDATION HEALTH PLAN. | KAISER FOUNDATION HEALTH PLAN. | FY23/34 RUN #F24006144 / IS ... | -3,454.14 |
| Check | 07/18/2024 | LAMONT, HANLEY & ASSOCIATES | LAMONT, HANLEY & ASSOCIATES | FY23/24 RUN #F23011519 / C... | -724.37 |
| Deposit | 07/18/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 75,617.80 |
| General Journal | 07/18/2024 | KAISER FOUNDATION HEALTH PLAN. | KAISER FOUNDATION HEALTH PLAN. | VOID 807618153 Kaiser Fndtn | 3,454.14 |
| Deposit | 07/19/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 381.76 |
| Deposit | 07/22/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 4,806.14 |
| Deposit | 07/22/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 6,084.95 |
| Sales Receipt | 07/23/2024 | USAA | USAA | EMS Ambulance Service Fees | 121.27 |
| Sales Receipt | 07/23/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 498.07 |
| Sales Receipt | 07/23/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 1,232.79 |
| Sales Receipt | 07/23/2024 | UMR_ | UMR_ | EMS Ambulance Service Fees | 1,796.53 |
| Sales Receipt | 07/23/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 515.41 |
| Sales Receipt | 07/23/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 210.05 |
| Sales Receipt | 07/23/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 145.69 |
| Sales Receipt | 07/23/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 2,522.38 |
| Sales Receipt | 07/23/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 123.41 |
| Sales Receipt | 07/23/2024 | UNITED HEALTHCARE_ | UNITED HEALTHCARE_ | EMS Ambulance Service Fees | 1,316.91 |
| Sales Receipt | 07/23/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 1,303.23 |
| Sales Receipt | 07/23/2024 | BLUE CROSS PAYMENT | BLUE CROSS PAYMENT | EMS Ambulance Service Fees | 2,907.73 |
| Deposit | 07/23/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 3,646.11 |
| Deposit | 07/24/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 39,034.13 |
| Deposit | 07/24/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 6,192.19 |
| Check | 07/25/2024 | BAVARO, LORENE L. | BAVARO, LORENE L. | RUN #F23011975 / PT PD AND... | -500.00 |
| Check | 07/25/2024 | IMPERIAL HEALTH HOLDING MEDICAL ... | IMPERIAL HEALTH HOLDING MEDICAL G... | RUN #F23016198 / PT HAD BL... | -399.89 |
| Check | 07/25/2024 | LARA, JENNIE | LARA, JENNIE | RUN #F23005402 / PT WAS N... | -628.17 |
| Check | 07/25/2024 | MCCLENDON III, JAMES | MCCLENDON III, JAMES | RUN #F23040524 / PT IS NOV... | -200.00 |
| Check | 07/25/2024 | RESOLVE INSURANCE SYSTEMS | RESOLVE INSURANCE SYSTEMS | FY 23/24 INV #JUNE 2024 | -2,674.04 |
| Deposit | 07/25/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 8,952.16 |
| Deposit | 07/26/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 639.48 |
| Sales Receipt | 07/29/2024 | UMR_ | UMR_ | EMS Ambulance Service Fees | 497.43 |
| Deposit | 07/29/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 9,281.84 |
| Deposit | 07/29/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 14,769.03 |
| Deposit | 07/29/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 1,040.20 |
| Check | 07/30/2024 | BLUE CROSS - ANTHEM | BLUE CROSS - ANTHEM | RUN #F24003047 / INS PD TW... | -123.41 |
| Deposit | 07/30/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 48,315.83 |
| Deposit | 07/30/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 6,764.39 |
| Deposit | 07/31/2024 | DEPOSIT LOCKBOX | | IN MAIL DEPOSIT | 71,616.77 |
| Deposit | 07/31/2024 | DEPOSIT LOCKBOX | | NORIDIAN N. CA HCCLAIMPMT | 2,276.68 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|---|------------|------------------------------------|--------------------------------------|-------------------------------------|-------------|
| Total 9932 · Novato Ambulance Service Fees | | | | | 631,045.97 |
| 9935 · Plan Checks | | | | | |
| Sales Receipt | 07/01/2024 | MORRIS, TODD | MORRIS, TODD | Residential Fire Sprinkler | 352.00 |
| Sales Receipt | 07/16/2024 | YU, KAI | YU, KAI | Commercial T.I. less than 11-30... | 352.00 |
| Sales Receipt | 07/18/2024 | ROGGENBUCK, ANN | ROGGENBUCK, ANN | Residential Fire Sprinkler 6 HEA... | 176.00 |
| Total 9935 · Plan Checks | | | | | 880.00 |
| 9940 · Other Refunds/Reimbursements | | | | | |
| Sales Receipt | 07/05/2024 | MARIN COUNTY FIRE CHIEFS ASSOC | MARIN COUNTY FIRE CHIEFS ASSOC | Other Refunds/Reimbursements | 5,634.00 |
| Sales Receipt | 07/05/2024 | COMPEX LEGAL SERVICES | COMPEX LEGAL SERVICES | Other Refunds/Reimbursements | 15.00 |
| Sales Receipt | 07/12/2024 | AUTOMATED RECORDS COLLECTION | AUTOMATED RECORDS COLLECTION | Other Refunds/Reimbursements | 15.00 |
| Sales Receipt | 07/12/2024 | LAW OFFICE OF ARTHUR A PIRELLI | LAW OFFICE OF ARTHUR A PIRELLI | Other Refunds/Reimbursements | 15.00 |
| Sales Receipt | 07/12/2024 | OMEGA LAW GROUP | OMEGA LAW GROUP | Other Refunds/Reimbursements | 15.00 |
| Sales Receipt | 07/12/2024 | NORTH MARIN COMMUNITY SERVICES | NORTH MARIN COMMUNITY SERVICES | Other Refunds/Reimbursements | 1,500.00 |
| Sales Receipt | 07/24/2024 | ENDEAVOR BUSINESS MEDIA | ENDEAVOR BUSINESS MEDIA | Other Refunds/Reimbursements | 276.47 |
| Sales Receipt | 07/24/2024 | INDUSTRIAL EMERGENCY COUNCIL cu... | INDUSTRIAL EMERGENCY COUNCIL cust... | Other Refunds/Reimbursements | 17,231.63 |
| Sales Receipt | 07/24/2024 | VFIS | VFIS | Other Refunds/Reimbursements | 636.61 |
| Sales Receipt | 07/29/2024 | JOM LAW, P.C. | JOM LAW, P.C. | Other Refunds/Reimbursements | 15.00 |
| Sales Receipt | 07/29/2024 | NORDEAN LAW | NORDEAN LAW | Other Refunds/Reimbursements | 15.00 |
| Sales Receipt | 07/30/2024 | VALINOTI, SPECTER, & DITO | VALINOTI, SPECTER, & DITO | Other Refunds/Reimbursements | 15.00 |
| Total 9940 · Other Refunds/Reimbursements | | | | | 25,383.71 |
| 9942 · OES Reimbursements | | | | | |
| Sales Receipt | 07/05/2024 | STATE OF CALIFORNIA | STATE OF CALIFORNIA | OES Reimbursements | 16,398.33 |
| Sales Receipt | 07/05/2024 | STATE OF CALIFORNIA | STATE OF CALIFORNIA | OES Reimbursements | 23,246.07 |
| Total 9942 · OES Reimbursements | | | | | 39,644.40 |
| 9943 · Health Premium Reimbursements | | | | | |
| General Journal | 07/01/2024 | | | Reverse of GJE GJ 063024 -- A... | -28,039.63 |
| Sales Receipt | 07/05/2024 | MCERA | MCERA | Health Premium Reimb. | 28,039.63 |
| Deposit | 07/12/2024 | NOVATO FIRE PROTECTION DIST | | Health Premium Reimb | 13,968.62 |
| Sales Receipt | 07/15/2024 | PETERSON, TED | PETERSON, TED | Health Premium | 1,715.94 |
| Deposit | 07/29/2024 | NOVATO FIRE PROTECTION DIST | | Health Premium Reimbursement | 14,161.37 |
| General Journal | 07/31/2024 | | | Accrue July MCERA Health Ins... | 28,039.63 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -45,100.97 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -768.10 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -9,863.39 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -2,153.10 |
| Total 9943 · Health Premium Reimbursements | | | | | 0.00 |
| Total Income | | | | | 698,931.55 |
| Gross Profit | | | | | 698,931.55 |
| Expense | | | | | |
| 1003 · Regular Staff Salaries | | | | | |

Novato Fire Protection District
Revenues and Expenditures Detail
July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|------------------------------|------------------------------|----------------------|-------------|
| Check | 07/10/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/15/2024 Payroll | 746,284.30 |
| General Journal | 07/12/2024 | | | 07/15/24 Salaries | -746,284.30 |
| General Journal | 07/15/2024 | QUINCI,FRANCESCO | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 990.00 |
| General Journal | 07/15/2024 | BOWLDS,ARTHUR J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | CALLAHAN,CONNOR | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/15/2024 | FARRIS,CHAD | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/15/2024 | FONSECA,JUSTIN A | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/15/2024 | HAKENEN,AARON K | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | KLEINSASSER,NATHANIEL R | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/15/2024 | KOPPERT,JAMES K | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | LARROQUE,MARK L | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | LARSON,KEVIN D | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | MEYER,GREGORY | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | MURPHY, WILLIAM | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/15/2024 | MYER,JARED | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/15/2024 | PACK,ETHAN K. | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/15/2024 | PERRY,LUCAS S | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | PETERS,DANIEL G | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | PETERS,DANIEL J | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/15/2024 | POARCH,DANIEL J. | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/15/2024 | POWELL,KEVIN J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | RHOADES,ERIN N | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SALDANA,ANDREW P | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SCOTT,NICOLE M | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SIMONS,HUNTER Q | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SOLAR,DEVIN W | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SWANSON,TYLER J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | VANLEUVEN,JUSTIN | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | WAGER,SHANNON M | ADP PAYROLL IMPORT | Regular Earnings | 4,352.21 |
| General Journal | 07/15/2024 | WILKOSZ,GABRIEL R | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | WOODWARD-SOLLESNES,KERRICK | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/15/2024 | CONNER, JUSTIN | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | DOHERTY, JOSEPH | ADP PAYROLL IMPORT | Regular Earnings | 3,189.85 |
| General Journal | 07/15/2024 | GALLI,LAUREN C | ADP PAYROLL IMPORT | Regular Earnings | 3,708.00 |
| General Journal | 07/15/2024 | OSGOOD,LYNNE | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/15/2024 | WADE,DENISE D | ADP PAYROLL IMPORT | Regular Earnings | 4,587.95 |
| General Journal | 07/15/2024 | ALLMAN, MATTHEW | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | BARGIACCHI,ANTHONY D | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | BLANDON,MARVIN J | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | BLUE,FOREST H | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | BRODY,WILLIAM A | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | DAGUE,KYLE M | ADP PAYROLL IMPORT | Regular Earnings | 8,056.82 |
| General Journal | 07/15/2024 | DICOCHEA,JOHN S | ADP PAYROLL IMPORT | Regular Earnings | 8,936.09 |
| General Journal | 07/15/2024 | FLETCHER,DONALD M | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | GODOY,RICHARD S | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | GOODSPEED,CHRISTOPHER J | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | KEADY,TRISTAN G | ADP PAYROLL IMPORT | Regular Earnings | 1,622.11 |
| General Journal | 07/15/2024 | KEENA, JEFF T | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |

Novato Fire Protection District
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| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|------------------------------|------------------------------|------------------------|-------------|
| General Journal | 07/15/2024 | KISER,KEEF W | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | LARKIN,GEOFFREY P | ADP PAYROLL IMPORT | Regular Earnings | 1,674.83 |
| General Journal | 07/15/2024 | LEAR,KIRK M | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | LEMELIN,JEFF M | ADP PAYROLL IMPORT | Regular Earnings | 1,346.77 |
| General Journal | 07/15/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | MCGARGILL,ANDREW J | ADP PAYROLL IMPORT | Regular Earnings | 1,882.26 |
| General Journal | 07/15/2024 | MCGUINNESS,MICHAEL J | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | MESENBURG,ERICH W | ADP PAYROLL IMPORT | Regular Earnings | 8,056.82 |
| General Journal | 07/15/2024 | MEZQUITA,DAVID | ADP PAYROLL IMPORT | Regular Earnings | 5,533.84 |
| General Journal | 07/15/2024 | PACE,JASON A | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | PACHECO,NOLE D | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | PANNELL,JEFFREY S | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | PONTIUS,ROSWELL B | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SHELINE,BRIAN C | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | SMITH,BARRETT A | ADP PAYROLL IMPORT | Regular Earnings | 8,056.82 |
| General Journal | 07/15/2024 | TELDESCHI,MARC R | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | VALUCH,OWEN E | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | WEHR,DONALD J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/15/2024 | ZAGARIS,NIKOLAUS S | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/15/2024 | ZANONI,JASON A | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/15/2024 | KEADY,TRISTAN G | ADP PAYROLL IMPORT | WORKERS COMP | 4,768.59 |
| General Journal | 07/15/2024 | LARKIN,GEOFFREY P | ADP PAYROLL IMPORT | WORKERS COMP | 4,715.87 |
| General Journal | 07/15/2024 | LEMELIN,JEFF M | ADP PAYROLL IMPORT | WORKERS COMP | 5,043.93 |
| General Journal | 07/15/2024 | MCGARGILL,ANDREW J | ADP PAYROLL IMPORT | WORKERS COMP | 4,508.44 |
| General Journal | 07/15/2024 | CRAYNE,JENNIFER | ADP PAYROLL IMPORT | Regular Earnings | 7,482.67 |
| General Journal | 07/15/2024 | FELCIANO,GRETCHEN M | ADP PAYROLL IMPORT | Regular Earnings | 7,482.67 |
| General Journal | 07/15/2024 | KERRIGAN, BROOKE | ADP PAYROLL IMPORT | Regular Earnings | 5,008.33 |
| General Journal | 07/15/2024 | MASHINTCHIAN,AZAR | ADP PAYROLL IMPORT | Regular Earnings | 7,482.67 |
| General Journal | 07/15/2024 | PENNEY, KELLEY A. | ADP PAYROLL IMPORT | Regular Earnings | 3,117.43 |
| General Journal | 07/15/2024 | SANTOS,ERILOU-JOY | ADP PAYROLL IMPORT | Regular Earnings | 3,755.20 |
| General Journal | 07/15/2024 | TYLER,WILLIAM G | ADP PAYROLL IMPORT | Regular Earnings | 10,534.64 |
| General Journal | 07/15/2024 | VALENTI, JOSEPH R | ADP PAYROLL IMPORT | Regular Earnings | 8,215.91 |
| General Journal | 07/15/2024 | WALRAVEN,COLLEEN M | ADP PAYROLL IMPORT | Regular Earnings | 4,121.76 |
| General Journal | 07/15/2024 | WALRAVEN,GRACE | ADP PAYROLL IMPORT | Regular Earnings | 3,117.43 |
| General Journal | 07/15/2024 | WEINZIERL,KATHERINE | ADP PAYROLL IMPORT | Regular Earnings | 704.00 |
| General Journal | 07/15/2024 | WHITTET,JEFFREY J | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/15/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | Regular Earnings | 6,911.55 |
| General Journal | 07/15/2024 | BRINEGAR,MAX M | ADP PAYROLL IMPORT | Regular Earnings | 66.00 |
| General Journal | 07/15/2024 | ETHINGTON,JAKE MORRIS | ADP PAYROLL IMPORT | Regular Earnings | 66.00 |
| General Journal | 07/15/2024 | PHILLIPS,RODERICK J | ADP PAYROLL IMPORT | Regular Earnings | 66.00 |
| General Journal | 07/15/2024 | TAUL,MIKE S | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/15/2024 | TEMPLE-THOMPSON,DAVID | ADP PAYROLL IMPORT | Regular Earnings | 418.00 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 7/31/2024 Payroll | 730,875.90 |
| Check | 07/29/2024 | WEINZIERL,KATHERINE | WEINZIERL,KATHERINE | 25 Hours Jul 7/1-7/15 | 550.00 |
| Check | 07/29/2024 | WEINZIERL,KATHERINE | WEINZIERL,KATHERINE | 27 Hours Jul 7/16-7/29 | 594.00 |
| General Journal | 07/29/2024 | | | VOID 11791 Weinzierl | -550.00 |
| General Journal | 07/29/2024 | | | VOID 11791 Weinzierl | -594.00 |
| General Journal | 07/29/2024 | | | 07/31/24 Salaries | -730,875.90 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|----------------------------|--------------------|----------------------|-------------|
| General Journal | 07/31/2024 | QUINCI,FRANCESCO | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 60.00 |
| General Journal | 07/31/2024 | SALDANA,ANDREW P | ADP PAYROLL IMPORT | OT PARAMETIC | 343.98 |
| General Journal | 07/31/2024 | BOWLDS,ARTHUR J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | CALLAHAN,CONNOR | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/31/2024 | FARRIS,CHAD | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/31/2024 | FONSECA,JUSTIN A | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/31/2024 | HAKENEN,AARON K | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | KLEINSASSER,NATHANIEL R | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/31/2024 | KOPPERT,JAMES K | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | LARROQUE,MARK L | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | LARSON,KEVIN D | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | MEYER,GREGORY | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | MURPHY, WILLIAM | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/31/2024 | MYER,JARED | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/31/2024 | PACK,ETHAN K. | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/31/2024 | PERRY,LUCAS S | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | PETERS,DANIEL G | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | PETERS,DANIEL J | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/31/2024 | POARCH,DANIEL J. | ADP PAYROLL IMPORT | Regular Earnings | 5,125.41 |
| General Journal | 07/31/2024 | POWELL,KEVIN J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | RHOADES,ERIN N | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SALDANA,ANDREW P | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SCOTT,NICOLE M | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SIMONS,HUNTER Q | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SOLAR,DEVIN W | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SWANSON,TYLER J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | VANLEUVEN,JUSTIN | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | WAGER,SHANNON M | ADP PAYROLL IMPORT | Regular Earnings | 4,352.21 |
| General Journal | 07/31/2024 | WILKOSZ,GABRIEL R | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | WOODWARD-SOLLESNES,KERRICK | ADP PAYROLL IMPORT | Regular Earnings | 5,466.41 |
| General Journal | 07/31/2024 | DOHERTY, JOSEPH | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 2,032.20 |
| General Journal | 07/31/2024 | DOHERTY, JOSEPH | ADP PAYROLL IMPORT | REG | 95.54 |
| General Journal | 07/31/2024 | CONNER, JUSTIN | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | GALLI,LAUREN C | ADP PAYROLL IMPORT | Regular Earnings | 3,708.00 |
| General Journal | 07/31/2024 | OSGOOD,LYNNE | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/31/2024 | WADE,DENISE D | ADP PAYROLL IMPORT | Regular Earnings | 4,587.95 |
| General Journal | 07/31/2024 | ALLMAN, MATTHEW | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | BARGIACCHI,ANTHONY D | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | BLANDON,MARVIN J | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | BLUE,FOREST H | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | BRODY,WILLIAM A | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | DAGUE,KYLE M | ADP PAYROLL IMPORT | Regular Earnings | 8,056.82 |
| General Journal | 07/31/2024 | DICOCHEA,JOHN S | ADP PAYROLL IMPORT | Regular Earnings | 8,936.09 |
| General Journal | 07/31/2024 | FLETCHER,DONALD M | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | GODOY,RICHARD S | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | GOODSPEED,CHRISTOPHER J | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | KEADY,TRISTAN G | ADP PAYROLL IMPORT | Regular Earnings | 1,688.85 |
| General Journal | 07/31/2024 | KEENA, JEFF T | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|-----------------------|--------------------|-------------------------------------|-------------|
| General Journal | 07/31/2024 | KISER,KEEF W | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | LARKIN,GEOFFREY P | ADP PAYROLL IMPORT | Regular Earnings | 1,688.13 |
| General Journal | 07/31/2024 | LEAR,KIRK M | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | LEMELIN,JEFF M | ADP PAYROLL IMPORT | Regular Earnings | 1,363.42 |
| General Journal | 07/31/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | MCGARGILL,ANDREW J | ADP PAYROLL IMPORT | Regular Earnings | 1,895.44 |
| General Journal | 07/31/2024 | MCGUINNESS,MICHAEL J | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | MESENBURG,ERICH W | ADP PAYROLL IMPORT | Regular Earnings | 8,056.82 |
| General Journal | 07/31/2024 | MEZQUITA,DAVID | ADP PAYROLL IMPORT | Regular Earnings | 5,533.84 |
| General Journal | 07/31/2024 | PACE,JASON A | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | PACHECO,NOLE D | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | PANNELL,JEFFREY S | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | PONTIUS,ROSWELL B | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SHELINE,BRIAN C | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | SMITH,BARRETT A | ADP PAYROLL IMPORT | Regular Earnings | 8,056.82 |
| General Journal | 07/31/2024 | TELDESCHI,MARC R | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | VALUCH,OWEN E | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | WEHR,DONALD J | ADP PAYROLL IMPORT | Regular Earnings | 5,805.96 |
| General Journal | 07/31/2024 | ZAGARIS,NIKOLAUS S | ADP PAYROLL IMPORT | Regular Earnings | 6,582.42 |
| General Journal | 07/31/2024 | ZANONI,JASON A | ADP PAYROLL IMPORT | Regular Earnings | 6,183.35 |
| General Journal | 07/31/2024 | KEADY,TRISTAN G | ADP PAYROLL IMPORT | WORKERS COMP | 5,085.29 |
| General Journal | 07/31/2024 | LARKIN,GEOFFREY P | ADP PAYROLL IMPORT | WORKERS COMP | 5,086.01 |
| General Journal | 07/31/2024 | LEMELIN,JEFF M | ADP PAYROLL IMPORT | WORKERS COMP | 5,410.72 |
| General Journal | 07/31/2024 | MCGARGILL,ANDREW J | ADP PAYROLL IMPORT | WORKERS COMP | 4,878.70 |
| General Journal | 07/31/2024 | CRAYNE,JENNIFER | ADP PAYROLL IMPORT | Regular Earnings | 7,482.67 |
| General Journal | 07/31/2024 | FELCIANO,GRETCHEN M | ADP PAYROLL IMPORT | Regular Earnings | 7,482.67 |
| General Journal | 07/31/2024 | KERRIGAN, BROOKE | ADP PAYROLL IMPORT | Regular Earnings | 5,008.33 |
| General Journal | 07/31/2024 | MASHINTCHIAN,AZAR | ADP PAYROLL IMPORT | Regular Earnings | 7,482.67 |
| General Journal | 07/31/2024 | PENNEY, KELLEY A. | ADP PAYROLL IMPORT | Regular Earnings | 3,117.43 |
| General Journal | 07/31/2024 | SANTOS,ERILOU-JOY | ADP PAYROLL IMPORT | Regular Earnings | 3,755.20 |
| General Journal | 07/31/2024 | TYLER,WILLIAM G | ADP PAYROLL IMPORT | Regular Earnings | 10,534.64 |
| General Journal | 07/31/2024 | VALENTI, JOSEPH R | ADP PAYROLL IMPORT | Regular Earnings | 8,215.91 |
| General Journal | 07/31/2024 | WALRAVEN,COLLEEN M | ADP PAYROLL IMPORT | Regular Earnings | 4,121.76 |
| General Journal | 07/31/2024 | WALRAVEN,GRACE | ADP PAYROLL IMPORT | Regular Earnings | 3,117.43 |
| General Journal | 07/31/2024 | WEINZIERL,KATHERINE | ADP PAYROLL IMPORT | Regular Earnings | 550.00 |
| General Journal | 07/31/2024 | WHITTET,JEFFREY J | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/31/2024 | WEINZIERL,KATHERINE | ADP PAYROLL IMPORT | SICK | 66.00 |
| General Journal | 07/31/2024 | BRINEGAR,MAX M | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 66.00 |
| General Journal | 07/31/2024 | ETHINGTON,JAKE MORRIS | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 66.00 |
| General Journal | 07/31/2024 | FITZPATRICK,DANIEL C | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 66.00 |
| General Journal | 07/31/2024 | PHILLIPS,RODERICK J | ADP PAYROLL IMPORT | Earnings ([NO CODE]) | 66.00 |
| General Journal | 07/31/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | Regular Earnings | 6,911.55 |
| General Journal | 07/31/2024 | TAUL,MIKE S | ADP PAYROLL IMPORT | Regular Earnings | 8,459.66 |
| General Journal | 07/31/2024 | TEMPLE-THOMPSON,DAVID | ADP PAYROLL IMPORT | Regular Earnings | 66.00 |
| General Journal | 07/31/2024 | | | ADP Adj for Weinzierl cancel dir... | -598.56 |

Total 1003 · Regular Staff Salaries

985,406.49

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Revenues and Expenditures Detail
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| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------------------------|------------|----------------------------|--------------------|--------------|-------------|
| 1019 · CTO Pay | | | | | |
| General Journal | 07/15/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | CTO PAID | 639.48 |
| General Journal | 07/31/2024 | KOPPERT,JAMES K | ADP PAYROLL IMPORT | CTO PAID | 1,730.16 |
| General Journal | 07/31/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | CTO PAID | 658.44 |
| General Journal | 07/31/2024 | LEAR,KIRK M | ADP PAYROLL IMPORT | OC CTO2 paid | 3,445.20 |
| General Journal | 07/31/2024 | WHITTET,JEFFREY J | ADP PAYROLL IMPORT | OC CTO2 paid | 2,440.25 |
| General Journal | 07/31/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | OC CTO2 paid | 2,912.40 |
| Total 1019 · CTO Pay | | | | | 11,825.93 |
| 1020 · Overtime - Callback | | | | | |
| General Journal | 07/15/2024 | PETERS,DANIEL J | ADP PAYROLL IMPORT | BC PM OT | 1,353.87 |
| General Journal | 07/15/2024 | BOWLDS,ARTHUR J | ADP PAYROLL IMPORT | O/T | 2,770.18 |
| General Journal | 07/15/2024 | FONSECA,JUSTIN A | ADP PAYROLL IMPORT | O/T | 4,496.04 |
| General Journal | 07/15/2024 | KLEINSASSER,NATHANIEL R | ADP PAYROLL IMPORT | O/T | 3,149.28 |
| General Journal | 07/15/2024 | LARROQUE,MARK L | ADP PAYROLL IMPORT | O/T | 9,592.20 |
| General Journal | 07/15/2024 | MURPHY, WILLIAM | ADP PAYROLL IMPORT | O/T | 1,589.40 |
| General Journal | 07/15/2024 | MYER,JARED | ADP PAYROLL IMPORT | O/T | 3,329.71 |
| General Journal | 07/15/2024 | PACK,ETHAN K. | ADP PAYROLL IMPORT | O/T | 76.89 |
| General Journal | 07/15/2024 | PERRY,LUCAS S | ADP PAYROLL IMPORT | O/T | 1,672.56 |
| General Journal | 07/15/2024 | PETERS,DANIEL G | ADP PAYROLL IMPORT | O/T | 3,345.12 |
| General Journal | 07/15/2024 | POARCH,DANIEL J. | ADP PAYROLL IMPORT | O/T | 2,983.48 |
| General Journal | 07/15/2024 | POWELL,KEVIN J | ADP PAYROLL IMPORT | O/T | 1,672.56 |
| General Journal | 07/15/2024 | RHOADES,ERIN N | ADP PAYROLL IMPORT | O/T | 5,017.68 |
| General Journal | 07/15/2024 | SCOTT,NICOLE M | ADP PAYROLL IMPORT | O/T | 3,389.76 |
| General Journal | 07/15/2024 | SIMONS,HUNTER Q | ADP PAYROLL IMPORT | O/T | 1,696.68 |
| General Journal | 07/15/2024 | SOLAR,DEVIN W | ADP PAYROLL IMPORT | O/T | 1,672.56 |
| General Journal | 07/15/2024 | SWANSON,TYLER J | ADP PAYROLL IMPORT | O/T | 1,370.95 |
| General Journal | 07/15/2024 | VANLEUVEN,JUSTIN | ADP PAYROLL IMPORT | O/T | 3,345.12 |
| General Journal | 07/15/2024 | WOODWARD-SOLLESNES,KERRICK | ADP PAYROLL IMPORT | O/T | 3,149.28 |
| General Journal | 07/15/2024 | ALLMAN, MATTHEW | ADP PAYROLL IMPORT | O/T | 5,526.36 |
| General Journal | 07/15/2024 | BARGIACCHI,ANTHONY D | ADP PAYROLL IMPORT | O/T | 1,918.44 |
| General Journal | 07/15/2024 | BLUE,FOREST H | ADP PAYROLL IMPORT | O/T | 11,465.28 |
| General Journal | 07/15/2024 | BRODY,WILLIAM A | ADP PAYROLL IMPORT | O/T | 1,896.12 |
| General Journal | 07/15/2024 | GODOY,RICHARD S | ADP PAYROLL IMPORT | O/T | 5,009.85 |
| General Journal | 07/15/2024 | GOODSPEED,CHRISTOPHER J | ADP PAYROLL IMPORT | O/T | 10,730.88 |
| General Journal | 07/15/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | O/T | 3,663.36 |
| General Journal | 07/15/2024 | KEENA, JEFF T | ADP PAYROLL IMPORT | O/T | 3,698.64 |
| General Journal | 07/15/2024 | KISER,KEEF W | ADP PAYROLL IMPORT | O/T | 5,061.96 |
| General Journal | 07/15/2024 | LEAR,KIRK M | ADP PAYROLL IMPORT | O/T | 1,672.56 |
| General Journal | 07/15/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | O/T | 1,918.44 |
| General Journal | 07/15/2024 | MCGUINNESS,MICHAEL J | ADP PAYROLL IMPORT | O/T | 5,343.84 |
| General Journal | 07/15/2024 | MESENBURG,ERICH W | ADP PAYROLL IMPORT | O/T | 1,015.40 |
| General Journal | 07/15/2024 | PACE,JASON A | ADP PAYROLL IMPORT | O/T | 6,690.24 |
| General Journal | 07/15/2024 | PACHECO,NOLE D | ADP PAYROLL IMPORT | O/T | 7,614.72 |
| General Journal | 07/15/2024 | PONTIUS,ROSWELL B | ADP PAYROLL IMPORT | O/T | 1,781.28 |
| General Journal | 07/15/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | O/T | 1,277.32 |
| General Journal | 07/15/2024 | SHELINE,BRIAN C | ADP PAYROLL IMPORT | O/T | 35.00 |
| General Journal | 07/15/2024 | SMITH,BARRETT A | ADP PAYROLL IMPORT | O/T | 1,378.05 |

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| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|-----------------------|--------------------|-------------|-------------|
| General Journal | 07/15/2024 | TELDESCHI,MARC R | ADP PAYROLL IMPORT | O/T | 1,918.44 |
| General Journal | 07/15/2024 | VALUCH,OWEN E | ADP PAYROLL IMPORT | O/T | 3,807.36 |
| General Journal | 07/15/2024 | ZAGARIS,NIKOLAUS S | ADP PAYROLL IMPORT | O/T | 1,903.68 |
| General Journal | 07/15/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | OT DAY CAPT | 5,688.72 |
| General Journal | 07/15/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | OT DAY CAPT | 1,896.24 |
| General Journal | 07/15/2024 | MASHINTCHIAN,AZAR | ADP PAYROLL IMPORT | O/T | 224.94 |
| General Journal | 07/15/2024 | NICHOLAS,KYLE | ADP PAYROLL IMPORT | O/T | 141.21 |
| General Journal | 07/15/2024 | TEMPLE-THOMPSON,DAVID | ADP PAYROLL IMPORT | O/T | 264.00 |
| General Journal | 07/15/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | OT DAY CAPT | 4,740.30 |
| General Journal | 07/31/2024 | PETERS,DANIEL J | ADP PAYROLL IMPORT | BC PM OT | 1,394.40 |
| General Journal | 07/31/2024 | CALLAHAN,CONNOR | ADP PAYROLL IMPORT | O/T | 4,865.40 |
| General Journal | 07/31/2024 | FARRIS,CHAD | ADP PAYROLL IMPORT | O/T | 3,041.28 |
| General Journal | 07/31/2024 | FONSECA,JUSTIN A | ADP PAYROLL IMPORT | O/T | 1,543.32 |
| General Journal | 07/31/2024 | KOPPERT,JAMES K | ADP PAYROLL IMPORT | O/T | 3,460.32 |
| General Journal | 07/31/2024 | LARROQUE,MARK L | ADP PAYROLL IMPORT | O/T | 8,642.03 |
| General Journal | 07/31/2024 | MURPHY, WILLIAM | ADP PAYROLL IMPORT | O/T | 1,636.56 |
| General Journal | 07/31/2024 | PACK,ETHAN K. | ADP PAYROLL IMPORT | O/T | 3,041.28 |
| General Journal | 07/31/2024 | PETERS,DANIEL G | ADP PAYROLL IMPORT | O/T | 3,445.20 |
| General Journal | 07/31/2024 | POARCH,DANIEL J. | ADP PAYROLL IMPORT | O/T | 3,072.96 |
| General Journal | 07/31/2024 | POWELL,KEVIN J | ADP PAYROLL IMPORT | O/T | 1,722.60 |
| General Journal | 07/31/2024 | RHOADES,ERIN N | ADP PAYROLL IMPORT | O/T | 1,730.16 |
| General Journal | 07/31/2024 | SCOTT,NICOLE M | ADP PAYROLL IMPORT | O/T | 2,617.38 |
| General Journal | 07/31/2024 | SIMONS,HUNTER Q | ADP PAYROLL IMPORT | O/T | 1,747.44 |
| General Journal | 07/31/2024 | CONNER, JUSTIN | ADP PAYROLL IMPORT | O/T | 1,040.85 |
| General Journal | 07/31/2024 | ALLMAN, MATTHEW | ADP PAYROLL IMPORT | O/T | 316.20 |
| General Journal | 07/31/2024 | BARGIACCHI,ANTHONY D | ADP PAYROLL IMPORT | O/T | 1,975.32 |
| General Journal | 07/31/2024 | BLANDON,MARVIN J | ADP PAYROLL IMPORT | O/T | 5,881.68 |
| General Journal | 07/31/2024 | BLUE,FOREST H | ADP PAYROLL IMPORT | O/T | 5,903.28 |
| General Journal | 07/31/2024 | BRODY,WILLIAM A | ADP PAYROLL IMPORT | O/T | 1,953.00 |
| General Journal | 07/31/2024 | DAGUE,KYLE M | ADP PAYROLL IMPORT | O/T | 7,171.20 |
| General Journal | 07/31/2024 | DICOCHEA,JOHN S | ADP PAYROLL IMPORT | O/T | 3,711.96 |
| General Journal | 07/31/2024 | FLETCHER,DONALD M | ADP PAYROLL IMPORT | O/T | 3,950.64 |
| General Journal | 07/31/2024 | GODOY,RICHARD S | ADP PAYROLL IMPORT | O/T | 3,917.55 |
| General Journal | 07/31/2024 | KEENA, JEFF T | ADP PAYROLL IMPORT | O/T | 3,451.73 |
| General Journal | 07/31/2024 | KISER,KEEF W | ADP PAYROLL IMPORT | O/T | 3,474.72 |
| General Journal | 07/31/2024 | LEAR,KIRK M | ADP PAYROLL IMPORT | O/T | 5,167.80 |
| General Journal | 07/31/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | O/T | 1,975.32 |
| General Journal | 07/31/2024 | MCGUINNESS,MICHAEL J | ADP PAYROLL IMPORT | O/T | 5,547.96 |
| General Journal | 07/31/2024 | MESENBURG,ERICH W | ADP PAYROLL IMPORT | O/T | 2,639.40 |
| General Journal | 07/31/2024 | PACE,JASON A | ADP PAYROLL IMPORT | O/T | 1,722.60 |
| General Journal | 07/31/2024 | PACHECO,NOLE D | ADP PAYROLL IMPORT | O/T | 15,684.48 |
| General Journal | 07/31/2024 | PANNELL,JEFFREY S | ADP PAYROLL IMPORT | O/T | 1,766.21 |
| General Journal | 07/31/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | O/T | 1,730.16 |
| General Journal | 07/31/2024 | SMITH,BARRETT A | ADP PAYROLL IMPORT | O/T | 4,083.60 |
| General Journal | 07/31/2024 | TELDESCHI,MARC R | ADP PAYROLL IMPORT | O/T | 3,950.64 |
| General Journal | 07/31/2024 | VALUCH,OWEN E | ADP PAYROLL IMPORT | O/T | 3,921.12 |
| General Journal | 07/31/2024 | WEHR,DONALD J | ADP PAYROLL IMPORT | O/T | 3,460.32 |
| General Journal | 07/31/2024 | ZAGARIS,NIKOLAUS S | ADP PAYROLL IMPORT | O/T | 3,921.12 |
| General Journal | 07/31/2024 | ZANONI,JASON A | ADP PAYROLL IMPORT | O/T | 254.43 |

Novato Fire Protection District
Revenues and Expenditures Detail
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| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------------------------|------------|-----------------------|--------------------|-----------------------------|-------------|
| General Journal | 07/31/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | OOCOTCAPT | 1,953.00 |
| General Journal | 07/31/2024 | WEHR,DONALD J | ADP PAYROLL IMPORT | OOCOTCAPT | 3,906.00 |
| General Journal | 07/31/2024 | WHITTET,JEFFREY J | ADP PAYROLL IMPORT | O/T | 10,834.71 |
| General Journal | 07/31/2024 | TAUL,MIKE S | ADP PAYROLL IMPORT | BC PM OT | 1,543.80 |
| General Journal | 07/31/2024 | NICHOLAS,KYLE | ADP PAYROLL IMPORT | O/T | 141.21 |
| General Journal | 07/31/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | OT DAY CAPT | 1,953.00 |
| Total 1020 · Overtime - Callback | | | | | 314,821.29 |
| 1021 · Out of Class Pay | | | | | |
| General Journal | 07/15/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | OUTOF CLASS CP | 153.12 |
| General Journal | 07/31/2024 | DICOCHEA,JOHN S | ADP PAYROLL IMPORT | ACTING FIRE CHF | 737.60 |
| Total 1021 · Out of Class Pay | | | | | 890.72 |
| 1022 · Director Fees | | | | | |
| General Journal | 07/15/2024 | DAVIS,WILLIAM L | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/15/2024 | FRANCISCO,SHANE G. | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/15/2024 | GOINES, BRUCE F | ADP PAYROLL IMPORT | BOARD MEMBERS | 400.00 |
| General Journal | 07/15/2024 | HADFIELD,MICHAEL | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/15/2024 | SILVERMAN,LOUIS | ADP PAYROLL IMPORT | BOARD MEMBERS | 400.00 |
| General Journal | 07/31/2024 | DAVIS,WILLIAM L | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/31/2024 | FRANCISCO,SHANE G. | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/31/2024 | GOINES, BRUCE F | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/31/2024 | HADFIELD,MICHAEL | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| General Journal | 07/31/2024 | SILVERMAN,LOUIS | ADP PAYROLL IMPORT | BOARD MEMBERS | 200.00 |
| Total 1022 · Director Fees | | | | | 2,400.00 |
| 1025 · Vacation Pay | | | | | |
| Check | 07/02/2024 | MASHINTCHIAN,AZAR | MASHINTCHIAN,AZAR | 90.87 PENSIONABLE VAC HO... | 6,813.43 |
| General Journal | 07/02/2024 | | | VOID 11780 Mashintchian | -6,813.43 |
| General Journal | 07/15/2024 | MASHINTCHIAN,AZAR | ADP PAYROLL IMPORT | VACATION PAID | 6,813.43 |
| Total 1025 · Vacation Pay | | | | | 6,813.43 |
| 1026 · Education Incentive | | | | | |
| General Journal | 07/15/2024 | FONSECA,JUSTIN A | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | HAKENEN,AARON K | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | KOPPERT,JAMES K | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | LARROQUE,MARK L | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | MURPHY, WILLIAM | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | RHOADES,ERIN N | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | SCOTT,NICOLE M | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | SIMONS,HUNTER Q | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | SWANSON,TYLER J | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | CONNER, JUSTIN | ADP PAYROLL IMPORT | EDU INCENTIVE | 100.00 |
| General Journal | 07/15/2024 | ALLMAN, MATTHEW | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | BARGIACCHI,ANTHONY D | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | BLANDON,MARVIN J | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | BLUE,FOREST H | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |

Novato Fire Protection District
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| Type | Date | Name | Source Name | Memo | Paid Amount |
|-----------------|------------|-------------------------|--------------------|---------------|-------------|
| General Journal | 07/15/2024 | FLETCHER,DONALD M | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | GOODSPEED,CHRISTOPHER J | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | KEADY,TRISTAN G | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | KEENA, JEFF T | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | KISER,KEEF W | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | LARKIN,GEOFFREY P | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | LEMELIN,JEFF M | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | MCGARGILL,ANDREW J | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | MCGUINNESS,MICHAEL J | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/15/2024 | PACHECO,NOLE D | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | PANNELL,JEFFREY S | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | SHELINE,BRIAN C | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | TELDESCHI,MARC R | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/15/2024 | VALUCH,OWEN E | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | WEHR,DONALD J | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | ZAGARIS,NIKOLAUS S | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | ZANONI,JASON A | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/15/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | EDU INCENTIVE | 100.00 |
| General Journal | 07/31/2024 | FONSECA,JUSTIN A | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | HAKENEN,AARON K | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | KOPPERT,JAMES K | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | LARROQUE,MARK L | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | MURPHY, WILLIAM | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | RHOADES,ERIN N | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | SCOTT,NICOLE M | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | SIMONS,HUNTER Q | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | SWANSON,TYLER J | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | CONNER, JUSTIN | ADP PAYROLL IMPORT | EDU INCENTIVE | 100.00 |
| General Journal | 07/31/2024 | ALLMAN, MATTHEW | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | BARGIACCHI,ANTHONY D | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | BLANDON,MARVIN J | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | BLUE,FOREST H | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | FLETCHER,DONALD M | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | GOODSPEED,CHRISTOPHER J | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | HAMILTON,RYAN J | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | KEADY,TRISTAN G | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | KEENA, JEFF T | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | KISER,KEEF W | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | LARKIN,GEOFFREY P | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | LEMELIN,JEFF M | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | LESIK,KIMBERLY D | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | MCGARGILL,ANDREW J | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | MCGUINNESS,MICHAEL J | ADP PAYROLL IMPORT | EDU INCENTIVE | 50.00 |
| General Journal | 07/31/2024 | PACHECO,NOLE D | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | PANNELL,JEFFREY S | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | SCHIAVO,DAVID A | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |

Novato Fire Protection District
Revenues and Expenditures Detail
July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|----------------------------------|------------|------------------------------|------------------------------|---------------------------------|-------------|
| General Journal | 07/31/2024 | SHELINE,BRIAN C | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | TELDESCHI,MARC R | ADP PAYROLL IMPORT | EDU INCENTIVE | 75.00 |
| General Journal | 07/31/2024 | VALUCH,OWEN E | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | WEHR,DONALD J | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | ZAGARIS,NIKOLAUS S | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | ZANONI,JASON A | ADP PAYROLL IMPORT | EDU INCENTIVE | 25.00 |
| General Journal | 07/31/2024 | BERNARDINI JR,MARIO L | ADP PAYROLL IMPORT | EDU INCENTIVE | 100.00 |
| Total 1026 · Education Incentive | | | | | 3,300.00 |
| 1402 · Retirement | | | | | |
| Check | 07/03/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 06/30/24 Payroll | 71,294.30 |
| Check | 07/03/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 06/30/24 Payroll | 9,215.15 |
| Check | 07/03/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 06/30/24 Payroll | 139,768.98 |
| Check | 07/03/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 06/30/24 Payroll | 49,197.75 |
| Check | 07/03/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 06/30/24 Payroll | 21,490.46 |
| Check | 07/10/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/15/24 Payroll | 69,461.13 |
| Check | 07/10/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/15/24 Payroll | 9,327.50 |
| Check | 07/10/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/15/24 Payroll | 112,685.58 |
| Check | 07/10/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/15/24 Payroll | 21,375.61 |
| Check | 07/10/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/15/24 Payroll | 8,319.37 |
| General Journal | 07/12/2024 | | | 07/15/24 MCERA Contributions | -69,461.13 |
| General Journal | 07/12/2024 | | | 07/15/24 MCERA Contributions | -9,327.50 |
| General Journal | 07/12/2024 | | | 07/15/24 MCERA Contributions | -112,685.58 |
| General Journal | 07/12/2024 | | | 07/15/24 MCERA Contributions | -21,375.61 |
| General Journal | 07/12/2024 | | | 07/15/24 MCERA Contributions | -8,319.37 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 Payroll | 69,461.14 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 Payroll | 9,327.50 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 Payroll | 113,817.75 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 Payroll | 21,375.61 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 Payroll | 8,319.37 |
| General Journal | 07/29/2024 | | | 07/31/24 MCERA Contributions | -69,461.14 |
| General Journal | 07/29/2024 | | | 07/31/24 MCERA Contributions | -9,327.50 |
| General Journal | 07/29/2024 | | | 07/31/24 MCERA Contributions | -113,817.75 |
| General Journal | 07/29/2024 | | | 07/31/24 MCERA Contributions | -21,375.61 |
| General Journal | 07/29/2024 | | | 07/31/24 MCERA Contributions | -8,319.37 |
| Check | 07/30/2024 | DEPT OF THE TREASURY | DEPT OF THE TREASURY | 2023/24 Form 720 RHS Federal... | 386.40 |
| Total 1402 · Retirement | | | | | 291,353.04 |
| 1404 · FICA Medicare | | | | | |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 3,063.60 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Social Security Tax | 61.38 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 380.06 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 4,153.44 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 1,094.55 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Social Security Tax | 133.13 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 299.91 |
| General Journal | 07/15/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Social Security Tax | 63.32 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 2,865.14 |

Novato Fire Protection District
Revenues and Expenditures Detail
July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|--|------------|------------------------------------|-----------------------------------|--------------------------------|-------------|
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Social Security Tax | 3.72 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 379.61 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 4,363.89 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 1,176.03 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Social Security Tax | 102.87 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Medicare Tax | 316.09 |
| General Journal | 07/31/2024 | ADP PAYROLL IMPORT | ADP PAYROLL IMPORT | Employer Social Security Tax | 29.22 |
| Total 1404 · FICA Medicare | | | | | 18,485.96 |
| 1502 · Life Insurance | | | | | |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | LIFE AUGUST 2024 | 736.47 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | LIFE AUGUST 2024 | 84.91 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | LIFE AUGUST 2024 | 993.95 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | LIFE AUGUST 2024 | 207.94 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | LIFE AUGUST 2024 | 36.01 |
| Check | 07/11/2024 | PROTECTIVE LIFE INSURANCE COMPA... | PROTECTIVE LIFE INSURANCE COMPANY | STATEMENT DATE 06/25/24 | 552.18 |
| Check | 07/25/2024 | CONCERN | CONCERN | FY 24/25 INV #CN2501025 / A... | 19,877.00 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -657.13 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -126.60 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -901.72 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -301.00 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -61.15 |
| Total 1502 · Life Insurance | | | | | 20,440.86 |
| 1510 · Dental Insurance | | | | | |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | DENTAL AUGUST 2024 | 10,064.57 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | DENTAL AUGUST 2024 | 1,160.41 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | DENTAL AUGUST 2024 | 13,583.41 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | DENTAL AUGUST 2024 | 2,841.69 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | DENTAL AUGUST 2024 | 491.94 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -3,010.31 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -579.97 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -4,130.79 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -1,378.90 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -280.12 |
| Total 1510 · Dental Insurance | | | | | 18,761.93 |
| 1512 · Flexible Savings Account | | | | | |
| Check | 07/01/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 15.00 |
| Check | 07/02/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 49.45 |
| Check | 07/03/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 213.81 |
| Check | 07/05/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 317.15 |
| Check | 07/08/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 100.00 |
| Check | 07/08/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 91.90 |
| Check | 07/09/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 179.71 |
| Check | 07/09/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 98.99 |
| Check | 07/10/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 37.54 |

Novato Fire Protection District
Revenues and Expenditures Detail
July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|---------------------------------------|------------|------------------------------|------------------------------|---------------------------------|-------------|
| Check | 07/11/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 28.24 |
| Check | 07/12/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 155.00 |
| General Journal | 07/12/2024 | | | | -2,661.38 |
| Check | 07/16/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 253.95 |
| Check | 07/16/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 10.00 |
| Check | 07/17/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 250.00 |
| Check | 07/19/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 100.00 |
| Check | 07/23/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 1,702.13 |
| Check | 07/23/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 170.97 |
| Check | 07/24/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 167.00 |
| Check | 07/29/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 19.15 |
| General Journal | 07/29/2024 | | | | -2,661.38 |
| Check | 07/30/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 435.99 |
| Check | 07/30/2024 | HCFSA 2023 | ADP BENEFIT SERV | | 180.90 |
| General Journal | 07/31/2024 | | | Wageworks Adj | -10.00 |
| Total 1512 · Flexible Savings Account | | | | | -755.88 |
| 1513 · Health Insurance | | | | | |
| Check | 07/11/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/15/24 PYRL RHS | 3,453.38 |
| Check | 07/11/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/15/24 PYRL RHS | 458.56 |
| Check | 07/11/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/15/24 PYRL RHS | 3,905.28 |
| Check | 07/11/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/15/24 PYRL RHS | 904.64 |
| Check | 07/11/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/15/24 PYRL RHS | 216.20 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 CalPERS Premium | 77,508.66 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 CalPERS Premium | 14,932.86 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 CalPERS Premium | 106,358.54 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 CalPERS Premium | 35,503.64 |
| Check | 07/26/2024 | NOVATO FIRE PROTECTION DIST. | NOVATO FIRE PROTECTION DIST. | 07/31/24 CalPERS Premium | 7,212.47 |
| Check | 07/29/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/31/24 PYRL RHS | 3,963.47 |
| Check | 07/29/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/31/24 PYRL RHS | 473.37 |
| Check | 07/29/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/31/24 PYRL RHS | 4,039.68 |
| Check | 07/29/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/31/24 PYRL RHS | 989.54 |
| Check | 07/29/2024 | MISSIONSQUARE - 803200 | MISSIONSQUARE - 803200 | 07/31/24 PYRL RHS | 223.28 |
| General Journal | 07/29/2024 | | | 07/31/24 CalPERS Premium | -77,508.66 |
| General Journal | 07/29/2024 | | | 07/31/24 CalPERS Premium | -14,932.86 |
| General Journal | 07/29/2024 | | | 07/31/24 CalPERS Premium | -106,358.54 |
| General Journal | 07/29/2024 | | | 07/31/24 CalPERS Premium | -35,503.64 |
| General Journal | 07/29/2024 | | | 07/31/24 CalPERS Premium | -7,212.47 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -14,063.15 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -2,711.22 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -19,301.36 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -6,442.81 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -1,309.55 |
| General Journal | 07/31/2024 | | | Accrue 7/31/24 CalPERS Healt... | 77,508.66 |
| General Journal | 07/31/2024 | | | Accrue 7/31/24 CalPERS Healt... | 14,932.86 |
| General Journal | 07/31/2024 | | | Accrue 7/31/24 CalPERS Healt... | 106,358.54 |
| General Journal | 07/31/2024 | | | Accrue 7/31/24 CalPERS Healt... | 35,503.64 |
| General Journal | 07/31/2024 | | | Accrue 7/31/24 CalPERS Healt... | 7,212.47 |

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| Type | Date | Name | Source Name | Memo | Paid Amount |
|--|------------|----------------------------|----------------------------|--------------------|-------------|
| Total 1513 · Health Insurance | | | | | 216,315.48 |
| 1514 · Vision Plan | | | | | |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | VISION AUGUST 2024 | 761.80 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | VISION AUGUST 2024 | 87.83 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | VISION AUGUST 2024 | 1,028.15 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | VISION AUGUST 2024 | 215.09 |
| Check | 07/10/2024 | FRMS (FORMERLY FDAC EBA) | FRMS (FORMERLY FDAC EBA) | VISION AUGUST 2024 | 37.24 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -234.42 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -45.16 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -321.68 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -107.38 |
| General Journal | 07/31/2024 | Reclass insurance receipts | Reclass insurance receipts | | -21.81 |
| Total 1514 · Vision Plan | | | | | 1,399.66 |
| 1517 · Administrative Allowance | | | | | |
| General Journal | 07/15/2024 | WAGER, SHANNON M | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | DOHERTY, JOSEPH | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | GALLI, LAUREN C | ADP PAYROLL IMPORT | AFLAC INS | 56.25 |
| General Journal | 07/15/2024 | WADE, DENISE D | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | MEZQUITA, DAVID | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | CRAYNE, JENNIFER | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | FELCIANO, GRETCHEN M | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | KERRIGAN, BROOKE | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | MASHINTCHIAN, AZAR | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | PENNEY, KELLEY A. | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | SANTOS, ERILOU-JOY | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | VALENTI, JOSEPH R | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | WALRAVEN, COLLEEN M | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | WALRAVEN, GRACE | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/15/2024 | WEINZIERL, KATHERINE | ADP PAYROLL IMPORT | AFLAC INS | 37.50 |
| General Journal | 07/31/2024 | WAGER, SHANNON M | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | DOHERTY, JOSEPH | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | GALLI, LAUREN C | ADP PAYROLL IMPORT | AFLAC INS | 56.25 |
| General Journal | 07/31/2024 | WADE, DENISE D | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | MEZQUITA, DAVID | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | CRAYNE, JENNIFER | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | FELCIANO, GRETCHEN M | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | KERRIGAN, BROOKE | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | MASHINTCHIAN, AZAR | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | PENNEY, KELLEY A. | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | SANTOS, ERILOU-JOY | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | VALENTI, JOSEPH R | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | WALRAVEN, COLLEEN M | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | WALRAVEN, GRACE | ADP PAYROLL IMPORT | AFLAC INS | 75.00 |
| General Journal | 07/31/2024 | WEINZIERL, KATHERINE | ADP PAYROLL IMPORT | AFLAC INS | 37.50 |
| Total 1517 · Administrative Allowance | | | | | 2,137.50 |

Novato Fire Protection District
Revenues and Expenditures Detail
July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|--------------------------------------|------------|------------------------------------|---------------------------------------|-----------------------------------|-------------|
| 1701 · Workers' Compensation | | | | | |
| Sales Receipt | 07/05/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/05/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/05/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,932.76 |
| Check | 07/08/2024 | ATHENS INSURANCE SERVICES cust. | myMatrixx | Boals, Michael | 13.73 |
| Check | 07/09/2024 | ATHENS INSURANCE SERVICES cust. | David E Goodman MD | Lupo, Louis | 192.15 |
| Check | 07/10/2024 | ATHENS INSURANCE SERVICES, INC. | ATHENS INSURANCE SERVICES, INC. | INV #INV00000000036439 | 1,988.00 |
| Check | 07/10/2024 | Audiology Services Co. USA, LLC | Audiology Services Co. USA, LLC | Glines, Leroy | 86.19 |
| Sales Receipt | 07/12/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/12/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/12/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/15/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,932.76 |
| Check | 07/15/2024 | Brown and Delzell, LLP | Brown and Delzell, LLP | Brolan, Adam | 3,000.00 |
| Check | 07/18/2024 | Adam Brolan | Adam Brolan | Brolan, Adam | 17,000.00 |
| Check | 07/18/2024 | ATHENS INSURANCE SERVICES cust. | Witzig, Hannah, Sanders & Reagan, LLP | Brolan, Adam | 738.29 |
| Sales Receipt | 07/23/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/24/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Check | 07/25/2024 | BICKMORE | BICKMORE | INV #90833 | 3,300.00 |
| Sales Receipt | 07/25/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,238.30 |
| Sales Receipt | 07/29/2024 | FIRE AGENCIES SELF INSURANCE SY... | FIRE AGENCIES SELF INSURANCE SYST... | Workers Comp | -3,932.76 |
| Check | 07/29/2024 | ATHENS INSURANCE SERVICES cust. | UNISOURCE DISCOVERY | Lupo, Louis | 185.35 |
| Check | 07/30/2024 | ATHENS INSURANCE SERVICES, INC. | ATHENS INSURANCE SERVICES, INC. | FY 23/24 INV #INC0000000003... | 21.12 |
| Check | 07/30/2024 | FRMS-FIRE RISK MANAGEMENT SERVI... | FRMS-FIRE RISK MANAGEMENT SERVIC... | FY 24/25 INV #FRMS00221 / Q... | 388,778.75 |
| Total 1701 · Workers' Compensation | | | | | 377,598.90 |
| 1702 · Unemployment Insurance | | | | | |
| Check | 07/10/2024 | EMPLOYMENT DEVELOPMENT DEPT | EMPLOYMENT DEVELOPMENT DEPT | LETTER ID: L1765301072 | 3,251.13 |
| Total 1702 · Unemployment Insurance | | | | | 3,251.13 |
| 1703 · Physicals | | | | | |
| Check | 07/18/2024 | PREFERRED ALLIANCE, INC | PREFERRED ALLIANCE, INC | FY23/24 INV #0197277-IN | 84.00 |
| Check | 07/30/2024 | PERMANENTE MEDICAL GROUP INC | PERMANENTE MEDICAL GROUP INC | FY 23/24 INV #1000392629 / P... | 235.00 |
| Total 1703 · Physicals | | | | | 319.00 |
| 1704 · Sick Leave Buyback | | | | | |
| Check | 07/29/2024 | WEINZIERL,KATHERINE | WEINZIERL,KATHERINE | 4 Hours Sick Leave | 88.00 |
| General Journal | 07/29/2024 | | | VOID 11791 Weinzierl | -88.00 |
| Total 1704 · Sick Leave Buyback | | | | | 0.00 |
| 1706 · Deferred Compensation | | | | | |
| General Journal | 07/01/2024 | | | Keady and Hamilton Ed Inc. (4I... | 311.79 |
| General Journal | 07/15/2024 | | | Employer match - deferred comp | 1,325.00 |
| General Journal | 07/15/2024 | | | Employer match - deferred comp | 250.00 |
| General Journal | 07/15/2024 | | | Employer match - deferred comp | 1,700.00 |
| General Journal | 07/15/2024 | | | Employer match - deferred comp | 800.00 |
| General Journal | 07/15/2024 | | | Employer match - deferred comp | 100.00 |

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July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|---------------------------------------|------------|-------------------------|-------------------------|------------------------------------|-------------|
| General Journal | 07/15/2024 | | | Education Incentive/SL INC - de... | 7,294.09 |
| General Journal | 07/15/2024 | | | Education Incentive/SL INC - de... | 2,962.03 |
| General Journal | 07/15/2024 | | | Education Incentive/SL INC - de... | 11,902.40 |
| General Journal | 07/15/2024 | | | Education Incentive/SL INC - de... | 4,788.67 |
| General Journal | 07/15/2024 | | | Education Incentive/SL INC - de... | 1,463.71 |
| General Journal | 07/15/2024 | | | Medical Stipend - deferred comp | 1,750.00 |
| General Journal | 07/15/2024 | | | Medical Stipend - deferred comp | 1,050.00 |
| General Journal | 07/15/2024 | | | Medical Stipend - deferred comp | 3,150.00 |
| General Journal | 07/15/2024 | | | Medical Stipend - deferred comp | 350.00 |
| General Journal | 07/15/2024 | | | Medical Stipend - deferred comp | 350.00 |
| General Journal | 07/31/2024 | | | Employer match - deferred comp | 1,325.00 |
| General Journal | 07/31/2024 | | | Employer match - deferred comp | 250.00 |
| General Journal | 07/31/2024 | | | Employer match - deferred comp | 1,700.00 |
| General Journal | 07/31/2024 | | | Employer match - deferred comp | 800.00 |
| General Journal | 07/31/2024 | | | Employer match - deferred comp | 100.00 |
| General Journal | 07/31/2024 | | | Education Incentive/SL INC - de... | 363.73 |
| General Journal | 07/31/2024 | | | Education Incentive/SL INC - de... | 372.19 |
| General Journal | 07/31/2024 | | | Education Incentive/SL INC - de... | 815.81 |
| General Journal | 07/31/2024 | | | Education Incentive/SL INC - de... | 1,118.10 |
| General Journal | 07/31/2024 | | | Education Incentive/SL INC - de... | 0.00 |
| General Journal | 07/31/2024 | | | Medical Stipend - deferred comp | 1,750.00 |
| General Journal | 07/31/2024 | | | Medical Stipend - deferred comp | 1,050.00 |
| General Journal | 07/31/2024 | | | Medical Stipend - deferred comp | 3,150.00 |
| General Journal | 07/31/2024 | | | Medical Stipend - deferred comp | 350.00 |
| General Journal | 07/31/2024 | | | Medical Stipend - deferred comp | 350.00 |
| Total 1706 · Deferred Compensation | | | | | 53,042.52 |
| 2000 · Services & Supplies | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | JUNE 11, 2024 - JULY 11, 2024... | 0.00 |
| Total 2000 · Services & Supplies | | | | | 0.00 |
| 2020 · Cal-OSHA Requirements | | | | | |
| Check | 07/18/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY24/25 INV #1TTV-VMN1-GPD7 | 139.65 |
| Check | 07/18/2024 | L. N. CURTIS & SONS | L. N. CURTIS & SONS | FY23/24 INV #INV837970 | 1,963.18 |
| Total 2020 · Cal-OSHA Requirements | | | | | 2,102.83 |
| 2021 · Clothing | | | | | |
| Check | 07/18/2024 | CROWN TROPHY | CROWN TROPHY | FY 23/24 INV #41007 | 47.20 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | GALLS / CLASS A HAT | 97.64 |
| Check | 07/25/2024 | CROWN TROPHY | CROWN TROPHY | FY 24/25 INV #41088 / QUINCI ... | 47.20 |
| Total 2021 · Clothing | | | | | 192.04 |
| 2024 · First Aid Supplies | | | | | |
| Check | 07/18/2024 | TELEFLEX LLC | TELEFLEX LLC | FY23/24 INV #9508634832 | 609.25 |
| Check | 07/23/2024 | BOUND TREE MEDICAL, LLC | BOUND TREE MEDICAL, LLC | INV #85377026 | 1,788.10 |
| Check | 07/23/2024 | HENRY SCHEIN, INC | HENRY SCHEIN, INC | FY 23/24 INV #92226032 | 397.73 |
| Check | 07/23/2024 | HENRY SCHEIN, INC | HENRY SCHEIN, INC | FY 23/24 INV #95290030 | 15.88 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|------------------------------------|------------|------------------------------|------------------------------|--------------------------------|-------------|
| Check | 07/23/2024 | LIFE ASSIST, INC. | LIFE ASSIST, INC. | FY 23/24 INV #1443915 | 525.25 |
| Check | 07/23/2024 | LIFE ASSIST, INC. | LIFE ASSIST, INC. | FY 23/24 INV #1443869 | 897.84 |
| Check | 07/23/2024 | LIFE ASSIST, INC. | LIFE ASSIST, INC. | FY 23/24 INV #1445268 | 667.93 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / EMS | 34.84 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / EMS | 17.42 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / EMS | 15.19 |
| Check | 07/30/2024 | KATIE GROSSMAN BSN, RN | KATIE GROSSMAN BSN, RN | FY 23/24 INV #58 / JUNE EDU... | 4,080.00 |
| Total 2024 · First Aid Supplies | | | | | 9,049.43 |
| 2025 · Oxygen | | | | | |
| Check | 07/02/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | INV #0029880217 / S61 OXYGEN | 251.53 |
| Check | 07/02/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | INV #0029880241 / S64 OXYGEN | 128.34 |
| Check | 07/02/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | INV #0029911548 / S61 OXYGEN | 132.43 |
| Check | 07/02/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | INV #0029911549 / S64 OXYGEN | 111.22 |
| Check | 07/30/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | FY 24/25 INV #0030015540 / S61 | 244.71 |
| Check | 07/30/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | FY 24/25 INV #0030015563 / S64 | 124.93 |
| Total 2025 · Oxygen | | | | | 993.16 |
| 2026 · Investigative Tools | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | APPLE / RECURRING | 0.99 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | APPLE / RECURRING | 11.99 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | APPLE / INVESTIGATIVE TOO... | 59.99 |
| Total 2026 · Investigative Tools | | | | | 72.97 |
| 2029 · Advertising | | | | | |
| Check | 07/02/2024 | KIOSK CREATIVE LLC | KIOSK CREATIVE LLC | INV #11607 / NFPD NEWSLET... | 10,452.50 |
| Check | 07/02/2024 | KIOSK CREATIVE LLC | KIOSK CREATIVE LLC | INV #11603 / PREVENTION AD... | 3,648.25 |
| Check | 07/18/2024 | KIOSK CREATIVE LLC | KIOSK CREATIVE LLC | FY23/24 INV #11702 | 35,452.50 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | NATIONAL MINORITY UPDAT... | 1,980.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | CA NEWSPAPERS / AD | 90.60 |
| Check | 07/30/2024 | MARIN INDEPENDENT JOURNAL | MARIN INDEPENDENT JOURNAL | FY 24/25 INV #27A2A49B-0004... | 56.16 |
| Total 2029 · Advertising | | | | | 51,680.01 |
| 2034 · Outside Assistance | | | | | |
| Check | 07/02/2024 | KATIE GROSSMAN BSN, RN | KATIE GROSSMAN BSN, RN | INV #57 / MAY STATEMENT | 3,812.32 |
| Check | 07/09/2024 | LANGUAGE LINE SERVICES, INC. | LANGUAGE LINE SERVICES, INC. | INV #11344855 | 86.25 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | TARGET / BEHAVIORAL HEAL... | 179.57 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | JAMBA JUICE / HAMILTON FA... | 50.02 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SOURDOUGH & CO / HAMILT... | 49.37 |
| Check | 07/30/2024 | ASTON CARTER INC | ASTON CARTER INC | FY 24/25 INV #ADM00746681 | 1,200.00 |
| Check | 07/30/2024 | ASTON CARTER INC | ASTON CARTER INC | FY 23/24 INV #ADM00738913 | 1,200.00 |
| Total 2034 · Outside Assistance | | | | | 6,577.53 |
| 2039 · Schools and Seminars | | | | | |
| Check | 07/02/2024 | NOVATO CHAMBER OF COMMERCE | NOVATO CHAMBER OF COMMERCE | INV #36918 / CRAYNE LEADE... | 1,200.00 |
| Check | 07/02/2024 | NOVATO CHAMBER OF COMMERCE | NOVATO CHAMBER OF COMMERCE | INV #36917 / BERNARDINI LE... | 1,200.00 |

Novato Fire Protection District
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 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|---|------------|-------------------------------------|-------------------------------------|--------------------------------|-------------|
| Check | 07/10/2024 | ALLMAN, MATTHEW | ALLMAN, MATTHEW | INSPECTOR 1A | 399.00 |
| Total 2039 · Schools and Seminars | | | | | 2,799.00 |
| 2040 · Training Aids and Materials | | | | | |
| Check | 07/02/2024 | JD SERVICES | JD SERVICES | INV #63781 / 3 CARS | 900.00 |
| Check | 07/18/2024 | DISTRICT AUXILLARY SERVICES FOUN... | DISTRICT AUXILLARY SERVICES FOUN... | FY23/24 INV #002031892 | 28.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PINI / TRAINING | 28.92 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / SOCIAL MEDIA SU... | 115.04 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / SOCIAL MEDIA SU... | 168.29 |
| Total 2040 · Training Aids and Materials | | | | | 1,240.25 |
| 2041 · Food | | | | | |
| Check | 07/18/2024 | RAY'S CATERING | RAY'S CATERING | FY24/25 INV #10337 / DEPOSI... | 2,500.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | HOPMONK / FOOD FOR INCID... | 231.16 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MI PUEBLO / MEALS FOR MU... | 42.91 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SUPER DUPER / FOOD FOR D... | 126.98 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | LA HACIENDA / FOOD FOR E... | 203.50 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SUPER DUPER / FOOD FOR E... | 66.91 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | DONUT WORKS / FIRE SQUIR... | 36.21 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MI PUEBLO / EXTENDED ASSI... | 54.93 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | LA CARRETA / CREW FOOD | 79.67 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | LA HACIENDA / USAR MEETING | 49.91 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | LA HACIENDA / CREW FOOD | 102.88 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | COSTCO / FOOD FOR DEBRIEF | 66.08 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | DONUT WORKS / FOOD FOR ... | 36.94 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | LA HACIENDA / CREW FOOD | 84.23 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | COSTCO / TRAINING | 60.57 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SUPER DUPER / DEBRIEF FO... | 265.39 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PEETS / DEBRIEF COFFEE | 97.85 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | BLUE BARN / ART & WINE CR... | 4.54 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | BLUE BARN / ART \$ WINE CR... | 294.03 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PANERA / WMCH NOV-23-10-... | 43.28 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | ACTIVE CULTURE / CREW FO... | 59.47 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | DONUT WORKS / STAFF MTG... | 32.12 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | EXTREME PIZZA / SAFETY ST... | 452.31 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | BLUE BARN / LUNCH MTG W ... | 22.76 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | LA HACIENDA / SAFETY STA... | 341.78 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MICHAEL'S SOURDOUGH / SA... | 362.45 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | NICK THE GREEK / SAFETY S... | 66.46 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SAFEWAY / SAFETY STAND ... | 78.66 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | CRUMBL / E665 CREW FOOD | 29.28 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | JAMBA JUICE / CREW FOOD | 50.02 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MI PUEBLO / CREW FOOD | 70.06 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MY THAI / CREW FOOD | 54.25 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | REDWOOD BAGEL / DEBRIEF... | 73.45 |
| Total 2041 · Food | | | | | 6,141.04 |

Novato Fire Protection District
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 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|--|------------|------------------------------|------------------------------|---------------------------------|-------------|
| 2049 · Conferences & Meetings | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | EEOC TRAINING WEBINAR | 275.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | NORCAL FPO / MEMBERSHIP ... | 220.00 |
| Total 2049 · Conferences & Meetings | | | | | 495.00 |
| 2059 · Liability & Property | | | | | |
| Check | 07/02/2024 | COWBELL INSURANCE AGENCY LLC | COWBELL INSURANCE AGENCY LLC | INV #INV-SEL6U29Q-00 / CY... | 29,822.13 |
| Total 2059 · Liability & Property | | | | | 29,822.13 |
| 2087 · Parts & Outside Labor | | | | | |
| Check | 07/02/2024 | ABLE TIRE & BRAKE INC | ABLE TIRE & BRAKE INC | INV #683921 | 757.27 |
| Check | 07/02/2024 | HI-TECH E.V.S. INC. | HI-TECH E.V.S. INC. | INV #179112 / U40 | 221.63 |
| Check | 07/02/2024 | HI-TECH E.V.S. INC. | HI-TECH E.V.S. INC. | INV #179111 / U8 | 2,651.80 |
| Check | 07/09/2024 | ABLE TIRE & BRAKE INC | ABLE TIRE & BRAKE INC | INV #684439 / U20 | 1,884.59 |
| Check | 07/09/2024 | L. N. CURTIS & SONS | L. N. CURTIS & SONS | INV #INV823876 / U4 | 22.95 |
| Check | 07/09/2024 | MARIN COUNTY FORD | MARIN COUNTY FORD | INV #FOCS116266 / U6 | 100.00 |
| Check | 07/18/2024 | ABLE TIRE & BRAKE INC | ABLE TIRE & BRAKE INC | FY24/25 INV #684981 / U20 | 150.00 |
| Check | 07/18/2024 | CUMMINS SALES AND SERVICE | CUMMINS SALES AND SERVICE | FY 23/24 INV #X5-84777 | 881.07 |
| Check | 07/18/2024 | L. N. CURTIS & SONS | L. N. CURTIS & SONS | FY23/24 INV #INV823876 | 66.25 |
| Check | 07/18/2024 | L. N. CURTIS & SONS | L. N. CURTIS & SONS | FY23/24 INV #INV839644 | 147.52 |
| Check | 07/18/2024 | HI-TECH E.V.S. INC. | HI-TECH E.V.S. INC. | FY24/25 INV #179354 | 321.65 |
| Check | 07/18/2024 | HI-TECH E.V.S. INC. | HI-TECH E.V.S. INC. | FY23/24 INV #179221 | 82.07 |
| Check | 07/18/2024 | HI-TECH E.V.S. INC. | HI-TECH E.V.S. INC. | FY23/24 INV #179208 | 330.81 |
| Check | 07/18/2024 | LEONARDI AUTO ELEC., INC. | LEONARDI AUTO ELEC., INC. | FY24/25 INV #0092948 / U23 | 206.38 |
| Check | 07/18/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY24/25 INV #292241 / U11 | 14.76 |
| Check | 07/18/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY24/25 INV #291030 / U3 | 299.26 |
| Check | 07/18/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY24/25 INV #291142 / U3 | 99.67 |
| Check | 07/18/2024 | PETERSON TRUCKS, INC. | PETERSON TRUCKS, INC. | FY24/25 INV #285543R / U41 | 335.43 |
| Check | 07/18/2024 | PETERSON TRUCKS, INC. | PETERSON TRUCKS, INC. | FY24/25 INV #285370R / U41 | 575.49 |
| Check | 07/18/2024 | PETERSON TRUCKS, INC. | PETERSON TRUCKS, INC. | FY24/25 CM #285543R / U41 C... | -55.81 |
| Check | 07/18/2024 | PETERSON TRUCKS, INC. | PETERSON TRUCKS, INC. | FY23/24 INV #284821R / U40 | 253.42 |
| Check | 07/18/2024 | PETERSON TRUCKS, INC. | PETERSON TRUCKS, INC. | FY24/25 INV #285987R / U41 | 146.95 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / FACILITIES | 40.13 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | BULLETPPOINT / FACILITIES | 96.53 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | DARRYL STELLWAY / WINDS... | 100.00 |
| Check | 07/25/2024 | CAPITOL CLUTCH & BRAKE, INC | CAPITOL CLUTCH & BRAKE, INC | FY 24/25 INV #1834398 / U20 | 306.69 |
| Check | 07/25/2024 | CAPITOL CLUTCH & BRAKE, INC | CAPITOL CLUTCH & BRAKE, INC | FY 23/24 INV #1813783 / U21 ... | -35.68 |
| Check | 07/25/2024 | CRASH CHAMPIONS | CRASH CHAMPIONS | FY 24/25 RO #733002237 / C61... | 1,636.61 |
| Check | 07/25/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY 24/25 / INV #292703 / U4 | 163.49 |
| Check | 07/25/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY 24/25 / INV #293181 / U6 | 47.63 |
| Check | 07/25/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY 24/25 / INV #293235 / U15 | 85.22 |
| Check | 07/25/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY 24/25 / INV #292704 / U40 | 95.41 |
| Total 2087 · Parts & Outside Labor | | | | | 12,029.19 |
| 2088 · Shop Supplies | | | | | |
| Check | 07/18/2024 | CINTAS | CINTAS | FY 23/24 JUNE STATEMENT | 382.23 |
| Check | 07/18/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | FY23/24 INV #0029880378 / SH... | 34.52 |

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| Check | 07/23/2024 | WINZER CORPORATION | WINZER CORPORATION | FY 23/24 INV #2259560 / SHO... | 127.09 |
| Check | 07/30/2024 | MATHESON TRI-GAS INC | MATHESON TRI-GAS INC | FY 23/24 INV #0029727308 / S... | 33.54 |
| Total 2088 · Shop Supplies | | | | | 577.38 |
| 2121 · Vegetation Mgmt | | | | | |
| Check | 07/18/2024 | FORSTER & KROEGER LANDSCAPE M... | FORSTER & KROEGER LANDSCAPE MAI... | FY23/24 INV #9702 | 25,200.00 |
| Total 2121 · Vegetation Mgmt | | | | | 25,200.00 |
| 2141 · Computer Supplies | | | | | |
| Check | 07/02/2024 | DELL MARKETING L.P.* | DELL MARKETING L.P.* | INV #10756551585 | 5,217.54 |
| Check | 07/18/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY24/25 INV #1TLL-X1K6-P1X... | 96.50 |
| Check | 07/18/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY24/25 INV #1D3T-FPHY-NW... | 46.64 |
| Check | 07/18/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY24/25 INV #11KG-CP94-LVG... | 80.37 |
| Check | 07/18/2024 | DELL MARKETING L.P.* | DELL MARKETING L.P.* | FY23/24 INV #10758516143 | 15,972.00 |
| Check | 07/25/2024 | VANZEBO LASER, LLC | VANZEBO LASER, LLC | FY 24/25 INV #101520 | 433.89 |
| Check | 07/25/2024 | VANZEBO LASER, LLC | VANZEBO LASER, LLC | FY 24/25 INV #101521 | 421.20 |
| Check | 07/25/2024 | VANZEBO LASER, LLC | VANZEBO LASER, LLC | FY 24/25 INV #101516 | 2,202.87 |
| Total 2141 · Computer Supplies | | | | | 24,471.01 |
| 2151 · Computer Software & Renewals | | | | | |
| Check | 07/09/2024 | TRITECH SOFTWARE SYSTEMS | TRITECH SOFTWARE SYSTEMS | INV #414849 | 1,071.00 |
| Check | 07/09/2024 | ZOLL DATA SYSTEMS INC | ZOLL DATA SYSTEMS INC | INV #INV00176229 / JUNE | 473.75 |
| Check | 07/09/2024 | ZOLL DATA SYSTEMS INC | ZOLL DATA SYSTEMS INC | INV #INV00177947 / JULY | 473.75 |
| Check | 07/09/2024 | FRESHWORKS INC. | FRESHWORKS INC. | INV #FS275390 | 10,079.95 |
| Check | 07/10/2024 | ESO SOLUTIONS, INC. | ESO SOLUTIONS, INC. | INV #ESO-144262 | 14,535.80 |
| Check | 07/10/2024 | UKG KRONOS SYSTEMS LLC | UKG KRONOS SYSTEMS LLC | INV #12264370 | 36.22 |
| Check | 07/10/2024 | PERSONAL EXPOSURE REPORTING | PERSONAL EXPOSURE REPORTING | INV #PER-2425-NOVA | 670.00 |
| Check | 07/18/2024 | TRIZETTO PROVIDER SOLUTIONS | TRIZETTO PROVIDER SOLUTIONS | FY24/25 INV #3T0Z062400 | 513.83 |
| Check | 07/18/2024 | TRIZETTO PROVIDER SOLUTIONS | TRIZETTO PROVIDER SOLUTIONS | FY24/25 CM #3T0Z072400 / CR... | -100.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MAILCHIMP / NEWSLETTER R... | 20.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MAILCHIMP / RECURRING | 20.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | ZOOM RENEWALS | 3,293.80 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | ZOOM RENEWAL | 40.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | TEAMUP | 129.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | TEAMUP / INTERNATIONAL T... | 2.58 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | GOOGLE WORKSPACE | 460.08 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | APPLE / RECURRING | 19.99 |
| Check | 07/25/2024 | STRATOGUARD, LLC | STRATOGUARD, LLC | FY 24/25 / INV #T07-13199 | 509.76 |
| Check | 07/25/2024 | TRIZETTO PROVIDER SOLUTIONS | TRIZETTO PROVIDER SOLUTIONS | FY 24/25 / INV #3T0Z072400 | 144.71 |
| Check | 07/30/2024 | STATION AUTOMATION, INC. | STATION AUTOMATION, INC. | FY 24/25 INV #6524 / CONTRO... | 6,160.00 |
| Total 2151 · Computer Software & Renewals | | | | | 38,554.22 |
| 2164 · Computer System Maintenance | | | | | |
| Check | 07/02/2024 | MARIN IT, INC | MARIN IT, INC | INV #2024-25770 | 1,500.00 |
| Check | 07/02/2024 | MARIN IT, INC | MARIN IT, INC | INV #2024-25739 | 2,021.50 |
| Check | 07/10/2024 | MARIN IT, INC | MARIN IT, INC | INV #2024-25831 | 250.00 |
| Check | 07/10/2024 | MARIN IT, INC | MARIN IT, INC | INV #2024-123900 | 656.25 |

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| Check | 07/10/2024 | MARIN IT, INC | MARIN IT, INC | INV #2024-123879 | 292.50 |
| Check | 07/18/2024 | MARIN IT, INC | MARIN IT, INC | FY24/25 INV #2024-123949 | 292.50 |
| Check | 07/30/2024 | MARIN IT, INC | MARIN IT, INC | FY 24/25 INV #2024-25859 | 585.00 |
| Total 2164 · Computer System Maintenance | | | | | 5,597.75 |
| 2268 · Special Fire Equipment & Suppl | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | FRIEDMANS / FIRE SQUIRTS | 174.11 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | COSTCO / TRAINING | 216.98 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | RESCUEPITLADDER.COM / PI... | 1,630.16 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | RTIC / ENGINE COOLERS | 1,253.79 |
| Check | 07/30/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY 23/24 INV #1NGT-ND9H-M4... | 169.45 |
| Total 2268 · Special Fire Equipment & Suppl | | | | | 3,444.49 |
| 2269 · Property Tax Fee | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | COUNTY OF MARIN / TAX RO... | 114.50 |
| Total 2269 · Property Tax Fee | | | | | 114.50 |
| 2273 · Employee Service & Recognition | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | GLENDALE PARADE STORE / ... | 153.15 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SOLO RESCU... | 507.80 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SHUTTERFLY / LOBBY PHOT... | 19.20 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SAN MARIN FLOWERS / HAMI... | 111.06 |
| Total 2273 · Employee Service & Recognition | | | | | 791.21 |
| 2396 · Facilities Prevent Maintenance | | | | | |
| Check | 07/09/2024 | ATCO | ATCO | INV #112352 / S61 | 65.00 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112347 / S61 | 80.25 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112315 / S64 | 65.00 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112306 / S64 | 69.55 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112335 / S65 | 65.00 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112325 / S65 | 80.25 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112376 / ADMIN | 65.00 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112371 / ADMIN | 117.70 |
| Check | 07/09/2024 | QUENCH USA, Inc | QUENCH USA, Inc | INV #INV07663711 | 878.67 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112438 / S63 | 65.00 |
| Check | 07/09/2024 | ATCO | ATCO | INV #112433 / S63 | 80.60 |
| Check | 07/18/2024 | MARIN BUILDING MAINTENANCE, INC. | MARIN BUILDING MAINTENANCE, INC. | FY23/24 INV #2742 | 925.00 |
| Check | 07/18/2024 | SEBASTOPOL CONST. DBA L.J. CONST... | SEBASTOPOL CONST. DBA L.J. CONSTR... | FY23/24 INV #062463 | 1,000.00 |
| Check | 07/18/2024 | TK ELEVATOR | TK ELEVATOR | FY24/25 INV #3007996463 | 2,414.30 |
| Check | 07/25/2024 | NORTH BAY RESTAURANT SERVICES | NORTH BAY RESTAURANT SERVICES | FY 24/25 / INV #252496 / S64 H... | 2,054.00 |
| Check | 07/25/2024 | NORTH BAY RESTAURANT SERVICES | NORTH BAY RESTAURANT SERVICES | FY 24/25 / INV #252494 / S61 H... | 2,029.00 |
| Check | 07/30/2024 | BAY AREA AIR QUALITY MGMT DIST | BAY AREA AIR QUALITY MGMT DIST | FY 24/25 INV #T172279 | 521.00 |
| Total 2396 · Facilities Prevent Maintenance | | | | | 10,575.32 |
| 2397 · Facilities Projects | | | | | |
| Check | 07/02/2024 | FOWLER ELECTRIC SERVICES INC. | FOWLER ELECTRIC SERVICES INC. | INV #5152 / S61 ELECTRICAL ... | 1,580.00 |

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|----------------------------------|------------|----------------------------|----------------------------|---------------------------------|-------------|
| Check | 07/09/2024 | MARIANNE'S PAINTING | MARIANNE'S PAINTING | INV #2480 / S63, S65 | 3,000.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PINI / STATION REPAIRS | 17.54 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / FACILITIES | 33.62 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / FACILITIES | 9.22 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | UPS STORE / FACILITIES | 26.58 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | DAVIS SIGN / PARKING SIGNS | 785.13 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SHUTTERFLY / LOBBY PHOT... | 634.66 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / LOBBY REMODEL | 352.60 |
| Check | 07/25/2024 | PINI HARDWARE INC. | PINI HARDWARE INC. | FY 23/24 / INV #498975 / ADMIN | 10.85 |
| Check | 07/30/2024 | CARLILE - MACY | CARLILE - MACY | FY 23/24 INV #202406044 | 8,982.50 |
| Total 2397 · Facilities Projects | | | | | 15,432.70 |
| 2398 · Facilities Repair | | | | | |
| Check | 07/02/2024 | MARIN H2O, INC. | MARIN H2O, INC. | INV #99016 / ADMIN PLUMBING | 210.00 |
| Check | 07/02/2024 | AIR EXCHANGE, INC. | AIR EXCHANGE, INC. | INV #91612401 | 915.00 |
| Check | 07/09/2024 | PETERSON MECHANICAL, INC. | PETERSON MECHANICAL, INC. | INV #28278 | 690.00 |
| Check | 07/09/2024 | LE JARDINIER | LE JARDINIER | INV #4401 | 5,196.00 |
| Check | 07/09/2024 | SIMPSON SHEET METAL, INC | SIMPSON SHEET METAL, INC | INV #87691 / SERVER ROOM | 10,886.00 |
| Check | 07/18/2024 | SIMPSON SHEET METAL, INC | SIMPSON SHEET METAL, INC | FY23/24 INV #47078 / ADMIN ... | 487.50 |
| Check | 07/23/2024 | BAY ALARM | BAY ALARM | FY 24/25 INV #21537548 | 606.68 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PACE SUPPLY / PUMP FOR S65 | 1,094.06 |
| Check | 07/30/2024 | MARIN H2O, INC. | MARIN H2O, INC. | FY 24/25 INV #99112 / S65 BA... | 250.00 |
| Check | 07/30/2024 | AIR EXCHANGE, INC. | AIR EXCHANGE, INC. | FY 24/25 INV #91612498 | 1,106.23 |
| Check | 07/30/2024 | AIR EXCHANGE, INC. | AIR EXCHANGE, INC. | FY 24/25 INV #91612487 | 108.75 |
| Total 2398 · Facilities Repair | | | | | 21,550.22 |
| 2399 · Station Supplies | | | | | |
| Check | 07/02/2024 | GRAINGER | GRAINGER | INV #9101002039 / S62 SUPPL... | 252.31 |
| Check | 07/02/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | INV #6002437267 / S62 | 64.80 |
| Check | 07/02/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | INV #6004955921 / S62 | 64.80 |
| Check | 07/02/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | INV #6001141141 / S64 | 63.85 |
| Check | 07/02/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | INV #6001266378 / S64 | 64.29 |
| Check | 07/09/2024 | GRAINGER | GRAINGER | INV #9101002039 / S62 SUPPL... | 252.31 |
| Check | 07/09/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | INV #6004955921 / S62 | 64.80 |
| Check | 07/09/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | INV #6002437267 / S62 | 64.80 |
| Check | 07/23/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | FY 23/24 INV #6004179042 | 59.52 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SUPPLIES | 78.88 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S64 SUPPLIES | 130.14 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S64 SUPPLIES | 11.39 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SUPPLIES | 35.64 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SUPPLIES | 88.97 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SUPPLIES | 54.91 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SUPPLIES | 9.75 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / S65 SUPPLIES | 184.78 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / STATION SUPPLIES | 139.65 |
| Check | 07/30/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY 23/24 INV #11RD-DQJ3-64... | 687.00 |
| Check | 07/30/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY 24/25 INV #17GL-3TW3-QY... | 33.53 |

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| Total 2399 · Station Supplies | | | | | 2,406.12 |
| 2400 · Hydrants | | | | | |
| Check | 07/09/2024 | MARIANNE'S PAINTING | MARIANNE'S PAINTING | INV #24652 / HYDRANTS | 4,050.00 |
| Total 2400 · Hydrants | | | | | 4,050.00 |
| 2401 · Memberships | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PSHRA / MEMBERSHIP RENE... | 55.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | FDAC / MEMBERSHIP RENEW... | 750.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AFSS MEMBERSHIP | 77.50 |
| Check | 07/30/2024 | MCFCA | MCFCA | FY 24/25 INV #375 | 7,644.00 |
| Total 2401 · Memberships | | | | | 8,526.50 |
| 2406 · Payroll Service Charge | | | | | |
| Check | 07/02/2024 | WAGeworks, INC. | WAGeworks, INC. | INV #INV6701438 | 197.88 |
| General Journal | 07/10/2024 | WestAmerica Bank | WestAmerica Bank | Bank Charge | 14.95 |
| Check | 07/25/2024 | ADP | ADP | FY 23/24 INV #665370536 | 3,040.32 |
| Check | 07/25/2024 | ADP | ADP | FY 23/24 INV #665371579 | 1,212.00 |
| Check | 07/25/2024 | ADP | ADP | FY 23/24 INV #662629259 | 2,418.58 |
| Check | 07/25/2024 | ADP | ADP | FY 23/24 INV #662627541 | 1,212.00 |
| Check | 07/25/2024 | ADP | ADP | FY 23/24 INV #659952711 | 2,461.42 |
| Check | 07/30/2024 | WAGeworks, INC. | WAGeworks, INC. | FY 24/25 INV #3006218 | 197.88 |
| Total 2406 · Payroll Service Charge | | | | | 10,755.03 |
| 2407 · Office Supplies | | | | | |
| Check | 07/02/2024 | INLAND BUSINESS SERVICES | INLAND BUSINESS SERVICES | INV #IN4238244 | 404.71 |
| Check | 07/18/2024 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES | FY24/25 INV #1JXL-3H11-VJ3G... | 50.98 |
| Check | 07/18/2024 | PACIFIC COAST CONCEPTS | PACIFIC COAST CONCEPTS | FY24/25 INV #19346 / BUSINE... | 134.95 |
| Check | 07/18/2024 | PACIFIC COAST CONCEPTS | PACIFIC COAST CONCEPTS | FY23/24 CM #19306 / CREDIT | -42.54 |
| Check | 07/18/2024 | PACIFIC COAST CONCEPTS | PACIFIC COAST CONCEPTS | FY23/24 INV #19267 / BUSINE... | 297.60 |
| Check | 07/18/2024 | UNITED PARCEL SERVICE | UNITED PARCEL SERVICE | FY24/25 INV #00002W5W60274 | 22.26 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | CCSI EFAX / SUBSCRIPTION ... | 189.90 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / TRAINING | 189.62 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | SAFEWAY / DEBREIF SUPPLI... | 7.58 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMAZON / OFFICE SUPPLIES | 186.79 |
| Check | 07/25/2024 | UNITED PARCEL SERVICE | UNITED PARCEL SERVICE | FY 23/24 / INV #00002W5W602... | 22.26 |
| Check | 07/30/2024 | QUADIENT FINANCE USA, Inc | QUADIENT FINANCE USA, Inc | FY 23/24 JUNE/JULY POSTAGE | 1,000.00 |
| Check | 07/30/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | FY 24/25 INV #6007032450 / A... | 307.98 |
| Check | 07/30/2024 | STAPLES BUSINESS ADVANTAGE | STAPLES BUSINESS ADVANTAGE | FY 24/25 INV #6007032455 / A... | 397.73 |
| Total 2407 · Office Supplies | | | | | 3,169.82 |
| 2501 · Gas, Oil & Grease Vehicles | | | | | |
| Check | 07/02/2024 | ARMOUR PETROLEUM | ARMOUR PETROLEUM | INV #WO-26975 | 346.50 |
| Check | 07/02/2024 | ARMOUR PETROLEUM | ARMOUR PETROLEUM | INV #WO-26974 | 346.50 |
| Check | 07/02/2024 | ARMOUR PETROLEUM | ARMOUR PETROLEUM | INV #WO-26973 | 346.50 |
| Check | 07/02/2024 | ARMOUR PETROLEUM | ARMOUR PETROLEUM | INV #WO-26972 | 346.50 |
| Check | 07/02/2024 | FASTRAK INVOICE PROCESSING DEPT | FASTRAK INVOICE PROCESSING DEPT | INV #I692417529137 / U10 | 9.75 |

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|---|------------|------------------------------------|-----------------------------------|-----------------------------------|-------------|
| Check | 07/10/2024 | SOUTHERN COUNTIES LUBRICANTS, L... | SOUTHERN COUNTIES LUBRICANTS, LLC | INV #485311 | 2,286.16 |
| Check | 07/18/2024 | NORTH BAY PETROLEUM | NORTH BAY PETROLEUM | FY23/24 JUNE FUEL | 14,683.49 |
| Check | 07/18/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY24/25 INV #291253 / U8 | 65.71 |
| Check | 07/18/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY24/25 INV #291252 / U8 | 49.28 |
| Check | 07/18/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY24/25 INV #291158 / U4 | 98.56 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | PETCO / K9 PROGRAM | 82.98 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | NORTH MAIN PET LODGE / K... | 1,155.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | FASTRAK | 100.00 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | NOVATO CAR WASH / C61 | 18.00 |
| Check | 07/25/2024 | NAPA AUTO PARTS | NAPA AUTO PARTS | FY 24/25 / INV #293183 / SHO... | 16.08 |
| Check | 07/30/2024 | SAFETY-KLEEN SYSTEMS, INC. | SAFETY-KLEEN SYSTEMS, INC. | FY 23/24 INV #94894226 | 274.00 |
| Total 2501 · Gas, Oil & Grease Vehicles | | | | | 20,225.01 |
| 2510 · Out of County Logistics | | | | | |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | HABIT BURGER / TF2140 LUN... | 18.49 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | OREILLY AUTO PARTS / TF21... | 9.73 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | MAS AMOR MEXICAN / TF214... | 58.42 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | EARLYBIRD DONUTS / TF 214... | 47.84 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | HAMPTON INN / TF 2140 LOD... | 178.40 |
| Total 2510 · Out of County Logistics | | | | | 312.88 |
| 2537 · Radio & MDC Maintenance | | | | | |
| Check | 07/09/2024 | 49ER COMMUNICATIONS | 49ER COMMUNICATIONS | INV #77264 | 297.45 |
| Check | 07/25/2024 | PINI HARDWARE INC. | PINI HARDWARE INC. | FY 23/24 / INV #492460 / RADI... | 12.90 |
| Total 2537 · Radio & MDC Maintenance | | | | | 310.35 |
| 2713 · Legal Fees | | | | | |
| Check | 07/25/2024 | AALR&R PROF CORP. | AALR&R PROF CORP. | FY 23/24 / INV #719587 | 25,070.87 |
| Check | 07/25/2024 | RILEY F. HURD III | RILEY F. HURD III | FY 23/24 INV #2382667 | 4,995.00 |
| Total 2713 · Legal Fees | | | | | 30,065.87 |
| 2718 · Consulting Fees | | | | | |
| Sales Receipt | 07/05/2024 | CENTRAL MARIN FIRE AUTHORITY | CENTRAL MARIN FIRE AUTHORITY | Salary Survey 2024 performed b... | -4,647.50 |
| Check | 07/09/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | INV #2024-02-20-R1 / 1339 N. ... | 250.00 |
| Check | 07/09/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | INV #2024-02-23 / 57 DOLPHIN | 250.00 |
| Check | 07/09/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | INV #2024-02-21-R2 / 1367 N H... | 250.00 |
| Check | 07/09/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | INV #2024-02-26 / 296 OLIVE | 250.00 |
| Check | 07/09/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | INV #2024-02-24 / 932 C | 225.00 |
| Check | 07/09/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | INV #2024-02-25 / 144 CARBIDE | 250.00 |
| Check | 07/10/2024 | TO THE POINT POLYGRAPH | TO THE POINT POLYGRAPH | INV #528 / PHILLIPS | 1,900.00 |
| Check | 07/23/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | FY 24/25 INV #2024-02-23-R1 / ... | 250.00 |
| Check | 07/25/2024 | JLD INVESTIGATIONS, INC. | JLD INVESTIGATIONS, INC. | FY 24/25 INV #24-024 / NGUYEN | 1,560.00 |
| Check | 07/30/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | FY 24/25 INV #2024-02-27 | 250.00 |
| Check | 07/30/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | FY 24/25 INV #2024-02-28 | 250.00 |
| Check | 07/30/2024 | DONALD D. DAMMEN, P.E., LLC | DONALD D. DAMMEN, P.E., LLC | FY 24/25 INV #2024-02-29 | 250.00 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|--------------------------------|------------|-------------------------|-------------------------|---------------------------------|-------------|
| Total 2718 · Consulting Fees | | | | | 1,287.50 |
| 2731 · Water | | | | | |
| Check | 07/30/2024 | NORTH MARIN WATER DIST. | NORTH MARIN WATER DIST. | FY 23/24 ACCT #1833302 / AD... | 90.81 |
| Check | 07/30/2024 | NORTH MARIN WATER DIST. | NORTH MARIN WATER DIST. | FY 23/24 ACCT #1833202 / AD... | 320.93 |
| Check | 07/30/2024 | NORTH MARIN WATER DIST. | NORTH MARIN WATER DIST. | FY 23/24 ACCT #4297601 / AD... | 964.93 |
| Total 2731 · Water | | | | | 1,376.67 |
| 2732 · Electricity | | | | | |
| Check | 07/02/2024 | PG&E | PG&E | ACCT #6093478999-5 / ADMIN | 25.56 |
| Check | 07/02/2024 | PG&E | PG&E | ACCT #2375449117-5 / S62 | 86.34 |
| Check | 07/02/2024 | PG&E | PG&E | ACCT #2886168221-0 / S61 | 236.00 |
| Check | 07/10/2024 | PG&E | PG&E | ACCT #8167658955-9 / S63 | 68.63 |
| Check | 07/18/2024 | PG&E | PG&E | FY23/24 ACCT #8209325619-4 | 1,324.88 |
| Check | 07/18/2024 | PG&E | PG&E | FY23/24 ACCT #0554263785-4 | 2,891.87 |
| Check | 07/18/2024 | PG&E | PG&E | FY23/24 ACCT #4566474349-4 | 1,035.06 |
| Check | 07/18/2024 | PG&E | PG&E | FY23/24 ACCT #2333782453-8 | 2,483.51 |
| Check | 07/18/2024 | PG&E | PG&E | FY23/24 ACCT #8783705711-3 | 4,699.63 |
| Check | 07/18/2024 | PG&E | PG&E | FY23/24 ACCT #2844501557-2 | 4,039.57 |
| Total 2732 · Electricity | | | | | 16,891.05 |
| 2736 · Garbage | | | | | |
| Check | 07/02/2024 | RECOLOGY | RECOLOGY | ACCT #1812348993 / ADMIN | 761.98 |
| Check | 07/02/2024 | RECOLOGY | RECOLOGY | ACCT #1812254100 / S61 | 1,325.96 |
| Check | 07/02/2024 | RECOLOGY | RECOLOGY | ACCT #1810135095 / S62 | 1,325.96 |
| Check | 07/02/2024 | RECOLOGY | RECOLOGY | ACCT #1812424737 / S63 | 761.98 |
| Check | 07/02/2024 | RECOLOGY | RECOLOGY | ACCT #1810872028 / S64 | 761.98 |
| Check | 07/02/2024 | RECOLOGY | RECOLOGY | ACCT #1810291104 / S65 | 761.98 |
| Check | 07/25/2024 | RECOLOGY | RECOLOGY | FY 23/24 / ACCT #1810135095 ... | 662.98 |
| Check | 07/25/2024 | RECOLOGY | RECOLOGY | FY 23/24 / ACCT #1812348993 ... | 380.99 |
| Check | 07/25/2024 | RECOLOGY | RECOLOGY | FY 23/24 / ACCT #1812424737 ... | 380.99 |
| Check | 07/25/2024 | RECOLOGY | RECOLOGY | FY 23/24 / ACCT #1812254100 ... | 662.98 |
| Check | 07/25/2024 | RECOLOGY | RECOLOGY | FY 23/24 / ACCT #1810291104 ... | 380.99 |
| Check | 07/25/2024 | RECOLOGY | RECOLOGY | FY 23/24 / ACCT #1810872028 ... | 380.99 |
| Total 2736 · Garbage | | | | | 8,549.76 |
| 2738 · Telephone System | | | | | |
| Check | 07/02/2024 | VCOM SOLUTIONS, INC. | VCOM SOLUTIONS, INC. | INV #11906220240626 | 141.47 |
| Check | 07/09/2024 | MARIN.ORG | MARIN.ORG | INV #2534 | 3,983.28 |
| Check | 07/18/2024 | AT&T | AT&T | FY24/25 ACCT #234 341-7360 ... | 120.48 |
| Check | 07/18/2024 | AT&T | AT&T | FY24/25 ACCT #248 134-2690 ... | 8.86 |
| Check | 07/18/2024 | AT&T MOBILITY | AT&T MOBILITY | FY23/24 INV #991004252X070... | 73.98 |
| Check | 07/18/2024 | AT&T MOBILITY | AT&T MOBILITY | FY23/24 INV #287305249834X... | 2,958.82 |
| Check | 07/18/2024 | AT&T MOBILITY | AT&T MOBILITY | FY23/24 INV #287332054555X... | 203.90 |
| Check | 07/18/2024 | VCOM SOLUTIONS, INC. | VCOM SOLUTIONS, INC. | FY23/24 INV #00081520240712 | 5,128.60 |
| Check | 07/18/2024 | VERIZON BUSINESS | VERIZON BUSINESS | FY23/24 INV #9967727143 | 2,208.69 |
| Check | 07/18/2024 | VERIZON BUSINESS | VERIZON BUSINESS | FY23/24 INV #9968170763 | 805.79 |

Novato Fire Protection District
Revenues and Expenditures Detail
 July 2024

| Type | Date | Name | Source Name | Memo | Paid Amount |
|---|------------|-----------------------------------|-------------------------------------|-------------------------------|----------------------|
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | AMERICAN MESSAGING | 139.49 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | COMCAST BUSINESS | 300.09 |
| Check | 07/23/2024 | CARD SERVICE CENTER | CARD SERVICE CENTER | DISH | 76.10 |
| Check | 07/30/2024 | VCOM SOLUTIONS, INC. | VCOM SOLUTIONS, INC. | FY 24/25 INV #11906220240726 | 139.38 |
| Total 2738 · Telephone System | | | | | 16,288.93 |
| 3301 · Debt Service - Principal | | | | | |
| Check | 07/25/2024 | BMO BANK NATIONAL ASSOCIATION | BMO BANK NATIONAL ASSOCIATION | INV #1833960 / PRINCIPAL | 164,000.00 |
| Total 3301 · Debt Service - Principal | | | | | 164,000.00 |
| 3302 · Debt Service - Interest | | | | | |
| Check | 07/25/2024 | BMO BANK NATIONAL ASSOCIATION | BMO BANK NATIONAL ASSOCIATION | INV #1833960 / INTEREST | 1,618.59 |
| Total 3302 · Debt Service - Interest | | | | | 1,618.59 |
| 4818 · Exercise Equipment | | | | | |
| Check | 07/02/2024 | PELOTON INTERACTIVE, INC. | PELOTON INTERACTIVE, INC. | INV #7pGxzIAE | 3,168.00 |
| Total 4818 · Exercise Equipment | | | | | 3,168.00 |
| 4880 · Computer & Hardware Equipment | | | | | |
| Check | 07/02/2024 | KRONOS SAASHR, INC. | KRONOS SAASHR, INC. | INV #12259874 / UKG READY ... | 14,250.00 |
| Total 4880 · Computer & Hardware Equipment | | | | | 14,250.00 |
| Total Expense | | | | | 2,904,563.42 |
| Net Ordinary Income | | | | | -2,205,631.87 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 8500 · Intergovernmental Transfers | | | | | |
| Check | 07/03/2024 | DEPARTMENT OF HEALTH CARE SERV... | DEPARTMENT OF HEALTH CARE SERVIC... | IGT EFT PYMT CY2023 | 108,963.79 |
| Total 8500 · Intergovernmental Transfers | | | | | 108,963.79 |
| Total Other Expense | | | | | 108,963.79 |
| Net Other Income | | | | | -108,963.79 |
| Net Income | | | | | -2,314,595.66 |



Novato Fire District
Finance Division
Vendor Summary
July 2024

TO: Board of Directors
FROM: Senior Accountant Kerrigan
DATE: August 28, 2024
RE: Vendor Summary – July 2024

Payments to all vendors during July 2024 totaled \$5,094,751.32.

Novato Fire Protection District
Vendor Summary
July 2024

| | Jul 24 | Jul 24 |
|--|------------|------------|
| 49ER COMMUNICATIONS | 297.45 | 297.45 |
| AALR&R PROF CORP. | 25,070.87 | 25,070.87 |
| ABLE TIRE & BRAKE INC | 2,791.86 | 2,791.86 |
| ADP | 10,344.32 | 10,344.32 |
| ADP PAYROLL IMPORT | 23,153.79 | 23,153.79 |
| AIR EXCHANGE, INC. | 2,129.98 | 2,129.98 |
| ALLEN, JOSEPH | 1,000.00 | 1,000.00 |
| ALLMAN, MATTHEW | 18,658.26 | 18,658.26 |
| AMAZON CAPITAL SERVICES | 1,304.12 | 1,304.12 |
| ARMOUR PETROLEUM | 1,386.00 | 1,386.00 |
| ASTON CARTER INC | 2,400.00 | 2,400.00 |
| AT&T | 129.34 | 129.34 |
| AT&T MOBILITY | 3,475.65 | 3,475.65 |
| ATCO | 753.35 | 753.35 |
| ATHENS INSURANCE SERVICES, INC. | 2,009.12 | 2,009.12 |
| BARGIACCHI,ANTHONY D | 17,208.60 | 17,208.60 |
| BAUCOM, ERIN | 750.00 | 750.00 |
| BAVARO, LORENE L. | 500.00 | 500.00 |
| BAY ALARM | 606.68 | 606.68 |
| BAY AREA AIR QUALITY MGMT DIST | 521.00 | 521.00 |
| BEACH, STEPHEN N. | 1,000.00 | 1,000.00 |
| BEHM, JOANN | 1,000.00 | 1,000.00 |
| BERNARDINI JR,MARIO L | 23,628.80 | 23,628.80 |
| BICKMORE | 3,300.00 | 3,300.00 |
| BLANDON,MARVIN J | 19,096.52 | 19,096.52 |
| BLOUNT,YVETTE | 4,695.45 | 4,695.45 |
| BLUE CROSS - ANTHEM | 123.41 | 123.41 |
| BLUE SHIELD OF CALIFORNIA | 123.95 | 123.95 |
| BLUE,FOREST H | 30,633.40 | 30,633.40 |
| BMO BANK NATIONAL ASSOCIATION | 165,618.59 | 165,618.59 |
| BOUND TREE MEDICAL, LLC | 1,788.10 | 1,788.10 |
| BOWLDS,ARTHUR J | 14,382.10 | 14,382.10 |
| BRINEGAR,MAX M | 132.00 | 132.00 |
| BRODY,WILLIAM A | 17,013.96 | 17,013.96 |
| BURNEY, LENETTA | 900.00 | 900.00 |
| CALLAHAN,CONNOR | 15,798.22 | 15,798.22 |
| CAPITOL CLUTCH & BRAKE, INC | 271.01 | 271.01 |
| CARD SERVICE CENTER | 22,767.22 | 22,767.22 |
| CARDEN, EDDIE | 950.00 | 950.00 |
| CARLILE - MACY | 8,982.50 | 8,982.50 |
| CINTAS | 382.23 | 382.23 |
| COLLIER, KAREN | 945.00 | 945.00 |
| CONCERN | 19,877.00 | 19,877.00 |
| CONNER, JUSTIN | 14,405.69 | 14,405.69 |
| COOLEY, BRIAN | 2,469.50 | 2,469.50 |
| CORLEY, BERNICE | 400.00 | 400.00 |
| COWBELL INSURANCE AGENCY LLC | 29,822.13 | 29,822.13 |
| COYLE, CAROL | 545.00 | 545.00 |
| CRASH CHAMPIONS | 1,636.61 | 1,636.61 |
| CRAYNE,JENNIFER | 15,115.34 | 15,115.34 |
| CROWN TROPHY | 94.40 | 94.40 |
| CUMMINS SALES AND SERVICE | 881.07 | 881.07 |
| CYMROT, SUSAN | 1,000.00 | 1,000.00 |
| DAGUE,KYLE M | 23,284.84 | 23,284.84 |
| DAVIS,WILLIAM L | 400.00 | 400.00 |
| DELL MARKETING L.P.* | 21,189.54 | 21,189.54 |
| DEPARTMENT OF HEALTH CARE SERVICES | 108,963.79 | 108,963.79 |
| DEPT OF THE TREASURY | 386.40 | 386.40 |
| DICOCEA,JOHN S | 22,321.74 | 22,321.74 |
| DISTRICT AUXILLARY SERVICES FOUNDATION | 28.00 | 28.00 |
| DOHERTY, JOSEPH | 5,467.59 | 5,467.59 |
| DONALD D. DAMMEN, P.E., LLC | 2,475.00 | 2,475.00 |
| ELSMORE, TIM | 210.00 | 210.00 |
| EMPLOYMENT DEVELOPMENT DEPT | 3,251.13 | 3,251.13 |
| ESO SOLUTIONS, INC. | 14,535.80 | 14,535.80 |
| ETHINGTON,JAKE MORRIS | 132.00 | 132.00 |

Novato Fire Protection District
Vendor Summary
July 2024

| | Jul 24 | Jul 24 |
|--|------------|------------|
| FARRIS, CHAD | 13,292.10 | 13,292.10 |
| FASTRAK INVOICE PROCESSING DEPT | 9.75 | 9.75 |
| FELCIANO, GRETCHEN M | 15,115.34 | 15,115.34 |
| FITZPATRICK, DANIEL C | 66.00 | 66.00 |
| FLETCHER, DONALD M | 17,265.48 | 17,265.48 |
| FONSECA, JUSTIN A | 16,340.18 | 16,340.18 |
| FORSTER & KROEGER LANDSCAPE MAINT. INC | 25,200.00 | 25,200.00 |
| FOWLER ELECTRIC SERVICES INC. | 1,580.00 | 1,580.00 |
| FRANCISCO, SHANE G. | 400.00 | 400.00 |
| FRESHWORKS INC. | 10,079.95 | 10,079.95 |
| FRMS-FIRE RISK MANAGEMENT SERVICES | 388,778.75 | 388,778.75 |
| FRMS (FORMERLY FDAC EBA) | 33,245.66 | 33,245.66 |
| GALLI, LAUREN C | 7,528.50 | 7,528.50 |
| GARATTI, JIM | 350.00 | 350.00 |
| GARVIE, CLAIRE | 925.00 | 925.00 |
| GERNETZKE, DAVID | 2,500.00 | 2,500.00 |
| GIAMPAOLI, ADRIENNE. | 1,000.00 | 1,000.00 |
| GODOY, RICHARD S | 21,294.10 | 21,294.10 |
| GOEBEL, DIANA | 175.00 | 175.00 |
| GOINES, BRUCE F | 600.00 | 600.00 |
| GOODSPEED, CHRISTOPHER J | 23,147.58 | 23,147.58 |
| GRAINGER | 504.62 | 504.62 |
| HADFIELD, MICHAEL | 400.00 | 400.00 |
| HAKENEN, AARON K | 11,761.92 | 11,761.92 |
| HAMILTON, RYAN J | 21,971.90 | 21,971.90 |
| HENRY SCHEIN, INC | 413.61 | 413.61 |
| HI-TECH E.V.S. INC. | 3,607.96 | 3,607.96 |
| HILDEBRAND, CHARLES | 1,000.00 | 1,000.00 |
| HUNT, JOHN | 225.00 | 225.00 |
| IMPERIAL HEALTH HOLDING MEDICAL GRP | 399.89 | 399.89 |
| INLAND BUSINESS SERVICES | 404.71 | 404.71 |
| JARJOURA, SAM | 1,000.00 | 1,000.00 |
| JD SERVICES | 900.00 | 900.00 |
| JLD INVESTIGATIONS, INC. | 1,560.00 | 1,560.00 |
| KAISER FOUNDATION HEALTH PLAN. | 4,745.24 | 4,745.24 |
| KATIE GROSSMAN BSN, RN | 7,892.32 | 7,892.32 |
| KEADY, TRISTAN G | 13,264.84 | 13,264.84 |
| KEENA, JEFF T | 19,617.07 | 19,617.07 |
| KERRIGAN, BROOKE | 10,166.66 | 10,166.66 |
| KIOSK CREATIVE LLC | 59,122.49 | 59,122.49 |
| KISER, KEEF W | 20,248.60 | 20,248.60 |
| KLEINSASSER, NATHANIEL R | 14,082.10 | 14,082.10 |
| KOPPERT, JAMES K | 16,852.40 | 16,852.40 |
| KRONOS SAASHR, INC. | 14,250.00 | 14,250.00 |
| L. N. CURTIS & SONS | 2,199.90 | 2,199.90 |
| LABBERTON, SARAH | 10,450.00 | 10,450.00 |
| LACUES, JOANNE | 1,000.00 | 1,000.00 |
| LAGER, WARREN | 160.00 | 160.00 |
| LAMONT, HANLEY & ASSOCIATES | 724.37 | 724.37 |
| LANCELOTTI, ANGELO | 175.00 | 175.00 |
| LANGUAGE LINE SERVICES, INC. | 86.25 | 86.25 |
| LAPERRIERE, PAUL | 2,019.00 | 2,019.00 |
| LARA, JENNIE | 628.17 | 628.17 |
| LARKIN, GEOFFREY P | 13,214.84 | 13,214.84 |
| LARROQUE, MARK L | 31,549.07 | 31,549.07 |
| LARSON, KEVIN D | 11,611.92 | 11,611.92 |
| LASALANDRA, LYNDA | 717.50 | 717.50 |
| LE JARDINIER | 5,196.00 | 5,196.00 |
| LEAR, KIRK M | 21,897.48 | 21,897.48 |
| LEMELIN, JEFF M | 13,264.84 | 13,264.84 |
| LEONARDI AUTO ELEC., INC. | 206.38 | 206.38 |
| LESIK, KIMBERLY D | 18,506.52 | 18,506.52 |
| LIFE ASSIST, INC. | 2,091.02 | 2,091.02 |
| MACDOUGALL, JAMES | 7,782.30 | 7,782.30 |
| MARIANNE'S PAINTING | 7,050.00 | 7,050.00 |
| MARIN BUILDING MAINTENANCE, INC. | 925.00 | 925.00 |

Novato Fire Protection District
Vendor Summary
July 2024

| | Jul 24 | Jul 24 |
|-----------------------------------|--------------|--------------|
| MARIN COUNTY FORD | 100.00 | 100.00 |
| MARIN H2O, INC. | 460.00 | 460.00 |
| MARIN INDEPENDENT JOURNAL | 56.16 | 56.16 |
| MARIN IT, INC | 5,597.75 | 5,597.75 |
| MARIN.ORG | 3,983.28 | 3,983.28 |
| MARSHALL,PHOEBE D | 7,671.15 | 7,671.15 |
| MASHINTCHIAN,AZAR | 28,967.14 | 28,967.14 |
| MATHESON TRI-GAS INC | 1,061.22 | 1,061.22 |
| MCCLENDON III, JAMES | 200.00 | 200.00 |
| MCFCA | 7,644.00 | 7,644.00 |
| MCGARGILL,ANDREW J | 13,314.84 | 13,314.84 |
| MCGUINNESS,MICHAEL J | 23,358.50 | 23,358.50 |
| MESENBURG,ERICH W | 19,768.44 | 19,768.44 |
| MEYER,GREGORY | 11,611.92 | 11,611.92 |
| MEZQUITA,DAVID | 11,217.68 | 11,217.68 |
| MISSIONSQUARE - 803200 | 18,627.40 | 18,627.40 |
| MONTICELLI, SANDY | 637.50 | 637.50 |
| MURPHY, WILLIAM | 14,258.78 | 14,258.78 |
| MYER,JARED | 14,262.53 | 14,262.53 |
| NAJAFI, REZA | 1,000.00 | 1,000.00 |
| NAPA AUTO PARTS | 1,035.07 | 1,035.07 |
| NEILL,ELIZABETH | 7,216.12 | 7,216.12 |
| NEWMAN, SHIRLEE. | 0.00 | 0.00 |
| NGUYEN, BONNIE | 1,000.00 | 1,000.00 |
| NICHOLAS,KYLE | 7,051.57 | 7,051.57 |
| NORTH BAY PETROLEUM | 14,683.49 | 14,683.49 |
| NORTH BAY RESTAURANT SERVICES | 4,083.00 | 4,083.00 |
| NORTH MARIN WATER DIST. | 1,376.67 | 1,376.67 |
| NOVATO CHAMBER OF COMMERCE | 2,400.00 | 2,400.00 |
| NOVATO FIRE PROTECTION DIST. | 2,465,557.62 | 2,465,557.62 |
| OBLITES, ALISON | 1,000.00 | 1,000.00 |
| OSGOOD,LYNNE | 16,919.32 | 16,919.32 |
| PACE,JASON A | 20,024.76 | 20,024.76 |
| PACHECO,NOLE D | 36,514.04 | 36,514.04 |
| PACIFIC COAST CONCEPTS | 390.01 | 390.01 |
| PACK,ETHAN K. | 13,368.99 | 13,368.99 |
| PANNELL,JEFFREY S | 13,428.13 | 13,428.13 |
| PELTON INTERACTIVE, INC. | 3,168.00 | 3,168.00 |
| PENNEY, KELLEY A. | 6,384.86 | 6,384.86 |
| PERMANENTE MEDICAL GROUP INC | 235.00 | 235.00 |
| PERRY,LUCAS S | 13,284.48 | 13,284.48 |
| PERSONAL EXPOSURE REPORTING | 670.00 | 670.00 |
| PETERS,DANIEL G | 18,402.24 | 18,402.24 |
| PETERS,DANIEL J | 19,667.59 | 19,667.59 |
| PETERSON MECHANICAL, INC. | 690.00 | 690.00 |
| PETERSON TRUCKS, INC. | 1,255.48 | 1,255.48 |
| PG&E | 16,891.05 | 16,891.05 |
| PHILIPONA, CHANTAL | 1,000.00 | 1,000.00 |
| PHILLIPS,RODERICK J | 132.00 | 132.00 |
| PINI HARDWARE INC. | 23.75 | 23.75 |
| POARCH,DANIEL J. | 16,307.26 | 16,307.26 |
| PONTIUS,ROSWELL B | 14,147.98 | 14,147.98 |
| POWELL,KEVIN J | 15,007.08 | 15,007.08 |
| PREFERRED ALLIANCE, INC | 84.00 | 84.00 |
| PROTECTIVE LIFE INSURANCE COMPANY | 552.18 | 552.18 |
| QUADIENT FINANCE USA, Inc | 1,000.00 | 1,000.00 |
| QUENCH USA, Inc | 878.67 | 878.67 |
| RAY'S CATERING | 2,500.00 | 2,500.00 |
| RECOLOGY | 8,549.76 | 8,549.76 |
| RESOLVE INSURANCE SYSTEMS | 2,674.04 | 2,674.04 |
| RHOADES,ERIN N | 18,409.76 | 18,409.76 |
| RILEY F. HURD III | 4,995.00 | 4,995.00 |
| RUSSO,DANIEL | 7,810.48 | 7,810.48 |
| SAFETY-KLEEN SYSTEMS, INC. | 274.00 | 274.00 |
| SALDANA,ANDREW P | 11,955.90 | 11,955.90 |
| SANTOS,ERILOU-JOY | 7,660.40 | 7,660.40 |

Novato Fire Protection District
Vendor Summary
July 2024

| | <u>Jul 24</u> | <u>Jul 24</u> |
|---|----------------------------|----------------------------|
| SCHALICH, BEVERLY | 1,000.00 | 1,000.00 |
| SCHIAVO, DAVID A | 18,518.64 | 18,518.64 |
| SCHMITZ, KAREN | 540.75 | 540.75 |
| SCHULZE, ED | 1,000.00 | 1,000.00 |
| SCOTT, NICOLE M | 17,769.06 | 17,769.06 |
| SEBASTOPOL CONST. DBA L.J. CONSTRUCTION | 1,000.00 | 1,000.00 |
| SHEETS, KAREN | 260.00 | 260.00 |
| SHELINE, BRIAN C | 11,696.92 | 11,696.92 |
| SILVERMAN, LOUIS | 600.00 | 600.00 |
| SIMONS, HUNTER Q | 15,106.04 | 15,106.04 |
| SIMPSON SHEET METAL, INC | 11,373.50 | 11,373.50 |
| SMITH, BARRETT A | 21,575.29 | 21,575.29 |
| SOLAR, DEVIN W | 13,284.48 | 13,284.48 |
| SONOMA-MARIN ARBORISTS, INC. | 2,109.00 | 2,109.00 |
| SOUTHERN COUNTIES LUBRICANTS, LLC | 2,286.16 | 2,286.16 |
| STAPLES BUSINESS ADVANTAGE | 1,168.57 | 1,168.57 |
| STATION AUTOMATION, INC. | 6,160.00 | 6,160.00 |
| STRATOGUARD, LLC | 509.76 | 509.76 |
| SWANSON, TYLER J | 13,082.87 | 13,082.87 |
| TAUL, MIKE S | 18,463.12 | 18,463.12 |
| TELDESCHI, MARC R | 19,183.92 | 19,183.92 |
| TELEFLEX LLC | 609.25 | 609.25 |
| TEMPLE-THOMPSON, DAVID | 748.00 | 748.00 |
| TK ELEVATOR | 2,414.30 | 2,414.30 |
| TO THE POINT POLYGRAPH | 1,900.00 | 1,900.00 |
| TRITECH SOFTWARE SYSTEMS | 1,071.00 | 1,071.00 |
| TRIZETTO PROVIDER SOLUTIONS | 558.54 | 558.54 |
| TYLER, WILLIAM G | 21,069.28 | 21,069.28 |
| UKG KRONOS SYSTEMS LLC | 36.22 | 36.22 |
| UNISOURCE DISCOVERY | 185.35 | 185.35 |
| UNITED PARCEL SERVICE | 44.52 | 44.52 |
| VALENTI, JOSEPH R | 16,581.82 | 16,581.82 |
| VALUCH, OWEN E | 20,943.32 | 20,943.32 |
| VANLEUVEN, JUSTIN | 14,957.04 | 14,957.04 |
| VANZEBO LASER, LLC | 3,057.96 | 3,057.96 |
| VCOM SOLUTIONS, INC. | 5,409.45 | 5,409.45 |
| VERIZON BUSINESS | 3,647.64 | 3,647.64 |
| WADE, DENISE D | 9,325.90 | 9,325.90 |
| WAGER, SHANNON M | 8,854.42 | 8,854.42 |
| WAGEWORKS, INC. | 395.76 | 395.76 |
| WALRAVEN, COLLEEN M | 8,393.52 | 8,393.52 |
| WALRAVEN, GRACE | 6,384.86 | 6,384.86 |
| WALTRIP, MARGRET | 1,000.00 | 1,000.00 |
| WARD, JOE | 175.00 | 175.00 |
| WEHR, DONALD J | 19,028.24 | 19,028.24 |
| WEINZIERL, KATHERINE | 2,627.00 | 2,627.00 |
| WEST, KEVIN | 317.50 | 317.50 |
| WestAmerica Bank | 64.95 | 64.95 |
| WHITTET, JEFFREY J | 30,194.28 | 30,194.28 |
| WILKOSZ, GABRIEL R | 11,611.92 | 11,611.92 |
| WILLIAMS, MARK | 975.00 | 975.00 |
| WINZER CORPORATION | 127.09 | 127.09 |
| WOLKENSTEIN, MATTHEW | 2,500.00 | 2,500.00 |
| WOODWARD-SOLLESNES, KERRICK | 14,082.10 | 14,082.10 |
| ZAGARIS, NIKOLAUS S | 19,039.64 | 19,039.64 |
| ZANONI, JASON A | 12,671.13 | 12,671.13 |
| ZOLL DATA SYSTEMS INC | 947.50 | 947.50 |
| TOTAL | <u>5,094,751.32</u> | <u>5,094,751.32</u> |

Novato Fire Protection District
MWPA Revenues and Expenditures
 July 2024

| | 9901 MWPA Core | 9902 MWPA D- Space | 9903 MWPA Local Mitigation | |
|--|--------------------------|--------------------------|----------------------------------|---------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 9950 · Measure C | 0.00 | -56,064.10 | -57,208.27 | -113,272.37 |
| Total Income | <u>0.00</u> | <u>-56,064.10</u> | <u>-57,208.27</u> | <u>-113,272.37</u> |
| Gross Profit | 0.00 | -56,064.10 | -57,208.27 | -113,272.37 |
| Expense | | | | |
| 1003 · Regular Staff Salaries | 17,366.12 | 33,815.20 | 0.00 | 51,181.32 |
| 1021 · Out of Class Pay | 0.00 | 182.08 | 0.00 | 182.08 |
| 1404 · FICA Medicare | 1,337.58 | 2,280.25 | 0.00 | 3,617.83 |
| 1502 · Life Insurance | -33.60 | -13.68 | 0.00 | -47.28 |
| 1510 · Dental Insurance | -153.87 | 466.35 | 0.00 | 312.48 |
| 1513 · Health Insurance | 12,597.51 | -1,426.34 | 0.00 | 11,171.17 |
| 1514 · Vision Plan | -11.98 | 34.58 | 0.00 | 22.60 |
| 1517 · Administrative Allowance | 300.00 | 731.25 | 0.00 | 1,031.25 |
| 1706 · Deferred Compensation | 800.00 | 2,309.75 | 0.00 | 3,109.75 |
| 2029 · Advertising | 9,569.24 | 0.00 | 0.00 | 9,569.24 |
| 2121 · Vegetation Mgmt | 0.00 | 2,109.00 | 35,021.75 | 37,130.75 |
| 2407 · Office Supplies | 16.00 | 0.00 | 0.00 | 16.00 |
| 2738 · Telephone System | 141.18 | 730.93 | 0.00 | 872.11 |
| Total Expense | <u>41,928.18</u> | <u>41,219.37</u> | <u>35,021.75</u> | <u>118,169.30</u> |
| Net Ordinary Income | <u>-41,928.18</u> | <u>-97,283.47</u> | <u>-92,230.02</u> | <u>-231,441.67</u> |
| Net Income | <u><u>-41,928.18</u></u> | <u><u>-97,283.47</u></u> | <u><u>-92,230.02</u></u> | <u><u>-231,441.67</u></u> |

Fire Chief's Report: Contract Administration

Executed Contracts

9/4/2024 Board of Director's Meeting

| CONTRACTOR NAME | DCM | Cost | Term | DESCRIPTION | CODE |
|--|---------------|-----------|--------------------------|--|------|
| PROFESSIONAL SERVICES | | | | | |
| A.J. Gallagher Risk Mgmt Svcs | Tyler | \$259,322 | 9/1/24-8/31/25 | Package Insurance Policy (Property & Casualty) including Pollution Liability & ADA Website Compliance standalone policies. | N |
| Marianne's Painting | Crayne | \$400 | 8/9/2024 | Paint the new Quiet Room at Admin. | N |
| Peterson Mechanical | Whittet | \$12,495 | 9/9/24-10/9/24 | Replacement of split HVAC system at Admin. | N |
| Mark Clementi, Ph.D. | Felciano | \$30,000 | 9/15/24-9/15/27 | Pre-employment psychological inventories. | R |
| BuyBoard National Purchasing Cooperative | Walraven | Zero | 7/22/24-Until terminated | A purchasing cooperative allowing the District to piggyback onto previously solicited contracts. District enjoys volume discounts now for our purchases with Bound Tree Medical and 4Imprint and potentially more piggyback opportunities in the future. | N |
| Citygate Associates, LLC | Tyler | \$39,672 | 9/3/24-1/3/25 | Update SOC. | N |
| Armour Petroleum Service & Equipment Co | Whittet | \$25,000 | 9/1/24-6/30/25 | Fuel tank inspection & maintenance. | R |
| Marin Economic Forum | Tyler/Valenti | \$12,000 | 8/26/24-10/22/24 | Economic assessment affecting local real estate. | N |
| GOODS | | | | | |
| 360 Rescue, LLC | Taul | \$48,802 | 8/19/24-10/15/24 | Rope rescue cache | N |
| PIGGYBACK | | | | | |
| Bound Tree Medical | Peters | \$65,000 | 8/7/24-6/30/25 | Medical supplies. Piggybacking onto the pricing agreement for BuyBoard National Purchasing Cooperative. | N |
| 4iMPRIINT | Osgood | Varies | 8/7/24-6/30/25 | Promotional supplies such as pens, firehats, etc for Open House, Ember Stomp, 4th of July, etc. Piggybacking onto the pricing agreement for BuyBoard National Purchasing Cooperative. | N |
| RFP/ITB/RFQ | | | | | |
| N/A | | | | | |
| OTHER | | | | | |
| Novato Chamber of Commerce | Dicochea | Zero | 9/4/2024 | Leadership Novato Facility Use Agreement | N |

Public Works/Non-Public Works Project Codes

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

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

Information Section



Novato Fire District

Customer Satisfaction Surveys

July 2024

To: Board of Directors
From: Bill Tyler, Fire Chief
Date: August 28, 2024
Re: Customer Service Satisfaction Survey Program

Reviewed by: 
 Fire Chief Bill Tyler

Results for the Customer Service Satisfaction Survey forms sent out for the month of July 2024 are as follows:

| Type of Call | Surveys Sent Out | | Surveys Received | | Strongly Agree | | Agree | | Disagree | | Strongly Disagree | |
|-----------------------|------------------|------------|------------------|------------|----------------|------------|----------|------------|----------|-----------|-------------------|-----------|
| | # | % | # | % | # | % | # | % | # | % | # | % |
| Medical | 85 | 22% | 19 | 79% | 15 | 79% | 3 | 16% | 1 | 5% | 0 | 0% |
| Fire/CO2 | 5 | 20% | 1 | 100% | 1 | 100% | 0 | 0% | 0 | 0% | 0 | 0% |
| Public Service/ Other | 10 | 60% | 6 | 100% | 6 | 100% | 0 | 0% | 0 | 0% | 0 | 0% |
| Totals | 100 | 26% | 26 | 85% | 22 | 85% | 3 | 12% | 1 | 4% | 0 | 0% |

96% percent of the customer surveys received reflected positive ratings.

Customer Survey — Additional Comments

“Thanks!”

“All other interactions with fire department have been extremely good. I am grateful that the City of Novato and our tax dollars have enabled such a fire department to serve our community. We have lived here 48 years. This time, I was bewildered and hurt emotionally on top of a trying night and middle of night, I cried again.”

“Exceptional service and staff, thank you!”

“The firefighters and medical team are excellent! Thank you to all of them for their continued excellent help!”

“Very courteous and helpful. Thank you.”

“They were wonderful – Great bunch of men and women”

“Thank you!”

“Service was exceptional!”

“Thank you for your service. Very helpful and polite and cute ;)”
“Our family thanks Novato Fire for everything that they do to keep Novato Fire safe.”

“They are the best! They are very well trained!!”

“The crew at Station 3 gets a gold star A, B, and C”

“The firefighters were very efficient and helpful. I am very grateful for your work. Thank you soo much.”

“The fire department people found my son in the Bay Water, rescued him, and did bring him to my home, 11 Caribe Isle. My son is not in The Novato Hospital. Thank you all for your help. P.S. One of his black shoes, size 12 are still missing, if you find them let me know. My son has Parkinsons Disease and was trying to get away from someone falling into the water.”

“Outstanding experience. Thank you.”

From: [Novato Fire Protection District](#)
To: [Jennifer Crayne](#)
Subject: [EXTERNAL] *NEW SUBMISSION* Contact Novato Fire
Date: Tuesday, August 6, 2024 11:41:15 AM

CAUTION: This is an external email and may be malicious. Please do not click on links or open attachments from senders you do not trust.

Contact Novato Fire

Submission #: 3387624
IP Address: [208.121.33.193](#)
Submission Date: 08/06/2024 11:41
Survey Time: 6 minutes, 39 seconds

You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Read-Only Content

Today's Date

08/06/2024 12:00 AM

Name

██████████

Email Address

████████████████████

Phone

██████████

How can we help you?

on July 19, 2024, Novato Fire E63, Firefighters Forest Blue, Don Wehr and Tyler Swanson responded to my parents home at ██████████ to render medical aid. Unfortunately my father passed away. The firefighters were so professional and empathetic. Their kindness and calm demeanor helped my mother on one of the most difficult days of her life. I thank you for your service.

Thank you,

Novato Fire Protection District

This is an automated message generated by Granicus. Please do not reply directly to this email.

From: [James MacDougall](#)
To: [Jennifer Crayne](#)
Subject: FW: [EXTERNAL] MARIN WILDFIRE PREVENTION AUTHORITY
Date: Friday, August 23, 2024 10:29:53 AM
Importance: Low

Hi Jen, I don't do these very often – but this was a nice letter I received.

Jim MacDougall
Wildfire Mitigation Specialist
Novato Fire Protection District
95 Rowland Way
Novato, CA 94945
415-878-2699 (Office)
jmacdougall@novatofire.org



Our phone lines are open from 9 a.m. to 4 p.m. 415-878-2690

From: [REDACTED]
Sent: Thursday, August 22, 2024 6:17 PM
To: Yvette Blount <yblount@novatofire.org>
Cc: James MacDougall <jmacdougall@novatofire.org>
Subject: [EXTERNAL] MARIN WILDFIRE PREVENTION AUTHORITY
Importance: Low

CAUTION: This is an external email and may be malicious. Please do not click on links or open attachments from senders you do not trust.

Hi Yvette,

We are writing you to let you know how helpful and hard working Jim MacDougall has been in assisting us with the documentation, photos and inspection of our property in Novato for fire prevention that the Core Program: Case Projects:6140 requires through Marin County Wildfire Prevention Authority.

Jim was here to walk us through the paperwork/photos etc. and the application was successfully completed with his hard work on all documents needed.

We did receive the Core Program Project reimbursement and again wish to thank Jim for all

his good work. It was wonderful working with Jim.

Thanks again.

[REDACTED]

[REDACTED]

Novato, Ca. 94947

From: [Kyle Nicholes](#)
To: [Jennifer Crayne](#)
Subject: FW: [EXTERNAL] Report
Date: Monday, August 5, 2024 12:50:01 PM
Attachments: [image001.png](#)

Support for the program and district!

Kyle Nicholes
Wildfire Mitigation Specialist
Novato Fire Protection District
95 Rowland Way
Novato, CA 94945
415-878-2692 (Direct Line)
knicholes@novatofire.org



From: [REDACTED]
Sent: Monday, August 5, 2024 9:39 AM
To: Kyle Nicholes <knicholes@novatofire.org>
Subject: [EXTERNAL] Report

CAUTION: This is an external email and may be malicious. Please do not click on links or open attachments from senders you do not trust.

Hi Kyle,

Thanks so much for the report. We here in Pacheco Valley are so appreciative of the support we have received over the years from the Novato Fire Protection District and gradually we are seeing our residents taking the important steps toward hardening their homes and managing the vegetation with the principles of fire safety in mind. Biggest challenge of course is in creating the zone zero.

Thanks again for the report!

Best,

Ginny

Novato Fire Protection District

RECORD OF EXCEPTIONAL PERFORMANCE

FIRST LINE SUPERVISOR'S FILE

AD-98

Employee Name Owen Valuch

Rank Captain

Date 8/8/2024

Description and date of exceptional performance:

On 6/2/24, E63 responded to the home of a 65-year-old male with a history of a significant back injury. The patient suffered a non-injury fall and was requesting assistance getting off the ground and into his favorite chair. Patient normally unable to get in and out of his chair without assistance because the chair was too low to the ground. Captain Owen Valuch offered to build a raised chair platform for the gentleman, and he enthusiastically accepted the offer of exceptional kindness. On his next day off, Captain Valuch built a chair platform from his own supply of lumber, stained it, carpeted the top of it, and then delivered and installed the platform for the resident.

Supervisor's comments:

This is an exceptional display of next level customer service from Owen. What a tremendous example of our Mission in action. Thank you, Owen, for performing such an impactful and generous good deed for our community.

Employee's Comments: _____

Supervisor's signature

Supervisor's name printed

Battalion Chief Erich Mesenburg – B Shift Commander

Employee's signature

Original = Supervisor's file Copies = Employee, BC, Fire Chief

From: [Erich Mesenburg](#)
To: [John Dicochea](#)
Cc: [Owen Valuch](#); [Jennifer Crayne](#)
Subject: Letter from community member
Date: Thursday, August 8, 2024 8:10:23 PM
Attachments: [Community letter 7.17.24.pdf](#)
[image001.png](#)

Chief,

Nice letter came in from Ron Basque, retired Sausalito PD Sergeant. Captain Valuch was on a medical call at Sergeant Basque's house in July and as E63 was clearing, Owen noticed that their American Flag was in very poor condition. Owen had an extra American Flag at Station 63 so the crew picked up the new flag and returned to Sergeant Basque's house to fly the brand new flag. Sergeant Basque was very touched and wrote the attached note. I thought you might like the BOD to see the note so I scanned it for you.

-Erich

Erich Mesenburg

Battalion Chief (B63) – B Shift
Novato Fire District
95 Rowland Way
Novato, CA 94945
Cell (415) 310-6113
Office (415) 878-2613



7/17/2024

OWEN

I'M STILL AT A LOSS FOR WORDS ON YOUR
KIND THOUGHTFUL GESTURE. THANK YOU FOR
THE FLING & WILL FLY IN YOUR HONOR.
HOPEFULLY WE COULD GET TOGETHER FOR
BREAKFAST AFTER ONE OF YOUR SHIFTS.
LOOK FORWARD TO HEARING FROM YOU.
TAKE CARE & STAY SAFE
RED



Closed Session Section