

A firefighter in silhouette is shown in the foreground, looking towards a large, intense fire at night. The fire is bright yellow and orange, with thick smoke rising. The firefighter is wearing a helmet and a jacket with reflective stripes. The background is dark, with some trees visible in the distance.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

PROPOSED  
ANNUAL OPERATING  
**BUDGET**

FISCAL YEAR 2014/2015

## **ONE TEAM, ONE MISSION**

**In the spirit of our tradition, we strive for excellence,  
respectfully serving all with pride, honor and compassion**

### **Board of Directors**

**Glenn W. Umont, President**

**H. Jay Kerr, Vice President**

**Gordon Dakin, Director**

**Jennifer G. Price, Director**

**Matthew J. Stamey, Director**

### **The Role of the Board**

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

### **Fire Chief/Treasurer**

**Paige Meyer**

### **The Role of the Chief**

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

# TABLE OF CONTENTS

## *FY 2014-2015 Annual Operating Budget*

<b>EXECUTIVE SUMMARY</b>	Page
Budget Letter .....	1
Staffing Summary .....	2
Organizational Chart .....	4
Statement of Revenues, Expenditures and Changes in Fund Balance .....	6
Ten Years of Property Tax Revenue .....	8
<b>GENERAL FUND</b>	
Revenue General Fund .....	10
Expenditures General Fund .....	11
<b>Division</b>	
10-10 Board of Directors .....	14
10-15 Fire Chief .....	18
10-20 Human Resources .....	24
10-25 Finance .....	30
10-30 Fire Prevention .....	36
20-35 Technology .....	42
20-38 Communications Center .....	48
20-45 Facilities .....	52
30-55 Emergency Operations .....	56
30-60 Fleet .....	62
30-65 Training .....	66
30-70 Emergency Medical .....	72
30-75 Rescue .....	78
30-80 Hazardous Materials .....	82
30-85 Volunteer Fire .....	86
<b>COMMUNITY FUND</b>	
Statement of Revenues and Expenditures .....	90
<b>CAPITAL PROJECTS FUND</b>	
Statement of Revenues and Expenditures .....	91
Detail of Expenditures .....	92
<b>APPARATUS/EQUIPMENT REPLACEMENT FUND</b>	
Statement of Revenues and Expenditures .....	93
Detail of Expenditures .....	94

**FEDERAL GRANT CAPITAL PROJECTS FUND**

Statement of Revenues and Expenditures .....95  
Detail of Expenditures .....96

**DEBT SERVICE FUND**

Statement of Revenues and Expenditures .....97  
Debt Service Schedules .....98

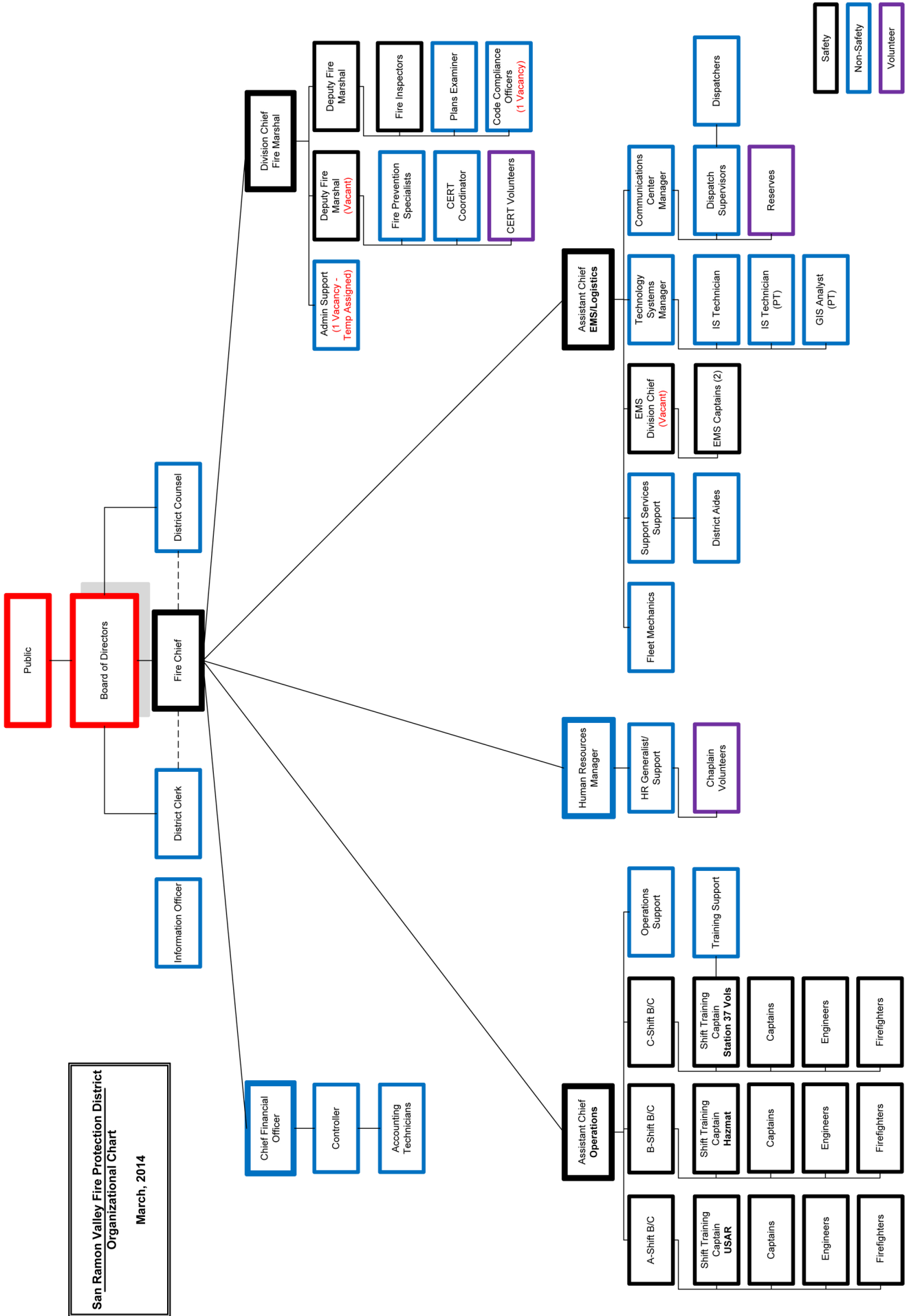
TRANSMITTAL LETTER  
(Place holder)

## STAFFING SUMMARY

DIVISION	2010-11	2011-12	2012-13	2013-14	Proposed 2014-15	Projected 2015-16
<b>Board of Directors</b>						
Director	5	5	5	5	5	5
Total	5	5	5	5	5	5
<b>Fire Chief</b>						
Fire Chief	1	1	1	1	1	1
District Clerk	1	1	1	1	1	1
Total	2	2	2	2	2	2
<b>Human Resources</b>						
Director	1	1	1	0.5	0	0
Manager	0	0	0	0	1	1
Generalist	1	1	1	1	1	1
Office Assistant	1	1	1	1	1	1
Total	3	3	3	2.5	3	3
<b>Finance</b>						
Director	0	0	0	0.5	0	0
Chief Financial Officer	0	0	0	0	1	1
Controller	0	0	0	0	1	1
Supervisor	1	1	1	1	0	0
Accounting Technician	2	2	2	2	2	2
Total	3	3	3	3.5	4	4
<b>Training</b>						
Division Chief	1	1	1	1	0	0
Training Captain	2	2	2	2	3	3
Senior Office Assistant	1	1	1	1	1	1
Total	4	4	4	4	4	4
<b>Technology</b>						
GIS Analyst	1	1	1	1	0	0
GIS Analyst Part Time	0	0	0	0	1	1
Technology Systems Mgr	1	1	1	1	1	1
Information Systems Tech	1	1	2	1	1	1
IS Tech Part Time	1	1	0	0	0	0
Computer Asst Part Time	0	0	0	0	0	0
Radio/Elec Tech Part Time	1	1	1	1	1	1
Total	5	5	5	4	4	4
<b>Communications Center</b>						
Comm Center Manager	1	1	1	1	1	1
Dispatcher Supervisor	1	1	1	1	1	1
Dispatcher	8	8	8	8	8	8
Total	10	10	10	10	10	10
<b>Facilities</b>						
Assistant Chief	1	1	1	0	0	0
District Aids Part Time	2	2	2	2	2	2
Senior Office Assistant	1	1	1	1	1	1
Total	4	4	4	3	3	3

## STAFFING SUMMARY

<b>DIVISION</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Proposed 2014-15</b>	<b>Projected 2015-16</b>
<b>Fire Prevention</b>						
Division Chief/Fire Marshal	1	1	1	1	1	1
Deputy Fire Marshal	2	2	2	1	1	1
Inspector	2	2	2	2	2	2
Code Compliance Officer	4	3	3	3	3	3
Prevention Specialist	2	2	2	2	2	2
Office Assistant	1	2	2	1	1	1
Office Assistant Part Time	0	0	0	1	1	1
Plans Examiner	1	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Emergency Operations</b>						
Assistant Chief	1	1	1	1	2	2
Battalion Chief	4	4	4	4	3	3
Captain	39	39	39	39	39	39
Engineer	39	39	39	39	39	39
Firefighter/Paramedic	53	54	54	47	45	39
Station 37 Coordinator	1	1	1	1	1	1
Senior Office Assistant	1	1	1	1	1	1
<b>Total</b>	<b>138</b>	<b>139</b>	<b>139</b>	<b>132</b>	<b>130</b>	<b>124</b>
<b>Fleet</b>						
Mechanic	2	2	2	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Emergency Medical</b>						
Division Chief	0	0	0	0	0	1
EMS Coordinator	1	1	1	1	1	1
EMS Captain	0	0	0	0	1	1
EMS Specialist	1	1	1	1	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>GRAND TOTAL</b>	<b>192</b>	<b>193</b>	<b>193</b>	<b>183</b>	<b>182</b>	<b>177</b>



San Ramon Valley Fire Protection District  
Organizational Chart  
March, 2014





**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FY 2014-2015**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>SRV FIRE COMMUNITY</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>						
Taxes	54,294,987					54,294,987
Intergovernmental	33,000					33,000
Charges for services	3,956,000					3,956,000
Use of money & prop	80,604	360				80,964
Rent	203,448					203,448
Other	80,000			500		80,500
Debt issuance						0
<b>TOTAL</b>	<b>58,648,039</b>	<b>360</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>58,648,899</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	48,604,496					48,604,496
Services & supplies	4,855,390			500		4,855,890
Debt service		1,797,405				1,797,405
Capital projects			756,159			756,159
Equipment purchases						0
OPEB contribution	1,000,000					1,000,000
<b>TOTAL</b>	<b>54,459,886</b>	<b>1,797,405</b>	<b>756,159</b>	<b>500</b>	<b>0</b>	<b>57,013,949</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>4,188,153</b>	<b>(1,797,045)</b>	<b>(756,159)</b>	<b>0</b>	<b>0</b>	<b>1,634,950</b>
Transfers in (out)	(14,048,503)	1,797,045	0	0	12,251,458	0
Net change	(9,860,349)	0	(756,159)	0	12,251,458	1,634,950
<b>PROJECTED FUND BALANCE JULY 1, 2014</b>	<b>38,751,753</b>	<b>599,395</b>	<b>2,928,586</b>	<b>455</b>	<b>0</b>	<b>42,280,189</b>
<b>PROJECTED FUND BALANCE JUNE 30, 2015</b>	<b>\$28,891,404</b>	<b>\$599,395</b>	<b>\$2,172,427</b>	<b>\$455</b>	<b>\$12,251,458</b>	<b>\$43,915,139</b>
Restricted		599,395	238,000			837,395
Committed						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding	28,891,404					28,891,404
Budget Stabilization					11,251,458	11,251,458
Capital Projects			1,934,427			1,934,427
Assigned						
Capital Projects						
Other				455		455
Unassigned	0					0
<b>TOTAL</b>	<b>\$28,891,404</b>	<b>\$599,395</b>	<b>\$2,172,427</b>	<b>\$455</b>	<b>\$12,251,458</b>	<b>\$43,915,139</b>

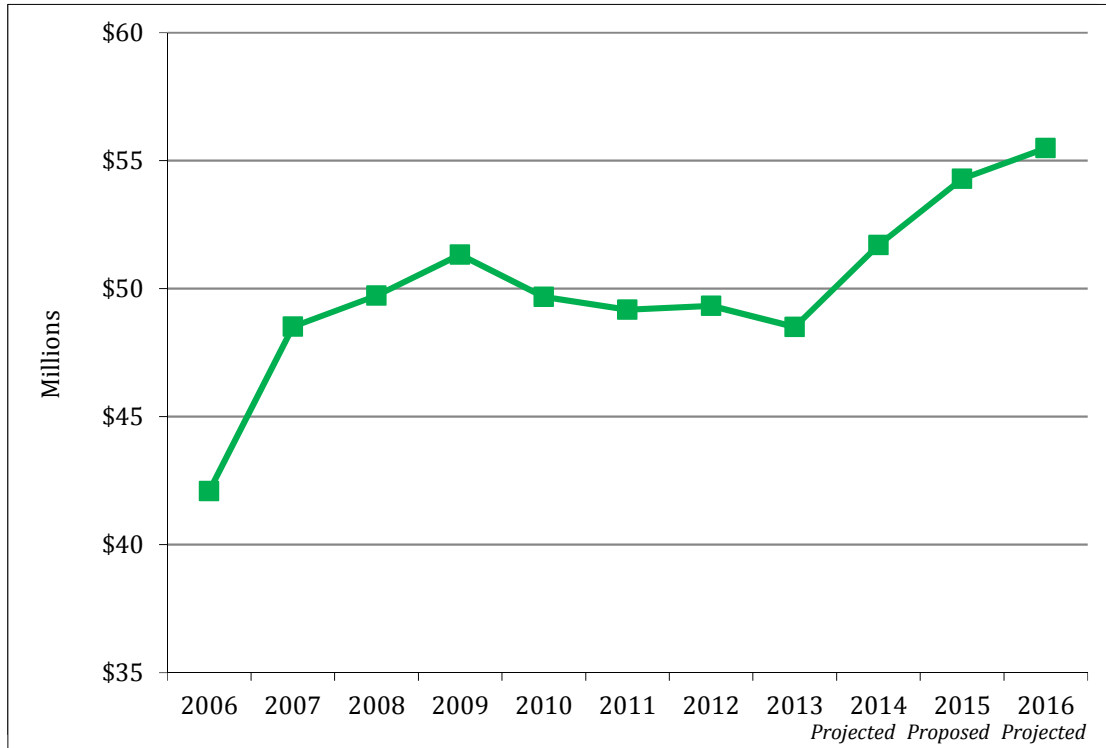
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FY 2015-2016**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>SRV FIRE COMMUNITY</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>						
Taxes	55,489,476					55,489,476
Intergovernmental	33,000					33,000
Charges for services	4,033,828					4,033,828
Use of money & prop	85,577	240				85,817
Rent	211,848					211,848
Other	51,600			500		52,100
Debt issuance						0
<b>TOTAL</b>	<b>59,905,329</b>	<b>240</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>59,906,069</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	48,215,600					48,215,600
Services & supplies	4,836,005			500		4,836,505
Debt service		1,803,706				1,803,706
Capital projects			1,372,945			1,372,945
Equipment purchases						0
OPEB contribution	1,050,000					1,050,000
<b>TOTAL</b>	<b>54,101,605</b>	<b>1,803,706</b>	<b>1,372,945</b>	<b>500</b>	<b>0</b>	<b>57,278,756</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>5,803,724</b>	<b>(1,803,466)</b>	<b>(1,372,945)</b>	<b>0</b>	<b>0</b>	<b>2,627,313</b>
Transfers in (out)	(3,577,456)	1,803,466	1,773,990	0	0	0
Net change	2,226,268	0	401,045	0	0	2,627,313
<b>PROJECTED FUND BALANCE JULY 1, 2015</b>	<b>28,891,404</b>	<b>599,395</b>	<b>2,172,427</b>	<b>455</b>	<b>12,251,458</b>	<b>43,915,139</b>
<b>PROJECTED FUND BALANCE JUNE 30, 2016</b>	<b>\$31,117,672</b>	<b>\$599,395</b>	<b>\$2,573,472</b>	<b>\$455</b>	<b>\$12,251,458</b>	<b>\$46,542,452</b>
Restricted		599,395	238,000			837,395
Committed						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding	29,952,664					29,952,664
Budget Stabilization					11,251,458	11,251,458
Capital Projects			2,335,472			2,335,472
Assigned						
Capital Projects						
Other				455		455
Unassigned	1,165,007					1,165,007
<b>TOTAL</b>	<b>\$31,117,672</b>	<b>\$599,395</b>	<b>\$2,573,472</b>	<b>\$455</b>	<b>\$12,251,458</b>	<b>\$46,542,452</b>

## TEN YEARS OF PROPERTY TAX REVENUE

<b>Year</b>	2007	2008	2009	2010	2011
<b>Actual</b>	48,521,551	49,729,211	51,335,992	49,680,045	49,184,817
<b>% Increase</b>	15.27%	2.49%	3.23%	-3.23%	-1.00%
<b>Year</b>	2012	2013	2014	2015	2016
<b>Actual</b>	49,329,131	48,507,267	51,709,510	54,294,987	55,489,476
<b>% Increase</b>	0.29%	-1.67%	6.60%	5.00%	2.20%





**REVENUES GENERAL FUND**

DESCRIPTION	GL CODE	ACTUALS FY 12-13	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Prop Taxes Current Secured	4110	45,620,633	48,644,425	51,142,662	52,281,357
Prop Taxes Supplemental	4120	653,870	412,910	0	0
Prop Taxes Utilities/Unitary	4130	937,596	978,438	998,007	1,017,967
Prop Taxes Current Unsecured	4140	1,867,991	1,934,797	1,973,494	2,012,962
Homeowner Prop Tax Relief	4145	506,644	506,644	509,177	511,723
Redevelopment Agencies	4150	220,714	184,316	193,532	197,789
County Tax Administration	4160	(494,146)	(511,652)	(521,885)	(532,323)
Prop Taxes Prior Secured	4170	(564,431)	(444,591)	0	0
Prop Taxes Prior Supp	4180	(126,731)	(84,410)	0	0
Prop Taxes Prior Unsecured	4190	(114,873)	88,633	0	0
<b>TOTAL TAXES</b>		<b>\$48,507,267</b>	<b>\$51,709,510</b>	<b>\$54,294,987</b>	<b>\$55,489,476</b>
Measure H	4220	33,000	33,000	33,000	33,000
SB-90 Mandated Costs	4230	(92,152)	(14,248)	0	0
Misc State Aid/Grants	4240	231,510	284,555	0	0
Federal Grant	4245	0	52,468	0	0
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$172,358</b>	<b>\$355,775</b>	<b>\$33,000</b>	<b>\$33,000</b>
Inspection Fees	4310	63,974	120,000	120,900	123,300
Plan Review Fees	4315	355,214	550,150	562,600	573,900
Weed Abatement Charges	4320	26,031	4,000	4,000	4,000
Administrative Citations	4325	58,485	60,000	60,000	60,000
Ambulance Services	4330	2,743,005	2,950,000	3,200,000	3,264,000
CPR Classes	4340	735	1,000	1,000	1,015
Reports/Photocopies	4350	6,214	10,000	7,500	7,613
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$3,253,659</b>	<b>\$3,695,150</b>	<b>\$3,956,000</b>	<b>\$4,033,828</b>
Investment Earnings	4410	58,257	80,000	80,604	85,577
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$58,257</b>	<b>\$80,000</b>	<b>\$80,604</b>	<b>\$85,577</b>
Rent on Real Estate	4510	322,020	250,000	203,448	211,848
<b>TOTAL RENT</b>		<b>\$322,020</b>	<b>\$250,000</b>	<b>\$203,448</b>	<b>\$211,848</b>
Sale of Property	4620	367,722	27,400	0	0
Miscellaneous Revenue	4640	49,783	84,320	80,000	51,600
<b>TOTAL OTHER REVENUE</b>		<b>\$417,505</b>	<b>\$111,720</b>	<b>\$80,000</b>	<b>\$51,600</b>
<b>TOTAL REVENUES</b>		<b>\$52,731,065</b>	<b>\$56,202,155</b>	<b>\$58,648,039</b>	<b>\$59,905,329</b>

**EXPENDITURES (GENERAL FUND)**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	20,413,739	19,117,388	20,027,746	20,399,339
Temporary Salaries	5115	174,001	223,909	243,600	245,225
Permanent Overtime	5120	5,217,500	6,227,545	5,964,046	4,929,878
FICA Contributions	5140	369,836	359,080	385,411	375,805
Retirement Contributions	5150	12,019,863	11,401,863	15,877,222	15,486,977
Employee Group Insurance	5160	3,546,796	3,210,448	3,160,424	3,498,257
Retiree Health Insurance	5170	1,901,214	1,818,271	2,076,046	2,385,118
OPEB Contribution	5175	520,473	520,473	1,000,000	1,050,000
Unemployment Insurance	5180	20,000	25,000	20,000	20,000
Workers Comp Claims	5190	820,000	820,000	850,000	875,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$45,003,422</b>	<b>\$43,723,977</b>	<b>\$49,604,496</b>	<b>\$49,265,600</b>
<b>% Change</b>		<b>0%</b>	<b>-3%</b>	<b>13%</b>	<b>-1%</b>
Office Supplies	5202	34,700	21,605	33,600	35,073
Postage/Freight	5204	12,700	16,900	17,450	17,950
Telecommunications	5206	193,100	175,000	184,300	184,300
Utilities	5208	309,900	331,415	339,700	348,192
Small Tools/Equip/Furn	5210	103,327	73,491	110,850	111,957
Miscellaneous Supplies	5212	121,600	138,256	135,170	139,825
Medical Supplies	5213	103,000	103,000	111,000	115,000
Firefighting Supplies	5214	90,750	91,500	110,750	113,550
Pharmaceutical Supplies	5216	36,500	30,000	30,000	33,000
Computer Supplies	5218	38,500	25,000	7,500	7,500
Radio Equipment & Supplies	5219	25,000	25,000	25,000	25,000
Food Supplies	5222	26,450	19,139	25,150	25,451
PPE Inspections & Repairs	5223	36,000	13,916	36,000	36,900
Safety Clothing & Supplies	5224	182,282	130,320	161,500	165,675
Class A Uniforms & Supplies	5225	13,612	4,097	6,000	6,150
Non-Safety Clothing	5226	22,185	18,732	21,000	21,300
Class B Uniforms & Supplies	5227	25,000	24,604	28,000	28,700
Household Supplies	5228	40,000	35,193	40,000	41,000
Central Garage Repairs	5230	100,000	77,945	100,000	102,500
Central Garage Maintenance	5231	20,000	17,235	18,000	18,450

**EXPENDITURES (GENERAL FUND)**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Central Garage Gas & Oil	5232	207,000	210,632	216,750	222,169
Central Garage Tires	5234	45,000	25,589	45,000	46,125
Central Garage Inspectons	5235	13,000	1,590	9,500	9,738
Maintenance/Repairs Equip	5236	149,163	121,666	144,150	146,383
Maintenance/Repairs Radio	5238	368,144	352,000	328,650	334,650
Maintenance/Repairs Bldgs	5240	155,535	193,920	212,385	217,696
Maintenance/Repairs Grnds	5242	38,500	37,837	38,500	39,463
Rents/Leases Equip & Prop	5246	68,600	50,138	63,000	64,158
Prof & Specialized Services	5250	1,034,090	857,578	945,905	919,271
Recruiting Costs	5251	94,200	50,000	87,800	78,515
Legal Services	5252	250,000	210,000	200,000	207,500
Medical Services	5254	111,100	85,000	106,100	113,405
Communications Services	5258	78,600	78,600	79,500	79,500
Election Services	5262	0	0	110,000	0
Insurance Services	5264	460,000	445,000	466,000	512,600
Publication of Legal Notices	5270	500	1,200	500	500
Specialized Printing	5272	26,900	23,930	23,825	27,979
Dues & Memberships	5274	68,130	63,385	65,425	66,818
Educational Courses	5276	61,000	42,000	61,500	62,225
Educ Assistance Program	5277	45,000	25,000	45,000	46,125
Public Education Supplies	5278	11,000	8,000	11,000	11,000
Books & Periodicals	5280	18,635	10,965	20,030	18,812
Recognition Supplies	5282	5,000	3,000	4,000	4,000
Meetings & Travel Expenses	5284	44,450	28,900	29,900	29,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$4,888,153</b>	<b>\$4,298,277</b>	<b>\$4,855,390</b>	<b>\$4,836,005</b>
<b>% Change</b>		-18%	-12%	13%	0%
<b>TOTAL EXPENDITURES</b>		<b>\$49,891,575</b>	<b>\$48,022,254</b>	<b>\$54,459,886</b>	<b>\$54,101,605</b>
<b>% Change</b>		-1%	-4%	13%	-1%





# **BOARD OF DIRECTORS**

## **PURPOSE**

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. It is comprised of five members elected at-large who serve four-year overlapping terms. The Board of Directors provide financial oversight and strategic policy direction to maximize the public value of District services. The Board is responsible for hiring the Fire Chief and District legal counsel.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide overall leadership and direction for the District through the establishment of broad policies to be implemented by the Fire Chief.
2. Strive to deliver the highest quality of fire suppression, fire prevention and emergency medical services to District residents and businesses.
3. Actively exercise financial and policy oversight to ensure the long term viability of the District.
4. Exercise prudence and integrity with respect to financial transactions and the stewardship of District assets.
5. Be sensitive and responsive to the needs and rights of the public.
6. Minimize legal challenges by ensuring compliance with both the letter and the spirit of the constitution, legislation and regulations governing actions of the District and through the effective use of outside legal counsel.
7. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in the Valley.
8. Oversee the annual review and revision of the District's long term financial plan.
9. Define Board committee roles and membership on an annual basis.
10. Ensure the District has in place a personnel management system designed to attract and retain high quality and highly functioning employees.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Ensure fiscal policies and procedures are in place to sustain the long term viability of the District.
2. Continually review District operations for compliance with adopted standards and levels of service.
3. Ensure ongoing operations are carried out in an effective, efficient and fiscally prudent manner.
4. Evaluate options and decide on a viable plan for Station 32.

## **MEMBERS OF THE BOARD**

Director (5)

**BOARD OF DIRECTORS  
10-10**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	14,940	8,500	10,080	10,080
FICA Contributions	5140	1,328	737	902	902
Employee Group Insurance	5160	0	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$16,268</b>	<b>\$9,237</b>	<b>\$10,982</b>	<b>\$10,982</b>
Non-Safety Clothing	5226	500	0	0	0
Prof & Specialized Services	5250	25,000	0	10,000	10,000
Legal Services	5252	200,000	175,000	150,000	157,500
Election Services	5262	0	0	110,000	0
Dues & Memberships	5274	35,860	35,860	36,885	37,654
Educational Courses	5276	2,000	2,000	7,000	7,000
Books & Periodicals	5280	500	500	250	250
Recognition Supplies	5282	3,000	2,000	2,000	2,000
Meetings & Travel Expenses	5284	3,900	3,900	4,900	4,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$270,760</b>	<b>\$219,260</b>	<b>\$321,035</b>	<b>\$219,304</b>
<b>TOTAL EXPENDITURES</b>		<b>\$287,028</b>	<b>\$228,497</b>	<b>\$332,017</b>	<b>\$230,286</b>

**BOARD OF DIRECTORS  
10-10**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Clothing		0	0
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$0</b>	<b>\$0</b>
Website, Consulting Svcs, Grants		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
Legal Fees - District Counsel		150,000	157,500
Legislative Advocate		0	0
<b>Legal Services</b>	<b>5252</b>	<b>\$ 150,000</b>	<b>\$ 157,500</b>
Election Services		110,000	0
<b>Election Services</b>	<b>5262</b>	<b>\$ 110,000</b>	<b>\$ -</b>
Alamo Chamber of Commerce		75	75
CCC Fire Commissioner's Assoc		100	100
Danville Chamber of Commerce		300	300
San Ramon Chamber of Commerce		325	325
California Special Districts Assoc		5,300	5,300
Museum of San Ramon Valley		35	35
LAFCO		30,750	31,519
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 36,885</b>	<b>\$ 37,654</b>
Special Districts (CSDA) Workshops		5,000	5,000
Government Affairs Day		500	500
Miscellaneous Conferences		1,500	1,500
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
Manuals, Publications		250	250
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 250</b>
Retirement/Promotion Recognitions		1,000	1,000
Miscellaneous Recognition		1,000	1,000
<b>Recognition Supplies</b>	<b>5282</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Board Meeting Refreshments		400	400
Special Districts (CSDA) Workshops		2,000	2,000
Fire Commissioners Quarterly Mtg		500	500
Miscellaneous Conferences		2,000	2,000
<b>Meetings/Travel Exp</b>	<b>5284</b>	<b>\$ 4,900</b>	<b>\$ 4,900</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 321,035</b>	<b>\$ 219,304</b>

## **FIRE CHIEF**

### **PURPOSE**

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Fire Chief provides direction, protection and order to the District. The Fire Chief also serves as the Treasurer of the District and is responsible for implementation of policies established by the Board of Directors and the San Ramon Valley Fire Protection District Financing Corporation.

### **STANDARD LEVEL OF PERFORMANCE**

1. Primarily responsible for day-to-day administration of the District and Public Financing Authority pursuant to policy direction from the Board of Directors.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. As Treasurer, oversee financial activities of the District, ensure investments are in compliance with the Board approved investment policy and state regulations.
4. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets.
5. Ensure the safety of District residents, businesses and employees through effective oversight of daily operations and emergency situations.
6. Ensure that all requests for assistance are handled promptly and courteously.
7. Plan for future growth and development within the District.
8. Work collaboratively with labor to address financial and operational needs of the District.
9. Develop staff to meet the future needs of the organization.
10. Maintain political liaison with all local and regional jurisdictions.
11. Continue to evaluate the effectiveness of the organizational structure and programs offered to maximize the effectiveness and public value of District services.

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Continue to build trust and maintain a high level of morale throughout the organization.
2. Present the Board with a long term financial plan that is sustainable and enhances the fiscal stability of the District.
3. Recruit a Chief Financial Officer.
4. Develop a succession plan and implementation strategy that promotes organizational stability and consistency.

5. Ensure District procurement policies and procedures are prudent and take full advantage of all available economies and efficient practices.
6. Present the Board with viable options for Station 32.
7. Identify external threats to the organization and develop strategies to mitigate those threats.
8. Ensure the Board and all personnel are trained in disaster preparedness and have full understanding of EOC operations.
9. Review the structure, operations and long range goals of the Fire Prevention Division.
10. Ensure the District is in compliance with mandated training requirements; and identify targeted, specific training needs of the organization.
11. Ensure consistency in command throughout the organization.

## **STAFFING SUMMARY**

Fire Chief<sup>1</sup>

District Clerk

<sup>1</sup> The Fire Chief also serves as the Treasurer of the District.

**FIRE CHIEF  
10-15**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	348,230	348,230	348,731	348,731
FICA Contributions	5140	5,049	5,049	5,057	5,057
Retirement Contributions	5150	191,687	191,687	253,783	243,718
Employee Group Insurance	5160	41,894	41,894	40,839	44,923
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$586,860</b>	<b>\$586,860</b>	<b>\$648,410</b>	<b>\$642,429</b>
Office Supplies	5202	1,500	1,000	1,000	1,000
Small Tools & Equipment	5210	5,000	4,000	5,000	5,000
Miscellaneous Supplies	5212	1,000	1,200	1,500	1,500
Food Supplies	5222	1,000	500	750	750
Non-Safety Clothing	5226	2,000	1,500	1,500	1,500
Prof & Specialized Services	5250	16,000	15,000	46,000	76,000
Specialized Printing	5272	5,200	4,200	4,200	4,200
Dues & Memberships	5274	8,150	5,000	5,775	5,775
Educ Courses District Wide	5276	39,000	20,000	20,000	20,000
Books & Periodicals	5280	250	250	250	250
Travel Exp District Wide	5284	40,550	25,000	25,000	25,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$119,650</b>	<b>\$77,650</b>	<b>\$110,975</b>	<b>\$140,975</b>
<b>TOTAL EXPENDITURES</b>		<b>\$706,510</b>	<b>\$664,510</b>	<b>\$759,385</b>	<b>\$783,404</b>



**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		1,000	1,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Badges, Name Tag, Collar Brass, Pins		4,000	4,000
Misc. Tools and Equipment		1,000	1,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Misc. Supplies		1,500	1,500
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Misc. Food Supplies/Meals		750	750
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 750</b>	<b>\$ 750</b>
Uniforms - District Clerk		750	750
Uniforms - Fire Chief		750	750
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Newsletter Writing/Design		1,000	1,000
Consultant/Professional Services		45,000	75,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 46,000</b>	<b>\$ 76,000</b>
Document Services		4,000	4,000
Business Cards		200	200
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>
Exchange Club San Ramon Valley		160	160
Fire Districts Assoc of California		450	450
Contra Costa Co. Special Dist Assoc		50	50
National Fire Protection Assoc		165	165
CCC Fire Chiefs Association		400	400
International Assoc. of Fire Chiefs		2,500	2,500
Annual Accreditation Fee		1,550	1,550
Contra Costa CAER		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 5,775</b>	<b>\$ 5,775</b>
Educational Courses - District Wide		20,000	20,000
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Misc. Fire Service Books/Magazines		250	250
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 250</b>

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Meetings/Travel Exp - District Wide		25,000	25,000
<b>Meetings/Travel Exp</b>	<b>5284</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 110,975</b>	<b>\$ 140,975</b>



## **HUMAN RESOURCES**

### **PURPOSE**

The Human Resources Department is responsible for recruiting, hiring, employee relations and communications, personnel policies and procedures, labor negotiations, workers' compensation, employee record keeping, benefits administration, and risk management oversight. The Human Resources staff act as advocates for both the District and the people who work for the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.
7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Administer the District's Chaplain Program.
9. Maintain an ergonomically sound work environment.
10. Manage and administer the District's employee benefits program.
11. Provide prompt, courteous responses to employees seeking information or assistance.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Hire Human Resources Manager by September 30, 2014.
2. Update Non-Represented Employee Handbook by December 31, 2014.
3. Update ABRA benefits database to assist with the compilation of information required for compliance with the Affordable Care Act by December 31, 2014.
4. Review and update personnel policies by December 31, 2014:
  - a. Policy #211                      Use of Sick Leave
  - b. Policy #215                      Modified Duty Assignment
  - c. Policy #222                      Workers' Compensation Program
  - d. Policy #320                      Communication Equipment
  - e. Policy #322                      Prohibiting Workplace Violence
  - f. Policy #512                      Attendance
  - g. Policy #515                      Social Media Policy – Personal Use (New Policy)
  - h. Policy #516                      Make-Up Time Policy (New Policy)
5. Review all Category 7 and Category 9C Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2015 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Human Resources Manager (1)

Human Resources Generalist (1)

Office Assistant (1)

**HUMAN RESOURCES  
10-20**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	248,582	297,970	291,738	302,389
Temporary Salaries	5115	20,000	5,340	0	0
Permanent Overtime	5120	5,000	0	5,000	5,000
FICA Contributions	5140	3,604	5,239	4,230	4,385
Retirement Contributions	5150	89,863	82,210	120,021	124,403
Employee Group Insurance	5160	42,215	42,215	65,611	72,172
Retiree Health Insurance	5170	1,901,214	1,818,271	2,076,046	2,385,118
OPEB Contribution	5175	520,473	520,473	1,000,000	1,050,000
Unemployment Insurance	5180	20,000	25,000	20,000	20,000
Workers Comp Claims	5190	820,000	820,000	850,000	875,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$3,670,951</b>	<b>\$3,616,718</b>	<b>\$4,432,646</b>	<b>\$4,838,467</b>
Office Supplies	5202	1,500	1,500	1,500	1,500
Postage/Freight	5204	1,000	1,000	1,000	1,000
Small Tools & Equipment	5210	2,500	2,500	6,500	6,500
Food Supplies	5222	7,500	4,000	6,500	6,500
Non-Safety Clothing	5226	3,000	2,000	3,000	3,000
Prof & Specialized Services	5250	126,700	75,000	104,900	109,845
Recruiting Costs	5251	94,200	50,000	87,800	78,515
Legal Services	5252	50,000	35,000	50,000	50,000
Medical Services	5254	111,100	85,000	106,100	113,405
Insurance Services	5264	460,000	445,000	466,000	512,600
Specialized Printing	5272	2,200	2,000	2,000	2,000
Dues & Memberships	5274	3,200	3,000	3,400	3,580
Educational Courses	5276	2,000	2,000	14,500	15,225
Books & Periodicals	5280	1,000	800	1,000	1,050
Recognition Supplies	5282	2,000	1,000	2,000	2,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$867,900</b>	<b>\$709,800</b>	<b>\$856,200</b>	<b>\$906,720</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,538,851</b>	<b>\$4,326,518</b>	<b>\$5,288,846</b>	<b>\$5,745,187</b>

**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Pictures/Frames-Admin		300	300
General Office Supplies		500	500
Plaques, Name Plates, Misc.		200	200
Blank ID Cards & Printer Supplies		500	500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Postage/Freight		1,000	1,000
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Chaplain Supplies		1,500	1,500
Ergonomic Furniture/Supplies		5,000	5,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
Assessment Center - BC		500	500
Assessment Center - Engineer		500	500
Recruitment - FF/PM		2,000	2,000
Recruitment - Management (CFO)		500	500
Recruitment - EMS (Specialist)		500	500
Recruitment - Comm Ctr (Disp)		500	500
Recruitment - Administrative		500	500
Miscellaneous Testing		500	500
Management/Union Meetings		1,000	1,000
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
Uniforms - Chaplain		1,000	1,000
Uniforms - Support Staff		1,750	1,750
Uniforms - Misc.		250	250
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Taleo/Performance Appraisals		5,600	5,880
HRIS Software Support (ABRA)		3,300	3,465
IEDA		24,000	24,000
IEDA - Document Warehouse		0	0
Crisis - Trauma Intervention		7,000	7,000
Health Insurance Administrative Fee		20,000	22,000
Actuarial - Workers' Compensation		5,000	7,500
Safety Committee/Training/Consult		5,000	5,000
Ergonomic Consulting		3,000	3,000
Fingerprint Services/DOJ		2,000	2,000
Investigation Services		20,000	20,000
Human Resources Consulting		10,000	10,000

**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
<b>Professional Services</b>	<b>5250</b>	<b>\$ 104,900</b>	<b>\$ 109,845</b>
Assessment Center - BC		11,500	11,500
Assessment Center - Engineer		14,500	14,500
Recruitment - FF/PM (8)		8,500	8,500
Recruitment - Management (CFO)		10,000	0
Recruitment - EMS (Specialist)		1,500	1,500
Recruitment - Comm Ctr (Disp)		1,500	1,500
Recruitment - Administrative		1,000	0
Study Books/Materials (Eng)		2,500	2,625
Background Investigations - 12		15,000	15,750
Physical Examinations - 12		13,200	13,860
Polygraph/Psych (9)		3,600	3,780
Miscellaneous Recruiting Costs		5,000	5,000
<b>Recruiting Costs</b>	<b>5251</b>	<b>\$ 87,800</b>	<b>\$ 78,515</b>
Legal Services - Employee Relations		50,000	50,000
<b>Legal Services</b>	<b>5252</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
Wellness Exam Physicals/EKG		90,000	95,000
Various Vaccines/Tests		10,000	12,000
DMV Physicals		2,100	2,205
Medical Consulting/Fitness for Duty		2,000	2,100
Miscellaneous Medical Services		2,000	2,100
<b>Medical Services</b>	<b>5254</b>	<b>\$ 106,100</b>	<b>\$ 113,405</b>
Excess Workers' Comp Insurance		300,000	330,000
Property & Liability Insurance Pool		98,000	107,800
Self-Insured Certification-State of CA		68,000	74,800
<b>Insurance Services</b>	<b>5264</b>	<b>\$ 466,000</b>	<b>\$ 512,600</b>
Forms/Posters/Card Shells		500	500
Recognition Supplies		500	500
Survivor Benefit Handbook		800	800
Misc. Employee Materials/Handouts		200	200
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Society for Human Resources		400	420
California Chamber Of Commerce		600	630
National Seminar Training - HR		600	630
CAL PELRA		350	368
PARMA		100	105
IPMA/Nor Cal IPMA		650	683
Chaplain Federation		500	525
Miscellaneous Dues/Memberships		200	220
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 3,400</b>	<b>\$ 3,580</b>
Supervisor Training		12,000	12,600
Misc On-Line Training		2,500	2,625
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 14,500</b>	<b>\$ 15,225</b>
Labor Monthly Newsletter		250	263
Western Cities		50	53



**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Public Retirement Newsletter		200	210
Miscellaneous Subscriptions		500	525
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 1,050</b>
Employee Events		1,000	1,000
Miscellaneous Recognition Supplies		1,000	1,000
<b>Recognition Supplies</b>	<b>5282</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 856,200</b>	<b>\$ 906,720</b>

## **FINANCE**

### **PURPOSE**

The Finance Division is responsible for: development of financial policies and procedures; implementing the internal accounting controls needed to safeguard District financial resources; internal and external financial reporting; cash/investment management; accounting and budgeting; accounts receivable/payable; payroll; grant administration; and fixed asset accounting.

### **STANDARD LEVEL OF PERFORMANCE**

1. Adhere to all legal and contractual requirements with respect to the financial transactions of the District.
2. Facilitate and coordinate the preparation of financial forecasts, annual budget, annual CAFR, report to State Controller, and the District's independent audit.
3. Provide debt service management (arbitrage calculations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile all accounts and general ledger transactions, including purchase order management and registers.
6. Provide the Board of Directors, Fire Chief and command staff with relevant and timely (monthly) financial information.
7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff regarding access to financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.
10. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Complete the grant closing process in accordance with Federal regulations for the following: Assistance to Firefighters Grant for mobile radios and base stations, Assistance to Firefighters Grant for self-contained breathing apparatus and the Urban Areas Security Initiative Grant for development of a training video. (Operations and Fire Prevention)
2. Implement inventory control software and establish written procedures by March 31, 2015. (6E.5) (Operations and EMS)
3. Review and update District purchasing policies and procedures to: enhance open and competitive bidding; combine purchasing with other public agencies where practicable; and enhance opportunities for local vendors to do business with the District.
4. Negotiate and implement a sales tax sharing agreement with the City of San Ramon to capture local share of use tax on out-of-state purchases.
5. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making.
6. Review all Category 4 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2015 for inclusion in the CFAI Annual Compliance Report.
7. Identify investment options for reserve funds.

## **STAFFING SUMMARY**

Chief Financial Officer (1)

Controller (1)

Accounting Technician (2)

**FINANCE  
10-25**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	385,584	185,648	383,147	484,324
Permanent Overtime	5120	5,000	2,000	2,500	2,500
FICA Contributions	5140	5,591	2,652	5,556	7,023
Retirement Contributions	5150	139,389	67,977	157,626	199,251
Employee Group Insurance	5160	72,913	45,415	61,102	67,212
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$608,477</b>	<b>\$303,693</b>	<b>\$609,931</b>	<b>\$760,310</b>
Office Supplies	5202	10,000	7,500	9,000	10,000
Postage/Freight	5204	7,000	7,500	8,000	8,500
Food Supplies	5222	4,500	4,000	4,500	4,500
Non-Safety Clothing	5226	2,000	1,500	1,500	1,750
Maintenance/Repairs Equip	5236	15,004	14,779	15,300	15,300
Rents/Leases Equip & Prop	5246	1,200	1,200	1,200	1,200
Prof & Specialized Services	5250	371,247	410,000	344,500	309,400
Specialized Printing	5272	7,000	5,000	7,000	7,000
Dues & Memberships	5274	1,030	1,030	1,030	1,160
Books & Periodicals	5280	1,020	1,020	1,050	1,125
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$420,001</b>	<b>\$453,529</b>	<b>\$393,080</b>	<b>\$359,935</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,028,478</b>	<b>\$757,222</b>	<b>\$1,003,011</b>	<b>\$1,120,245</b>

**FINANCE  
10-25**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies-Administration		9,000	10,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>
District-wide Postage/Freight		8,000	8,500
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 8,000</b>	<b>\$ 8,500</b>
Coffee Supplies-Administration		4,500	4,500
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Uniforms		1,500	1,750
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,750</b>
Canon Color Copier-Admin		10,500	10,500
Sage Software Maintenance		3,500	3,500
Postage Machine Maint. Agreement		1,300	1,300
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 15,300</b>	<b>\$ 15,300</b>
Postage Meter Lease		1,200	1,200
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
Ambulance Collection Fees		187,600	188,500
Audit Fees		34,100	34,100
Federal Grant - Single Audit Fees		5,000	5,000
COP-Annual Trustee Fees		3,000	3,000
SB-90 Claim Preparation		5,000	5,000
Payroll Charges - Admin Fees		21,000	21,000
Section 125 Plan - Admin Fees		2,900	2,900
Access Database Consultant		2,000	2,000
CAFR Overlapping Debt Schedule		900	900
Actuarial Services		0	14,000
Financial Consulting		50,000	0
Investment Management Fees		28,000	28,000
Bank & Credit Card Fees		5,000	5,000
Affordable Care Act - Legal Fees		0	0
<b>Professional Services</b>	<b>5250</b>	<b>\$ 344,500</b>	<b>\$ 309,400</b>
Budget Printing		3,000	3,000
CAFR Printing		3,000	3,000
Check Printing		1,000	1,000
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>

**FINANCE  
10-25**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Calif Municipal Finance Officers		250	300
Government Finance Officers Assoc		450	500
Calif Assoc. Public Procurement		130	150
Costco - District Wide		200	210
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,030</b>	<b>\$ 1,160</b>
GFOA/CAFR Submission Fee		550	575
Newspaper/Wall Street Journal		200	225
Government Tax Manual		300	325
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,050</b>	<b>\$ 1,125</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 393,080</b>	<b>\$ 359,935</b>



# **FIRE PREVENTION**

## **PURPOSE**

The Fire Prevention Division provides fire prevention and other community risk reduction services through the use of long range planning, inspection and plan review, code compliance, exterior hazard abatement, emergency preparedness, public information, community education and public counter services. The purpose is to foster a resilient and vital community.

## **STANDARD LEVEL OF PERFORMANCE**

1. Treat customers with respect, providing prompt resolution to customer needs that include realistic expectations and honest communication.
2. Provide prompt and courteous customer service and administrative support at the Public Counter for both internal and external customers.
3. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
4. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
5. Conduct code compliance activities and investigate hazard concerns, meeting 100% inspection of targeted occupancies and properties, ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
6. Deliver community education programs that provide knowledge in fire safety, life safety, community health and emergency preparedness in collaboration with partner agencies and stakeholders.
7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.
8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
9. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
10. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
11. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
12. Manage prevention policies, contracts, standards, ordinances and fee schedules.



## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Evaluate the Fire Prevention Division services and long term vision to provide for efficiency while maintaining targeted and effective community risk reduction services.
2. In cooperation with the Operations Section, evaluate training needs and provide training or District staff to support emergency management functions of major incidents including functions within the incident command system and emergency operations centers.
3. Continue to provide support services for Facilities.
4. Develop a policy that outlines service charges related to negligent actions which cause the use of services or facilities of the District pursuant to Health and Safety Code §13009.

## **STAFFING SUMMARY**

Division Chief/Fire Marshal

Deputy Fire Marshal (2) [1 unfunded/vacant]

Fire Inspector (2)

Fire Code Compliance Officer (4) [1 unfunded/vacant]

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner (1)

Office Assistant (2) [1 vacant/Temp OA funded]

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	AMENDED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Misc Revenue	4640	0	8,000	30,000	0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$8,000</b>	<b>\$30,000</b>	<b>\$0</b>
Permanent Salaries	5110	1,297,856	1,293,464	1,307,581	1,307,581
Temporary Salaries	5115	0	55,000	65,000	66,625
Permanent Overtime	5120	30,000	30,000	40,000	40,000
FICA Contributions	5140	18,837	19,099	18,960	18,960
Retirement Contributions	5150	627,088	625,508	799,801	777,246
Employee Group Insurance	5160	236,857	215,951	218,347	240,182
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$2,210,638</b>	<b>\$2,239,022</b>	<b>\$2,449,689</b>	<b>\$2,450,594</b>
Office Supplies	5202	1,500	1,500	1,500	1,500
Postage	5204	4,700	8,400	8,450	8,450
Small Tools & Equipment	5210	1,500	1,500	1,500	1,500
Firefighting Supplies	5214	750	1,500	750	800
Food Supplies	5222	1,000	500	1,000	1,000
Safety Clothing & Supplies	5224	1,000	500	1,000	1,000
Non-Safety Clothing	5226	4,000	5,000	5,000	5,000
Maintenance/Repairs Equip	5236	1,000	250	1,000	1,000
Prof & Specialized Services	5250	77,500	84,900	58,000	28,000
Publication of Legal Notices	5270	500	1,200	500	500
Specialized Printing	5272	8,500	9,350	7,000	11,500
Dues & Memberships	5274	11,240	11,240	11,485	11,485
Public Education Supplies	5278	11,000	8,000	11,000	11,000
Books & Periodicals	5280	2,250	600	2,415	2,415
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$126,440</b>	<b>\$134,440</b>	<b>\$110,600</b>	<b>\$85,150</b>
<b>TOTAL EXPENDITURES</b>		<b>\$2,337,078</b>	<b>\$2,373,462</b>	<b>\$2,560,289</b>	<b>\$2,535,744</b>

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Miscellaneous Office Supplies		1,500	1,500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Plans Mail Back		3,000	3,000
Exterior Hazard Abatement Mailing		5,000	5,000
Bulk Mail Maintenance Account		450	450
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 8,450</b>	<b>\$ 8,450</b>
PIO, Code Officers & Invest Tools		1,500	1,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Cars - Auto Extrication Demos		750	800
<b>Firefighting Supplies</b>	<b>5214</b>	<b>\$ 750</b>	<b>\$ 800</b>
Staff Meals - Pub Ed Events		1,000	1,000
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Potential Replacement Gear		1,000	1,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Non-Safety Uniform Replacement		4,500	4,500
Tailoring		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
General Maintenance & Repair		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Specialized Plan Check Services		3,000	3,000
Weed Abatement Contractor		15,000	15,000
Emergency Services		30,000	0
E-Business Services		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 58,000</b>	<b>\$ 28,000</b>
Publication of Legal Notices		500	500
<b>Legal Notices</b>	<b>5270</b>	<b>\$ 500</b>	<b>\$ 500</b>
Coloring Contest		750	750
Citation Books		250	250
Exterior Hazard Abatement		5,000	5,000
Coloring Books--2yr supply		0	4,500
Public Education Brochure		500	500

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Business Cards		500	500
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 7,000</b>	<b>\$ 11,500</b>
NorCal FPO		165	165
CCAI		195	195
ICC		225	225
NFPA		165	165
CCC Chiefs		25	25
CalBO		215	215
IAFC		0	0
Diablo Firesafe Council		50	50
ICC East Bay		265	265
CAPIO		0	0
ICC Certification Renewal		180	180
Citizen Corps Council		10,000	10,000
		0	0
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 11,485</b>	<b>\$ 11,485</b>
General Public Education Supplies		5,000	5,000
Public Education Program Supplies		6,000	6,000
<b>Pub Ed Supplies</b>	<b>5278</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>
NFPA Standards Online Subscription		1,165	1,165
Barclays Publishing, CCR Title 19		250	250
Misc. Books & Periodicals		1,000	1,000
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 2,415</b>	<b>\$ 2,415</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 110,600</b>	<b>\$ 85,150</b>



# **TECHNOLOGY**

## **PURPOSE**

The Technology Division is responsible for the acquisition and maintenance of the information systems, communications systems, and computing resources of the District.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide the necessary infrastructure to support the data and voice communications needs of the District.
2. Furnish all the necessary computer equipment and peripheral devices current with today's standards.
3. Provide and maintain mobile computing infrastructure and devices to enable timely communication and effective deployment of District resources.
4. Oversee the Web Content Management System platform and application updates.
5. Maintain a comprehensive radio network to support all operations of the District.
6. Provide all on duty suppression and investigation employees with appropriate communications devices as needed.
7. Perform GIS spatial analysis and provide mapping services to various divisions and entities.
8. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Configure and implement all Computer-Aided Dispatch (CAD) deployment changes necessary for the Communications Center to perform closest-unit dispatch utilizing Automated Vehicle Location (AVL) technology. (Operations, Communications)
2. Install and configure a highly-reliable virtualization platform to consolidate and replace the District's end-of-life server infrastructure.
3. As identified in the District's Capital Improvement Plan (CIP), replace the District's core network switch (a network appliance used to connect all of the network devices, servers, computers, printers and other peripheral devices in the District's Administration building).
4. As identified in the District's Capital Improvement Plan (CIP), replace the District's Voice-over-IP (VoIP) infrastructure and the Communications Center logging recorder.
5. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope.

## **STAFFING SUMMARY**

Technology Systems Manager

Information Systems Technician

Geographic Information Systems Analyst (Part-time)

Radio Technician (Part-time)

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	AMENDED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Permanent Salaries	5110	320,811	267,815	249,167	249,167
Temporary Salaries	5115	64,981	60,000	89,580	89,580
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	7,899	7,651	10,466	10,466
Retirement Contributions	5150	126,026	97,931	102,508	102,508
Employee Group Insurance	5160	57,166	38,503	32,944	36,239
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$576,883</b>	<b>\$471,899</b>	<b>\$484,665</b>	<b>\$487,960</b>
Telecommunications	5206	193,100	175,000	184,300	184,300
Computer Supplies	5218	38,500	25,000	7,500	7,500
Radio Equipment & Supplies	5219	25,000	25,000	25,000	25,000
Non-Safety Clothing	5226	1,500	1,500	1,500	1,500
Maintenance/Repairs Radio	5238	365,694	350,000	326,200	332,200
Rents/Leases Equip & Prop	5246	37,500	32,500	32,500	33,000
Prof & Specialized Services	5250	20,000	5,000	5,000	5,000
Communications Services	5258	78,600	78,600	79,500	79,500
Dues & Memberships	5274	500	500	500	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$760,394</b>	<b>\$693,100</b>	<b>\$662,000</b>	<b>\$668,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,337,277</b>	<b>\$1,164,999</b>	<b>\$1,146,665</b>	<b>\$1,156,460</b>



**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
24x7 Network Support		8,000	8,000
Cell Phone Service		32,000	32,000
Fire Dispatch		4,800	4,800
Internet Fax Service		1,500	1,500
Internet Service		19,000	19,000
Mobile Data Service		24,000	24,000
Mobile Data T-1		8,500	8,500
Pager Service		11,000	11,000
Phone Maintenance		7,500	7,500
Phone/Network Service		60,000	60,000
Satellite Internet Service		3,000	3,000
Satellite Phone Service		4,500	4,500
Station 37 - Wireless		500	500
<b>Telecommunications</b>	<b>5206</b>	<b>\$ 184,300</b>	<b>\$ 184,300</b>
Computer Supplies and Parts		7,500	7,500
<b>Computer Supplies</b>	<b>5218</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
Radios & Components		25,000	25,000
<b>Radio Equip/Supplies</b>	<b>5219</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
Uniforms-Non Safety		1,500	1,500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Hardware Maint-Disp. & Admin UPS		4,750	5,000
Hardware Maint-Disp. Audio Logger		7,000	7,500
Hardware Maint-Disp. Fire Stn. Alert		8,000	8,250
Hardware Maint-Document Imaging		2,250	2,500
Hardware Maint-Firewall & VPN		2,500	2,500
Hardware Maint-Network		21,000	21,000
Hardware Maint-Servers		5,000	5,000
Misc. Maintenance & Repair		20,000	20,000
Radio Maintenance & Repair		45,000	45,000
Microsoft Office licensing		19,500	19,500
Software Maint-Anti-virus		3,750	3,750
Software Maint-Backup		6,000	6,000
Software Maint-CAD		81,000	84,000
Software Maint-Database Reporting		1,500	1,450
Software Maint-Disp. & Mobile Map		10,000	10,000
Software Maint-Document Imaging		7,500	8,000
Software Maint-EMD		2,000	2,000

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Software Maint-GIS		5,500	5,500
Software Maint-Network Admin.		1,500	1,500
Software Maint-Network Monitoring		3,500	3,500
Software Maint-Remote Access		1,500	1,500
Software Maint-RMS		41,200	42,500
Software Maint-Spam Filter		2,500	2,500
Software Maint-Staffing		9,750	9,750
Software Maint-Virtualization		1,250	1,250
Software Maint-Website		12,750	12,750
<b>M &amp; R-Radio/Elec</b>	<b>5238</b>	<b>\$ 326,200</b>	<b>\$ 332,200</b>
Microwave Services		32,500	33,000
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 32,500</b>	<b>\$ 33,000</b>
Professional Services-Other		5,000	5,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
EBRCS - Subscriber Fees		79,500	79,500
<b>Comm Services</b>	<b>5258</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>
Dues & Membership		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 662,000</b>	<b>\$ 668,500</b>



# **COMMUNICATIONS CENTER**

## **PURPOSE**

The Communications Center is responsible for ensuring that citizens in need of emergency and non-emergency services are matched quickly and effectively with the most appropriate resources. The Communications Center monitors incident radio traffic and maintains location and status information of District resources.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide professional emergency and non-emergency dispatch services on a 24-hour basis.
2. Serve as a 24-hour communications resource for the general public.
3. Continually review the current standards of care and practice in EMD, Fire, and other areas of Public Safety Telecommunications.
4. Maintain an Accredited Center of Excellence (ACE) Emergency Medical Dispatch Program.
5. Ensure that all communications center personnel are trained to appropriate industry standards.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Develop and implement all workflow, policy and computer-aided dispatch (CAD) changes necessary for the Communications Center to perform nearest unit dispatch using Automatic Vehicle Location (AVL) based response. (Technology)
2. Provide dispatcher training to support operations transition to Automatic Vehicle Location (AVL) based response.
3. Implement Next Generation 911 Phone System, provide dispatcher training and ensure compliance with State standards.
4. Research and implement a Next Generation Communications Audio Logger, including the training of supervisory staff.
5. Review all Category 9B Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

**COMMUNICATIONS CENTER  
20-38**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	1,040,357	917,182	1,064,171	1,073,371
Temporary Salaries	5115	40,000	66,500	40,000	40,000
Permanent Overtime	5120	167,500	178,500	167,500	167,500
FICA Contributions	5140	17,485	21,469	17,830	17,964
Retirement Contributions	5150	366,822	341,432	434,781	438,316
Employee Group Insurance	5160	185,002	155,752	162,833	179,116
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$1,817,166</b>	<b>\$1,680,836</b>	<b>\$1,887,115</b>	<b>\$1,916,267</b>
Office Supplies	5202	4,500	4,000	4,500	4,500
Small Tools & Equipment	5210	7,208	4,500	4,500	4,500
Safety Clothing & Supplies	5224	3,000	3,000	3,000	3,000
Non-Safety Clothing	5226	3,500	3,000	3,500	3,500
Maintenance/Repairs Radio	5238	1,950	1,500	1,950	1,950
Prof & Specialized Services	5250	27,000	27,000	27,000	27,000
Dues & Memberships	5274	1,000	700	1,000	1,000
Books & Periodicals	5280	5,000	4,000	5,000	5,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$53,158</b>	<b>\$47,700</b>	<b>\$50,450</b>	<b>\$50,450</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,870,324</b>	<b>\$1,728,536</b>	<b>\$1,937,565</b>	<b>\$1,966,717</b>

**COMMUNICATIONS CENTER  
20-38**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		4,500	4,500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Small Tools/Equipment/Furniture		4,500	4,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Safety Clothing/Supplies -Reserves		3,000	3,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Non-Safety Clothing-Dispatchers		3,500	3,500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
Communications Center Headsets		1,000	1,000
EMD ACE Re-Accredit Maint Plan		950	950
<b>M &amp; R-Radio/Elec</b>	<b>5238</b>	<b>\$ 1,950</b>	<b>\$ 1,950</b>
Professional Team Development		2,000	2,000
EMD Call Review Services		25,000	25,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>
Dues & Memberships		500	500
EMD Recert Fees-Dispatchers		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Cross Directory Renewals		1,100	1,100
Maps/Atlas		3,000	3,000
Reference Books		900	900
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 50,450</b>	<b>\$ 50,450</b>

# **FACILITIES**

## **PURPOSE**

The Facilities Division is responsible for the design, construction, management and maintenance of all District facilities. The Facilities Division also researches and implements new technology to improve operational efficiency and conducts site inspections, facility audits, work order progress reports, and other related reports.

## **STANDARD LEVEL OF PERFORMANCE**

1. Maintain the District Capital Improvement Fund.
2. Maintain District facilities.
3. Continuously review maintenance costs and look for alternative strategies to save money and improve life expectancy of the facilities.
4. Manage facility capital improvement projects.
5. Forecast the need for future fire stations and other facilities.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Develop design modifications for the proposed new Fire Station 32 to ensure the most cost effective design and ensure continuance of the approved land-use permit.
2. Develop an annual facility inspection program in order to prioritize discretionary capital spending and properly maintain the condition of district assets.
3. Develop and maintain a fuel management program to accurately account for all fuel usage, billing, deliveries and statistical tracking.
4. Develop purchasing specifications for major replacement items to ensure competitive pricing and asset quality.
5. Establish preferred vendors for common goods to obtain competitive pricing and reduce retail spending.

## **STAFFING SUMMARY**

Assistant Chief, EMS/Logistics

Senior Office Assistant



**FACILITIES  
20-45**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	81,155	72,259	72,641	72,641
Temporary Salaries	5115	31,200	19,249	31,200	31,200
FICA Contributions	5140	3,435	2,496	3,440	3,440
Retirement Contributions	5150	17,225	20,357	29,885	29,885
Employee Group Insurance	5160	22,122	23,591	23,544	25,898
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$155,137</b>	<b>\$137,951</b>	<b>\$160,710</b>	<b>\$163,064</b>
Utilities	5208	309,900	331,415	339,700	348,192
Small Tools & Equipment	5210	10,000	13,657	10,250	10,506
Miscellaneous Supplies	5212	12,000	9,537	12,300	12,608
Household Supplies	5228	40,000	35,193	40,000	41,000
Central Garage Gas & Oil	5232	22,000	30,099	22,500	23,063
Maintenance/Repairs Equip	5236	82,100	68,165	82,750	84,820
Maintenance/Repairs Bldgs	5240	155,535	193,920	212,385	217,696
Maintenance/Repairs Grnds	5242	38,500	37,837	38,500	39,463
Rents/Leases Equip & Prop	5246	8,300	3,338	6,300	6,458
Prof & Specialized Services	5250	15,000	1,356	15,000	15,376
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$693,335</b>	<b>\$724,517</b>	<b>\$779,685</b>	<b>\$799,182</b>
<b>TOTAL EXPENDITURES</b>		<b>\$848,472</b>	<b>\$862,468</b>	<b>\$940,395</b>	<b>\$962,246</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Gas/Electricity		240,187	246,216
Water		37,367	38,301
Waste Services		30,573	31,337
Cable/Satellite Services		10,191	10,445
Sewer (CCC Sanitary)		16,985	17,409
Propane Tanks		4,397	4,484
<b>Utilities</b>	<b>5208</b>	<b>\$ 339,700</b>	<b>\$ 348,192</b>
Misc. Equipment/Furniture		10,250	10,506
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 10,250</b>	<b>\$ 10,506</b>
Miscellaneous Supplies		12,300	12,608
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 12,300</b>	<b>\$ 12,608</b>
Miscellaneous Household Supplies		40,000	41,000
<b>Household Supplies</b>	<b>5228</b>	<b>\$ 40,000</b>	<b>\$ 41,000</b>
HazMat Permit Fees		8,000	8,200
CUPA /SPCC		9,000	9,225
Generator Permit Fees/BAAQMD		5,500	5,638
<b>Central Garage-Gas</b>	<b>5232</b>	<b>\$ 22,500</b>	<b>\$ 23,063</b>
Fuel Tank & Pump Maint/Repair		15,000	15,375
HVAC Maintenance/Repairs		27,000	27,675
Generator Maintenance/Repairs		30,750	31,519
Workout Equipment Prev. Maint.		3,500	3,588
Workout Equipment Repairs		4,000	4,100
Extinguisher Maintenance		2,500	2,563
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 82,750</b>	<b>\$ 84,820</b>
Building Repairs & Maintenance		110,000	112,750
Admin Cleaning Contract		25,000	25,625
Carpet/Upholstery Cleaning		5,000	5,125
Lock/Key Repairs		2,000	2,050
Pest Control Service		9,360	9,594
Plumbing Repairs		23,500	24,088
Sectional Door Maint. & Repairs		25,000	25,625
Security Alarm Monitoring/Repair		9,225	9,456
Annual Sprinkler Inspection		3,300	3,383
<b>Maint/Repairs-Bldgs</b>	<b>5240</b>	<b>\$ 212,385</b>	<b>\$ 217,696</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Admin Maintenance		15,000	15,375
Hemme Property Fencing		2,000	2,050
Hemme Property Maintenance		2,000	2,050
Station 30 Landscape		5,500	5,638
Station 35, Blackhawk Rd. Maint.		3,000	3,075
Misc. Grounds Maintenance		11,000	11,275
<b>Maint/Repairs-Grounds</b>	<b>5242</b>	<b>\$ 38,500</b>	<b>\$ 39,463</b>
Station 40- Springers		4,000	4,100
LPG Rental		2,000	2,050
Water Tank		300	308
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 6,300</b>	<b>\$ 6,458</b>
Professional Consulting Services		9,500	9,738
Legal Notices		5,000	5,125
Shred-It		500	513
<b>Professional Services</b>	<b>5250</b>	<b>\$ 15,000</b>	<b>\$ 15,376</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 779,685</b>	<b>\$ 799,182</b>

# **EMERGENCY OPERATIONS**

## **PURPOSE**

Emergency Operations is responsible for providing a coordinated and organized response to emergencies and other requests for service within the District.

## **STANDARD LEVEL OF PERFORMANCE**

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Battalion Chiefs and Training Captains identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. In coordination with the Battalion Chiefs and Training Captains, provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Support Services and Apparatus Committee in determining future equipment and vehicle needs.
5. In coordination with the Battalion Chiefs and Training Captains, oversee the Station 37 Volunteer Firefighter program.
6. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, exterior hazard abatement etc.
7. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. In conjunction with Technology, and Communications implement Automatic Vehicle Location (AVL) technology into dispatch processes to enable closest unit response capability.
2. In conjunction with Technology and Communications monitor progress, and if safe and appropriate, implement the East Bay Regional Communications System (EBRCS).
3. Provide command training to Chief Officers.
4. Provide officer development training to Company Officers.
5. Identify and replace additional 2 ½" outlets on public hydrants.
6. Review programs and processes for efficiency and effectiveness.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>2</sup>

Battalion Chief, Suppression (3)

Training Captains, Suppression (3)

Captain (39); Engineer (39); Firefighter/Paramedic (45)

Senior Office Assistant

<sup>2</sup> Assistant Chief, Operations also responsible for Training oversight.

**EMERGENCY OPERATIONS  
30-55**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	15,602,470	14,750,794	15,186,717	15,244,417
Permanent Overtime	5120	4,850,000	5,913,996	5,913,996	4,879,828
FICA Contributions	5140	291,321	280,196	303,415	289,256
Retirement Contributions	5150	9,837,775	9,417,925	13,116,721	12,575,216
Employee Group Insurance	5160	2,722,636	2,509,721	2,398,211	2,638,032
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$33,304,202</b>	<b>\$32,872,632</b>	<b>\$36,919,060</b>	<b>\$35,626,749</b>
Office Supplies	5202	14,000	5,905	14,000	14,350
Small Tools & Equipment	5210	12,000	4,061	12,000	12,300
Miscellaneous Supplies	5212	16,000	16,807	16,400	16,810
Firefighting Supplies	5214	90,000	90,000	110,000	112,750
Food Supplies	5222	10,000	7,939	10,000	10,250
PPE Inspection & Repairs	5223	36,000	13,916	36,000	36,900
Safety Clothing & Supplies	5224	163,082	114,120	140,000	143,500
Class A Uniforms & Supplies	5225	13,612	4,097	6,000	6,150
Class B Uniforms & Supplies	5227	25,000	24,604	28,000	28,700
Maintenance/Repairs Equip	5236	6,359	2,787	5,000	5,125
Prof & Specialized Services	5250	170,000	130,422	170,000	174,250
Specialized Printing	5272	1,300	1,055	1,325	1,359
Dues & Memberships	5274	1,000	700	1,000	1,025
Books & Periodicals	5280	1,000	280	1,000	1,025
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$559,354</b>	<b>\$416,693</b>	<b>\$550,725</b>	<b>\$564,494</b>
<b>TOTAL EXPENDITURES</b>		<b>\$33,863,556</b>	<b>\$33,289,324</b>	<b>\$37,469,785</b>	<b>\$36,191,243</b>

**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		14,000	14,350
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 14,000</b>	<b>\$ 14,350</b>
Shop Tools/Station Supplies		12,000	12,300
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 12,000</b>	<b>\$ 12,300</b>
Disaster Preparedness Supplies		16,400	16,810
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 16,400</b>	<b>\$ 16,810</b>
Misc. Firefighting Supplies		110,000	112,750
<b>Firefighting Supplies</b>	<b>5214</b>	<b>\$ 110,000</b>	<b>\$ 112,750</b>
Emergency Meals/Officer Meetings		10,000	10,250
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 10,000</b>	<b>\$ 10,250</b>
PPE Repairs & Maintenance		15,000	15,375
PPE Annual Inspection		21,000	21,525
<b>PPE Inspection</b>	<b>5223</b>	<b>\$ 36,000</b>	<b>\$ 36,900</b>
Scheduled PPE Replacement (72)		60,000	76,875
Unscheduled PPE Replacement		75,000	61,500
PPE Research & Development		5,000	5,125
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 140,000</b>	<b>\$ 143,500</b>
Class A Uniforms		6,000	6,150
<b>Class A Uniforms</b>	<b>5225</b>	<b>\$ 6,000</b>	<b>\$ 6,150</b>
Class B Uniforms		28,000	28,700
<b>Class B Uniforms</b>	<b>5227</b>	<b>\$ 28,000</b>	<b>\$ 28,700</b>
Misc. FF Equipment Repairs/Maint		5,000	5,125
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 5,000</b>	<b>\$ 5,125</b>
Officer Development		35,000	35,875
Fire Hydrant Flow Coding		1,000	1,025
Fire Hydrant Upgrades & Maint.		40,000	41,000
Fire Trail Grading and Maintenance		25,000	25,625
Preplan Updates and Maintenance		15,000	15,375
Miscellaneous Projects		30,000	30,750
SCBA Annual Maint./Fit Testing		24,000	24,600
<b>Professional Services</b>	<b>5250</b>	<b>\$ 170,000</b>	<b>\$ 174,250</b>

**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Business Cards		500	513
Shift Calendars		500	513
Misc. printing		325	333
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 1,325</b>	<b>\$ 1,359</b>
Cal Chiefs-IAFC		1,000	1,025
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,000</b>	<b>\$ 1,025</b>
Miscellaneous Books/Publications		1,000	1,025
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 1,025</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 550,725</b>	<b>\$ 564,494</b>





# **FLEET**

## **PURPOSE**

The Fleet Division manages District apparatus and vehicles encompassing all operations from acquisition to disposal. Maintenance activities strive to ensure a high state of readiness, reduce overall operating costs, and ensure compliance with all applicable laws and regulations.

## **STANDARD LEVEL OF PERFORMANCE**

1. Maintain a yearly schedule for the District's vehicles and equipment, including mandated maintenance and inspections.
2. Process vehicle maintenance requests in a timely manner.
3. Evaluate the District's vehicle maintenance vendors for timeliness and cost effectiveness.
4. Maintain comprehensive vehicle records.
5. Coordinate with other Divisions to ensure the availability of vehicles and equipment.
6. Coordinate with Support Services, Emergency Operations, and Apparatus Committee in determining future equipment and vehicle needs.
7. Place new apparatus in service.
8. Manage the disposition of surplus apparatus and equipment.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Review and revise vehicle inspection policies and forms.
2. Implement and monitor progress of new vehicle log books for tracking.
3. Review maintenance, repair and inspection programs for efficiency and effectiveness.

## **STAFFING SUMMARY**

Mechanic (2)

Senior Office Assistant

**FLEET  
30-60**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	174,833	173,784	175,735	175,735
Permanent Overtime	5120	0	3,050	3,050	3,050
FICA Contributions	5140	2,535	2,536	2,548	2,548
Retirement Contributions	5150	63,203	62,953	72,297	72,297
Employee Group Insurance	5160	27,950	24,634	21,236	23,361
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$268,521</b>	<b>\$266,957</b>	<b>\$274,866</b>	<b>\$276,991</b>
Office Supplies	5202	200	0	200	205
Small Tools & Equipment	5210	10,000	6,653	10,000	10,250
Miscellaneous Supplies	5212	70,000	88,212	80,370	82,379
Non-Safety Clothing	5226	1,185	807	1,200	1,230
Central Garage Repairs	5230	100,000	77,945	100,000	102,500
Central Garage Maintenance	5231	20,000	17,235	18,000	18,450
Central Garage Gas & Oil	5232	185,000	180,533	194,250	199,106
Central Garage Tires	5234	45,000	25,589	45,000	46,125
Central Garage Inspections	5235	13,000	1,590	9,500	9,738
Maintenance/Repairs Equip	5236	1,000	2,085	1,500	1,538
Dues & Memberships	5274	2,000	1,605	2,000	2,050
Books & Periodicals	5280	100	0	250	256
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$447,485</b>	<b>\$402,254</b>	<b>\$462,270</b>	<b>\$473,827</b>
<b>TOTAL EXPENDITURES</b>		<b>\$716,006</b>	<b>\$669,211</b>	<b>\$737,136</b>	<b>\$750,818</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		200	205
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 200</b>	<b>\$ 205</b>
Misc. Small Tools/Equipment		10,000	10,250
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 10,000</b>	<b>\$ 10,250</b>
Miscellaneous Supplies		80,370	82,379
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 80,370</b>	<b>\$ 82,379</b>
Non-Safety Clothing		1,200	1,230
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,200</b>	<b>\$ 1,230</b>
Vehicle Repairs		100,000	102,500
<b>Repairs</b>	<b>5230</b>	<b>\$ 100,000</b>	<b>\$ 102,500</b>
Staff Vehicles		6,000	6,150
Ambulances		6,000	6,150
Hurst Tool Service		2,000	2,050
Ladder Service		4,000	4,100
<b>Central Garage-Maint.</b>	<b>5231</b>	<b>\$ 18,000</b>	<b>\$ 18,450</b>
Diesel/Unleaded Fuel/Oil		194,250	199,106
<b>Gas, Diesel, Oil</b>	<b>5232</b>	<b>\$ 194,250</b>	<b>\$ 199,106</b>
Misc. Tires Repair/Replacement		45,000	46,125
<b>Central Garage-Tires</b>	<b>5234</b>	<b>\$ 45,000</b>	<b>\$ 46,125</b>
Ground Ladder Testing		4,000	4,100
Mandated Annual Pump Testing		1,000	1,025
Mandated Annual Ladder Cert.		3,500	3,588
Smog Testing-Staff Vehicles		1,000	1,025
<b>Mandated Inspection</b>	<b>5235</b>	<b>\$ 9,500</b>	<b>\$ 9,738</b>
Misc. Small Equip. Repairs/Maint.		1,500	1,538
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,500</b>	<b>\$ 1,538</b>
CFCA Fire Mechanics		2,000	2,050

**FLEET  
30-60**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 2,000</b>	<b>\$ 2,050</b>
Miscellaneous Books/References		250	256
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 256</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 462,270</b>	<b>\$ 473,827</b>

# **TRAINING**

## **PURPOSE**

District training is administered by the Assistant Chief of Operation, with a command staff consisting of three Suppression Division Battalion Chiefs and three Suppression Division Training Safety Officers. The Training Safety Officers are supported by one Senior Office Assistant. These personnel are responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

## **STANDARD LEVEL OF PERFORMANCE**

1. Develop and implement a Training Calendar which is coordinated with all District divisions and is maintained in the District's Operations calendar.
2. Review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
5. Administer the Education Assistance Program.
6. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
7. Develop and reinforce cooperation with regional, State and Federal fire training communities (CCCTOA, NCTOA, etc).
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. Coordinate with Emergency Operations to develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
10. Deliver and coordinate District hosted and/or outside training classes for all District personnel, as appropriate.
11. Prepare and deliver Recruit Training Academies and Reserve/Volunteer Training Academies, as needed.
12. Develop and implement the Quarterly Training Module Program for Operations.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Conduct the 2014 District Training Summit in October 2014 as a component of the process utilized to identify current and future District wide training needs, and the most efficient methods to be used in order to achieve those goals.
2. Conclude the 2013 Firefighter II Recruit Academy probationary testing and evaluate the successfulness of the academy training delivery model used by the District. Evaluate these findings in order to improve efficiencies while planning for future recruit academy training.
3. Enhance the delivery of Public CPR instruction by converting to an on-line delivery of didactic instruction. This will reduce personnel overtime costs, while enhancing the public's access and participation in the program.
4. Facilitate efforts to ensure all appropriate District personnel are trained in Disaster Preparation and possess a full understanding of an Emergency Operations Center (EOC) activation and operations.
5. Facilitate the delivery of an in District presentation of Fire Ground Management Considerations workshop to District Command Staff personnel.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>3</sup>

Suppression Battalion Chiefs

Training Safety Captain (3)

Senior Office Assistant (1)

<sup>3</sup> Assistant Chief, Operations and Suppression Battalion Chiefs budgeted under Emergency Operations (30-55).

**TRAINING  
30-65**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	491,561	392,729	475,127	484,340
Permanent Overtime	5120	60,000	0	5,000	5,000
FICA Contributions	5140	8,071	7,135	7,759	7,893
Retirement Contributions	5150	296,463	227,019	382,877	374,435
Employee Group Insurance	5160	89,189	77,130	88,227	97,049
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$945,284</b>	<b>\$704,013</b>	<b>\$958,990</b>	<b>\$968,717</b>
Office Supplies	5202	700	0	700	718
Small Tools & Equipment	5210	12,000	1,000	12,000	12,301
Miscellaneous Supplies	5212	17,000	16,900	17,000	17,428
Food Supplies	5222	2,000	1,750	2,000	2,051
Safety Clothing & Supplies	5224	7,000	7,000	7,000	7,175
Non-Safety Clothing	5226	800	725	800	820
Rents/Leases Equip & Prop	5246	20,000	11,500	20,000	20,500
Prof & Specialized Services	5250	156,998	85,000	144,000	147,600
Specialized Printing	5272	800	425	800	820
Dues & Memberships	5274	1,500	1,200	1,500	1,539
Educ Assistance Program	5277	45,000	25,000	45,000	46,125
Books & Periodicals	5280	5,000	1,000	5,000	5,126
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$268,798</b>	<b>\$151,500</b>	<b>\$255,800</b>	<b>\$262,203</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,214,082</b>	<b>\$855,513</b>	<b>\$1,214,790</b>	<b>\$1,230,920</b>



**TRAINING  
30-65**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Miscellaneous Office Supplies		700	718
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 700</b>	<b>\$ 718</b>
Software/Video Editing		800	820
Tool Cache for Training Site		1,400	1,435
Digital/Video Camera/Supplies		500	513
Power Tools Supplies		800	820
Classroom Upgrades		5,000	5,125
Hand Tools		1,000	1,025
Training Module Equip/Supplies		2,000	2,050
Misc. Small Tools/Equipment		500	513
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 12,000</b>	<b>\$ 12,301</b>
Vehicle Extrication Cars/Supplies		5,700	5,843
Training Prop Supplies		4,500	4,613
Simulation Software		4,500	4,613
Tool Training		200	205
Driver Training Class Expenses		1,500	1,538
Dump Fees Training Modules/Props		300	308
Miscellaneous Supplies		300	308
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 17,000</b>	<b>\$ 17,428</b>
Training Summit		500	513
Blue Card Training Class		950	974
Trg Events/Instructors/Academy		500	513
Miscellaneous Food Supplies		50	51
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 2,000</b>	<b>\$ 2,051</b>
Division Chief/Captains		7,000	7,175
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 7,000</b>	<b>\$ 7,175</b>
Uniforms-Support Staff		800	820
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 800</b>	<b>\$ 820</b>
Training Facilities Rental		12,000	12,300
Sharp Color Copier		3,000	3,075
Miscellaneous Rents/Leases		5,000	5,125
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 20,000</b>	<b>\$ 20,500</b>
Target Safety Web-Based Training		19,000	19,475
CPR Supplies		3,000	3,075

**TRAINING  
30-65**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
FSTEP/CSFM		6,000	6,150
EVOC		10,000	10,250
Other Outside Instructors		5,000	5,125
Miscellaneous Training		1,000	1,025
Firefighter Academy		100,000	102,500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 144,000</b>	<b>\$ 147,600</b>
Training Materials		800	820
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 800</b>	<b>\$ 820</b>
CCC Fire Training & Safety Officers		300	308
IAFC		150	154
Fire Dept. SO Association		300	308
CFCA-NorCal Training Officer Assoc		300	308
AFSS Cal Chief Admin Northern Div		450	461
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,500</b>	<b>\$ 1,539</b>
Educational Assistance		45,000	46,125
<b>Educational Assistance</b>	<b>5277</b>	<b>\$ 45,000</b>	<b>\$ 46,125</b>
Training Library Reference Material		3,500	3,588
Books/Materials-Recruits/Res/Vol		1,500	1,538
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 5,000</b>	<b>\$ 5,126</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 255,800</b>	<b>\$ 262,203</b>



## **EMERGENCY MEDICAL**

### **PURPOSE**

The Emergency Medical Division is responsible for providing leadership and operational support for the District EMS program by providing appropriate systems, processes and performance measures. The Emergency Medical Division also provides for the ongoing professional development and continuing education of District paramedics and EMTs.

### **STANDARD LEVEL OF PERFORMANCE**

1. Insure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regards to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedic and EMT's.
9. In conjunction with Human Resources, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. To continually evaluate Medication Inventory and Resupply program.
2. In conjunction with the Technology department, implement tablet E-PCR programs.
3. Continually evaluate the Affordable Care Act and future possibilities of Mobile Integrated Healthcare.
4. Review all Category 5G Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new / modified practice in writing to the Accreditation Manager by 6/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>4</sup>

EMS Coordinator

EMS Captain

<sup>4</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).  
73

**EMERGENCY MEDICAL  
30-70**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	228,860	240,742	267,902	451,554
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	3,318	3,457	3,885	6,548
Retirement Contributions	5150	132,139	148,341	213,614	356,394
Employee Group Insurance	5160	43,852	30,643	42,531	69,075
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$408,169</b>	<b>\$423,182</b>	<b>\$527,932</b>	<b>\$883,571</b>
Office Supplies	5202	600	0	1,000	1,000
Small Tools & Equipment	5210	32,500	25,000	38,000	38,000
Miscellaneous Supplies	5212	1,000	1,000	1,000	1,000
Medical Supplies	5213	103,000	103,000	111,000	115,000
Pharmaceutical Supplies	5216	36,500	30,000	30,000	33,000
Food Supplies	5222	200	200	200	200
Safety Clothing & Supplies	5224	1,500	0	1,000	1,000
Non-Safety Clothing	5226	1,000	1,000	500	500
Maintenance/Repairs Equip	5236	40,100	30,000	35,000	35,000
Prof & Specialized Services	5250	24,745	20,000	13,905	10,800
Specialized Printing	5272	1,700	1,700	1,000	1,000
Dues & Memberships	5274	1,550	1,550	850	1,050
Educational Courses	5276	18,000	18,000	20,000	20,000
Books & Periodicals	5280	1,215	1,215	1,215	1,215
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$263,610</b>	<b>\$232,665</b>	<b>\$254,670</b>	<b>\$258,765</b>
<b>TOTAL EXPENDITURES</b>		<b>\$671,779</b>	<b>\$655,847</b>	<b>\$782,602</b>	<b>\$1,142,336</b>

**EMERGENCY MEDICAL  
30-70**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>FY 14-15 BUDGET</b>	<b>FY 15-16 BUDGET</b>
Office Supplies		1,000	1,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Inventory supply locker & software		13,000	13,000
Non-Disposable Medical Supplies		24,000	24,000
Miscellaneous Small Tools/Equip		1,000	1,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>
Training Equipment		1,000	1,000
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Medical Grade Oxygen Delivery		8,000	8,000
Disposable Medical Supplies		103,000	107,000
<b>Medical Supplies</b>	<b>5213</b>	<b>\$ 111,000</b>	<b>\$ 115,000</b>
Pharmaceutical Supplies		30,000	33,000
<b>Pharmaceutical Supp</b>	<b>5216</b>	<b>\$ 30,000</b>	<b>\$ 33,000</b>
Food Supplies		200	200
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 200</b>	<b>\$ 200</b>
Safety Clothing & Supplies		1,000	1,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Non-Safety Clothing		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 500</b>	<b>\$ 500</b>
Prev. Maint-Biomedical Equipment		15,000	15,000
Biomedical Equipment Repairs		15,000	15,000
Other Equipment Maint/Repairs		5,000	5,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Bio-Hazard Collection from Stations		6,600	6,600
EMT Recert. Fee to CCCEMS (65)		6,305	1,000
AHA CPR HCP Certs-Target Solution		1,000	3,200
<b>Professional Services</b>	<b>5250</b>	<b>\$ 13,905</b>	<b>\$ 10,800</b>
Forms and PCRs		1,000	1,000
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

**EMERGENCY MEDICAL  
30-70**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Nat'l Assoc. of EMS Educators		350	350
Cal Chiefs EMS Section		500	700
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 850</b>	<b>\$ 1,050</b>
Paramedic CE Reimbursement		20,000	20,000
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
The Source		65	65
JEMS Magazines-All Stations		450	450
Journal Watch of ER Medicine		30	30
ACLS/PALS Textbooks		200	200
EMS Insider Periodicals		255	255
Prehospital Care Journal		215	215
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,215</b>	<b>\$ 1,215</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 254,670</b>	<b>\$ 258,765</b>





# **RESCUE**

## **PURPOSE**

The Rescue Division supports the District's specialized Rescue Team which responds when a situation is particularly difficult or dangerous. The Rescue Team is trained and equipped to operate on any terrain (confined space, trench, high angle and low angle rope rescue, etc.) when a conventional rescue cannot be safely performed.

## **STANDARD LEVEL OF PERFORMANCE:**

1. Maintain skill levels for all District Emergency Operation personnel for Basic, Light and appropriate Medium level techniques.
2. Identify, clarify and prioritize rescue responsibilities.
3. Maintain State Office of Emergency Services Type II USAR Team designation.
4. Assure continuity, safety and accountability for rescue training.
5. Implement new rescue techniques, strategies and equipment.
6. Interact with other professional rescue groups, associations and affiliations.
7. Develop Rescue Division expertise and knowledge.
8. Be prepared to carry out assigned duties related to the District's disaster response operations.
9. Facilitate the ongoing replacement of rescue rope that has reached its end of service lifespan.
10. Provide ongoing SORD quarterly training to 90% of Rescue Division members.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Appoint and train new Rescue Team members.
2. Inspect and examine all disposable supplies, equipment, and tools to ensure that such items that include a manufacturer's expiration date are removed from service. Examples of these types of items include disposable medical supplies, canister filters, lift bags, and personal protective equipment. (5E.4)
3. Review all Category 5E Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>5</sup>

Team Members (40)

<sup>5</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).  
79

**RESCUE  
30-75**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	101,280	101,913	106,344	106,344
Permanent Overtime	5120	50,000	50,000	50,000	50,000
Retirement Contributions	5150	69,326	65,726	99,963	99,963
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$220,606</b>	<b>\$217,639</b>	<b>\$256,307</b>	<b>\$256,307</b>
Small Tools & Equipment	5210	5,000	5,000	5,000	5,000
Miscellaneous Supplies	5212	1,500	1,500	3,500	3,000
Safety Clothing & Supplies	5224	1,200	1,200	2,500	5,500
Non-Safety Clothing	5226	700	700	500	500
Maintenance/Repairs Equip	5236	1,000	1,000	1,000	1,000
Rents/Leases Equip & Prop	5246	100	100	1,500	1,500
Prof & Specialized Services	5250	200	200	3,600	2,000
Books & Periodicals	5280	500	500	1,000	0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$10,200</b>	<b>\$10,200</b>	<b>\$18,600</b>	<b>\$18,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$230,806</b>	<b>\$227,839</b>	<b>\$274,907</b>	<b>\$274,807</b>

**RESCUE  
30-75**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Equipment Update		5,000	5,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Miscellaneous Supplies		3,500	3,000
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 3,500</b>	<b>\$ 3,000</b>
PPE Replacement and Repairs		2,500	5,500
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 2,500</b>	<b>\$ 5,500</b>
Uniforms Replacement-Task Force 4		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 500</b>	<b>\$ 500</b>
Maintenance/Repairs Equipment		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Property/Equipment Rental		1,500	1,500
<b>Rents &amp; Leases-Equip</b>	<b>5246</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Annual Equipment Recertification		3,600	2,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 3,600</b>	<b>\$ 2,000</b>
Miscellaneous Books & Periodicals		1,000	0
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$0</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 18,600</b>	<b>\$ 18,500</b>

# **HAZARDOUS MATERIALS**

## **PURPOSE**

The Hazardous Material Division supports the District's specialized Hazmat Team which intervenes in chemical, biological, and radiological accidents. The Hazmat Team is trained and equipped to deal with accidents and spills involving materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous or toxic.

## **STANDARD LEVEL OF PERFORMANCE**

1. Respond to hazardous materials emergencies within the District and region.
2. Plan and deliver training to Hazmat Team members and others as assigned.
3. Monitor team and team member certifications.
4. Maintain State Office of Emergency Services Type II Hazmat Team designation.
5. Attend District, State and Federal Hazmat response agency meetings to assimilate information concerning current regulations, grants and training.
6. Provide on-scene technical assistance to the Incident Commander regarding hazardous material incident response.
7. Participate in Hazmat FRA, and FRO decontamination training for all line personnel.
8. Perform required Hazmat equipment inspections.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Continue to develop and refine a position Task Book for New Hazardous Materials Team members in order to ensure each Team member is sufficiently trained and competent with District specific equipment and procedures and meets all State Technician and Specialists prerequisites.
2. Apply for recertification with the Office of Emergency Services Type II Hazardous Materials Team. Explore Type I certification feasibility.
3. Review all Category 5F Performance Indicators that state the current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>6</sup>

Team Members (30)

<sup>6</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**HAZARDOUS MATERIALS  
30-80**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	77,220	66,359	88,665	88,665
Permanent Overtime	5120	50,000	50,000	50,000	50,000
Retirement Contributions	5150	52,857	42,796	83,345	83,345
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$180,077</b>	<b>\$159,155</b>	<b>\$222,010</b>	<b>\$222,010</b>
Office Supplies	5202	100	100	100	200
Small Tools & Equipment	5210	5,319	5,319	5,000	5,000
Miscellaneous Supplies	5212	3,000	3,000	3,000	5,000
Safety Clothing & Supplies	5224	3,500	3,500	5,000	2,500
Maintenance/Repairs Equip	5236	2,500	2,500	2,500	2,500
Maintenance/Repairs Radio	5238	500	500	500	500
Rents/Leases Equip & Prop	5246	1,500	1,500	1,500	1,500
Prof & Specialized Services	5250	3,500	3,500	3,500	3,500
Specialized Printing	5272	100	100	0	0
Dues & Memberships	5274	1,000	1,000	0	0
Books & Periodicals	5280	200	200	1,000	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$21,219</b>	<b>\$21,219</b>	<b>\$22,100</b>	<b>\$21,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$201,296</b>	<b>\$180,374</b>	<b>\$244,110</b>	<b>\$243,210</b>



**HAZARDOUS MATERIALS  
30-80**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		100	200
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 100</b>	<b>\$ 200</b>
OES Equipment (Required)		2,500	2,500
Misc. Small Tools/Equipment		2,500	2,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Draeger Tubes Replacement		1,000	1,000
Biological Supplies		1,000	1,500
Absorbents/Neutralizing Agents		0	1,000
Misc. Tactical Supplies		1,000	1,500
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 3,000</b>	<b>\$ 5,000</b>
Chemical Protective Boots		800	800
Level B Suits Replacement		3,400	0
Misc. Chemical Protective Clothing		800	1,700
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 5,000</b>	<b>\$ 2,500</b>
Monitor/Detector Maintenance		1,500	1,500
Misc. Equipment Maint/Repairs		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
Software Updates		0	300
Misc. Radio/Computer Maint/Repair		500	200
<b>Maint/Repairs-Radio</b>	<b>5238</b>	<b>\$ 500</b>	<b>\$ 500</b>
Off Site Facility/Equip. Rental Fees		1,500	1,500
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Outside Instructors		3,500	3,500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
Misc. Books/Periodicals		1,000	500
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 500</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 22,100</b>	<b>\$ 21,200</b>

# **VOLUNTEER FIRE**

## **PURPOSE**

Under the general direction of Operations, provides volunteer first responder services to the southern portion of Morgan Territory. Morgan Territory is on the east side of Mount Diablo in Contra Costa County.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37) and 9017 Double Tree Lane (Station 40).

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. In conjunction with the Training Captains, establish Standard Operating Procedures and provide realistic training for all 37/40 personnel according to Local, State and National standards.
2. Evaluate apparatus deployment plan.
3. In conjunction with the Fire Prevention Division, implement a hazard and risk mitigation program for residential properties within Fire Station 37 and Fire Station 40 zones. Program should include levels of service and associated costs so that hazard mitigation can be implemented at an appropriate level, dependent on available funding. (SP3)

## **STAFFING SUMMARY**

Assistant Chief<sup>7</sup>

Station 37 Coordinator

FS37 Volunteers (18)

<sup>7</sup> Assistant Chief budgeted under Emergency Operations (30-55).

**VOLUNTEER FIRE  
30-85**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Temporary Salaries	5115	17,820	17,820	17,820	17,820
FICA Contributions	5140	1,363	1,363	1,363	1,363
Retirement Contributions	5150	10,000	10,000	10,000	10,000
Employee Group Insurance	5160	5,000	5,000	5,000	5,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$34,183</b>	<b>\$34,183</b>	<b>\$34,183</b>	<b>\$34,183</b>
Office Supplies	5202	100	100	100	100
Small Tools & Equipment	5210	300	300	1,100	1,100
Miscellaneous Supplies	5212	100	100	100	100
Food Supplies	5222	250	250	200	200
Safety Clothing & Supplies	5224	2,000	1,000	2,000	2,000
Non-Safety Clothing	5226	2,000	1,000	2,000	2,000
Maintenance/Repairs Equip	5236	100	100	100	100
Prof & Specialized Services	5250	200	200	500	500
Specialized Printing	5272	100	100	500	100
Dues & Memberships	5274	100	0	0	0
Books & Periodicals	5280	600	600	600	600
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$5,850</b>	<b>\$3,750</b>	<b>\$7,200</b>	<b>\$6,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$40,033</b>	<b>\$37,933</b>	<b>\$41,383</b>	<b>\$40,983</b>

**VOLUNTEER FIRE  
30-85**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		100	100
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 100</b>	<b>\$ 100</b>
ARA Pro Replacement		800	800
Small Tools & Equipment		300	300
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>
Miscellaneous Supplies		100	100
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 100</b>	<b>\$ 100</b>
Food Supplies		200	200
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 200</b>	<b>\$ 200</b>
Safety Clothing		2,000	2,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
New Volunteers		0	1,000
Uniforms Replacement		2,000	1,000
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Maint/Repairs-Equipment		100	100
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 100</b>	<b>\$ 100</b>
DMV Med/Tower		500	500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 500</b>	<b>\$ 500</b>
Specialized Printing		500	100
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 500</b>	<b>\$ 100</b>
Firehouse Magazine		600	600
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 7,200</b>	<b>\$ 6,800</b>



**SAN RAMON VALLEY FIRE COMMUNITY FUND 400  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4610	Donations/Contributions	500	900	500	500
<b>TOTAL REVENUES</b>		\$500	\$900	\$500	\$500

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5286	Other Special District Exp	500	1,000	500	500
<b>TOTAL EXPENDITURES</b>		\$500	\$1,000	\$500	\$500

**CAPITAL PROJECTS FUND 300  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4316	Info Technology Surcharge	29,800	29,800	29,800	29,800
<b>TOTAL REVENUES</b>		29,800	29,800	29,800	29,800

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5246	Rents/Leases Property	12,500	0	0	0
6110	Land/Design/Construct	100,000	75,000	0	0
6120	Facilities	225,000	10,000	297,911	276,560
6230	Technology	9,750	2,200	389,938	419,920
6240	Equipment	0	0	68,310	547,397
6250	Fleet	723,000	794,726	0	129,068
<b>TOTAL EXPENDITURES</b>		1,070,250	881,926	756,159	1,372,945

## CAPITAL PROJECTS FUND

GL CODE	DESCRIPTION	2014-15 BUDGET	2015-16 BUDGET
6120	Generator/Transfer Switch - Admin	-	71,180
6120	Generator/Transfer Switch -Station 33	56,323	-
6120	Generator/Transfer Switch -Station 35	56,323	-
6120	Generator/Transfer Switch -Station 38	-	71,476
6120	Fuel Management System	55,890	-
6120	Fitness Equipment	25,875	26,781
6120	General Repairs/Maintenance	103,500	107,123
<b>TOTAL FACILITIES</b>		<b>\$297,911</b>	<b>\$276,560</b>
6230	Portable Radio Battery Replacement	0	47,134
6230	Computers	28,463	21,425
6230	Dispatch Audio Logger	50,198	0
6230	Network Equipment	80,213	0
6230	VOIP Call Management System	46,575	0
6230	Data Center Equipment	101,948	62,131
6230	Software	82,541	289,230
<b>TOTAL TECHNOLOGY</b>		<b>\$389,938</b>	<b>\$419,920</b>
6240	Turnout Replacement	68,310	70,701
6240	Autopulse - 8	0	64,274
6240	Defibrillators	0	412,422
<b>TOTAL EQUIPMENT</b>		<b>\$68,310</b>	<b>\$547,397</b>
6250	Command Vehicles (2)	0	129,068
<b>TOTAL FLEET</b>		<b>\$0</b>	<b>\$129,068</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$756,159</b>	<b>\$1,372,945</b>



**APPARATUS/EQUIPMENT REPLACEMENT FUND 600  
STATEMENT OF REVENUES AND EXPENDITURES**

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	9,750	2,200	0	0
6240	Operating/Misc Equip	0	0	0	0
6250	Autos & Trucks	723,000	692,326	0	0
	<b>TOTAL EXPENDITURES</b>	<b>\$732,750</b>	<b>\$694,526</b>	<b>\$0</b>	<b>\$0</b>

**APPARATUS/EQUIPMENT REPLACEMENT FUND**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 ACTUALS</b>	<b>2014-15 BUDGET</b>	<b>2015-16 BUDGET</b>
6230	Payroll System Hardware/Software Upgrade	2,200	0	0
<b>TOTAL TECHNOLOGY</b>		\$2,200	\$0	\$0
6250	Command Vehicle - Chief	42,053	0	0
6250	Type III Ambulances (3)	623,109	0	0
6250	Emergency Equipment for New Vehicles	27,164	0	0
<b>TOTAL FLEET</b>		\$692,326	\$0	\$0
<b>TOTAL APPARATUS/EQUIPMENT REPLACEMENT FUND</b>		<b>\$694,526</b>	<b>\$0</b>	<b>\$0</b>

**FEDERAL GRANT CAPITAL PROJECTS FUND 310  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4245	Federal Grant	867,104	1,019,007	0	0
4250	Other Intergovernmental	55,725	54,826	0	0
<b>TOTAL REVENUES</b>		\$922,829	\$1,073,833	\$0	\$0

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	362,186	347,510	0	0
6240	Operating/Misc Equip	1,500,000	1,250,340	0	0
<b>TOTAL EXPENDITURES</b>		\$1,862,186	\$1,597,850	\$0	\$0

**FEDERAL GRANT CAPITAL PROJECTS FUND**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Mobile Radio & Base Station Excess Funds Purchase	0	0
6240	Self-Contained Breathing Apparatus Replacement	0	0
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS FUND</b>		<b>\$0</b>	<b>\$0</b>

**DEBT SERVICE FUND 200**  
**STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4410	Investment Earnings	600	600	360	240
4910	Debt Issuance	0	3,227,000	0	0
<b>TOTAL REVENUES</b>		<b>\$600</b>	<b>\$3,227,600</b>	<b>\$360</b>	<b>\$240</b>

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5310	Vehicle Lease #4	534,012	534,012	534,012	534,011
5310	Debt Service 2003 COP	729,926	4,624,926	0	0
5310	Debt Service 2006 COP	599,335	599,335	596,291	597,691
5310	Debt Service 2013 COP	100,000	0	667,102	672,004
<b>TOTAL EXPENDITURES</b>		<b>\$1,963,273</b>	<b>\$5,758,273</b>	<b>\$1,797,405</b>	<b>\$1,803,706</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
LEASE AGREEMENT - SCHEDULE #4**

**PURPOSE: Purchase three Type 1 Engines, four Type 3 Engines  
and two Ambulances**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$2,017,197
Reduction in Principal Balance				485,077
Interest Due				48,935
Total Payment Due				534,012
Principal Outstanding as of June 30, 2015				\$1,532,120
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2011-2012	2.58%	\$449,170	\$84,841	\$534,011
2012-2013	2.58%	460,833	73,178	534,011
2013-2014	2.58%	472,800	61,212	534,012
2014-2015	2.58%	485,077	48,935	534,012
2015-2016	2.58%	497,672	36,339	534,011
2016-2017	2.58%	510,595	23,416	534,011
2017-2018	2.58%	523,853	10,159	534,012
<b>TOTALS</b>		<b>\$3,400,000</b>	<b>\$338,080</b>	<b>\$3,738,080</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2003 REFUNDING ISSUE - \$9,015,000**

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2013				\$4,470,000
Reduction in Principal Balance				4,470,000
Interest Due				154,926
Total Payment Due				4,624,926
Principal Outstanding as of June 30, 2014				\$0
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2003-2004	2.00%	\$0	\$176,239	\$176,239
2004-2005	2.00%	465,000	270,008	735,008
2005-2006	2.00%	475,000	260,608	735,608
2006-2007	2.10%	480,000	250,818	730,818
2007-2008	2.10%	490,000	240,633	730,633
2008-2009	2.10%	500,000	230,238	730,238
2009-2010	2.50%	515,000	218,550	733,550
2010-2011	2.75%	525,000	204,894	729,894
2011-2012	3.00%	540,000	189,576	729,576
2012-2013	3.10%	555,000	172,873	727,873
2013-2014	3.25%	4,470,000	154,926	4,624,926
2014-2015	0.00%	0	0	0
2015-2016	0.00%	0	0	0
2016-2017	0.00%	0	0	0
2017-2018	0.00%	0	0	0
2018-2019	0.00%	0	0	0
2019-2020	0.00%	0	0	0
<b>TOTALS</b>		<b>\$9,015,000</b>	<b>\$2,369,363</b>	<b>\$11,384,363</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2006 CERTIFICATES OF PARTICIPATION - \$9,485,000**

**PURPOSE: Design and construction of Station 36 and Station 31  
Apparatus Storage Building, purchase Hemme land  
and Station 32 land**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$8,205,000
Reduction in Principal Balance				210,000
Interest Due				386,291
Total Payment Due				596,291
Principal Outstanding as of June 30, 2015				\$7,995,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2006-2007	3.50%	\$0	\$367,990	\$367,990
2007-2008	3.50%	165,000	434,329	599,329
2008-2009	3.50%	170,000	428,466	598,466
2009-2010	3.50%	175,000	422,429	597,429
2010-2011	3.75%	180,000	415,991	595,991
2011-2012	3.75%	190,000	409,054	599,054
2012-2013	3.75%	195,000	401,835	596,835
2013-2014	3.75%	205,000	394,335	599,335
2014-2015	4.00%	210,000	386,291	596,291
2015-2016	4.00%	220,000	377,691	597,691
2016-2017	4.00%	230,000	368,691	598,691
2017-2018	4.10%	240,000	359,171	599,171
2018-2019	4.13%	245,000	349,198	594,198
2019-2020	4.25%	260,000	338,620	598,620
2020-2021	4.30%	270,000	327,290	597,290
2021-2022	4.38%	280,000	315,360	595,360
2022-2023	4.40%	290,000	302,855	592,855
2023-2024	4.50%	305,000	289,613	594,613
2024-2025	5.00%	320,000	274,750	594,750
2025-2026	5.00%	335,000	258,375	593,375
2026-2027	5.00%	350,000	241,250	591,250
2027-2028	5.00%	370,000	223,250	593,250
2028-2029	5.00%	390,000	204,250	594,250
2029-2030	5.00%	405,000	184,375	589,375
2030-2031	5.00%	430,000	163,500	593,500
2031-2032	5.00%	450,000	141,500	591,500
2032-2033	5.00%	470,000	118,500	588,500
2033-2034	5.00%	495,000	94,375	589,375
2034-2035	5.00%	520,000	69,000	589,000
2035-2036	5.00%	545,000	42,375	587,375
2035-2036	5.00%	575,000	14,375	589,375
<b>TOTALS</b>		<b>\$9,485,000</b>	<b>\$8,719,084</b>	<b>\$18,204,084</b>



**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2013 REFUNDING ISSUE - \$3,227,000**

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$3,227,000
Reduction in Principal Balance				621,000
Interest Due				46,102
Total Payment Due				667,102
Principal Outstanding as of June 30, 2015				\$2,606,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2014-2015	1.40%	621,000	46,102	667,102
2015-2016	1.40%	640,000	32,004	672,004
2016-2017	1.40%	646,000	23,002	669,002
2017-2018	1.40%	656,000	13,888	669,888
2018-2019	1.40%	664,000	4,648	668,648
<b>TOTALS</b>		<b>\$3,227,000</b>	<b>\$119,644</b>	<b>\$3,346,644</b>

## **ABOUT US**

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 169,900.

The District maintains nine career fire stations and one volunteer-staffed station, an administrative office building and other supporting facilities all strategically located throughout the jurisdiction. The District staffs fifteen companies, including structure and wildland engines, ladder trucks, ALS ambulances, and specialized Hazardous Materials, Rescue, Communications and other support units. The District also operates its own nationally accredited 911 communications center.

The District's Fire Prevention Division manages several significant community risk reduction initiatives including notable vegetation and hazard abatement programs, plan review and engineering services, and comprehensive code enforcement and fire investigation activities. The Division also produces and delivers numerous programs intended to promote and teach fire safety, CPR/AED skills and emergency preparedness. In 2011 the District became a HeartSafe Community.

Within the boundaries of the District are expansive wildland and recreation areas, large single-family homes and multi-family residential complexes, hotels, a regional hospital and a 585-acre business park. The District is also bisected by a major interstate highway (I-680).

The San Ramon Valley Fire Protection District is an internationally accredited autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. A five-member Board of Directors, elected at-large by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District.

The major revenue sources of the District are property taxes (94%), ambulance service fees and interest income. Total income for the year ending June 30, 2013 was \$52,731,065. The District employs approximately 183 personnel.