

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

## Board of Directors Regular Board Meeting

Wednesday, January 28, 2009 – 7:00 p.m.

*Nick Dickson, President, ~ Thomas Linari, Director  
Roxanne W. Lindsay, Director ~ Jennifer G. Price, Director ~ Kenneth W. Sandy, Director*

### **~MISSION STATEMENT~**

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

**Meeting location: S.R.V.F.P.D. Administrative Offices  
1500 Bollinger Canyon Road, San Ramon, CA 94583**

### **AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
4. **CONSENT CALENDAR**

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Please complete a "Request to Speak" form and submit it to the District Clerk. Comments should not exceed three (3) minutes.

- 4.1 Approve the salaries, payroll taxes and retirement contributions for the month of December, 2008 for \$3,253,372.23.
- 4.2 Approve the demand register for the period December 10, 2008 through January 14, 2009 in the amount of \$1,362,027.68.
- 4.3 Approve the minutes from the December 17, 2008 regular board meeting including District Counsel's closed session report, and the January 6, 2009 Special Board workshop including District Counsel's closed session report.
- 4.4 Authorization for progress payment of \$57,535.31 to ATI Architects for Professional Services for the period of November 1-30, 2008 for construction services for Apparatus Storage Building at Station 36.
- 4.5 Authorization for Progress Payment No.12 of \$221,129.00 to W.A. Thomas, Inc., for the construction of Fire Station 36.
- 4.6 Authorization for payment of \$24,990 to Citygate Associates, LLC for Standard of Response Cover Consulting.
- 4.7 Authorization for payment of \$28,748.95 to Sam Clar Office Furniture for furniture at new Station 36.
- 4.8 Authorization of sale and/or disposition of Training Tiller Truck.

4.9 Personnel Actions:

1. Approve staff's recommendation for the regular appointment of Senior Office Assistant, Debra Faria and merit salary increase to Step 3, effective January 1, 2009.
2. Approve staff's recommendation for the regular appointment of Code Compliance Officer, Roy Wendel and merit salary increase to Step 3, effective January 1, 2009.
3. Approve staff's recommendation for the regular appointment of Special Operations Battalion Chief, Mike Picard and merit salary increase to Step 3, effective January 1, 2009.
4. Approve staff's recommendation for the regular appointment of Captain Michael Avery, effective January 1, 2009.

5. PUBLIC COMMENT

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three minutes for any person addressing the Board.

6. SPECIAL ANNOUNCEMENTS/GENERAL BUSINESS

- 6.1 Announcement of Standing Committee Assignments for 2009 by Board President Dickson.
- 6.2 Recognition of 2008 Employee of the Year Kim French, and 2008 Firefighter of the Year Jim Selover.

7. OLD BUSINESS

- 7.1 Request for Approval of ATI Architects and Engineers Proposal for Schematic Design and Entitlement Services for Station 32

8. NEW BUSINESS

- 8.1 Discussion and possible adoption of ambulance transport fees comparable to other authorized service providers.
- 8.2 Request for Approval of Job Classification Descriptions and Compensation for:
  - a. Communications Center Manager
  - b. Information Systems Technician
  - c. Fire Dispatcher (Per Diem)

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

## **10. MONTHLY ACTIVITY REPORTS FOR DECEMBER, 2008**

- 10.1 Operations – Assistant Chief Collins
  - Incident Report responded to by type, i.e., fire, medical and the response time (Presentation of New Incident Report Format)
  - 8 Diamond Court Structure Fire
  - Controlled Substance Reporting
  - Training Summit Accomplishments
- 10.2 Support Services – Assistant Chief Hart  
Support Services Report of monthly activities
- 10.3 Training – Division Chief Krause  
Training Report of monthly activities
- 10.4 Fire Prevention – Fire Marshal/Division Chief Jamison  
Fire Prevention Report of monthly activities
  - 2008 Auction Donation Wrap-up
  - CERT Gold Award
- 10.5 Administrative Services-Administrative Services Director Leete
  - a. Monthly Finance Reports
  - b. Monthly Human Resources Activities/Reports
- 10.6 Fire Chief – Chief Price  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

## **11. GOOD OF THE ORDER**

## **12. CLOSED SESSION**


- 12.1 Conference with District Counsel – Potential Litigation  
Possible exposure to litigation (two matters)  
[Pursuant to Government Code §54956.9(b)(2) and 54954.5(e)]. Facts and circumstances that might result in litigation need not be disclosed. [Pursuant to Government Code § 54956(b) (3)(A)]
- 12.2 Conference with Real Property Negotiators  
Negotiators: Assistant Chief Steve Hart/Chief Richard Price  
Property Locations:
  - A). APN# 198-132-017-7/Danville Boulevard, Alamo, CA
  - B). 4701 Camino Tassajara, Danville, CA[Authorized under Government Code §54956.8 and 54954.5(e).]
- 12.3 Status of labor negotiations between the District and the San Ramon Valley Firefighters Association under the provisions [Authorized under Government Code §54957.6 and 54954.5(e).]

**13. RETURN TO OPEN SESSION**

**14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

**15. ADJOURNMENT TO NEXT REGULAR BOARD MEETING SCHEDULED FOR FEBRUARY 25, 2009.**

Prepared by:



Susan F. Brooks, District Clerk

**Agenda posted on January 23, 2009 at the District's Administration Building and the San Ramon Valley Fire Protection District's web site at [www.srvfire.ca.gov](http://www.srvfire.ca.gov).**

*The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact District Clerk Sue Brooks at (925) 838-6661.*

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**1500 Bollinger Canyon Road, San Ramon, CA 94583**



**Board of Directors – 2009**

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**District Clerk:** Susan F. Brooks (925) 838-6661

**Standing Committees:**

Long Range Planning/Fire Prevention:	Chair, Director Sandy, and Director Price
Personnel:	Chair, Director Lindsay, and Director Sandy
Finance:	Chair, Director Linari, and Director Lindsay
Facilities:	Chair, Director Price, and Director Linari

**Fire Chief:** Richard Price (925) 838-6601, (925) 570-5262

<b><u>Board Terms Expire:</u></b>	11/2010	Directors Dickson and Price
	11/2012	Directors Linari, Lindsay and Sandy

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
Phone: 925-838-6600  
Fax: 925-838-6629  
www.srvfpd.dst.ca.us

1500 Bollinger Canyon Road  
San Ramon, California 94583

Fire Prevention  
Phone: 925-838-6680  
Fax: 925-838-6696

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Steven J. Hart, Assistant Fire Chief, Support Services  
**Subject:** Request for Approval of ATI Architects and Engineers proposal for Schematic Design and Entitlement services for Station 32

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### Background:

District staff requested and on December 18, 2008 received a proposal from ATI Architects and Engineers to provide services for Schematic Design and Entitlement for Station 32. The cost of this phase is \$59,660.

This phase of the project will include the production of schematic design drawings and entitlement assistance work. The purpose of this phase is to introduce the approval agencies to our project intent and scope, and to obtain approval for the project.

ATI will complete the following tasks during this phase of the project.

- 1) Meet with the District to review the building and site development requirements, and discuss the alternative approaches that may be taken on this site.
- 2) Develop a conceptual site plan, building floor plan, and building elevations that are consistent with the programmatic instructions received from the District.
- 3) Develop an aesthetic approach that is consistent with the *Prairie Style* motif of the original Fire Station 32 design – adapted to suit the new building configuration and volume.
- 4) Comparative construction cost information will be provided for the proposed design concept. These will be in-house estimates based on similar recent project costs.
- 5) Meet with the District to discuss the project development requirements, the proposed design concept and the comparative construction costs.

- 6) Prepare the following documents required for Board and Municipal approvals.
  - a) Scaled architectural drawings; including a site plan, floor plan, cross section, exterior elevations and a roof plan.
  - b) Topographic grading and drainage plans.
  - c) A proposed storm water management plan.
  - d) Conceptual landscape plans.
  - e) Colored presentation drawings suitable for use in public presentations.
- 7) Submit the conceptual drawings and exhibits to the Alamo Improvement Association, the Contra Costa County Planning Department, and the Regional Planning Commission (if required) for review and comment. Assist the District with these reviews as directed.

**Recommended Action:**

The cost of this professional service is consistent with previous schematic design entitlement contracts for Station 32 (1101 Stone Valley Rd 1/12/08) and Station 36 Apparatus Storage Building (2001 Damani Ct. 4/28/08). District staff recommends entering into this contract with ATI.

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## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Richard Price, Fire Chief  
Bryan Collins, Assistant Fire Chief  
**Subject:** Ambulance Transport Fees

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### Background:

The San Ramon Valley Fire Protection District provides Advanced Life Support ambulance transport services to the citizens within our jurisdiction. This service is paid for in part by ambulance transport fees that the District charges to the insurance carriers of our patients. These fees are adjusted annually to reflect increases in the cost of living index.

In the case of District residents, fees are billed to those that have insurance coverage, with the District recovering only the amount the insurance company pays. Any additional fees or co-pays above and beyond what the insurer pays are “written off” by the District, thus District residents are not charged any fee for service. For District residents that are uninsured the entire bill is “written off” and the account is closed.

Non-residents of the District are billed for services provided. The District recovers whatever amount the insurance company pays, then submits a bill to the patient for any additional fee or co-pay that the insurer does not pay. In the case of non-residents without insurance, the entire bill is submitted directly to the patient for services provided.

### Present Situation:

In accordance with Staff’s desire to implement “best practices” throughout the District’s operations, a recent analysis of the current fee schedule for ambulance transport has been completed. This analysis included the review of 12 Bay Area ambulance transport providers’ service delivery and fee schedules. The result of this analysis shows the District’s current fee schedule for these services are markedly below the average of comparable service providers within the greater Bay Area.



The District's current fee schedule based on cost of living adjustments only, has not kept pace with the increased costs of providing this service primarily in the areas of fuel and maintenance costs, drug and supply pricing, and labor costs. It is apparent that the current fee schedule is "undervalued" in relation to both actual costs and comparable service providers to those studied and should be realigned.

**Recommendation:**

Staff recommends that the Board of Directors approve the realignment of ambulance transport fees as outlined below. These adjustments align San Ramon Valley Fire Protection District's ambulance transport fee schedule with the "mean" average of comparable service providers studied and more accurately reflects the current costs of providing these services.

**Current Fee Schedule:**

BLS Transport - \$ 624  
ALS Transport - \$ 1,055  
ALS 2 Transport - \$ 1,055  
Mileage - \$ 9 per mile  
Oxygen – No Charge

**Recommended Fee Schedule:**

BLS Transport - \$ 874  
ALS Transport - \$ 1,133  
ALS 2 Transport - \$ 1,200  
Mileage - \$ 23  
Oxygen - \$ 80

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## Fire Prevention

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## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Robert Leete, Administrative Services Director  
**Subject:** Implementation of New Job Classification  
Communications Center Manager

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### Background:

San Ramon Valley Fire Protection District operates a 24/7 fire dispatch center. This dispatch center is currently staffed with three (3) Dispatch Supervisors and six (6) Dispatchers. There is typically three (3) staff on shift at all times (1 – Dispatch Supervisor and 2 – Fire Dispatchers). Management of the Communications Center is the joint responsibility of the Assistant Chief, Support Services and the on-duty Battalion Chief. As approved at the mid-year budget meeting, a full-time manager is being assigned responsibility for communication center operations. The recommended classification description is attached. This classification will be implemented subsequent to a formal recruitment and selection process. The compensation range for this classification is recommended to be \$8,729 - \$10,611 per month.

### Recommended Action:

Adopt the job description and compensation for the new job classification of Communications Center Manager.

Attachment

## COMMUNICATIONS CENTER MANAGER

### DEFINITION

Under general direction, plans, organizes, administers, oversees, and supervises the operations of the communications and emergency dispatch systems in the San Ramon Valley Fire Protection District including equipment maintenance, and upgrades, record keeping and quality assurance; analyzes and corrects system problems; manages the effective use of the Communications Center resources to improve organizational productivity and customer service; supervises staff assigned to the Communications Center; oversees the District's communications volunteer program; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Chief-Support Services. Exercises general supervision over Communications Center staff.

### CLASS CHARACTERISTICS

This is a mid-management classification that is responsible for managing the operation of the communications system including the supervision of dispatch personnel and overseeing the installation, maintenance and repair of communications equipment. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities, is responsible for providing complex support to the District in a variety of areas, and is the point of contact for other departments and agencies. Successful performance of the work requires an extensive communications center background as well as skill in coordinating communication center work. This class is distinguished from the Supervising Dispatchers by the overall responsibility for the District's communication and emergency dispatch systems.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and organizes the operation and maintenance of the District's Communications Center including providing direction to ensure quality performance and customer service, overseeing staff duties in various areas, supporting communications dispatch staff in dealing with difficult matters or people, providing training, motivation, and evaluation for staff, assigning and scheduling tasks, and preparing performance and statistical information to staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Communications Center; creates, recommends and administers policies and procedures.
- Participates in the development and administration of the assigned department budget; forecasts needed funds; monitors and approves expenditures; recommends adjustments as necessary.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses

- and monitors workload and administrative and support systems; identifies opportunities for improvement and recommends to the Assistant Chief.
- Upgrades computer software, purchases new equipment, coordinates computer downtime, performs scheduled back-up procedures, troubleshoots equipment, trains users, implements policy, procedure, protocol, and training, and coordinates with outside software and hardware vendors, as necessary.
  - Maintains records of dispatch reports and audio recordings of fire telephone and radio calls; analyzes data to ensure compliance with community needs and standards.
  - Manages and oversees the District's communications volunteer program which supports District operations; responsible for recruiting, scheduling, training, and organizing assignments and duties of these volunteers; prepares program policies, procedures, program documentation, and provides and informal performance feedback to the volunteers.
  - Participates in the development, evaluation, and testing of Communications section emergency and disaster operating procedures in conjunction with other divisions within the District, and surrounding municipalities disaster coordinators.
  - Serves in the Emergency Operations Center, including ensuring all communications links are established and accounted for.
  - Assists in the implementation of a quality control/quality assurance program according to regulatory requirements and participates in annual studies in order to maintain District certification under the applicable accreditation programs.
  - Provides advisory support and acts as a liaison to management, committees, vendors, community partners, the public, and regulatory agencies; builds partnerships and coalitions.
  - Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations regarding communications center operations and dispatch services; researches emerging products and enhancements and their applicability to District needs.
  - Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
  - Plans, implements and exercises sound business continuance practices. Assures communications center has appropriate redundancy and failover capabilities.
  - Manages and coordinates FCC licensing activities and represents the Fire District in frequency allocation issues.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, supervision of staff, and program management.
- Principles and practices of budget administration and contract administration.
- Technology and equipment used in the design, installation, maintenance and operation of telecommunications systems.
- Basic electronics theory; electronic communications equipment including radio/telephone transmitters and receivers and microwave, data transmission and computer-aided dispatch equipment.
- Applicable Federal, State, and local laws, codes, ordinances, and departmental rules and regulations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of assigned programs.
- Research and reporting methods, techniques, and procedures.
- Modern office practices, methods, computer equipment, and basic computer software related to work.
- Principles and procedures of record keeping and report preparation.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Determine appropriate course of action to ensure that fire telecommunications equipment and networks remain in good working condition.
- Perform simple repair or direct the repair and routine maintenance on fire service electronic communications equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, and explain laws, regulations, codes, and departmental policies relating to communications programs and activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems including those specifically required by ISO and accreditation organizations or commissions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

A Bachelors Degree from an accredited college with a major in computer science, information technology, data processing, telecommunications, electrical engineering, or closely related field, plus two (2) years of progressively responsible supervisory or program management experience, preferably in a fire department. Experience with EMD and fire agency accreditations also highly desirable. The District may consider other combinations of education and experience.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.

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## Fire Prevention

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Fax: 925-838-6609

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Robert Leete, Administrative Services Director  
**Subject:** Implementation of New Job Classification  
Information Systems Technician

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### Background:

San Ramon Valley Fire Protection District currently contracts for IT support/technical services. After review of the scope of services and costs associated with this method of supporting the District's information systems infrastructure, and per the Board's action at the mid-year budget meeting, the District can improve system support coverage at a reduced cost by transitioning from a contract service to a staff support position. This classification will be implemented subsequent to a formal recruitment and selection process. The compensation range for this classification is recommended to be \$5,750- \$6,989 per month.

### Recommended Action:

Adopt the job description and compensation for the new job classification of Information Systems Technician.

Attachment

## INFORMATION SYSTEMS TECHNICIAN

### DEFINITION

Under general supervision, performs a variety of technical duties in support of the District's management information system; provides technical support to users; troubleshoots hardware and software problems associated with the District's computers and related equipment; installs hardware equipment and software applications; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technology Systems Manager. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is the journey-level technical support class in the information systems series that provides technical desktop support to District employees. Responsibilities include troubleshooting hardware and software applications; assuring the security of District personal computers by searching for and eliminating viruses, adware, spyware, etc.; assisting in the implementation of new software and/or hardware; and the overall maintenance of user accounts. This class is distinguished from the Technology Systems Manager in that the latter has overall responsibility for the District's information systems.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Answers questions, responds to requests in a timely manner, and provides technical support, assistance and training over the phone and in person to District personnel on technology related issues.
- Evaluates and diagnoses hardware and software problems associated with the District's servers, computers and related equipment; performs diagnostic testing; repairs equipment and reports results.
- Installs, configures and supports new and/or upgraded versions of software applications.
- Establishes a computer maintenance schedule; performs minor maintenance and servicing on computer hardware and software.
- Maintains network components including routers, switches, VoIP hardware and software, wireless LAN controllers, wireless access points, firewalls and telecommunications lines.
- Installs, images, configures and updates servers, computers and telephones; installs, maintains, and troubleshoots LAN and voice connections and cabling; tests and certifies each installation.
- Plans and maintains small project schedules and work requests; monitors, coordinates and reports results.
- Performs basic server administration including, but not limited to Microsoft Windows Server, Exchange, SQL Server and Software and Systems Management Servers.
- Inspects work by vendors, in progress and upon completion, to ensure compliance with standards and specifications and advises Technology Systems Manager on results; advises District personnel of work in progress, operating problems and actual or potential delays.



- Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules.
- Prepares and maintains documentation; maintains and updates manuals, codebooks, templates, and related documents.
- Assists with configuration of backup software; coordinates transfer of backup tapes to off-site provider.
- Stays abreast of current trends and developments in the field of computer software programs and networking systems on a variety of hardware operating systems.
- Maintains records of inventory including hardware and software; assists with salvage of computer equipment; assists with procurement and warranty returns/repairs.
- Assists in the development of, maintains, and enforces information technology operational policies and procedures.
- Maintains and modifies system and user-end security, District security system (I.D. badges), databases, intranet, records, and websites.
- Issues hardware equipment and computer literature for checkout.
- May develop applications, scripts, and macros to enhance, expedite, and automate various tasks.
- Produces and distributes statistical data, reports, and computer printouts.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applications, functions, maintenance methods and procedures of computer hardware, software, and peripheral devices.
- Operational characteristics, services, and activities of an Information Systems program.
- Principles of database management and systems development.
- Principles and procedures of record keeping.
- Troubleshooting techniques used in resolving problems with operating systems, networking, computer hardware and software, telecommunications equipment and related systems and equipment.
- LAN/WAN design and support of routers, switches, VoIP hardware/software, firewalls and wireless networking equipment.
- Network protocols, services and concepts such as TCP/IP, DNS, DHCP, SNMP, LDAP, SMTP and VPN.
- Common operating systems including installation, configuration, user and resource management, troubleshooting and the use of common system utilities.
- Occupational hazards and standard safety practices necessary in the area of computer operations.
- Technical report writing practices and procedures.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Analyze and troubleshoot computer networks, servers, and computer hardware and software; use logic to solve the problem.
- Recommend, design, implement, and/or install computer hardware and software applications.
- Plan, organize, and prioritize tasks.

- Establish and maintain a computer maintenance schedule.
- Train other employees in the application and use of computer hardware and software.
- Write system procedures.
- Diagnose system software problems.
- Learn to use new and existing software and hardware.
- Use word processing, spreadsheet, and graphics programs.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of an Associate's degree in computer science, data processing, or a related field, and two (2) years of recent related experience in personal computer system installation and support.

**License:**

- Valid California class C driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays. Participates in an after-hours emergency response program for on-call and callback assignments.

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

## Administration

Phone: 925-838-6600

Fax: 925-838-6629

www.srvfire.ca.gov

**1500 Bollinger Canyon Road  
San Ramon, California 94583**

## Fire Prevention

Phone: 925-838-6680

Fax: 925-838-6609

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Robert Leete, Administrative Services Director  
**Subject:** Implementation of New Job Classification  
Fire Dispatcher (Per Diem)

---

### Background:

San Ramon Valley Fire Protection District operates a 24/7 fire dispatch center. This dispatch center is currently staffed with three (3) Dispatch Supervisors and six (6) Dispatchers. There is typically three (3) staff on shift at all times (1 – Dispatch Supervisor and 2 – Fire Dispatchers). From time-to-time there could be the need to supplement this staffing to cover for vacations, illness or other long-term staff shortages. In order to provide occasional staffing, management has developed a classification of Fire Dispatcher (Per Diem). This classification would be implemented to provide the District with a group of qualified and trained dispatchers to supplement the existing staff on an as needed basis. Compensation for this classification is recommended to be \$38.00 per hour.

### Recommended Action:

Adopt the job description and compensation for the new job classification of Fire Dispatcher (Per Diem).

Attachment

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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[www.srvfire.ca.gov](http://www.srvfire.ca.gov)

1500 Bollinger Canyon Road  
San Ramon, California 94583

Fire Prevention  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax 925-838-6696

## JOB OPPORTUNITYANNONCEMENT FIRE DISPATCHER (Per Diem) \$38.00/Hour

### THE DISTRICT

The San Ramon Valley Fire Protection District is within Contra Costa County, comprising 155 square miles, serving the communities of Alamo, Blackhawk, Tassajara, Danville, Diablo, San Ramon, and Southern Morgan Territory with a population of approximately 148,000. The communities are primarily residential, commercial, office park, and controlled manufacturing protected by 10 stations, 195 employees. The District is an autonomous special district governed by a locally elected Board of Directors.

### THE POSITION

This position is a temporary, per diem position working on an as needed basis. This position is not eligible for employee benefits.

**Duties:** Receives, evaluates and prioritizes in a timely manner calls for assistance received via phone, radio transmissions or walk-in reports; assigns and dispatches appropriate fire companies and personnel following District procedures and protocols; maintains status of District equipment both by computer and manually; answers routine telephone calls and provides general information to the public; maintains records, logs and reports both manually and computerized; performs routine clerical assignments including but not limited to data entry and record keeping; operates fire alarm equipment, radio consoles, Computer Aided Dispatch system and other telecommunication support equipment; responsibility for various ongoing staff projects; and performs other duties as assigned.

**Skill to:** Make decisions in situations of stress; speak clearly and concisely; understand and carry out oral and written instructions; deal tactfully, courteously, and effectively with the public during emergency and non-emergency situations; maintain accurate and up to date records; write clearly and legibly; interpret maps and floor layouts; be responsible, alert and thorough at all times; remain awake for long periods of time (including 24 hour periods) under strenuous situations; work in a fast paced and demanding environment; prioritize calls depending on type of emergency; monitor several different radio channels at once; convey information to new employees in a clear and concise manner; take directions from several sources; work without direct supervision; work with other agencies, outside vendors and private sector; be willing and able to participate as part of a team in ongoing station maintenance or other station duties.

**Knowledge of:** Techniques, procedures and methods used in the operation of a public safety communications center; the operation of telecommunications equipment and Computer Aided Dispatch system; the locations of streets, roads, highways and subdivisions within the District; of District policies and procedures.

**Experience:** Minimum of three years uninterrupted service as a public safety dispatcher within the past five years. Demonstrated background in the operation of modern Computer Aided Dispatch systems.

**Education:** Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

**License:** Possession of a valid California Driver's License. Maintenance of a valid California driver's license is required as a condition of employment.

**Certification:** Current CPR and EMD certification.

### **METHOD OF SELECTION**

**Application:** Please download a District application form from the District's website. You may also contact Human Resources to request an application form. All applications, in addition to current resumes, proof of education or experience, and any other additional information, must be returned to the address listed below. This is an open and continuous recruitment. *No faxed applications will be accepted.*

**San Ramon Valley Fire Protection District  
Human Resources  
1500 Bollinger Canyon Road  
San Ramon, CA 94583  
(925) 838-6627  
[www.srvfire.ca.gov](http://www.srvfire.ca.gov)**

The District will review application material and select the most qualified candidates to participate in the recruitment process.

As part of the overall recruitment process, candidates who receive a conditional offer of employment will be required to successfully pass a background investigation, including credit report, and a medical examination, including drug screening.

**THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
IS AN EQUAL OPPORTUNITY EMPLOYER**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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Fire Prevention  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax: 925-838-6696

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Bryan Collins – Assistant Chief  
**Subject:** Monthly Activity Report

---

Attached is the Operations report for the month of December, 2008.

**Response Time Report - Incident Summary by Incident Type**

Date Range: 12/1/2008 to 12/31/2008

Incident Type	# Responses Used	Avg Response Time	Total Loss	Total Value
Fire	8	6:07	\$5,500.00	\$12,250,000.00
Rupture/Explosion	0	0:00		
EMS/Rescue	413	5:22		
Hazardous Condition	3	3:58		
Service Call	8	6:02		
Good Intent	17	6:20		
False Call	31	6:41		
Incident Type TBD	0	0:00		
<b>Totals</b>	<b>480</b>		<b>\$5,500.00</b>	<b>\$12,250,000.00</b>

**Note: 470 incidents of a total of 665 incidents were used in determining this response time summary.**

This report does not include the following: mutual aid given, auto aid given, other aid given, cancelled en route, non-emergency responses, responses outside the urban limit line and incomplete incident reports.

Incident Type	# of Incidents	# Incidents Used	# of Responses	# Responses Used	Avg Response Time	Total Loss	Total Value
Fire	27	8	77	8	6:07	\$5,500.00	\$12,250,000.00
Rupture/Explosion	0	0	0	0	0:00		
EMS/Rescue	432	403	832	413	5:22		
Hazardous Condition	17	3	30	3	3:58		
Service Call	57	8	76	8	6:02		
Good Intent	63	17	108	17	6:20		
False Call	69	31	93	31	6:41		
Incident Type TBD	0	0	0	0	0:00		
<b>Totals</b>	<b>665</b>	<b>470</b>	<b>1135</b>	<b>480</b>		<b>\$5,500.00</b>	<b>\$12,250,000.00</b>

**San Ramon Valley Fire Protection District  
Controlled Substance Daily Usage  
01/17/2009**

Date	Unit #	ID	Morphine Usage	Remaining Inventory	Midazolam Usage	Remaining Inventory
01/17/2009	733	PM39	10 mg	40 mg		
01/17/2009	755	PM31	10 mg	40 mg		



# San Ramon Valley Fire Protection District Controlled Substance Accountability 01/17/2009

Due Date	Unit Maintenance #	Unit	Compliance	Accountability	Status
01/17/2009	500	E38	1 - Passed	Completed	Closed
01/17/2009	508	E35	1 - Passed	Completed	Closed
01/17/2009	509	E33	1 - Passed	Completed	Closed
01/17/2009	512	Reserve	1 - Passed	Completed	Closed
01/17/2009	520	E34	1 - Passed	Completed	Closed
01/17/2009	521	E39	1 - Passed	Completed	Closed
01/17/2009	522	E32	1 - Passed	Completed	Closed
01/17/2009	523	E31	1 - Passed	Completed	Closed
01/17/2009	524	T31	1 - Passed	Completed	Closed
01/17/2009	525	T34	1 - Passed	Completed	Closed
01/17/2009	526	T35	1 - Passed	Completed	Closed
01/17/2009	531	E30	1 - Passed	Completed	Closed
01/17/2009	545	Reserve	1 - Passed	Completed	Closed
01/17/2009	546	E32A	1 - Passed	Completed	Closed
01/17/2009	547	Reserve	1 - Passed	Completed	Closed
01/17/2009	548	Reserve	1 - Passed	Completed	Closed
01/17/2009	580	Reserve	1 - Passed	Completed	Closed
01/17/2009	581	Reserve	1 - Passed	Completed	Closed
01/17/2009	589	E36	1 - Passed	Completed	Closed
01/17/2009	600	E336	1 - Passed	Completed	Closed
01/17/2009	601	E335	1 - Passed	Completed	Closed
01/17/2009	602	E339	1 - Passed	Completed	Closed
01/17/2009	603	E334	1 - Passed	Completed	Closed
01/17/2009	604	E332	1 - Passed	Completed	Closed
01/17/2009	605	E331	1 - Passed	Completed	Closed
01/17/2009	632	E330	1 - Passed	Completed	Closed
01/17/2009	660	E338	1 - Passed	Completed	Closed
01/17/2009	661	Reserve	1 - Passed	Completed	Closed
01/17/2009	662	Reserve	1 - Passed	Completed	Closed
01/17/2009	679	E333	1 - Passed	Completed	Closed
01/17/2009	700	RM32	1 - Passed	Completed	Closed
01/17/2009	701	RM35	1 - Passed	Completed	Closed

Controlled Substance Accountability Report for: 01/17/2009

Due Date	Unit Maintenance #	Unit	Compliance	Accountability	Status
01/17/2009	702	RM34	1 - Passed	Completed	Closed
01/17/2009	703	LOCKBOX-31	1 - Passed	Completed	Closed
01/17/2009	733	PM39	1 - Passed	Completed	Closed
01/17/2009	744	Reserve	1 - Passed	Completed	Closed
01/17/2009	755	PM31	1 - Passed	Completed	Closed
01/17/2009	803	USR134	1 - Passed	Completed	Closed
01/17/2009	807	HM35	1 - Passed	Completed	Closed

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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Fire Prevention  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax: 925-838-6696

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Steven J. Hart – Assistant Chief  
**Subject:** Monthly Activity Report

---

Attached is the Support Services report for the month of December, 2008.

<p style="text-align: center;"><b>SUPPORT SERVICES</b> <b>DECEMBER 2008</b></p>
---

Facilities

1. Station 36: Progressing through construction schedule.
2. Station 36: Storage Building. Review of 90% Plans in progress.
3. Station 31: Apparatus Building and Soundwall. Currently working on minor items; cell site repair work in completion stage.
4. Station 32: Purchase Agreement processed for 2001 Stone Valley Rd.

Fleet

1. Routine maintenance and repairs in progress.
2. Prepare for Annual Pump Testing.

Current Projects

1. Coordinated bids for various budgeted projects.
2. Working through Fiscal Year 08/09 budgeted projects.
3. Toys 4 Tots, Vic Thibeault. Over 40,000 toys were collected throughout the District, setting the standard for Contra Costa County.
4. Completed new French Drain system at Station #31.
5. Completed Fire Prevention paint project, Admin.
6. CUPA 2009 – Updating #30 and #34.
7. Bid process for painting interior painting at Station 39.
8. Completing repair of bathroom and tile work at Station 35.

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Fire Prevention  
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Phone: 925-838-6600  
Fax: 925-838-6696

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Derek Krause – Division Chief Training  
**Subject:** Monthly Activity Report

---

Attached is the Training Division report for the month of December, 2008.

<b>TRAINING DIVISION DECEMBER, 2008</b>
---

**SAFETY**

Safety Committee Meeting                                 December 2

**ADMINISTRATIVE/COMPUTER**

Target Incident Planning System                         ongoing

**EMS TRAINING**

EMS Module IV-08  
CPR/County Updates   December 3, 10, 17,

**INTERAGENCY TRAINING**

County Chief's Meeting   December 10

County Training Officers Meeting                         December 5

County Operations Meeting                                 December 17

East Bay Incident Management Team                     December 10

Hazmat Interagency Task Force                         December 12

**SUPPRESSION TRAINING**

Tiller Truck Training (TDA)                                 ongoing

Night Drill   December 4, 6, 20,

Firefighter Module IV  
Company Performance Standards                         December 4, 11, 16, 18

**PROBATIONARY TRAINING**

Simmons  
Practice for 4<sup>th</sup> Probationary Exam                     ongoing

Hubbard  
Probationary Exam #1 – EMS (passed)                 December 19

**SPECIAL OPERATIONS TRAINING**

Hazmat CRHMRO/PMAO Meeting                         December 24

CATF-4 Rescue Division Drill                             December 12

**VOLUNTEER TRAINING**

**Reserve Firefighter Drill**

**December 9**

**Station 37 Volunteer Drills**

**December 3, 17**

**Communications Reserves Meeting**

**December 2, 16**

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Fire Prevention  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax: 925-838-6696

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Christina Jamison – Fire Marshal  
**Subject:** Monthly Activity Report

---

Attached are the Fire Prevention reports for the month of December, 2008.



# Fire Prevention Summary of Monthly Activities

## December 2008

### What Went Well

#### Fire Safety House;

The Fire Safety House arrived. It is currently being prepared to debut in May

#### Maintenance of public records;

Division has received new file cabinets and is working on purging and scanning all files in compliance with the California Fire Code and District needs for archived information. This is a major effort and demanding of many staff hours.

#### Fire Safety Education; Residential Structure Fire-Danville

The five children that resided in the structure all attend Montair Elementary School. Fire Specialists French and Castro were scheduled to teach Fire Safety at their school the week following the fire. Upon arrival, school administration advised that the children attended the school and many of the students had questions and concerns. French and Castro decided to adjust the curriculum to address the students immediate needs. The Principal appreciated the effort and felt the District's approach was beneficial to all students. They also discussed the school hosting a parent meeting regarding fire safety in the home.

#### 2008 Auction Donation Program;

The District's 2008 Auction Program provided support to local schools and non-profit organizations, in their effort to raise funds, by donating Firehouse Meals and Private Engine Visits. In 2008 the District authorized the allocation of 12 donations. After soliciting volunteer crews we were able to donate five Firehouse Meals and seven Engine Visits. The attached memo details the schools and non-profit organizations that benefited from this program as well as letters of appreciation.

#### CERT/ San Ramon Valley Citizen Corps Council (CCC);

The California Emergency Services Association has honored the local Citizen Corps Council with the **Public Sector Gold Award** for exceptional efforts in emergency preparedness and program management. The award is an acknowledgement of the tremendous effort and accomplishments to improve local preparedness.

The CCC was recently awarded a grant from the California Office of Homeland Security for \$10,000 through the 08/09 Emergency Management Grant Program. The grant money will be used towards Shelter Operations and CERT Training Exercises'.

CCC has developed a website for local emergency preparedness information; website address will be "www.bereadysrv.com" and will be launched in the near future.

# Fire Prevention Summary of Monthly Activities

## December 2008

### Potential Issues

UL 300 Fire Suppression Systems;  
 The Division continues to work with business owners to gain compliance with State Fire Marshal regulations for the upgraded protection of commercial kitchen equipment producing grease laden vapors. There are 26 business owners remaining in progress of compliance.

### Committee Meetings and Training Attended

- San Ramon Leadership Training
- CPR Recertification
- National Fire Sprinkler Association Training
- “Remembering When” workshop in Boston, MA as a result of awarded grant.
- Fall Prevention Committee Meeting
- Nor Cal Fire Prevention Officers, Public Education Committee
- California Building Officials/California Fire Chiefs Assoc. Building and Fire Advisory Committee
- SRVFPD Safety Committee

### Upcoming Public Education Classes Scheduled

Community Fire Extinguisher Training	2	April 25
Personal Emergency Preparedness	1	Feb 18
New Parent/Grandparent	1	March 14
Remembering When: Fire and Fall Prevention for Older Adults	Provided on request	
Cert #23-Weekend	2 class series	Jan 31 and Feb 7
Cert#24-Thursdays	6 class series	Jan 22-Feb 26
Cert #25-Thursdays	6 class series	Mar 19-Apr 30
Cert#25-Weekend	3 class series	TBA

### New Construction Inspections

- 12667 Alcosta-Alarm Test-OK
- 3401 Crow Cyn – TI Final – O.K.
- 11030 Bollinger Cyn – Shell Fire Alarm – Failed
- 327 Hartz – Hood & Duct – O.K.
- 711 Silverlake Dr – Hood & Duct – O.K.
- 6001 Bollinger Cyn G & V – Alarm Test – O.K.
- 37 Railroad – OH-Visual – O.K.
- 11030 Bollinger Cyn #190 – TI Final – O.K.
- 21 Railroad – Hood & Duct-OK Fire Alarm– Failed.

# Fire Prevention Summary of Monthly Activities

## December 2008

### New Construction Inspections, continued

- 2450 Blackhawk Plaza Cir., D7, DNV – AFES OH TI – Pass
- 3446 Camino Tassajara, DNV – Hood and Duct - Pass
- 1950 Diablo Rd., DNV – Cell Site A/G Tank and Battery - Pass
- 3480 Blackhawk Plaza Cir., DNV – AFES OH TI – Pass
- 460 Diablo Rd., DNV – Weld Inspection - Pass
- 508 SRV Blvd., DNV – TI Final - Fail
- 3280 Crown Canyon Rd., SR – AFES OH Rough – Pass
- 11030 Bollinger Canyon Rd., SR – AFES Final – Pass
- 6001 Bollinger Canyon Rd, Bldg. K, SR – AFES TI Rough - Pass
- 93 Stephanie Ln., Alamo – AFES Final – Pass
- 37 Alamo Square, Ste. G, Alamo – Hood and Duct - Pass
- 640 El Pintado Rd., DNV – AFES OH Rough - Pass
- 2409 Camino Ramon #200, SR – AFES OH Rough – Pass
- 510 La Gonda, DNV – FM 200 System – Pass
- 406 Hartz Ave., Ste. B, DNV – TI Final - Pass
- 15 Duberstein Dr., SR – AFES Final and Access Final – Pass
- 435 Legacy Dr., Alamo – AFES Final – Pass
- 13476 Blackhawk Plaza Cir., DNV – AFES OH TI – Pass

### Plan Reviews Completed

- 1121 Rancho Park Loop – AFES Commercial – Approved
- 37 Railroad Ave – AFES TI – Approved
- 661 San Ramon Valley Blvd – AFES TI – Approved
- 63 Sycamore Valley Rd, #103 – AFES TI – Approved
- 231 Scotts Mill Ct – SFD – Approved
- 3450 Blackhawk Plaza Cir, #D7-11 – AFEA TI and Bldg TI – Approved
- 3480 Blackhawk Plaza Cir, #D5 – TI – Approved
- 6001 Bollinger Canyon Rd, Bldg B – AFES TI – Approved
- 6001 Bollinger Canyon Rd, Bldg K – Fire Alarm TI - Approved
- 101 Park Pl – TI – Approved
- 2610 San Ramon Valley Blvd – AFES TI – Approved
- 2821 Crow Canyon Rd, #100 – AFES TI – Approved
- 101 Park Pl – AFES TI – Approved
- 3446 Camino Tassajara – Hood & Duct – Approved
- 2206 Camino Ramon, #D – AFES TI – Approved
- 340 Hartz Ave – Hood & Duct – Approved
- 512 Hemme Ave – Hood & Duct – Approved
- 39 Railroad Ave – TI – Approved
- 2270 Camino Ramon – Land Use – Approved
- 3160 Crow Canyon Rd, #105 – TI – Deficient
- 205 El Pinto – Fire Alarm TI – Approved
- 6001 Bollinger Canyon Rd, Bldg K – TI – Approved
- 9472 Cherry Hills Ln – RCFE – Approved

## Fire Prevention Summary of Monthly Activities December 2008

### Plan Reviews Completed, continued

- 2409 Camino Ramon, #300 – TI – Approved
- 2409 Camino Ramon, #300 – Fire Alarm TI - Approved
- 2409 Camino Ramon, #300 – AFES TI - Approved
- 2409 Camino Ramon, #200 – TI - Approved
- 2409 Camino Ramon, #200 – Fire Alarm TI - Approved
- 2409 Camino Ramon, #200 – AFES TI - Approved
- 3280 Crow Canyon Rd – AFES TI – Approved
- 2409 Camino Ramon, #100 – Special Extinguishing System – Approved
- 1920 Marciel Rd – Private Water System – Deficient
- 640 El Pintado Rd – SFD AFES – Approved
- 3160 Crow Canyon Rd, #105 – TI – Approved
- 140 Maiden Ln – SFD – Approved
- 6001 Bollinger Canyon Rd, Bldg B – TI – Approved
- 1121 Ranch Park Loop – Fire Alarm – Deficient
- 94 Stephanie Ln – SFD AFES – Approved
- 3480 Blackhawk Plaza Cir, D5 – Fire Alarm TI – Approved
- 3450 Blackhawk Plaza Cir, D7-11 – Fire Alarm TI – Approved
- 3130 Crow Canyon Pl, 1170 – Ti – Approved
- 6001 Bollinger Canyon Rd, Bldg F – Fire Alarm TI – Approved
- 6001 Bollinger Canyon Rd, Bldg H – Fire Alarm TI – Approved
- 455 Hartz Ave – Hood & Duct – Approved
- 21310 San Ramon Valley Blvd, #5 & 6 – Land Use – Approved
- Canyon crest Dr & Crow Canyon Rd – Land Use – Approved
- 2600 Camino Ramon, 3W 500-600 – Land Use – Approved
- 31 Railroad Ave – TI – Approved
- 33 Railroad Ave – TI – Approved
- 29 Railroad Ave – TI – Approved
- Oakgate Dr Lot #1 – SFD AFES – Approved
- 325 Reflections Fire Alarm TI – Approved
- 3188 Danville Blvd – Development Plan – Approved
- 298 Hartz Ave – Hood & Duct – Approved
- 100 Sycamore valley Rd W – Hood & Duct – Approved
- 188869 Bollinger canyon Rd – Private Water – Deficient
- Oakgate Dr Lot #4 – SFD AFES – Approved
- 6001 Bollinger Canyon Rd, Bldg k – AFES TI – Approved
- 2305 Camino Ramon #200 – TI – Approved
- 2305 Camino Ramon, #200 – AFEST TI – Deficient
- 2305 Camino Ramon #200 – Fire Alarm – Approved
- 4000 Executive Pkwy, #190 – AFES TI – Approved
- 4000 Executive Pkwy, #190 – Fire Alarm TI and Bldg TI - Deficient
- 2785 Marsh Dr – A Occ – Comment Ltr provided.
- 29 Augusta Ct – SFD AFES - Approved

**MONTHLY ACTIVITY REPORT  
FIRE PREVENTION DIVISION**

**DECEMBER**

	Current Month		Last Month		Year to Date	
	Number	Hours	Number	Hours	Number	Hours
<b>INSPECTIONS</b>						
New Construction	116	90.00	120	87.25	657	490.25
Code Compliance	230	116.75	333	165.00	1687	904.75
Weed Abatement	0		0		660	
<b>PERMITS PROCESSED</b>	3	N/A	22	N/A	86	N/A
<b>PLAN REVIEWS PROCESSED</b>						
Plan Review	89	74.00	74	61.50	452	361.50
Resubmittal Plan Review	12	9.00	9	5.75	107	79.00
<b>FIRE INVESTIGATIONS</b>	0	0.00	0	0.00	5	20.50
<b>MEETINGS ATTENDED</b>	25	39.25	41	41.25	171	249.50
<b>STAFF TRAINING</b>	10	61.75	8	61.75	51	359.25
<b>PUBLIC EDUCATION &amp; TRAINING</b>						
Public Ed Event or Class	49	0.00	32	6.75	136	46.25
Fire Safety School Program	2	4.00	3	6.50	40	77.50
CERT Program	0	0.00	3	6.75	12	46.25
Number of People Contacted	3314	N/A	2652	N/A	12173	N/A

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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Fax: 925-838-6696

## MEMORANDUM

**Date:** January 28, 2009  
**To:** Board of Directors  
**From:** Robert Leete – Administrative Services Director  
**Subject:** Monthly Activity Report

---

Attached are the Administrative Services Department reports for the month of December, 2008.

**Administrative Services Department  
December, 2008**

**Finance:**

Financials

- Balance Sheet (December 31, 2008)
- Revenue/Expense History
- Statement of Expenditures
- Revenues: Budget v Actual
- Expenses: Budget v Actual
- General Fund Expenditures
- General Fund Revenues
- Capital & Equipment/Vehicle Fund
- Total Overtime
- Staffing/Overtime Analysis

Meetings/Activities:

- Assemble mid-year budget adjustments.
- Meeting with CCCERA regarding new data requirements.
- Updated LAIF documentation, treasurer authorization and 414(h)2 resolution.

**Human Resources:**

Employee Illness/Injury Report for December 2008

Reportable Injuries – December 2008:

1. December 2, 2008. A Dispatch Supervisor sustained cumulative trauma to the wrist. No lost time to date.
2. December 10, 2008. A Firefighter sustained a laceration to the top of the head when they struck the ceiling of the tiller cab responding to a medical emergency. No lost time.
3. December 11, 2008. An Engineer strained their lower back and right side after slipping on grease on the apparatus floor. Lost time: 12 hours.
4. December 17, 2008. A Captain strained their lower back preparing items for delivery. Lost time: 44 hours.
5. December 20, 2008. A Dispatcher tripped on the curb at a station parking lot, fell and injured their arm and hand. Lost time: 45 hours.
6. December 22, 2008. A Captain sustained a laceration above the eye after striking a barbell while retrieving a CD. No lost time.

Note: As of December 31, 2008, there were five (5) employees absent from their regular work assignment. Lost time related to prior month/year injuries totaled 1,043 hours (6) employees.

#### Recruitment/Selection

Fire Marshal started December 1, 2008

Begin coordination of 2009 recruitments (Dispatcher, Dispatch Supervisor, Dispatcher – Per Diem, Finance Supervisor, Deputy Fire Marshal, Engineer, Accounting Technician, Fire Inspector, Communications Center Manager, Firefighter/Paramedic)

#### Meetings/Activities:

Coordinate monthly Chaplain's meeting.

Attend CCCERA meeting.

Develop implementation plan for COBRA vendor.

Update 2009 mileage rate.

Investigate potential workers' compensation bill review vendor.



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUES (ALL FUNDS)**

Fiscal Year 2008/2009  
JULY 1, 2008 - DECEMBER 31, 2008

GL CODE	DESCRIPTION	2005/2006 REVENUE ACTUAL	2006/2007 REVENUE ACTUAL	2007/2008 UNAUDITED REVENUE	2008/2009 ESTIMATED REVENUE	2008/2009 REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$39,450,792	\$44,440,740	\$48,301,244	\$50,380,918	\$26,533,154
4120	PROPERTY TAXES - SUPPLEMENTAL	\$1,592,902	\$3,135,904	\$1,277,576	\$500,000	\$104,814
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$611,221	\$608,146	\$679,868	\$670,481	\$391,158
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,412,276	\$1,388,523	\$1,483,821	\$1,460,080	\$1,501,301
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$511,520	\$503,469	\$502,776	\$526,968	\$0
4150	LESS TAXES RETURNED TO COUNTY	<b>(\$1,115,827)</b>	<b>(\$1,232,437)</b>	<b>(\$1,558,586)</b>	<b>(\$1,475,145)</b>	<b>\$0</b>
4160	LESS COUNTY TAX ADMINISTRATION	<b>(\$401,514)</b>	<b>(\$346,184)</b>	<b>(\$462,517)</b>	<b>(\$485,374)</b>	<b>(\$139)</b>
4170	PROPERTY TAXES - PRIOR SECURED	\$12,784	-\$13,609	<b>(\$411,770)</b>	<b>(\$10,000)</b>	<b>(\$6,574)</b>
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	<b>(\$1,719)</b>	<b>(\$6,744)</b>	<b>(\$117,662)</b>	<b>(\$6,745)</b>	<b>(\$2,145)</b>
4190	PROPERTY TAXES - PRIOR UNSECURED	\$21,593	\$43,743	\$34,656	\$25,000	\$17,247
		<b>\$42,094,028</b>	<b>\$48,521,951</b>	<b>\$49,729,206</b>	<b>\$51,586,193</b>	<b>\$28,538,816</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	\$31,882	\$182,227	\$0	\$104,175	\$0
4230	SB-90 MANDATED COSTS	\$112,206	\$59,251	\$0	\$10,000	\$0
4240	MISCELLANEOUS STATE AID/GRANTS	\$810,616	\$487,320	\$759,633	\$0	\$857,067
4250	OTHER INTERGOVERNMENTAL REVENUE	\$2,509	\$2,734	\$28,354	\$60,000	\$75,799
		<b>\$957,213</b>	<b>\$731,532</b>	<b>\$787,987</b>	<b>\$174,175</b>	<b>\$932,866</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$30,068	\$24,674	\$35,492	\$21,300	\$21,224
4315	PLAN REVIEW	\$177,536	\$193,564	\$186,762	\$157,500	\$86,893
4320	WEED ABATEMENT CHARGES	\$7,722	\$5,893	\$6,682	\$4,500	\$6,079
4330	AMBULANCE SERVICES	\$1,853,619	\$1,896,017	\$1,924,268	\$1,836,000	\$987,981
4340	CPR CLASSES	\$2,375	\$2,625	\$1,450	\$2,500	\$132,636
4350	REPORTS/PHOTOCOPIES	\$2,259	\$1,618	\$1,426	\$1,500	\$803
4360	MISCELLANEOUS CURRENT SERVICES	\$0	\$4,250	\$1,373	\$0	\$0
		<b>\$2,073,577</b>	<b>\$2,128,641</b>	<b>\$2,157,453</b>	<b>\$2,023,300</b>	<b>\$1,235,616</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INTEREST ON LOANS & RECEIVABLE	\$859,412	\$1,789,343	\$1,723,007	\$1,124,000	\$238,600
		<b>\$859,412</b>	<b>\$1,789,343</b>	<b>\$1,723,007</b>	<b>\$1,124,000</b>	<b>\$238,600</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$142,317	\$132,366	\$139,557	\$134,500	\$77,592
		<b>\$142,317</b>	<b>\$132,366</b>	<b>\$139,557</b>	<b>\$134,500</b>	<b>\$77,592</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	\$9,960	\$2,095	\$726	\$0	\$450
4620	SALE OF PROPERTY	\$3	\$460	\$0	\$0	\$0
4630	INDEMNIFYING PROCEEDS	\$0	\$19,425	\$0	\$0	\$0
4640	MISCELLANEOUS REVENUE	\$4,359	\$0	\$43,922	\$0	\$5,560
		<b>\$14,322</b>	<b>\$21,980</b>	<b>\$44,648</b>	<b>\$0</b>	<b>\$6,010</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4910	LEASE PROCEEDS - OTHER FINANCING SOURCES	\$4,600,000	\$0	\$0	\$0	\$0
4910	COP 2006-OTHER FINANCING SOURCES	\$9,669,897	\$0	\$0	\$0	\$0
		<b>\$14,269,897</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>REVENUE TOTAL</b>	<b>\$60,410,766</b>	<b>\$53,325,414</b>	<b>\$54,581,858</b>	<b>\$55,042,168</b>	<b>\$31,029,501</b>
		47.40%	-11.73%	2.36%		

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2008/2009**

JULY 1, 2008 - DECEMBER 31, 2008

FISCAL YEAR COMPLETED - 50%									
DESCRIPTION	GL CODE	2005-2006 ACTUALS	2006-2007 ACTUALS	2007-2008 ACTUAL (unaudited)	2008-2009 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED	
PERMANENT SALARIES	5110	\$18,472,525	\$19,566,915	\$20,695,453	\$22,139,851	\$11,045,064	\$11,094,787	49.89%	
TEMPORARY SALARIES	5115	\$64,296	\$146,100	\$331,684	\$180,129	\$130,792	\$49,337	72.61%	
PERMANENT OVERTIME	5120	\$3,039,318	\$2,748,451	\$5,011,294	\$4,581,400	\$2,772,363	\$1,809,037	60.51%	
FEDERAL INSURANCE COMPENSATION	5140	\$279,960	\$303,468	\$367,385	\$315,857	\$195,790	\$120,067	61.99%	
RETIREMENT CONTRIBUTIONS	5150	\$9,086,152	\$10,846,542	\$11,991,711	\$12,719,639	\$6,345,867	\$6,373,772	49.89%	
EMPLOYEE GROUP INSURANCE	5160	\$2,849,840	\$3,208,278	\$3,309,643	\$3,991,991	\$1,731,428	\$2,260,569	43.37%	
RETIREE HEALTH INSURANCE	5170	\$965,729	\$1,108,056	\$1,214,235	\$1,420,000	\$573,164	\$846,836	40.36%	
UNEMPLOYMENT INSURANCE	5180	\$0	\$0	\$10,350	\$5,000	\$1,212	\$3,788	24.24%	
WORKERS' COMPENSATION INS.	5190	\$418,528	\$299,980	\$427,860	\$600,000	\$176,646	\$423,354	29.44%	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>\$35,176,347</b>	<b>\$38,227,789</b>	<b>\$43,359,615</b>	<b>\$45,953,867</b>	<b>\$22,972,380</b>	<b>\$22,981,487</b>	<b>49.99%</b>	
OFFICE SUPPLIES	5202	\$35,012	\$52,883	\$42,987	\$49,600	\$22,157	\$27,443	44.67%	
POSTAGE	5204	\$10,599	\$11,686	\$15,134	\$18,000	\$9,180	\$12,820	28.78%	
TELECOMMUNICATIONS	5206	\$226,763	\$204,034	\$212,153	\$246,850	\$99,187	\$147,463	40.21%	
UTILITIES	5208	\$225,800	\$252,334	\$246,082	\$251,500	\$148,727	\$102,773	59.14%	
SMALL TOOLS/EQUIPMENT	5210	\$202,257	\$257,018	\$269,106	\$196,750	\$82,197	\$114,553	41.78%	
MINOR EQUIPMENT	5212	\$84,814	\$121,700	\$155,891	\$146,450	\$42,155	\$104,295	28.78%	
MEDICAL SUPPLIES	5213	\$128,728	\$147,583	\$131,141	\$135,000	\$50,198	\$84,802	37.18%	
FIREFIGHTING SUPPLIES	5214	\$230,583	\$173,075	\$155,547	\$102,200	\$72,050	\$30,150	70.50%	
PHARMACEUTICAL SUPPLIES	5216	\$22,218	\$39,335	\$29,890	\$48,000	\$6,732	\$42,268	11.94%	
COMPUTER SUPPLIES	5218	\$81,955	\$133,249	\$118,145	\$53,700	\$37,087	\$16,613	69.06%	
RADIO EQUIPMENT & SUPPLIES	5219	\$60,877	\$104,414	\$121,670	\$92,600	\$54,328	\$38,172	58.73%	
FILM PROCESSING/SUPPLIES	5220	\$0	\$1,168	\$1,697	\$7,100	\$1,047	\$6,053	14.75%	
FOOD SUPPLIES	5222	\$16,858	\$15,786	\$22,182	\$30,950	\$13,255	\$17,695	42.83%	
SAFETY CLOTHING/SUPPLIES	5224	\$193,014	\$115,508	\$267,904	\$205,900	\$81,551	\$124,349	39.61%	
NON-SAFETY CLOTHING/SUPPLIES	5226	\$66,322	\$59,040	\$61,562	\$85,500	\$16,352	\$69,148	19.13%	
HOUSEHOLD SUPPLIES	5228	\$44,685	\$46,328	\$48,555	\$40,000	\$30,278	\$9,722	75.70%	
CENTRAL GARAGE - REPAIRS	5230	\$169,569	\$112,758	\$133,351	\$120,000	\$60,295	\$59,705	50.25%	
CENTRAL GARAGE - MAINTENANCE	5231	\$29,978	\$12,717	\$17,004	\$34,000	\$5,349	\$28,651	15.73%	
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$152,778	\$162,458	\$178,571	\$198,500	\$83,708	\$114,792	42.17%	
CENTRAL GARAGE - T IRES	5234	\$20,846	\$20,340	\$21,220	\$15,000	\$4,461	\$10,539	29.74%	
CENTRAL GARAGE - MANDATED INSP.	5235	\$7,023	\$9,800	\$5,857	\$15,000	\$1,500	\$13,500	10.00%	
MAINT./REPAIRS - EQUIPMENT	5236	\$129,913	\$102,011	\$142,399	\$186,627	\$64,528	\$122,099	34.58%	
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	\$232,646	\$329,920	\$551,376	\$369,770	\$142,850	\$226,920	38.63%	
MAINT./REPAIRS - BUILDINGS	5240	\$158,558	\$221,347	\$413,688	\$307,500	\$74,481	\$233,019	24.22%	
MAINT./REPAIRS - GROUNDS	5242	\$51,296	\$51,561	\$58,335	\$48,000	\$24,059	\$23,941	50.12%	
RENTS & LEASES-EQUIP./PROPERTY	5246	\$52,703	\$77,118	\$92,234	\$106,100	\$46,000	\$60,100	43.36%	
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$774,368	\$675,430	\$809,091	\$995,680	\$367,755	\$627,925	36.94%	
RECRUITING COSTS	5251	\$72,388	\$60,281	\$78,806	\$175,585	\$44,987	\$130,598	25.62%	
LEGAL SERVICES	5252	\$193,390	\$118,100	\$163,378	\$175,000	\$82,559	\$92,441	47.18%	
MEDICAL SERVICES	5254	\$72,267	\$70,549	\$73,941	\$104,350	\$37,929	\$66,421	36.35%	
DATA PROCESSING SERVICES	5256	\$128	\$258	\$221	\$500	\$50	\$450	10.00%	
COMMUNICATIONS SERVICES	5258	\$1,463	\$1,669	\$3,399	\$8,500	\$1,672	\$6,828	19.67%	
DOCUMENT MANAGEMENT SERVICES	5260	\$6,184	\$2,177	\$1,477	\$20,000	\$7,680	\$12,320	38.40%	
ELECTION SERVICES	5262	\$0	\$49,267	\$0	\$128,338	\$0	\$128,338	0.00%	
INSURANCE SERVICES	5264	\$513,991	\$574,876	\$536,487	\$677,000	\$501,803	\$175,197	74.12%	
PUBLICATION OF LEGAL NOTICES	5270	\$246	\$964	\$1,349	\$4,750	\$150	\$4,600	3.16%	
SPECIALIZED PRINTING	5272	\$10,046	\$20,263	\$66,752	\$77,130	\$22,230	\$54,900	28.82%	
MEMBERSHIPS	5274	\$21,927	\$35,734	\$44,639	\$62,210	\$42,447	\$19,763	68.23%	
EDUCATIONAL COURSES/SUPPLIES	5276	\$73,868	\$119,452	\$151,734	\$194,950	\$86,591	\$108,359	44.42%	
EDUCATIONAL ASSISTANCE PROGRAM	5277	\$18,627	\$25,326	\$27,516	\$35,000	\$12,836	\$22,164	36.67%	
PUBLIC EDUCATIONAL SUPPLIES	5278	\$8,819	\$17,502	\$24,931	\$22,840	\$17,301	\$5,539	75.75%	
BOOKS & PERIODICALS	5280	\$18,436	\$17,740	\$27,333	\$35,481	\$3,701	\$31,780	10.43%	
RECOGNITION SUPPLIES	5282	\$22,021	\$28,844	\$25,545	\$17,000	\$325	\$16,675	1.91%	
MEETINGS/TRAVEL EXPENSES	5284	\$85,214	\$74,517	\$109,492	\$131,300	\$46,089	\$85,211	35.10%	
DISCOUNTS	5299	(\$329)	(\$191)	(\$77)	\$0	(\$20)	\$20	0.00%	
GRANT PASS-THROUGH	5920	\$318,227	\$56,677	\$0	\$0	\$0	\$0	0.00%	
PRIOR PERIOD ADJUSTMENT	5990	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>\$4,847,076</b>	<b>\$4,784,606</b>	<b>\$5,659,694</b>	<b>\$5,975,911</b>	<b>\$2,544,797</b>	<b>\$3,431,114</b>	<b>42.58%</b>	
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$40,023,422</b>	<b>\$43,012,395</b>	<b>\$49,019,309</b>	<b>\$51,929,778</b>	<b>\$25,517,177</b>	<b>\$26,412,601</b>	<b>49.14%</b>	

SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
 CAPITAL PROJECTS FUND AND EQUIPMENT/VEHICLES FUND EXPENDITURES  
 FISCAL YEAR 2008 - 2009  
 JULY 1, 2008 - DECEMBER 31, 2008

FISCAL YEAR COMPLETED - 50%								
DESCRIPTION	GL CODE	2005/2008 ACTUAL	2006/2007 ACTUAL	2007/2008 ACTUAL (UNAUDITED)	2008/2009 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
DESIGN/CONSTRUCTION	6105/6110	\$930,876	\$243,154	\$3,650,874	\$4,940,154	\$3,016,045	\$1,924,109	61%
VARIOUS IMPROVEMENTS	6120	\$166,007	\$188,794	\$45,072	\$100,000	\$126,659	-\$26,659	127%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>\$1,096,684</b>	<b>\$431,948</b>	<b>\$3,695,946</b>	<b>\$5,040,154</b>	<b>\$3,142,704</b>	<b>\$1,897,450</b>	<b>62%</b>
OFFICE EQUIP. & FURNISHINGS	6210	\$21,477	\$6,096	\$60,513	\$20,000	\$0	\$20,000	0%
MEDICAL/LAB EQUIPMENT	6220	\$75,980	\$91,490	\$148,962	\$0	\$0	\$0	0
RADIO/ELECTRONIC EQUIPMENT	6230	\$132,348	\$87,768	\$0	\$331,500	\$74,226	\$257,274	22%
TELEPHONE EQUIPMENT	6235	\$0	\$0	\$0	\$0	\$0	\$0	0%
TOOLS & SUNDRY EQUIPMENT	6240	\$45,880	\$255,016	\$226,754	\$33,245	\$35	\$33,210	0%
AUTO & TRUCKS	6250	\$2,758,273	\$3,296,551	-\$1,129	\$55,000	\$0	\$55,000	0%
<b>TOTAL EQUIPMENT/VEHICLES (FUND 600)</b>		<b>\$3,033,958</b>	<b>\$3,736,920</b>	<b>\$425,099</b>	<b>\$439,745</b>	<b>\$74,261</b>	<b>\$365,484</b>	<b>17%</b>
BOND REDEMPTION - 2003 Refunding COP & 2006 COP	5310	\$735,608	\$1,096,808	\$1,329,961	\$1,328,704	\$1,332,962	-\$4,258	100%
VEHICLE LEASE #1	5310	\$75,921	\$75,921	\$75,921	\$0	\$0	\$0	0
VEHICLE LEASE #2	5310	\$329,497	\$329,497	\$329,498	\$329,497	\$0	\$329,497	0%
VEHICLE LEASE #3	5310	\$756,033	\$756,033	\$756,033	\$756,033	\$0	\$756,033	0%
COST OF ISSUANCE (Move budget in June, 2006 to Fund 300)	5910	\$0			\$0	\$0	\$0	0%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>\$1,897,059</b>	<b>\$2,260,259</b>	<b>\$2,491,413</b>	<b>\$2,414,234</b>	<b>\$1,332,962</b>	<b>\$1,081,272</b>	<b>55%</b>
SERVICES & SUPPLIES	5000		\$15,329	\$30,641	\$52,850	\$9,355	\$43,495	18%
<b>TOTAL AGENCY FUND (FUND 700)</b>		<b>\$0</b>	<b>\$15,329</b>	<b>\$30,641</b>	<b>\$52,850</b>	<b>\$9,355</b>	<b>\$43,495</b>	<b>18%</b>
<b>TOTAL - CAPITAL, EQUIP, DEBT &amp; AGENCY</b>		<b>\$6,027,701</b>	<b>\$6,444,456</b>	<b>\$6,643,099</b>	<b>\$7,946,983</b>	<b>\$4,559,282</b>	<b>\$3,387,701</b>	<b>57.4%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES AS OF DECEMBER 31, 2008**

	GOVERNMENTAL FUND TYPES						ACCOUNT		GROUPS	
	General Fund - 100	Debt Service Fund - 200	Capital Projects Fund - 300	Equipment/ Vehicles Fund - 600	AGENCY CERT PROGRAM Fund - 700	Fixed Assets Fund - 800	General	Long-Term Debt Fund - 900	Totals	
									(Memo Only)	
<b>ASSETS</b>										
Cash - Union Bank of California	\$ 1,703,568	\$ -	\$ -	\$ -	\$ 44,397	\$ -	\$ -	\$ -	\$ 1,747,965	
Cash - Union Bank of California-Prem. @ .035%	\$ 5,009,226								\$ 5,009,226	
Cash - LaSalle Bank(Note #2)	(12,833)			0					(12,833)	
Cash - UBC - Workers Compensation	11,789								11,789	
Cash - Comerica-Flex Spending	400								400	
Petty Cash	36,131,110				1,919				36,133,029	
Investments - LAIF @ 2.77%										
Cash with Fiscal Agent (Note #1)		1,337,749	2,743,984						4,081,733	
Accounts Receivable	606,716				278				606,994	
Interest Receivable				2,058					2,058	
Other Receivable	36,000								36,000	
Prepaid Expenses/Deposits	1,000								1,000	
Prepaid Retirement/Deposit										
Due from Other Funds			50,760							
Land										50,760
Buildings & Improvement/Work-in-Progress						\$ 4,830,018			4,830,018	
Equipment						20,532,169			20,532,169	
Accumulated Depreciation						23,436,763			23,436,763	
Amount to be Provided for General						(23,452,191)			(23,452,191)	
Long Term Debt		1,337,749	2,794,744	2,058	46,594	25,346,759	23,993,540		23,993,540	97,008,420
<b>Total Assets</b>	\$ 43,486,976	\$ 1,337,749	\$ 2,794,744	\$ 2,058	\$ 46,594	\$ 25,346,759	\$ 23,993,540	\$ -	\$ 97,008,420	
<b>LIABILITIES</b>										
Accounts Payable	949								949	
Due To Other Funds	50,760								50,760	
Accrued Expenses	3,148,018								3,148,018	
Deposits Payable	1,092								1,092	
Deferred Revenue										
Long Term Debt										
(1) Certificates of Participation							17,080,000		17,080,000	
(2) Vehicle Lease							4,938,655		4,938,655	
Claims Payable	12,148						551,843		563,991	
Compensated Absences							1,423,042		1,423,042	
<b>Total Liabilities</b>	\$ 3,212,967						\$ 23,993,540		\$ 27,206,507	
<b>FUND EQUITY</b>										
Investment in General Fixed Assets						25,346,759			25,346,759	
Reserved for Debt Service		1,337,749							1,337,749	
Designated for Workers' Compensation	1,000,000								1,000,000	
Designated for Dry Spell (Cash Flow)										
Designated for Acq./Fac./Const./Equip.			2,794,744	2,058					2,796,802	
Designated for Imprvd Bene Implmtn										
Undesignated	39,274,009				46,594				39,320,603	
<b>Total Fund Balance</b>	\$ 40,274,009	\$ 1,337,749	\$ 2,794,744	\$ 2,058	\$ 46,594	\$ 25,346,759	\$ 23,993,540	\$ -	\$ 69,801,913	
<b>Total Liabilities and Fund Equity</b>	\$ 43,486,976	\$ 1,337,749	\$ 2,794,744	\$ 2,058	\$ 46,594	\$ 25,346,759	\$ 23,993,540	\$ -	\$ 97,008,420	
Note 1-US Bnk Res. Fund (COP 2003)										
Mkt. Value - \$736,035.13; Rate - .001%										
Res. Fund (COP 2006) Mkt. Vl. - \$601,358.49; Rate - .001% (Cmt. Ppr 2/14/07)										
Lease(COP 2006) - Mny Mkt. -\$137.28; Rate - 0%										
Cap Impr. (COP 2006) - Mkt. Vl. - \$2,743,984.20; Rate - .001%										

Note 1-US Bnk Res. Fund (COP 2003)

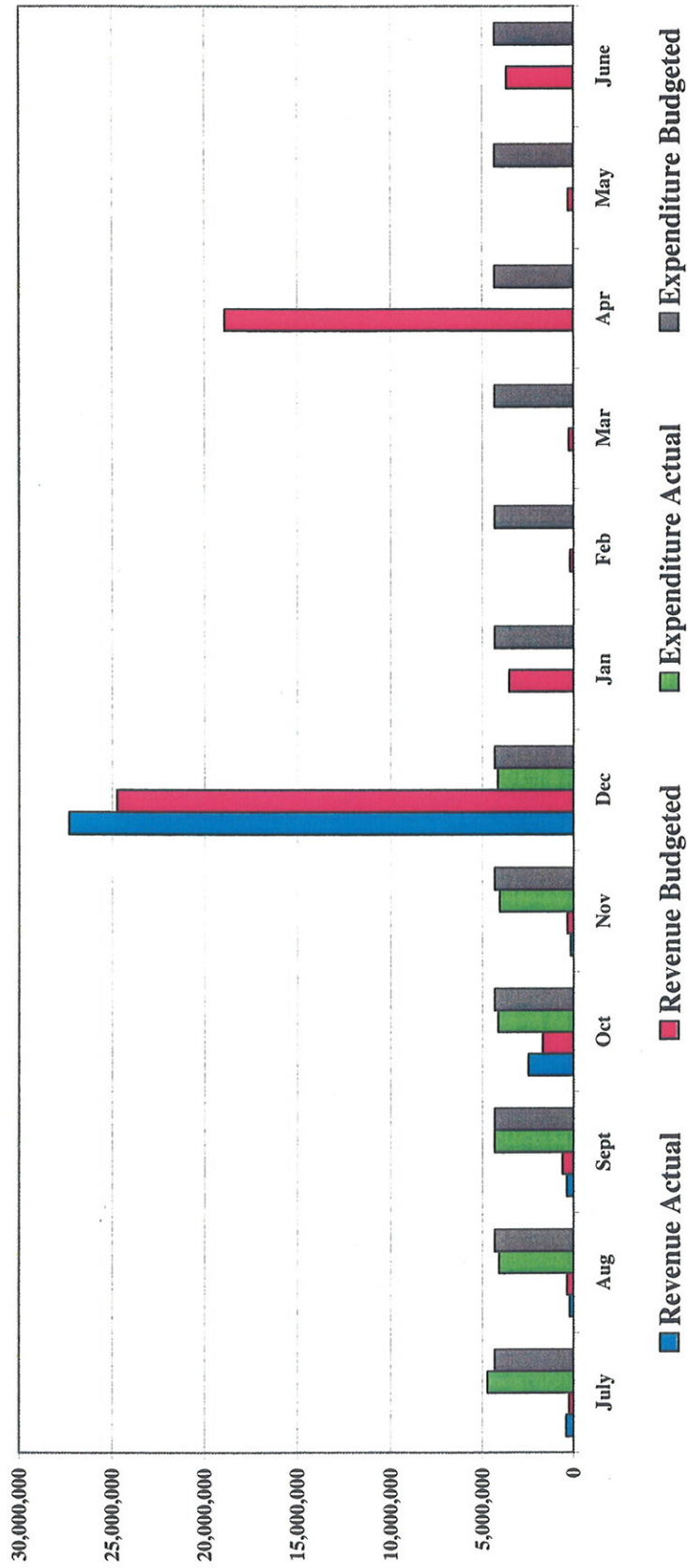
Lease Fund (COP 2003)

Investments are in compliance with District policy. There are sufficient funds available to meet the District's next three months' financial obligations.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**REVENUE/EXPENDITURE HISTORY**

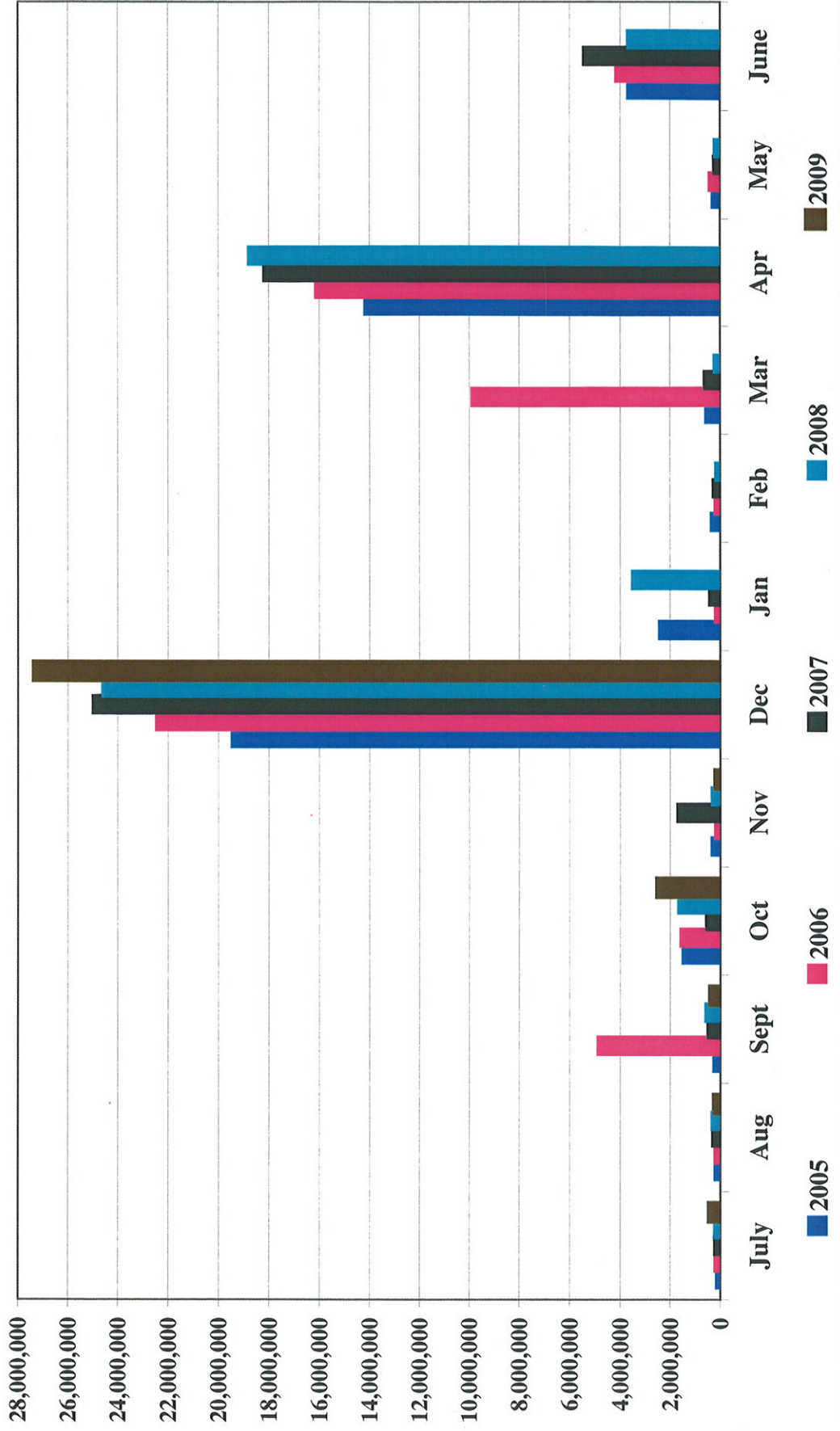
Month	2004-05		2005-06		2006-07		2007-08		2008-09	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	128,272	3,308,427	198,493	3,700,845	220,615	4,259,268	206,857	4,051,393	409,494	4,731,355
August	186,067	3,218,599	201,004	2,970,815	296,654	3,274,027	309,023	3,934,582	215,934	4,086,942
September	239,239	3,035,980	4,859,809	3,607,619	486,663	3,487,349	561,478	3,731,470	367,546	4,339,978
October	1,468,049	2,906,466	1,558,737	3,202,398	542,471	3,557,605	1,640,500	4,066,860	2,483,697	4,137,431
November	312,171	2,816,970	176,335	3,236,093	1,689,992	3,549,374	312,547	3,648,147	165,281	4,058,659
December	19,426,967	2,788,398	22,459,669	3,290,276	24,981,792	3,622,509	24,595,524	3,757,596	27,327,550	4,162,810
January	2,409,273	3,179,974	180,566	3,069,591	408,114	3,286,521	3,484,808	4,039,456		
February	329,259	2,976,079	190,286	3,464,287	272,420	3,519,689	154,599	4,573,322		
March	551,618	4,511,320	9,890,976	3,173,650	619,867	3,487,574	219,862	4,638,451		
April	14,177,438	2,948,109	16,133,414	3,283,125	18,178,615	3,680,317	18,767,904	3,751,889		
May	279,527	3,364,129	399,640	3,379,036	232,490	3,457,733	197,558	4,210,272		
June	3,663,008	3,029,985	4,152,484	3,589,770	5,437,965	3,697,713	3,677,543	4,615,870		

GENERAL FUND  
 COMPARISON OF ACTUAL TO BUDGETED  
 FISCAL YEAR 2008-09

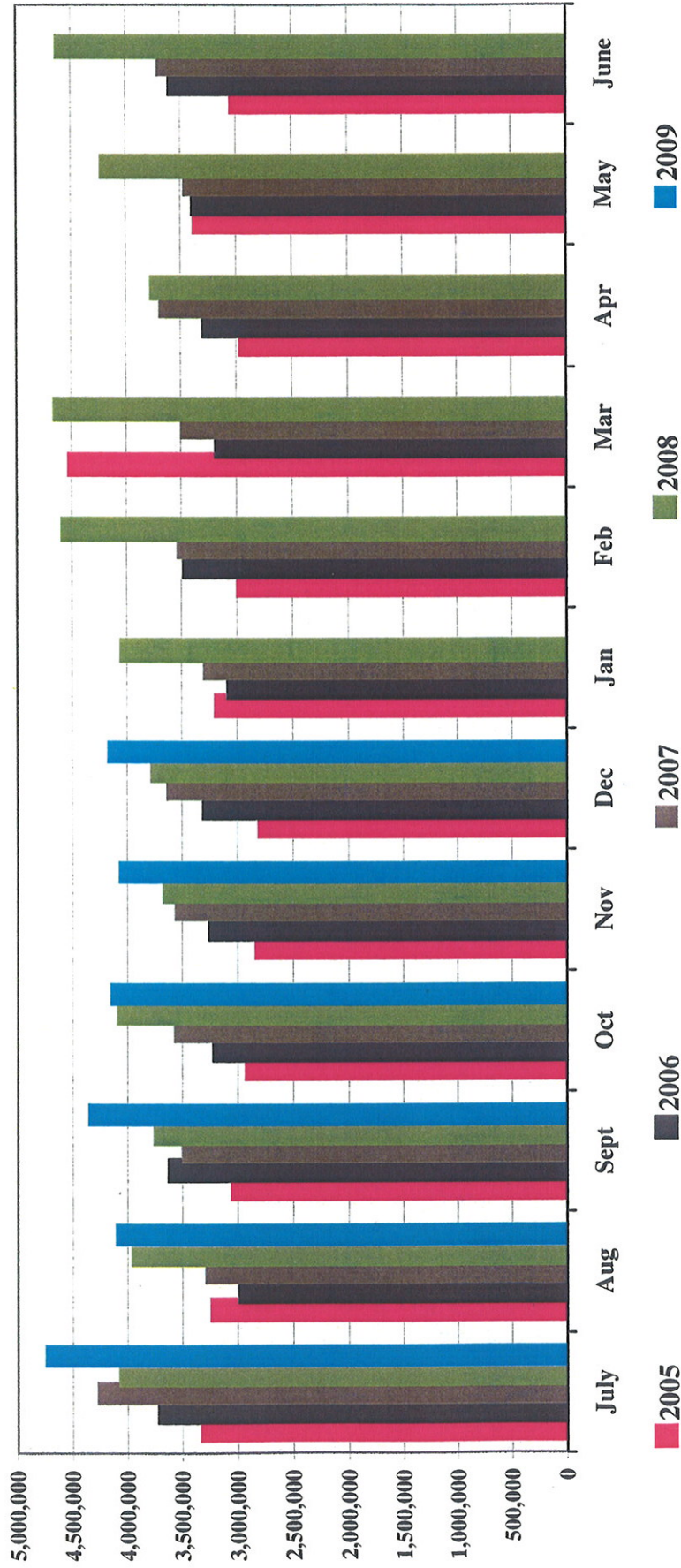


# GENERAL FUND REVENUE

## FISCAL YEARS 2005 - 2009



**GENERAL FUND EXPENDITURES  
FISCAL YEARS 2005 - 2009**

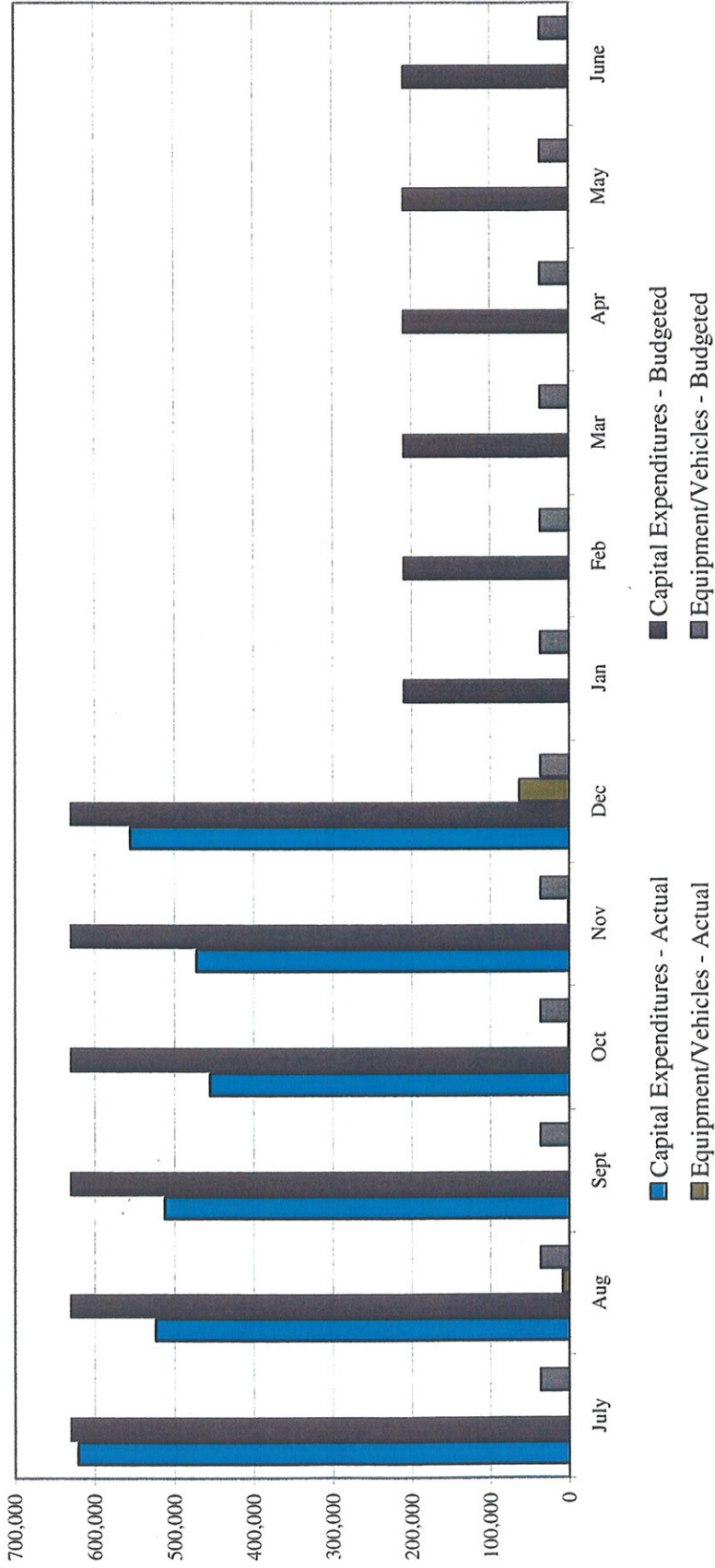




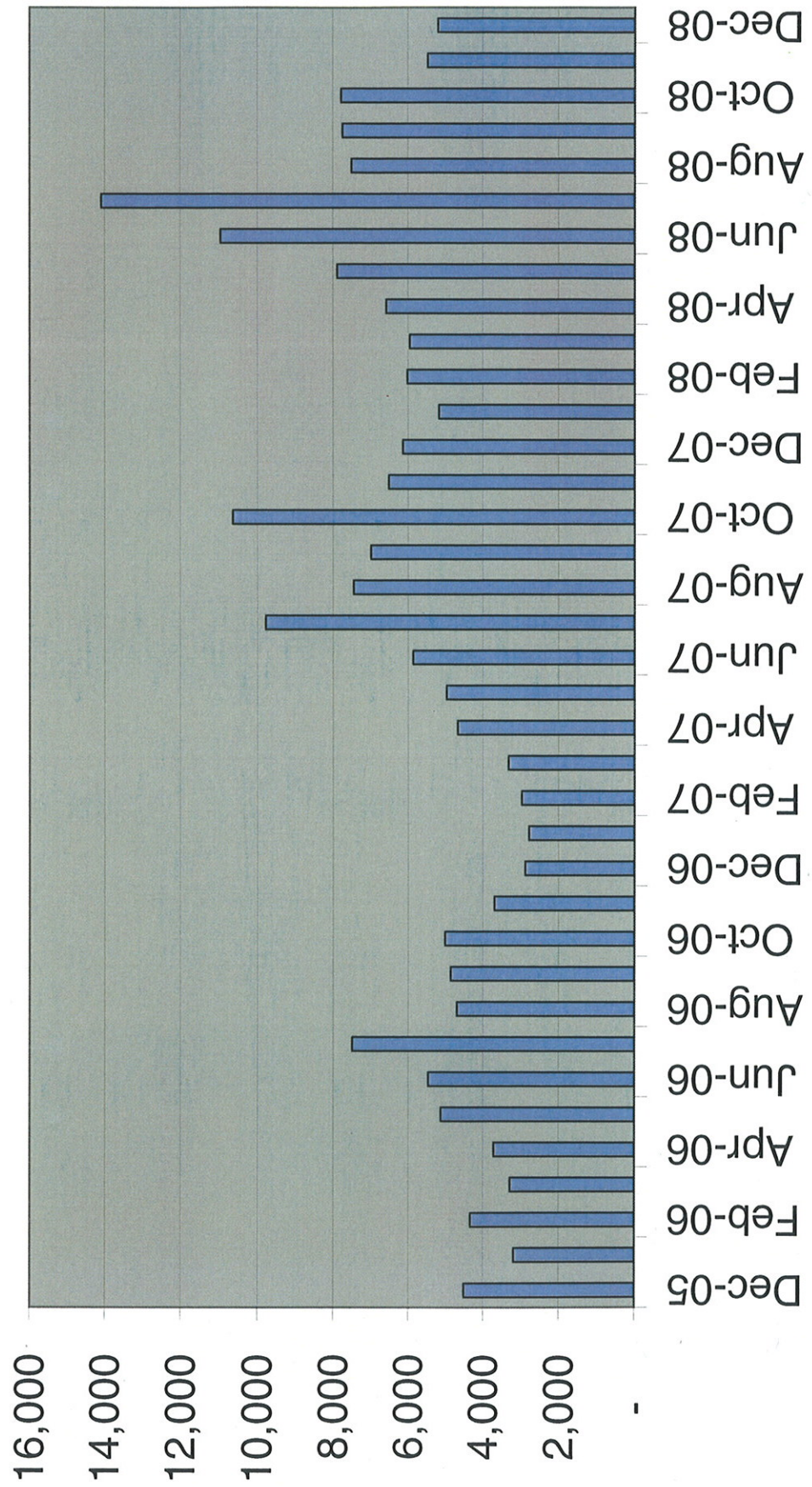
# CAPITAL & EQUIPMENT/VEHICLES FUNDS

## COMPARISON OF ACTUAL TO BUDGETED

FISCAL YEAR 2008-2009



# Total Overtime Hours by Month December 2005 - December 2008



# Overtime Assignment Summary Report

12/1/2008 Through 12/31/2008

**WORK CODE: 1 STAFFING**

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	8.49	11.25
103 MISC. STAFFING COVE	4691.66	4692.00
107 LATE/STA. MOVE COVE	3.74	8.00
199 MID SHIFT RECALL	61.75	61.75
<b>Total All Assignments This Work Type:</b>	<b>4,765.64</b>	<b>4,773.00</b>

**WORK CODE: 2 TRAINING**

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	278.58	278.75
202 ADMIN SKILLS TRAINI	9.50	9.50
209 RESCUE TRAINING	3.00	3.00
214 PARAMEDIC - CONT ED	35.00	35.00
<b>Total All Assignments This Work Type:</b>	<b>326.08</b>	<b>326.25</b>

**WORK CODE: 3 ASSIGNMENTS**

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	16.50	16.50
302 OFC WORK/REPORT WR	1.50	1.50
313 HONOR GUARD	6.00	6.00
317 RECRUITMENT EXTER	18.50	18.50
320 PUBLIC EVENTS	9.50	9.50
340 PROJECT WORK	41.50	41.50
<b>Total All Assignments This Work Type:</b>	<b>93.50</b>	<b>93.50</b>

# Overtime Assignment Summary Report

12/1/2008 Through 12/31/2008

**Report Grand Total:**

**5,185.22**

**5,192.75**

# Overtime Summary Report

12/1/2008 Through 12/31/2008

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	<b>4,773.00</b>
2	TRAINING	<b>326.25</b>
3	ASSIGNMENTS	<b>93.50</b>
	<b>Report Grand Total:</b>	<b>5,192.75</b>

**December 2008 Staffing/Overtime Analysis**

	Staffing OT \$	Staffing OT Hrs	Staffing OT FTE	Paid FTE	Total Effective FTE	See Note 1
ACTUAL DECEMBER RESULTS	\$ 248,901	4,314.50	17.78	132.00	149.78	16.11%
PROJECTED December						
HIRING IN PLACE OF OVERTIME	\$ 313,825	4,314.50				
NET SAVINGS						
OVERTIME IN PLACE OF HIRING	\$ 64,925					

**Note 1:** This figure represents the percentage of time necessary to backfill regularly staffed positions for the month. This amount will routinely include the following components:

- The variance of regular, full-time paid employees either above or below the optimal 129 FTEs based upon the 10% hiring model
- Vacation Leave
- Sick Leave
- Disability Leave
- Various (jury duty, station moves, medic coverage, etc.)