

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Board Meeting**

**Wednesday, February 25, 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 January, 2009 for \$3,160,139.29.
- 4.2 Approve the demand register for the period January 15, 2009 through February 17, 2009 in the amount of \$836,784.01.
- 4.3 Approve the minutes from the January 28, 2009 regular board meeting including District Counsel's closed session report.
- 4.4 Implementation of Revised Job Classification (EMS Coordinator/Reclassification of EMS QI Coordinator to EMS Coordinator).
- 4.5 Authorization for payment of \$62,931.40 to Aztec Consultants for remaining retention for Fire Station No. 31, Apparatus Building.
- 4.6 Authorization for payment of \$155,278.00 to W.A. Thomas Co., Inc., for Progress Payment No. 13 for the construction of Fire Station No. 36.
- 4.7 Authorization for payment of \$119,615.61 to Contra Costa County Elections Department for November 4, 2008 General Election Fees.
- 4.8 Authorization of sale and/or disposition of District 1992 Ford Aerostar.
- 4.9 Personnel Actions:
  1. Approve staff's recommendation for the merit salary increase for Fire Prevention Specialist Kim French to Step 4, effective 2/12/09.
  2. Approve staff's recommendation for a merit salary increase for Fleet Mechanic Richard Nogueira to Step 3, effective 2/1/09.

**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 Badge Pinning Ceremony for EMS Specialist Chris Eberle.

**7. OLD BUSINESS**

**8. NEW BUSINESS**

8.1 Discussion and possible adoption of the new Strategic Plan for the period of 2008-2013.

8.2 Discussion and possible action on “Executive Management Team” designation and role in closed session matters.

8.3 Discussion and possible authorization to lease 9399 Fircrest Lane Office Building to Proposed Lessee, IAFF Local 3546.

8.4 Discussion and selection of date for May Board Budget Workshop

**9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

**10. MONTHLY ACTIVITY REPORTS FOR JANUARY, 2009**

10.1 Operations – Assistant Chief Collins

Incident Report responded to by type, i.e., fire, medical and the response time

- Apparatus Status Reporting

10.2 Support Services – Assistant Chief Hart

Support Services Report of monthly activities

- New Station 36 “Substantial Completion” – Milestone Reached Feb. 18, 2009

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

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.

- SUASI Grant for Damage Assessment Guides

**11. GOOD OF THE ORDER**

**12. CLOSED SESSION**

- 12.1 Conference with District Counsel – Potential Litigation  
Possible exposure to litigation (one matter)  
[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 MARCH 25, 2009.**

Prepared by:



Susan F. Brooks, District Clerk

**Agenda posted on February 20, 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.*

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**

# OLD BUSINESS

# **NEW BUSINESS**

# 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  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax: 925-838-6696

## MEMORANDUM

**Date:** February 25, 2009  
**To:** Board of Directors  
**From:** Richard Price – Fire Chief  
**Subject:** Adoption of Strategic Plan for the period of 2008-2013

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### Background:

In May, 2003 the Board of Directors adopted a Strategic Plan for the five year period of 2003-2008. By all accounts the plan was extremely successful and ushered in a new era of shared leadership and collaborative processes at the District.

### Present Situation:

Over the past year a new Strategic Plan has been developed for the period of 2008-2013. This plan contains five principal goals including the pursuit of CFAI Accreditation (Commission on Fire Accreditation International) for the District. The new plan is a continuation and extension of the previous plan and was developed with broad organizational input. The new plan is expected to have wide support from all corners of the District.

### Recommendation:

Staff recommends the adoption of the new Strategic Plan for the period of 2008-2013.

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

## MEMORANDUM

**Date:** February 25, 2009  
**To:** Board of Directors  
**From:** Richard Price, Fire Chief  
**Subject:** Designation of Executive Management Team

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### Background:

The District does not currently define an Executive Management Team or have written policy on which managers attend closed session matters before the Board of Directors.

### Present Situation:

The Fire Chief desires to formally define an Executive Management Team and clearly designate closed session attendees.

The proposed Executive Management Team, composed of senior managers with direct reporting responsibility to the Fire Chief, would exist as a subset of the full management team to assist the Fire Chief on matters of a strategic or confidential nature, or of other significance. As defined, the members would include the Fire Chief, Assistant Chiefs, Fire Marshal and Administrative Services Director.

It is further proposed that the five Executive Management Team members would be the managers designated to attend the closed session portion of Board meetings unless otherwise excused. Currently the Fire Marshal does not attend closed session matters.

### Recommendation:

Designate the Fire Chief and the four senior managers with direct reporting authority to the Fire Chief as the "Executive Management Team" and authorize these five members to attend closed session matters before the Board unless otherwise directed.



# 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:** February 25, 2009  
**To:** Board of Directors  
**From:** Steven J. Hart, Assistant Fire Chief, Support Services  
**Subject:** Proposed Lease of 9399 Fircrest, Office Space, to Local 3546

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### Background:

Local 3546 is interested in leasing one office space from the District's office building at 9399 Fircrest Lane in San Ramon. The office space is 156 sqft. The building is currently being used as a storage facility. Various departments of the District have storage space in this building. Honor Guard, Training, Uniform, and Pipes and Drum Corps are using this facility. In the past, the City of San Ramon Planning department rented space in this facility.

Staff conducted a cost analysis of available office space rental in the San Ramon and Dublin areas. Research showed that a facility similar to this would lease for \$1.50 per square foot.

### Recommended Board Action:

Staff recommends entering into a lease agreement with Local 3546 for office space at 9399 Fircrest Office Building for \$1.50 per square foot per month.

# OPERATIONS

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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

## MEMORANDUM

**Date:** February 25, 2009  
**To:** Board of Directors  
**From:** Bryan Collins – Assistant Chief  
**Subject:** Monthly Activity Report

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Attached is the Operations report for the month of January, 2009.

# San Ramon Valley Fire Protection District

## Maintenance Unit Status

### 02/19/2009

Date	Unit #	Unit ID	Status	Comment
02/19/2009	513	E37	Available	@FS36
02/19/2009	744	RES-AMB	Available	@FS38
02/19/2009	755	RES-AMB	Available	@FS30
02/19/2009	547	RES-ENG-T1	Available	@FS31
02/19/2009	548	RES-ENG-T1	Available	@FS30
02/19/2009	580	RES-ENG-T1	Available	@FS30
02/19/2009	581	RES-ENG-T1	Available	@FS31
02/19/2009	661	RES-ENG-T3	Available	@FS33
02/19/2009	662	RES-ENG-T3	Available	@FS39
02/19/2009	512	RES-TRUCK	Available	@FS30
02/19/2009	805	BS31	In Service	
02/19/2009	856	CS131	In Service	
02/19/2009	531	E30	In Service	
02/19/2009	523	E31	In Service	
02/19/2009	522	E32	In Service	
02/19/2009	546	E32A	In Service	
02/19/2009	509	E33	In Service	
02/19/2009	632	E330	In Service	
02/19/2009	605	E331	In Service	
02/19/2009	604	E332	In Service	
02/19/2009	679	E333	In Service	
02/19/2009	603	E334	In Service	
02/19/2009	601	E335	In Service	
02/19/2009	600	E336	In Service	
02/19/2009	659	E337	In Service	
02/19/2009	660	E338	In Service	
02/19/2009	602	E339	In Service	
02/19/2009	520	E34	In Service	
02/19/2009	508	E35	In Service	
02/19/2009	545	E36	In Service	
02/19/2009	551	E36A	In Service	
02/19/2009	506	E37	In Service	

Maintenance Unit Status: 02/19/2009

Date	Unit #	Unit ID	Status	Comment
02/19/2009	500	E38	In Service	
02/19/2009	521	E39	In Service	
02/19/2009	628	E437	In Service	
02/19/2009	618	E440	In Service	
02/19/2009	864	FLAT-BED	In Service	@FS38
02/19/2009	807	HM35	In Service	
02/19/2009	788	MCU	In Service	
02/19/2009	703	RM31	In Service	
02/19/2009	700	RM32	In Service	
02/19/2009	702	RM34	In Service	
02/19/2009	701	RM35	In Service	
02/19/2009	733	RM39	In Service	
02/19/2009	810	ROUNDS-VAN	In Service	
02/19/2009	882	SAL35	In Service	
02/19/2009	524	T31	In Service	
02/19/2009	525	T34	In Service	
02/19/2009	526	T35	In Service	
02/19/2009	803	USR134	In Service	
02/19/2009	658	WT130	In Service	
02/19/2009	678	WT135	In Service	
02/19/2009	615	WT238	In Service	
02/19/2009	589	E36	Not Available	@FS39 MDC Mounting

## Response Time Report - Incident Summary by Incident Type

Date Range: 01/01/2009 to 01/31/2009

Incident Type	# of Incidents	# of Responses	# Responses Used	Avg Response Time	Total Loss	Total Value
Fire	29	79	9	6:00	\$856,000.00	\$3,900,000.00
Rupture/Explosion	0	0	0	0:00		
EMS/Rescue	432	832	364	5:12		
Hazardous Condition	17	30	7	6:30		
Service Call	61	80	11	5:28		
Good Intent	65	112	11	6:24		
False Call	70	94	38	5:57		
<b>Totals</b>	<b>674</b>	<b>1227</b>	<b>440</b>		<b>\$856,000.00</b>	<b>\$3,900,000.00</b>

Note: 440 responses from 674 total 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.

# **SUPPORT SERVICES**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
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www.srvfire.ca.gov

1500 Bollinger Canyon Road  
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Fire Prevention  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax: 925-838-6696

## MEMORANDUM

**Date:** February 25, 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 January, 2009.



<p style="text-align: center;"><b>Support Services</b> <b>January, 2009</b></p>
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Facilities

1. Station 36: Progressing through construction schedule.
2. Station 36: Storage Building. Review of 90% Plans in progress.
3. Station 32: Escrow closed January 9, 2009.
4. Station 32: Discussions with Contra Costa County Planning for Land Use Permit.
5. Station 32: Maintenance of current site coordinated.

Fleet

1. Routine maintenance and repairs in progress.
2. Prepare for Annual Pump Testing.
3. Annual Engine / Truck Services in Progress.

Current Projects

1. Coordinated bids for various budgeted projects.
2. Working through Fiscal Year 08/09 budgeted projects.
3. Bid process for painting interior painting at Station 39.
4. Station 39: Sewer Line Replaced.
5. Station 39: Office Building upgrades coordinated.
6. Working with EBMUD on coordination of fire hydrant service.
7. Admin: Repaired heat igniter in Fire Prevention; new damper system in Plans Examiner's office; replaced 2-ton cooling system in Server Room – Completed.
8. Station #37: New heat pump installed – Completed.
9. Preparing for FY 09/10.

**TRAINING  
DIVISION**

**FIRE PREVENTION  
DIVISION**

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## MEMORANDUM

**Date:** February 25, 2009  
**To:** Board of Directors  
**From:** Christina Jamison – Fire Marshal  
**Subject:** Monthly Activity Report

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Attached are the Fire Prevention reports for the month of January, 2009.

# Fire Prevention Summary of Monthly Activities

## January 2009

### What Went Well

#### Maintenance of public records:

Work continued on purging and scanning Prevention Division files in compliance with the California Fire Code and District needs for archived information. Code Compliance Officers; Vanek, Evitt, Wendel and Stevens worked the majority of January on this project.

#### Diablo Fire Safe Council , Draft Community Wildfire Protection Plan

In early 2008 the Diablo Fire Safe Council (DFSC) received a grant from the United States Fish and Wildlife Service (USFWS) to write and disseminate a Community Wildfire Protection Plan (CWPP) for Contra Costa County. Over the past year DFSC has worked with local residents, representatives of federal, regional, state, and local agencies along with community organizations to draft this plan. Once completed the CWPP will allow DFSC to coordinate community-based planning efforts, identify and prioritize mitigation projects, and apply for federal funding. At this time the document is being reviewed and commented on by local agencies and the County Board of Supervisors. The final draft of the CWPP will be presented to the San Ramon Valley Fire Protection Board of Directors.

#### Fire Safety Education for Schools hosting “Grad Night” events

Code Compliance Officer’s held the annual training workshop to educate and inform Grad Night Committee members, which include both school officials and parents, on the fire and life safety requirements related to the temporary decorative materials and structures proposed for these events. This is an excellent District service that provides for early identification of issues and allows them to be resolved during the event development process.

#### Collaboration with Bay Area Air Quality Management District (BAAQMD).

The District has for so time now collaboratively worked with BAAQMD to inform and educate the public on regulations and requirements applicable to Open Burn Permits. Recently, an effort has been made to better coordinate public information related to open burning. BAAQMD has provided the District with informational packets to be distributed to residents applying for Open Burn Permits. These packets include; local and state regulations, Spare the Air Days instructions, direction on the proper process to determine when BAAQMD will authorize burn days, contact information, and instructions on how to report illegal burning. Additionally, it has enhanced the District’s ability to effectively address illegal burning in high fire danger areas.

#### Receipt of Fire Hazard Severity Zone Maps from Cal Fire Director

The District received the final version of the Contra Costa County Fire Hazard Severity Zone Map from Cal Fire. This map includes local responsibility area only. The District is in the process of working with CC County fire and building officials reviewing the map and applicable defensible space and fire resistive building requirements.

# Fire Prevention Summary of Monthly Activities

## January 2009

### CERT class

January CERT class provided at Montair Elementary. Currently there are 522 CERT Graduates in the San Ramon Valley area.

### Potential Issues

An increasing number of businesses are experiencing financial difficulty in complying with code requirements and associated fees due to their economic situation.

### Committee Meetings and Training Attended

- Kurtz, San Ramon Leadership Training
- Castro, S-203 Public Information Officer
- Nor Cal Fire Prevention Officers; Fire Code, Building Standards and Public Education Committee's
- California Building Standards Commission
- California Building Officials, Annual Business Meeting
- SRVFPD Safety Committee
- Senior Outreach Committee
- Diablo Fire Safe Council

### Upcoming Public Education Classes and Events Scheduled

Personal Emergency Preparedness	2	Feb 12 and Feb 18
Skate Night	1	Feb 18
Expanding Your Horizons	1	Feb 28
ReadyPerson	3	Feb 26, March 12, and April 23
Remembering When: Fire and Fall Prevention for Older Adults	4	March 3, March 26, April 22, and April 30
New Parent/Grandparent	1	March 14
Community Fire Extinguisher Training	2	April 25
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

# Fire Prevention Summary of Monthly Activities

## January 2009

### Plan Reviews Completed

- 9301 Fircrest Ln, #7 – Fire Alarm - Approved
- 2100 Mt. Diablo Scenic Blvd – AFES Underground – Approved
- 3500 Blackhawk Plaza Cir. – AFES Monitoring – Approved
- 3400 Crow canyon Rd – AFES TI – Deficient
- 2860 Crow Canyon Rd – Underground Tank Removal – Approved
- 2860 Crow Canyon Rd – EVR Upgrades - Approved
- 43 Railroad Ave – TI – Approved
- 6001 Norris Canyon Rd – Planning – Approved
- 1320 El Capitan Dr, #330 – TI – Approved
- 18869 Bollinger Canyon Rd – Private Water – Approved
- 760 Camino Ramon, #196 – TI – Approved
- 1 Wild Wood Ct – SFD – Approved
- 4145 Blackhawk Plaza Cir, #100 – AFES TI – Approved
- 310 Hartz Ave – AFES TI – Approved
- 661 San Ramon valley Blvd – AFES TI – Approved
- 2600 Camino Ramon, Rm #3E661 – TI – Approved
- 291 Cross Rd – SFD – Approved
- 854 Matadera Cir – SFD AFES – Approved
- 18869 Bollinger Canyon Rd – SFD AFES – Approved
- 7 Country Oak – Private Water – Approved
- 7777 Crow Canyon Rd – Aboveground Tank – Approved
- 11040 Bollinger Canyon Rd, #A – Approved
- 11040 Bollinger Canyon Rd, #A – AFES TI – Approved
- SD 8919 – Temporary Access – Approved
- 101 Park Pl – AFES Monitoring – Approved
- 1475 Harlan Dr – AFES TI – Approved
- 553 Sycamore Valley Rd – AFES TI – Approved
- 6001 Bollinger canyon rd, Bldg V – AFES TI – Approved
- 6001 Bollinger canyon rd, Bldg B – AFES TI - Approved
- 6001 Bollinger canyon rd, Bldg T – AFES TI - Approved
- 2401 Via Diablo – SFD AFES – Approved
- 1121 Rancho Park Loop – Fire Alarm – Approved
- 1121 Rancho Park Loop – Aboveground Tank – Approved
- 1066 Hawkshead, Lot #33 – Planning – Approved
- 248 Smith Rd – Planning – Approved
- 6001 Norris Canyon Rd – Planning – Approved
- 389 South Ave – SFD AFES – Approved
- 2305 Camino Ramon, #200 – AFES TI – Approved
- 245 La Pera Cir – RCFE – Approved
- 2270 Camino Ramon, #120 – TI – Approved
- 4000 Executive Pkwy, #190 – TI – Approved

## Fire Prevention Summary of Monthly Activities January 2009

- 1 Boone ct – EVR Upgrades – Approved
- 4000 Executive Pkwy. - Fire Alarm – Approved
- 6001 Bollinger Canyon Rd, Bldg T – TI – Approved
- 1 Alamo Square Dr – Hood & Duct – Approved
- 7111 Johnston rd – Private Water – Approved
- 198 Diablo Rd – Planning – Approved
- 2205 San Ramon Valley Blvd – AFES TI – Approved
- 32 Beta Ct, #B – Planning – Approved
- 18869 Bollinger canyon rd – SFD AFES – Approved
- 9000 Crow Canyon Rd, #V – TI – Approved
- 3160 Crow canyon rd, #105 – TI – Approved
- 6001 Bollinger canyon rd – TI – Approved
- 345 Hartz Ave – AFES – Approved
- 4000 Executive Pkwy, #525 – AFES TI – Approved
- MS 856-08 – Planning – Approved
- 2468 San Ramon Valley Blvd – AFSE Ti - Approved



# MONTHLY ACTIVITY REPORT FIRE PREVENTION DIVISION

## JANUARY

	Current Month		Last Month		Year to Date	
	Number	Hours	Number	Hours	Number	Hours
<b>INSPECTIONS</b>						
New Construction	66	46.00	119	92.75	726	539.00
Code Compliance	194	93.25	234	118.50	1895	1003.00
Weed Abatement	0		0		660	
<b>PERMITS PROCESSED</b>	3	N/A	3	N/A	89	N/A
<b>PLAN REVIEWS PROCESSED</b>						
Plan Review	50	38.00	92	76.25	505	401.75
Resubmittal Plan Review	11	7.75	12	9.00	118	86.75
<b>FIRE INVESTIGATIONS</b>	1	0.00	0	0.00	86	20.50
<b>MEETINGS ATTENDED</b>	35	57.00	29	48.25	210	315.50
<b>STAFF TRAINING</b>	7	44.50	11	65.75	59	407.75
<b>PUBLIC EDUCATION &amp; TRAINING</b>						
Public Ed Event or Class	48	0.00	58	0.00	193	46.25
Fire Safety School Program	11	20.00	4	7.50	53	101.00
CERT Program	1	0.00	0	0.00	13	46.25
Number of People Contacted	5136	N/A	3314	N/A	17309	N/A

# MONTHLY ACTIVITY REPORT FIRE PREVENTION DIVISION

## JANUARY

	Current Month		Last Month		Year to Date	
	Number	Hours	Number	Hours	Number	Hours
<b>INSPECTIONS</b>						
New Construction						
Inspections	59	38.50	119	92.75	694	511.50
Reinspections	7	7.50	0	0.00	32	27.50
Code Compliance						
Inspections	96	55.25	177	94.00	1324	759.50
Reinspections	98	38.00	57	24.50	571	243.50
Complaints						
Inspections	1	0.75	4	4.25	19	59.50
Reinspections	0	0.00	0	0.00	1	4.50
Weed Abatement						
Inspections	0		0		660	
Work Orders	0	0.00	0	0.00	2	2.00
<b>PERMITS PROCESSED</b>	3	N/A	3	N/A	89	N/A
<b>PLAN REVIEWS PROCESSED</b>						
Plan Review	50	38.00	92	76.25	505	401.75
Resubmittal Plan Review	11	7.75	12	9.00	118	86.75
<b>FIRE INVESTIGATIONS</b>	0	0.00	0	0.00	5	20.50
<b>MEETINGS ATTENDED</b>	35	57.00	29	48.25	210	315.50
<b>STAFF TRAINING</b>	7	44.50	11	65.75	59	407.75
<b>PUBLIC EDUCATION &amp;&amp; TRAINING</b>						
School Programs	48	43.25	58	55.75	193	232.25
CERT Program	0	0.00	0	0.00	12	46.25
Other Programs	11	20.00	4	7.50	53	101.00
Number of People Contacted	5136	N/A	3314	N/A	17309	N/A
<b>General Office</b>	155	350.75	187	366.00	1145	2539.75
<b>Travel</b>	19	26.00	20	28.50	94	274.25
<b>Physical Fitness</b>	27	13.50	15	7.50	120	60.00
<b>Emergency Response</b>	1	1.50	0	0.00	1	1.50
<b>Leave</b>	3	18.00	8	42.50	69	469.75

# **ADMINISTRATIVE SERVICES**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
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## MEMORANDUM

**Date:** February 25, 2009  
**To:** Board of Directors  
**From:** Robert Leete – Administrative Services Director  
**Subject:** Monthly Activity Report

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Attached are the Administrative Services Department reports for the month of January, 2009.

**Administrative Services Department**  
**January, 2009**

**Finance:**

Financials

- Balance Sheet (January 31, 2009)
- 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:

- Finalize mid-year budget adjustments.
- Coordinate implementation of February 2009 compensation changes.

**Human Resources:**

Employee Illness/Injury Report for January 2009

Reportable Injuries – January 2009:

1. January 3, 2009. A Firefighter/Paramedic strained their lower back lifting a patient on a gurney. Lost Time: 48 hours.
2. January 4, 2009. A Captain experienced pain in their knee/hip during a structure fire response. No lost time.
3. January 8, 2009. An Engineer strained their shoulder starting a chainsaw. Lost Time: 45.5 hours.
4. January 10, 2009. A Captain developed norovirus symptoms. Lost Time: 48 hours.

Note: As of January 31, 2008, there were five (5) employees absent from their regular work assignment. Lost time related to prior month/year injuries totaled 1,207.5 hours (8) employees.

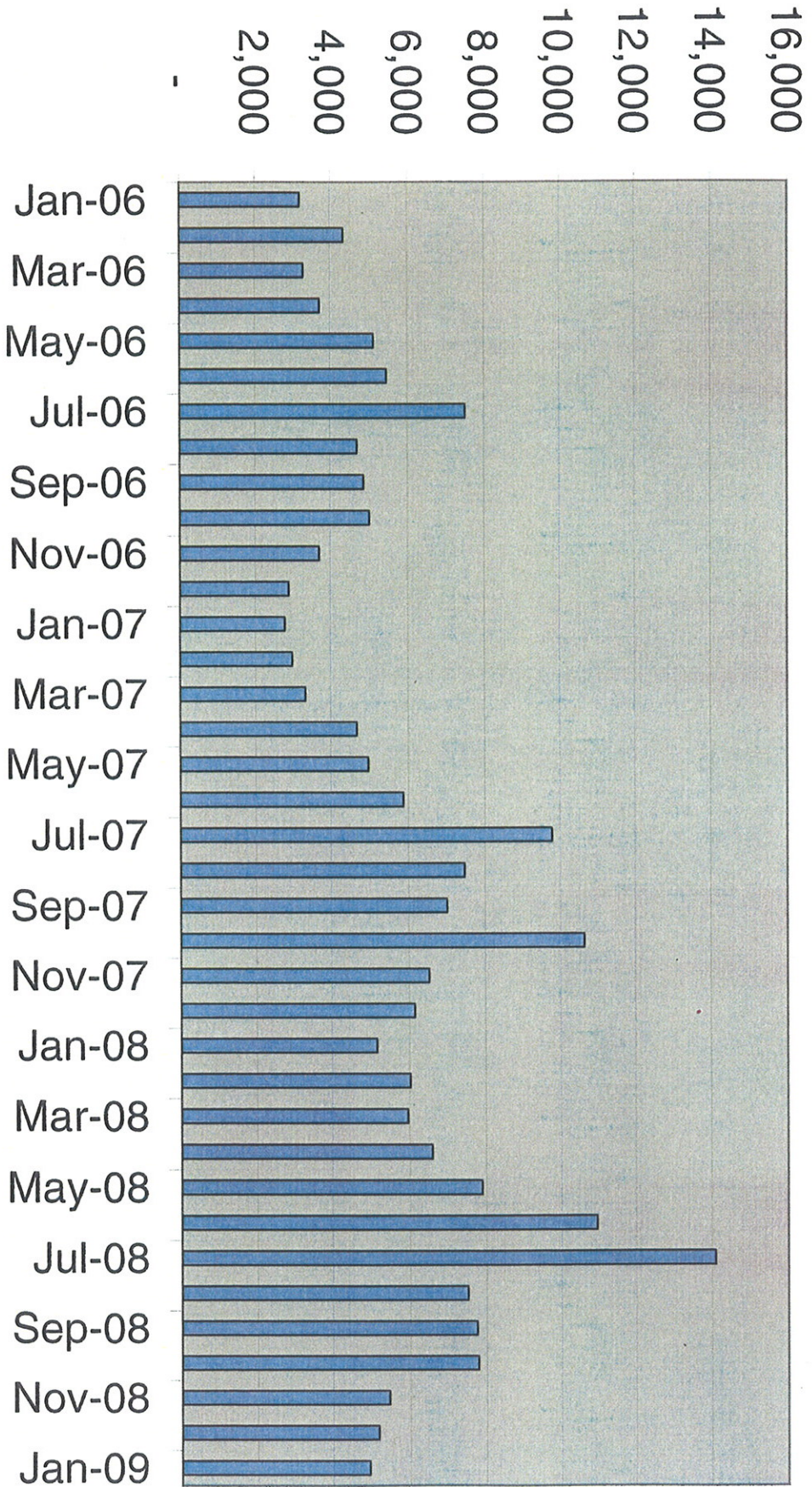
Recruitment/Selection:

Information Systems Technician (Applications due 2/13/09)  
Finance Supervisor (Applications due 2/27/09)  
Communications Center Manager (Applications due 3/16/09)  
Dispatcher (Applications due 3/27/09)  
Preparing recruitment for Deputy Fire Marshal and Dispatch Supervisor

Meetings/Activities:

Coordinate monthly Chaplain's meeting.  
Attended Contra Costa County Risk Management JPA annual meeting.  
Established part-time employment for Sr. Office Assistant.  
Evaluated COBRA services vendor.  
Attended NCC IPMA-HR legal update.  
Coordinated cell phone use policy implementation.  
Prepare annual report of citizen complaints for Dept. of Justice.  
Attended CCCERA monthly meeting.

# Total Overtime Hours by Month January 2006 - January 2009



San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

1/1/2009 Through 1/31/2009

**WORK CODE: 1 STAFFING**

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	5.50	6.50
103 MISC. STAFFING COVE	4260.67	4260.75
107 LATE/STA. MOVE COVE	3.73	6.00
199 MID SHIFT RECALL	42.75	42.75
<b>Total All Assignments This Work Type:</b>	<b>4,312.65</b>	<b>4,316.00</b>

**WORK CODE: 2 TRAINING**

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	122.92	123.25
202 ADMIN SKILLS TRAINI	8.00	8.00
203 FIRST AID / CPR	5.75	5.75
209 RESCUE TRAINING	231.45	232.25
210 HAZ-MAT TRAINING	3.00	3.00
214 PARAMEDIC - CONT ED	56.50	56.50
<b>Total All Assignments This Work Type:</b>	<b>427.62</b>	<b>428.75</b>



1/1/2009 Through 1/31/2009

**WORK CODE: 3      ASSIGNMENTS**

ASSIGNMENT	Time Worked	Time Paid
301      MEETINGS/PROJECT DE	118.41	118.75
302      OFC WORK/REPORT WR	7.83	8.00
310      MISC. MAINTENANCE	4.00	4.00
313      HONOR GUARD	4.00	4.00
320      PUBLIC EVENTS	59.00	59.00
340      PROJECT WORK	13.00	13.00
<b>Total All Assignments This Work Type:</b>	<b>206.24</b>	<b>206.75</b>

**WORK CODE: 7      EMERGENCY**

ASSIGNMENT	Time Worked	Time Paid
700      EMERGENCY RECALL	5.72	5.75
<b>Total All Assignments This Work Type:</b>	<b>5.72</b>	<b>5.75</b>
<b>Report Grand Total:</b>	<b>4,952.23</b>	<b>4,957.25</b>

# Overtime Summary Report

1/1/2009 Through 1/31/2009

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	4,316.00
2	TRAINING	428.75
3	ASSIGNMENTS	206.75
7	EMERGENCY	5.75
	<b>Report Grand Total:</b>	<hr/> 4,957.25

## January 2009 Staffing/Overtime Analysis

	Staffing OT \$	Staffing OT Hrs	Staffing OT FTE	Paid FTE	Total Effective FTE	See Note 1
<b>ACTUAL JANUARY RESULTS</b>	\$ 200,404	3,449.50	14.21	132.00	146.21	13.34%
<b>PROJECTED January</b>						
<b>HIRING IN PLACE OF OVERTIME</b>	\$ 250,908	3,449.50				
<b>NET SAVINGS</b>						
<b>OVERTIME IN PLACE OF HIRING</b>	\$ 50,503					

**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.)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**REVENUES (ALL FUNDS)**  
**Fiscal Year 2008/2009**  
**JULY 1, 2008 - JANUARY 31, 2009**

GL CODE	DESCRIPTION	2005/2006 REVENUE ACTUAL	2006/2007 REVENUE ACTUAL	2007/2008 AUDITED 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	\$1,483,621	\$1,460,090	\$1,501,301
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$511,520	\$503,469	\$502,776	\$526,988	\$0
4150	LESS TAXES RETURNED TO COUNTY	(\$1,115,827)	(\$1,232,437)	(\$1,558,986)	(\$1,475,145)	\$0
4160	LESS COUNTY TAX ADMINISTRATION	(\$401,514)	(\$346,184)	(\$462,517)	(\$485,374)	(\$139)
4170	PROPERTY TAXES - PRIOR SECURED	\$12,784	-13,609	(\$411,770)	(\$10,000)	(\$6,574)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$1,719)	(\$6,744)	(\$117,662)	(\$6,745)	(\$2,145)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$21,593	\$43,743	\$34,656	\$25,000	\$17,247
		<b>\$42,094,028</b>	<b>\$48,521,551</b>	<b>\$49,729,206</b>	<b>\$51,566,193</b>	<b>\$28,538,816</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	\$31,882	\$182,227	\$19,787	\$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	\$931,535
4250	OTHER INTERGOVERNMENTAL REVENUE	\$2,509	\$2,734	\$28,354	\$60,000	\$111,987
		<b>\$957,213</b>	<b>\$731,532</b>	<b>\$807,774</b>	<b>\$174,175</b>	<b>\$1,043,522</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$30,068	\$24,674	\$35,492	\$21,300	\$21,946
4315	PLAN REVIEW	\$177,536	\$193,564	\$186,762	\$157,500	\$94,814
4320	WEED ABATEMENT CHARGES	\$7,722	\$5,893	\$6,682	\$4,500	\$7,791
4330	AMBULANCE SERVICES	\$1,853,619	\$1,896,017	\$1,924,268	\$1,836,000	\$1,177,818
4340	CPR CLASSES	\$2,375	\$2,625	\$1,450	\$2,500	\$132,811
4350	REPORTS/PHOTOCOPIES	\$2,259	\$1,618	\$1,426	\$1,500	\$879
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>\$1,436,059</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	\$359,705
		<b>\$859,412</b>	<b>\$1,789,343</b>	<b>\$1,723,007</b>	<b>\$1,124,000</b>	<b>\$359,705</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$142,317	\$132,366	\$139,557	\$134,500	\$82,906
		<b>\$142,317</b>	<b>\$132,366</b>	<b>\$139,557</b>	<b>\$134,500</b>	<b>\$82,906</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	\$5,686
		<b>\$14,322</b>	<b>\$21,980</b>	<b>\$44,648</b>	<b>\$0</b>	<b>\$6,136</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4910	LEASE PROCEEDS - OTHER FINANCING SOURCES	\$4,600,000		\$0	\$0	\$0
4910	COP 2006-OTHER FINANCING SOURCES	\$9,669,897		\$0	\$0	\$0
		<b>\$14,269,897</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>\$54,601,645</b>	<b>\$55,042,168</b>	<b>\$31,467,144</b>
		47.40%	-11.73%	2.39%		

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

JULY 1, 2008 - JANUARY 31, 2009

FISCAL YEAR COMPLETED - 58%									
DESCRIPTION	GL CODE	2005-2006 ACTUALS	2006-2007 ACTUALS	2007-2008 ACTUAL(nudited)	2008-2009 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED	
PERMANENT SALARIES	5110	\$18,472,525	\$19,566,915	\$20,695,453	\$21,736,249	\$12,859,204	\$8,877,045	59.16%	
TEMPORARY SALARIES	5115	\$64,296	\$146,100	\$331,684	\$252,629	\$155,082	\$97,547	61.39%	
PERMANENT OVERTIME	5120	\$3,039,318	\$2,748,451	\$5,011,294	\$4,581,400	\$3,050,786	\$1,530,614	66.59%	
FEDERAL INSURANCE COMPENSATION	5140	\$279,960	\$303,468	\$367,385	\$315,857	\$225,774	\$90,083	71.48%	
RETIREMENT CONTRIBUTIONS	5150	\$9,086,152	\$10,846,542	\$11,992,084	\$12,746,439	\$7,383,008	\$5,363,431	57.92%	
EMPLOYEE GROUP INSURANCE	5160	\$2,849,840	\$3,208,278	\$3,309,643	\$3,991,991	\$2,063,868	\$1,928,123	51.70%	
RETIREE HEALTH INSURANCE	5170	\$965,729	\$1,108,056	\$1,214,235	\$1,420,000	\$680,164	\$739,836	47.90%	
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	\$269,141	\$330,859	44.86%	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>\$35,176,347</b>	<b>\$38,227,789</b>	<b>\$43,359,988</b>	<b>\$45,649,565</b>	<b>\$26,688,239</b>	<b>\$18,961,326</b>	<b>58.46%</b>	
OFFICE SUPPLIES	5202	\$35,012	\$52,883	\$42,987	\$52,333	\$26,550	\$25,783	50.73%	
POSTAGE	5204	\$10,599	\$11,686	\$15,134	\$18,000	\$5,479	\$12,521	30.44%	
TELECOMMUNICATIONS	5206	\$226,763	\$204,034	\$212,153	\$233,650	\$114,657	\$118,993	49.07%	
UTILITIES	5208	\$225,800	\$252,334	\$246,082	\$251,500	\$164,469	\$87,031	65.40%	
SMALL TOOLS/EQUIPMENT	5210	\$202,257	\$257,018	\$269,106	\$186,750	\$90,162	\$96,588	48.28%	
MINOR EQUIPMENT	5212	\$84,814	\$121,700	\$156,182	\$138,450	\$52,615	\$85,835	38.00%	
MEDICAL SUPPLIES	5213	\$128,728	\$147,583	\$131,141	\$135,000	\$66,476	\$68,524	49.24%	
FIREFIGHTING SUPPLIES	5214	\$230,583	\$173,075	\$155,547	\$102,200	\$73,672	\$28,528	72.09%	
PHARMACEUTICAL SUPPLIES	5216	\$22,218	\$39,335	\$29,890	\$48,000	\$7,223	\$40,777	15.05%	
COMPUTER SUPPLIES	5218	\$81,955	\$133,249	\$118,144	\$53,700	\$40,641	\$13,059	75.68%	
RADIO EQUIPMENT & SUPPLIES	5219	\$60,877	\$104,414	\$121,670	\$92,500	\$54,542	\$37,958	58.96%	
FILM PROCESSING/SUPPLIES	5220	\$0	\$1,168	\$1,697	\$7,100	\$3,843	\$3,257	54.13%	
FOOD SUPPLIES	5222	\$16,858	\$15,786	\$22,182	\$26,950	\$15,088	\$11,862	55.99%	
SAFETY CLOTHING/SUPPLIES	5224	\$193,014	\$115,508	\$267,904	\$169,900	\$89,902	\$79,998	52.91%	
NON-SAFETY CLOTHING/SUPPLIES	5226	\$66,322	\$59,040	\$61,562	\$92,780	\$22,991	\$69,789	24.78%	
HOUSEHOLD SUPPLIES	5228	\$44,685	\$46,328	\$48,555	\$40,000	\$31,783	\$8,217	79.46%	
CENTRAL GARAGE - REPAIRS	5230	\$169,569	\$112,758	\$133,351	\$120,000	\$71,916	\$48,084	59.93%	
CENTRAL GARAGE - MAINTENANCE	5231	\$29,978	\$12,717	\$17,004	\$30,000	\$11,358	\$18,642	37.86%	
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$152,778	\$162,458	\$178,570	\$198,500	\$102,553	\$95,947	51.66%	
CENTRAL GARAGE - T IRES	5234	\$20,846	\$20,340	\$21,220	\$15,000	\$5,533	\$9,467	36.89%	
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	\$185,627	\$74,883	\$110,744	40.34%	
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	\$232,646	\$329,920	\$551,378	\$364,770	\$160,408	\$204,362	43.98%	
MAINT./REPAIRS - BUILDINGS	5240	\$158,558	\$221,347	\$413,688	\$335,850	\$99,348	\$236,502	29.58%	
MAINT./REPAIRS - GROUNDS	5242	\$51,296	\$51,561	\$58,335	\$48,000	\$31,521	\$16,479	65.67%	
RENTS & LEASES-EQUIP./PROPERTY	5246	\$52,703	\$77,118	\$92,234	\$74,100	\$51,230	\$22,870	69.14%	
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$774,368	\$675,430	\$809,091	\$920,080	\$430,333	\$489,747	46.77%	
RECRUITING COSTS	5251	\$72,388	\$60,281	\$78,806	\$167,085	\$47,437	\$119,648	28.39%	
LEGAL SERVICES	5252	\$193,390	\$118,100	\$163,378	\$175,000	\$99,862	\$75,138	57.06%	
MEDICAL SERVICES	5254	\$72,267	\$70,549	\$73,941	\$104,350	\$39,163	\$65,187	37.53%	
DATA PROCESSING SERVICES	5256	\$128	\$258	\$221	\$500	\$50	\$450	10.00%	
COMMUNICATIONS SERVICES	5258	\$1,463	\$1,669	\$3,399	\$8,500	\$2,129	\$6,371	25.05%	
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	\$108,338	\$0	\$108,338	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	\$3,250	\$503	\$2,747	15.48%	
SPECIALIZED PRINTING	5272	\$10,046	\$20,263	\$66,752	\$92,897	\$23,556	\$69,341	25.36%	
MEMBERSHIPS	5274	\$21,927	\$35,734	\$44,639	\$62,210	\$47,483	\$14,727	76.33%	
EDUCATIONAL COURSES/SUPPLIES	5276	\$73,868	\$119,452	\$151,734	\$194,950	\$91,866	\$103,084	47.12%	
EDUCATIONAL ASSISTANCE PROGRAM	5277	\$18,627	\$25,326	\$27,515	\$35,000	\$17,360	\$17,640	49.60%	
PUBLIC EDUCATIONAL SUPPLIES	5278	\$8,819	\$17,502	\$24,931	\$18,340	\$17,958	\$382	97.92%	
BOOKS & PERIODICALS	5280	\$18,436	\$17,740	\$27,333	\$35,481	\$5,215	\$30,266	14.70%	
RECOGNITION SUPPLIES	5282	\$22,021	\$28,844	\$26,545	\$19,000	\$1,373	\$17,627	7.23%	
MEETINGS/TRAVEL EXPENSES	5284	\$85,214	\$74,517	\$109,492	\$131,800	\$51,562	\$80,238	39.12%	
DISCOUNTS	5299	(\$329)	(\$191)	(\$77)	\$0	(\$25)	\$25	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>\$5,660,984</b>	<b>\$5,809,441</b>	<b>\$2,855,651</b>	<b>\$2,953,790</b>	<b>49.16%</b>	
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$40,023,422</b>	<b>\$43,012,396</b>	<b>\$49,020,972</b>	<b>\$51,459,006</b>	<b>\$29,543,890</b>	<b>\$21,915,116</b>	<b>57.41%</b>	

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

FISCAL YEAR COMPLETED - 58%								
DESCRIPTION	GL CODE	2005/2006 ACTUAL	2006/2007 ACTUAL	2007/2008 ACTUAL (AUDITED)	2008/2009 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
DESIGN/CONSTRUCTION	6105/6110	\$930,670	\$243,154	\$3,650,874	\$4,967,154	\$4,527,649	\$439,505	91%
VARIOUS IMPROVEMENTS	6120	\$166,007	\$188,794	\$44,994	\$40,000	\$129,493	\$89,493	324%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>\$1,096,684</b>	<b>\$431,948</b>	<b>\$3,695,868</b>	<b>\$5,007,154</b>	<b>\$4,657,142</b>	<b>\$350,012</b>	<b>93%</b>
OFFICE EQUIP. & FURNISHINGS	6210	\$21,477	\$6,096	\$52,571	\$20,000	\$11,055	\$8,945	55%
MEDICAL/LAB EQUIPMENT	6220	\$75,980	\$91,490	\$148,962	\$0	\$0	\$0	0%
RADIO/ELECTRONIC EQUIPMENT	6230	\$132,348	\$87,768	\$0	\$317,500	\$102,467	\$215,033	32%
TELEPHONE EQUIPMENT	6235	\$0	\$0	\$0	\$0	\$0	\$0	0%
TOOLS & SUNDRY EQUIPMENT	6240	\$45,880	\$255,016	\$226,541	\$63,245	\$35	\$63,210	0%
AUTO & TRUCKS	6250	\$2,756,273	\$3,296,551	\$1,129	\$385,000	\$0	\$385,000	0%
<b>TOTAL EQUIPMENT/VEHICLES (FUND 600)</b>		<b>\$3,033,958</b>	<b>\$3,736,920</b>	<b>\$426,945</b>	<b>\$785,745</b>	<b>\$113,557</b>	<b>\$672,188</b>	<b>14%</b>
BOND REDEMPTION - 2003 Refunding COP & 2006 COP	5310	\$735,608	\$1,098,808	\$1,329,961	\$1,328,704	\$1,323,835	\$4,869	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	\$329,497	\$0	100%
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	\$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>\$1,653,332</b>	<b>\$760,902</b>	<b>68%</b>
SERVICES & SUPPLIES	5000	\$0	\$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>\$6,644,867</b>	<b>\$8,259,983</b>	<b>\$6,433,386</b>	<b>\$1,826,597</b>	<b>77.9%</b>

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

	GOVERNMENTAL FUND TYPES					AGENCY		ACCOUNT		GROUPS	
	General Fund - 100	Debt Service Fund - 200	Capital Projects Fund - 300	Equipment/ Vehicles Fund - 600	CERT PROGRAM Fund - 700	Fixed Assets Fund - 800	General	Long-Term Debt Fund - 900	Totals		
									(Memo Only)	(Memo Only)	
<b>ASSETS</b>											
Cash - Union Bank of California	\$ 995,336	\$ -	\$ -	\$ -	\$ 44,397	\$ -	\$ -	\$ -	\$ 1,039,733		
Cash - Union Bank of California-Prem. @ .021%	\$ 5,010,286								\$ 5,010,286		
Cash - LaSalle Bank(Note #2)	(18,138)			0					(18,138)		
Cash - UBC - Workers' Compensation	11,789								11,789		
Cash - Comerica-Flex Spending	400								400		
Petty Cash	31,375,732				2,067				31,377,799		
Investments - LAIF @ 2.54%									4,081,747		
Cash with Fiscal Agent (Note #1)	482,322	1,337,754	2,743,993		278				482,600		
Accounts Receivable									2,058		
Interest Receivable				2,058							
Other Receivable										1,000	
Prepaid Expenses/Deposits	1,000										
Prepaid Retirement/Deposit											
Due from Other Funds			50,760								
Land										50,760	
Buildings & Improvement/Work-in-Progress						\$ 5,905,802			\$ 5,905,802		
Equipment						20,645,119			20,645,119		
Accumulated Depreciation						23,824,218			23,824,218		
Amount to be Provided for General						(22,837,717)			(22,837,717)		
Long Term Debt								\$ 22,975,885	\$ 22,975,885		
<b>Total Assets</b>	<b>\$ 37,858,727</b>	<b>\$ 1,337,754</b>	<b>\$ 2,794,753</b>	<b>\$ 2,058</b>	<b>\$ 46,742</b>	<b>\$ 27,537,422</b>	<b>\$ -</b>	<b>\$ 22,975,885</b>	<b>\$ 92,553,341</b>		
<b>LIABILITIES</b>											
Accounts Payable	1,305								1,305		
Due To Other Funds	50,760			0					50,760		
Accrued Expenses	2,982,611								2,982,611		
Deposits Payable	1,231								1,231		
Deferred Revenue											
Long Term Debt											
(1) Certificates of Participation											
(2) Vehicle Lease								16,425,000	16,425,000		
Claims Payable	12,148							3,962,434	3,962,434		
Compensated Absences								864,993	877,141		
<b>Total Liabilities</b>	<b>3,048,055</b>							<b>1,723,458</b>	<b>1,723,458</b>		
<b>FUND EQUITY</b>								<b>22,975,885</b>	<b>26,023,940</b>		
Investment in General Fixed Assets											
Reserved for Debt Service								27,537,422	27,537,422		
Designated for Workers' Compensation											
Designated for Dry Spell (Cash Flow)	1,000,000								1,000,000		
Designated for Acq./Fac./Const./Equip.											
Designated for imprvd Bene Implmtn											
Undesignated	33,810,672							46,742	33,857,414		
<b>Total Fund Balance</b>	<b>34,810,672</b>							<b>27,537,422</b>	<b>66,529,401</b>		
<b>Total Liabilities and Fund Equity</b>	<b>\$ 37,858,727</b>	<b>\$ 1,337,754</b>	<b>\$ 2,794,753</b>	<b>\$ 2,058</b>	<b>\$ 46,742</b>	<b>\$ 27,537,422</b>	<b>\$ -</b>	<b>\$ 22,975,885</b>	<b>\$ 92,553,341</b>		
Note 1-US Bnk Res. Fund (COP 2003)											
Mkt. Value - \$736,037.58; Rate - .0003% (Commercial Paper - Mat. 2/14/07)											
Res. Fund (COP 2006) Mkt. VI. - \$601,360.48; Rate - .0003% (Cmi. Ppr 2/14/07)											
Lease(COP 2006) - Mny Mkt. -\$137.28; Rate - 0%											
Cap Impr. (COP 2006) - Mkt. VI. -\$2,743,993.35; Rate - .0003%											

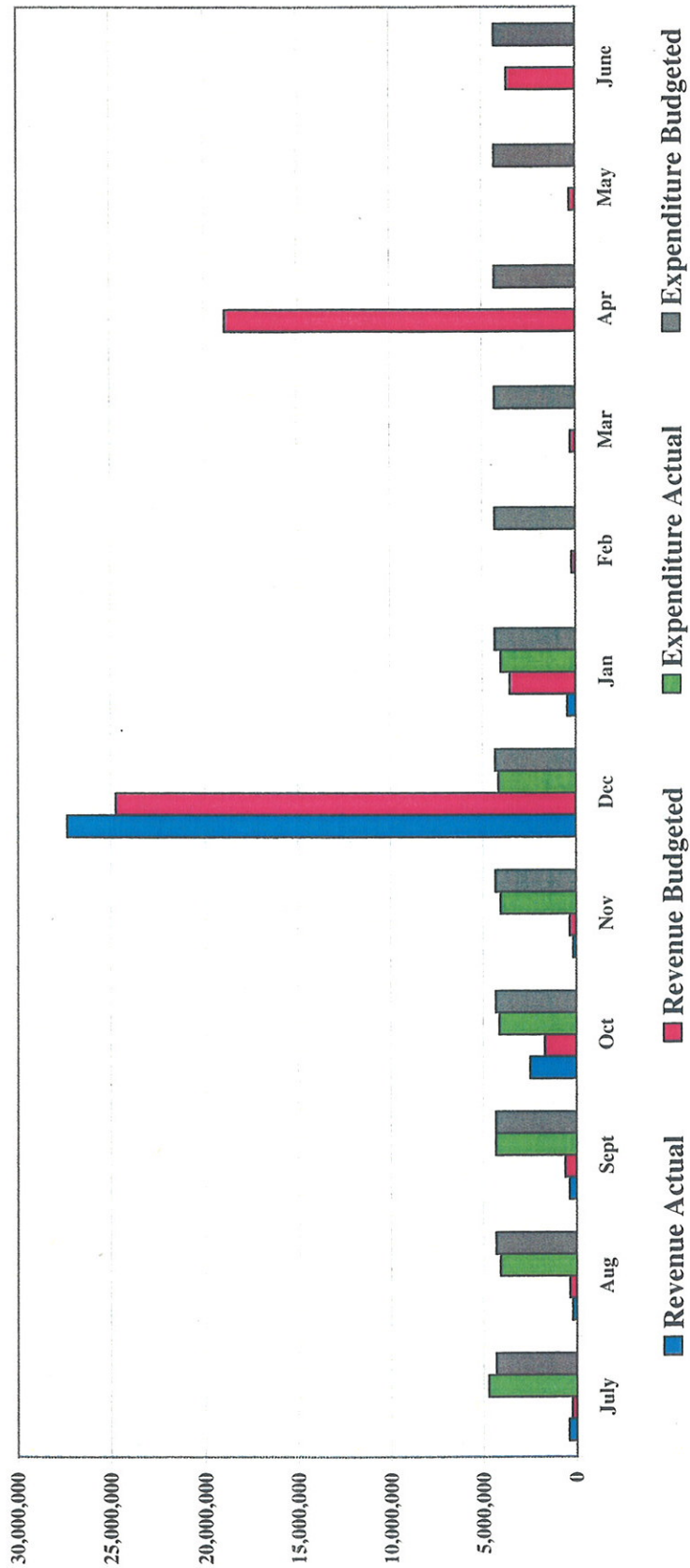
Investments are in compliance with District policy. There are sufficient funds available to meet the District's next three months' financial obligations.

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

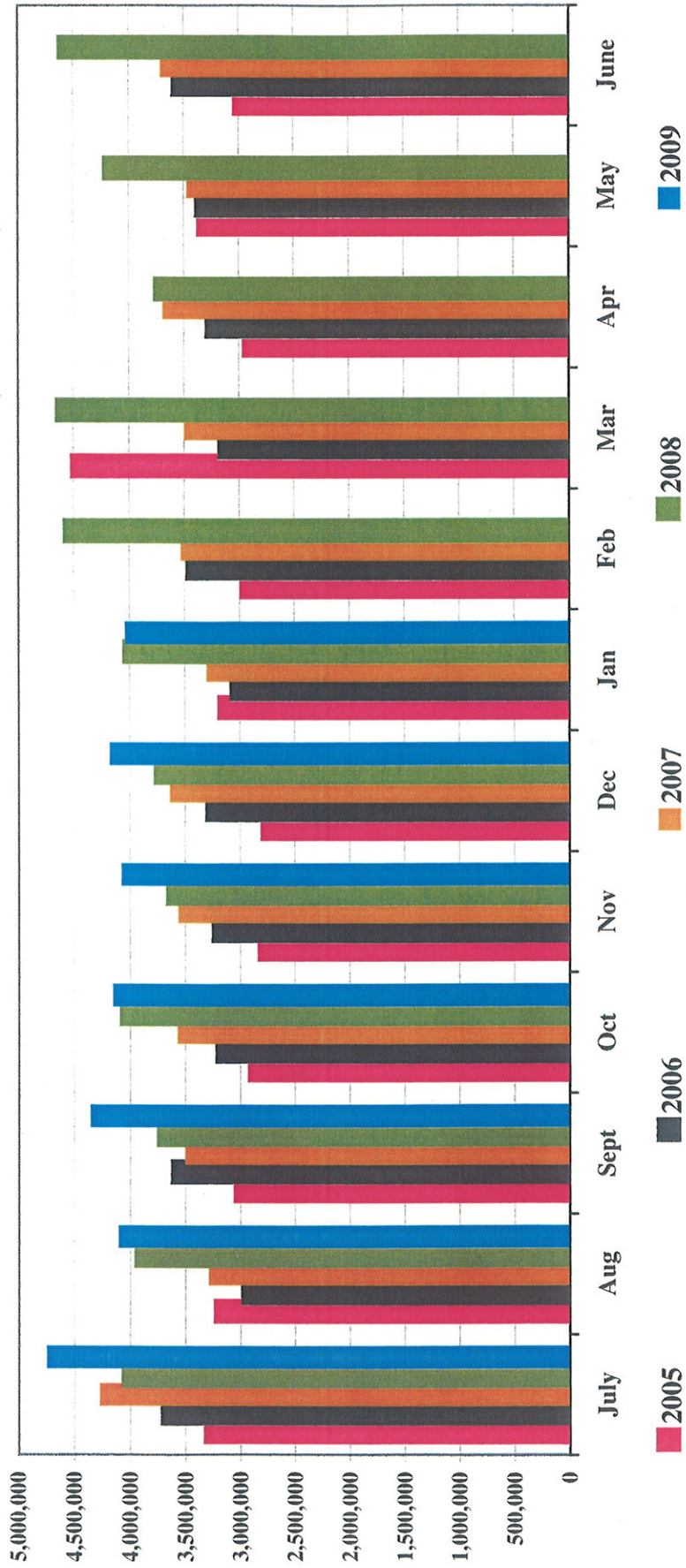
Month	2004-05		2005-06		2006-07		2007-08		2008-09	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	128,272	3,308,427	198,493	3,700,845	220,615	4,259,268	206,857	4,051,393	409,494	4,731,355
August	186,067	3,218,599	201,004	2,970,815	296,654	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	437,643	4,026,715
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		



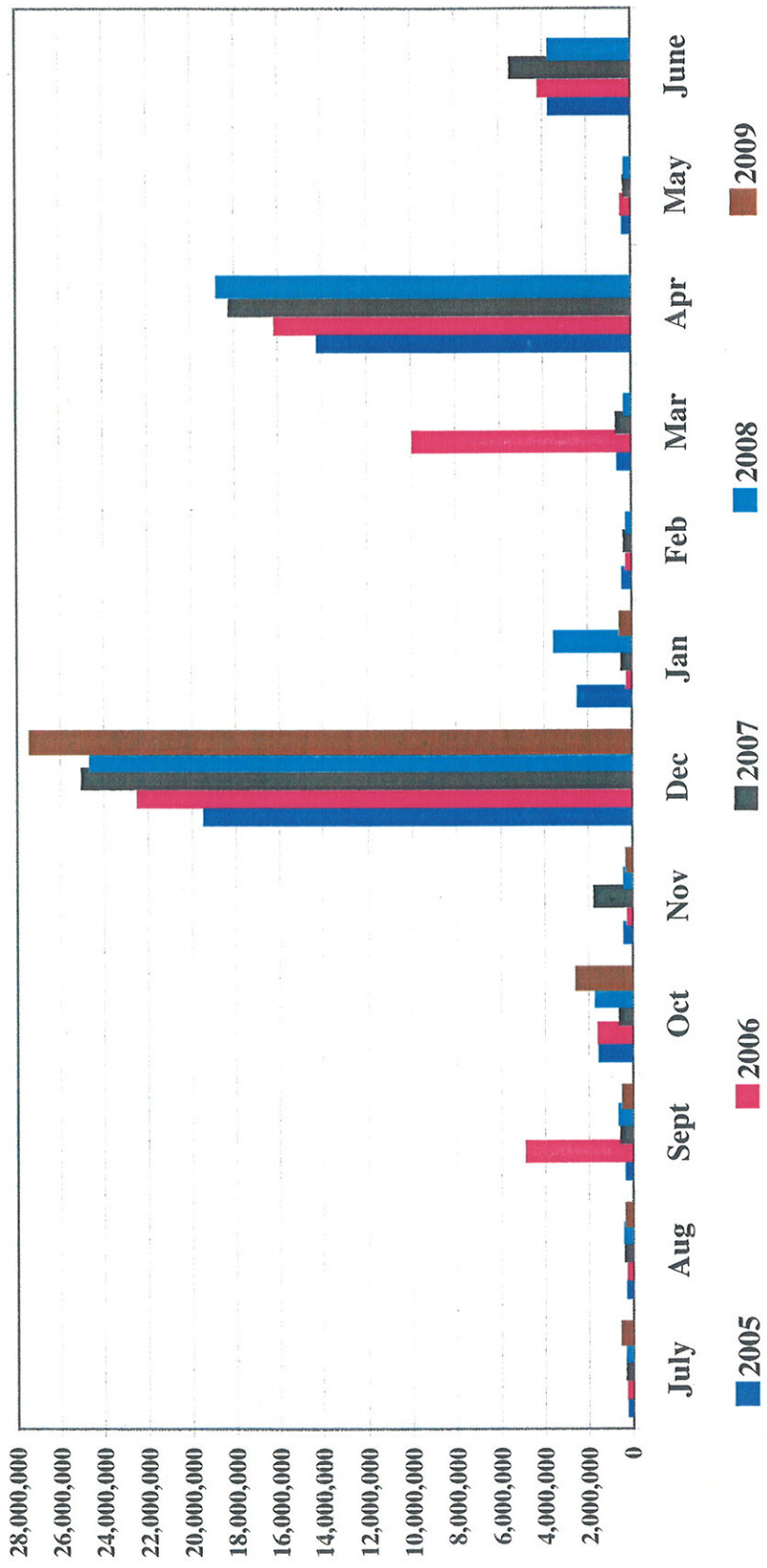
GENERAL FUND  
 COMPARISON OF ACTUAL TO BUDGETED  
 FISCAL YEAR 2008-09



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



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



# CAPITAL & EQUIPMENT/VEHICLES FUNDS

## COMPARISON OF ACTUAL TO BUDGETED

FISCAL YEAR 2008-2009

