

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

## Board of Directors Regular Board Meeting

Wednesday, March 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 February, 2009 for \$3,248,686.54.
- 4.2 Approve the demand register for the period February 18, 2009 through March 17, 2009 in the amount of \$1,267,540.64.
- 4.3 Approve the minutes from the February 25, 2009 regular board meeting including District Counsel's closed session report.
- 4.4 Authorization of sale and/or disposition of surplus vehicle 2001 Argo All Terrain Vehicle.
- 4.5 Authorization for sale and/or disposition of Fire Station 36 modular housing unit at 6100 Camino Tassajara.
- 4.6 Authorization for sale and/or disposition of miscellaneous furniture and equipment associated with Station 36.
- 4.7 **Personnel Actions:**
  1. Approve staff's recommendation to promote Engineer John Leonard to Training Captain, Step 2, effective March 1, 2009 subject to a 12-month probationary period.
  2. Approve staff's recommendation to award a merit salary increase to Fire Plans Examiner Ian Hardage to Step 4, effective March 19, 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 Badge Pinning Ceremony for Training Captain John Leonard

**7. OLD BUSINESS**

7.1 Presentation of New District Website

**8. NEW BUSINESS**

8.1 Discussion of LAFCO Municipal Service Review: Fire and Emergency Medical Service Providers.

8.2 Discussion and authorization to enter into a contract with Randall Funding and Development, Inc., of Emeryville for grant writing services at a cost not to exceed \$10,000.

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

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

- 10.1 Operations – Assistant Chief Collins  
Incident Report responded to by type, i.e., fire, medical and the response time
- Company Performance Standards
- 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
- Community Wildfire Protection Plan
- 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 (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). 6100 Camino Tassajara, Danville, CA  
C). 1650 Finley Road, Pleasanton, 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 APRIL 22, 2009.**

Prepared by:



Susan F. Brooks, District Clerk

**Agenda posted on March 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.*

# 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: 925-838-6696

## MEMORANDUM

**Date:** March 25, 2009  
**To:** Board of Directors  
**From:** Richard Price, Fire Chief  
**Subject:** LAFCO Municipal Service Review: Fire and Emergency Medical Service Providers

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### Background:

On February 26, 2009 the Contra Costa Local Agency Formation Commission (LAFCO), issued the enclosed municipal service review (MSR). An MSR is a state-required comprehensive study of services within a designated geographic area. Contra Costa LAFCO was required to prepare this MSR by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §56000, et seq.), which took effect on January 1, 2001. This MSR reviews fire and emergency medical services provided by Contra Costa County public agencies – cities and special districts – whose boundaries and governance are subject to LAFCO. The Commission will hold a public hearing on April 8, 2009 to consider the Final Draft MSR report and sphere of influence updates.

The entire report is 339 pages. Only the San Ramon Valley Fire Protection District specific pages have been included in the Board packet. The full report is available on the LAFCO website at [http://www.contracostalafco.org/municipal\\_service\\_reviews.htm](http://www.contracostalafco.org/municipal_service_reviews.htm).

### Present Situation:

The MSR make several noteworthy recommendations for the District including:

1. Sphere of Influence (SOI) expansion to include Crow Canyon, north Dublin, and a small portion of Alamo.
2. Implementation of development impact fees to ensure that new development does not have negative impacts on service levels.

### Recommendation:

The Directors should familiarize themselves with the complete MSR recommendations for SRVFPD as related issues will likely be in front of the Board in the near future.

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## MEMORANDUM

**Date:** March 25, 2009  
**To:** Board of Directors  
**From:** Richard Price, Fire Chief  
**Subject:** Research and Grant-writing Firm Randall Funding & Development

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### Background:

On February 17, 2009 President Barack Obama signed into law the American Recovery and Reinvestment Act (ARRA) of 2009. The ARRA funds investments in many programs, including health care, energy, infrastructure, education, and public safety. The total cost of the package is \$828 billion. The Assistance to Firefighters Grants program received \$210 million in ARRA funds to “meet the firefighting and emergency response needs of fire departments.” Assistance to Firefighters Grants funding from the ARRA can be used to modify, upgrade, or construct fire stations and training facilities. The maximum grant amount is \$15 million and no matching funds are required.

### Present Situation:

The District has several projects which may qualify for ARRA funds including the Fire Station 36 Apparatus Building, replacement of Fire Station 32, and development of a training site if suitable property can be located in a timely fashion.

Competition for the funds will be very strong and the application process for large scale projects with multi-million dollar requests is daunting. District staff does not currently have the background or capacity to thoroughly research complex federal grant regulations, conduct detailed analysis of all eligible grants, and ultimately to write the best fit grant applications. A professional firm specializing in federal grant matching and writing may be warranted in this time of unprecedented federal infrastructure fund availability.

### Recommendation:

Staff recommends the District contract with Randall Funding and Development, Inc. of Emeryville to perform grant evaluation and grant writing services for a 12-month period at a cost not to exceed \$10,000.

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Fax: 925-838-6696

## MEMORANDUM

**Date:** March 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 February, 2009.

## Response Time Report - Incident Summary by Incident Type

Date Range: 02/01/2009 to 02/28/2009

Incident Type	# of Incidents	# of Responses	# Responses Used	Avg Response Time	Total Loss	Total Value
Fire	12	46	11	5:43	\$295,040.00	\$8,589,040.00
Rupture/Explosion	0	0	0	0:00		
EMS/Rescue	434	833	384	5:06		
Hazardous Condition	19	32	9	7:16		
Service Call	47	69	11	6:10		
Good Intent	50	80	10	5:16		
False Call	46	60	21	5:36		
<b>Totals</b>	<b>608</b>	<b>1120</b>	<b>446</b>		<b>\$295,040.00</b>	<b>\$8,589,040.00</b>

Note: 446 responses from 608 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.

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## MEMORANDUM

**Date:** March 25, 2009  
**To:** Board of Directors  
**From:** Steven J. Hart – Assistant Chief  
**Subject:** Monthly Activity Report

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Attached is the Support Services report for the month of February, 2009.



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

1. Station 36: Substantial Completion Feb 18, 2009.
2. Station 36: Storage Building. Constructability Review in Progress.
3. Station 32: Discussions with Contra Costa County Planning for Zoning, Consistency and Land Use Permit.

**Fleet**

1. Routine maintenance and repairs in progress.
2. Annual Pump Testing in progress.
3. Annual Engine / Truck Services in Progress.
4. Sold #502, 1968 Crown TDA thru Public Surplus.
5. Worked with Fire Prevention on new Safety House.

**Current Projects**

1. Coordinated bids for various budgeted projects.
2. Working through Fiscal Year 08/09 budgeted projects.
3. Completed interior painting at Station 39.
4. Station 39: Office Building upgrades completed.
5. Working with EBMUD on coordination of fire hydrant service.
6. Station 36: Coordinating demolition service for current #36 thru The ReUse People of America.
7. Working with Boykin Services to complete 2009 Hazardous Materials Business Plan for CCC.
8. Preparing for FY 09/10.

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## MEMORANDUM

**Date:** March 25, 2009  
**To:** Board of Directors  
**From:** Derek Krause – Division Chief Training  
**Subject:** Monthly Activity Report

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Attached is the Training Division report for the month of February, 2009.

**Training Division  
February, 2009**

**SAFETY**

Safety Committee Meeting                      February 3

**LEADERSHIP**

Officer Development                              February 6, 13,

Quarterly Officers Meeting                      February 23, 25, 27

**ADMINISTRATIVE/COMPUTER**

Target Incident Planning System              ongoing

Mobile Data Computer Training              February 2, 3, 6, 10

**EMS TRAINING**

EMS Module I-09  
  Emerg. Childbirth/Helo                      February 4, 11, 18, 25

Public CPR    February 28

**INTERAGENCY TRAINING**

County Chief's Meeting                          February 11

County Training Officers Meeting              February 4

County Operations Meeting                      February 18

Haz Mat Interagency Meeting                  February 12

**SUPPRESSION TRAINING**

Tiller Truck Training (TDA)	ongoing
Firefighter Module I-09 Company Performance Standards	February 5, 12, 19, 26
Class B Driver Test	February 25, 26
Driver Operator 1A	February 16, 17, 18, 19, 20
Ladder Group Meeting	February 23

**PROBATIONARY TRAINING**

Simmons Probationary Testing	February 26
Hubbard Probationary Testing – FF Probationary Progress Meeting	February 18 February 23

**SPECIAL OPERATIONS TRAINING**

Hazmat CRHMRO/PMAO Meeting	February 25
CATF-4 Drill	February 3, 20
SOHM I-09 Drill	February 20, 24, 28
Haz Mat Team Planning Meeting	February 27
Rescue Division Module Planning Meeting	February 27

**VOLUNTEER TRAINING**

Reserve Program Meeting	February 2
Reserve Firefighter Drill	February 10, 24
Station 37 Volunteer Drills	February 4, 18
Communications Reserves Meeting	February 17

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## MEMORANDUM

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

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

# Fire Prevention Summary of Monthly Activities

## February 2009

### What Went Well

#### CCC Community Wildfire Protection Plan – update

Enclosed with your packet you will find a final draft of the Contra Costa County Community Wildfire Protection Plan (CWPP) prepared by the Diablo Fire Safe Council (DFSC). The Contra Costa County Fire Chiefs Association voted to accept the draft and to support the efforts put forth by the DFSC. The Contra Costa County Board of Supervisors Public Protection Committee will be recommending support of the CWPP to the full Board. The final version of the CWPP will be signed by the primary cooperators representing; California Department of Forestry & Fire Protection - Santa Clara Unit, Contra Costa Resource Conservation District, East Bay Municipal Utility District, East Bay Regional Park District, the National Park Service and the US Fish and Wildlife Service.

Kim French, Fire Prevention Specialist, is the District representative on the DFSC. She has assisted in the development and provided the layout and design of the final document. We hope you find this document valuable and look forward to receiving your comments as the acceptance process moves forward. (Lead, Kim French)

#### Pre-inspection checklists to assist business owners;

Enclosed with your packet are three new pre-inspection checklists that have been developed to assist business of; General Business Occupancies, Large Family Day Cares and Residential Care Facilities for the Elderly. The checklists were designed to take a proactive approach to fire and life safety by educating business owners on code requirements that are commonly in violation during inspections and/or necessary for specific state licensed occupancies. This will assist the business owners in preparing for an upcoming inspection and understand it is their responsibility to ensure compliance is maintained every day. Our goal is to educate business owners in the value and benefit of their actions in prevention and preparedness. Checklists will be made available on the District website. (Lead, Roy Wendel)

#### Fire Investigation, 9632 Broadmoor Dr, San Ramon

On February 12, 2009, Fire Investigator Natalie Kurtz responded to a single-family residential structure fire located at 9632 Broadmoor Dr., San Ramon. After arriving on scene and at the request of the IC, a building inspector was contacted and responded from the City of San Ramon to assist in reviewing construction permits and conduct an assessment of the building structural safety. The point of origin was determined to be in the main bathroom and the investigation concluded the fire was accidental in nature, and the most probable cause was electrical.

# Fire Prevention Summary of Monthly Activities

## February 2009

### Juvenile Firesetter Intervention Program

Fire Specialists Castro and French counseled two juveniles involved in a fire-setting incident as part of our Juvenile Firesetter Intervention Program (JFSIP). The juveniles had left the scene but due to the follow up of the Fire Captain who interviewed witnesses; prevention personnel were able to work with the San Ramon Police Resource Officer and the San Ramon Valley Unified School District in order to make contact with the parents of the juveniles. The JFSIP is an intervention program to help educate children on the consequences of playing with fire. We utilize the Juvenile Firesetter Family and Child Risk Survey developed by the Federal Emergency Management Agency (FEMA) and the United States Fire Administration to evaluate the child to determine if they are at little risk, definite risk or extreme risk in setting another fire. Juveniles are referred to our program by the San Ramon Valley Unified School District, local Police agencies, fire personnel, Juvenile Probation or a parent.

### Residential Occupancy Inspection Program;

The District is currently in the process of reviewing and updating the former R-1 program. This review is to verify that, in accordance with state law, all hotels, motels, lodging houses, apartment houses and dwellings, buildings and structures accessory thereto are part of the Districts' annual inspection program. The objective of the program is to perform code compliance inspections to maintain a reasonable degree of fire and life safety and meet the requirements of the Health and Safety Code. The Fire District has approximately 216 state mandated residential annual inspections. (Lead, Julie Bartusch)

### Report of pre-inspection activities performed for state licensed care facilities;

A report of activities related to the pre-inspection of state license care facilities was developed for the fiscal year 2007/2008. The report was provided to a third party vendor who will prepare and file a reimbursement claim to the state. (Lead, David Stevens)

### Diablo Fire Safe Council, Contractors Workshop for Defensible Space

Diablo Fire Safe Council hosted its second annual workshop and provided a full day of training to 55 local hazard abatement contractors on defensible space requirements. The workshop is provided at no cost to the contractors. Participants were given a brief overview of fire history, fire behavior and state/local defensible space regulations. The training included both a lecture and a hands-on project. (Lead, Kim French)

### 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. (Lead, Debbie Vanek)

### Potential Issues

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

# Fire Prevention Summary of Monthly Activities

## February 2009

### Informational Notice

Hazard abatement notices are scheduled to be mailed out on March 31, 2009.

Baskin-Robbins is hosting its third annual 31 Cent Scoop Night celebration on Wednesday, April 29, 2009, from 5 – 10 pm. America's favorite neighborhood ice cream shop is partnering with the National Volunteer Fire Council (NVFC) and their National Junior Firefighter Program and will donate \$100,000 to the cause. (Flyer enclosed)

### Committee Meetings and Training Attended

- Kurtz, San Ramon Leadership Training
- Bartusch, Hazardous Materials Training
- All Staff, Automatic Fire Sprinkler Training
- Nor Cal Fire Prevention Officers; Fire Code, Building Standards and Public Education Committee's
- Fall Prevention Coalition
- SRVFPD Safety Committee
- Senior Outreach Committee
- Diablo Fire Safe Council

### Upcoming Public Education Classes and Events Scheduled

ReadyPerson	3	March 12, and April 23
Remembering When: Fire and Fall Prevention for Older Adults	4	March 26, April 10, April 22 and April 30
Train the Trainer, Remembering When		March 28
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

### Plan Reviews Completed

- 760 Camino Ramon – AFES TI – Approved
- 95 Stephanie Ln – SFD – Deficient
- 11020 Bollinger Canyon Rd, # D/E – TI – Approved
- 11020 Bollinger Canyon Rd, # D/E – AFES TI – Approved
- 1920 Marciel Rd – SFD – Deficient
- 1920 Marciel Rd – Private Water – Approved



## Fire Prevention Summary of Monthly Activities February 2009

- 3048 Crow Canyon Rd – EVR Upgrade – Approved
- 2550 San Ramon valley Blvd, #L – Hood & Duct – Approved
- 500 Bollinger Canyon Way, #A1 – Hood & Duct – Approved
- 4450 Norris Canyon Rd – TI – Approved
- 736 San Ramon Valley Blvd – EVR Upgrade – Approved
- 155 Railroad Ave, #E – TI – Approved
- 156 Diablo Rd, #340 – AFES TI – Approved
- 6001 Bollinger canyon rd, Bldg K – TI – Approved
- 39 Railroad Ave, Bldg C – Fire Alarm TI – Approved
- 43 Railroad Ave – AFES TI – Approved
- 37 Railroad Ave – Fire Alarm TI – Approved
- 7 Country oak Ln – SFD – Approved
- 224 Fairway Dr – SFD – Approved
- 6001 Bollinger Canyon Rd, Bldg K – Fire Alarm Ti – Approved
- 4145 Blackhawk Plaza Cir, #100 – Medical Gas – Approved
- 3400 Crow Canyon Rd – AFES TI – Approved
- 12657 Alcosta Blvd, #200 – AFES TI – Approved
- 710 Highland Dr – Fire Alarm TI – Approved
- 1990 San Ramon Valley Blvd – EVR Upgrade – Approved
- 435 Legacy Dr – SFD AFES – Approved
- Subdivision 9216 – Improvement Plan – Approved
- 6001 Bollinger Canyon Rd, Bldg B – AFES TI – Approved
- 43 Railroad Ave – AFES TI – Approved
- 12657 Alcosta Blvd – Fire Alarm TI – Approved
- 12657 Alcosta Blvd –TI - Approved
- 29 Railroad Ave – AFES TI – Approved
- 31 Railroad Ave – AFES TI – Approved
- 33 Railroad Ave – AFES TI – Approved
- 43 Railroad Ave – Fire Alarm TI – Approved
- 31 Railroad Ave – Fire Alarm TI – Approved
- 2263 Granite Ct – SFD AFES – Approved
- 156 Diablo Rd – AFES TI - Deficient
- 6001 Bollinger Canyon Rd, Bldg K – AFES TI – Approved
- 6001 Bollinger Canyon Rd, Bldg V – AFES TI - Approved

# MONTHLY ACTIVITY REPORT FIRE PREVENTION DIVISION

## FEBRUARY

	Current Month		Last Month		Year to Date	
	Number	Hours	Number	Hours	Number	Hours
<b>INSPECTIONS</b>						
New Construction	64	42.25	66	46.00	797	586.00
Code Compliance	124	76.50	194	93.25	2019	1079.50
Weed Abatement	0		0		660	
<b>PERMITS PROCESSED</b>	6	N/A	5	N/A	97	N/A
<b>PLAN REVIEWS PROCESSED</b>						
Plan Review	43	31.00	50	38.00	548	432.75
Resubmittal Plan Review	3	2.00	11	7.75	121	88.75
<b>FIRE INVESTIGATIONS</b>	1	0.00	1	0.00	10	20.50
<b>MEETINGS ATTENDED</b>	26	53.00	35	57.00	236	368.50
<b>STAFF TRAINING</b>	4	20.00	7	44.50	63	427.75
<b>PUBLIC EDUCATION &amp; TRAINING</b>						
Public Ed Event or Class	56	4.00	48	0.00	249	50.25
Fire Safety School Program	13	25.00	11	20.00	66	126.00
CERT Program	1	4.00	0	0.00	13	50.25
Number of People Contacted	2696	N/A	5136	N/A	20005	N/A

# MONTHLY ACTIVITY REPORT FIRE PREVENTION DIVISION

## FEBRUARY

	Current Month		Last Month		Year to Date	
	Number	Hours	Number	Hours	Number	Hours
<b>INSPECTIONS</b>						
New Construction						
Inspections	64	42.25	59	38.50	764	557.75
Reinspections	0	0.00	7	7.50	33	28.25
Code Compliance						
Inspections	72	47.00	96	55.25	1396	806.50
Reinspections	52	29.50	98	38.00	623	273.00
Complaints						
Inspections	5	16.25	1	0.75	24	75.75
Reinspections	0	0.00	0	0.00	1	4.50
Weed Abatement						
Inspections	0		0		660	
Work Orders	0	0.00	0	0.00	29	2.00
<b>PERMITS PROCESSED</b>	6	N/A	5	N/A	97	N/A
<b>PLAN REVIEWS PROCESSED</b>						
Plan Review	43	31.00	50	38.00	548	432.75
Resubmittal Plan Review	3	2.00	11	7.75	121	88.75
<b>FIRE INVESTIGATIONS</b>	1	0.00	1	0.00	10	20.50
<b>MEETINGS ATTENDED</b>	26	53.00	35	57.00	236	368.50
<b>STAFF TRAINING</b>	4	20.00	7	44.50	63	427.75
<b>PUBLIC EDUCATION &amp; TRAINING</b>						
School Programs	56	61.25	48	43.25	249	293.50
CERT Program	1	4.00	0	0.00	13	50.25
Other Programs	13	25.00	11	20.00	66	126.00
Number of People Contacted	2696	N/A	5136	N/A	20005	N/A
<b>General Office</b>	95	165.25	155	350.75	1240	2705.00
<b>Travel</b>	4	6.50	19	26.00	98	280.75
<b>Physical Fitness</b>	8	4.00	27	13.50	128	64.00
<b>Emergency Response</b>	0	0.00	1	1.50	1	1.50
<b>Leave</b>	5	38.00	3	18.00	74	507.75

# ARE YOU READY FOR YOUR FIRE INSPECTION?

You have an upcoming Fire Safety Inspection scheduled with San Ramon Valley Fire. During the Fire Inspection, we evaluate your property for compliance with important fire and life safety regulations such as exiting, fire alarms, fire extinguishers, storage of combustibles, electrical hazards and more.

To help you prepare for your inspection, use this checklist of our top ten most frequently cited deficiencies. Make sure these violations don't exist on your property and it will help you pass your Fire Inspection the first time and keep your buildings safe year-round!

If you have any questions please don't hesitate to call our Fire Prevention Division at 925-838-6600.



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



## TOP TEN FIRE CODE VIOLATIONS

- Street address** must be clearly marked and visible (in contrasting color) from the street fronting the property.
- Fire Hydrants** located on your property must be visible and accessible at all times, with three feet of clearance on all sides and no parking within 10 feet.
- Exit doors** must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys. The only exception is a main storefront door with a sign above that reads "This door to remain unlocked when building is occupied."
- Aisles, walkways, stairways, and paths** leading to exits must be clear of storage and obstructions.
- Emergency lights and exit signs** (that are lighted from within) must work properly and function in both normal and emergency power mode. Lighted exit signs must be lit at all times.
- Electrical outlets, junction boxes, and circuit breaker panels** must be covered, with appropriate cover plate. Circuit breaker panels require 30 inches of clearance in front of each panel.
- Electrical extension cords** cannot be used as a substitute for permanent wiring. Extension cords are only approved for "temporary use" (operating a vacuum cleaner, powering a tool while making a repair etc.). Multi-outlet power strips with a built-in circuit breaker may be used to protect computers and related equipment.
- Fire extinguishers** must be visible, readily accessible, and serviced or purchased new within the past 12 months.
- Fire sprinkler systems** shall be serviced and tested annually by a licensed fire protection contractor and inspected quarterly.
- Fire suppression systems for commercial cooking operations** (Hood Systems) must be serviced and tested at every six months by a licensed fire protection contractor.



# Residential Care Facility for the Elderly

## INSPECTION CHECKLIST

As an operator of a Residential Care Facility for the Elderly, your home will be inspected each year by the San Ramon Valley Fire District. This checklist will help you prepare for your inspection.

- Smoke Detectors must be present and functional in each sleeping area, outside each sleeping area and on each story.
- Smoke detector should be tested monthly and batteries should be changed out at least once a year.
- Manual Pull Station required if smoke detectors are not interconnected.
- Fire Extinguisher must be visible, readily accessible, and serviced or purchased new within the past 12 months. Proof of service or purchase required.
- Door between the garage and the house must self close and positive latch.
- Wall between garage and house must be in good condition and free of unsealed penetrations.
- Exiting doors must be in working order and exit paths free of obstructions to provide a clear all weather surface to public walkway.
- Evacuation plan must be posted denoting all ambulatory, non-ambulatory and bedridden rooms with approved exit routes.
- House address numbers must be clear and visible on outside of the home.

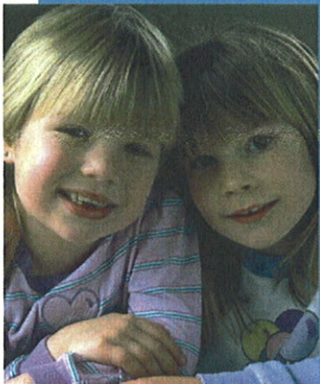


For More Information Contact  
San Ramon Valley Fire District  
925-838-6600  
[www.srvfire.ca.gov](http://www.srvfire.ca.gov)



# Inspection Preparation Checklist Large Family Day Care

As an operator of a Large Family Day Care, your home will be inspected each year by the San Ramon Valley Fire District. This checklist will help you prepare for your inspection.



- Smoke Detectors must be present and functional in each sleeping area, outside each sleeping area and on each story.
- Smoke detectors should be tested monthly and batteries should be changed out at least once a year.
- Fire Extinguisher must be visible, readily accessible, with proof of service or purchase within the past 12 months.
- Manual Fire Alarm Device must be present and functional.
- Fire Drill Records must be available and show a fire drill has been conducted at least once every 6 months.
- Door between the garage and the house must self close and positive latch.
- Wall between garage and house must be in good condition and free of unsealed penetrations.
- Exiting doors must be in working order and exit paths free of obstructions. At least 2 exits are required.
- House address numbers must be clear and visible on outside of the home.



For More Information Contact  
San Ramon Valley Fire District  
925-838-6600  
[www.srvfire.ca.gov](http://www.srvfire.ca.gov)



## **Baskin-Robbins 31 Cent Scoop Night 2009**

Mark your Calendars! Baskin-Robbins is hosting its third annual 31 Cent Scoop Night celebration on Wednesday, April 29, 2009, from 5 – 10 pm. Ice cream lovers will have the opportunity to enjoy their favorite Baskin-Robbins flavor for only 31 cents while paying tribute to local heroes. America's favorite neighborhood ice cream shop is partnering with the National Volunteer Fire Council (NVFC) and their National Junior Firefighter Program and will donate \$100,000 to the cause.

San Ramon Valley Fire on-duty crews and off duty personnel will be on-hand at all three district locations to scoop ice cream and host a pass the boot fundraiser for Muscular Dystrophy.

Event location in the San Ramon Valley:

**San Ramon Baskin Robbins**  
2005 Crow Canyon Place, San Ramon

**Blackhawk Basking Robbins**  
9000 Crow Canyon, Danville

**Downtown Danville Baskin Robbins**  
301 Hartz Avenue, Danville.



# 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:** March 25, 2009  
**To:** Board of Directors  
**From:** Robert Leete – Administrative Services Director  
**Subject:** Monthly Activity Reports

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



**Administrative Services Department**  
**February, 2009**

**Finance:**

Financials

- Balance Sheet (February 28, 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:

- Updating FEMA reimbursement procedures.
- Assembling FY 2009-10 budget materials.

**Human Resources:**

Employee Illness/Injury Report for February 2009

Reportable Injuries – February 2009:

1. February 1, 2009. A Firefighter/Paramedic contracted norovirus due to exposure to an infected patient. Lost Time: 48 hours.
2. February 2, 2009. An Engineer strained their lower back while attempting to start a pump during station maintenance. No lost time.
3. February 17, 2009. An Engineer contracted norovirus due to exposure to an infected patient. Lost Time: 58.5 hours.
4. February 19, 2009. An Engineer strained their lower back doing squats during physical fitness on duty. Lost Time: 38 hours.
5. February 19, 2009. An Engineer injured their shoulder lifting hose during a training exercise. Lost Time: 21.5 hours.
6. February 22, 2009. A Firefighter/Paramedic strained their back while lifting a patient from a chair to the gurney. Lost Time: 48.5 hours.

Note: As of February 28, 2009, there were four (4) employees absent from their regular work assignment. Lost time related to prior month/year injuries totaled 1,256 hours (7) 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  
Training Captain Interview (2/18/09)  
Supervising Dispatcher (Review Selection Process)

Meetings/Activities:

Attended Public Agency Risk Managers Association meeting.  
Reviewed Engineer test procedures.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**REVENUES (ALL FUNDS)**  
**Fiscal Year 2008/2009**  
**JULY 1, 2008 - FEBRUARY 28, 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	\$391,156
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	\$526,968	\$0
4150	LESS TAXES RETURNED TO COUNTY	(\$1,115,827)	(\$1,232,437)	(\$1,558,586)	(\$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>\$51,586,193</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	\$99,251	\$0	\$10,000	\$0
4240	MISCELLANEOUS STATE AID/GRANTS	\$810,616	\$487,320	\$759,633	\$0	\$977,370
4250	OTHER INTERGOVERNMENTAL REVENUE	\$2,508	\$2,734	\$28,354	\$60,000	\$115,986
		<b>\$957,213</b>	<b>\$791,532</b>	<b>\$807,774</b>	<b>\$174,175</b>	<b>\$1,093,356</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$30,068	\$24,674	\$35,492	\$21,300	\$24,191
4315	PLAN REVIEW	\$177,536	\$193,564	\$186,762	\$157,500	\$106,174
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	\$1,325,694
4340	CPR CLASSES	\$2,375	\$2,625	\$1,450	\$2,500	\$132,936
4350	REPORTS/PHOTOCOPIES	\$2,259	\$1,618	\$1,426	\$1,500	\$1,323
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>\$1,598,109</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	\$361,092
		<b>\$859,412</b>	<b>\$1,789,343</b>	<b>\$1,723,007</b>	<b>\$1,124,000</b>	<b>\$361,092</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$142,317	\$132,366	\$139,557	\$134,500	\$95,708
		<b>\$142,317</b>	<b>\$132,366</b>	<b>\$139,557</b>	<b>\$134,500</b>	<b>\$95,708</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	\$43,922	\$43,922	\$0	\$14,474
		<b>\$14,322</b>	<b>\$21,980</b>	<b>\$44,648</b>	<b>\$0</b>	<b>\$14,924</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	\$9,689,897		\$0	\$0	\$0
		<b>\$14,289,897</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>\$31,702,005</b>
		47.40%	-11.73%	2.39%		

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

**JULY 1, 2008 - FEBRUARY 28, 2009**

FISCAL YEAR COMPLETED - 67%								
DESCRIPTION	GL CODE	2005-2006 ACTUALS	2006-2007 ACTUALS	2007-2008 ACTUAL(audited)	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	\$14,696,105	\$7,040,144	67.61%
TEMPORARY SALARIES	5115	\$64,296	\$146,100	\$331,684	\$252,629	\$179,500	\$73,129	71.05%
PERMANENT OVERTIME	5120	\$3,039,318	\$2,748,451	\$5,011,294	\$4,581,400	\$3,401,523	\$1,179,877	74.25%
FEDERAL INSURANCE COMPENSATION	5140	\$279,960	\$303,468	\$367,385	\$315,857	\$256,733	\$59,124	81.28%
RETIREMENT CONTRIBUTIONS	5150	\$9,086,152	\$10,846,542	\$11,992,084	\$12,746,439	\$8,431,012	\$4,315,427	66.14%
EMPLOYEE GROUP INSURANCE	5160	\$2,849,840	\$3,208,278	\$3,309,643	\$3,991,991	\$2,370,779	\$1,621,212	59.39%
RETIREE HEALTH INSURANCE	5170	\$965,729	\$1,108,056	\$1,214,235	\$1,420,000	\$780,890	\$639,110	54.99%
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	\$314,530	\$285,470	52.42%
<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>\$30,432,284</b>	<b>\$15,217,281</b>	<b>66.67%</b>
OFFICE SUPPLIES	5202	\$35,012	\$52,883	\$42,987	\$52,333	\$29,652	\$22,681	56.66%
POSTAGE	5204	\$10,599	\$11,686	\$15,134	\$18,000	\$5,897	\$12,103	32.76%
TELECOMMUNICATIONS	5206	\$226,763	\$204,034	\$212,153	\$233,650	\$130,755	\$102,895	55.96%
UTILITIES	5208	\$225,800	\$252,334	\$246,082	\$251,500	\$188,567	\$62,933	74.98%
SMALL TOOLS/EQUIPMENT	5210	\$202,257	\$257,018	\$269,106	\$186,750	\$109,592	\$77,158	58.68%
MINOR EQUIPMENT	5212	\$84,814	\$121,700	\$156,182	\$138,450	\$61,595	\$76,855	44.49%
MEDICAL SUPPLIES	5213	\$128,728	\$147,583	\$131,141	\$135,000	\$73,399	\$61,601	54.37%
FIREFIGHTING SUPPLIES	5214	\$230,583	\$173,075	\$155,547	\$102,200	\$77,178	\$25,022	75.52%
PHARMACEUTICAL SUPPLIES	5216	\$22,218	\$39,335	\$29,890	\$48,000	\$9,021	\$38,979	18.79%
COMPUTER SUPPLIES	5218	\$81,955	\$133,249	\$118,144	\$53,700	\$41,733	\$11,967	77.72%
RADIO EQUIPMENT & SUPPLIES	5219	\$60,877	\$104,414	\$121,670	\$92,500	\$63,978	\$28,522	69.17%
FILM PROCESSING/SUPPLIES	5220	\$0	\$1,168	\$1,697	\$7,100	\$3,892	\$3,208	54.82%
FOOD SUPPLIES	5222	\$16,858	\$15,786	\$22,182	\$26,950	\$15,950	\$11,000	59.18%
SAFETY CLOTHING/SUPPLIES	5224	\$193,014	\$115,508	\$267,904	\$169,900	\$150,072	\$19,828	88.33%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$66,322	\$59,040	\$61,562	\$92,780	\$26,170	\$66,610	28.21%
HOUSEHOLD SUPPLIES	5228	\$44,685	\$46,328	\$48,555	\$40,000	\$37,534	\$2,466	93.84%
CENTRAL GARAGE - REPAIRS	5230	\$169,569	\$112,758	\$133,351	\$120,000	\$72,706	\$47,294	60.59%
CENTRAL GARAGE - MAINTENANCE	5231	\$29,978	\$12,717	\$17,004	\$30,000	\$12,296	\$17,704	40.99%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$152,778	\$162,458	\$178,570	\$198,500	\$111,671	\$86,829	56.26%
CENTRAL GARAGE - TIRES	5234	\$20,846	\$20,340	\$21,220	\$15,000	\$8,165	\$6,835	54.43%
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	\$94,510	\$91,117	50.91%
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	\$232,646	\$329,920	\$551,378	\$364,770	\$184,912	\$179,858	50.69%
MAINT./REPAIRS - BUILDINGS	5240	\$158,558	\$221,347	\$413,688	\$335,850	\$147,167	\$188,683	43.82%
MAINT./REPAIRS - GROUNDS	5242	\$51,296	\$51,561	\$58,335	\$48,000	\$35,520	\$12,480	74.00%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$52,703	\$77,118	\$92,234	\$74,100	\$52,298	\$21,802	70.58%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$774,368	\$675,430	\$809,091	\$920,080	\$499,311	\$420,769	54.27%
RECRUITING COSTS	5251	\$72,388	\$60,281	\$78,806	\$167,085	\$64,161	\$102,924	38.40%
LEGAL SERVICES	5252	\$193,390	\$118,100	\$163,378	\$175,000	\$135,828	\$39,172	77.62%
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	\$2,421	\$6,079	28.48%
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	\$119,616	(\$11,278)	110.41%
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	\$959	\$2,291	29.51%
SPECIALIZED PRINTING	5272	\$10,046	\$20,263	\$66,752	\$92,897	\$26,884	\$66,013	28.94%
MEMBERSHIPS	5274	\$21,927	\$35,734	\$44,639	\$62,210	\$48,248	\$13,962	77.56%
EDUCATIONAL COURSES/SUPPLIES	5276	\$73,868	\$119,452	\$151,734	\$194,950	\$100,367	\$94,583	51.48%
EDUCATIONAL ASSISTANCE PROGRAM	5277	\$18,627	\$25,326	\$27,515	\$35,000	\$19,182	\$15,818	54.81%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$8,819	\$17,502	\$24,931	\$18,340	\$18,056	\$284	98.45%
BOOKS & PERIODICALS	5280	\$18,436	\$17,740	\$27,333	\$35,481	\$5,624	\$29,857	15.85%
RECOGNITION SUPPLIES	5282	\$22,021	\$28,844	\$26,545	\$19,000	\$1,574	\$17,426	8.28%
MEETINGS/TRAVEL EXPENSES	5284	\$85,214	\$74,517	\$109,492	\$131,800	\$59,206	\$72,594	44.92%
DISCOUNTS	5299	(\$329)	(\$191)	(\$77)	\$0	(\$37)	\$37	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>\$3,395,826</b>	<b>\$2,413,615</b>	<b>58.45%</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>\$33,828,110</b>	<b>\$17,630,896</b>	<b>65.74%</b>

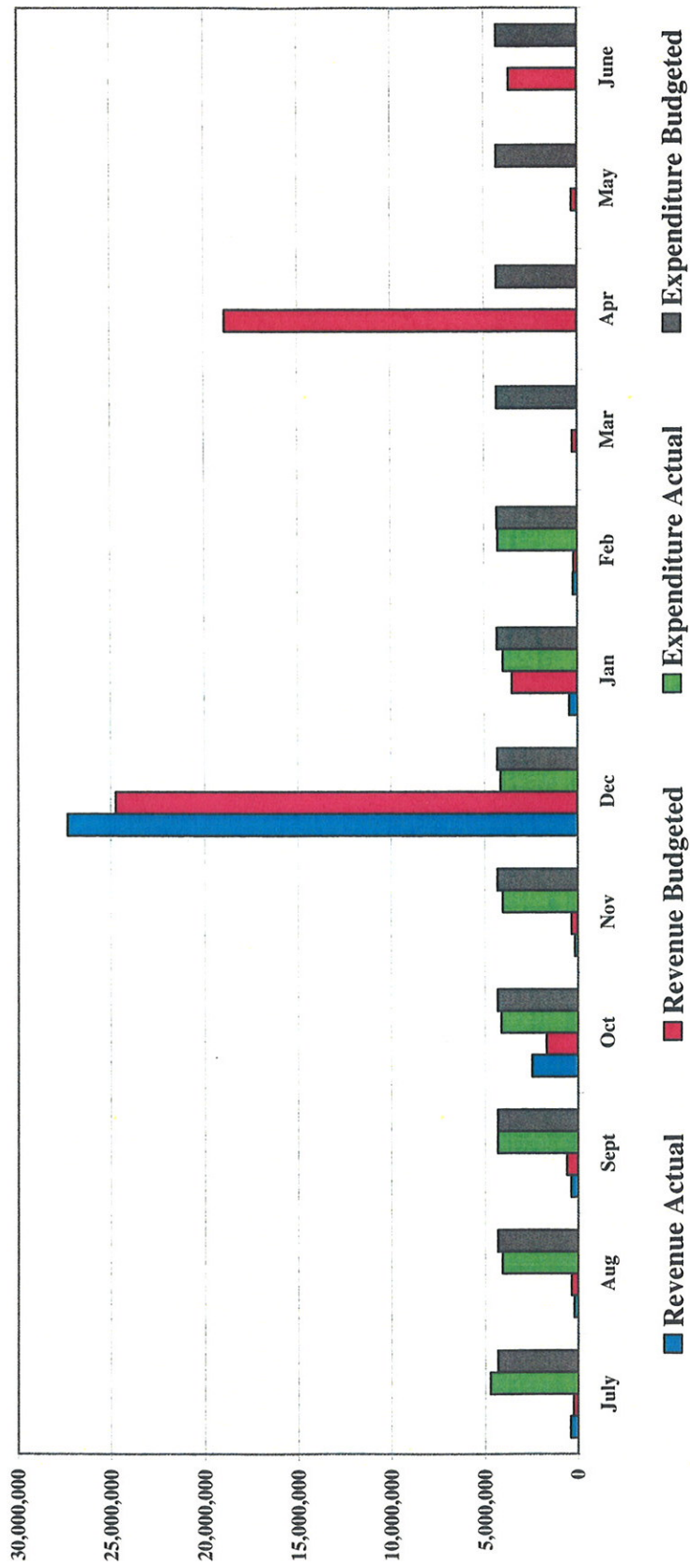
SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
 CAPITAL PROJECTS FUND AND EQUIPMENT/VEHICLES FUND EXPENDITURES  
 FISCAL YEAR 2008 - 2009  
 JULY 1, 2008 - FEBRUARY 28, 2009

FISCAL YEAR COMPLETED - 67%								
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	\$930,676	\$243,154	\$3,650,874	\$4,967,154	\$4,837,418	\$129,736	97%
VARIOUS IMPROVEMENTS	6120	\$166,007	\$188,794	\$44,994	\$40,000	\$130,210	-\$90,210	326%
<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>\$4,967,628</b>	<b>\$39,526</b>	<b>99%</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	\$45,890	\$255,016	\$226,541	\$63,245	\$9,848	\$53,397	16%
AUTO & TRUCKS	6250	\$2,758,273	\$3,296,551	-\$1,129	\$365,000	\$50,125	\$334,875	13%
<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>\$173,495</b>	<b>\$612,250</b>	<b>22%</b>
BOND REDEMPTION - 2003 Refunding COP & 2006 COP	5310	\$735,608	\$1,098,808	\$1,329,961	\$1,328,704	\$1,328,704	\$0	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>\$1,658,201</b>	<b>\$756,033</b>	<b>69%</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>\$6,808,679</b>	<b>\$1,451,304</b>	<b>82.4%</b>

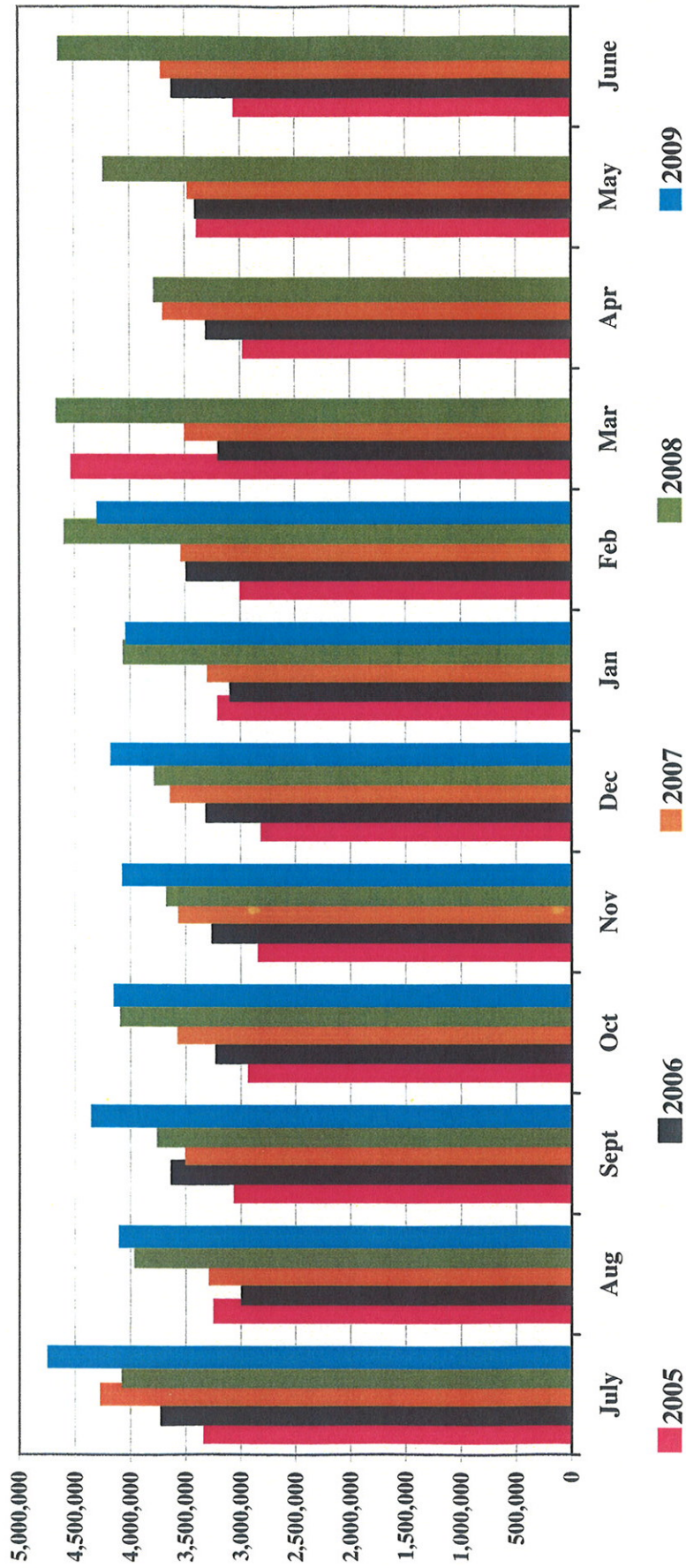
**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE/EXPENDITURE HISTORY**

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	234,858	4,284,220
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



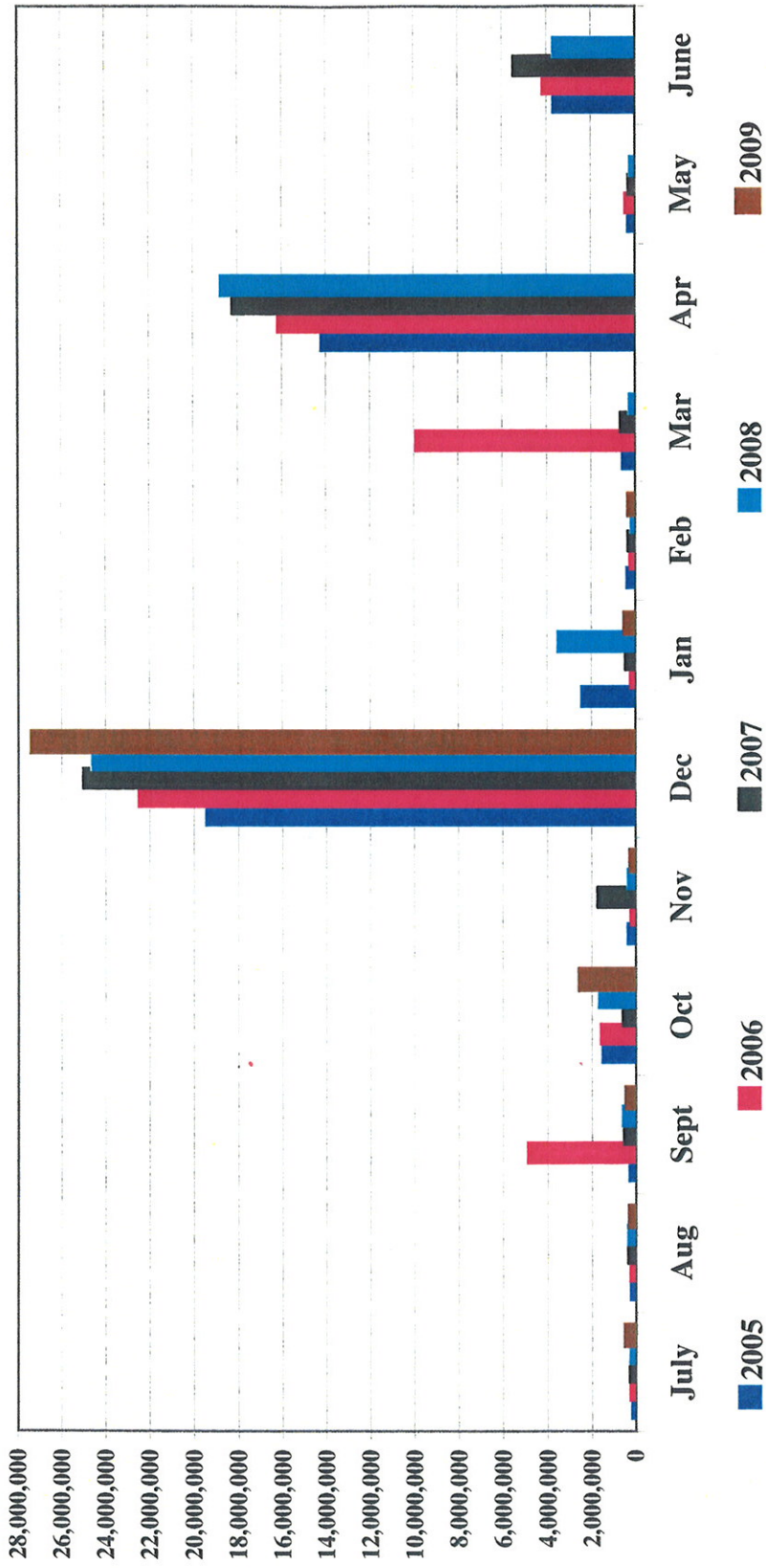
**GENERAL FUND EXPENDITURES  
FISCAL YEARS 2005 - 2009**





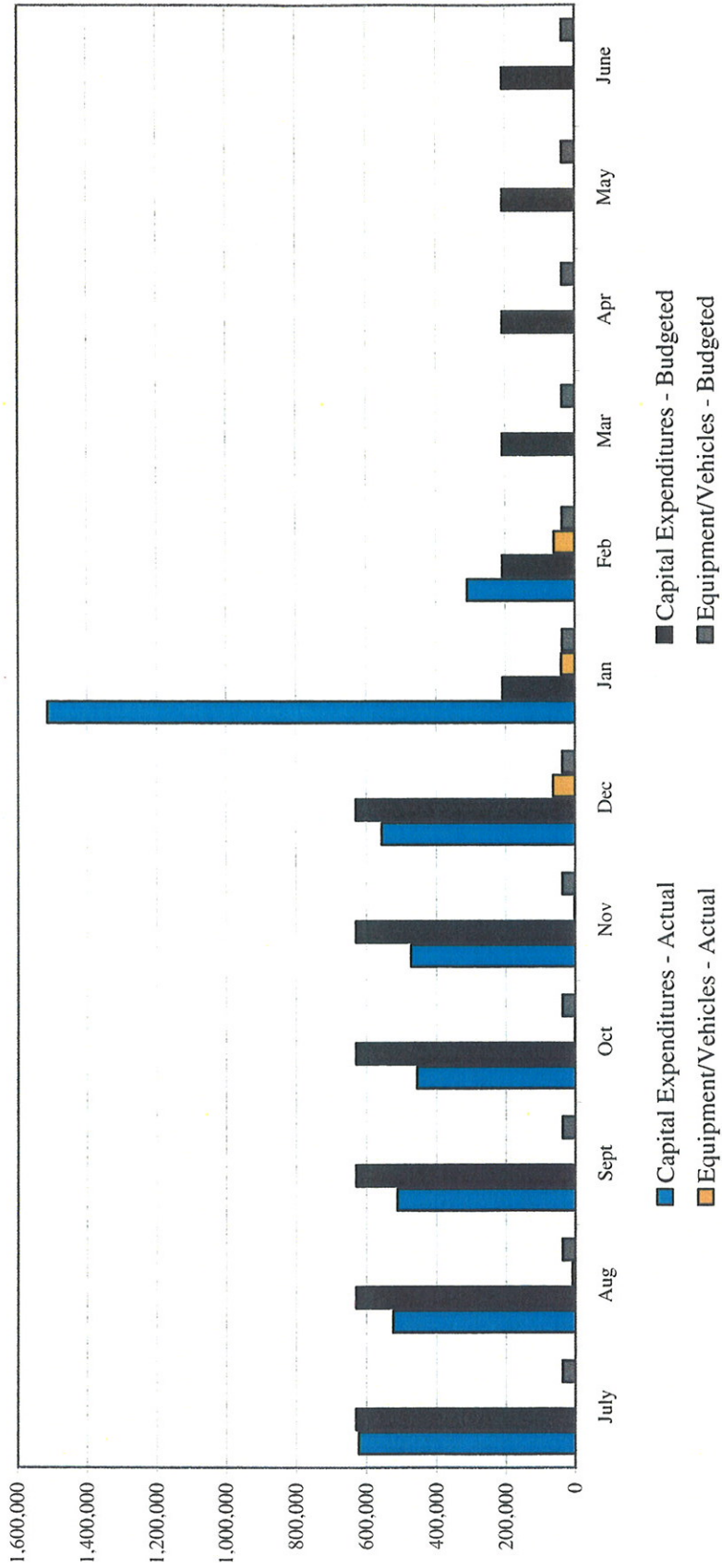
# GENERAL FUND REVENUE

## FISCAL YEARS 2005 - 2009

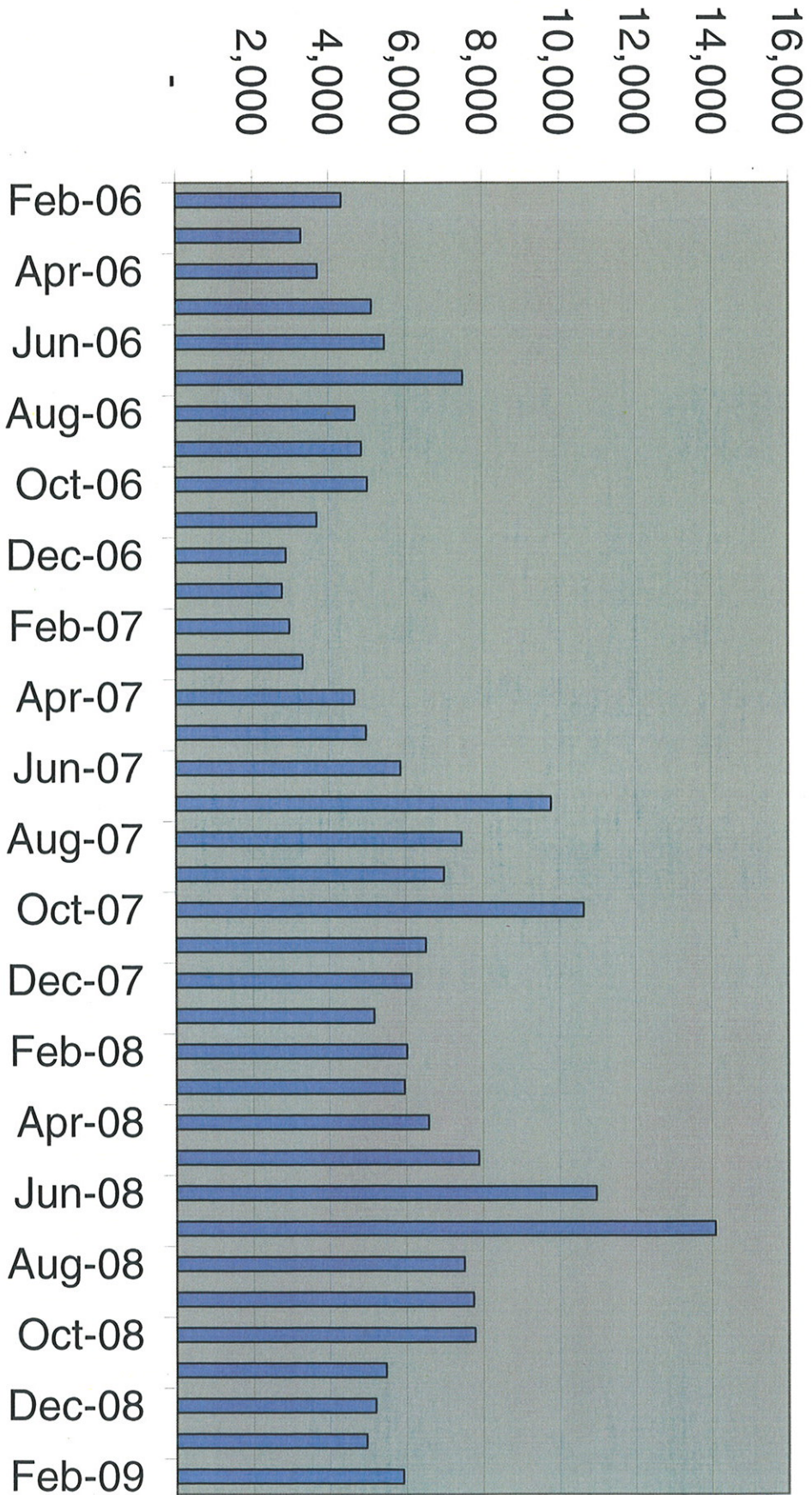


# CAPITAL & EQUIPMENT/VEHICLES FUNDS

## COMPARISON OF ACTUAL TO BUDGETED FISCAL YEAR 2008-2009



# Total Overtime Hours by Month February 2006 - February 2009



# Overtime Assignment Summary Report

2/1/2009 Through 2/28/2009

**WORK CODE: 1 STAFFING**

ASSIGNMENT		Time Worked	Time Paid
101	HOLD OVER FOR CALL	5.74	6.75
103	MISC. STAFFING COVE	4627.89	4628.50
107	LATE/STA. MOVE COVE	4.75	10.00
199	MID SHIFT RECALL	86.00	86.00
<b>Total All Assignments This Work Type:</b>		<b>4,724.38</b>	<b>4,731.25</b>

**WORK CODE: 2 TRAINING**

ASSIGNMENT		Time Worked	Time Paid
201	OPERATIONS TRAINING	528.50	528.50
202	ADMIN SKILLS TRAINI	29.00	29.00
204	EMS TRNG/INSTRUCTIO	16.00	16.00
209	RESCUE TRAINING	191.23	192.25
210	HAZ-MAT TRAINING	253.91	254.25
214	PARAMEDIC - CONT ED	19.00	19.00
<b>Total All Assignments This Work Type:</b>		<b>1,037.64</b>	<b>1,039.00</b>

**WORK CODE: 3 ASSIGNMENTS**

ASSIGNMENT		Time Worked	Time Paid
301	MEETINGS/PROJECT DE	104.92	105.25
302	OFC WORK/REPORT WR	5.84	6.50
310	MISC. MAINTENANCE	22.00	22.00
340	PROJECT WORK	9.00	9.00
<b>Total All Assignments This Work Type:</b>		<b>141.76</b>	<b>142.75</b>

# Overtime Assignment Summary Report

2/1/2009 Through 2/28/2009

**Report Grand Total:**

**5,903.78**

**5,913.00**

# Overtime Summary Report

2/1/2009 Through 2/28/2009

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	<b>4,731.25</b>
2	TRAINING	<b>1,039.00</b>
3	ASSIGNMENTS	<b>142.75</b>
	<b>Report Grand Total:</b>	<b>5,913.00</b>

## February 2009 Staffing/Overtime Analysis

	<u>Staffing OT \$</u>	<u>Staffing OT Hrs</u>	<u>Staffing OT FTE</u>	<u>Paid FTE</u>	<u>Total Effective FTE</u>	<u>See Note 1</u>
<b>ACTUAL FEBRUARY RESULTS</b>	\$ 224,920	3,820.50	15.74	132.00	147.74	14.53%
<b>PROJECTED February</b>						
<b>HIRING IN PLACE OF OVERTIME</b>	\$ 282,460	3,820.50				
<b>NET SAVINGS</b>						
<b>OVERTIME IN PLACE OF HIRING</b>	\$ 57,540					

**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.)