

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Budget Workshop

Monday, May 10, 2010 – 2:30 p.m.

*Roxanne W. Lindsay, Board President ~Nick Dickson, Director
Thomas J. Linari, Director ~Jennifer G. Price, Director ~Matthew J. Stamey, Director*

~MISSION STATEMENT~

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

**Location: Bishop Ranch Conference Center
2623 Camino Ramon, Suite 175 (Bishop Ranch 3)
San Ramon, CA 94583**

AGENDA

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

- 5. NEW BUSINESS**
 - 5.1 Introduction of Commission on Fire Accreditation International (CFAI) Peer Assessment Team Members.
- 6. BUDGET WORKSHOP**
 - 6.1 Discussion of Long-Term Forecast and Annual Business Plan Update.
 - 6.2 Discussion of Budget Goals, Performance Indicator Plans and Key District Document Consistency.
 - 6.3 Review and Discussion of Proposed Annual Operating Budget for Fiscal Year 2010-2011.
- 7. GOOD OF THE ORDER**
 - 7.1 Review of Peer Assessment Team Schedule for Week of May 10, 2010.

**8. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING OF
WEDNESDAY, MAY 26, 2010, 7:00 P.M.**

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on May 6, 2010 at the District's Administration Building and the San Ramon Valley Fire Protection District's web site at www.firedepartment.org.

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

TO: Board of Directors
FROM: Richard Price, Fire Chief
SUBJECT: CFAI Peer Assessment Team Members (Item 5.1)
DATE: May 10, 2010

The following four individuals have been assigned by the Commission on Fire Accreditation International (CFAI) to conduct a site evaluation of the District (May 9-14). As a destination on the formal District tour they will be arriving at the Workshop for a brief introduction.

Team Leader

Wayne Senter, Fire Chief
South Kitsap Fire and Rescue (WA)

Team Members

William Gray, Training Captain
Pueblo Fire Department (CO)

Mike Scott, Battalion Chief
Kent Fire Department (WA)

Andrew M. Paradiso, Battalion Chief
Ridge Road Fire District (NY)

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MEMORANDUM

TO: Board of Directors
FROM: Richard Price, Fire Chief
SUBJECT: Long Term Forecast Assumptions (Item 6.1)
DATE: May 10, 2010

Although the Long Term Forecast is a component of the Business Plan, it provides an important context for the discussion of the Annual Operating Budget. The current forecast through June, 2014 is attached for your review.

Understanding the underlying components and assumptions used to prepare the forecast is critical in assessing its accuracy and usefulness. The following assumptions were used:

	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY12/13</u>	<u>FY13/14</u>
Property Tax	-3.00%	0.00%	2.00%	2.00%
Salary	Actual	0.00%	0.00%	0.00%
CCCERA	Actual	6.00%	6.00%	6.00%
Health Insurance	Actual	6.00%	6.00%	6.00%
Services & Supplies	-10.00%	0.00%	2.00%	2.00%

No OPEB contributions were assumed in the forecast.

The scheduled \$3M City of San Ramon City Center Tax Sharing Payment has been placed in reserve for training facility use.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
LONG TERM FORECAST
FISCAL YEARS 2009-10 THROUGH 2013-14**

	2009-10	2010-11	2011-12	2012-13	2013-14
Estimated beginning fund balance	\$35,811,328	\$34,294,763	\$39,730,179	\$33,710,830	\$33,717,450
Revenue forecasts:					
Property taxes	49,515,167	48,029,712	48,029,712	48,990,306	49,970,112
Other revenue	3,192,674	3,097,800	3,097,800	3,159,756	3,222,951
Contribution from City of San Ramon	3,000,000				
Sale of District property				1,000,000	500,000
Debt proceeds		10,500,000			
Total Revenue	55,707,841	61,627,512	51,127,512	53,150,062	53,693,063
Expenditure forecasts:					
Public safety	49,311,000	49,479,180	50,432,701	51,783,734	52,945,417
Debt service - existing debt	2,416,509	2,411,416	2,414,160	1,324,708	1,329,261
Debt service - new debt		500,000	1,100,000	1,100,000	1,100,000
OPEB contribution					
Expenditure reduction			(1,000,000)	(1,340,000)	(1,960,000)
Capital outlay:					
Fire Station improvements	516,300	50,000			
Fire Station 32 relocation	300,000	1,050,000	4,000,000		
Fire Station 36 Annex Building	2,129,000				
Equipment and vehicle purchases	828,097	586,500	200,000	275,000	275,000
Apparatus purchases	1,473,500	1,915,000			
Training Site improvements and expansion	250,000	200,000			
Total capital outlay	5,496,897	3,801,500	4,200,000	275,000	275,000
Total Expenditures	57,224,406	56,192,096	57,146,861	53,143,442	53,689,678
Net Increase/Decrease	(1,516,565)	5,435,416	(6,019,349)	6,620	3,385
Estimated ending fund balance	\$34,294,763	\$39,730,179	\$33,710,830	\$33,717,450	\$33,720,835

DRY PERIOD RESERVE

Estimated fund balance	\$34,294,763	\$39,730,179	\$33,710,830	\$33,717,450	\$33,720,835
Workers' compensation reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Training Site reserve	2,750,000	2,550,000	2,550,000	2,550,000	2,550,000
Dry spell reserve	23,116,856	23,798,771	22,734,623	23,236,398	23,686,714
Over Minimum Reserve	\$7,427,907	\$12,381,408	\$7,426,207	\$6,931,052	\$6,484,121

GENERAL FUND RESERVE

Projected fund balance	\$34,294,763	\$39,730,179	\$33,710,830	\$33,717,450	\$33,720,835
50% of revenue (General Fund only)	26,353,921	25,563,756	25,563,756	26,075,031	26,596,532
Over Minimum Reserve	\$7,940,842	\$14,166,423	\$8,147,074	\$7,642,419	\$7,124,303
	30.13%	55.42%	31.87%	29.31%	26.79%

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MEMORANDUM

TO: Board of Directors
FROM: Richard Price, Fire Chief
SUBJECT: Peer Assessment Team Schedule for Week of May 10, 2010 (Item 7.1)
DATE: May 10, 2010

Below are key date/times, as they relate to the Directors, for the Peer Assessment Team Visit this week. Attendance at all events is optional.

Monday, May 10

Introduction of CFAI Team Members (occurs at Budget Workshop)

Tuesday, May 11

District Overview Presentation (Admin; 0900)

Thursday, May 13

Dinner (Location tbd; approx. 6:00PM)

Friday, May 14

Public debriefing by team (Admin; approx. 1100AM)

ANNUAL OPERATING BUDGET

FISCAL YEAR 2010/2011

PROPOSED



SAN RAMON VALLEY FIRE PROTECTION DISTRICT

ONE TEAM, ONE MISSION

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

Board of Directors

Roxanne W. Lindsay, President

Jennifer G. Price, Vice President

Nick Dickson, Director

Thomas J. Linari, Director

Matthew J. Stamey, Director

The Role of the Board

***Provide financial oversight and strategic policy direction
to maximize the public value of District services.***

Fire Chief

Richard Price

The Role of the Chief

***In collaboration with the Board of Directors and in
partnership with all members of the organization,
provide direction, protection and order to the District.***

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
FY 2010-2011 ANNUAL OPERATING BUDGET**

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May 10, 2010

Board of Directors
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583

Members of the Board:

Attached is the Proposed FY 2010-2011 Annual Operating Budget for the San Ramon Valley Fire Protection District for your review and consideration. The Proposed Budget is the result of input received from the FY 2009-2010 mid-year budget review, an inclusive and interactive staff review process, as well as Board direction received to date. The Proposed Budget is consistent with the Strategic Plan adopted on February 25, 2009 and represents a one year implementation of the District's 2008-2013 Business Plan.

For the past year we have continued a cautious and disciplined approach to financial management that has helped insulate the District and our citizens from the severe recession-induced challenges currently facing other agencies. Although District revenue declined 3.55% in 2010, and is forecasted to drop an additional 3% this year (due primarily to a weakened real estate market), a combination of cost reductions and the use of reserves will largely maintain the existing levels of service. For FY 2010-2011 Salaries and Benefits costs have been reduced by 3% while Services and Supplies budgets have been reduced by 12%. Personnel cost reductions were accomplished primarily through Board-imposed hiring policies that have reduced authorized staffing by eleven vacant positions. Other savings were accomplished with across-the-board budget reductions. Overall the budget is approximately 4% smaller than last year.

Even as external conditions significantly impacted our local economy the District made several notable accomplishments over the past year including the adoption of a new five-year Business Plan; our ninth consecutive Certificate of Achievement from the GFOA for Excellence in Financial Reporting; the publication of our first Standards of Cover deployment analysis; the construction of the new Fire Station 36 Storage Annex; the completion of the schematic design and land-use application for the construction of Fire Station 32; and implementation of the third year of the Enterprise Database Management System as part of the District's Information-led Management (ILM) initiative. In April the Board also authorized the lease/purchase of a 4.5 acre parcel in the Tassajara Valley for the purpose of constructing a future training center complex.

The Proposed FY 2010-2011 Annual Operating Budget is intended to continue timely progress toward successfully executing our 2008-2013 Strategic Plan. The Proposed Budget maintains a careful balance – focusing on both managing through the uncertain economy today while continuing to maintain a long term planning perspective. We are mindful that this pursuit and investment in our strategic vision during this period of slow economic growth is challenging. We are led by a seasoned management team – made even stronger this year with the addition of Communication Center Manager Denise Pangelinan. With the help of our employees, labor leadership, and with guidance from our Board of Directors, I am confident that we have the resources and the resolve to execute the goals and performance indicator identified plans outlined for this year. The key recommendations included in the Proposed Budget are outlined below.

Capital Improvement Projects

The replacement Fire Station 32 project is currently in the California Environmental Quality Act (CEQA) review phase. The Proposed Budget includes \$1,050,000 for preparation of construction and bid documents, demolition and site grading, and installation of the underground public utility infrastructure.

Also included in the Proposed Budget are major upgrades to the Communications Center including server replacements, phone system replacement, and a new district-wide fire station alerting system.

Apparatus Replacement

Consideration of all apparatus and vehicle replacement has been deferred to the mid-year budget review.

Enterprise Database Management System

The Proposed Budget funds the continued implementation of the fire prevention components of the District's multi-year database consolidation and Information-led Management (ILM) initiative.

Personnel

The Proposed Budget continues to leave several vacant authorized positions unfilled and not funded per previous Board direction. It further reduces staffing levels by proposing to drop the number of training captains from three to two after the appointment of the new Training Chief. It also continues the practice of requiring Board approval prior to filling any mid-budget personnel opening.

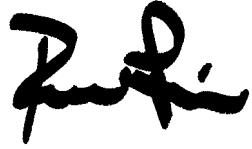
OPEB Funding

In June, 2009 the District funded the FY 2008-2009 and FY 2009-2010 Other Post Employment Benefits (OPEB) obligation consistent with its actuarial valuation and in compliance with applicable Government Accounting Standards Board (GASB) statements. Based upon the current economic conditions, no contribution is included in the Proposed Budget for FY 2010-2011.

Looking ahead it is very difficult to accurately forecast how long it will take for the local economy to return to strong footing. Until then, the management team will continue the same proven financial prudence that has been exercised by the District over its long and prosperous

history. I expect this year to be highlighted by several significant accomplishments including agency accreditation through the Commission on Fire Accreditation International. Even in this troubled economy, the District continues to move forward, protecting service levels and improving quality through careful planning and the unwavering commitment of its dedicated workforce.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Price". The signature is stylized and cursive.

Richard Price
Fire Chief

STAFFING SUMMARY

<u>DIVISION</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
<u>Board of Directors</u>					
Director	5	5	5	5	5
Total	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
<u>Fire Chief</u>					
Fire Chief	1	1	1	1	1
District Clerk	1	1	1	1	1
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>Human Resources</u>					
Director	1	1	1	1	1
Generalist	1	1	1	1	1
Senior Office Assistant		1			
Office Assistant			2	2	1
Total	<u>2</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>
<u>Finance</u>					
Director	1				
Supervisor		1	1	1	1
Finance Assistant-Part-time				1	
Analyst	1				
Accounting Technician		2	2	2	2
Senior Office Assistant	1				
Office Assistant	2	2			
Total	<u>5</u>	<u>5</u>	<u>3</u>	<u>4</u>	<u>3</u>
<u>Training</u>					
Division Chief	1	1	1	1	1
Training Captain	3	3	3	3	2
Senior Office Assistant	1	1	1	1	1
Total	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>4</u>
<u>Technology</u>					
Deputy Chief	1				
Assistant Chief		1			
GIS Analyst	1	1	1	1	1
Technology Systems Manager		1	1	1	1
Information Systems Technician				1	1
Computer Assistant-Part-time				1	1
Communications Specialist-Part-time		1	1		
Radio Technician-Part-time		1	1	1	1
Total	<u>2</u>	<u>5</u>	<u>4</u>	<u>5</u>	<u>5</u>

Communications Center

Communications Center Manager				1	1
Dispatcher	9	9	9	9	9
Total	<u>9</u>	<u>9</u>	<u>9</u>	<u>10</u>	<u>10</u>

Facilities

Assistant Chief			1	1	1
Senior Office Assistant	1	1	2	2	1
Total	<u>1</u>	<u>1</u>	<u>3</u>	<u>3</u>	<u>2</u>

Fire Prevention

Battalion Chief/Fire Marshal	1				
Division Chief/Fire Marshal		1	1	1	1
Deputy Fire Marshal	2	2	2	2	2
Inspector	2	2	2	2	2
Code Compliance Officer	4	4	4	4	3
Prevention Specialist	2	2	2	2	2
Office Assistant	1	1	1	1	2
Plans Examiner-Contract	1				
Plans Examiner		1	1	1	1
CERT Program Coordinator-Part-time	1	1	1	1	1
Total	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>

Emergency Operations

Assistant Chief	1	1	1	1	1
Battalion Chief	3	4	4	4	4
Captain	39	39	39	39	39
Engineer	42	42	41	39	39
Firefighter/Paramedic	49	54	60	60	53
Station 37 Coordinator		1	1	1	1
Senior Office Assistant					1
Total	<u>134</u>	<u>141</u>	<u>146</u>	<u>144</u>	<u>138</u>

Fleet

Mechanic	2	2	2	2	2
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

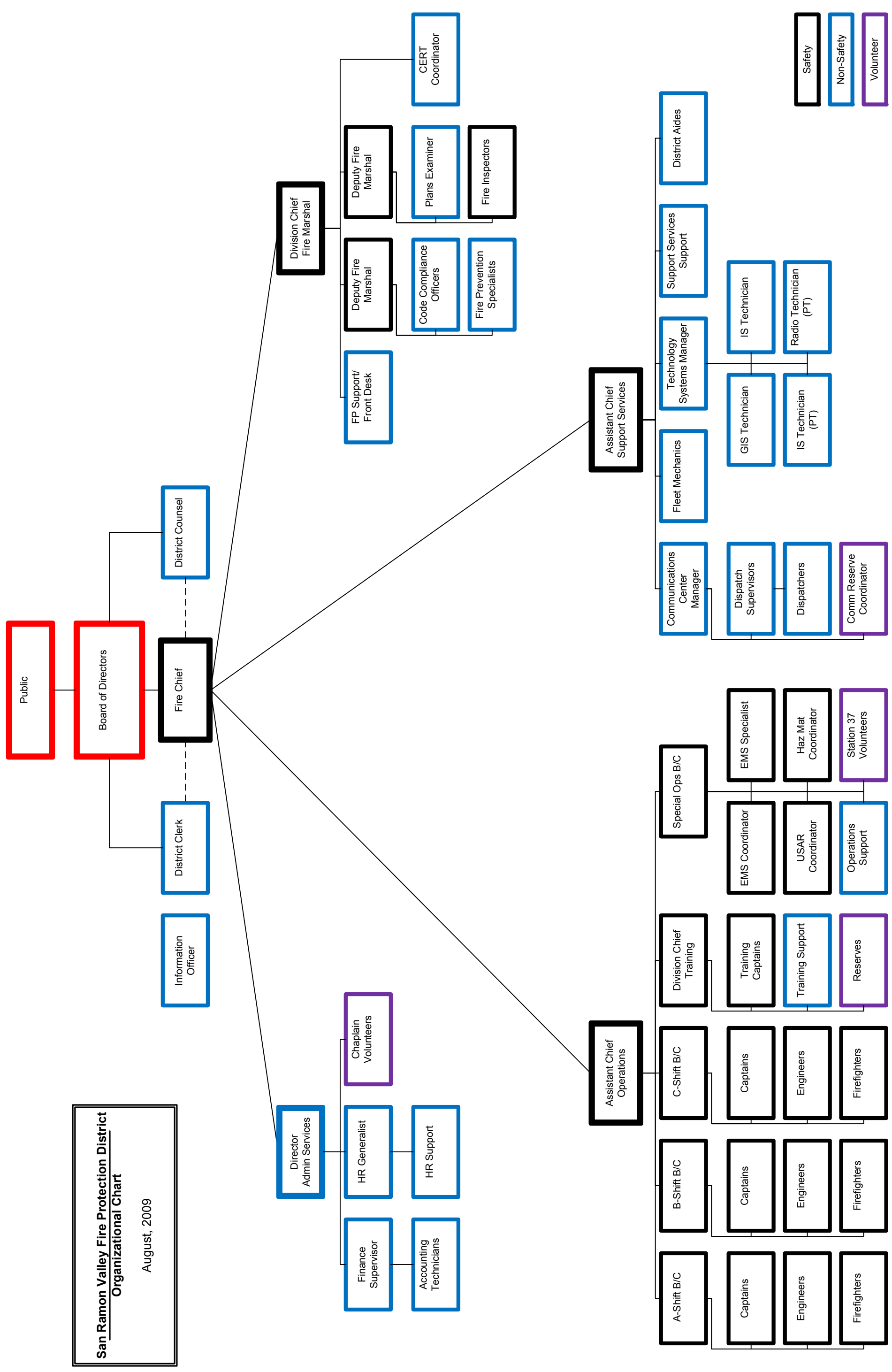
Emergency Medical

EMS Coordinator	1	1	1	1	1
EMS Quality Improvement Coordinator	1	1	1		
EMS Specialist				1	1
Senior Office Assistant	1	1	1	1	
Total	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>

GRAND TOTAL

184	195	200	201	190
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**San Ramon Valley Fire Protection District
Organizational Chart**
August, 2009



Safety
Non-Safety
Volunteer

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FY 2010-11**

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	EQUIPMENT REPLACE- MENT FUND	POST EMPLOYMENT HEALTH FUND	CERT/ EMERG PREP FUND	TOTAL FUNDS
PROJECTED REVENUES							
Taxes	\$ 48,029,712						\$ 48,029,712
Intergovernmental Revenue	305,000					\$ 40,000	345,000
Charges for Service	2,495,000						2,495,000
Use of Money & Property	149,000	\$ 1,000					150,000
Rents & Leases	147,800						147,800
COPS/Lease Revenue			\$ 1,050,000	\$ 1,915,000			2,965,000
TOTAL REVENUES	\$ 51,126,512	\$ 1,000	\$ 1,050,000	\$ 1,915,000	\$ -	\$ 40,000	\$ 54,132,512
PROJECTED EXPENDITURES							
Employee Services	\$ 44,815,191						\$ 44,815,191
Contract Services & Supplies	4,663,989					\$ 60,000	4,723,989
Debt Service		\$ 2,911,416					2,911,416
Capital Projects			\$ 250,000				250,000
COP/Lease Purchases			1,050,000	\$ 1,915,000			2,965,000
Equipment Purchases				586,500			586,500
OPEB Contribution							-
TOTAL EXPENDITURES	49,479,180	2,911,416	1,300,000	2,501,500	-	60,000	56,252,096
ANNUAL SURPLUS (DEFICIT)	1,647,332	(2,910,416)	(250,000)	(586,500)	-	(20,000)	(2,119,584)
Transfers In/Out	(3,546,916)	2,910,416	50,000	586,500			-
PROJECTED FUND BALANCES AT JULY 1, 2010	31,545,000	1,330,000	2,750,000			20,000	35,645,000
PROJECTED FUND BALANCES AT JUNE 30, 2011	\$ 29,645,416	\$ 1,330,000	\$ 2,550,000	\$ -	\$ -	\$ -	\$ 33,525,416

FUND BALANCE DESIGNATIONS AT JUNE 30, 2011

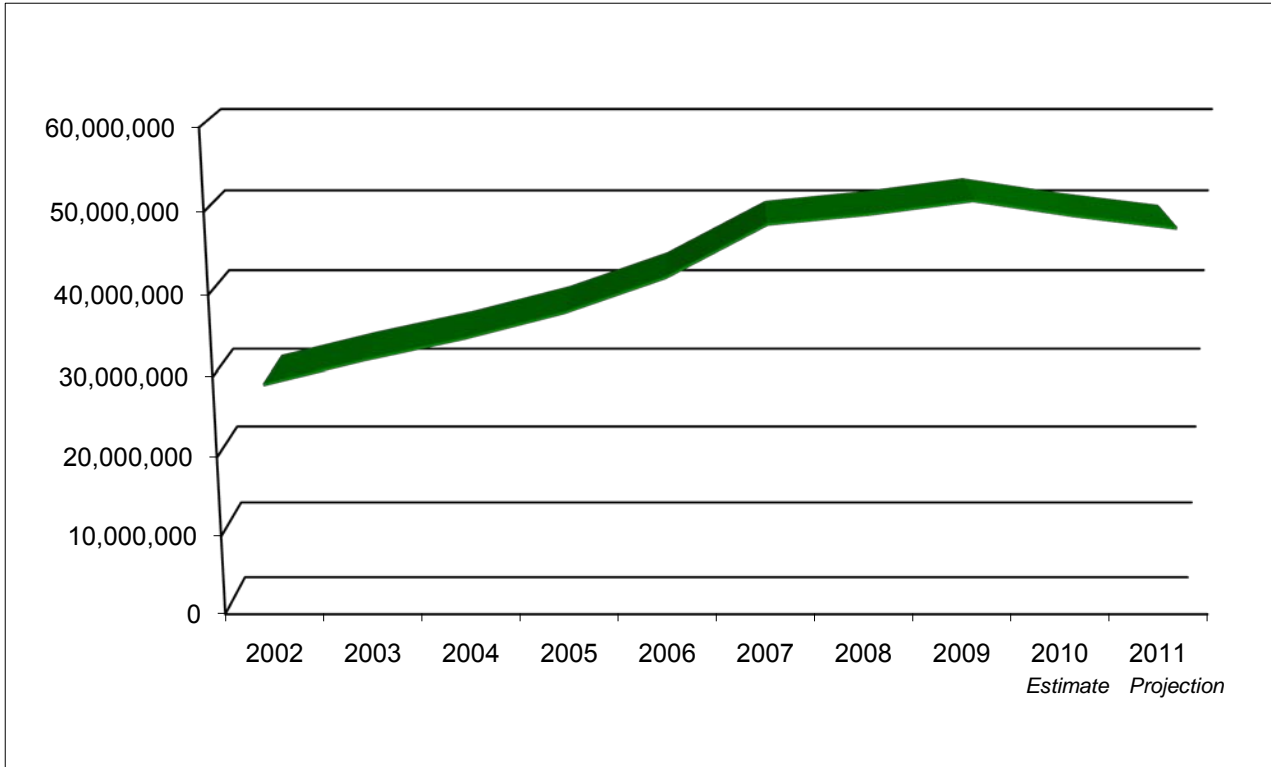
	General Fund	Capital Projects Fund
FB Designation - Workers' Comp Claims	\$ 1,000,000	
FB Designation - Dry Spell (July-Nov)	\$ 22,319,903	
FB Designation - Refinery Prop Tax Adj	\$ 800,000	
FB Designation - Radio System Infrastructure	\$ 500,000	
FB Designation - Training Site		\$ 2,550,000
FB - Station #32/Capital Improvement Projects	\$ 5,025,513	
Total Fund Balance Designations	\$ 29,645,416	\$ 2,550,000

GENERAL FUND RESERVE POLICY MEASURE

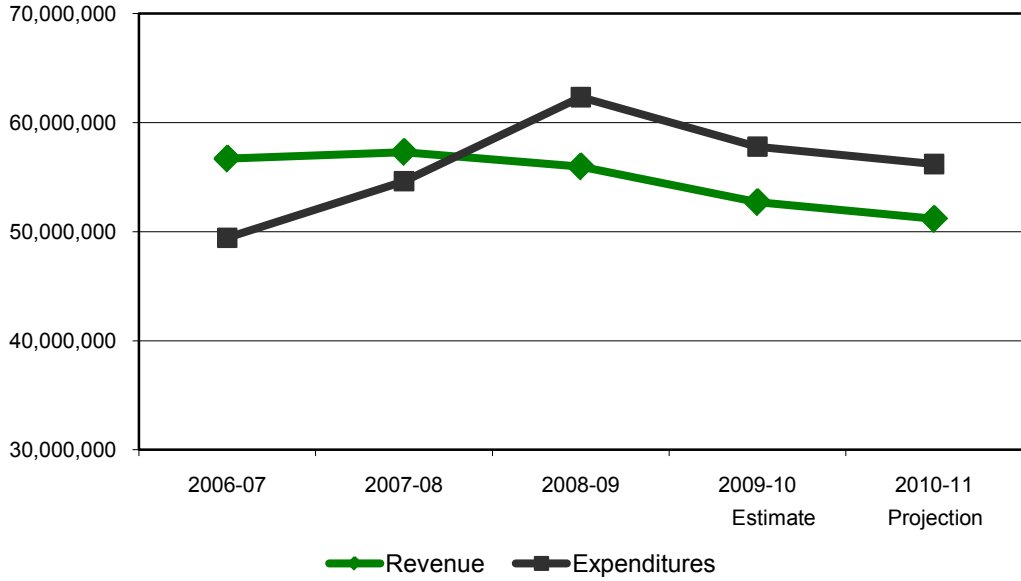
Projected Fund Balance at June 30, 2011	\$ 29,645,416	
50% of Revenues (General Fund Only)	\$ 25,563,256	Minimum per reserve policy
Over (under) Minimum Reserve	\$ 4,082,160	15.97%

TEN YEARS OF PROPERTY TAXES REVENUE

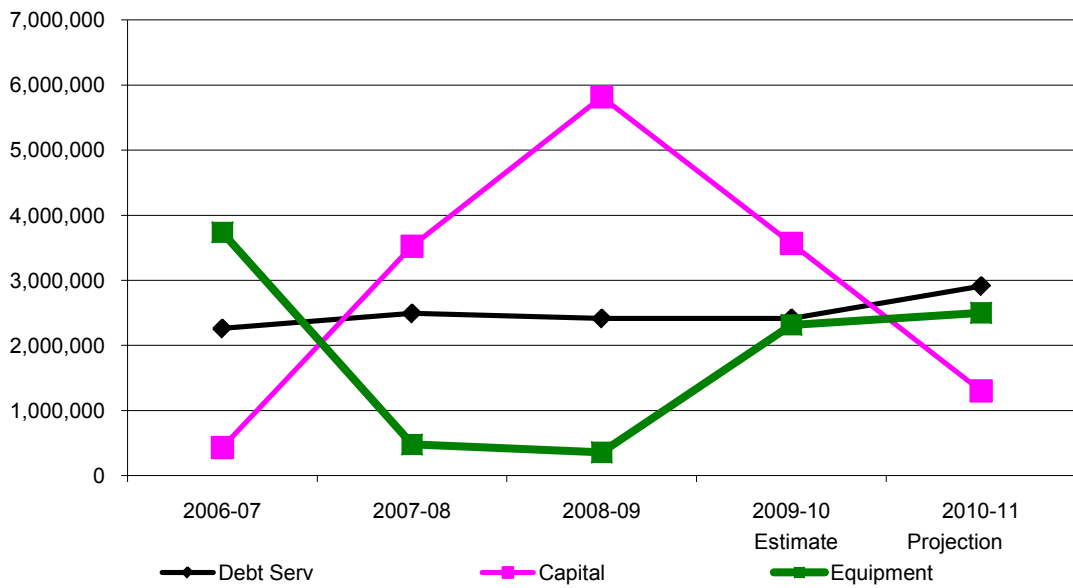
Years	2002	2003	2004	2005	2006
Actual	29,049,779	32,046,025	34,686,306	37,844,880	42,094,029
% Increase		10.31%	8.24%	9.11%	11.23%
Years	2007	2008	2009	2010	2011
Actual	48,521,551	49,729,211	51,335,991	49,515,167	48,029,712
% Increase	15.27%	2.49%	3.23%	-3.55%	-3.00%



FIVE YEAR COMPARISON OF TOTAL REVENUE TO TOTAL EXPENDITURES



HISTORICAL EXPENDITURES FOR DEBT SERVICE, CAPITAL FUNDS AND EQUIPMENT/VEHICLE REPLACEMENT FUNDS



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
REVENUES (ALL FUNDS)
JULY 1, 2010 - JUNE 30, 2011**

GL CODE	DESCRIPTION	2008-09 ACTUAL	2009-10 ESTIMATED REVENUE	2010-11 REVENUE PROJECTION
4100	TAXES			
4110	PROPERTY TAXES - CURRENT SECURED	49,793,170	48,623,348	47,164,648
4120	PROPERTY TAXES - SUPPLEMENTAL	978,218	692,002	671,242
4130	PROPERTY TAXES - UTILITIES (Unitary)	710,831	760,540	737,724
4140	PROPERTY TAXES - CURRENT UNSECURED	1,593,394	1,622,620	1,573,941
4145	HOMEOWNERS PROPERTY TAX RELIEF	514,864	500,000	485,000
4150	LESS TAXES RETURNED TO COUNTY	(1,558,586)	(1,412,883)	(1,370,497)
4160	LESS COUNTY TAX ADMINISTRATION	(558,980)	(547,169)	(530,754)
4170	PROPERTY TAXES - PRIOR SECURED	(6,574)	(339,632)	(329,443)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(151,486)	(393,226)	(381,429)
4190	PROPERTY TAXES - PRIOR UNSECURED	21,141	9,567	9,280
		\$51,335,992	\$49,515,167	\$48,029,712
4200	INTERGOVERNMENTAL REVENUE			
4220	MEASURE "H"	19,787	0	0
4230	SB-90 MANDATED COSTS	18,509	14,847	5,000
4240	MISCELLANEOUS STATE AID/GRANTS	1,163,281	309,198	300,000
4250	OTHER INTERGOVERNMENTAL REVENUE	108,377	42,000	40,000
		\$1,309,954	\$366,045	\$345,000
4300	CHARGES FOR SERVICE			
4310	INSPECTION FEES	32,721	35,000	35,000
4315	PLAN REVIEW	140,363	100,000	100,000
4320	WEED ABATEMENT CHARGES	8,130	8,162	5,000
4330	AMBULANCE SERVICES	2,314,570	2,351,610	2,352,000
4340	CPR CLASSES	1,899	1,900	1,500
4350	REPORTS/PHOTOCOPIES	2,143	1,500	1,500
		\$2,499,826	\$2,498,172	\$2,495,000
4400	USE OF MONEY & PROPERTY			
4410	INVESTMENT EARNINGS	638,353	165,000	150,000
		\$638,353	\$165,000	\$150,000
4500	RENTS, ROYALTIES AND COMMISSIONS			
4510	RENT ON REAL ESTATE	157,865	140,000	147,800
		\$157,865	\$140,000	\$147,800
4600	OTHER REVENUE			
4610	DONATIONS/CONTRIBUTIONS	470	500	0
4640	MISCELLANEOUS REVENUE	25,424	21,274	0
		\$25,894	\$21,774	\$0
	REVENUE TOTAL	\$55,967,884	\$52,706,158	\$51,167,512

**OPERATING BUDGET
FISCAL YEAR 2010-11**

TOTAL DISTRICT

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11	BUDGET % CHANGE
Permanent Salaries	5110	22,485,815	22,212,790	21,844,220	-2.85%
Temporary Salaries	5115	240,572	221,139	188,775	-21.53%
Permanent Overtime	5120	4,071,766	4,560,600	4,000,000	-1.76%
Federal Insurance Compensation	5140	325,815	386,462	316,839	-2.76%
Retirement Contributions	5150	12,869,952	11,874,264	11,906,284	-7.49%
Employee Group Insurance	5160	4,206,895	3,853,920	4,369,073	3.86%
Retiree Health Insurance	5170	1,400,000	1,300,000	1,500,000	7.14%
Unemployment Insurance	5180	5,000	30,000	30,000	500.00%
Workers' Compensation Insurance	5190	600,000	600,000	660,000	10.00%
TOTAL SALARIES AND BENEFITS	5100	\$46,205,815	\$45,039,175	\$44,815,191	-3.01%
Office Supplies	5202	49,050	45,000	45,757	-6.71%
Postage	5204	10,950	9,750	12,300	12.33%
Telecommunications	5206	233,800	220,000	231,600	-0.94%
Utilities	5208	252,000	300,000	252,000	0.00%
Small Tools/Equipment/Furniture	5210	151,750	135,050	139,390	-8.14%
Miscellaneous Supplies	5212	111,470	120,500	100,723	-9.64%
Medical Supplies	5213	130,000	130,000	121,000	-6.92%
Firefighting Supplies	5214	97,000	132,000	106,375	9.66%
Pharmaceutical Supplies	5216	45,000	45,000	40,500	-10.00%
Computer Supplies	5218	61,500	58,500	29,300	-52.36%
Radio Equipment & Supplies	5219	50,000	50,000	45,000	-10.00%
Food Supplies	5222	27,346	22,746	27,260	-0.31%
Safety Clothing & Supplies	5224	142,250	130,500	135,000	-5.10%
Non-Safety Clothing & Supplies	5226	86,810	39,640	80,405	-7.38%
Household Supplies	5228	40,000	30,000	37,750	-5.63%
Central Garage - Repairs	5230	120,000	100,000	100,000	-16.67%
Central Garage - Maintenance	5231	36,500	20,000	38,250	4.79%
Central Garage - Gas, Diesel, & Oil	5232	173,700	160,000	170,750	-1.70%
Central Garage - Tires	5234	22,000	35,000	24,000	9.09%
Central Garage - Mandated Inspections	5235	10,000	10,000	12,000	20.00%
Maintenance & Repairs - Equipment	5236	129,250	99,600	134,620	4.15%
Maintenance & Repairs - Radios/Electronics	5238	347,270	334,000	384,600	10.75%
Maintenance & Repairs - Buildings	5240	173,900	290,000	155,750	-10.44%
Maintenance & Repairs - Grounds	5242	53,500	53,500	44,500	-16.82%
Rents & Leases - Equipment & Property	5246	75,500	65,500	60,800	-19.47%
Professional & Specialized Services	5250	799,490	583,900	800,766	0.16%
Recruiting Costs	5251	95,670	50,000	55,000	-42.51%
Legal Services	5252	180,000	180,000	197,000	9.44%

**OPERATING BUDGET
FISCAL YEAR 2010-11**

TOTAL DISTRICT

Medical Services	5254	95,350	60,000	109,700	15.05%
Data Processing Services	5256	5,500	5,200	1,750	-68.18%
Communication Services	5258	4,200	4,000	4,200	0.00%
Election Services	5262	-	-	113,000	
Insurance Services	5264	515,000	515,000	523,000	1.55%
Advertising & Publication of Legal Notices	5270	3,500	1,000	5,500	57.14%
Specialized Printing	5272	78,330	31,580	81,350	3.86%
Dues & Memberships	5274	56,520	53,740	51,359	-9.13%
Educational Courses & Supplies	5276	218,220	152,000	52,400	-75.99%
Educational Assistance Program	5277	26,800	26,800	24,120	-10.00%
Public Education Supplies	5278	17,345	17,345	20,000	15.31%
Books & Periodicals	5280	32,530	21,000	33,314	2.41%
Recognition Supplies	5282	15,500	5,500	7,500	-51.61%
Meetings & Travel Expenses	5284	158,865	104,400	54,400	-65.76%
Other Special District Expenses	5286	363,955	-	-	-100.00%
TOTAL SERVICES AND SUPPLIES	5200	5,297,321	4,447,751	4,663,989	-11.96%
TOTAL OPERATING EXPENDITURES		\$51,503,136	\$49,486,926	\$49,479,180	-3.93%

BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Strive to provide the highest quality of service by the District.
2. Actively oversee the financial matters and policy direction of the District.
3. Exercise prudence and integrity in the management of funds in all financial transactions.
4. Be sensitive and responsive to the needs and rights of the public.
5. Uphold both the letter and the spirit of the constitution, legislation and regulations governing actions.
6. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in the Valley.
7. Maintain the high professional standards set forth in the District's policies, as well as, the District's Mission Statement.
8. Review and update the Strategic Plan at a frequency of no less than every five years.
9. Oversee the annual review and revision of the Business Plan.
10. Define Board committee roles and membership on an annually basis.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Assist with the acquisition of real property for the training site expansion, apparatus maintenance facility, and new San Ramon fire station site consistent with the Capital Improvement Program (CIP). (BP2, 4A.6)

2. Provide organizational performance accounting to residents, allied agencies and other District stakeholders. (BP3)
3. Work with Staff to accomplish identified Performance Indicator Plans developed during the accreditation process and documented in the Self-Assessment Manual (SAM) prepared by the District. (BP4)
4. Assist staff in planning the District centennial recognition and activities (occurring in 2012). (BP5)
5. Provide representation for the Commission on Fire Accreditation International (CFAI) District accreditation hearing occurring in Chicago, IL on August 23-24, 2010. (SP5)
6. Review all Category 2D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

MEMBERS OF THE BOARD

Director (5)

**OPERATING BUDGET
FISCAL YEAR 2010-11**

BOARD OF DIRECTORS

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	7,875	8,280	8,925
Federal Insurance Compensation	5140	602	634	683
TOTAL SALARIES AND BENEFITS		\$8,477	\$8,914	\$9,608
Non-Safety Clothing & Supplies	5226	1,000	-	500
Professional & Specialized Services	5250	25,000	25,000	45,000
Legal Services	5252	170,000	170,000	187,000
Election Services	5262	-	-	113,000
Dues & Memberships	5274	33,350	33,350	34,450
Educational Courses & Supplies	5276	2,400	1,000	2,400
Books & Periodicals	5280	1,400	1,000	500
Recognition Supplies	5282	4,500	4,500	4,500
Meetings & Travel Expenses	5284	4,400	4,400	4,400
TOTAL SERVICES AND SUPPLIES		\$242,050	\$239,250	\$391,750
TOTAL OPERATING EXPENDITURES		\$250,527	\$248,164	\$401,358

BOARD OF DIRECTORS

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Clothing	500			
Sub-total	<u>500</u>	\$ 500	5226	Non-Safety Clothing
Website; Outreach; Disaster Preparedness	20,000			
Accreditation; Consulting Services; Grants	25,000			
Sub-total	<u>45,000</u>	\$ 45,000	5250	Professional Services
Legal fees-District Counsel	120,000			
Legislative Advocate	67,000			
Sub-total	<u>187,000</u>	\$ 187,000	5252	Legal Services
Election Costs	113,000			
Sub-total	<u>113,000</u>	\$ 113,000	5262	Election Fees
Alamo Chamber of Commerce	100			
CCC Fire Commissioner's Association	100			
Danville Chamber of Commerce	300			
San Ramon Chamber of Commerce	350			
California Special Districts Association	4,100			
Diablo Fire Safe Council	3,500			
LAFCO	26,000			
Sub-total	<u>34,450</u>	\$ 34,450	5274	Dues & Memberships
Special Districts (CSDA) Workshops (3)	900			
Government Affairs Day	500			
Miscellaneous Conferences	1,000			
Sub-total	<u>2,400</u>	\$ 2,400	5276	Educational Courses
Manuals; Publications	500			
Sub-total	<u>500</u>	\$ 500	5280	Books & Periodicals
Retirement/Promotion Recognitions	1,500			
Centennial Celebration Planning	1,000			
Miscellaneous Recognition	2,000			
Sub-total	<u>4,500</u>	\$ 4,500	5282	Recognition Supplies
Board Meeting Refreshments	400			
Special Districts (CSDA) Workshops (3)	1,500			
Fire Commissioners Quarterly Mtg/Dinner	500			
Miscellaneous Conferences	2,000			
Sub-total	<u>4,400</u>	\$ 4,400	5284	Meetings & Travel Expenses
TOTALS		<u>\$ 391,750</u>		

FIRE CHIEF

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Adhere to all legal and contractual requirements that govern the Fire District.
2. Responsible for the day-to-day conduct of the administration of the District and Public Financing Authority.
3. As Treasurer, oversee financial activities of the District and update the annual Multi-Year Business Plan.
4. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets.
5. Ensure the safety of the citizens and employees of the District during daily operations and emergency situations.
6. Provide that all requests for assistance are handled promptly and courteously.
7. Ensure that planning is performed on a continual basis for future growth demands.
8. Develop staff to meet the future needs of the organization.
9. Maintain political liaison with all local and regional jurisdictions.
10. Continue to evaluate and adjust programs and structure to maximize the organizational effectiveness and public value of District services.

GOALS AND OBJECTIVES FOR FY 2010-11

1. Ensure an exceptionally well-prepared appearance and presentation before the Commission on Fire Accreditation International (CFAI) in Chicago, IL in August, 2010. (BP2)
2. Vigorously pursue an Insurance Services Office (ISO) Public Protection Classification (PPC) of Class 1. (BP3)
3. Continue to implement the Information-led Management (ILM) initiative by furthering the development of an integrated information management infrastructure and fostering a culture of accountability in support of the goals of the District. (BP4)
4. Work collaboratively to formulate and draft the policies and practices required to achieve the personnel development goals of the Strategic Plan. (BP5, 8A.5)
5. Provide an accounting of all external agency agreements to which the District is a signatory or participant; create and publish a process to manage, review, and revise such agreements. (10B.3)
6. Review all Category 1, Category 3 and Category 10 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Fire Chief¹

District Clerk

¹ The Fire Chief also serves as the Treasurer of the District.

**OPERATING BUDGET
FISCAL YEAR 2010-11**

FIRE CHIEF

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	358,344	363,970	342,947
Federal Insurance Compensation	5140	1,346	5,238	4,973
Retirement Contributions	5150	194,253	180,739	175,680
Employee Group Insurance	5160	44,685	44,000	49,120
TOTAL SALARIES AND BENEFITS		\$598,628	\$593,947	\$572,720
Office Supplies	5202	2,500	2,000	1,000
Small Tools & Equipment	5210	3,000	3,000	3,000
Miscellaneous Supplies	5212	7,500	7,000	7,500
Food Supplies	5222	2,000	2,500	2,500
Non-Safety Clothing & Supplies	5226	3,250	5,000	6,500
Rents & Leases - Equipment & Property	5246	-	3,000	-
Professional & Specialized Services	5250	59,500	59,500	67,500
Data Processing Services	5256	5,000	5,000	1,250
Specialized Printing	5272	10,500	10,000	25,200
Dues & Memberships	5274	2,830	2,000	4,440
Educational Courses - District Wide	5276	215,820	151,000	50,000
Books & Periodicals	5280	750	500	750
Meetings & Travel Expenses - District Wide	5284	154,465	100,000	50,000
TOTAL SERVICES AND SUPPLIES		467,115	\$350,500	\$219,640
TOTAL OPERATING EXPENDITURES		\$1,065,743	\$944,447	\$792,360

FIRE CHIEF

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Office Supplies; Misc.	1,000			
Sub-total	1,000	\$ 1,000	5202	Office Supplies
Badges; Name Tags; Collar Brass; Pins	2,000			
Misc. Tools and Equipment	1,000			
Sub-total	3,000	\$ 3,000	5210	Small Tools/Equipment
Honor Guard Supplies	5,000			
Other	2,500			
Sub-total	7,500	\$ 7,500	5212	Miscellaneous Supplies
Misc. Food Supplies; Meals, other	2,500			
Sub-total	2,500	\$ 2,500	5222	Food Supplies
Uniforms (District Clerk)	750			
Uniforms (Fire Chief)	750			
Uniforms (Honor Guard)	5,000			
Sub-total	6,500	\$ 6,500	5226	Non-Safety Clothing
Newsletter Writing/Design	7,500			
Consultant/Professional Services	60,000			
Sub-total	67,500	\$ 67,500	5250	Professional Services
Microfiche Conversion to CD's	-			
Document Management Outsourcing	1,250			
Sub-total	1,250	\$ 1,250	5260	Document Management
Document Services	25,000			
Business Cards	200			
Sub-total	25,200	\$ 25,200	5272	Specialized Printing
Exchange Club San Ramon Valley	160			
Fire Districts Association of California	550			
Contra Costa Co. Special District Assoc.	50			
California Fire Chiefs Association	300			
National Fire Protection Association	150			
CCC Fire Chiefs Association	500			
International Assoc. of Fire Chiefs	250			
International Assoc. of Wildland Fire	205			
Institution of Fire Engineers	125			
American Society for Public Admin.	100			
International City/County Mgmt Assoc.	1,400			
Labor Relations Information System	150			
Contra Costa CAER	500			
Sub-total	4,440	\$ 4,440	5274	Dues & Memberships
Educational Courses - District-wide	50,000			
Sub-total	50,000	\$ 50,000	5276	Educational Courses - District Wide
Misc. Fire Service Books/Magazines	750			
Sub-total	750	\$ 750	5280	Books & Periodicals
Meetings & Travel Expenses - District-Wide	50,000			
Sub-total	50,000	\$ 50,000	5284	Meetings & Travel Expenses - District Wide
TOTALS		<u>\$ 219,640</u>		

HUMAN RESOURCES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications.
3. Negotiate collective bargaining agreement and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Update and improve procedures and guidelines as necessary.
5. Deliver examination processes in a fair and legal manner.
6. Recruit and hire new employees as needed following all legal requirements.
7. Ensure standards pertaining to the Injury Illness Prevention Program, Workers' compensation, salary and benefit administration, and attendance/leave policies are met.
8. Appropriately process and participate in resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
9. Administer the District's Chaplain Program.
10. Maintain an ergonomically sound work environment.
11. Manage and administer the District's employee benefits program.
12. Prepare the administration staffing roster daily; review and audit suppression staffing roster daily.
13. Maintain and reconcile all health benefit billings, track COBRA payments, reconcile Section 125 Plan and vision plan/claims.

14. Provide prompt, courteous responses to employees seeking information or assistance.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Review all human resources administrative policies to ensure that they are current and relevant. (BP4)
2. Formalize and document the post-test debriefing process for external recruitment and promotional testing processes. (7B.5)
3. Track competency based evaluation of knowledge, skills and abilities for the positions of firefighter, engineer and captain within the performance appraisal system. (7B.7)
4. Develop, formalize and document a periodic employee survey process and employment exit interview process. (7B.10)
5. Implement a tracking system for all personnel that ensures all new and updated personnel policies and procedures are read and acknowledged. (7C.1)
6. Implement a tracking system for all personnel that ensures all new and updated harassment related policies and procedures are read and acknowledged. (7C.2)
7. Update/develop and publish job descriptions for all reserves and volunteer positions. (7D.2)
8. Evaluate organizational records needs by evaluating the existing Administrative Services and Training Division processes and develop a plan to ensure effective integration of records. (7D.3)
9. Update Non-Represented Employee Handbook. (7E.1, 7E.2)
10. Implement a tracking system for all personnel to ensure that the updated IIPP is read and acknowledged. (7F.2, 7F.3)
11. Review safe work practices checklists and the components of District occupational health and safety training to ensure consistency with the updated IIPP. (7F.4)
12. Review all Category 7 and Category 9C Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document

new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Administrative Services Director¹

Human Resources Generalist

Office Assistant

¹ Administrative Services Director also responsible for Finance Division oversight.

**OPERATING BUDGET
FISCAL YEAR 2010-11**

HUMAN RESOURCES

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	336,451	350,000	336,450
Temporary Salaries	5115	13,000	8,000	25,000
Permanent Overtime	5120	5,000	1,000	5,000
Federal Insurance Compensation	5140	4,878	5,500	4,879
Retirement Contributions	5150	110,759	107,000	105,948
Employee Group Insurance	5160	50,076	45,000	54,539
Retiree Health Insurance	5170	1,400,000	1,300,000	1,500,000
Unemployment Insurance	5180	5,000	30,000	30,000
Workers' Compensation Insurance	5190	600,000	600,000	660,000
TOTAL SALARIES AND BENEFITS		\$2,525,164	\$2,446,500	\$2,721,816
Office Supplies	5202	2,500	1,000	1,500
Postage	5204	950	950	1,000
Small Tools and Equipment	5210	4,700	1,000	2,500
Food Supplies	5222	3,800	1,000	4,400
Non-Safety Clothing & Supplies	5226	3,220	1,500	3,000
Professional & Specialized Services	5250	93,800	90,000	97,800
Recruiting Costs	5251	95,670	50,000	55,000
Legal Services	5252	10,000	10,000	10,000
Medical Services	5254	95,350	60,000	109,700
Insurance Services	5264	515,000	515,000	523,000
Specialized Printing	5272	1,700	800	1,500
Dues & Memberships	5274	2,400	2,000	2,400
Books & Periodicals	5280	800	500	800
Recognition Supplies	5282	5,500	1,000	3,000
TOTAL SERVICES AND SUPPLIES		\$835,390	\$734,750	\$815,600
TOTAL OPERATING EXPENDITURES		\$3,360,554	\$3,181,250	\$3,537,416

HUMAN RESOURCES

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Pictures/Frames-Admin	200			
General Office Supplies	200			
Plaques, Name Plates, Misc	500			
Blank ID Cards & printer supplies	600			
Sub-total	<u> </u>	\$ 1,500	5202	Office Supplies
Postage	1,000			
Sub-total	<u> </u>	\$ 1,000	5204	Postage
Ergonomic Furniture/Supplies	2,500			
Sub-total	<u> </u>	\$ 2,500	5210	Small Tools/Equipment
Oral Board Meeting - DC/Training	300			
Oral Board Meeting - BC	300			
Miscellaneous Testing	2,800			
Management/Union Meetings	1,000			
Sub-total	<u> </u>	\$ 4,400	5222	Food Supplies
Uniforms-Chaplain	500			
Uniforms-Support Staff	2,000			
Uniforms-Misc.	500			
Sub-total	<u> </u>	\$ 3,000	5226	Non-Safety Clothing
Taleo/Performance Appraisals	6,000			
HRIS Software Consulting	1,000			
IEDA	24,000			
IEDA-Document Warehouse	800			
Crisis Resolution Svcs-Trauma Intervention	3,000			
CalPers Administrative Fee (Health Ins)	18,000			
Compensation Studies	10,000			
Safety Committee/Training/Consultants	10,000			
Ergonomic Consulting	5,000			
Investigation Services	10,000			
Human Resources Consulting	10,000			
Sub-total	<u> </u>	\$ 97,800	5250	Professional Services
Hargis Assoc - Assessment - DC Training	16,000			
Hargis Assoc - Assessment - BC	16,000			
Study Books/Materials	5,000			
CPS Written	1,000			
Background Investigation (8 x 1250)	10,000			
Physicals (8 x 110)	1,000			
Recruiting Advertisement	1,000			
Miscellaneous Recruiting Costs	5,000			
Sub-total	<u> </u>	\$ 55,000	5251	Recruiting Costs
Legal Services - Employee Relations	10,000			

	Sub-total	\$ 10,000	5252	Legal Services
Annual Physicals (12 x 950)	11,400			
Medical Consulting/Fitness for Duty Exams	10,000			
Various Vaccines	20,000			
Respiratory Tests	10,300			
Wellness Exam Physicals/EKG	53,000			
Miscellaneous Medical Services	5,000			
	Sub-total	\$ 109,700	5254	Medical Services
Excess Workers' Comp Insurance	300,000			
Property/Liability Insurance Pool	200,000			
Theft/Forgery Insurance	5,000			
Self-Insured Certification-State of CA	18,000			
	Sub-total	\$ 523,000	5264	Insurance Services
Forms/Posters/Card Shells/Pamphlets, etc.	500			
Recognition Supplies	500			
Misc. Employee Materials/Handouts	500			
	Sub-total	\$ 1,500	5272	Specialized Printing
Society for Human Resources	400			
California Chamber Of Commerce	500			
CAL PELRA	300			
PARMA	100			
IPMA/Nor Cal IPMA	400			
Chaplain Federation	500			
Miscellaneous Dues/Memberships	200			
	Sub-total	\$ 2,400	5274	Dues & Memberships
Labor Monthly Newsletter	100			
Western Cities	200			
Public Safety Labor News	200			
Miscellaneous Subscriptions	300			
	Sub-total	\$ 800	5280	Books & Periodicals
Employee Events	1,000			
Miscellaneous Recognition Supplies	2,000			
	Sub-total	\$ 3,000	5282	Recognition Supplies
TOTALS		<u>\$ 815,600</u>		

FINANCE

PURPOSE

The Finance Department is responsible for the financial policies, cash management and investments, accounting and budgeting, accounts receivable/payable, payroll, purchasing, and fixed asset programs of the District.

STANDARD LEVEL OF PERFORMANCE

1. Adhere to legal and contractual requirements under which the District is operated for all financial transactions.
2. Facilitate and coordinate the preparation of the annual budget, business plan financial data, annual CAFR, report to State Controller, and the District independent audit.
3. Provide debt service management (arbitrage regulations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile all accounts and general ledger transactions, including purchase order management and registers.
6. Provide financial statements and overtime usage reports to the Board of Directors on a monthly basis.
7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff for financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.

10. Track capital expenditures related to COP issues and Lease Purchase Agreements, including draw-down schedules.
11. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
12. Process billing to outside agencies using District resources or services.
13. Seek out grant funding as a District resource and monitor grant purchases for Single Audit guidelines, including responding to Federal audit inquiries.
14. Provide analytical support to all departments/divisions of the organization.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Review banking requirements and ensure the most cost-effective banking services while meeting District requirements for safety and liquidity. (BP1)
2. In conjunction with the Emergency Medical Services Division, audit the District's ambulance billing policies and procedures. (BP2)
3. Evaluate the District's purchase order system and implement improvements and appropriate systems as deemed necessary. (BP5)
4. In conjunction with Emergency Operations and Support Services, research needs and define an inventory control system for District equipment and supplies. (6E.5)
5. Review all Category 4 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Administrative Services Director¹

Finance Supervisor

Accounting Technician (2)

¹ Administrative Services Director budgeted under Human Resources (10-20).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

FINANCE

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	263,096	220,000	264,040
Temporary Salaries	5115	56,368	32,429	-
Permanent Overtime	5120	5,000	-	5,000
Federal Insurance Compensation	5140	12,879	7,000	11,088
Retirement Contributions	5150	86,611	65,000	83,146
Employee Group Insurance	5160	51,615	70,000	91,143
TOTAL SALARIES AND BENEFITS		\$475,569	\$394,429	\$454,417
Office Supplies	5202	23,000	22,000	22,000
Postage	5204	7,000	7,000	7,000
Food Supplies	5222	3,000	3,200	3,000
Non-Safety Clothing & Supplies	5226	2,000	2,000	2,805
Maintenance & Repairs - Equipment	5236	18,050	17,000	18,000
Rents & Leases - Equipment & Property	5246	1,500	1,500	1,200
Professional & Specialized Services	5250	240,000	200,000	254,540
Specialized Printing	5272	4,600	4,600	5,000
Dues & Memberships	5274	900	900	900
Books & Periodicals	5280	900	900	900
TOTAL SERVICES AND SUPPLIES		\$300,950	\$259,100	\$315,345
TOTAL OPERATING EXPENDITURES		\$776,519	\$653,529	\$769,762

FINANCE

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Office Supplies-Administration Office	22,000			
Sub-total	<u>22,000</u>	\$ 22,000	5202	Office Supplies
District-wide Postage/Freight	7,000			
Sub-total	<u>7,000</u>	\$ 7,000	5204	Postage/Freight
Coffee Supplies-Administration Office	3,000			
Sub-total	<u>3,000</u>	\$ 3,000	5222	Food Supplies
Uniforms-Finance Supervisor	935			
Uniforms-Accounting Technicians	1,870			
Sub-total	<u>2,805</u>	\$ 2,805	5226	Non-Safety Clothing
Canon Copier-Admin	5,700			
Canon Copier/Fax-Admin	500			
Canon Copier/Fax-Dispatch	1,800			
Canon Color Copier-Admin	6,000			
Sage Software Maintenance	3,000			
Postage Machine Maint. Agreement	1,000			
Sub-total	<u>18,000</u>	\$ 18,000	5236	Maint & Repairs-Equipment
Postage Meter Lease	1,200			
Sub-total	<u>1,200</u>	\$ 1,200	5246	Rents & Leases
Ambulance Collection Fees	156,000			
Audit Fees	30,000			
COP-Annual Trustee Fees	3,000			
SB-90 Claim Prep - Wellhouse Annual Fee	5,000			
Payroll Charges-Admin. Fees	20,000			
Section 125 Plan-Admin Fees	2,640			
Access Database Consultant	2,000			
CAFR Overlapping Debt Schedule Prep	900			
GASB 45 Actuarial (Post-Retire Benefits)	2,500			
Arbitrage Rebate Calculation	4,000			
Property Tax Audit	3,500			
Purchase Order Module Implementation	10,000			
Bank Services Analysis Fees	15,000			
Sub-total	<u>254,540</u>	\$ 254,540	5250	Professional Services
Miscellaneous	500			
CAFR Printing	4,000			
Check Printing	500			
Sub-total	<u>5,000</u>	\$ 5,000	5272	Specialized Printing
California Society Municipal Finance Officers	250			
Government Finance Officers Association	450			
Costco - District Wide	200			

	Sub-total	\$ 900	5274	Dues & Memberships
GFOA/CAFR Submission Fee	520			
Local Newspaper & Wall Street Journal	200			
Miscellaneous Books/Periodicals	180			
	Sub-total	\$ 900	5280	Books & Periodicals
TOTALS		<u>\$ 315,345</u>		

FIRE PREVENTION

PURPOSE

The Fire Prevention Division provides fire prevention and other community risk reduction services through the use of long range planning, inspection and plan review, code compliance, exterior hazard abatement, public information and outreach programs and services.

STANDARD LEVEL OF PERFORMANCE

1. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
2. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
3. Conduct code compliance activities and investigate hazard concerns, meeting 100% inspection of targeted occupancies and properties, ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
4. Deliver community education programs that provide knowledge in fire safety, life safety, emergency preparedness and response in collaboration with partner agencies and stakeholders.
5. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.
6. Continue to manage and develop the CERT program.
7. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.

8. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
9. Strengthen and protect the District image and reputation among both its internal and external stakeholders through community and media relations.
10. Manage prevention policies, contracts, standards, ordinances and fee schedules.
11. Provide prompt, courteous responses when greeting customers at the front counter and by telephone.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Adoption of 2009 International Fire Code. (BP1, 5B.1)
2. Develop architectural design and estimated construction budget for the renovation of the administrative reception area and fire prevention public counter area. (BP2)
3. Identify e-business improvement measures for prevention and education services and related forms. (BP3)
4. Complete fire prevention component and associated technology of the District Information-led Management (ILM) initiative. (BP4, 5B.7)
5. Establish a new employee classification for a Community Health Nurse to develop and deliver community education programs related to life safety and EMS. (BP5)
6. Identify functionality and operational improvements for the Department Operation Center (DOC). Increase staff knowledge and training in incident support functions and emergency management skills. (BP6)
7. Further develop the responsibilities of the Public Information Officer including marketing/outreach functions, oversight of website content and confidential matters. (BP7)
8. Develop a CPR and AED school education program. (5C.4)
9. Develop a program to improve the operational readiness of private fire hydrants and water storage. (9A.8)
10. In conjunction with the FS37 Volunteer Program, conduct a hazard and risk

assessment of residential properties within Fire Station 37's zone. Develop a recommendation for an improvement plan that includes mitigation solutions.
(Volunteer Program BP3)

11. Conduct a comprehensive program analysis of the Fire Investigation program to ensure program is operating within industry best practice. (5D.4, **5D.7**)
12. Develop an emergency response plan manual to provide guidelines and promote effective response to meet the demands of predicted or actual heightened service requests identified within the Disaster Plan. (**5H.1**)
13. Conduct a complete and comprehensive audit of ISO requirements by August 31, 2010; ensure compliance to the extent possible in all division responsibility areas by December 31, 2010. (Fire Chief BP3)
14. Review all Category 5B, 5C, and 5D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Division Chief/Fire Marshal

Deputy Fire Marshal (2)

Fire Inspector (2)

Fire Code Compliance Officer (3)

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner

Office Assistant (2)

**OPERATING BUDGET
FISCAL YEAR 2010-11**

FIRE PREVENTION

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	1,523,511	1,455,000	1,345,007
Temporary Salaries	5115	37,224	30,000	-
Permanent Overtime	5120	25,000	30,000	25,000
Federal Insurance Compensation	5140	22,631	22,000	19,503
Retirement Contributions	5150	671,471	620,000	573,263
Employee Group Insurance	5160	284,338	250,000	273,874
TOTAL SALARIES AND BENEFITS		\$2,564,175	\$2,407,000	\$2,236,647
Office Supplies	5202	4,200	3,400	4,932
Postage	5204	3,000	1,800	4,300
Small Tools & Equipment	5210	5,000	4,000	8,290
Firefighting Supplies	5214	2,000	2,000	1,375
Computer Supplies	5218	2,500	2,500	3,300
Food Supplies	5222	2,500	1,000	3,500
Safety Clothing & Supplies	5224	9,350	9,000	3,000
Non-Safety Clothing & Supplies	5226	12,340	12,340	7,500
Maintenance & Repairs - Equipment	5236	1,000	600	1,160
Professional & Specialized Services	5250	14,500	12,000	26,000
Data Processing Services	5256	500	200	500
Advertising & Publication of Legal Notices	5270	3,000	1,000	5,500
Specialized Printing	5272	5,850	2,000	6,450
Dues & Memberships	5274	11,450	11,450	3,330
Public Education Supplies	5278	17,345	17,345	20,000
Books & Periodicals	5280	5,000	5,000	5,685
TOTAL SERVICES AND SUPPLIES		\$99,535	\$85,635	\$104,822
TOTAL OPERATING EXPENDITURES		\$2,663,710	\$2,492,635	\$2,341,469

FIRE PREVENTION

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
New Plan Review Stamps	1,332			
Miscellaneous Office Supplies	3,600			
Sub-total	4,932	\$ 4,932	5202	Office Supplies
Plans Mail Back	1,500			
Exterior Hazard Abatement Mailing	2,000			
Bulk Mail Maintenance Account	200			
Postage (Return)	400			
Community Outreach	200			
Sub-total	4,300	\$ 4,300	5204	Postage/Freight
Tool boxes and supplies	2,500			
PIO, Code Officers & Investigators Tools	2,500			
Nozzle Aimer! Laser	900			
Equipment for code compliance; fie flow, deci	2,390			
Sub-total	8,290	\$ 8,290	5210	Small Tools/Equipment
Cars-Auto Extrication Demos	750			
Miscellaneous Firefighting Supplies	625			
Sub-total	1,375	\$ 1,375	5214	Firefighting Supplies
Projector - portable	2,000			
Software	1,300			
Sub-total	3,300	\$ 3,300	5218	Computer Supplies
Staff Meals-Pub Ed Events	3,500			
Sub-total	3,500	\$ 3,500	5222	Food Supplies
Potential replacement gear	3,000			
Sub-total	3,000	\$ 3,000	5224	Safety Clothing
Non-safety uniform replacement	6,000			
Class A Uniforms	1,000			
Tailoring	500			
Sub-total	7,500	\$ 7,500	5226	Non-Safety Clothing
General Maintenance & Repair	1,000			
Sandbags - for secure portable canopy	160			
Sub-total	1,160	\$ 1,160	5236	Maint & Repairs-Equipment
Specialized Plan Check Services	2,000			
Weed Abatement Contractor	9,000			
Consultant Programmer FPIS	2,000			
Fire Investigation Consultant	8,000			
Interface fuel modification program	2,000			
Firesafe Garden	3,000			
Sub-total	26,000	\$ 26,000	5250	Professional Services

Data Processing	500				
Sub-total	<u>500</u>	\$ 500	5256	Data Processing Services	
Marketing & Outreach	5,000				
Publication of Legal Notices	500				
Sub-total	<u>5,500</u>	\$ 5,500	5270	Legal Notices	
Inspection Forms	1,000				
Citation books	250				
Exterior Hazard Abatement	2,500				
Public Education Brochure	1,200				
Ready, Set, Go! Student Manual	1,500				
Sub-total	<u>6,450</u>	\$ 6,450	5272	Specialized Printing	
NorCal FPO	750				
CCAI	325				
ICC	180				
NFPA	135				
CCC Chiefs	25				
CalBO	215				
IAFC	250				
Diablo Firesafe Council	50				
Contra Costa Green Business	850				
ICC East Bay	250				
CAPIO	175				
CFCA	125				
Sub-total	<u>3,330</u>	\$ 3,330	5274	Dues & Memberships	
General Public Education Supplies	12,000				
Public Education Program Supplies	8,000				
Sub-total	<u>20,000</u>	\$ 20,000	5278	Pub Ed Supplies	
Parcel Quest (CD Data) Program	1,200				
NFPA Standards on-line suscription	1,000				
Barclays Publishing, CCR Title 19	250				
NFPA Handbook	1,650				
Other books & periodicals	600				
NFPA 25 - California Edition	300				
NFPA 72 Handbook	225				
NFPA 13R & D Handbook & CD	220				
NFPA 13 Handbook & CD	240				
Sub-total	<u>5,685</u>	\$ 5,685	5280	Books & Periodicals	
TOTALS		<u>\$ 104,822</u>			

TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Furnish all the necessary computer equipment and peripheral devices.
2. Provide the necessary infrastructure to support the data and voice communications needs of the District.
3. Continue the ongoing program to keep the PC technology current with today's standards.
4. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.
5. Provide GIS mapping and display services to various divisions and entities for special events.
6. Provide spatial analysis of land use and other planning features.
7. Maintain a comprehensive radio network to support all operations of the District.
8. Provide all on duty suppression and investigation employees with appropriate communication devices as needed.
9. Oversee the Web Content Management System platform and application updates.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Upgrade the Computer-Aided Dispatch (CAD) software platform to add functionality, increase efficiency and improve usability. (BP2)

2. Upgrade the mobile data software to streamline navigation and increase situational awareness through an enhanced mapping interface. (BP3)
3. Implement a fire station alerting solution that maximizes dispatch and apparatus response efficiency by simultaneously alerting the District's fire stations. (BP6)
4. Prepare the map database for accurate navigation by adding valid turn restrictions, barriers and parking lot access for large facilities with access from multiple arterials. (BP3)
5. Install, configure and test the latest version of Intergraph's mapping software to ensure the map database maintenance and all editing processes can be supported without the use of legacy mapping tools. (BP1, BP2, BP3)
6. Conduct a complete and comprehensive audit of ISO requirements by August 31, 2010; ensure compliance to the extent possible in all division responsibility areas by December 31, 2010. (Fire Chief BP3)
7. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹
Technology Systems Manager
Geographical Information Analyst
Information System Technician
Information System Technician (Part-time)
Radio Technician (Part-time)

¹ Assistant Chief, Support Services budgeted under Facilities (20-45).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

TECHNOLOGY

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	323,250	325,000	333,089
Temporary Salaries	5115	87,360	57,000	74,755
Permanent Overtime	5120	-	-	5,000
Federal Insurance Compensation	5140	11,370	9,400	8,218
Retirement Contributions	5150	106,414	98,000	104,889
Employee Group Insurance	5160	70,728	60,000	58,101
TOTAL SALARIES AND BENEFITS		\$599,122	\$549,400	\$584,052
Telecommunications	5206	233,800	220,000	231,600
Small Tools/Equipment/Furniture	5210	7,500	8,000	7,500
Computer Supplies	5218	59,000	56,000	26,000
Radio Equipment & Supplies	5219	50,000	50,000	45,000
Non-Safety Clothing & Supplies	5226	700	500	1,500
Maintenance & Repairs - Radios & Electronics	5238	338,470	330,000	379,950
Rents & Leases - Equipment & Property	5246	40,000	40,000	35,000
Professional & Specialized Services	5250	64,750	50,000	41,000
Communication Services	5258	4,200	4,000	4,200
Specialized Printing	5272	5,000	1,000	
Dues & Memberships	5274	500	500	500
TOTAL SERVICES AND SUPPLIES		\$803,920	\$760,000	772,250
TOTAL OPERATING EXPENDITURES		\$1,403,042	\$1,309,400	\$1,356,302

TECHNOLOGY

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
24x7 Network Support	12,000			
Cell Phone Service	54,000			
Fire Dispatch	4,800			
Internet Fax Service	1,500			
Internet Service	18,000			
Mobile Data Service	36,000			
Mobile Data T-1	8,500			
Pager Service	13,500			
Phone Maintenance	10,000			
Phone/Network Service	65,000			
Satellite Internet Service	4,000			
Satellite Phone Service	4,000			
Station 37 - Wireless	300			
Sub-total	<u> </u>	\$ 231,600	5206	Telecommunications
Miscellaneous Tools and Equipment	5,000			
Website Equipment	2,500			
Sub-total	<u> </u>	\$ 7,500	5210	Small Tools/Equipment
Computer Supplies and Parts	22,500			
EMS - Prehospital Care Tracking Tablet	3,500			
Sub-total	<u> </u>	\$ 26,000	5218	Computer Equip/Supplies
Radios & Components	45,000			
Sub-total	<u> </u>	\$ 45,000	5219	Radio Equip/Supplies
Uniforms-Non Safety	1,500			
Sub-total	<u> </u>	\$ 1,500	5226	Non-Safety Uniforms
Dispatch and Mobile Mapping	12,500			
Document Imaging - Archive Appliance	2,500			
Miscellaneous Maintenance and Repair	50,000			
Network Monitoring Software	12,500			
Printer Maintenance	750			
Radio Maintenance	70,000			
RAWS Weather Station Maintenance	2,500			
Remote Support	700			
Server Warranty Extensions	12,500			
Software Maintenance	210,000			
UPS Maintenance	6,000			
Sub-total	<u> </u>	\$ 379,950	5238	M & R-Radio/Electronics
Microwave Services	35,000			
Sub-total	<u> </u>	\$ 35,000	5246	Rents & Leases
Dispatch - CAD Reassessment	10,500			
Dispatch - CAD Upgrade Delta Training	10,500			

Professional Services - Other	20,000				
	Sub-total	<u> </u>	\$ 41,000	5250	Professional Services
Alameda County Telecommunications Svcs	4,200				
	Sub-total	<u> </u>	\$ 4,200	5258	Communication Services
Dues & Membership	500				
	Sub-total	<u> </u>	\$ 500	5274	Dues & Memberships
TOTALS			<u><u>\$ 772,250</u></u>		

COMMUNICATIONS CENTER

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Provide proper training and implementation for the Computer-aided dispatch software upgrade. (BP5, BP7)
2. Develop training and protocols for the fire station alerting system (ZETRON) specific to the Communications Center. (BP5, BP7, BP10)
3. Achieve re-accreditation from the National Academy of Emergency Dispatch. (BP1)
4. Conduct an analysis of the Communications Center design, equipment and workflow, in comparison to industry best practices. (9B.3)
5. Develop printing capability for the ReddiNet computer system. (9B.2)

6. Implement a dispatcher work/sleep schedule that provides for a minimum of two staffed consoles on a 24-hour basis. (9B.6)
7. Conduct a complete and comprehensive audit of ISO requirements by August 31, 2010; ensure compliance to the extent possible in all division responsibility areas by December 31, 2010. (Fire Chief BP3)
8. Develop a plan that ensures 90% of all emergency calls for service are answered and processed by a dispatcher within one minute. (BP3)
9. Assess and report on the potential of providing full coverage UPS to the Communications Center. (9B.4)
10. Analyze and report on Communication Center's standard operating procedures (SOPs) in comparison to industry best practices. (9B.5)
11. Implement a process to ensure documentation of all Communication Center maintenance activity. (9B.7)
12. Review all Category 9B Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹
Communications Center Manager
Supervising Dispatcher (3)
Dispatcher (6)

¹ Assistant Chief, Support Services budgeted under Facilities (20-45).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

COMMUNICATIONS CENTER

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	1,120,715	980,000	1,082,278
Temporary Salaries	5115	-	30,000	40,000
Permanent Overtime	5120	167,500	305,600	167,500
Federal Insurance Compensation	5140	16,250	20,000	15,693
Retirement Contributions	5150	368,939	281,000	340,809
Employee Group Insurance	5160	193,116	148,800	151,393
TOTAL SALARIES AND BENEFITS		\$1,866,520	\$1,765,400	\$1,797,673
Office Supplies	5202	5,000	5,000	5,000
Small Tools/Equipment/Furniture	5210	-	-	5,000
Safety Clothing & Supplies	5224	7,500	6,000	5,000
Non-Safety Clothing & Supplies	5226	2,500	2,500	3,000
Maintenance & Repairs - Radios & Electronics	5238	6,800	3,000	2,650
Professional & Specialized Services	5250	15,000	18,000	25,000
Dues & Memberships	5274			1,000
Books & Periodicals	5280	5,000	4,000	5,000
TOTAL SERVICES AND SUPPLIES		\$41,800	\$38,500	\$51,650
TOTAL OPERATING EXPENDITURES		\$1,908,320	\$1,803,900	\$1,849,323

COMMUNICATIONS CENTER

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Office Supplies	5,000			
Sub-total	<u>5,000</u>	\$ 5,000	5202	Office Supplies
Small Tools/Equipment/Furniture	5,000			
Sub-total	<u>5,000</u>	5,000	5210	Small Tools/Equip/Furniture
Safety Clothing & Supplies -Comm Volunteers	5,000			
Sub-total	<u>5,000</u>	\$ 5,000	5224	Safety Clothing
Non-Safety Clothing-Dispatchers	3,000			
Sub-total	<u>3,000</u>	\$ 3,000	5226	Non-Safety Clothing
Comm. Center Headsets	2,000			
Annual Card Set Maintenance Fee	650			
Sub-total	<u>2,650</u>	2,650	5238	M & R-Radio/Electronics
EMD Call Review Services	25,000			
Sub-total	<u>25,000</u>	\$ 25,000	5250	Professional Services
Dues & Memberships	500			
EMD Recertification Fees - Dispatchers	500			
Sub-total	<u>1,000</u>	\$ 1,000	5274	Dues & Memberships
Cross Directory Renewals	1,000			
Maps/Atlas	3,000			
Reference Books	1,000			
Sub-total	<u>5,000</u>	\$ 5,000	5280	Books & Periodicals
TOTALS		<u>\$ 51,650</u>		

FACILITIES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Maintain the facilities in peak condition.
2. Continuously review maintenance costs and look for alternative strategies to save money and/or improve life expectancy of the facilities.
3. Monitor all major development projects within the District.
4. Forecast the need for future fire stations and other facilities.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Act as project manager for the development of Fire Station 32.
2. Manage the acquisition of land and the design and entitlement process for the Training Center Facility and Maintenance Bays. (BP2, BP3)
3. Manage the acquisition of real property for a new San Ramon fire station site consistent with the Capital Improvement Program (CIP). (BP1)
4. Conduct a complete and comprehensive audit of ISO requirements by August 31, 2010; ensure compliance to the extent possible in all division responsibility areas by December 31, 2010. (Fire Chief BP3)
5. Conduct a space allocation assessment for the Administration Building. (6A.1)
6. Develop a formal facilities maintenance plan including communication processes. (6A.2)
7. Review all Category 6A and 6F Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document

new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹

Senior Office Assistant²

¹ Assistant Chief, Support Services also responsible for Technology, Communications Center and Fleet oversight.

² Senior Office Assistant also supports Fleet.

**OPERATING BUDGET
FISCAL YEAR 2010-11**

FACILITIES

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	342,696	286,483	298,421
Temporary Salaries	5115	28,800	28,800	31,200
Federal Insurance Compensation	5140	7,172	6,372	6,714
Retirement Contributions	5150	178,517	145,167	155,629
Employee Group Insurance	5160	79,113	60,000	69,605
TOTAL SALARIES AND BENEFITS		\$636,298	\$526,822	\$561,569
Utilities	5208	252,000	300,000	252,000
Small Tools & Equipment	5210	27,000	27,000	7,500
Miscellaneous Supplies	5212	10,000	10,000	2,500
Household Supplies	5228	40,000	30,000	37,750
Central Garage - Gas, Diesel & Oil	5232	23,700	20,000	20,750
Maintenance & Repairs - Equipment	5236	71,000	50,000	79,000
Maintenance & Repairs - Buildings	5240	173,900	290,000	155,750
Maintenance & Repairs - Grounds	5242	53,500	53,500	44,500
Rents & Leases - Equipment & Property	5246	5,000	1,000	1,000
Professional & Specialized Services	5250	20,000	4,000	7,500
TOTAL SERVICES AND SUPPLIES		\$676,100	\$785,500	\$608,250
TOTAL OPERATING EXPENDITURES		\$1,312,398	\$1,312,322	\$1,169,819

FACILITIES

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Gas/Electricity	185,000			
Water	30,000			
Waste Services	18,000			
Cable/Satellite Services	8,000			
Sewer (CCC Sanitary)	6,000			
Propane Tanks	5,000			
Sub-total	<hr/>	\$ 252,000	5208	Utilities
Miscellaneous Equipment/Furniture	7,500			
Sub-total	<hr/>	\$ 7,500	5210	Small Tools/Equipment
Miscellaneous Supplies	2,500			
Sub-total	<hr/>	\$ 2,500	5212	Miscellaneous Supplies
Miscellaneous Household Supplies	37,750			
Sub-total	<hr/>	\$ 37,750	5228	Household Supplies
HazMat Permit Fees	7,500			
CUPA /SPCC	8,000			
Generator Permit Fees/BAAQMD	2,500			
Miscellaneous Fuel/Gas/Repair	2,750			
Sub-total	<hr/>	\$ 20,750	5232	Central Garage-Gas, etc
HVAC Maintenance/Repairs	30,000			
Generator Maintenance/Repairs	22,000			
Workout Equipment Prev. Maint.	4,000			
Workout Equipment Repairs	7,500			
Extinguisher Maintenance	5,500			
Miscellaneous Equipment Maint/Repairs	10,000			
Sub-total	<hr/>	\$ 79,000	5236	Maint & Repairs-Equipment
Building Repairs & Maintenance	45,000			
Admin Cleaning Contract	22,250			
Carpet/Upholstery Cleaning	7,500			
Lock/Key Repairs	2,000			
Pest Control Service	3,000			
Plumbing Repairs	6,500			
Sectional Door Maint. & Repairs	25,000			
Security Alarm Monitoring/Repairs	8,500			
Maintenance and Repairs:				
Administration Building	4,000			
Station 31	4,000			
Station 32	4,000			
Station 33	4,000			
Station 34	4,000			
Station 35	4,000			
Station 36	2,000			

Station 37	2,000			
Station 38	4,000			
Station 39	4,000			
	Sub-total	<u> </u>	\$ 155,750	5240
				Maint & Repairs-Buildings
Admin Maintenance	22,500			
Hemme Property Fencing	2,000			
Hemme Property Maintenance	2,000			
Station 30 Landscape	5,500			
Old Schoolhouse Weed Abatement	1,500			
Station 35, Blackhawk Rd. Maint.	3,000			
Miscellaneous Grounds Maintenance	8,000			
	Sub-total	<u> </u>	\$ 44,500	5242
				Maint & Repairs-Grounds
Rents & Leases	1,000			
	Sub-total	<u> </u>	\$ 1,000	5246
				Rents & Leases
Construction Consulting / Architectural	7,500			
	Sub-total	<u> </u>	\$ 7,500	5250
				Professional Services
TOTALS			<u>\$ 608,250</u>	

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Special Operations Battalion Chief, oversees the Emergency Medical Services (EMS) Division to provide for the highest level of medical services and continuous quality improvement.
3. Assist the Training Division in identifying, prioritizing, developing, and delivering the necessary training to provide safe and efficient delivery of emergency services.
4. In coordinate with the Special Operations Battalion Chief, provide direction and assist in setting goals for the USAR and the Hazmat Teams.
5. Coordinate with Support Service and Apparatus Committee in determining future equipment and vehicle needs.
6. In coordination with the Special Operations Battalion Chief, oversee the Station 37 Volunteer Firefighter program.
7. In coordination with the Special Operations Battalion Chief, oversee the Reserve Firefighter program.
8. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, exterior hazard abatement etc.
9. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.
10. Manage and coordinate the annual CFAI self-assessment compliance process.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. In conjunction with the Fire Chief, formulate the policies and practices required to achieve the personnel development goals of the Strategic Plan. (8A.5)
2. Color code 50% of hydrant bonnets to reflect their GPM flow capability using the NFPA recommended standard. (9A.7)
3. Complete replacement of all hydrants within the District that are configured with only two 2-1/2 inch outlets. (9A.6)
4. In conjunction with Technology and Communication Center, upgrade dispatch capabilities to provide for simultaneous fire station alerting. (Technology BP6)
5. Analyze and formulate a plan for improvement in the areas of communications center call processing times and company turnout time. **(5A.1, 5E.1, 5F.1, 5G.1)**
6. Develop and implement a comprehensive personal safety equipment management system that includes NFPA and CAL OSHA compliance, master inventories, and records management. (6E.2, 6E.3, 6E.4)
7. Work collaboratively with the labor group and Wellness Fitness Committee to evaluate the third edition of the IAFF/IAFC Wellness Fitness Initiative and the Wellness Fitness component of the eighth edition FESSAM. Implement agreed upon changes in keeping with industry best practices. (7F.5, 7F.6)
8. Review and update Auto/Mutual aid agreements; establish timelines for annual review process. (10A.1)
9. Review, update and develop polices for use when operating with external agencies on emergencies. (10A.2)
10. Review all Category 5A, 5H, Category 6E and Category 9A Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Suppression² (3)

Battalion Chief, Special Operations

Captain (39); Engineer (39); Firefighter/Paramedic (53)

Senior Office Assistant

¹ Assistant Chief, Operations also responsible for Training and Special Operations oversight.

² Battalion Chief, Special Operations responsible for Emergency Medical, Rescue, Hazardous Materials and Volunteer Fire oversight.

**OPERATING BUDGET
FISCAL YEAR 2010-11**

EMERGENCY OPERATIONS

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	17,096,737	17,096,737	16,925,781
Permanent Overtime	5120	3,788,266	4,100,000	3,712,500
Federal Insurance Compensation	5140	231,183	288,581	230,569
Retirement Contributions	5150	10,540,138	9,800,000	9,890,753
Employee Group Insurance	5160	3,254,857	3,000,000	3,430,502
TOTAL SALARIES AND BENEFITS		\$34,911,181	\$34,285,318	\$34,190,105
Office Supplies	5202	9,500	9,500	9,400
Small Tools & Equipment	5210	25,000	25,000	23,000
Miscellaneous Supplies	5212	10,000	10,000	10,000
Firefighting Supplies	5214	95,000	130,000	105,000
Food Supplies	5222	11,000	11,000	11,000
Safety Clothing & Supplies	5224	110,000	110,000	110,000
Non-Safety Clothing & Supplies	5226	55,000	10,000	48,000
Maintenance & Repairs - Equipment	5236	1,000	1,000	1,000
Rents & Leases - Equipment & Property	5246	5,000	-	2,000
Professional & Specialized Services	5250	190,000	80,000	170,000
Advertising & Publication of Legal Notices	5270	500	-	-
Specialized Printing	5272	46,000	10,000	40,000
Dues & Memberships	5274	1,300	500	1,300
Books & Periodicals	5280	5,000	5,000	5,000
TOTAL SERVICES AND SUPPLIES		564,300	\$402,000	\$535,700
TOTAL OPERATING EXPENDITURES		\$35,475,481	\$34,687,318	\$34,725,805

EMERGENCY OPERATIONS

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Office Supplies	9,400			
Sub-total	<u>9,400</u>	\$ 9,400	5202	Office Supplies
Shop Tools-Stn 39	23,000			
Sub-total	<u>23,000</u>	\$ 23,000	5210	Small Tools/Equipment
Disaster Preparedness Supplies	10,000			
Sub-total	<u>10,000</u>	\$ 10,000	5212	Miscellaneous Supplies
Miscellaneous Firefighting Supplies	105,000			
Sub-total	<u>105,000</u>	\$ 105,000	5214	Firefighting Supplies
Emergency Meals/Officer Meetings	11,000			
Sub-total	<u>11,000</u>	\$ 11,000	5222	Food Supplies
Safety Clothing/Equipment Replacement	110,000			
Sub-total	<u>110,000</u>	\$ 110,000	5224	Safety Clothing
Non-Safety Clothing/Equip. Replacement	48,000			
Sub-total	<u>48,000</u>	\$ 48,000	5226	Non-Safety Clothing
Misc. FF Equipment Repairs/Maintenance	1,000			
Sub-total	<u>1,000</u>	\$ 1,000	5236	Maint & Repairs-Equipment
Miscellaneous Rents/Leases	2,000			
Sub-total	<u>2,000</u>	\$ 2,000	5246	Rents & Leases
Miscellaneous Projects	170,000			
Sub-total	<u>170,000</u>	\$ 170,000	5250	Professional Services
Miscellaneous Printing	40,000			
Sub-total	<u>40,000</u>	\$ 40,000	5272	Specialized Printing
Cal Chief	1,300			
Sub-total	<u>1,300</u>	\$ 1,300	5274	Dues & Memberships
Miscellaneous Books/Publications	5,000			
Sub-total	<u>5,000</u>	\$ 5,000	5280	Books & Periodicals
TOTALS		<u>\$ 535,700</u>		

FLEET

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Develop a specification for the vehicle maintenance component of the Records Management System. (6C.3)
2. Act as the project manager for the acquisition and commissioning of new fire apparatus. (9A.2)
3. Research and consider alternative fuel vehicles for staff cars due for replacement. (BP2)

4. Conduct a complete and comprehensive audit of ISO requirements by August 31, 2010; ensure compliance to the extent possible in all division responsibility areas by December 31, 2010. (Fire Chief BP3)
5. Assess the appropriateness of the current organizational hierarchy in relationship to the direct supervision of the mechanics. (6C.6)
6. Develop a replacement schedule for firefighting tools and equipment. (6B.3)
7. Review and update all apparatus maintenance policies to ensure they reflect current recommended practices. (6C.3)
8. Review all Category 6B, 6C and 6D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹

Mechanic (2)

Senior Office Assistant²

¹ Assistant Chief, Support Services budgeted under Facilities (20-45).

² Senior Office Assistant budgeted under Facilities (20-45).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

FLEET

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	165,239	165,000	169,213
Temporary Salaries	5115	-	3,000	-
Permanent Overtime	5120	1,000	-	-
Federal Insurance Compensation	5140	2,396	2,765	2,454
Retirement Contributions	5150	54,397	50,000	53,285
Employee Group Insurance	5160	23,811	21,000	27,069
TOTAL SALARIES AND BENEFITS		\$246,843	\$241,765	\$252,021
Office Supplies	5202	300	300	300
Small Tools & Equipment	5210	20,000	14,000	25,300
Miscellaneous Supplies	5212	50,000	70,000	50,000
Non-Safety Clothing & Supplies	5226	1,000	1,000	900
Central Garage - Repairs	5230	120,000	100,000	100,000
Central Garage - Maintenance	5231	36,500	20,000	38,250
Central Garage - Gas, Diesel & Oil	5232	150,000	140,000	150,000
Central Garage - Tires	5234	22,000	35,000	24,000
Central Garage - Mandated Inspections	5235	10,000	10,000	12,000
Maintenance & Repairs - Equipment	5236	5,000	5,000	3,000
Dues & Memberships	5274	1,000	500	500
Books & Periodicals	5280	1,540	500	600
TOTAL SERVICES AND SUPPLIES		\$417,340	\$396,300	\$404,850
TOTAL OPERATING EXPENDITURES		\$664,183	\$638,065	\$656,871

FLEET

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Office Supplies	300			
Sub-total	<u>300</u>	\$ 300	5202	Office Supplies
Miscellaneous Vehicle Repair Tools	20,000			
Miscellaneous Apparatus Painting Supplies	5,000			
Sub-total	<u>25,000</u>	\$ 25,300	5210	Small Tools/Equipment
Miscellaneous Supplies	50,000			
Sub-total	<u>50,000</u>	\$ 50,000	5212	Miscellaneous Supplies
Non-Safety Clothing	900			
Sub-total	<u>900</u>	\$ 900	5226	Non-Safety Clothing
Vehicle Repairs	100,000			
Sub-total	<u>100,000</u>	\$ 100,000	5230	Central Garage-Repairs
Staff Vehicles	10,000			
Ambulances	7,000			
Hurst Tool Service	7,500			
Ladder Service	6,000			
Miscellaneous Fleet Maintenance	7,750			
Sub-total	<u>38,250</u>	\$ 38,250	5231	Central Garage-Maint.
Diesel/Unleaded Fuel/Oil	150,000			
Sub-total	<u>150,000</u>	\$ 150,000	5232	Central Garage-Gas, Diesel
Miscellaneous Tires Repair/Replacement	24,000			
Sub-total	<u>24,000</u>	\$ 24,000	5234	Central Garage-Tires
Ground Ladder Testing	6,000			
Mandated Annual Pump Testing	500			
Mandated Annual Ladder Certification	5,000			
Smog Testing-Staff Vehicles	500			
Sub-total	<u>12,000</u>	\$ 12,000	5235	Central Garage-Mandated
Misc. Small Equipment Repairs/Maint.	3,000			
Sub-total	<u>3,000</u>	\$ 3,000	5236	Maint & Repairs-Equipment
CFCA Fire Mechanics	500			
Sub-total	<u>500</u>	\$ 500	5274	Dues & Memberships
Periodical Subscription	100			
Miscellaneous Books/References	500			
Sub-total	<u>600</u>	\$ 600	5280	Books & Periodicals
TOTALS		<u>\$ 404,850</u>		

TRAINING

PURPOSE

The Training Division is responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel. The Training Division ensures that systems and practices are in place and exercised to provide for documentation of all training activities.

STANDARD LEVEL OF PERFORMANCE

1. Develop and implement a Training Calendar which is coordinated with all District divisions and is maintained in the District's Operations calendar.
2. Continually review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Coordinate with the EMS Division to support continuing education requirements.
5. Provide leadership and direction to the District's Safety Committee, as part of the District's Injury and Illness Prevention Program.
6. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
7. Administer the Education Assistance Program.
8. Manage all aspects of the CPR Program for District personnel and the public.
9. Develop, maintain and monitor the use of the Training Library and support material.
10. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.

11. Develop and reinforce cooperation with regional, State and Federal fire training communities (CCCTOA, NCTOA, etc).
12. Administer the Contra Costa County CICCS peer review process.
13. Administer the Joint Apprenticeship Committee Program (JAC).
14. Coordinate with Emergency Operations to develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
15. Deliver and coordinate District hosted and/or outside training classes for all District personnel, as appropriate.
16. Prepare and deliver Recruit Training Academies and Reserve/Volunteer Training Academies, as needed.
17. Develop and implement the Quarterly Training Module Program for Operations, including EMS, Hazardous Materials and Rescue Divisions, to meet District needs.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Develop an open forum meeting in which all levels of the District will be encouraged to provide their ideas regarding training needs. Publish the results of the open forum and the annual Training Summit to all members of the organization. **(8A.1)**
2. Develop and publish a multi-year training schedule and develop a long-range training needs assessment process. **(8B.2)**
3. Fully implement the training records module for the Information-led Management (ILM) initiative; establish industry best practice procedures to capture and maintain individual training records for all District personnel; ensure completeness and accuracy of all records; and preserve original rosters and other audit documentation. **(8B.5, 8B.6)**
4. Deliver a one-week in-house Engineer Academy.
5. In conjunction with Facilities, propose upgrades to the District Training Site to improve safety, comfort and effectiveness of learning environment. **(8C.1)**

6. Conduct a complete and comprehensive audit of ISO requirements by August 31, 2010; ensure compliance to the extent possible in all division responsibility areas by December 31, 2010. (Fire Chief BP3)
7. Develop a process to notify individual personnel of the training they are required to complete for each fiscal quarter, based upon their position. (8B.1)
8. Identify individual training requirements for all District personnel, based upon job classification. (8A.3)
9. Place all District E-Library content on the intranet. (8C.3)
10. Formalize the process for the selection of training and educational resource materials. (8D.1)
11. Produce a current training materials list including an evaluative narrative. **(8D.2)**
12. Review all Category 8 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Division Chief, Training

Training Captain (2)

Senior Office Assistant

¹ Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

TRAINING

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	635,581	650,000	492,430
Permanent Overtime	5120	80,000	120,000	80,000
Federal Insurance Compensation	5140	9,216	12,000	7,140
Retirement Contributions	5150	371,390	354,000	269,060
Employee Group Insurance	5160	105,128	110,000	121,511
TOTAL SALARIES AND BENEFITS		\$1,201,315	\$1,246,000	\$970,141
Office Supplies	5202	1,250	1,000	925
Small Tools & Equipment	5210	5,200	5,200	14,500
Miscellaneous Supplies	5212	21,370	15,000	18,973
Food Supplies	5222	5,000	4,000	2,500
Safety Clothing & Supplies	5224	6,000	1,000	8,000
Non-Safety Clothing & Supplies	5226	1,000	1,000	900
Rents & Leases - Equipment & Property	5246	19,000	19,000	17,100
Professional & Specialized Services	5250	61,540	30,000	51,026
Specialized Printing	5272	1,500	500	100
Dues & Memberships	5274	1,790	1,790	1,689
Educational Assistance Program	5277	26,800	26,800	24,120
Books & Periodicals	5280	5,800	1,000	7,374
Recognition Supplies	5282	5,500	-	-
TOTAL SERVICES AND SUPPLIES		\$161,750	\$106,290	\$147,207
TOTAL OPERATING EXPENDITURES		\$1,363,065	\$1,352,290	\$1,117,348

TRAINING

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Miscellaneous Office Supplies	925			
Sub-total	<u>925</u>	\$ 925	5202	Office Supplies
Software/Video Editing	200			
Rescue Mannequins	1,100			
Tool Cache for Training Site	1,100			
Digital/Video Camera/Supplies	1,150			
Power Tools/Supplies	600			
Classroom Upgrades	3,000			
Presentation Computer	2,500			
Articulate Training Presentation Software	1,200			
Hand Tools	100			
Large Area Search Training Equipment	2,400			
Chain Saws/Rotary Saw Supplies	1,000			
Blank DVD/Video	50			
Miscellaneous Small Tools/Equipment	100			
Sub-total	<u>14,500</u>	\$ 14,500	5210	Small Tools/Equipment
Engineer Academy	5,000			
Videographer Equipment	548			
Vehicle Extrication Cars/Supplies	4,000			
Smoke Fluid District	1,500			
Simulation Software	2,000			
Ventilation Prop Supplies	5,000			
Nail Gun Supplies/Screws	375			
Miscellaneous Supplies	550			
Sub-total	<u>18,973</u>	\$ 18,973	5212	Miscellaneous Supplies
Training Events/Instructors	2,000			
Miscellaneous Food Supplies	500			
Sub-total	<u>2,500</u>	\$ 2,500	5222	Food Supplies
Division Captains	8,000			
Sub-total	<u>8,000</u>	\$ 8,000	5224	Safety Clothing
Uniforms-Support Staff	900			
Sub-total	<u>900</u>	\$ 900	5226	Non-Safety Clothing
Training Facilities Rental	15,000			
Miscellaneous Rents/Leases	2,100			
Sub-total	<u>17,100</u>	\$ 17,100	5246	Rents & Leases
Target Safety Web-Based Training	20,000			
CPR Supplies	3,600			
FSTEP/CSFM	1,000			
Wildland Attendance Fees	426			
EVOC	10,000			

Back Safety Training	12,000				
Other Outside Instructors	2,000				
Misc Training	2,000				
	Sub-total	<u> </u>	\$ 51,026	5250	Professional Services
Training Materials	100				
	Sub-total	<u> </u>	\$ 100	5272	Specialized Printing
CCC Fire Training & Safety Officers Assoc.	600				
IAFC	249				
ISFSI	300				
Fire Dept. SO Association	340				
CFCA-NorCal Training Officers Assoc.	200				
AFSS Cal Chief Admin Northern Division	50				
	Sub-total	<u> </u>	\$ 1,689	5274	Dues & Memberships
Education Assistance	24,120				
	Sub-total	<u> </u>	\$ 24,120	5277	Education Assistance
Training Library Reference Materials	3,000				
Internet Training Subscriptions	274				
Fire Engineering Subscriptions	200				
Wildland Firefighter	200				
Fire Rescue	200				
Working Fire Archives	500				
Books/Materials for Recruits/Res/Vol	3,000				
	Sub-total	<u> </u>	\$ 7,374	5280	Books & Periodicals
TOTALS			<u><u>\$ 147,207</u></u>		

EMERGENCY MEDICAL

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Support third-party analysis of District compliance with Commission on Accreditation of Ambulance Services (CAAS) Standards. (BP1)

2. Implement field oversight program for EMS personnel as directed by the Assistant Chief of Operations. (BP3)
3. Develop and implement policies and procedures that support full functionality of the Zoll E-PCR EMS reporting software to include best practices in areas such as mandatory fields, closing calls, QI information, billing information, patient signatures, etc.
4. Create necessary policies and procedures for the implementation of EMT 2010 regulations.
5. Conduct a review all EMS policies; update as necessary. (6D.4)
6. Review all Category 5G Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

EMS Coordinator

EMS Specialist

¹ Assistant Chief, Operations budgeted under Emergency Operations (30-55).

² Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

EMERGENCY MEDICAL

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	312,320	312,320	245,639
Permanent Overtime	5120	-	4,000	-
Federal Insurance Compensation	5140	4,529	4,529	3,562
Retirement Contributions	5150	172,063	167,858	143,822
Employee Group Insurance	5160	41,428	40,000	36,216
TOTAL SALARIES AND BENEFITS		\$530,340	\$528,707	\$429,239
Office Supplies	5202	800	800	700
Small Tools & Equipment	5210	38,850	38,850	30,000
Medical Supplies	5213	130,000	130,000	121,000
Pharmaceutical Supplies	5216	45,000	45,000	40,500
Food Supplies	5222	46	46	360
Non-Safety Clothing & Supplies	5226	800	800	900
Maintenance & Repairs - Equipment	5236	25,000	25,000	24,760
Professional & Specialized Services	5250	15,000	15,000	15,000
Specialized Printing	5272	2,680	2,680	2,600
Dues & Memberships	5274	500	250	350
Books & Periodicals	5280	1,000	1,000	1,105
TOTAL SERVICES AND SUPPLIES		\$259,676	\$259,426	237,275
TOTAL OPERATING EXPENDITURES		\$790,016	\$788,133	\$666,514

EMERGENCY MEDICAL

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Office Supplies	700			
Sub-total	<u>700</u>	\$ 700	5202	Office Supplies
Non-Disposable Medical Supplies	29,500			
Miscellaneous Small Tools/Equipment	500			
Sub-total	<u>30,000</u>	\$ 30,000	5210	Small Tools/Equipment
Disposable Medical Supplies	121,000			
Sub-total	<u>121,000</u>	\$ 121,000	5213	Medical Supplies
Pharmaceutical Supplies	40,500			
Sub-total	<u>40,500</u>	\$ 40,500	5216	Pharmaceutical Supplies
Food Supplies	360			
Sub-total	<u>360</u>	\$ 360	5222	Food Supplies
Non-Safety Clothing	900			
Sub-total	<u>900</u>	\$ 900	5226	Non-Safety Clothing
EMSAR Gurney Maintenance	6,000			
METI Man Maintenance	4,000			
Zoll Defib Warranty	2,500			
ZOLL Auto-pulse Warranty	7,000			
Other Equipment Maint/Repairs	4,000			
Sub-total	<u>24,760</u>	\$ 24,760	5236	Maint/Repairs-Equipment
EMS Wednesday Instructors (RN's)	5,000			
Bio-Hazard Collection from Stations	10,000			
Sub-total	<u>15,000</u>	\$ 15,000	5250	Professional Services
Business Cards	100			
Forms and PCRs	2,500			
Sub-total	<u>2,600</u>	\$ 2,600	5272	Specialized Printing
Cal Chiefs EMS Section	350			
Sub-total	<u>350</u>	\$ 350	5274	Dues & Memberships
JEMS Magazines-All Stations	300			
Journal Watch of Emergency Medicine	70			
Prehospital Emergency Care	175			
EMS Insider Periodicals	160			
Medic Resource Manuals	400			
Sub-total	<u>1,105</u>	\$ 1,105	5280	Books & Periodicals
TOTALS		<u>\$ 237,275</u>		

RESCUE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE:

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

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Assure 100% of Rescue Division members meet the Districts minimum standard requirement for Rescue Operations.
2. Provide Trench Operations Awareness training module to 90% of Suppression personnel.
3. Conduct a review of and develop a report addressing minimum training requirements for Rescue Team members. (BP2)
4. Develop a report addressing off road rescue emergency access capability. (BP5)

5. Evaluate and report on minimum rescue team staffing at Station 34 for station bidding purposes and daily minimum staffing levels throughout the District. (BP3)
6. Amend the Rescue Team leader designation to include job description, responsibilities, expectations, and appointment process. (BP1)
7. Review all Category 5E Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (40)

¹ Assistant Chief, Operations budgeted under Emergency Operations (30-55).

² Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

RESCUE

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	-		
Temporary Salaries	5115	-		
Permanent Overtime	5120	-		
Federal Insurance Compensation	5140	-		
Retirement Contributions	5150	-		
Employee Group Insurance	5160	-		
Retiree Health Insurance	5170	-		
Unemployment Insurance	5180	-		
Workers' Compensation Insurance	5190	-		
TOTAL SALARIES AND BENEFITS		\$0	\$0	\$0
Small Tools & Equipment	5210	7,500	5,000	5,800
Miscellaneous Supplies	5212	2,200	500	2,000
Safety Clothing & Supplies	5224	900	500	1,000
Non-Safety Clothing & Supplies	5226	1,000	1,000	1,900
Rents & Leases - Equipment & Property	5246	3,000	3,000	2,500
Professional & Specialized Services	5250	400	400	400
Books & Periodicals	5280	2,240	500	1,900
TOTAL SERVICES AND SUPPLIES		\$17,240	\$10,900	\$15,500
TOTAL OPERATING EXPENDITURES		\$17,240	\$10,900	\$15,500

RESCUE

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Equipment Update	5,800			
Sub-total	<u>5,800</u>	\$ 5,800	5210	Small Tools/Equipment
Miscellaneous Supplies	2,000			
Sub-total	<u>2,000</u>	\$ 2,000	5212	Miscellaneous Supplies
PPE replacement and repair	1,000			
Sub-total	<u>1,000</u>	\$ 1,000	5224	Safety Clothing
Uniforms Replacement-Task Force 4	900			
Sub-total	<u>900</u>	\$ 1,900	5226	Non-Safety Clothing
Property or equipment rental or lease	2,500			
Sub-total	<u>2,500</u>	\$ 2,500	5246	Rents & Leases-Equipment
Annual equipment recertification	400			
Sub-total	<u>400</u>	\$ 400	5250	Professional/Special Services
Miscellaneous Books & Periodicals	1,900			
Sub-total	<u>1,900</u>	\$ 1,900	5280	Books & Periodicals
TOTALS		<u><u>\$ 15,500</u></u>		

HAZARDOUS MATERIALS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Plan and conduct a joint training exercise with the Richmond Fire Department Hazmat Team and the Contra Costa County Health Services Hazmat Team.
2. Analyze and report on a WMD certification track for Hazmat Team members. (BP2)
3. Analyze and report on minimum training requirements for Hazmat Team members. (BP2)
4. Analyze and report on the transport capability of Hazmat personnel and larger equipment. (BP5)

5. Amend the Hazmat Team Leader designation to include Job Description, Expectations and Responsibilities, and the appointment process. (BP1)
6. Review all Category 5F Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/11 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (26)

¹ Assistant Chief, Operations budgeted under Emergency Operations (30-55).

² Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

HAZARDOUS MATERIALS

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Permanent Salaries	5110	-		
Temporary Salaries	5115	-		
Permanent Overtime	5120	-		
Federal Insurance Compensation	5140	-		
Retirement Contributions	5150	-		
Employee Group Insurance	5160	-		
Retiree Health Insurance	5170	-		
Unemployment Insurance	5180	-		
Workers' Compensation Insurance	5190	-		
TOTAL SALARIES AND BENEFITS		\$0	\$0	\$0
Small Tools & Equipment	5210	8,000	4,000	7,000
Miscellaneous Supplies	5212	9,500	8,000	9,750
Safety Clothing & Supplies	5224	5,500	1,000	5,000
Maintenance & Repairs - Equipment	5236	8,200	1,000	7,700
Maintenance & Repairs - Radios & Electronics	5238	2,000	1,000	2,000
Rents & Leases - Equipment & Property	5246	2,000	1,000	2,000
Specialized Printing	5272	500	-	500
Dues & Memberships	5274	500	500	500
Books & Periodicals	5280	2,500	500	3,100
TOTAL SERVICES AND SUPPLIES		\$38,700	\$17,000	\$37,550
TOTAL OPERATING EXPENDITURES		\$38,700	\$17,000	\$37,550

HAZMAT

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
OES Type I Equipment	3,500			
Chemical Sampling Equipment	1,500			
Miscellaneous Small Tools/Equipment	2,000			
Subtotal	7,000	\$ 7,000	5210	Small Tools/Equipment
Draeger Tubes Replacement	750			
5 Step/Haz-Cat Chemicals Replacement	1,000			
Absorbents/neutralizing agents Replacement	1,000			
Misc. Tactical Supplies	2,000			
Training props	4,500			
Replacement haz waste collection supplies	250			
Suit Storage Bags	250			
Subtotal	9,750	\$ 9,750	5212	Miscellaneous Supplies
Nomex Safety Ensemble replacement	2,000			
Chemical Protective Boots	1,000			
Level B Suits Replacement	500			
Misc. Chemical Protective Clothing	1,500			
Subtotal	5,000	\$ 5,000	5224	Safety Clothing
Air Monitor Maintenance Contract	6,000			
Batteries Replacement	200			
Routine Monitor/Detector Maintenance	500			
Calibration Gas Replacement	250			
Gas Sensors Replacement	250			
Miscellaneous Equipment Maint/Repairs	500			
Subtotal	7,700	\$ 7,700	5236	Maint & Repairs-Equipment
Software updates	1,500			
Misc. Radio/Computer Maint/Repairs	500			
Subtotal	2,000	\$ 2,000	5238	Maint & Repairs-Radio
Off Site Facility/equipment rental fees	2,000			
Subtotal	2,000	\$ 2,000	5246	Rents & Leases - Equipment & Property
Training Materials	500			
Subtotal	500	\$ 500	5272	Specialized Printing
Certifying Dues	500			
Subtotal	500	\$ 500	5274	Dues & Memberships
Reference Books	1,000			
New Library Media	1,250			
Miscellaneous Books/Periodicals	850			
Subtotal	3,100	\$ 3,100	5280	Books & Periodicals
TOTALS		<u>\$ 37,550</u>		

VOLUNTEER FIRE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37) and 9017 Double Tree Lane (Station 40).
2. Assist the District with an additional fire company when available and requested for significant incidents.

GOALS AND OBJECTIVES FOR FY 2010-2011

1. Evaluate supportive role of District Aides at Fire Station 37. (BP2)
2. Evaluate Station 37 and 40 apparatus needs. (BP1)
3. In conjunction with Fire Prevention, conduct a hazard and risk assessment of residential properties within Fire Station 37's zone. Develop a recommendation for an improvement plan that includes mitigation solutions. (BP3)

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Station 37 Coordinator

FS37 Volunteers (18)

¹ Assistant Chief, Operations budgeted under Emergency Operations (30-55).

² Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

**OPERATING BUDGET
FISCAL YEAR 2010-11**

RESERVE/VOLUNTEER FIRE

DESCRIPTION	GL CODE	AMENDED BUDGET FY 09-10	PROJECTED ACTUALS FY 09-10	PROPOSED BUDGET FY 10-11
Temporary Salaries	5115	17,820	31,910	17,820
Federal Insurance Compensation	5140	1,363	2,443	1,363
Retirement Contributions	5150	15,000	5,500	10,000
Employee Group Insurance	5160	8,000	5,120	6,000
TOTAL SALARIES AND BENEFITS		\$42,183	\$44,973	\$35,183
Safety Clothing & Supplies	5224	3,000	3,000	3,000
Non-Safety Clothing & Supplies	5226	3,000	2,000	3,000
Books & Periodicals	5280	600	600	600
TOTAL SERVICES AND SUPPLIES		\$6,600	\$5,600	\$6,600
TOTAL OPERATING EXPENDITURES		\$48,783	\$50,573	\$41,783

VOLUNTEERS

<u>Description of Item/Service</u>	<u>Amount</u>	<u>Totals</u>	<u>Acct Code</u>	<u>Acct Name</u>
Safety Clothing	3,000			
Sub-total	<u>3,000</u>	\$ 3,000	5224	Safety Clothing
Non-Safety Clothing-New Volunteers	1,000			
Uniforms Replacement	2,000			
Sub-total	<u>2,000</u>	\$ 3,000	5226	Non-Safety Clothing
Firehouse Magazine	600			
Sub-total	<u>600</u>	\$ 600	5280	Books & Periodicals
TOTALS		<u>\$ 6,600</u>		

San Ramon Valley Fire Protection District
Statement of Revenues and Expenditures
Capital Projects Fund 300

Fiscal Year 2010-11

REVENUES

Account Code	Description	2009-10 Estimated Revenues	2009-10 Projected Revenue	2010-11 Estimated Revenues
4410	Investment Earnings	27,200	0	0
	Total Revenues	\$27,200	\$0	\$0

EXPENDITURES

Account Code	Description	2009-10 Amended Budget	2009-10 Projected Expenditures	2010-11-10 Proposed Budget
6110	Land/Design/Construction	3,075,000	3,050,000	1,250,000
6120	Various Improvements	516,300	516,300	50,000
	Total Expenditures	\$3,591,300	\$3,566,300	\$1,300,000

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
CAPITAL PROJECTS FUND
FISCAL YEAR 2010-11**

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>Budget</u>
6110	Initial Training Site Improvements	200,000
6120	Facilities Contingency	50,000
	Total for Capital Projects Fund Acquisitions	250,000
6110	Station 32 - Construction Documents, Demolition & Grading, Utilities Construction	1,050,000
	Total for Certificate of Participation Acquisitions	1,050,000
	Total (Fund 300-Capital Projects Fund)	\$1,300,000

San Ramon Valley Fire Protection District
Statement of Revenues and Expenditures
Equipment/Vehicle Replacement Fund 600

Fiscal Year 2010-11

REVENUES

Account Code	Description	2009-10 Estimated Revenues	2009-10 Projected Revenue	2010-11 Estimated Revenues
4220	Measure "H"	91,087	0	0
	Total Revenues	\$91,087	\$0	\$0

EXPENDITURES

Account Code	Description	2009-10 Amended Budget	2009-10 Projected Expenditures	2010-11 Proposed Budget
6210	Office Equipment & Furnishings	18,100	18,100	0
6220	Medical & Lab Equipment	8,000	8,000	0
6230	Radio & Electronic Equipment	417,000	417,000	561,500
6240	Operating/Misc Equipment	273,000	273,000	25,000
6250	Autos & Trucks	3,828,500	1,600,000	1,915,000
	Total Expenditures	\$4,544,600	\$2,316,100	\$2,501,500

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
EQUIPMENT/VEHICLE FUND
FISCAL YEAR 2010-11**

<u>Account</u>	<u>DESCRIPTION</u>	<u>Budget</u>
6230	CAD Upgrade - CAD and Database Servers	40,000
6230	CAD Upgrade - CAD and Mobile Configuration Workshops	22,500
6230	CAD Upgrade - Fire Station Alerting Interface	27,500
6230	CAD Upgrade - Records Management Interface	35,000
6230	CAD Upgrade - Software	150,000
6230	Domain Controller Replacements	25,000
6230	Fire Station Alerting Upgrade	235,000
6230	Phone System Upgrade	14,000
6230	Radio PC Replacements	12,500
	Total for Account #6230 - Computer/Radio/Electronic Equipment	<u>561,500</u>
6240	ZIMEK decontamination system	<u>25,000</u>
	Total for Account #6240 - Operating/Misc. Equipment	<u>25,000</u>
6250	Type 1 (quantity 3) and Type 3 (quantity 4) Engines Ordered 2009-10	<u>1,915,000</u>
	Total for Account #6250 - Autos and Trucks (Lease Purchases)	<u>1,915,000</u>
	Total (Fund 600-Equipment/Vehicle Fund)	\$ 2,501,500

San Ramon Valley Fire Protection District
Statement of Revenues and Expenditures
Debt Service Fund 200

Fiscal Year 2010-11

REVENUES

Account Code	Description	2009-10 Estimated Revenues	2009-10 Projected Revenue	2010-11 Estimated Revenues
4410	Investment Earnings	1,000	3,200	1,000
	Total Revenues	\$1,000	\$3,200	\$1,000

EXPENDITURES

Account Code	Description	2009-10 Amended Budget	2009-10 Projected Expenditures	2010-11 Proposed Budget
5310	Vehicle Lease #2	329,498	329,498	329,498
5310	Vehicle Lease #3	756,032	756,032	756,033
5310	Debt Service 2003 COP	733,550	733,550	729,894
5310	Debt Service 2006 COP	597,429	597,429	595,991
5310	Debt Service 2010 COP	0	0	500,000
	Total Expenditures	\$2,416,509	\$2,416,509	\$2,911,416

SAN RAMON VALLEY FIRE PROTECTION DISTRICT FY 2010-2011 DEBT SERVICE SUMMARY & PAYMENT SCHEDULE LEASE AGREEMENT - SCHEDULE #2 PURPOSE: Purchase four Type 1 Engines, four Type 3 Engines, four Ambulances				
<u>CURRENT YEAR SUMMARY</u>				
Principal Outstanding as of 7/1/10				626,576
Reduction in Principal Balance				308,006
Interest Due				21,492
Total Payment Due				329,498
Principal Outstanding as of 6/30/2011				318,570
<u>LEASE PAYMENT/DEBT SERVICE SCHEDULE</u>				
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
12/22/2005	3.43%	260,211	69,286	329,497
12/22/2006	3.43%	269,137	60,361	329,498
12/22/2007	3.43%	278,368	51,129	329,497
12/22/2008	3.43%	287,916	41,581	329,497
12/22/2009	3.43%	297,792	31,706	329,498
12/22/2010	3.43%	308,006	21,492	329,498
12/22/2011	3.43%	318,570	10,927	329,497
TOTALS		2,020,000	286,482	2,306,482

SAN RAMON VALLEY FIRE PROTECTION DISTRICT FY 2010-2011 DEBT SERVICE SUMMARY & PAYMENT SCHEDULE LEASE AGREEMENT - SCHEDULE #3 PURPOSE: Purchase four Type 1 Engines, four Type 3 Engines, three Tillered Quints				
<u>CURRENT YEAR SUMMARY</u>				
Principal Outstanding as of 7/1/2010				1,427,790
Reduction in Principal Balance				700,206
Interest Due				55,827
Total Payment Due				756,033
Principal Outstanding as of 6/30/2011				727,584
<u>LEASE PAYMENT/DEBT SERVICE SCHEDULE</u>				
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
5/15/2006	3.91%	625,135	130,898	756,033
5/15/2007	3.91%	600,615	155,418	756,033
5/15/2008	3.91%	624,100	131,933	756,033
5/15/2009	3.91%	648,502	107,531	756,033
5/15/2010	3.91%	673,858	82,174	756,032
5/15/2011	3.91%	700,206	55,827	756,033
5/15/2012	3.91%	727,584	28,449	756,033
TOTALS		4,600,000	692,230	5,292,230

SAN RAMON VALLEY FIRE PROTECTION DISTRICT				
FY 2010-2011 DEBT SERVICE SUMMARY & PAYMENT SCHEDULE				
2003 REFUNDING ISSUE - \$9,015,000				
PURPOSE: To refund debt issued in 1989 to purchase Station 38 and Administrative Building and to perform code updates and remodels of Stations 31 & 33				
<u>CURRENT YEAR SUMMARY</u>				
Principal Outstanding as of 7/1/10				6,090,000
Reduction in Principal Balance				525,000
Interest Due				204,894
Total Payment Due				729,894
Principal Outstanding as of 6/30/2011				5,565,000
<u>LEASE PAYMENT/DEBT SERVICE SCHEDULE</u>				
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2/1/2004	2.00%		176,239	176,239
8/1/2004	2.00%	465,000	137,329	602,329
2/1/2005	2.00%		132,679	132,679
8/1/2005	2.00%	475,000	132,679	607,679
2/1/2006	2.00%		127,929	127,929
8/1/2006	2.10%	480,000	127,929	607,929
2/1/2007	2.10%		122,889	122,889
8/1/2007	2.10%	490,000	122,889	612,889
2/1/2008	2.10%		117,744	117,744
8/1/2008	2.10%	500,000	117,744	617,744
2/1/2009	2.10%		112,494	112,494
8/1/2009	2.50%	515,000	112,494	627,494
2/1/2010	2.50%		106,056	106,056
8/1/2010	2.75%	525,000	106,056	631,056
2/1/2011	2.75%		98,838	98,838
8/1/2011	3.00%	540,000	98,838	638,838
2/1/2012	3.00%		90,738	90,738
8/1/2012	3.10%	555,000	90,738	645,738
2/1/2013	3.10%		82,135	82,135
8/1/2013	3.25%	575,000	82,135	657,135
2/1/2014	3.25%		72,791	72,791
8/1/2014	3.40%	590,000	72,791	662,791
2/1/2015	3.40%		62,761	62,761
8/1/2015	3.55%	615,000	62,761	677,761
2/1/2016	3.55%		51,845	51,845
8/1/2016	3.70%	635,000	51,845	686,845
2/1/2017	3.70%		40,098	40,098
8/1/2017	3.80%	660,000	40,098	700,098
2/1/2018	3.80%		27,558	27,558
8/1/2018	3.90%	685,000	27,558	712,558
2/1/2019	3.90%		14,200	14,200
8/1/2019	4.00%	710,000	14,200	724,200
TOTALS		9,015,000	2,835,072	11,850,072

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
FY 2010-2011 DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2006 CERTIFICATES OF PARTICIPATION - \$9,485,000
PURPOSE: Design and construction of Station 36 and Station 31 Apparatus Storage Building,
purchase Hemme land and Station 32 land

<u>CURRENT YEAR SUMMARY</u>	
Principal Outstanding as of 7/1/10	8,975,000
Reduction in Principal Balance	180,000
Interest Due	415,991
Total Payment Due	595,991
Principal Outstanding as of 6/30/2011	8,795,000

LEASE PAYMENT/DEBT SERVICE SCHEDULE

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2006-2007 (Interest Only)	3.50%	0	367,990	367,990
2007-2008	3.50%	165,000	434,329	599,329
2008-2009	3.50%	170,000	428,466	598,466
2009-2010	3.50%	175,000	422,429	597,429
2010-2011	3.75%	180,000	415,991	595,991
2011-2012	3.75%	190,000	409,054	599,054
2012-2013	3.75%	195,000	401,835	596,835
2013-2014	3.75%	205,000	394,335	599,335
2014-2015	4.00%	210,000	386,291	596,291
2015-2016	4.00%	220,000	377,691	597,691
2016-2017	4.00%	230,000	368,691	598,691
2017-2018	4.10%	240,000	359,171	599,171
2018-2019	4.13%	245,000	349,198	594,198
2019-2020	4.25%	260,000	338,620	598,620
2020-2021	4.30%	270,000	327,290	597,290
2021-2022	4.38%	280,000	315,360	595,360
2022-2023	4.40%	290,000	302,855	592,855
2023-2024	4.50%	305,000	289,613	594,613
2024-2025	5.00%	320,000	274,750	594,750
2025-2026	5.00%	335,000	258,375	593,375
2026-2027	5.00%	350,000	241,250	591,250
2027-2028	5.00%	370,000	223,250	593,250
2028-2029	5.00%	390,000	204,250	594,250
2029-2030	5.00%	405,000	184,375	589,375
2030-2031	5.00%	430,000	163,500	593,500
2031-2032	5.00%	450,000	141,500	591,500
2032-2033	5.00%	470,000	118,500	588,500
2033-2034	5.00%	495,000	94,375	589,375
2034-2035	5.00%	520,000	69,000	589,000
2035-2036	5.00%	545,000	42,375	587,375
2035-2036	5.00%	575,000	14,375	589,375
TOTALS		9,485,000	8,719,085	18,204,085

About Us

The San Ramon Valley Fire Protection District is an autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California.

A five member Board of Directors, elected by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District.

In 2009, the District employed nearly 200 personnel, in addition to approximately 50 volunteers serving in four separate volunteer programs. The District maintains ten fire stations and one administrative office building, all strategically located throughout the jurisdiction. The District staffs fifteen companies, including structure and wildland engines, ladder trucks, ALS ambulances, and specialized Hazardous Materials, Rescue, Communications and other support units. The District also operates its own nationally accredited (NAEMD) 9-1-1 communications center.

The District's service area encompasses approximately 155 square miles, covering the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley. Within the boundaries of the District are expansive wildland areas, large single-family homes and multi-family residential complexes, hotels, a regional hospital, numerous convalescent/assisted living facilities, equestrian areas, hiking trails, rock climbing areas, and a facility housing a low-level nuclear reactor. The District is also bisected by a major interstate highway (I-680).

The total population served by the District in 2009 exceeded 167,500. On business days, this figure grows by another 30,000 to include the personnel employed in the Bishop Ranch Business Park. Bishop Ranch is a 585-acre development with nine million square feet of office space located in San Ramon. The business park comprises over 300 diverse companies, ranging from large, well known Global 500 companies to innovative start-ups.

The major revenue sources of the District are property taxes (92%), ambulance service fees and interest income. Total income for the year ending June 30, 2009 was \$55,967,884. The *Comprehensive Annual Financial Report* (CAFR) provides complete financial statements for the District.

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