

**CONSENT  
ITEMS**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
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Fax: 925-838-6629  
www.srvfire.ca.gov

1500 Bollinger Canyon Road  
San Ramon, California 94583

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

## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Richard Price, Fire Chief  
**Subject:** Adoption of Annual Operating Budget for Fiscal Year 2011/2012

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### Background

Enclosed is the FY 2011-2012 Annual Operating Budget for the San Ramon Valley Fire Protection District. The Budget is the result of input received from the FY 2010-2011 mid-year budget review, an inclusive and interactive staff review process, as well as Board direction during the April 19, 2011 Finance Subcommittee Meeting and the May 17, 2011 Budget Workshop. The 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.

### Present Situation

The FY 2011-2012 Annual Operating Budget is intended to continue timely progress toward successfully executing our 2008-2013 Strategic Plan. The Budget maintains a careful balance – focusing on both managing through the uncertain economy today while continuing to maintain a long term planning perspective. FY 2011-2012 Salaries and Benefits have increased by 2% while Services and Supplies budgets have been reduced by 14%. Personnel costs increased in spite of efforts to control costs. Other savings were accomplished with across-the-board budget reductions. Overall the budget is approximately 1% larger than last year. A full overview of the FY 2011-2012 Annual Operating Budget can be found in the Executive Summary section beginning on page 1.

### Recommendation

Staff recommends the adoption of the Annual Operating Budget for Fiscal Year 2011/2012.

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## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Richard Price, Fire Chief  
Bryan Collins, Assistant Fire Chief  
**Subject:** Ambulance Gurney Replacement

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Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. The following purchases require such authorization.

### Background:

The aging fleet of ambulance gurneys currently in-service on District ambulances has exceeded their functional service life. There has been a marked increase in gurney failures in 2010, and a corresponding increase in repair and service costs. The District has deferred the purchase of new gurneys until adequate funding was available. A program replacement plan was necessary before the program could be practically funded. Throughout 2010, EMS personnel have become increasingly skeptical of the safety of the in-service gurneys, due to their increased failure rate. In 2010, EMS Coordinator, Andy Swartzell was directed by the Operations Chief to develop a gurney replacement schedule which he completed in December. Operations then directed the EMS Committee to recommend specifications for a replacement gurney to meet the gurney replacement schedule requirements. The EMS Committee developed a specification for replacement gurneys and a safety bulletin to avoid collapses with the current gurneys, in March of 2011. The Operations Chief approved the Ambulance Gurney Replacement Schedule, endorsed by the EMS Committee and the Safety Committee, for the regular replacement of gurneys so as to not exceed the designated service-life of any District gurneys.

### Present Situation:

The EMS Committee recommended that the District consider power-lift gurneys as an alternative to manual-lift gurneys, to allow for a safer handling of patients. While there was significant reluctance from some EMS Committee members to shift to power-lift gurneys

primarily because of increased gurney weight, once the gurneys were thoroughly evaluated, even the most vociferous opponents became advocates. The number and severity of injuries related to lifting gurneys, has been significantly reduced industry-wide where power-lift gurneys have replaced manual-lift gurneys. Power-lift gurneys are becoming the industry standard, especially from a risk management standpoint. Power lift models from the two major gurney manufacturers, Ferno and Stryker were reviewed and evaluated by EMS Committee members and the Stryker Power Cot was recommended by the EMS Committee as the preferred power-lift gurney. The Operations Chief directed the EMS Committee to conduct a trial with the recommended gurney to ensure there was broad support for such a significant change in operations. The EMS Committee then designed and implemented the Stryker Power Cot Trial Plan, and a survey to solicit feedback following the trial. Training on use of the power-lift gurneys was conducted for all Suppression personnel and then the Stryker Power Cot trial was conducted for six weeks between April and May, 2011. With feedback very much in favor of the trial gurneys, EMS developed a purchasing plan in coordination with Finance and Operations.

**Recommended Board Action:**

Staff recommends that the Board approve the purchase of two Striker Power Cot gurneys out of funds approved in the 2010-11 budget. Additionally, staff recommends that the Board approve the purchase of three Striker Power Cot gurneys out of funds approved in the 2011-12 budget upon its approval. Purchase price for the five gurneys shall not exceed \$73,600 dollars.



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## Fire Prevention

Phone: 925-838-6680  
Fax: 925-838-6609

## MEMORANDUM

Date: June 22, 2011  
To: Board of Directors  
From: Robert Leete, Administrative Services Director  
Subject: Ambulance Transport Fees

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### Background

The District provides ambulance transport services within our jurisdiction. This service is partially paid for by ambulance transport fees. District Ordinance No. 25, approved in December 2010, adopted a Schedule of Fees. This Ordinance and the District's Ambulance Service Agreement with Contra Costa County include a provision for an annual adjustment to ambulance transport fees based on the Consumer Price Index.

The April 2011 Consumer Price Index for the San Francisco – Oakland – San Jose, CA area increased 2.81%. Staff recommends the Board increase ambulance transport fees 2.81% as follows:

Fee Description	Current Fee	Recommended Fee
Basic Life Support Transport	\$896	\$921
Advanced Life Support Transport	\$1,161	\$1,193
Advanced Life Support 2 Transport	\$1,230	\$1,264
Oxygen	\$82	\$84
Mileage	\$24	\$24

### Recommended Action

Staff recommends the Board approve ambulance transport fees as detailed above effective fifteen days following written approval from Contra Costa County.

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Inspections: 925-838-6680

## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Steve Call, Technology Systems Manager  
**Subject:** Intergraph Computer-aided Dispatch Software Maintenance

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Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. The following purchases require such authorization.

### Background:

The District utilizes Intergraph Computer-aided Dispatch (CAD) products to support dispatching, mobile data, Automated Vehicle Location (AVL), paging, fire station alerting, fire station printing and mapping functions. Intergraph Corporation software maintenance and support for FY 2011-2012 totals \$71,105.

### Recommendation:

Authorize staff to pay Intergraph Corporation for FY 2011-2012 software maintenance and support in the amount of \$71,105.

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## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Steven J. Hart, Assistant Fire Chief  
**Subject:** Miscellaneous Equipment Purchase Type 1 and 3 Engines

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Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. The following purchases require such authorization.

### Background:

As a result of adjustments during the mid-year budget review, operations staff was directed to develop a purchase plan to equip the (3) new type 1 engines and the (4) new type 3 engines. Staff evaluated existing equipment to determine which items would be transferred over to the new apparatus and collected bids for the remainder of the equipment that would need to be purchased. This equipment consists of essential tools in order to be able to utilize the new apparatus on a daily basis such as fire hose, nozzles, hand tools and fittings.

Competitive bids were obtained from three equipment vendors with L.N. Curtis was the lowest at \$65,000.

### Recommended Board Action:

Staff recommends that the Board of Directors approve staff to purchase equipment for the apparatus from L.N. Curtis for an amount not to exceed \$65,000.

# **NEW BUSINESS**



# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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## MEMORANDUM

Date: June 22, 2011

To: Board of Directors

From: Robert Leete, Administrative Services Director  
Gloriann Sasser, Finance Supervisor

Subject: Implementation of Governmental Accounting Standards Board Statement  
No. 54 - Fund Balance Reporting

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## Background

The District is required to implement a new accounting standard regarding fund balance. The Governmental Accounting Standards Board (GASB) issued Statement No. 54 in order to enhance the usefulness of fund balance information and improve financial reporting. The new fund balance format is required to be presented in the June 30, 2011 Comprehensive Annual Financial Report (CAFR). Fund balance is the difference between assets and liabilities.

## Analysis

GASB 54 changes the components of fund balance. Currently the District reports fund balance as reserved, designated and undesignated. The new components of fund balance are as follows:

- Nonspendable – Fund balance that cannot be spent because it is either not in a spendable form or it is legally or contractually required to be maintained. For example, the District has prepaid items and deposit amounts of fund balance that are nonspendable. This is the most restrictive category of fund balance.
- Restricted – Fund balance that can be spent only for a specific purpose as stipulated by constitution, legislation or an external resource provider. The fund balance in the District's Debt Service Fund will be classified as restricted because the District's debt covenants legally require the District to maintain these resources for the payment of debt obligations.

- Committed – Fund balance that can be spent only for a specific purpose as determined by formal action taken by the Board of Directors. A new Fund Balance Policy establishes six categories of Committed Fund Balance.
- Assigned – Fund balance that is intended to be used for specific purposes but do not meet the criteria to be classified as restricted or committed. The Board is required to delegate authority to an official to assign amounts to be used for specific purposes. A new Fund Balance Policy establishes two categories of Assigned Fund Balance.
- Unassigned – All spendable amounts not contained in the other classifications.

The District established a Reserve Policy in 2003 which is attached. This Reserve Policy requires the District to maintain a minimum fund balance of at least 50% of the operating revenues in the General Fund at fiscal year-end. The Reserve Policy minimum fund balance will remain unchanged. However, in order to comply with GASB 54, the District is required to adopt a new Fund Balance Policy which is attached.

The new Fund Balance Policy maintains the minimum fund balance of at least 50% of the operating revenues requirement. It also establishes six Committed Fund Balance categories. These categories include: Workers' Compensation Claims, Refinery Property Tax Claim, Tactical Training Center, Radio System Infrastructure, Station 32/Capital Improvement Projects and Budget Stabilization.

The new Fund Balance Policy also establishes one Assigned Fund Balance Category applicable to the current fiscal year titled Budgetary Deficit. This fund balance is assigned to pay for the subsequent year's budgeted deficit.

GASB 54 also requires the District to designate an official to determine and define the amounts of fund balance classified as Assigned Fund Balance. Staff recommends the Board designate the Fire Chief or Administrative Services Director for this requirement.

The Statement also changes the definition of special revenue funds. Special revenue funds are now used to account for proceeds of specific revenue sources that are restricted. The revised definition affects the District's Equipment Replacement Fund. This fund will be classified as a Capital Projects Fund in the Fiscal Year 2011-12 CAFR.

In order to comply with GASB 54, the District is required to adopt the new fund balance components as discussed above. Staff recommends the Board adopt Resolution 2011-01 to repeal the existing Reserve Policy, enact a new Fund Balance Policy which includes reserve requirements and fund balance components and comply with GASB 54.

### **Recommended Action**

Staff recommends the adoption of Resolution No. 2011-01 classifying the various components of fund balance as defined in Governmental Accounting Standards Board Statement No. 54.

**RESOLUTION NO. 2011- 01**

**CLASSIFYING THE VARIOUS COMPONENTS OF FUND BALANCE AS DEFINED IN GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54**

**WHEREAS**, the San Ramon Valley Fire Protection District Board of Directors hereby finds and declares the following:

- The Governmental Accounting Standards Board has issued Statement No. 54 entitled “Fund Balance Reporting and Governmental Fund Type Definitions” which is applicable to the San Ramon Valley Fire Protection District.
- This Board of Directors desires to classify the various components of fund balance reported by the San Ramon Valley Fire Protection District as defined in Governmental Accounting Standards Board Statement No. 54.

**THEREFORE**, be it resolved by the San Ramon Valley Fire Protection District Board of Directors the following:

- The Board of Directors repeals Resolution No. 2003-05.
- The Board of Directors hereby defines the various components of fund balance as reported by the District as presented in the attached Fund Balance Policy.
- The classification and reporting of fund balance components as required by Governmental Accounting Standards Board Statement No. 54 will become effective starting with Fiscal Year 2010-2011.
- The Board of Directors designates the Fire Chief or Administrative Services Director as the official to determine and define the amounts of those components of fund balance that are classified as “Assigned Fund Balance”.

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2011- 01 adopted by the Board of Directors of the San Ramon Valley Fire Protection District on June 22, 2011, with the following vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
Susan F. Brooks, District Clerk  
San Ramon Valley Fire Protection District



## DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Fund Balance Policy</b>		
EFFECTIVE DATE:	7/1/2010	DOC NO:	
CROSS REF:			

### INTRODUCTION

Responsible financial practices necessitate adoption of specific procedures for reporting fund balance classifications, minimum reserve requirements and hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines.

### PURPOSE

To provide procedures for reporting fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures.

### DEFINITIONS

Fund balance – The difference between assets and liabilities.

Minimum Fund Balance – 50% of the operating revenues in the General Fund at fiscal year-end.

### POLICY

The District will report fund balance in accordance with Governmental Accounting Standards Board Statement No. 54. The following five components will be used:

1. Non-Spendable Fund Balance
2. Restricted Fund Balance
3. Committed Fund Balance
4. Assigned Fund Balance
5. Unassigned Fund Balance

The District will maintain a Minimum Fund Balance of at least 50% of the operating revenues in the General Fund at fiscal year-end.

The District will report the following amounts as Committed Fund Balance at fiscal year-end:

1. Workers' Compensation Claims – Fund balance committed to pay for catastrophic workers' compensation claims that exceed the District's regular workers' compensation expenditures or excess workers' compensation insurance deductible. The amount is equal to the District's self-insured retention.
2. Refinery Property Tax Claim – Fund balance committed to pay for a

AUTHOR:	Gloriann Sasser, Finance Supervisor	Page 1 of 2
REVIEWED:	Robert Leete, Administrative Services Director	
APPROVED:		
ORIGIN DATE:	06/11	REVISED DATE:





## DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Fund Balance Policy</b>		
EFFECTIVE DATE:	7/1/2010	DOC NO:	
CROSS REF:			

- refinery property tax claim. The amount is equal to the current potential liability estimate.
3. Tactical Training Center– Fund balance committed to pay for construction costs for the planned District Tactical Training Center. The amount is equal to the fund balance in the Tactical Training Center Capital Projects Fund or the current estimate of future project costs.
  4. Radio System Infrastructure – Fund balance committed to pay for radios pursuant to the District’s participation in the East Bay Regional Communications System Authority. The amount is equal to the current estimate of the District’s cost to purchase new radios.
  5. Station 32/Capital Improvement Projects – Fund balance committed to pay for the future construction of Fire Station 32 or other capital improvement projects as approved by the Board of Directors. The amount is equal to current estimates of future project costs.
  6. Budget Stabilization – Fund balance committed to provide a source of funds to mitigate the effects to the General Fund during a prolonged economic downturn. This fund balance can only be spent following three successive years of decreased total General Fund Revenue. The amount is equal to 30% of the total of the General Fund and Debt Service Fund Budgeted Expenditures for the next fiscal year. At the close of each fiscal year, General Fund balance in excess of the Minimum Fund Balance will be added to the Budget Stabilization Fund Balance until the maximum amount is reached.

The Fire Chief or Administrative Services Director is designated to determine and define the amounts of those components of fund balance that are classified as “Assigned Fund Balance”. The District will report the following amounts as Assigned Fund Balance:

1. Budgetary Deficit – Fund balance committed to pay for the subsequent year’s budget deficit. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.
2. Other Assigned Fund Balance categories as determined by the Fire Chief or Administrative Services Director.

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 2 of 2
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:			
ORIGIN DATE:	06/11	REVISED DATE:	

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## Fire Prevention

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## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Robert Leete, Administrative Services Director  
Gloriann Sasser, Finance Supervisor  
**Subject:** District Investment Policy

---

### Background

The Board of Directors is required to annually review the District's Investment Policy. The California Debt and Investment Advisory Commission (CDIAC) has published a General Model Investment Policy. Staff compared the District's Investment Policy to the General Model Investment Policy. Based on this review, Staff is recommending four additions to the District Investment Policy.

### Analysis

The first recommended addition to the District's Investment Policy is Section 4.3, which states that investments not specifically approved by the policy are prohibited. The purpose of this addition is to eliminate any ambiguity regarding allowable investments.

The second recommended addition is Section 5.4, which states that the District will report the investment portfolio at market value at the end of the fiscal year. This is necessary in order to conform with Governmental Accounting Standards Board Statement No. 31.

The third recommended addition is Section 6.7, which sets ethics and conflict of interest standards for the Board of Directors and employees involved in the investment process.

The fourth addition is the Definition section which begins on Page 5. The CDIAC recommends a definition section because it is important that a common vocabulary be established between the treasurer, the legislative body and the public.

### Recommendation

Staff recommends the adoption of Resolution 2011-02 approving the San Ramon Valley Fire Protection District Investment Policy.

**RESOLUTION NO. 2011-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN RAMON VALLEY FIRE PROTECTION DISTRICT ESTABLISHING  
THE INVESTMENT POLICY FOR DISTRICT FUNDS**

**WHEREAS**, the Board of Directors of the San Ramon Valley Fire Protection District has previously adopted an investment policy for District funds to ensure that District monies are invested prudently; and

**WHEREAS**, the Treasurer, Administrative Services Director, Finance Supervisor, or Finance Committee of the San Ramon Valley Fire Protection District have been given authority to invest District funds pursuant to the District's Investment Policy; and

**WHEREAS**, legislation necessitates the annual review of the District's investment policy in order to comply with current state law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the San Ramon Valley Fire Protection District establishes and adopts a District investment policy, attached hereto as Exhibit 1, which is incorporated by this reference.

**BE IT FURTHER RESOLVED**, that the District Board of Directors delegates its authority to the Treasurer, Administrative Services Director, Finance Supervisor, or Finance Committee of the San Ramon Valley Fire Protection District to invest District funds in a manner consistent with the District's Investment Policy.

**PASSED, APPROVED AND ADOPTED** this 22nd day of June 2011, at a regular meeting of the District Board of Directors at San Ramon, California, on a motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and duly carried with the following roll call votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Dated: \_\_\_\_\_, 2011

\_\_\_\_\_  
Jennifer Price, Board President  
Board of Directors

**ATTEST:**

\_\_\_\_\_  
Susan F. Brooks, District Clerk

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
William D. Ross, District Counsel

\_\_\_\_\_  
Richard Price, District Chief



# DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Investment Policy</b>		
EFFECTIVE DATE:	06/2011	DOC NO:	
CROSS REF:			

## INTRODUCTION

Responsible financial practices necessitate adoption of specific procedures for investments in conformance with the Government Code of the State of California.

## PURPOSE

The purpose of this policy is to establish a prudent and systematic investment policy and to organize and formalize investment-related activities.

## POLICY

### **Section One: Scope and Authority**

- 1.1 The San Ramon Valley Fire Protection District's (District) Investment Policy is authorized under the California Government Code, section 53600, et seq. as it applies to the investment of public funds.
- 1.3 It is intended that this policy cover all funds and investment activities under the direct authority of the District. However, investments authorized by Fiscal Agents pursuant to bonded debt are controlled by the terms and conditions of the specific bond and may not necessarily coincide with the Investment Policy outlined herein. Investments must conform to Government Code section 53600.5 concerning safekeeping of purchased securities by financial advisers, fiscal agent, or consultants. Wherever practical, investments made by a Fiscal Agent on behalf of the District will be consistent with this Policy.

### **Section Two: Investment Objectives**

- 2.1 Safety - It is the primary duty and responsibility of the Treasurer, Administrative Services Director, Finance Supervisor or Finance Committee to protect, preserve and maintain cash and investments placed in trust on behalf of the citizens of the District.
- 2.2 Liquidity - An adequate percentage of the District's investment portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 1 of 6
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:			
ORIGIN DATE:	06/11	REVISED DATE:	





## DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Investment Policy</b>		
EFFECTIVE DATE:	06/2011	DOC NO:	
CROSS REF:			

2.3 Yield - Yield should become a consideration only after the basic requirements of safety and liquidity have been met.

- a) The overall yield should be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict investments.

2.4 Public Trust - All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

2.5 Diversification - The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

In a diversified portfolio, it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

2.6 Prudence - The District adheres to the "prudent person rule" which obligates a fiduciary to insure that:

" . . . investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

### Section Three: District's Investment Strategy

3.1 The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the District's cash requirements. To that end, improved cash forecasting and management is the preferred investment strategy for the District.

- a) Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 2 of 6
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:			
ORIGIN DATE:	06/11	REVISED DATE:	



## DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Investment Policy</b>		
EFFECTIVE DATE:	06/2011	DOC NO:	
CROSS REF:			

relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

### Section Four: Allowable Investment Instruments

- 4.1 The Government Code, sections 53601, 53601.1 and 53635 shall govern the District's allowable investments and the length of those investments, unless specifically limited by this policy. Although the maximum maturity for any deposit or investment is five years, most investments should be for no longer than 2-3 years.
- 4.2 The specific investments allowed are listed below:
- a) The State's Local Agency Investment Fund (LAIF);
  - b) Any Public Agency's Pooled Investment Fund, provided such involvement is approved in advance by resolution of the Board;
  - c) Securities of the US Government;
  - d) Insured Certificates of Deposits (CD's) or CD's adequately collateralized by the institution issuing the certificate; and,
  - e) Passbook Savings and Money Market Accounts
- 4.3 Any investment not specifically approved by this policy is prohibited.

### Section Five: Reporting Requirements

- 5.1 The Treasurer or designee shall annually submit a written investment policy to the Board. The Board shall consider the investment policy at a public meeting.
- 5.2 The Treasurer or designee shall submit a quarterly investment report to the Board. The report must be submitted within 30 days following the end of the month covered by the report, and is required under Government Code Section 53646. Such report shall include at least the following information:
- a) Types of investments;
  - b) Names of the institution in which funds are invested or deposited;
  - c) Date of maturity, if applicable;
  - d) Par and dollar amount investment on all securities;
  - e) Percent distribution of each type of investment or deposit;
  - f) Current market value as of the date of the report, including sources of the valuation except those under LAIF;
  - g) Rate of interest;

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 3 of 6
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:			
ORIGIN DATE:	06/11	REVISED DATE:	



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EFFECTIVE DATE:	06/2011	DOC NO:	
CROSS REF:			

- h) Average weighted yield of all investments;
- i) The accrued interest earnings fiscal year-to-date for each investment;
- j) A statement relating the report to the District's Investment Policy; and
- k) A statement that there are sufficient funds to meet the District's next six months' financial obligations.

5.3 Periodic reports shall be prepared as required by circumstances or as directed by the Board. Such circumstances include, but are not limited to, notification that any District investment may be in jeopardy, or a sudden and significant drop in the current market value of any District investment.

5.4 The District will report the investment portfolio at market value at the end of each fiscal year in accordance with Governmental Accounting Standards Board Statement No. 31.

### Section Six: Internal Controls and General Guidelines

6.1 A system of internal control shall be established and documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District.

6.2 Controls deemed most important include:

- a) The control of collusion and separation of duties;
- b) Custodial safekeeping of funds invested or on deposit;
- c) Minimizing the number of authorized Investment Officers; and
- d) Written documentation of procedures and transactions.

6.3 In selecting financial institutions for the deposit or investment of District funds, the Treasurer or designee shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which District funds are deposited or invested.

- a) Any deposit or investment of funds shall be in writing, signed by the Treasurer or designee and the authorized representative of the institution.
- b) All transactions will be executed on a Delivery Versus Payment (DVP) basis.

6.4 The Treasurer or designee shall encourage peer review of the investments and

AUTHOR:	Gloriann Sasser, Finance Supervisor	Page 4 of 6
REVIEWED:	Robert Leete, Administrative Services Director	
APPROVED:		
ORIGIN DATE:	06/11	REVISED DATE:



## DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Investment Policy</b>		
EFFECTIVE DATE:	06/2011	DOC NO:	
CROSS REF:			

investment practices. In addition, the District will require the auditors to perform cash and investment testing as part of the audit of the District’s financial statements.

- 6.5 An annual Cash Flow Forecast may be prepared by the Treasurer or designee and would be used to assist in the development of the annual operating budget for the District.
- 6.6 This Investment Policy shall be reviewed by the Board on an annual basis.
- 6.7 Ethics and Conflict of Interest - Board members and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Board members and employees shall disclose any material financial interests that could be related to the performance of the District’s investment portfolio.

### DEFINITIONS

Certificate of Deposit (CD) – A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

Collateral – Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Delivery Versus Payment –A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or custodian. It ensures that securities are deposited in an eligible financial institution prior to the release of funds. Securities should be held by a third-party custodian as evidenced by safekeeping receipts.

Diversification – Dividing investment funds among a variety of securities offering independent returns.

Liquidity – A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Agency Investment Fund (LAIF) – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 5 of 6
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:			
ORIGIN DATE:	06/11	REVISED DATE:	





## DISTRICT – POLICY AND PROCEDURE

TOPIC:	<b>Investment Policy</b>		
EFFECTIVE DATE:	06/2011	DOC NO:	
CROSS REF:			

Market Value – The price at which a security is trading and could presumably be purchased or sold on a specific date.

Maturity – The date upon which the principal or stated value of an investment becomes due and payable.

Portfolio – Collection of securities held by an investor,

Prudent Person Rule – An investment standard that all investments should be made with care, skill, prudence and diligence under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the professional management of business affairs for probable safety of capital and probable income to be derived.

Rate of Return – The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity; on a bond it is the current income return.

Safekeeping – A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market – A market made for the purchase and sale of outstanding issues following the initial distribution.

Yield – The rate of annual income return on an investment, expressed as a percentage.

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 6 of 6
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:			
ORIGIN DATE:	06/11	REVISED DATE:	

# CORRESPONDENCE



CHILDREN'S HOSPITAL  
& RESEARCH CENTER FOUNDATION

May 16, 2011

Denise Pangelinan  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

Dear Denise,

We are grateful for your support of Children's Hospital & Research Center Oakland—a nationally-recognized pediatric hospital focused 100 percent on kids. Your support for the 34th annual Workday Devil Mountain Run, in operating the communications center, benefits countless children, helping us raise more than \$125,000.

As we look ahead to Children's 100<sup>th</sup> anniversary in 2012, we remain committed to providing exemplary pediatric specialty care to all our young patients. Whether delivering expert, compassionate clinical services in a family-centered medical center, developing breakthrough preventions and treatments for critical illnesses, or educating the next generation of pediatric healthcare professionals, our success depends on a lasting partnership with friends like you.

You have placed your trust in a remarkable organization. Thank you for helping realize our extraordinary mission.

Sincerely,


A handwritten signature in black ink, appearing to read 'Julia Stanley', with a long, sweeping horizontal line extending to the right.

Julia Stanley  
Special Events Manager  
Children's Hospital & Research Center Foundation

2201 Broadway, Suite 600 • Oakland, CA 94612  
510-428-3814 • Fax: 510-450-5644

[www.chofoundation.org](http://www.chofoundation.org)

Tax ID #94-1657474

 100% RECYCLED PAPER



May 26, 2011

Richard Price, Fire Chief  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

Dear Richard Price, Fire Chief:

Attached is a copy of Grand Jury Report No. 1105, "Ethics and Transparency Issues in Contra Costa County" by the 2010-2011 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefor.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.



San Ramon Valley Fire Protection District  
May 26, 2011  
Page 2

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **August 24, 2011**.

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to [jcuev@contracosta.courts.ca.gov](mailto:jcuev@contracosta.courts.ca.gov) (Word document).

Sincerely,



LINDA L. CHEW, Foreperson  
2010-2011 Contra Costa County Civil Grand Jury

A REPORT BY  
THE 2010-2011 CONTRA COSTA COUNTY GRAND JURY

725 Court Street  
Martinez, California 94553

REPORT 1105

**Ethics and Transparency Issues in Contra Costa County**

APPROVED BY THE GRAND JURY:

Date: MAY 4, 2011



LINDA L. CHEW  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 5/16/11



JOHN LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Linda Chew  
Foreperson  
(925)-567-9638

## Contra Costa County Grand Jury Report 1105

### **ETHICS AND TRANSPARENCY ISSUES IN CONTRA COSTA COUNTY**

**TO: Contra Costa County Board of Supervisors  
Contra Costa Local Agency Formation Commission  
Cities in Contra Costa County  
Independent Special Districts in Contra Costa County**

#### **SUMMARY**

Ethical behavior and transparency (openness) by public officials are essential to good government. Despite the fact that County officials receive ethics training, the Grand Jury has found instances of ethical breaches.

In some cases, there have been public accusations of ethical misbehavior and/or misrepresentation, charges of nepotism and cronyism, and allegations of long-term County mismanagement of a mitigation fund.

The Grand Jury believes that greater effort must be made to improve openness and accountability, to display more sensitivity to ethical considerations, and to be aware of any appearances of impropriety to the public.

#### **BACKGROUND**

Effective January 1, 2006, AB 1234 (Government Code Sections 53232, et seq.) required that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles. The requirement applies not only to the governing body of a local agency but also to members of commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Training must be renewed every two years.

According to the Fair Political Practices Commission and the California Attorney General, training regarding conflicts of interest, perquisites of office and governmental transparency should include the following:

(1) Laws relating to personal financial gain by public servants...

- (A) Laws prohibiting bribery (Pen. Code, § 68)
  - (B) Conflicts of Interest under the Political Reform Act (Gov. Code, §§ 87100, 87103).
  - (C) Contractual Conflicts of Interest (Gov. Code, § 1090 et seq.).
  - (D) Conflicts of Interest and Campaign Contributions (Gov. Code, § 84308).
  - (E) Conflicts of Interest When Leaving Office (Gov. Code, §§ 87406.3, 87407).
- (2) Laws relating to claiming perquisites of office
  - (3) Government transparency laws
  - (4) Laws relating to fair processes

The Grand Jury has divided the remainder of this report into several sections. Each section contains its own findings and recommendations. An overall finding and recommendation has also been made that may apply to all agencies throughout the County.

## **LAFCO: SOME MEMBERS OVERSTEPPING THEIR BOUNDARIES**

### **BACKGROUND**

The Contra Costa Local Agency Formation Commission (LAFCO) reviews, approves, or disapproves changes in organization to cities and special districts including annexations, detachments, new formations and incorporations. Its members (commissioners) serve the entire county and are to be neutral decision makers. LAFCO commissioners are guided by a Commissioner's Handbook which states:

“Government Code Section 56325.1 states that while serving on the Commission all members shall exercise their independent judgment on behalf of the interests of residents, property owners and the public as a whole.”

In May, 2010, two LAFCO commissioners addressed a developer-sponsored local ballot measure to extend the Urban Limit Line of the City of Brentwood. Prior to the election, these commissioners signed a public letter indicating that they were speaking not only as LAFCO spokespeople, but as representatives of the Contra Costa County Mayors' Conference, their appointing agency. They stated that should Brentwood voters defeat Measure F, LAFCO could annex the land in question to Antioch. Further, certain other LAFCO commissioners, instead of speaking to these statements, chose to weigh in supportively on the content of the letter, when the matter was not before LAFCO. The measure failed, and both LAFCO and the Mayors' Conference took some action to address this.

LAFCO stated that its procedures do not allow for reprimand or removal of offenders, but inserted new language into the Commissioner's Handbook (1.4 Rules and Procedures – Section F.5) which details when a commissioner may act as a spokesperson.

The Mayors' Conference, while voting (12-4) not to remove the involved commissioners, issued an admonishment, and adopted an amendment to the Conference Policies and Procedures statement prohibiting individual positions from being expressed as representative of the will of the Conference. In its motion, the Mayors' Conference stated that it "is not in the business of taking issues on individual matters, especially when pitting one city against another."

The Grand Jury recognizes that some corrective actions have been taken. However, some LAFCO members weighed in favorably on the import of the letter. While LAFCO had the option to recommend removal to the offending members' appointing authority for "malfeasance of office" (Commissioner Handbook 1.2), it did not do so.

## FINDINGS

1. Some LAFCO members committed ethical breaches by indicating that they spoke on behalf of LAFCO and the Mayors' Conference on matters not before LAFCO.
2. Certain other LAFCO members weighed in inappropriately on the statements.

## RECOMMENDATIONS

1. All LAFCO members, including the public member, should receive regular training per AB 1234\*, on the LAFCO Commissioners Handbook with particular focus on LAFCO's mission statement and ethics, as well as the Updated Commissioner Representation policy (1.4 Rules and Procedures – Section F.5).
2. LAFCO should promptly consider appropriate action when a violation of its policies occurs.

### \*AB 1234 - Local Officials Ethics Training Requirement

The newest of these ethics training requirements applies to certain local public officials. While similar to the rules for state officials that have been in place since 1998, the rules applicable to local officials are different in content, including a requirement that these officials receive training not only in applicable ethics laws but also in ethics principles and agency rules.

## NEPOTISM ALIVE IN CEMETERY DISTRICT

### BACKGROUND

**Nepotism** is favoritism (as in appointment to a job) based on kinship.<sup>1</sup>

**Nepotism** undermines public trust by making government look like a family business run not for the community, but for the families in power.<sup>2</sup>

The Contra Costa County Board of Supervisors (BOS) makes appointments to certain special district boards. Each Supervisor recommends appointments for their respective district, after public notice of vacancy and interviews of applicants have been completed.

Recently, when a Supervisor's spouse sought an opening on the board of a small cemetery district, this notice and interview process was not initially followed. As a result, there was significant public reaction to the appearance of nepotism.

The spouse of one Supervisor sat on LAFCO, which regulates County boundaries. A prerequisite for this person's inclusion on LAFCO was being on the board of a special district. This person's current special district membership was ending soon and he sought a special district slot elsewhere.

In violation of California's Maddy Act (Gov. Code Section 54970-54974) the Clerk of the Board failed to advertise/post this opening to the public. As a result, several interested candidates were not considered or interviewed. The Supervisor self-recused and another Supervisor recommended appointment of the spouse. Ultimately, the BOS referred the process to an impartial outside panel, so as to avoid any real or perceived conflict-of-interest. The position was then advertised and applications from eight people were received.

After an interview process, a different individual was recommended by the special panel and was appointed by the BOS.

Subsequently, the BOS adopted an anti-nepotism policy that prohibits appointment by BOS members of relatives, domestic partners, and individuals with shared business interests to Boards, Councils, and Advisory Panels.

<sup>1</sup> Merriam-Webster Dictionary

<sup>2</sup> Robert Wechsler  
Director of Research, City Ethics  
<http://www.cityethics.org/node/811>

### FINDINGS

1. There was a failure to advertise/post the open position, in compliance with the Maddy Act.

2. The initial recommendation to appoint the spouse of the Supervisor for the open special district position was not consistent with the appointment procedure.
3. At a minimum, these improprieties created the appearance of nepotism.
4. The formation of an outside, impartial panel to interview and select an applicant was appropriate.
5. The adoption of a County anti-nepotism policy was proper.

## RECOMMENDATIONS

1. The County should adopt a policy requiring the formation of impartial selection committees in situations where there are conflicts of interest, real or perceived, that cannot be adequately addressed by a normal recusal process.

## THE DECOMPOSING OF THE KELLER CANYON MITIGATION FUND

### BACKGROUND

The Keller Canyon Mitigation Fund (KCMF) was established in 1992 to lessen the impacts of an East County landfill on roads, open space, and the surrounding community. Funds are generated through dumping fees and granted through an application process. Approximately \$14 million has been awarded over the past ten years.

In 2005, the BOS voted to eliminate the Finance Committee oversight of the KCMF. Since then the District Supervisor, the Supervisor's Chief-of-Staff, and a County employee comprise the KCMF Committee, and have had discretion in the awarding of grants. Eligible recipients of grants have expanded from those who were truly impacted by the landfill to any non-profit groups the KCMF Committee deems eligible.

In 2010, a group of concerned citizens complained about irregularities with the KCMF's operations. The group conveyed its concerns to various County agencies. Among these were:

- KCMF is being used illegally as a political "slush fund."
- KCMF lacks required grantee and management paperwork (applications, work plans, progress reports, etc.).
- Substantial expenditures are being made outside of the intent and guidelines of the KCMF, often without required BOS approval.



The Contra Costa County Auditor-Controller's office addressed the charges in its November 5, 2010, "Response to Allegations Concerning the Keller Canyon Mitigation Fund" Report (Auditor's report).

A fraud audit was not performed. However, it was determined that the "internal control environment of the KCMF is seriously deficient" and that because of this there is "a possibility of fraud and abuse". In addition, it was determined that over the last 10 years, \$634,372 was spent without required BOS approval, and that since 2005, when BOS Finance Committee oversight ended, the fund has had a deficit in each of the following years.

The Auditor's report detailed some problem areas with the fund and recommended, among other goals, restoring transparency, accountability, and public confidence in county governance with regard to the KCMF.

One recommendation calls for establishment of an ethics policy and training for KCMF Committee members. This recommendation, which "includes a recusal provision," seeks to eliminate numerous instances where KCMF Committee members also sit on boards of grantee organizations.

At the time this Grand Jury report was written, the BOS had instructed the Finance Committee to review the Auditor's Report and its recommendations.

## **FINDINGS**

1. Proper oversight of the KCMF by the BOS is lacking, which provides opportunity for impropriety.
2. The KCMF has distributed grants without the required applications, work plans, and follow-up reports.
3. The KCMF, as currently administered, is not transparent, and lends itself to a perception of being a "political slush fund," (defined as "A sum of money used for illicit or corrupt purposes, as for buying influence." (Webster's New Universal Unabridged Dictionary)).
4. Ethical concerns are raised when grants are awarded to organizations whose boards include members of the granting committee.
5. Despite the fact that \$14 million has been distributed over the past ten years, no annual report has been issued. At the time of the writing of this report, no County-linked website to the KCMF could be found.
6. Due to a lack of publicly available information about the KCMF, not all non-profit organizations, nor the public, are aware of the fund, its mission, and its processes, and thus are unable to benefit from it.

## RECOMMENDATIONS

1. The BOS should direct the County Administrator's Office to more closely monitor the KCMF activity and ensure compliance with BOS approval requirements, as well as application, work plan and performance reporting requirements.
2. The BOS should require training on and compliance with a County ethics policy for all KCMF Committee members.
3. An annual report for the KCMF should be issued, and a County-linked website should be established to clarify mission, application and selection process and requirements.
4. The BOS should consider re-establishing the Finance Committee oversight of grant awards.
5. The BOS should ensure that all County mitigation funds, or similar funds under the control of a single Supervisor, receive proper supervision.

## OVERALL FINDING

The Grand Jury finds that:

1. Avoiding the appearance of unethical behavior especially with regard to conflicts-of interest and nepotism, is crucial to public confidence in governance.

## OVERALL RECOMMENDATION

1. Each of the 19 cities, 28 independent special districts and the County should review and report to the Grand Jury on the adequacy of its:
  - a) nepotism policy;
  - b) conflict-of-interest policy; and
  - c) ethics training policy.

## REQUIRED RESPONSES

LAFCO section

Findings and Recommendations

Local Agency Formation Commission

1, 2

**NEPOTISM section**

**Findings**

Contra Costa County Board of Supervisors 1-5

**Recommendations**

Contra Costa County Board of Supervisors 1

**KELLER CANYON section**

**Findings**

Contra Costa County Board of Supervisors 1-6

**Recommendations**

Contra Costa County Board of Supervisors 1-5

**Overall Finding and Recommendation**

**Finding and Recommendation**

Contra Costa County Board of Supervisors 1

**REQUESTED RESPONSES**

**Overall Finding and Recommendation**

**Finding and Recommendation**

The cities of: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek

1

**Independent Special Districts:**

Crockett Community Services District, Diablo Community Services District, Discovery Bay Community Services District, Kensington Police Protection and Community Services District, Knightsen Town Community Services District, Kensington Fire Protection District, Moraga-Orinda Fire District, Rodeo-Hercules Fire Protection District, San Ramon Valley Fire Protection District, Los Medanos Community Healthcare District, Mt. Diablo Healthcare District, West Contra Costa County Healthcare District, Byron-Bethany Irrigation District, East Contra Costa Irrigation District, Bethel Island Municipal Improvement District, Ambrose Recreation and Park District, Green Valley Recreation and Park District, Pleasant Hill Recreation and Park District, Rollingwood-Wilart Park Recreation and Park District, Byron Sanitary District, Central Contra Costa Sanitary District, Ironhouse Sanitary District, Mt. View Sanitary District, Rodeo Sanitary District, Stege Sanitary District, West County Wastewater District, Contra Costa Water District and Diablo Water District, Byron-Brentwood-Knightsen Union Cemetery District

1



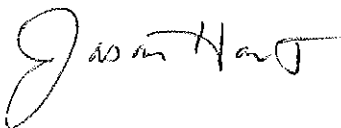
Date: May 20, 2011

Assistant Chief Steve Hart  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, California 94583

Dear Mr. Hart

*I want to acknowledge and extend my appreciation to you and your staff. To begin, Fleet Mechanics Dan Rhodes and Rick Nogueira have recently performed an outstanding service to our 1981 International Type 3 Fire Engine. Without this service I would neither have the ability nor the confidence to make this piece of equipment operational for this season.*

*I would also like to share my appreciation for the support that Chief John Duggan and GIS Analyst Eric Kennelly have given me. SRVFPD's cooperation and support has helped improve my transition to Mount Diablo State Park by providing valuable information and assistance with our operation. The support that San Ramon Valley Fire Protection District provides for both Medical and other Emergency related response is greatly appreciated by all Mount Diablo State Park and Diablo Vista District staff. If I can ever be of service to your organization I would be proud to serve you any way possible. Please do not hesitate to contact me if we can ever be of assistance to your organization. Thank you again.*

Sincerely, 

Jason Hart  
Park Maintenance Chief  
Diablo Vista District / Bay Sector  
96 Mitchell Canyon Road, Clayton CA 94517  
Office: (925) 673-2894  
Cell: (925) 324-8422  
Email: [jhart@parks.ca.gov](mailto:jhart@parks.ca.gov)

June 2, 2011

Dear San Ramon Valley Fire Department:

My daughter just celebrated her tenth birthday on May 18, and I want to thank the San Ramon Valley firefighters and paramedics for making it all possible. I was 33 weeks along with her and woke in the middle of the night hemorrhaging. My husband called 911 and you showed up almost instantly at our home. My situation was quickly evaluated and I was rushed to Kaiser. My husband followed behind, but could not keep up on the highway with the ambulance. He was so relieved by how quickly you got us to the hospital. I had her by emergency cesarean shortly after and was given blood due to the amount I lost.

My daughter Katie is ten, strong and healthy with no problems after two months in NICU. I also recovered and am around for my three kids. Without the rapid response and care we received, the outcome could have been very sad.

We appreciate all that was done and to live in a community with such amazing people serving.

Thank you does not seem to be enough.

With much gratitude,

Rebecca Calzia-Bhatt

---

**From:** "Savageau, Craig [USA]" <[savageau\\_craig@bah.com](mailto:savageau_craig@bah.com)>  
**Date:** June 8, 2011 10:39:01 AM EDT  
**To:** "Richard Price ([rprice@srvfire.ca.gov](mailto:rprice@srvfire.ca.gov))" <[rprice@srvfire.ca.gov](mailto:rprice@srvfire.ca.gov)>  
**Subject:** San Ramon iPhone CPR App

Chief Price,

I recently read a small article in the May/June 2011 issue of the Emergency Management magazine, page 14 (<http://www.emergencymgmt.com/>) regarding the new iPhone Cardiopulmonary Resuscitation (CPR) application (app). As a former Paramedic and current, certified Emergency Manager/HAZMAT Technician, I must say this has to be one of the most impactful, health conscious delivery aids I have ever come across! The San Ramon Valley Fire District has set new precedence for creating a healthy, community coalition. Community involvement needs to be the foundation for all emergency responses. I sincerely applaud your Fire District for this remarkable effort and only hope that you will present this during local, regional and national Fire Chief conferences so that other communities can implement this system.

Thank you again for reaffirming that our communities are vital, not only to our safety and security, but also our health.

Sincerely,

Craig R. Savageau, CHEP

Emergency Management Consultant

96 Tuscany Way  
Danville, CA 94506

June 11, 2011

Fire Chief Richard Price  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583


Chief Price,

This morning at about 5:30 am we successfully concluded the San Ramon Valley High School Grad Night. As you may know, Grad Night is designed to provide the graduated seniors a place to safely spend the evening, celebrating the end of their high school years. The planning for this event takes about a year, involves thousands of volunteer hours, and has a budget of tens of thousands of dollars.

In January, as designs moved into the production phase, we started working with Roy Wendel who was assigned as our Code Compliance Officer. Over the next six months we met numerous times and corresponded through dozens of emails. From test burning treated fabrics to answering countless questions, he helped to provide us direction.

Roy's ability to translate the fire code into easily understandable concepts for the layperson allowed us to create props and decorations that were fire safe. His can do spirit and warm demeanor reflect positively on the men and women of the San Ramon Valley Fire Protection District. On behalf of all involved, please convey to Roy our heartfelt appreciation for helping us create an event the graduates will remember for the rest of their lives.

Sincerely,



Alan Anderson  
Fire District Liaison  
San Ramon Valley High School Grad Night



# OPERATIONS

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
Phone: 925-838-6600  
Fax: 925-838-6629  
[www.firedepartment.org](http://www.firedepartment.org)

1500 Bollinger Canyon Road  
San Ramon, California 94583

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

## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Bryan Collins, Assistant Chief, Operations  
**Subject:** Monthly Activity Reports

---

Attached are the Operations reports for the month of May, 2011.



# Standards of Cover Policy Compliance Report

May 1, 2011 - May 31, 2011

SOC Goal 1, 5, 6		SOC Goal 2, 5, 6		SOC Goal 3, 5, 6	
Urban (Count = 252)		Suburban (Count = 99)		Rural (Count = 13)	
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
07:00	7:33	7:35	08:00	8:32	8:33
	92%	94%		96%	95%
				15:00	11:45
					100%
					100%

SOC Goal 4								
Urban (Count = 0)			Suburban (Count = 1)			Rural (Count = 0)		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
11:00	00:00	15:13	12:00	10:39	18:29	21:00	00:00	16:28
	0%	0%		100%	20%		0%	100%

SOC Goal 8								
Urban (Count = 75)			Suburban (Count = 19)			Rural (Count = 5)		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
9:00	10:14	10:45	10:00	9:44	11:17	21:00	13:55	14:26
	96%	89%		100%	93%		100%	100%

SOC Goal 7			
Call Processing Time		Turnout Time	
Goal	Actual	Y-T-D	Actual
01:00	:51	:52	2:45
	100%	100%	78%
			80%

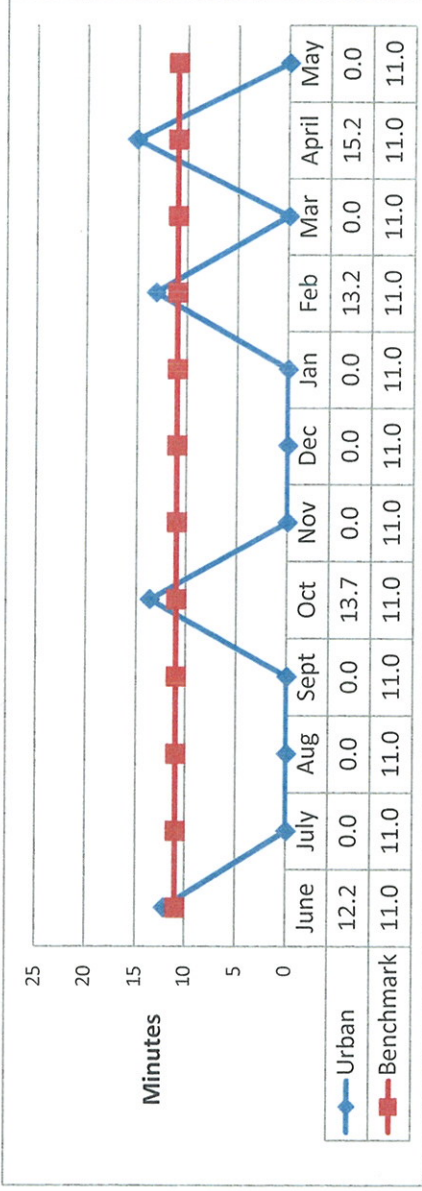






## ERF Fire Response

### Urban



#### Goal 1

*Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile*

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

#### Goal 2

*Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile*

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

#### Goal 3

*Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile*

The first-due fire unit should arrive within 17 minutes total response time, 90 percent of the time.

#### **Goal 4**

##### ***Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile***

To confine fires near the room of origin, to stop wildfires less than 5 acres in size when noticed promptly, and to treat up to 5 medical patients at once, a multiple-unit response of at least 18 personnel should arrive within 11 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 8 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 12 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin, to care for medical patients upon arrival, and to initiate operations on serious wildland fires.

#### **Goal 5**

##### ***Hazardous Materials Response***

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

#### **Goal 6**

##### ***Technical Rescue***

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

#### **Goal 7**

##### ***Call processing and turnout times***

A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

#### **Goal 8**

##### ***Effective Response Force for Advanced Life Support (ALS) Medical Emergencies***

To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.



# **SUPPORT SERVICES**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
Phone: 925-838-6600  
Fax: 925-838-6629  
[www.firedepartment.org](http://www.firedepartment.org)

1500 Bollinger Canyon Road  
San Ramon, California 94583

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

## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Steven J. Hart – Assistant Fire Chief  
**Subject:** Monthly Activity Reports

---

Attached is the Support Services report for the month of May, 2011.

Support Services  
May, 2011

Facilities

1. Station 32: Preparing for Zoning Administrator Meeting.
2. Station 32: Preparing Demo and Grading Bid Package.

Fleet

1. Annual Engine / Truck services in progress.
2. Smog Certification, staff cars – Completed.
3. Assembling new Apparatus in progress.

Communication Center

1. Communications Volunteers participated in the Devil Mountain Run.
2. Interviews conducted for the vacant Dispatch position.
3. Contract employee on a leave of absence from the EMD Quality Assurance position; temporary contract employee has been hired to maintain the EMD Quality Assurance Reviews.

Information & Technology

1. Fire Prevention database installed on First OnScene test server.
2. District radios reprogrammed for SRM South narrowband operation.
3. Wildland radios reprogrammed with 2011 channel plan for Cal Fire interoperability.
4. Zetron Fire Station Alerting equipment tested – installation of equipment scheduled.

Current Projects

1. Coordinated bids for various budgeted projects.
2. Working through Fiscal Year 10/11 budgeted projects.
3. AED – Ongoing project for District Aides/Support Services. Confirming location, address, contact info, lat/long, etc.
4. New District Aide selected – Brandon Tonnesen.
5. District Aides assisted with Training in the coordination of several off-site CPR classes.
6. Station #34 – Roof repair completed.
7. Support Services assisted in Fire Hydrant Painting project (coordination of RFP, Contract and distribution of Fire Hydrant map book to contractor).



**FIRE PREVENTION  
DIVISION**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
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1500 Bollinger Canyon Road  
San Ramon, California 94583

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

## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Christina Jamison – Fire Marshal  
**Subject:** Monthly Activity Reports

---

Attached are the Fire Prevention reports for the month of May, 2011.

# **Fire Prevention Summary of Monthly Activities**

## **May 2011**

### **What Went Well**

#### Division Training

On May 24 and May 25 staff members attended the following training; Performing Commercial Fire Inspections and Updates to the California Building and Fire Codes. Kevin Scott, Western Senior Regional Manager of the International Code Council was the instructor for the class and provided a great deal of practical knowledge in compliance techniques. The class was also attended by several members of the Contra Costa Building Department.

#### Hazard Abatement Inspections

Staff members completed initial property inspections. There are approximately 500 properties that will require a second inspection.

#### Residential Care Facility Working Group Training

On April 19, training was provided to 27 RCFE care providers. The training was designed and coordinated by the RCF Working Group. Officer Vanek and EMS Coordinator Swartzell provided training on "Hands Only" CPR, Fire Extinguisher use and proper use of POLST forms (Physician Orders for Life Sustaining Treatment). The training session also provided an opportunity to discuss EMS issues and Inspection activities. This was the first training class; future classes will be provided based on feedback and input of the participants.

#### Heart Safe Booth: "Hands Only" CPR and AED Use

The HeartSafe booth at the San Ramon Art & Wind Festival was a huge success, by 5pm on Sunday, over 250 people were trained in "Hands Only" CPR and had the chance to learn how to use an AED. On Monday 300 people participated for a two day total of 550. Training was provided by the following groups: San Ramon Valley HeartSafe Committee (Community Representation Joe and Edie, Your Safety Place, Town of Danville, County EMS, SRV Fire), Darius Jones Foundation, San Ramon Valley CERT, San Ramon Valley Residential Care Facility Working Group, San Ramon Regional Medical Center and the City of San Ramon.

#### CCC Emergency Operations Center- 2011 Golden Guardian Exercise

On May 18 Officer Vanek participated in the EOC drill as an evaluator and FM Jamison participated as an observer. The annual event is a functional exercise of the EOC components and emergency management staff. Our participation included constructive feedback of the exercise and evaluation of staff members.

### **Press Releases**

Press releases available at the District website [www.firedepartment.org](http://www.firedepartment.org)



**Fire Prevention Summary of Monthly Activities**  
**May 2011**

**Potential Issues**

None at this time.

**Upcoming Public Education Classes and Events Scheduled**

CERT Class #40	Administrative Building	September 8- October 13 (weekly)
Danville Fourth of July Parade	Downtown Danville	July 4
Community Fire Extinguisher Class	Administrative Building	July 16

**Plan Reviews Completed**

See below for a list of plan reviews completed in May.

Plan Review Address	Type	Plans In	Result	Reviewer	Plans Out
<b>Week of 5/2/2011-5/6/2011</b>					
435 La Gonda Way	Tenant Improvement	12/20/10	Approved	IH	5/27/11
2217 San Ramon Valley Blvd. Suite D	Const./Reno.	3/29/11	Approved Resubmittal	IH	5/20/11
3449 Blackhawk Plaza #D12-6	Detection System	4/25/11	Required	IH	5/4/11
3160 Crow Canyon Rd. #190	Land Use Permit	4/28/11	Approved	JB	5/2/11
402 Railroad Ave. #102	Const./Reno.	5/2/11	Approved	IH	5/2/11
12677 Alcosta Blvd. #300	Const./Reno.	5/2/11	Approved	IH	5/4/11
12677 Alcosta Blvd. #300	Detection System	5/2/11	Approved	IH	5/4/11
12677 Alcosta Blvd. #300	Extinguishing System	5/2/11	Required Resubmittal	IH	5/4/11
6001 Bollinger Canyon Rd. Bldg. L	Const./Reno.	5/2/11	Approved	IH	5/4/11
3486 Camino Tassajara	Const./Reno.	5/3/11	Approved	RE	5/3/11
21001 San Ramon Valley Blvd. #E2	Const./Reno. Aboveground Flamable/Combust.	5/3/11	Approved	NK	5/5/11
2750 Crow Canyon Rd.	Liquid Extinguishing System	5/4/11	Approved	NK	5/4/11
2301 Camino Ramon #175	Detection System	5/5/11	Approved	IH	5/13/11
2301 Camino Ramon #175	Detection System	5/5/11	Approved	IH	5/13/11
2301 Camino Ramon #175	Const./Reno. Extinguishing System	5/5/11	Approved	IH	5/13/11
2401 Crow Canyon Rd.	Extinguishing System	5/5/11	Approved	NK	5/5/11
2505 San Ramon Valley Blvd.	Const./Reno. Extinguishing System	5/5/11	Approved	NK	5/5/11
370 Golden Grass Dr.	Extinguishing System	5/5/11	Approved Resubmittal	NK	5/9/11
500 Bollinger Canyon Way Suite A10	Const./Reno.	5/6/11	Required	IH	5/13/11
34 Cameron Ct.	Photovoltaic	5/6/11	Approved	JB	5/6/11
3496 Camino Tassajara	Const./Reno.	5/6/11	Approved	JB	5/6/11
9150 Alcosta Blvd. Suite A	Const./Reno.	5/6/11	Approved	JB	5/6/11
<b>Week of 5/9/2011-5/13/2011</b>					
12677 Alcosta Blvd. #175	Const./Reno Extinguishing System	5/9/11	Approved	IH	5/13/11
12677 Alcosta Blvd. #175	Extinguishing System	5/9/11	Approved	IH	5/13/11
12677 Alcosta Blvd. #175	Detection System	5/9/11	Approved	IH	5/13/11
6001 Bollinger Canyon Rd. Bldg. T	Const./Reno	5/9/11	Approved	IH	5/13/11
3121 Crow Canyon Pl. Suite B	Const./Reno	5/9/11	Approved	JB	5/10/11

3121 Crow Canyon Pl. Suite B	Extinguishing System	5/9/11	Approved	JB	5/11/11
500 Market Pl.	Const./Reno Extinguishing System	5/10/11	Approved	IH	5/16/11
2460 Old Crow Canyon Rd.	Extinguishing System	5/10/11	Approved	DS	5/10/11
4750 Norris Canyon Rd. Suite A	Const./Reno Extinguishing System	5/10/11	Approved Resubmittal	DS	5/10/11
4262 Astor Hollow St.	Extinguishing System	5/10/11	Required Resubmittal	IH	5/16/11
4268 Astor Hollow St.	Extinguishing System	5/10/11	Required Resubmittal	IH	5/16/11
4256 Astor Hollow St.	Extinguishing System	5/10/11	Required	IH	5/16/11
4262 Astor Hollow St.	Extinguishing System	5/10/11	Approved	IH	5/20/11
4268 Astor Hollow St.	Extinguishing System	5/10/11	Approved	IH	5/20/11
4256 Astor Hollow St.	Extinguishing System	5/10/11	Approved	IH	5/20/11
6001 Bollinger Canyon Rd. Bldg. L	Extinguishing System	5/10/11	Approved	IH	5/16/11
3449 Blackhawk Plaza Suite D12-6	Alarm System	5/12/11	Approved	IH	5/12/11
3230 De Anza Pl.	Photovoltaic	5/12/11	Approved	IH	5/12/11
2262 Camino Ramon Suite 1B	Alarm System	5/12/11	Approved	IH	5/12/11
2401 Crow Canyon Rd.	Extinguishing System	5/12/11	Approved	IH	5/20/11
<b>Week of 5/16/2011-5/20/2011</b>					
508 San Ramon Valley Blvd.	Extinguishing System	5/16/11	Approved	IH	5/20/11
245 Montair Dr.	Const./Reno	5/17/11	Approved	IH	5/20/11
730 Camino Ramon #150-160	Const./Reno Extinguishing System	5/17/11	Approved	JB	5/17/11
100 Sycamore Valley Rd. W	Extinguishing System	5/18/11	Approved Resubmittal	IH	5/20/11
2460 Old Crow Canyon Rd.	Detection System	5/18/11	Required	IH	5/25/11
4328 Knollview Dr.	Misc. Const. Permit	5/20/11	Approved	NK	6/1/11
<b>Week of 5/23/2011-5/31/2011</b>					
300 Montgomery St. Suite P1	Extinguishing System	5/23/11	Approved	IH	6/1/11
6001 Bollinger Canyon Rd. Bldg.W	Detection System	5/24/11	Approved	IH	6/1/11
455 Hartz Ave.	Const./Reno Extinguishing System	5/27/11	Approved	IH	5/27/11
6001 Bollinger Canyon Rd. Bldg.T	Extinguishing System	5/31/11	Approved	NK	6/1/11

			Resubmittal		
3820 Blackhawk Rd.	Private Hydrant	5/25/11	Required	IH	6/2/11
Enderby St. (Alamo Creek)	Apparatus Access/ Site Improvements	5/25/11	Approved	IH	6/2/11
5119 Bengali St.	Extinguishing System	5/27/11	Approved	IH	6/7/11
5122 Bengali St.	Extinguishing System	5/27/11	Approved	IH	6/7/11
101 Beltana Ct.	Extinguishing System	5/27/11	Approved	IH	6/7/11
108 Beltana Ct.	Extinguishing System	5/27/11	Approved	IH	6/7/11
12647 Alcosta Blvd. #100/200	Flam. & Comb. Liquids	5/27/11	Approved	RW	6/9/11

# **ADMINISTRATIVE SERVICES**

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
Phone: 925-838-6600  
Fax: 925-838-6629  
[www.firedepartment.org](http://www.firedepartment.org)

1500 Bollinger Canyon Road  
San Ramon, California 94583

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

## MEMORANDUM

**Date:** June 22, 2011  
**To:** Board of Directors  
**From:** Bob Leete – Administrative Services Director  
**Subject:** Monthly Activity Reports

---

Attached are the Administrative Services Department reports for the month of May, 2011.

**Administrative Services Department**  
**May, 2011**

**Finance:**

Financials

- Balance Sheet (May 31, 2011)
- Revenue/Expense History
- Statement of Expenditures
- Revenues: Budget v Actual
- Expenses: Budget v Actual
- General Fund Expenditures
- General Fund Revenues
- Capital & Equipment/Vehicle Fund
- Total Overtime
- Staffing/Overtime Analysis

Meetings/Activities:

Finance:

- Completed 2011-12 Annual Operating Budget.
- Completed Board Budget presentation.
- Completed Accreditation Annual Compliance Report.
- Served on oral board for Accounting Manager position at CCCERA.
- Attended Cal PERS retirement benefit trust administrative process workshop.
- Attended meeting re: reporting procedures at CCCERA.
- Attended purchase order module demonstration.
- Completed first phase of financial statement audit.

Human Resources:

- Coordinate preliminary assessment for 2011 firefighter/paramedic recruitment.
- Begin recruitment for Dispatcher (full-time and part-time).

Employee Illness/Injury Report for May 2011

Reportable Injuries – May 2011: None Reported.

Note: As of May 31, 2011, there were two (2) employees absent from their regular work assignment. Lost time related to prior month/year injuries totaled 480 hours.



SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
 CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND AGENCY  
 FISCAL YEAR 2010 - 2011  
 JULY 1, 2010 - MAY 31, 2011

FISCAL YEAR COMPLETED - 92%								
DESCRIPTION	GL CODE	2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ACTUAL	2010/2011 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$0	\$0	\$12,500	\$0	\$12,500	(\$12,500)	
LAND	6103	\$0	\$0	\$0	\$0	\$0	\$0	
DESIGN/CONSTRUCTION	6105/6110	\$3,650,874	\$5,223,568	\$1,917,756	\$1,750,000	\$546,519	\$1,203,481	31%
VARIOUS IMPROVEMENTS	6120	\$44,994	\$86,887	\$224,490	\$50,000	\$39,875	\$10,125	80%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>\$3,695,868</b>	<b>\$5,310,455</b>	<b>\$2,154,746</b>	<b>\$1,800,000</b>	<b>\$598,894</b>	<b>\$1,201,106</b>	<b>33%</b>
OFFICE EQUIP. & FURNISHINGS	6210	\$52,571	\$12,710	\$11,905	\$0	\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$148,962	\$0	\$11,397	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$229,498	\$247,764	\$486,500	\$395,034	\$91,466	81%
TOOLS & SUNDRY EQUIPMENT	6240	\$226,541	\$38,496	\$204,987	\$25,000	\$25,000	\$0	100%
AUTO & TRUCKS	6250	\$-1,129	\$46,305	\$465,181	\$3,364,832	\$3,120,678	\$244,154	93%
<b>TOTAL EQUIPMENT/VEHICLES (FUND 600)</b>		<b>\$426,945</b>	<b>\$327,009</b>	<b>\$941,234</b>	<b>\$3,876,332</b>	<b>\$3,540,712</b>	<b>\$335,620</b>	<b>91%</b>
BOND REDEMPTION - 2003/2006/2010 COP	5310	\$1,329,901	\$1,328,704	\$1,330,979	\$1,325,885	\$1,325,885	\$0	100%
VEHICLE LEASE #1	5310	\$75,921	\$0	\$0	\$0	\$0	\$0	
VEHICLE LEASE #2	5310	\$329,498	\$329,497	\$329,498	\$329,498	\$329,498	\$0	100%
VEHICLE LEASE #3	5310	\$756,033	\$756,033	\$756,032	\$756,033	\$756,033	\$0	100%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>\$2,491,413</b>	<b>\$2,414,234</b>	<b>\$2,416,509</b>	<b>\$2,411,416</b>	<b>\$2,411,416</b>	<b>\$0</b>	<b>100%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286				\$10,000	\$0	\$10,000	0%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>					<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>0%</b>
SERVICES & SUPPLIES	5000	\$30,641	\$21,875	\$44,211	\$60,000	\$39,232	\$20,768	65%
<b>TOTAL AGENCY FUND (FUND 700)</b>		<b>\$30,641</b>	<b>\$21,875</b>	<b>\$44,211</b>	<b>\$60,000</b>	<b>\$39,232</b>	<b>\$20,768</b>	<b>65%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY FUND &amp; AGENCY FUND</b>		<b>\$6,644,867</b>	<b>\$8,073,573</b>	<b>\$5,556,700</b>	<b>\$8,157,748</b>	<b>\$6,590,254</b>	<b>\$1,567,494</b>	<b>81%</b>



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

<i>Month</i>	2006-07		2007-08		2008-09		2009-10		2010-11	
	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>
July	220,615	4,259,268	206,857	4,051,393	409,494	4,731,355	247,304	4,758,259	166,735	4,749,257
August	296,654	3,274,027	309,023	3,934,582	215,934	4,086,942	222,953	3,806,559	215,809	4,025,589
September	486,663	3,487,349	561,478	3,731,470	367,546	4,339,978	296,640	4,728,793	204,485	3,953,342
October	542,471	3,557,605	1,640,500	4,066,860	2,483,697	4,137,431	1,955,619	3,664,748	1,892,126	3,970,955
November	1,689,992	3,549,374	312,547	3,648,147	165,281	4,058,659	228,442	3,778,804	220,473	4,450,015
December	24,981,792	3,622,509	24,595,524	3,757,596	27,327,550	4,162,810	26,486,066	4,293,444	25,691,372	4,182,987
January	408,114	3,286,521	3,484,808	4,039,456	437,643	4,026,715	2,231,614	3,813,140	213,894	4,015,505
February	272,420	3,519,689	154,599	4,573,322	234,858	4,284,220	253,553	3,865,360	176,960	3,997,461
March	619,867	3,487,574	219,862	4,638,451	358,150	4,551,611	263,343	4,094,246	266,513	4,225,922
April	18,178,615	3,680,317	18,767,904	3,751,889	19,725,844	4,110,947	14,980,947	3,933,954	19,064,857	4,162,409
May	232,490	3,457,733	197,558	4,210,272	315,047	3,773,572	2,319,553	4,064,248	270,777	4,149,354
June	5,437,965	3,697,713	3,677,543	4,615,870	3,892,839	8,012,065	3,562,930	4,046,925		

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
MAY 31, 2011**

	GOVERNMENTAL FUND TYPES										Totals (Memo Only)
	AGENCY					ACCOUNT					
	General Fund - 100	Debt Service Fund - 200	Capital Projects Fund - 300	Special Revenue Fund - 400	Equipment/ Vehicles Fund - 600	CERT PROGRAM Fund - 700	General Fixed Assets Fund - 800	Long-Term Debt Fund - 900	General		
<b>ASSETS</b>											
Cash - Union Bank of California	\$ 166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166
Cash - Bank of the West	(2,590,396)			136							439,784
Cash - Bank of the West Money Market @ 0.10%	2,735,500		2,991,565		38,479						2,735,500
Cash - Bank of the West - Workers' Compensation	(11,539)										(11,539)
Cash - Comerica-Flex Spending	20,097										20,097
Petty Cash	400										400
Investments - LAIF @ 0.51%	36,661,471										36,661,403
Cash with Fiscal Agent (Note #1)		1,330,062							2,932		1,330,062
Accounts Receivable	169,709										169,709
Prepaid Expenses/Deposits			225,000								225,000
Land								7,105,802			7,105,802
Buildings & Improvements/Construction								26,326,460			26,326,460
Equipment								23,841,369			23,841,369
Accumulated Depreciation								(25,608,208)			(25,608,208)
Amount to be Provided for General Long Term Debt										22,127,864	22,127,864
<b>Total Assets</b>	<b>\$ 36,985,408</b>	<b>\$ 1,330,062</b>	<b>\$ 3,216,565</b>	<b>\$ 136</b>	<b>\$ -</b>	<b>\$ 41,411</b>	<b>\$ 31,665,423</b>	<b>\$ 22,127,864</b>	<b>\$ -</b>	<b>\$ 95,366,869</b>	<b>\$ 95,366,869</b>
<b>LIABILITIES</b>											
Accounts Payable	\$ 25,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,116
Accrued Expenses	2,960,038										2,960,038
Deposits Payable	2,277										2,277
Long Term Debt:											
(1) Certificates of Participation										14,360,000	14,360,000
(2) Vehicle Lease										4,446,154	4,446,154
Claims Payable	324,942									1,354,396	1,679,338
Compensated Absences										1,967,314	1,967,314
<b>Total Liabilities</b>	<b>3,312,373</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,127,864</b>	<b>-</b>	<b>25,440,237</b>	<b>25,440,237</b>
<b>FUND EQUITY</b>											
Investment in General Fixed Assets										31,665,423	31,665,423
Reserved for Debt Service		1,330,062								1,330,062	1,330,062
Reserved for Prepaid Expenses/Deposits			225,000							225,000	225,000
Designated for Workers' Compensation	1,000,000									1,000,000	1,000,000
Designated for Dry Spell (Cash Flow)	21,992,422									21,992,422	21,992,422
Designated for Tactical Training Center			2,991,565							2,991,565	2,991,565
Undesignated	10,680,613			136					41,411	10,722,160	10,722,160
<b>Total Fund Balance</b>	<b>33,673,035</b>	<b>1,330,062</b>	<b>3,216,565</b>	<b>136</b>	<b>-</b>	<b>41,411</b>	<b>31,665,423</b>	<b>-</b>	<b>-</b>	<b>69,926,632</b>	<b>69,926,632</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 36,985,408</b>	<b>\$ 1,330,062</b>	<b>\$ 3,216,565</b>	<b>\$ 136</b>	<b>\$ -</b>	<b>\$ 41,411</b>	<b>\$ 31,665,423</b>	<b>\$ 22,127,864</b>	<b>\$ -</b>	<b>\$ 95,366,869</b>	<b>\$ 95,366,869</b>

Note 1 - US Bank:  
Reserve Fund (COP 2003) Market Value \$730,360, Interest Rate 0.12% (Money Market Fund)  
Lease Fund (COP 2003) Market Value \$3, Interest Rate 0.00% (Money Market Fund)  
Reserve Fund (COP 2006) Market Value \$599,692, Interest Rate 0.12% (Money Market Fund)  
Lease Fund (COP 2006) Market Value \$7, Interest Rate 0.15% (Money Market Fund)

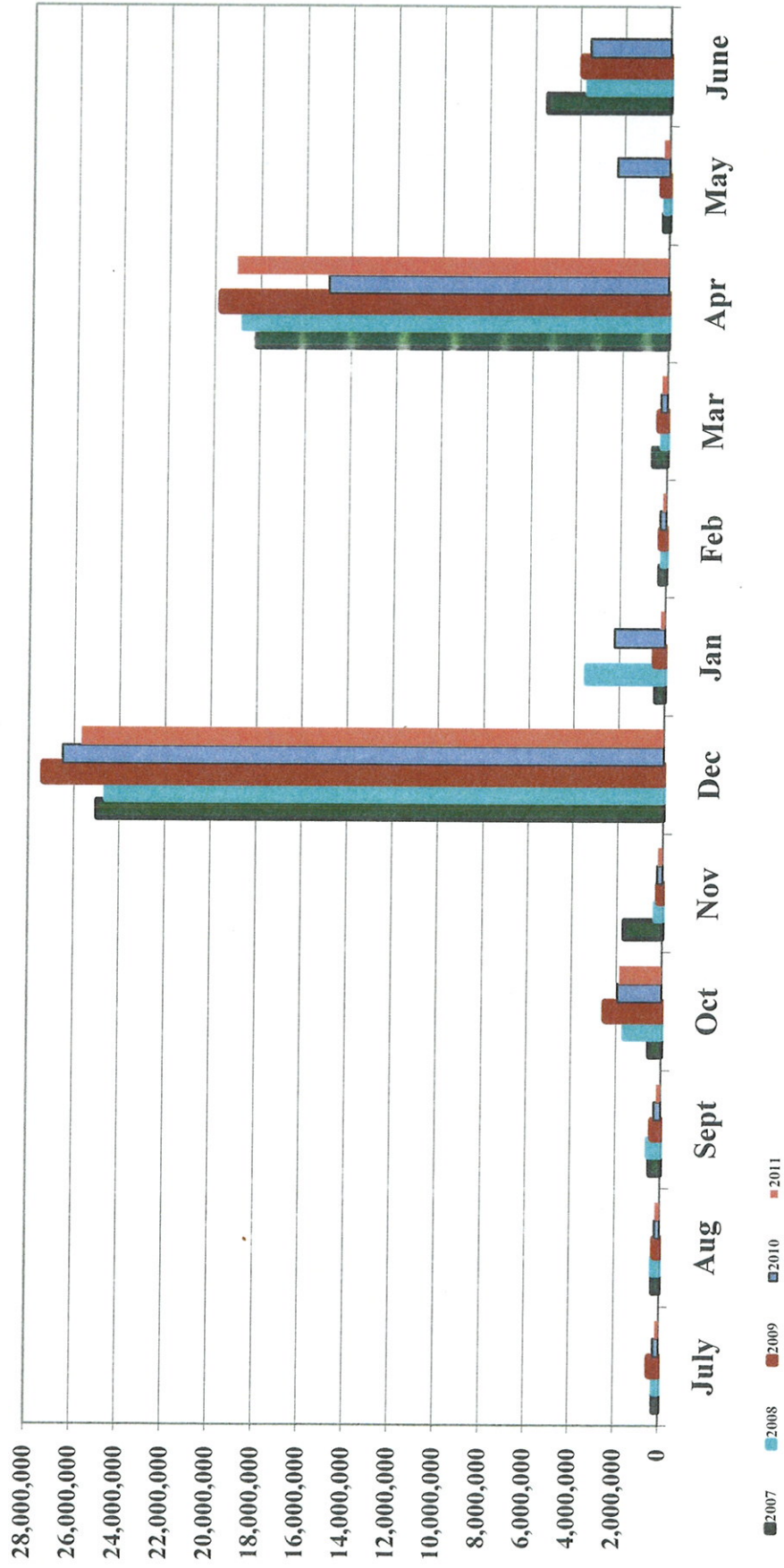
**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUES (ALL FUNDS)  
FISCAL YEAR 2010/2011  
JULY 1, 2010 - MAY 31, 2011**

GL CODE	DESCRIPTION	2007/2008 ACTUAL REVENUE	2008/2009 ACTUAL REVENUE	2009/2010 ACTUAL REVENUE	2010/2011 ESTIMATED REVENUE	2010/2011 REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$48,301,244	\$49,793,169	\$48,555,854	\$47,164,648	\$45,060,634
4120	PROPERTY TAXES - SUPPLEMENTAL	\$1,277,576	\$978,218	\$649,615	\$671,242	\$124,730
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$679,868	\$710,831	\$760,539	\$737,724	\$851,275
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,483,621	\$1,593,394	\$1,832,522	\$1,573,941	\$1,665,442
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$502,776	\$514,864	\$545,216	\$485,000	\$266,800
4150	LESS TAXES RETURNED TO COUNTY	(\$1,558,586)	(\$1,558,586)	(\$1,412,883)	(\$1,370,497)	(\$1,338,944)
4160	LESS COUNTY TAX ADMINISTRATION	(\$462,517)	(\$558,980)	(\$547,169)	(\$530,754)	(\$523,895)
4170	PROPERTY TAXES - PRIOR SECURED	(\$411,770)	(\$6,574)	(\$339,632)	(\$329,443)	(\$10,793)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$117,652)	(\$151,485)	(\$393,227)	(\$381,429)	(\$183,086)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$34,661	\$21,142	\$29,209	\$9,280	\$21,899
		<b>\$49,729,211</b>	<b>\$51,335,992</b>	<b>\$49,680,044</b>	<b>\$48,029,712</b>	<b>\$45,934,062</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	\$19,787	\$19,787	\$0	\$0	\$0
4230	SB-90 MANDATED COSTS	\$0	\$18,509	\$59,662	\$5,000	\$18,333
4240	MISCELLANEOUS STATE AID/GRANTS	\$759,633	\$1,163,281	\$309,199	\$300,000	\$35,720
4250	OTHER INTERGOVERNMENTAL REVENUE	\$28,354	\$168,377	\$42,000	\$40,000	\$3,040,000
		<b>\$807,774</b>	<b>\$1,369,954</b>	<b>\$410,861</b>	<b>\$345,000</b>	<b>\$3,094,053</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$35,492	\$32,721	\$40,847	\$35,000	\$28,575
4315	PLAN REVIEW	\$186,762	\$140,363	\$120,522	\$100,000	\$153,425
4320	WEED ABATEMENT CHARGES	\$6,882	\$8,130	\$8,299	\$5,000	\$4,243
4325	ADMINISTRATIVE CITATION CHARGES	\$0	\$0	\$0	\$0	\$5,000
4330	AMBULANCE SERVICES	\$1,924,268	\$2,314,570	\$2,388,561	\$2,352,000	\$1,990,189
4340	CPR CLASSES	\$1,450	\$1,899	\$2,278	\$1,500	\$2,650
4350	REPORTS/PHOTOCOPIES	\$1,426	\$2,143	\$1,796	\$1,500	\$1,415
4360	MISCELLANEOUS CURRENT SERVICES	\$1,373	\$0	\$0	\$0	\$0
		<b>\$2,157,453</b>	<b>\$2,499,826</b>	<b>\$2,562,303</b>	<b>\$2,495,000</b>	<b>\$2,185,497</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	\$1,723,008	\$638,353	\$250,663	\$151,000	\$56,620
		<b>\$1,723,008</b>	<b>\$638,353</b>	<b>\$250,663</b>	<b>\$151,000</b>	<b>\$56,620</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$139,557	\$157,865	\$143,853	\$147,800	\$142,358
		<b>\$139,557</b>	<b>\$157,865</b>	<b>\$143,853</b>	<b>\$147,800</b>	<b>\$142,358</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	\$726	\$470	\$1,500	\$10,000	\$3,872
4620	SALE OF PROPERTY	\$0	\$0	\$19,348	\$0	\$9,203
4640	MISCELLANEOUS REVENUE	\$43,923	\$25,424	\$38,898	\$0	\$27,162
		<b>\$44,649</b>	<b>\$25,894</b>	<b>\$59,746</b>	<b>\$10,000</b>	<b>\$40,237</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4920	LEASE PROCEEDS	\$0	\$0	\$0	\$0	\$3,400,000
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,400,000</b>
	<b>REVENUE TOTAL</b>	<b>\$54,601,652</b>	<b>\$56,027,884</b>	<b>\$53,107,470</b>	<b>\$51,178,512</b>	<b>\$54,852,827</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2010/2011  
JULY 1, 2010 - MAY 31, 2011**

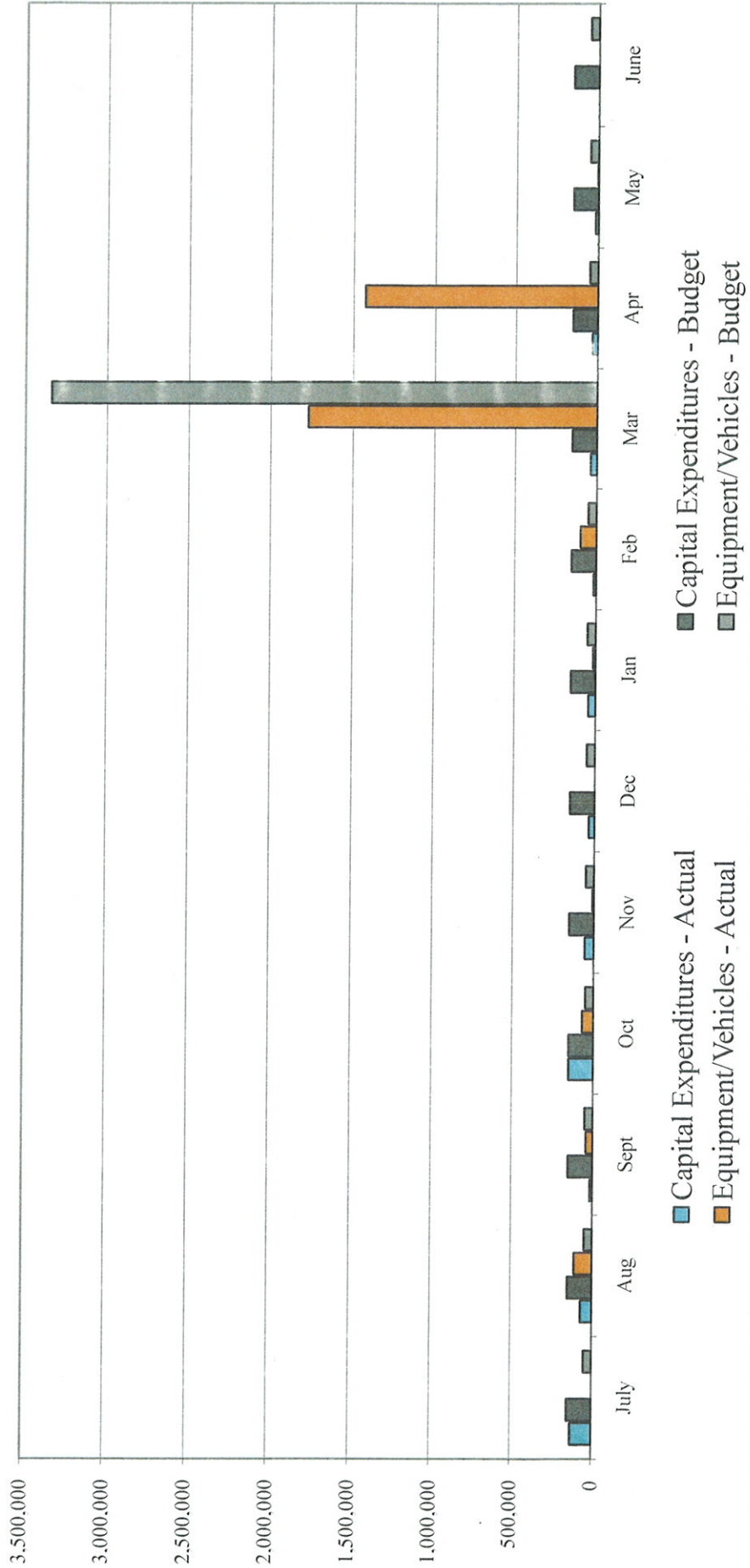
FISCAL YEAR COMPLETED - 92%								
DESCRIPTION	GL CODE	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$20,695,452	\$21,913,062	\$21,979,823	\$21,893,225	\$20,033,870	\$1,859,355	91.51%
TEMPORARY SALARIES	5115	\$331,684	\$280,606	\$223,756	\$188,775	\$126,697	\$62,078	67.12%
PERMANENT OVERTIME	5120	\$5,011,294	\$5,126,576	\$4,597,107	\$4,626,000	\$4,212,542	\$413,458	91.06%
FEDERAL INSURANCE COMPENSATION	5140	\$367,385	\$384,599	\$379,421	\$316,435	\$330,010	(\$13,575)	104.29%
RETIREMENT CONTRIBUTIONS	5150	\$11,992,084	\$12,613,117	\$11,654,409	\$12,010,000	\$10,891,988	\$1,118,012	90.69%
EMPLOYEE GROUP INSURANCE	5160	\$3,309,643	\$3,537,064	\$3,446,521	\$4,168,565	\$3,902,088	\$266,477	93.61%
RETIREE HEALTH INSURANCE	5170	\$1,214,235	\$4,633,235	\$1,080,915	\$1,500,000	\$1,409,397	\$90,603	93.96%
UNEMPLOYMENT INSURANCE	5180	\$10,350	\$1,814	\$29,318	\$30,000	\$27,307	\$2,693	8.98%
WORKERS' COMPENSATION INS.	5190	\$427,860	\$601,711	\$638,059	\$660,000	\$820,812	(\$160,812)	124.37%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>\$43,359,987</b>	<b>\$49,091,784</b>	<b>\$44,029,329</b>	<b>\$45,393,000</b>	<b>\$41,730,097</b>	<b>\$3,662,903</b>	<b>91.93%</b>
OFFICE SUPPLIES	5202	\$42,987	\$44,899	\$43,108	\$45,757	\$31,700	\$14,057	69.28%
POSTAGE	5204	\$15,134	\$9,856	\$10,181	\$12,300	\$11,132	\$1,168	90.50%
TELECOMMUNICATIONS	5206	\$212,153	\$207,367	\$191,794	\$231,600	\$160,560	\$71,040	69.33%
UTILITIES	5208	\$246,082	\$296,585	\$302,015	\$252,000	\$281,626	(\$29,626)	111.76%
SMALL TOOLS/EQUIPMENT	5210	\$269,106	\$163,210	\$128,997	\$139,090	\$80,723	\$58,367	58.04%
MISCELLANEOUS SUPPLIES	5212	\$156,182	\$152,082	\$150,959	\$100,723	\$87,380	\$13,343	86.75%
MEDICAL SUPPLIES	5213	\$131,141	\$119,740	\$115,527	\$121,000	\$99,860	\$21,140	82.53%
FIREFIGHTING SUPPLIES	5214	\$155,547	\$131,770	\$139,196	\$106,375	\$69,506	\$36,869	65.34%
PHARMACEUTICAL SUPPLIES	5216	\$29,890	\$28,855	\$35,173	\$40,500	\$44,655	(\$4,155)	110.26%
COMPUTER SUPPLIES	5218	\$118,144	\$57,476	\$55,612	\$29,300	\$20,331	\$8,969	69.39%
RADIO EQUIPMENT & SUPPLIES	5219	\$121,670	\$89,623	\$50,198	\$360,000	\$335,557	\$24,443	93.21%
FILM PROCESSING/SUPPLIES	5220	\$1,697	\$7,115	\$741	\$0	\$25	(\$25)	
FOOD SUPPLIES	5222	\$22,182	\$24,542	\$22,148	\$28,460	\$19,405	\$9,055	68.18%
SAFETY CLOTHING/SUPPLIES	5224	\$267,904	\$167,266	\$132,513	\$135,000	\$56,849	\$78,151	42.11%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$61,562	\$67,281	\$67,028	\$79,405	\$25,537	\$53,868	32.16%
HOUSEHOLD SUPPLIES	5228	\$48,555	\$65,113	\$40,834	\$37,750	\$33,447	\$4,303	88.60%
CENTRAL GARAGE - REPAIRS	5230	\$133,351	\$104,065	\$110,747	\$100,000	\$67,960	\$32,040	67.96%
CENTRAL GARAGE - MAINTENANCE	5231	\$17,004	\$12,509	\$18,074	\$38,250	\$6,804	\$31,446	17.79%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$178,570	\$169,675	\$165,112	\$170,750	\$127,686	\$43,064	74.78%
CENTRAL GARAGE - TIRES	5234	\$21,220	\$16,670	\$39,221	\$24,000	\$16,990	\$7,010	70.79%
CENTRAL GARAGE - MANDATED INSP.	5235	\$5,857	\$6,568	\$8,250	\$12,000	\$9,689	\$2,311	80.74%
MAINT./REPAIRS - EQUIPMENT	5236	\$142,399	\$135,552	\$96,527	\$127,360	\$77,216	\$50,144	60.63%
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	\$551,378	\$285,978	\$333,941	\$384,600	\$294,818	\$89,782	76.66%
MAINT./REPAIRS - BUILDINGS	5240	\$413,688	\$257,526	\$217,464	\$155,750	\$96,909	\$58,841	62.22%
MAINT./REPAIRS - GROUNDS	5242	\$58,335	\$61,873	\$46,871	\$44,500	\$33,447	\$11,029	75.22%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$92,234	\$56,753	\$54,890	\$60,800	\$42,599	\$18,201	70.06%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$809,091	\$960,219	\$746,993	\$895,429	\$701,526	\$193,903	78.35%
RECRUITING COSTS	5251	\$78,806	\$109,023	\$63,592	\$55,000	\$30,599	\$24,401	55.63%
LEGAL SERVICES	5252	\$163,378	\$192,639	\$246,839	\$197,000	\$156,640	\$40,360	79.51%
MEDICAL SERVICES	5254	\$73,941	\$83,483	\$112,336	\$109,700	\$64,791	\$44,909	59.06%
DATA PROCESSING SERVICES	5256	\$221	\$78	\$70	\$1,750	\$0	\$1,750	0.00%
COMMUNICATIONS SERVICES	5258	\$3,399	\$4,017	\$3,738	\$4,200	\$1,577	\$2,623	37.55%
DOCUMENT MANAGEMENT SERVICES	5260	\$1,477	\$17,222	\$510	\$0	\$0	\$0	
ELECTION SERVICES	5262	\$0	\$119,616	\$0	\$113,000	\$51,099	\$61,901	45.22%
INSURANCE SERVICES	5264	\$536,487	\$502,508	\$481,274	\$523,000	\$493,476	\$29,524	94.35%
PUBLICATION OF LEGAL NOTICES	5270	\$1,349	\$2,248	\$949	\$5,500	\$5,552	(\$52)	100.95%
SPECIALIZED PRINTING	5272	\$66,752	\$90,040	\$55,936	\$81,350	\$13,921	\$67,429	17.11%
MEMBERSHIPS	5274	\$44,639	\$54,857	\$48,871	\$51,409	\$52,240	(\$831)	101.62%
EDUCATIONAL COURSES/SUPPLIES	5276	\$151,734	\$126,996	\$138,221	\$58,400	\$42,374	\$14,026	75.13%
EDUCATIONAL ASSISTANCE PROGRAM	5277	\$27,515	\$30,389	\$30,761	\$24,120	\$21,788	\$2,332	90.33%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$24,931	\$18,788	\$22,529	\$20,000	\$19,628	\$372	98.14%
BOOKS & PERIODICALS	5280	\$27,333	\$16,425	\$21,447	\$33,314	\$12,887	\$20,427	38.68%
RECOGNITION SUPPLIES	5282	\$26,545	\$8,110	\$4,889	\$7,500	\$5,513	\$1,987	73.51%
MEETINGS/TRAVEL EXPENSES	5284	\$109,492	\$108,014	\$109,023	\$54,400	\$41,808	\$12,592	76.85%
OTHER - CLAIMS EXPENSE	5286	\$0	\$0	\$154,062	\$0	\$304,845	(\$304,845)	
DISCOUNTS	5299	(\$72)	(\$90)	\$0	\$0	\$0	\$0	
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>\$5,660,989</b>	<b>\$5,184,521</b>	<b>\$4,819,151</b>	<b>\$5,070,342</b>	<b>\$4,152,699</b>	<b>\$917,643</b>	<b>81.90%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,020,976</b>	<b>\$54,276,305</b>	<b>\$48,848,480</b>	<b>\$50,463,342</b>	<b>\$45,882,796</b>	<b>\$4,580,546</b>	<b>90.92%</b>

## GENERAL FUND REVENUE FISCAL YEARS 2007 - 2011

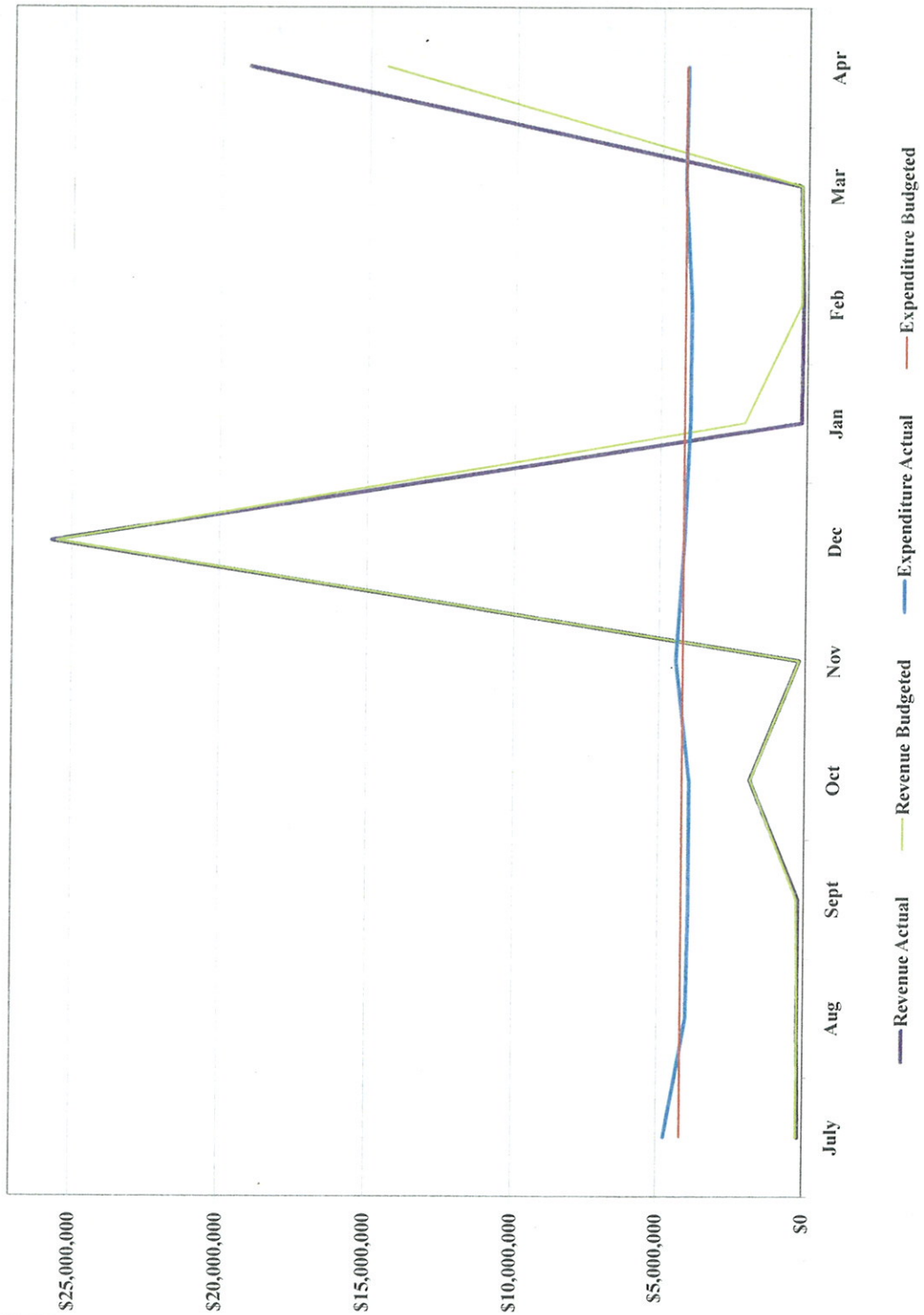


# CAPITAL & EQUIPMENT/VEHICLES FUNDS

## COMPARISON OF ACTUAL TO BUDGET FISCAL YEAR 2010-2011

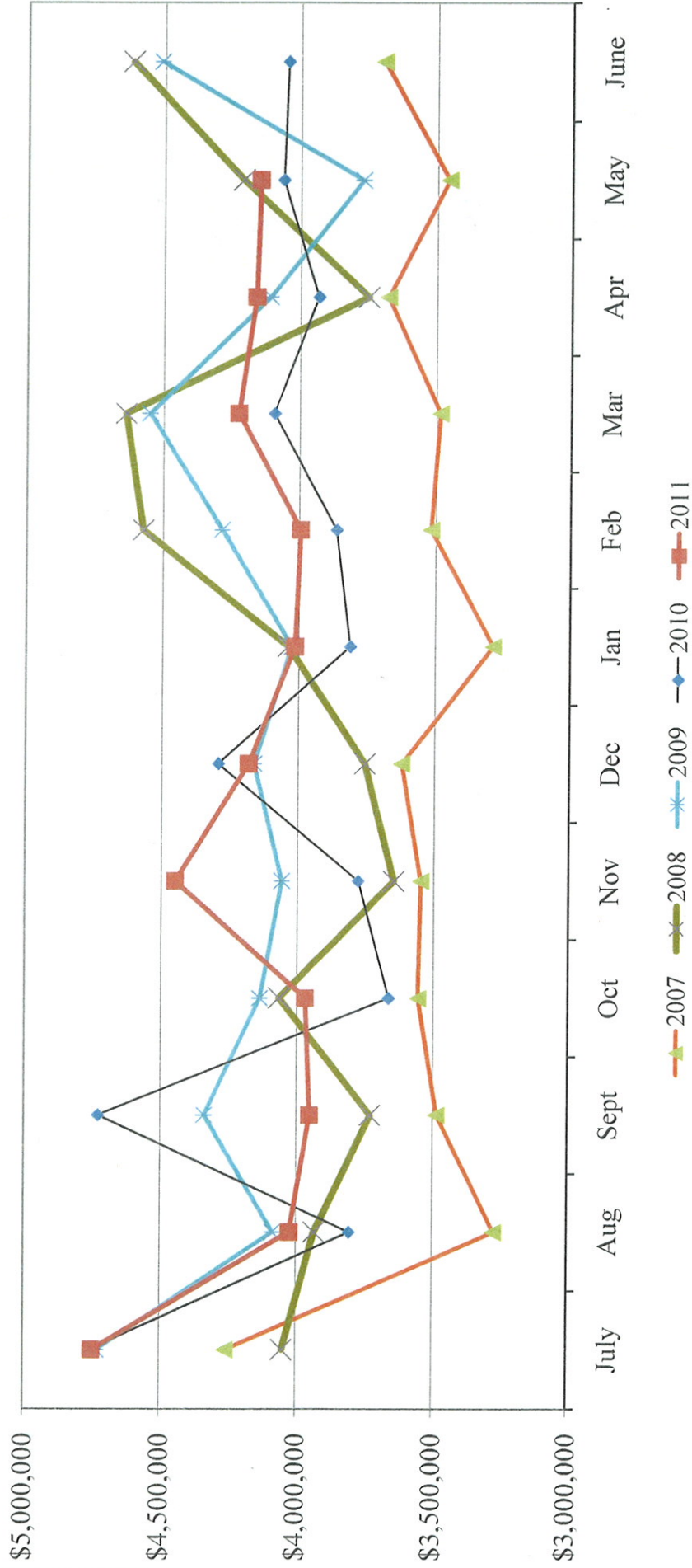


**GENERAL FUND  
COMPARISON OF ACTUAL TO BUDGETED  
FISCAL YEAR 2010-11**



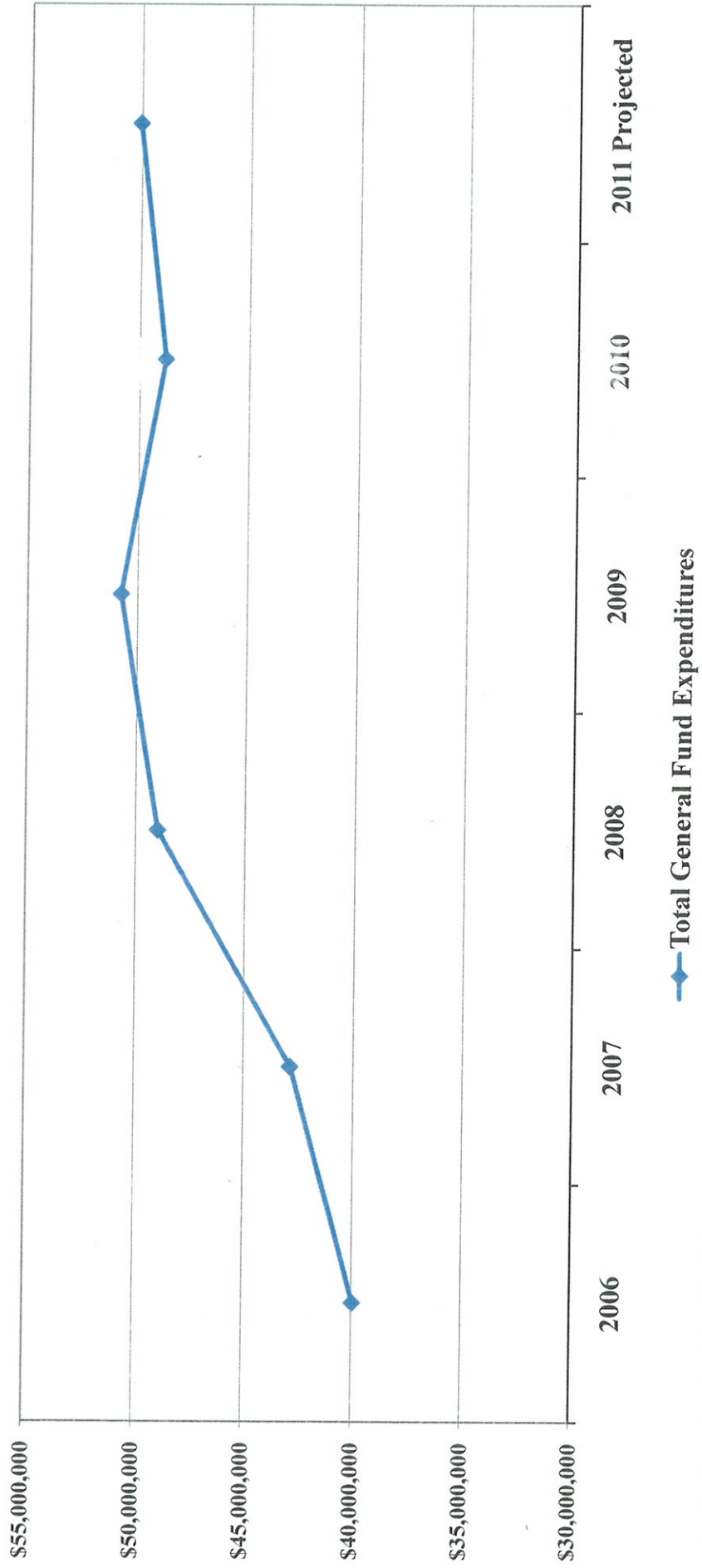


**GENERAL FUND EXPENDITURES BY MONTH  
FISCAL YEARS 2007 - 2011**

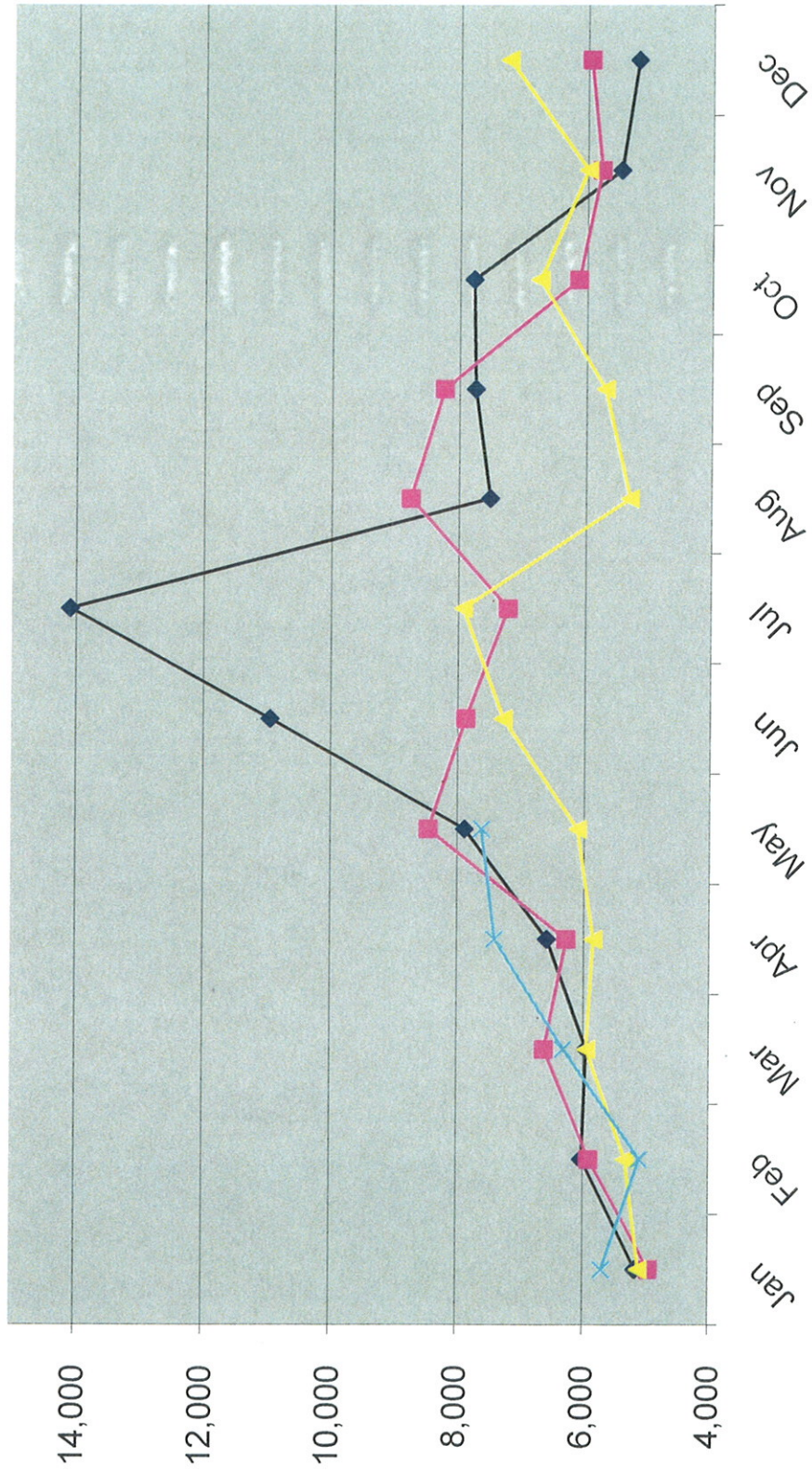




# TOTAL GENERAL FUND EXPENDITURES 2006 - 2011



**Total Overtime Hours by Month  
January 2008 - May 2011**



# Overtime Assignment Summary Report

5/1/2011 Through 5/31/2011

**WORK CODE: 1          STAFFING**

ASSIGNMENT	Time Worked	Time Paid
101      HOLD OVER FOR CALL	4.00	6.00
103      MISC. STAFFING COVE	6470.33	6470.75
107      LATE/STA. MOVE COVE	13.04	19.75
<b>Total All Assignments This Work Type:</b>	<b>6,487.37</b>	<b>6,496.50</b>

**WORK CODE: 2          TRAINING**

ASSIGNMENT	Time Worked	Time Paid
201      OPERATIONS TRAINING	295.08	295.25
203      FIRST AID / CPR	8.50	8.50
204      EMS TRNG/INSTRUCTIO	8.50	8.50
209      RESCUE TRAINING	110.88	111.25
210      HAZ-MAT TRAINING	19.50	19.50
214      PARAMEDIC - CONT ED	4.75	4.75
216      EMD/DISPATCH TRAINI	24.00	24.00
<b>Total All Assignments This Work Type:</b>	<b>471.21</b>	<b>471.75</b>

# Overtime Assignment Summary Report

5/1/2011 Through 5/31/2011

**WORK CODE: 3****ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
301 MEETINGS/PROJECT DE	42.08	43.00
306 WELLNESS PROGRAM	8.50	8.50
310 MISC. MAINTENANCE	15.00	15.00
315 RECRUITMENT INTERN	371.34	372.00
317 RECRUITMENT EXTER	12.00	12.00
320 PUBLIC EVENTS	19.00	19.00
321 FP REIMBURSED OVER	2.00	2.00
340 PROJECT WORK	168.33	168.50
<b>Total All Assignments This Work Type:</b>	<b>638.25</b>	<b>640.00</b>

**WORK CODE: 7****EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700 EMERGENCY RECALL	5.81	8.75
720 FIRE INVESTIGATION	3.00	3.00
<b>Total All Assignments This Work Type:</b>	<b>8.81</b>	<b>11.75</b>

**Report Grand Total:**

<b>7,605.64</b>	<b>7,620.00</b>
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# Overtime Summary Report

5/1/2011 Through 5/31/2011

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	6,496.50
2	TRAINING	471.75
3	ASSIGNMENTS	640.00
7	EMERGENCY	11.75
	<b>Report Grand Total:</b>	<b>7,620.00</b>

May 2011 Staffing/Overtime Analysis

	Staffing OT \$	Staffing OT Hrs	Staffing OT FTE	Paid FTE	Total Effective FTE	See Note 1
ACTUAL MAY RESULTS	\$ 354,257	6,134.00	25.28	120.00	145.28	12.62%
PROJECTED MAY						
HIRING IN PLACE OF OVERTIME	\$ 458,763	6,134.00				
NET SAVINGS						
OVERTIME IN PLACE OF HIRING	\$ 104,506					

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

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