

**CONSENT
ITEMS**

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Richard Price – Fire Chief
Subject: LAFCO Membership Dues 2012-2013.

Section 5.3 of District Ordinance requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. Tonight's Consent Calendar contains one item requiring such authorization.

Consent Item 5.4:

\$28,700.73 to Contra Costa Auditor-Controller for LAFCO Net Cost Appnt.
For Fiscal Year 2012-2013

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Richard Price – Fire Chief
Subject: Consulting Services Agreement-California Advocates, Inc.

Background:

The District's agreement for State legislative consultant services with California Advocates, Inc., is due for renewal. A copy of the proposed agreement is attached for your information.

Recommended Action:

Staff recommends that the Consulting Services Agreement between California Advocates, Inc., and the San Ramon Valley Fire Protection District be approved.

CONSULTING SERVICES AGREEMENT

This Agreement is entered into by and between California Advocates, Inc., hereinafter called "Legislative Consultant," and San Ramon Valley Fire Protection District, hereinafter called "SRVFPD."

Terms and Conditions

1. Timing of Employment of Legislative Consultant

SRVFPD agrees to engage Legislative Consultant on a nonexclusive basis and Legislative Consultant hereby agrees to undertake and has undertaken to perform certain consultant services from July 1, 2012 and ending June 30, 2013. Legislative Consultant is retained under this Agreement by SRVFPD as an independent contractor. Legislative Consultant and its employees are not employees of SRVFPD.

2. Scope of Services

Legislative Consultant shall perform such legislative services as may be required and directed by SRVFPD. These legislative services shall include, but shall not be limited to, the following:

- a. Legislative Advocacy – Participate as legislative advocate in pension related matters affecting SRVFPD including both formal budget hearings (includes both Budget Subcommittees, Budget Committees, and Conference Committee on the Budget) and coordinate activity with relevant like-minded associations;
- b. Contact Legislators – Assist the SRVFPD in evaluating its political assets and establish contact with legislators that represent the SRVFPD service area;
- c. Timely Notification – Timely inform designated representatives of SRVFPD on the status of various pension proposals affecting SRVFPD;
- d. Analyze Public Pension Legislation – analyze public pension related legislation and legislative proposals including but not limited to *Retirement Act of 1937* matters affecting or potentially affecting SRVFPD. Report no less than quarterly such analysis and bill status to the Board of Directors of the SRVFPD.

Legislative Consultant shall not speak for or represent SRVFPD in any specific matter without the prior approval of SRVFPD.

3. Compensation

- a. \$2,000 Per Month – SRVFPD agrees to pay Legislative Consultant for its services at the rate of \$2,000 per month for the period between July 1, 2012 – June 30, 2013, and \$2,500 per month for the period between July 1, 2012 – September 30, 2012 to monitor EMS activity.
- b. Expense Reimbursement – SRVFPD shall reimburse Legislative Consultant for all customary and reasonable out-of-pocket expenses incurred on behalf of SRVFPD. However, in no event shall the expenses, exclusive of quarterly CPA fees paid in connection with required Fair Political Practices Commission filings, for any calendar month exceed One Hundred Fifty Five Dollars (\$155) unless SRVFPD has granted prior approval.
- c. Monthly Payment – Payments shall be made monthly upon receipt by SRVFPD of a requisition for payment from Legislative Consultant specifying services performed.
- d. No Payments To Politicians – Legislative Consultant shall not expend any funds on behalf of or in the name of SRVFPD in support of any political party or any candidate for political office. Compensation is limited to the cost of services actually rendered and specifically does not include political contributions of any type whatsoever.

4. Miscellaneous Provisions

- a. No Conflicts Of Interest – Legislative Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. Legislative Consultant shall from time to time keep SRVFPD informed as to other persons and/or organizations that it represents in legislative matters.
- b. No Assigning – Legislative Consultant shall not assign or transfer any interest in this Agreement without the prior written consent of SRVFPD.
- c. No Discrimination – The Legislative Consultant represents that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Legislative Consultant also represents that it takes such affirmative action to ensure that applicants for employment and employees are treated during employment without regard to their race, color, religion, sex, or national origin. The Legislative Consultant also represents that this includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms

of compensation, and selection for training, including apprenticeship.

- d. Termination – This Agreement may be terminated by either party upon thirty (30) days written notice of termination. If SRVFPD terminates this Agreement, in no event shall SRVFPD be required to pay anything more than its pro-rata share for services already performed.
- e. Notices – Any and all notices required or permitted by this Agreement shall be sent to the following:

If to SRVFPD:

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

If to Legislative Consultant:

Ralph Simoni, Esq.
925 L Street
Suite 1250
Sacramento, California 95814

- f. Independent Contractor – It is understood and agreed that Legislative Consultant is an independent contractor, and not an employee of SRVFPD, and all persons working for or under the direction of Legislative Consultant are Legislative Consultant’s agents, servants, and employees and said persons shall not be deemed agents, servants, or employees of SRVFPD.
 - g. Licenses – Legislative Consultant represents and warrants to SRVFPD that it has or will make all necessary filings with state and local agencies as may be required of Legislative Consultants.
5. Hold Harmless – Legislative Consultant shall defend, indemnify and hold SRVFPD, its elected officials, officers, employees, agents and assigns harmless from any liability for damage or claims of same, including but not limited to personal injury, property damage, and death, which may arise from Legislative Consultant’s or Legislative Consultant’s agents, servants, employees and assigns actions pursuant to this Agreement. SRVFPD shall cooperate reasonably in the defense of any action and Legislative Consultant shall employ competent counsel reasonably acceptable to Legislative Consultant counsel.

IN WITNESS WHEREOF, the parties by their authorized agents have caused this Agreement to be executed as of the date first written above:

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

By: _____
Fire Chief Richard Price

By: _____
Board President Thomas J. Linari

Dated: _____

Dated: _____

CALIFORNIA ADVOCATES, INC.

By: _____

Dated: _____

Address: _____

Telephone Number: _____

SS/Federal Tax ID Number: _____

CALIFORNIA ADVOCATES, INC.



June 18, 2012

MEMORANDUM

Ralph F. Simoni TO: Board Members
Michael D. Belote Richard Price, Fire Chief
San Ramon Valley Fire Protection District

Julianne A. Broyles FROM: Ralph F Simoni
California Advocates, Inc.

Dennis K. Albiani SUBJECT: Board Report – Second Quarter 2012 Pension and Retirement
Related Overview – Legislative Status

Robert G. Walters
of Counsel

As of this writing, the legislature has passed the two major milestones in the annual legislative session without engaging in genuine pension reform activity. These two major milestones are the June 5 primary election and the state budget which was partially adopted on June 15.

June 5 Primary Election

The June 5 primary election was noteworthy because it implemented two of the long sought after political reforms necessary to restore California politics. First, legislative and congressional candidates competed in new districts drawn by the Citizens Redistricting Commission which theoretically removed politics from the newly configured districts. Second, the election was the first to use the so-called "open primary" for legislative and congressional seats in which the top two vote getters, regardless of party, move on to the general election. Interestingly, the third political reform relating to modifying term limits was overwhelmingly adopted by the public as Proposition 28 on the primary ballot. This term limit modification reduces the overall time in the legislature from 14 to 12 years, but allows newly elected legislators to choose those 12 years in either house or a combination thereof, rather than a lifetime ban after six years in the Assembly or eight years in the Senate.

As a result of the open primary, there will be numerous legislative and congressional races in November that will have candidates from the same party – Democrat versus Democrat and Republican versus Republican – competing in the election. The theory of the "open primary" is that candidates from either party will moderate their ideology to appeal to the ever-growing "decline to state" electorate and result in more moderate legislators from each party. However, I do not believe any Contra Costa County candidates that will compete within the same party.

Most noteworthy, the June 5 primary provided a litmus test of voter sentiment for pension reform at the local level in two highly contested areas of the state which were San Diego and San Jose. Although each proposal contained different reform concepts tailored to their specific circumstance, both reform proposals represented a significant test to assess voter sentiment of the public regarding current public pensions.

San Diego's Measure B amends the city charter and implements a new method of calculating and providing pensions to employees. The current defined benefit model will be replaced with a 401(K) style approach for most city workers, except peace officers. The San Diego reform has been referred to as "more radical for new hires" because it places them in a new 401(k) style investment plan. **The San Diego pension reform was adopted on a vote of 65.9% to 34.1%**

San Jose's Measure B provides employees with the choice to either continue the current pension system but make increased contributions or opt for a new model with reduced benefits. The increased contributions for the current system would be used to pay down the current unfunded liability of the pension fund. According to the ballot argument in support of the San Jose proposal, pension costs have increased from \$70 million per year to more than \$245 million per year over the past decade and now account for 20% of the total city general fund budget. **The San Jose pension reform was adopted on a vote of 69% to 31%.**

Because both the measures impact existing employees, lawsuits were immediately filed challenging the authority to alter benefits to existing employees as a violation of the contractual "vested rights" and a violation of due process clause in the state and federal constitutions. Although the parties to the San Jose lawsuits have requested expedited judicial review, it will likely be years before the courts resolve the extent to which pension reform impacts current employees which could have an effect on other local jurisdictions, as well as any effort in Sacramento to create uniform pension reform.

Notwithstanding the ultimate legal authority to impose pension reform on existing employees, the San Diego and San Jose pension reform initiatives clearly send a message to local and state policymakers that the electorate supports public employee pension reform because of the growing disparity between public sector and private sector pensions. Furthermore, it proves that "all politics are local" and that citizens will initiate local pension reform despite the legislative gridlock in Sacramento. (See "All Politics is Local" discussion below)

Adoption of State Budget

The state budget was adopted on the constitutional deadline date of Friday, June 15. This was the second year of the newly permitted "majority vote budget" in which Democrats negotiated the budget with the Gov. and Republicans were virtually excluded from the process and eventually boycotted the final Assembly and Senate Budget Committee deliberations. Because Prop 25 that implemented the "on-time budget" concept contains a pay forfeiture provision, the legislature now has significant motivation to adopt a budget by the June 15 deadline or forfeit both their pay and per diem as now required by the Constitution.

In fact, the budget adopted on June 15 was merely a partial budget. There remains considerable disagreement between the Democrat controlled legislature and Gov. Brown on various budget priorities such as Cal Works (welfare to work) benefits and other policy components in the budget. Furthermore, the myriad of so-called "budget trailer bills" that implement the budget are still undecided and subject to ongoing negotiation between the legislature and the administration which will likely be concluded before the July 1 commencement of the new fiscal year.

Although the budget is alleged to be balanced, the revenue assumptions are predicated upon the adoption of Gov. Brown's revenue enhancement measure that will likely qualify for the November General Election ballot. As described in the first quarter report to the SRVFPD Board, the Gov.'s proposal would generate \$9.2 billion in annual revenue through a four-year .25% increase in the state sales tax and a seven-year increase in various high wage earner income tax brackets (so-called "millionaire's tax"). If the proposal is rejected by the voters in November, the budget contains so-called "trigger cuts" that would have a draconian impact on programs, especially on K-12 education that would experience a \$5.4 billion cut that could shorten the school year by 15 days and \$250 million cuts each to UC and CSU.

Although previous public opinion surveys indicated significant public support for the Gov.'s proposal (PPIC poll at 62%), more recent polling indicates a slippage in the public willingness to accept an increased tax burden. A recent Field Public Opinion Research survey indicated a 52% support and 34% oppose for the revenue proposal which is not comforting going into the election which will be competing for undecided votes. Not surprisingly, the public approval ratings of both Gov. Brown (virtually evenly divided between 43% approval/42% disapproval) and the legislature (currently at 19%, but above the historic low of 13%) are becoming increasingly negative. Also, the presidential campaign and other outside influences could possibly create unanticipated political dynamics that will influence the revenue proposal in November.

"All Politics is Local"

The significant vote in favor of local pension reform proposals adopted in San Diego and San Jose are likely to influence activity in Sacramento related to the Gov.'s revenue initiative proposal. Gov. Brown is reported to have commented that the public has spoken in two of the largest California cities and that it is time for the legislature to seriously consider genuine pension reform. Clearly, Gov. Brown understands that the public willingness to accept revenue increases is largely dependent upon restoring public trust in government spending priorities. Absent pension reform or other highly publicized general government reform in the final weeks of the legislative session, the public willingness to vote in favor of increased taxes will likely remain stable or decline.

Also, one could argue that the overwhelming votes in San Diego and San Jose represent public dissatisfaction with gridlock in Sacramento resulting from the considerable influence of special interest groups. Certainly, the legislature's inability to address public pension reform is understood by the public. Furthermore, perhaps in a more nuanced manner, the public is aware of the difficulty of placing a statewide pension reform proposal on the ballot because of logistics and costs. Therefore, one could argue that the San Diego and San Jose pension reforms represent a pure form of democracy where the voters at the local level will engage in self interest when they perceive legislative gridlock.

Pension Related Legislation

Before highlighting specific bills, it's important to mention that the Gov.'s 12 point pension reform plan as introduced by Republican legislators was the subject of a joint Assembly and Senate conference committee on pension reform. At the conclusion of the conference committee process, the bills were formally referred to interim study for

discussion at an undetermined later date. This is polite euphemism to defeat the bills and otherwise means that the bills are dead for this session. The Republican point person for pension reform, Assemblyman Cameron Smyth, has stated as that "if I were in Gov. Brown's shoes, I'd engage the Speaker and the Pro Tem on meaningful pension reform in order to put myself in the best position to sell a tax increase to an increasingly skeptical electorate." Of course, the subject matter of these bills can be brought up at any time before legislative adjournment on August 30.

At the current time, the legislature policy committees are reviewing second house bills – Assembly Bills in the Senate committees and Senate Bills and Assembly committees. This process will continue until July 6 when the legislature will adjourn for a four-week summer recess. The legislature will return on August 6 for the final four weeks of the legislative session and, theoretically at least, will only conduct fiscal committee review and final floor votes.

Currently, there are 48 separate bills on the SRVFPD Pension Status Report. *Once again, I invite your particular attention and review of SB 1494 (DeSaulnier) that authorizes the Contra Costa County Board of Supervisors, and if authorized by the board, other units of local government to revise the retirement age for new hires, including safety member hires.* (See below) The highlights of these bills are as follows:

Assembly Bill 340 (Furutani)/Senate Bill 827 (Simitian): both bills declare the intent of the Legislature to convene a conference committee to craft responsible, comprehensive legislation to reform state and local pension systems in a manner that reflects both the legitimate needs of public employees and the fiscal circumstances of state and local governments.

Status: Conference Committee on Pension Reform

Assembly Bills 1649, 1653, 1681, Assembly Constitutional Amendment 26 and Senate Bill 1057: in various approaches and applied to various criminal conduct, the bills require a public employee to forfeit pension benefits if convicted of a felony or a crime while performing the duties associated with the public office.

Status: each bill is **Dead**, but ACA 26 remains alive for consideration until legislative adjournment.

Assembly Bill 2224 (Smyth): a comprehensive pension reform bill that would prohibit a public retirement system from allowing the purchase of additional retirement service credit (so-called "airtime"), would require a public employer to offer to its employees first hired on and after July 1, 2013, a hybrid pension plan or alternative pension plan option, and among other things would require that final compensation be calculated by multiplying the members years of service credit by a percentage of the members final compensation based on age at retirement using the members pay rate during a period of at least 36 consecutive months.

Status: **Dead**, but retained in committee and the subject matter to be referred to the proper committee for interim study.

Assembly Bill 2437 (Jeffries): would prohibit a person who is publicly elected to a local public office of any kind that is less than full-time (defined to mean the elected or appointed official is required to provide service to the local government

or special district for a minimum of five days and 40 hours a week), or who is elected as a city councilmember or a member of the County Board of Supervisors on and after January 1, 2013, from becoming a member of a retirement system by virtue of that service or acquiring any retirement right or benefit for serving in that elective office.

Status: Dead.

Senate Bills 1141, 1142, 1143, 1176, and the Senate Constitutional Amendment 18: these bills are the Republican pension reform package that reflects the Gov.'s 12 point pension reform proposal as discussed above.

Status: each bill is **Dead**, but SCA 18 remains alive for consideration until legislative adjournment on August 30.

Senate Bill 1234 (DeLeón): would enact the Golden State California Secure Choice Savings Trust Act to establish a state run program whereby private sector employers could establish and employees would be eligible to contribute into an employer-sponsored retirement plan or pension plan.

Status: awaiting hearing before the Assembly Labor and Employment Committee.

Senate Bill 1494 (DeSaulnier): would Authorize the Contra Costa County Board of Supervisors and the governing boards of districts within the County, if authorized by the Board of Supervisors, to negotiate with specified recognized employee organizations representing general members to subject new general members to a 2% at age 60 formula (so-called "Tier Four") and to negotiate with specified recognized employee organizations representing safety members to subject new safety members to a 3% at age 55 formula.

Status: awaiting hearing before the Assembly Public Employees, Retirement and Social Security Committee.

As you will note, there are numerous individual bills in the 2012 legislative session that either propose major structural pension reform or isolated pension reform that could impact the SRVFPD.

As always, I remain available to discuss the report at the upcoming SRVFPD Board meeting.

RFS:cs
Enclosure: SRVFPD Pension Status Report

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Steven J. Hart, Assistant Fire Chief
Subject: Consent Calendar Item 5.7, Surplus Engines

Background:

The new Type 1 Engines are now in service. With that, it has been determined by staff that (3) reserve Type 1 Engines should be declared surplus. The reserve Engine Maintenance numbers are 580, 581, and 589.

The new Type 3 Engines will be placed into service this summer. With that, it has been determined that (3) reserve Type 3 Engines should be declared surplus. The reserve Engine Maintenance numbers are 660, 661, and 662.

Recommended Board Action:

Staff recommends the Board of Directors approve staff to dispose of the (3) Type 1 Engines and (3) Type 3 Engines as surplus property.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Inspections: 925-838-668
Phone: 925-838-6600
Fax: 925-838-669

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Richard Price – Fire Chief
Subject: Purchasing Authority per District Ordinance 20.

Section 5.3 of District Ordinance requires that purchases in excess of \$25,000 have specific approval by the Board of Directors. Tonight's Consent Calendar contains one item requiring such authorization.

Consent Item 5.8:

\$25,183.11 to Law Offices of William D. Ross for Professional Services for May, 2012

**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Robert Leete, Administrative Services Director
Subject: CAFR Award – Fiscal Year Ended June 30, 2011

Background:

The District submits its yearly “Comprehensive Annual Financial Report” (CAFR) to the Government Finance Officers Association (GFOA) for consideration for a “Certificate of Achievement for Excellence in Financial Reporting”. This report includes a full description of the District and its operations/finances. It also includes the District’s audited financial statements.

After reviewing the District’s CAFR in light of the 683 item check list, GFOA has recognized the District with a “Certificate of Achievement for Excellence in Financial Reporting” for the fiscal year ended June 30, 2011. This represents the District’s 11th consecutive year of earning this recognition.

There are approximately 432 California agencies that receive this award (3,751 nationwide). Thirty-seven of the California agencies are special districts. San Ramon Valley Fire, Novato Fire Protection District and Orange County Fire Authority are the only California fire districts to receive this recognition.

Recommended Action:

Receive award.



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

03/08/2012

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **San Ramon Valley Fire Protection District** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Administrative Services Division, San Ramon Valley Fire Protection District

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

OLD BUSINESS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

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

MEMORANDUM

Date: June 27, 2012

To: Board of Directors

From: Christina Jamison, Fire Marshal

Subject: Adoption of San Ramon Valley Fire Protection District Ordinance No.27 to consider increases to the Schedule of Fees for recovery of costs of services contained within Ordinance No. 25.

Background:

On May 23, 2012, the District Board of Directors introduced in title only Ordinance No. 27. As authorized, the District Clerk published notice of the proposed action and public hearing in the San Ramon Valley Times on June 5 and 12, 2012 and made Ordinance No. 27 along with supporting documentation available for public examination at the District Administrative Building. The District received no public comments during this period.

Furthermore, it is noted that for the purposes of this regulatory action; the applicability of the California Environmental Quality Act (CEQA) to public agency projects is determined to be statutorily exempt from environmental review because the activity will not cause direct or indirect physical change to the environment.

Recommendation:

1. Adopt by majority vote, the attached District Ordinance No.27.

ORDINANCE NO. 27

**AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
ESTABLISHING A SCHEDULE OF FEES FOR RECOVERY OF
COSTS FOR SERVICES PROVIDED AND REPEALING ORDINANCE NO. 25**

WHEREAS, the costs of providing fire protection and life safety services continues to increase; and,

WHEREAS, the San Ramon Valley Fire Protection District (“District”) is funded by taxes levied on real property located within the geographic boundaries of the District; and,

WHEREAS, numerous services offered by the District directly benefit discreet members of the general public for which fees may properly be imposed; and,

WHEREAS, pursuant to Health and Safety Code Section §13916 (b), and Government Code Section §6066, the District has given notice of its intent to establish and impose such Fees/Charges as may be adopted by ordinance; and,

WHEREAS, Health and Safety Code Sections §13917 - §13919 provides that the schedule of fees established by such an ordinance may be authorized pursuant to such sections; and,

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors (“Board”) of the District declares as follows:

SECTION 1. Authorization and Purpose

This Ordinance is adopted pursuant to Health and Safety Code Section §13916 *et seq.* The purpose of the Ordinance is to recover for the District costs of providing enforcement of locally adopted life safety regulations and local enforcement of state-regulated occupancy requirements, mandated programs and other fees for services. Except as otherwise provided, the definitions of the Fire Protection District Law of 1987 (Health and Safety Code Sections §13800 *et seq.*, the “Act”) are incorporated by this reference. This Ordinance shall be interpreted in a manner consistent with the Act. The fees and charges imposed by this Ordinance are for the purpose of meeting certain operating expenses, including employee wage rate and benefits, contracting for services with specialized firms or individuals, and we find the fees to be reasonably related to the actual expenses incurred by the District for the services and expenses described in the Section.

SECTION 2. Applicability

This Ordinance shall indicate each fee and the amount to be charged by the District, as permitted by Health and Safety Code Section §13916. As authorized by Health and Safety Code Section §13918, public agencies that are not covered by a mutual aid agreement shall be charged

accordingly, unless the District waives the involved fees pursuant to Section 3 of this Ordinance.

By adopting such Ordinance, the District is enacting user fees to defray costs associated with enforcement of state required occupancies, mandated programs, annual fire safety inspections, development plan review, permits for certain activities, District facility usage, patient transporting and general services functions as permitted by this Ordinance.

SECTION 3. Waiver of Fees

As permitted by Health and Safety Code Section §13919, the District Board may waive charges/fees established by this Ordinance and may delegate its authority to the Fire Chief or his/her designee as set forth if determined that charges/fees would not be in the public interest, i.e. reciprocal services provided by other public agencies, employee welfare, personal hardship.

SECTION 4. Specified Fee

Unless waived pursuant to Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this Ordinance which specifies the services provided. The fees for services shall be set by the District Board and shall not exceed the reasonable amount necessary to recover the costs of providing the specified service as allowed by law.

SECTION 5. Service Charge

Unless waived pursuant to Ordinance Section 3, every public agency and/or party involved shall be responsible for a Service Charge which, for these services, shall include a Service Rate and an Equipment Rate, if applicable, pursuant to the rates established in the Ordinance Section 9 under General Fees.

The “Service Rate” shall be the fee set forth pursuant to Ordinance Section 9.

The “Equipment Rate” is the rate at which the District will require repayment for use of any District utilized property as set forth in Ordinance Section 9.

SECTION 6. No Waiver of Other Means of Cost Recovery

This Ordinance does not preclude the District from pursuing any additional means of cost recovery. Such means include, but are not limited to, actions pursuant to Health and Safety Code Section §13009 (for negligent actions which cause the use of services or facilities of the District) and actions against parties whose willful, grossly negligent, or criminal conduct causes the use of District services or facilities.

SECTION 7. Severability

If provisions of this Ordinance are declared invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees or

provisions and the Board declares that it would have adopted each article, section and part of this Ordinance, irrespective of the validity of any other article, section or part.

SECTION 8. Repeal of Conflicting Ordinance and Resolution

All parts of the San Ramon Valley Fire Protection District Ordinance No. 25 shall be repealed in concurrence with the effective date of this Ordinance No.27.

SECTION 9. Schedule of Fees

All plan check, construction inspections and/or fire inspections, and permits required by the California Fire Code, San Ramon Valley Fire Protection District (“District”) Ordinance, or California Office of the State Fire Marshal shall be subject to the following adopted user fees.

Fees for plan check shall be tabulated and collected upon submittal of the initial plan for review and be in accordance with Part 1.

Fees for fire inspections, as part of the District’s code enforcement program shall be in accordance with Part 2.

Fees for permits, as part of the District’s code enforcement program shall be in accordance with Part 3.

Fees for miscellaneous reports, copying, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4.

Part 1. PLAN REVIEW AND CONSTRUCTION PERMIT FEES

Fees shall be collected upon submittal of plans for review as set forth in Table 1. Fees are based on the type of construction permit that plans are submitted for review.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

Table 1

REF.	TYPE OF REVIEW	FEE
	Planning and Site Development	
	Pre-application design review <i>To meet to discuss potential requirements, design criteria, hardships, proposed mitigation of requirements, etc</i>	\$117 per hour <i>First hour no charge.</i>
	Planning and site development review <i>Includes review and comments for planning applications and associated community development process requirements</i>	\$295
	Emergency response pre-plan <i>A emergency response pre-plan is required if determined necessary by the fire code official due to size, use, or special hazard exist</i>	Actual Cost to District
105.7	Plan Check and Construction Permits	

105.7.1.	Automatic fire-extinguishing systems (a) NFPA 13 & 13R wet, dry, pre-action 1. new system 2. modification to an existing system (b) clean agent, commercial cooking, wet & dry chemical, CO ₂ (c) NFPA 13D new and modifications	\$529 first 20 heads + \$75 each addtl 20 heads \$324 first 20 heads + \$75 each addtl 20 heads \$352 \$352
105.7.2	Battery systems	\$352
105.7.3	Compressed gases. (a) storage, use, or handling (b) medical gas systems (c) refrigeration systems	\$352 \$352 \$352
105.7.4	Cryogenic fluids	\$352
105.7.5	Fire alarm and detection systems and related equipment (a) fire alarm system 1. new system 2. modification to an existing system (b) fire sprinkler monitoring system (c) smoke control system (d) smoke and heat vent systems	\$586 first 20 devices + \$126 each addtl 20 devices \$352 first 20 devices + \$126 each add 20 devices \$235 \$352 \$352
105.7.6	Fire pumps and related equipment (a) new installation (b) modifications or repairs to	\$771 \$410
105.7.7	Flammable and combustible liquids (a) aboveground and underground storage tanks, including equipment (b) underground tank removal (c) vapor recovery	\$352 \$352 \$352
105.7.8	Hazardous materials	\$352
105.7.9	Industrial ovens	\$352

105.7.10	LP-gas (a) new installation (b) modifications or repairs to	\$324 \$277
105.7.11	Private fire hydrants and fire protection water supplies (a) private fire hydrant systems (b) fire protection system water supply (c) rural water supply systems (d) temporary water supply systems	\$647 per system \$352 per system \$647 per system \$187 per system
105.7.12	Spraying or dipping (a) new installation (b) modifications or repairs to	\$379 \$277
105.7.13	Standpipe systems (a) new installation (b) modifications or repairs to	\$691 \$324
105.7.14	Temporary membrane structures and tents	\$193
105.7.15	Construction, alteration, or renovation of a building for which a building permit is required (a) commercial: new or addition 1. 0 – 5,000 SQFT 2. 5,001 – 10,000 SQFT 3. 10,001 – 20,000 SQFT 4. each additional 10,000 SQFT (b) commercial: alteration or renovation 1. 0 – 5,000 SQFT 2. 5,001 – 10,000 SQFT 3. 10,001 – 20,000 SQFT 4. each additional 10,000 SQFT (c) residential: new, addition, alteration or renovation	\$604 \$738 \$951 \$164 \$327 \$394 \$500 \$82 \$294
105.7.16	Fire apparatus access, site improvements and related equipment (a) roadway design (b) obstructions (gates, traffic calming devices, and other manipulated barriers) (c) temporary fire apparatus access roadways	\$352 \$59 \$187
	Miscellaneous system plans	\$352
	Miscellaneous construction permit	\$410 per hour
	Fuel modification inspection	\$352
	Additional plan reviews	\$223 each
	Plan reviews or specialized consultation <i>The use of an independent specialized consultant with expertise to conduct the review is sometimes necessary. Projects subject to this provision shall be so advised and provide to the District a document addressed to the District recognizing the advisory and accepting responsibility for resulting charges.</i>	\$235 + review type from Table 1 + consultant fees

	Additional field inspections	\$237 each
	Field inspections or tests after regular business hours <i>Fees assessed under this provision shall be due and payable prior to the action of the District. This provision is not a mandate on the District to normally provide this service. This service is subject to staff availability and does not mandate performance.</i>	\$700 per hour 2 hour minimum
	Alternate materials and methods of construction review <i>*Plus any costs the District incurs should the use of an independent specialized consultant be necessary to evaluate the submittal.</i>	\$235
	Permit renewal or extension	Assessed at one half of the original fee

Part 2. OCCUPANCY INSPECTION FEES

The fees for state mandated occupancy inspections and state license care facility "Fire Clearance" services not part of a construction or operational permit shall be in accordance with Part 2, Table 2.

Table 2

REF.		FEE
	State Mandated Inspections	
1.	Public and private schools	\$0 annually
2.	Hotel, motel, lodging house, apartment house and dwelling, buildings, or similar (i.e. Group R, Division 1 & 2 occupancies) and structures accessory thereto	
	(a) <15 dwelling units annually	\$128
	(b) 16-75 dwelling units annually	\$181
	(c) >76 dwelling units annually	\$242
3.	Jail or place of detention for persons charged with or convicted of a crime	\$828 bi-annually
4.	Additional field inspections	\$237 each
	State Licensed Facilities - Fire Clearance (850 Form)	
5.	Pre-inspection consultation	\$60
6.	Facilities with a capacity to serve not more than 6 clients	No Fee
7.	Facilities with a capacity to serve more 6-25 clients	\$60
8.	Facilities with a capacity to serve 26 or more clients	\$120

Part 3. FIRE CODE OPERATIONAL PERMIT FEES

All Operational permits required by the California Fire Code and/or San Ramon Valley Fire

Protection District (“District”) Ordinance are renewable on the basis of inspection frequency. Operational permit fees are due and payable via invoice following the inspection as set forth in Part 3.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

Table 3

REF.	TYPE OF REVIEW	FEE
	Operational Permits	
105.6.1	Aerosol products	\$88
105.6.2	Amusement buildings	\$210
105.6.3	Aviation facilities	\$193
105.6.4	Carnivals and fairs	\$96
105.6.5	Cellulose nitrate film	\$193
105.6.6	Combustible dust-producing operations	\$134
105.6.7	Combustible fibers	\$193
105.6.8	Compressed gases	\$193
105.6.9	Covered mall buildings	\$193
105.6.10	Cryogenic fluids	\$134
105.6.11	Cutting and welding	\$193
105.6.12	Dry cleaning plants	\$134
105.6.13	Exhibits and trade shows	\$237
105.6.14	Explosives	\$45
105.6.15	Fire hydrants and valves	\$45
105.6.16	Flammable and combustible liquids	\$134
105.6.17	Floor finishing	\$193
105.6.18	Fruit and crop ripening	\$134
105.6.19	Fumigation and thermal insecticidal fogging	\$20
105.6.20	Hazardous materials	\$193
105.6.21	Hazardous production materials	\$193
105.6.22	High-piled storage	\$144
105.6.23	Hot work operations	\$67
105.6.24	Industrial ovens	\$193
105.6.25	Lumber yards and woodworking plants	\$67
105.6.26	Liquid or gas-fueled vehicles	\$67
105.6.27	LP-gas	\$46
105.6.28	Magnesium	\$67
105.6.29	Miscellaneous combustible storage	\$45
105.6.30	Open burning	\$96
105.6.31	Open flames and torches	\$96
105.6.32	Open flames and candles	\$96

105.6.33	Organic coatings	\$193
105.6.34	Places of assembly	\$144
105.6.35	Private fire hydrants	\$193
105.6.36	Pyrotechnic special effects material	\$193
105.6.37	Pyroxylin plastics	\$134
105.6.38	Refrigeration equipment	\$67
105.6.39	Repair garages and motor fuel-dispensing facilities	\$67
105.6.40	Rooftop heliports	\$193
105.6.41	Spraying or dipping	\$67
105.6.42	Storage of scrap tires and tire byproducts	\$193
105.6.43	Temporary membrane structures and tents	\$193
105.6.44	Tire-rebuilding plants	\$193
105.6.45	Waste products	\$193
105.6.46	Wood Products	\$193
105.6.47	Additional operational permits	\$193
105.6.48	Christmas tree sales	\$217
105.6.49	Model rocket	\$130

Part 4. GENERAL FEES

Miscellaneous reports, copying fees, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4, Table 4.

Table 4

REF.	GENERAL FEES	FEE
	All reports, (Incident, Inspection, Investigation, Budget, CAFR, Board Packet)	Cost of reproduction, plus 10%
	Copy Charges	\$.10 per page; duplexed pages are charged as two pages
	GIS Maps (Digital Transfer)	Cost of reproduction, plus 10%
	Copies of photographs, discs, tapes or any other outsourced processed records	Cost of reproduction plus 10%
	Documentation Certification	\$5.00 or maximum allowable by law
	Returned Check Charge	\$25/check
	Late Payment Fee	10% of fee or \$10 (whichever is greater)
	CPR Training	\$40 per person

	Facility Rentals – Old School House Deposit	\$250 (refundable)
	Fire House Dinner	\$150
	Ambulance Transport Fees – Bundled Rates - CPI Adjustment Annually on Rates	
	• BLS	\$940
	• ALS	\$1,218
	• ALS 2	\$1,290
	• Oxygen	\$86
	• Mileage	\$24
	Paramedic Field Internship	\$1814
	Subpoenas A deposit of \$150.00 for each day that the specified employee is required to remain in attendance pursuant to the subpoena. The District shall then be reimbursed for traveling expenses and the full cost to the District of paying the employee, tabulated pursuant to the Service Rate below. If the actual expenses should later prove to be less than \$150.00 per day tendered, the excess of the amount shall be refunded. If the actual expenses should later prove to be more than the amount deposited, the District may collect the balance from the party at whose request the subpoena is issued	
	Weed Abatement Program Administrative Fee	\$1,127
	Applicant Charges for Processing Address or Street Name Changes	\$80

"SERVICE RATE SCHEDULE". Unless waived by the District pursuant to Section 3 of the Fee Ordinance, a service rate shall be applied for the services rendered. This service rate shall be based upon the hourly rate, or overtime rate for the specific position or rank for the employee providing the services. In addition, this rate shall include an average benefit cost for safety employees at 70% and an average benefit cost for non-safety at 45%. When determining whether the rate to be charged is the "overtime rate" or the "hourly rate," the overtime rate shall be used if the District is required to pay overtime to the specified employee. If the District is not required to pay overtime to the specific employee, then all hours shall be charged at the "hourly rate."

"EQUIPMENT RATE SCHEDULE". Apparatus and equipment rates shall be the current rate in effect under the California Fire Assistance Agreement or the Federal Emergency Management Agency equipment rate schedule, whichever applies.

Part 5. Information Technology Surcharge Fee

The schedule of fees included in Section 9, Part 1 through Part 3 is inclusive of a 5

percent surcharge for Information Technology to assist in ongoing technology needs to support the general operations of the Fire Prevention Division for which these fees are charged.

SECTION 10. Effective Date

That this Ordinance established and adopted hereby shall take effect and be in full force, beginning July 1, 2012 and after its final passage and adoption.

Passed and Adopted on _____, by the following Vote:

AYES:

NOES:

ABSENT:

ATTEST: _____
Susan F. Brooks
District Clerk

Thomas J. Linari, President
Board of Directors

APPROVED AS TO FORM:

William D. Ross, District Counsel

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Robert Leete, Administrative Services Director
Gloriann Sasser, Finance Supervisor
Subject: Annual Operating Budget Fiscal Year 2012/2013

Background

The Board of Directors reviewed the Annual Operating Budget Fiscal Year 2012/2013 (Budget) at the Budget Workshop on May 24, 2012. During this process, the Board directed Staff to make several changes. These changes have been incorporated in the attached Budget.

Significant changes to the Budget are detailed below.

Budget Changes

- Board of Directors – Legal Services was adjusted due to increased costs for mediation, negotiations, additional Board committee meetings and increased general legal expenses. (+\$125,000)
- Human Resources – Insurance Services was decreased due to the property/liability insurance change to Fire Agency Insurance Risk Authority. (-\$79,000)
- Finance – Professional Services was increased to include appropriations for a Renewal Replacement Program study. (+\$25,000)
- Facilities – Utilities and Maintenance and Repairs increased to reflect actual current year costs. (+\$31,650)
- Emergency Operations – Salaries and Benefits decreased due to a reclassification of the Hazardous Materials and Rescue team costs. (See Below)

- Fleet – Services and Supplies increased to reflect actual current year costs. (+\$93,300)
- Rescue – Total expenditures increased to reclassify Salaries and Benefits costs to the Rescue Team. (+\$274,028)
- Hazardous Materials – Total expenditures increased to reclassify Salaries and Benefits costs to the Hazardous Materials Team. (+\$223,112)
- Apparatus/Equipment Replacement Fund – Three light duty trucks scheduled for replacement were removed due to fiscal constraints. (-\$188,000)

Strategic Plan – Financial Sustainability

Goal 1 of the District's Strategic Plan is "Financial sustainability to provide the highest level of service possible in the present while planning and acting for the ability to maintain these ideals indefinitely". The attached Budget requires use of General Fund Reserves to balance spending in the amount of \$3,980,978. As a result, the Budget is not financially sustainable over the long-term and is not consistent with the District's Strategic Plan.

Recommended Action

Staff recommends the following Board action:

- Direct Staff to reduce costs by June 30, 2013 and present a balanced budget to the Board for Fiscal Year 2013/2014.
- Adopt the Annual Operating Budget for Fiscal Year 2012/2013.

San Ramon Valley Fire Protection District

Annual Operating Budget Fiscal Year 2012/2013



Celebrating 100 years of service

ONE TEAM, ONE MISSION

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

Board of Directors

Thomas J. Linari, President

Matthew J. Stamey, Vice President

Roxanne W. Lindsay, Director

Jennifer G. Price, Director

Glenn W. Umont, Director

The Role of the Board

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.

Fire Chief/Treasurer

Richard Price

The Role of the Chief

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection and order to the District.

TABLE OF CONTENTS

FY 2012-2013 Annual Operating Budget

EXECUTIVE SUMMARY	Page
Budget Letter	1
Staffing Summary	4
Organizational Chart	7
FY 2012-13 Pro forma	8
Fund Balance Policy Measure.....	9
Revenue/Expenditure Graphs	10
 GENERAL FUND	
Revenue by Source	12
Operating Expenditures Summary	14
 Division	
10-10 Board of Directors	16
10-15 Fire Chief	19
10-20 Human Resources	22
10-25 Finance	25
10-30 Fire Prevention	28
20-35 Technology	32
20-38 Communications Center	36
20-45 Facilities	39
30-55 Emergency Operations	42
30-60 Fleet	45
30-65 Training	48
30-70 Emergency Medical	52
30-75 Rescue	55
30-80 Hazardous Materials	58
30-85 Volunteer Fire	61
 COMMUNITY FUND	
Statement of Revenues and Expenditures	64
 CAPITAL PROJECTS FUND	
Statement of Revenues and Expenditures	65
Detail of Expenditures	66
 APPARATUS/EQUIPMENT REPLACEMENT FUND	
Statement of Revenues and Expenditures	67
Detail of Expenditures	68

FEDERAL GRANT FUND

Statement of Revenues and Expenditures69
Detail of Expenditures70

DEBT SERVICE FUND

Statement of Revenues and Expenditures71
Debt Service Schedules72



June 27, 2012

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

Members of the Board:

Attached is the FY 2012-2013 Annual Operating Budget for the San Ramon Valley Fire Protection District. The Budget is the result of input received from the FY 2011-2012 mid-year budget review, an inclusive and interactive staff review process, as well as Directors input from the April 17, 2012 Finance Committee meeting and the May 24, 2012 Budget Workshop.

Forecast data is clearly indicating that the time for difficult choices is now upon us. District revenue declined 2.85% in 2012, 1.00% in 2011 and 3.23% in 2010. Although revenue is forecasted to grow at 2% this year, this growth will occur on an amount significantly reduced after three years of decline. A combination of cost reductions and the use of an additional \$3,980,978 in General Fund reserves will largely maintain existing service levels. FY 2012-2013 Salaries and Benefits have increased by \$1,600,000 (due to a pension rate increase) while Services and Supplies budgets have increased by \$500,000. Personnel costs have increased in spite of concerted efforts to negotiate cost reductions with our labor group over the past eighteen months. Pension costs today account for 25% of the General Fund budget. Overall the budget is approximately 1% larger than last year.

There is a fiscal cliff on the horizon. The five-year forecast realities contained within the FY 2012-2013 Annual Operating Budget indicate that it is imperative that we significantly reduce our operating expenses by the end of this fiscal year. This will be the fourth consecutive year with use of General Fund reserves to fund operating expenses. We are rapidly approaching the crossroads where the use of reserves will no longer be possible. Continued dependence on the use of reserves to balance our budget has jeopardized the financial stability and service levels of our organization.

Noteworthy aspects of FY 2012-2013 Annual Operating Budget are highlighted below.

Capital Improvement Projects

Staff is recommending the replacement of all Self Contained Breathing Apparatus (SCBA) this year at a cost of \$1,500,000. Staff is recommending the replacement of two ambulances and several light vehicles at a cost of \$750,000.

Construction of replacement Fire Station 32 in Alamo could begin this year as planned, if desired. The Board will be presented several decision points during the year.

Personnel

Staff is preparing to recruit and hire approximately nine new firefighter/paramedics this year. The budget includes ancillary startup provisions including the delivery of a District-hosted academy.

The Budget eliminates several unfilled positions. It also continues the practice of requiring Board approval prior to filling any mid-budget personnel opening.

The Budget includes \$45,000 for Educational Assistance and \$80,000 for District Directed training but suspends District Partnership funding for the fiscal year.

OPEB Funding

Based upon the current financial conditions, no contribution for OPEB is included in the Budget for FY 2012-2013. The last year the District made an OPEB contribution was four years ago in FY 2008-2009.

Reserves

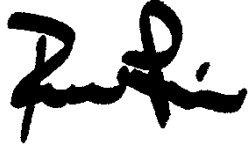
Balancing the budget in FY 2012-2013 requires the expenditure of \$3,980,978 from General Fund reserves. The projected reserve above the minimum required on June 30, 2013 is estimated to be \$5,336,430.

The District has not set aside reserves to fund future replacement of facilities and equipment. To date, the District has used a pay-as-you-go approach. With significant General Fund reserves no longer available this strategy is no longer prudent. During FY 2012-2013 staff will complete a facilities, fleet and equipment Renewal Replacement Program study to identify future replacement costs and reserve needs. Currently these infrastructure and fleet expenses are not included in the long term forecasts.

Looking ahead it is very difficult to accurately forecast how long it will take for the local economy to return to strong footing. The Long Term Forecast projects the District will no longer meet minimum reserve requirements at June 30, 2015. Due to persistent economic weakness, the District is forced to make difficult financial decisions to protect service levels. This budget does not yet reflect those realities and is not consistent with our Five-year Strategic Plan. While we still have occasion to act, time truly is of the essence.

When revenue year after year is consistently less than expenses, spending choices must be prioritized and those priorities must reflect public values. With the help of our employees and labor organization and with strong leadership from our Board of Directors we must work together to reduce personnel costs and bring the District back to a balanced budget as soon as possible.

Sincerely,

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

Richard Price
Fire Chief

STAFFING SUMMARY

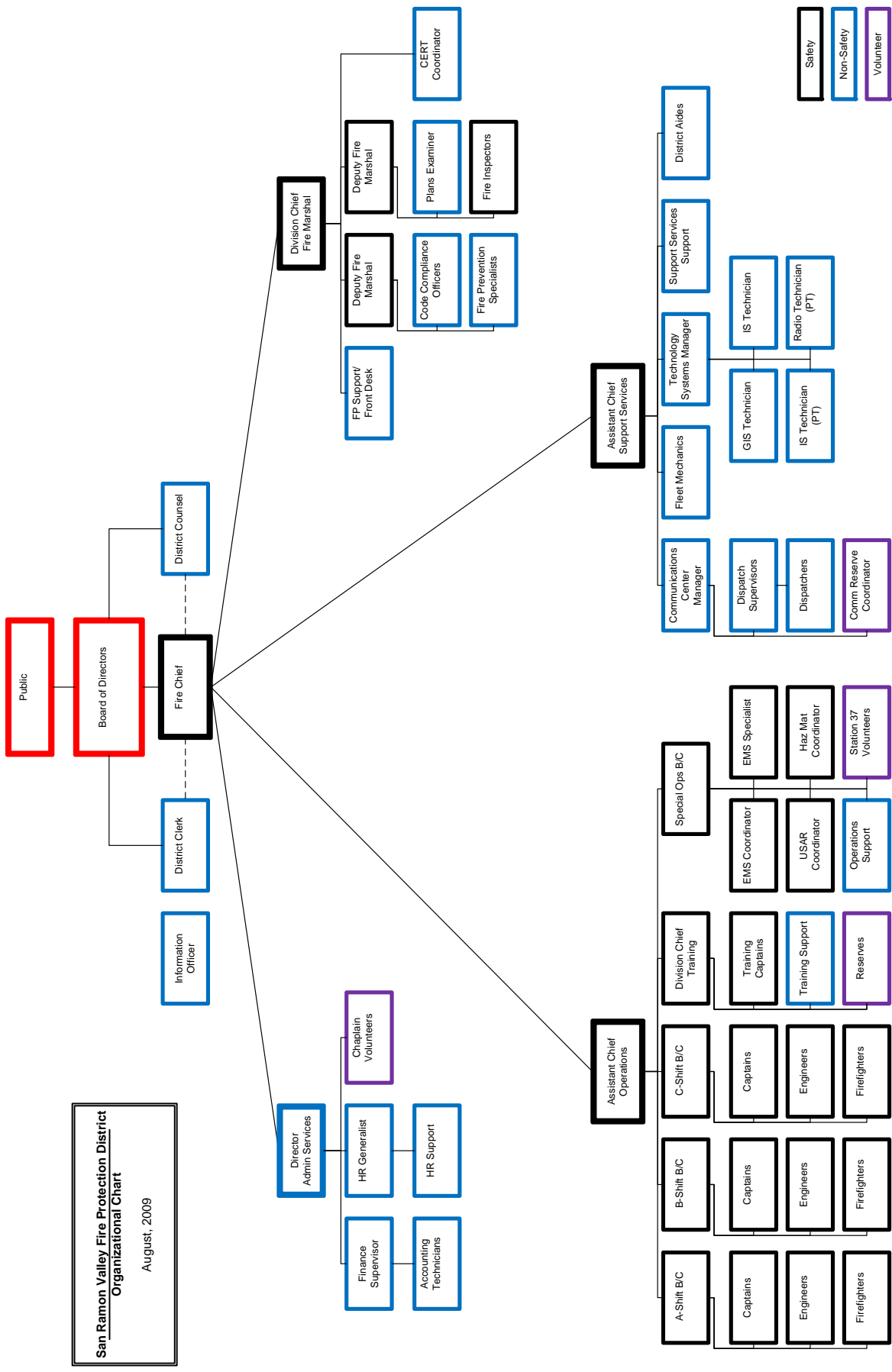
DIVISION	2008-09	2009-10	2010-11	2011-12	2012-13
Board of Directors					
Director	5	5	5	5	5
Total	5	5	5	5	5
Fire Chief					
Fire Chief	1	1	1	1	1
District Clerk	1	1	1	1	1
Total	2	2	2	2	2
Human Resources					
Director	1	1	1	1	1
Generalist	1	1	1	1	1
Office Assistant	2	2	1	1	1
Total	4	4	3	3	3
Finance					
Supervisor	1	1	1	1	1
Finance Asst Part Time		1			
Accounting Technician	2	2	2	2	2
Total	3	4	3	3	3
Training					
Division Chief	1	1	1	1	1
Training Captain	3	3	2	2	2
Senior Office Assistant	1	1	1	1	1
Total	5	5	4	4	4
Technology					
GIS Analyst	1	1	1	1	1
Technology Systems Mgr	1	1	1	1	1
Information Systems Tech		1	1	2	1
Computer Asst Part Time		1	1		
Comm Specialist Part Time	1				
Radio Tech Part Time	1	1	1	1	1
Total	4	5	5	5	4

STAFFING SUMMARY

DIVISION	2008-09	2009-10	2010-11	2011-12	2012-13
Communications Center					
Comm Center Manager		1	1	1	1
Dispatcher	9	9	9	9	9
Total	9	10	10	10	10
Facilities					
Assistant Chief	1	1	1	1	1
Senior Office Assistant	2	2	1	1	1
Total	3	3	2	2	2
Fire Prevention					
Division Chief/Fire Marshal	1	1	1	1	1
Deputy Fire Marshal	2	2	2	2	2
Inspector	2	2	2	2	2
Code Compliance Officer	4	4	3	3	3
Prevention Specialist	2	2	2	2	2
Office Assistant	1	1	2	2	2
Plans Examiner	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1
Total	14	14	14	14	14
Emergency Operations					
Assistant Chief	1	1	1	1	1
Battalion Chief	4	4	4	4	4
Captain	39	39	39	39	39
Engineer	41	39	39	39	39
Firefighter/Paramedic	60	60	53	54	54
Station 37 Coordinator	1	1	1	1	1
Senior Office Assistant			1	1	1
Total	146	144	138	139	139
Fleet					
Mechanic	2	2	2	2	2
Total	2	2	2	2	2

STAFFING SUMMARY

DIVISION	2008-09	2009-10	2010-11	2011-12	2012-13
Emergency Medical					
EMS Coordinator	1	1	1	1	1
EMS Quality Improve Coord	1				
EMS Specialist		1	1	1	1
Senior Office Assistant	1	1			
Total	3	3	2	2	2
GRAND TOTAL	200	201	190	191	190



San Ramon Valley Fire Protection District
Organizational Chart
August, 2009

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2012-2013

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	SRV FIRE COMMUNITY	APP/EQUIP	FEDERAL GRANT CAPITAL PROJECTS	OPEB	TOTAL
PROJECTED REVENUES								
Taxes	\$48,857,083							\$48,857,083
Intergovernmental	75,000					\$774,667		849,667
Charges for services	2,637,100							2,637,100
Use of money & prop	156,000	\$600						156,600
Rent	305,000							305,000
Other	15,000		\$750,000	\$5,000				770,000
Debt issuance			2,750,000					2,750,000
TOTAL	52,045,183	600	3,500,000	5,000	0	774,667	0	56,325,450
PROJECTED EXPENDITURES								
Salaries & benefits	46,648,499							46,648,499
Services & supplies	4,971,782			7,000				4,978,782
Debt service		2,038,719						2,038,719
Capital projects			50,000					50,000
Debt purchases			1,700,000					1,700,000
Equipment purchases					2,302,075	790,353		3,092,428
OPEB contribution								0
TOTAL	51,620,281	2,038,719	1,750,000	7,000	2,302,075	790,353	0	58,508,428
ANNUAL SURPLUS (DEFICIT)								
	424,902	(2,038,119)	1,750,000	(2,000)	(2,302,075)	(15,686)	0	(2,182,978)
Transfers in (out)	(4,405,880)	2,038,119	50,000		2,302,075	15,686	0	0
Net change	(3,980,978)	0	1,800,000	(2,000)	0	0	0	(2,182,978)
PROJECTED FUND BALANCE								
JULY 1, 2012	31,700,000	1,330,000	1,840,000	7,000	0	0	0	34,877,000
PROJECTED FUND BALANCE								
JUNE 30, 2013	\$27,719,022	\$1,330,000	\$3,640,000	\$5,000	\$0	\$0	\$0	\$32,694,022

FUND BALANCE POLICY MEASURE

PROJECTED JUNE 30, 2013

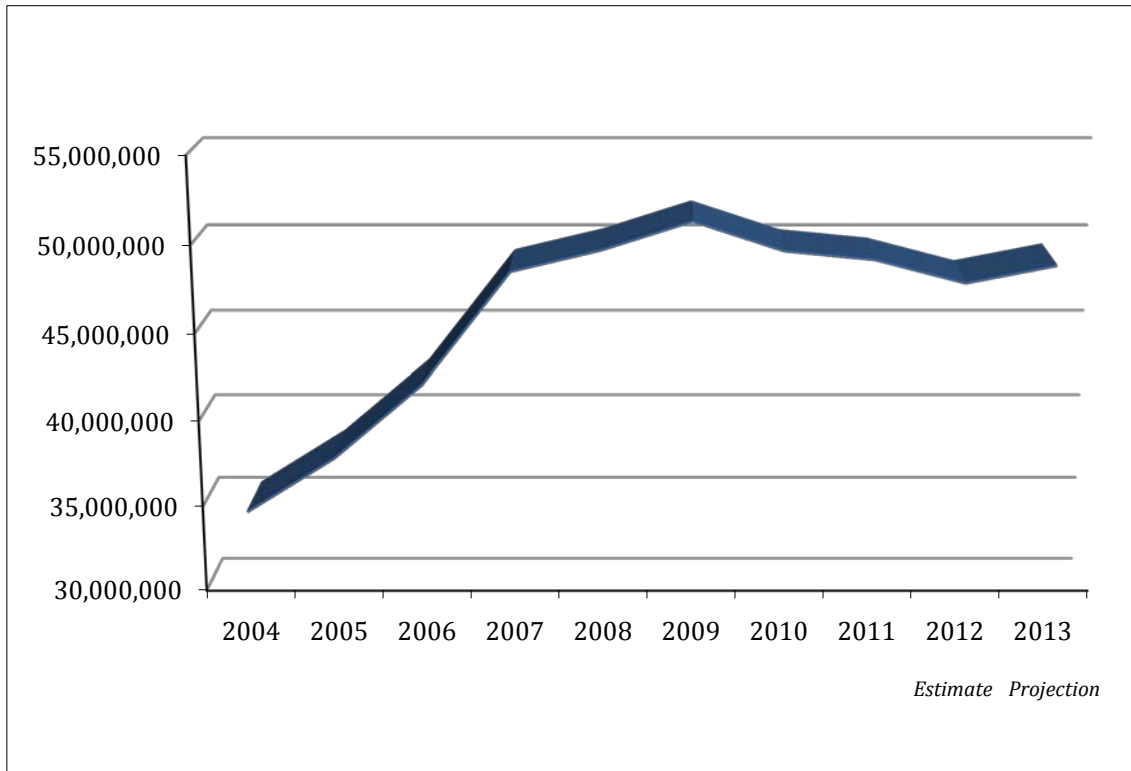
FUND BALANCE	GENERAL FUND	CAPITAL PROJECTS FUND
Committed:		
Workers' Compensation Claims	\$1,000,000	
Refinery Property Tax Claim	460,000	
Tactical Training Center		\$3,640,000
Station 32/Capital Improvement Projects	4,400,000	
Budget Stabilization	16,600,000	
Assigned:		
Budgetary Deficit	2,300,000	
Unassigned	2,959,022	
Total Fund Balance	\$ 27,719,022	\$3,640,000

FUND BALANCE POLICY MEASURE	
Projected Fund Balance at June 30, 2013:	
General Fund	\$27,719,022
Capital Projects Fund	3,640,000
Total	31,359,022
50% of General Fund Revenues Minimum per Fund Balance Policy	26,022,591
Amount Over Minimum Reserve	\$5,336,430
Percent Over Minimum Reserve	20.51%

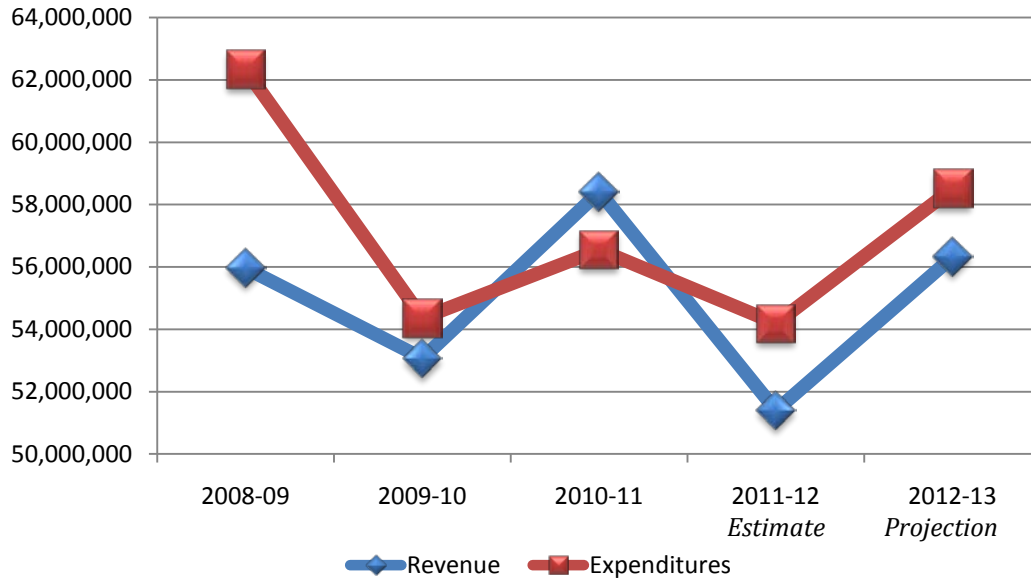
TEN YEARS OF PROPERTY TAX REVENUE

Year	2004	2005	2006	2007	2008
Actual	34,686,306	37,844,880	42,094,029	48,521,551	49,729,211
% Increase	8.24%	9.11%	11.23%	15.27%	2.49%

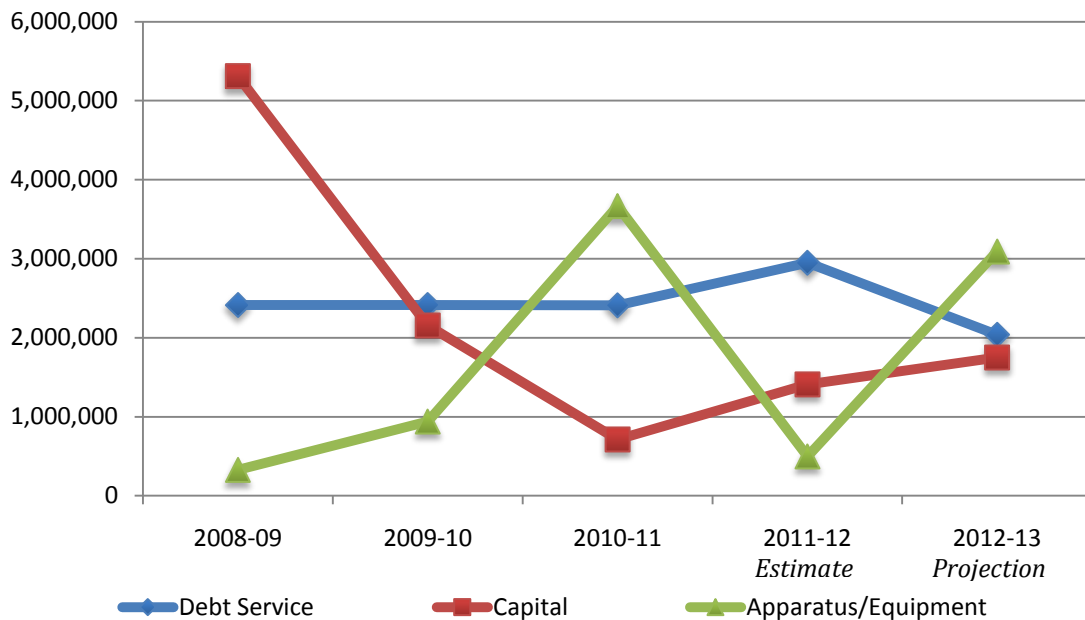
Year	2009	2010	2011	2012	2013
Actual	51,335,992	49,680,045	49,184,817	47,868,031	48,857,083
% Increase	3.23%	-3.23%	-1.00%	-2.85%	2.07%



FIVE YEAR COMPARISON OF TOTAL REVENUE TO TOTAL EXPENDITURES



HISTORICAL EXPENDITURES DEBT SERVICE, CAPITAL AND APPARATUS/EQUIPMENT REPLACEMENT FUNDS



REVENUES (ALL FUNDS)

FY 2012-2013

DESCRIPTION	GL CODE	ACTUALS FY 10-11	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Prop Taxes Current Secured	4110	47,388,882	47,328,028	48,274,589
Prop Taxes Supplemental	4120	699,652	143,541	146,412
Prop Taxes Utilities/Unitary	4130	896,045	959,401	978,589
Prop Taxes Current Unsecur	4140	1,747,874	1,730,615	1,765,227
Homeowner Prop Tax Relief	4145	537,428	485,000	494,700
Taxes Returned to County	4150	(1,338,944)	(1,584,551)	(1,584,551)
County Tax Administration	4160	(523,907)	(496,473)	(506,402)
Prop Taxes Prior Secured	4170	(67,962)	(449,321)	(458,307)
Prop Taxes Prior Supp	4180	(185,202)	(187,054)	(190,795)
Prop Taxes Prior Unsecured	4190	30,951	(61,155)	(62,378)
TOTAL TAXES		\$49,184,817	\$47,868,031	\$48,857,083
Measure H	4220	0	79,184	25,000
SB-90 Mandated Costs	4230	18,333	13,323	15,000
Misc State Aid/Grants	4240	35,723	31,018	35,000
Federal Grant	4245	0	1,330,400	576,283
Other Intergovernmental	4250	3,000,000	901,862	198,384
TOTAL INTERGOVERNMENTAL		\$3,054,056	\$2,355,787	\$849,667
Inspection Fees	4310	32,729	70,000	42,000
Plan Review Fees	4315	173,623	250,000	265,000
Weed Abatement Charges	4320	4,435	6,967	4,000
Administrative Citations	4325	8,250	26,000	23,000
Ambulance Services	4330	2,202,045	2,248,000	2,300,000
CPR Classes	4340	2,955	2,500	2,000
Reports/Photocopies	4350	1,560	1,100	1,100
TOTAL CHARGES FOR SERVICES		\$2,425,597	\$2,604,567	\$2,637,100
Investment Earnings	4410	152,454	106,700	156,600
TOTAL USE OF MONEY & PROP		\$152,454	\$106,700	\$156,600

REVENUES (ALL FUNDS)

FY 2012-2013

DESCRIPTION	GL CODE	ACTUALS FY 10-11	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Rent on Real Estate	4510	159,877	192,000	305,000
TOTAL RENT		\$159,877	\$192,000	\$305,000
Donations/Contributions	4610	917	7,105	5,000
Sale of Property	4620	9,203	8,000	755,000
Miscellaneous Revenue	4640	25,938	41,000	10,000
TOTAL OTHER REVENUE		\$36,058	\$56,105	\$770,000
TOTAL REVENUES		\$55,012,859	\$53,183,190	\$53,575,450

EXPENDITURES (GENERAL FUND)

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13	BUDGET % CHANGE
Permanent Salaries	5110	21,587,315	21,245,243	21,974,933	2%
Temporary Salaries	5115	146,191	143,479	146,191	0%
Permanent Overtime	5120	6,487,500	5,902,997	4,767,500	-27%
FICA Contributions	5140	391,787	402,543	384,505	-2%
Retirement Contributions	5150	11,571,153	11,243,860	12,993,780	12%
Employee Group Insurance	5160	3,868,234	3,700,000	3,711,590	-4%
Retiree Health Insurance	5170	1,683,000	1,685,000	1,850,000	10%
Unemployment Insurance	5180	20,000	5,000	20,000	0%
Workers Comp Claims	5190	750,000	735,000	800,000	7%
TOTAL SALARIES AND BENEFITS		\$46,505,180	\$45,063,122	\$46,648,499	0%
Office Supplies	5202	34,163	27,269	28,250	-17%
Postage/Freight	5204	13,980	13,880	12,700	-9%
Telecommunications	5206	212,300	202,000	198,500	-7%
Utilities	5208	256,600	280,000	281,500	10%
Small Tools/Equip/Furn	5210	85,550	93,050	92,000	8%
Miscellaneous Supplies	5212	82,476	117,094	117,100	42%
Medical Supplies	5213	103,000	110,000	103,000	0%
Firefighting Supplies	5214	90,400	75,400	91,050	1%
Pharmaceutical Supplies	5216	36,500	35,400	36,500	0%
Computer Supplies	5218	20,000	15,000	39,500	98%
Radio Equipment & Supplies	5219	45,000	35,000	139,850	211%
Food Supplies	5222	25,700	21,800	20,450	-20%
PPE Inspections & Repairs	5223	30,000	30,000	36,000	20%
Safety Clothing & Supplies	5224	264,900	242,400	238,500	-10%
Class A Uniforms & Supplies	5225	8,000	8,000	1,000	-88%
Non-Safety Clothing	5226	22,065	17,750	23,200	5%
Class B Uniforms & Supplies	5227	30,000	15,000	25,000	-17%
Household Supplies	5228	30,000	40,000	40,000	33%
Central Garage Repairs	5230	80,000	100,000	100,000	25%
Central Garage Maintenance	5231	34,500	20,000	20,000	-42%
Central Garage Gas & Oil	5232	169,000	185,000	199,500	18%

EXPENDITURES (GENERAL FUND)

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13	BUDGET % CHANGE
Central Garage Tires	5234	24,000	36,000	40,000	67%
Central Garage Inspectons	5235	12,000	9,300	12,500	4%
Maintenance/Repairs Equip	5236	111,979	113,475	126,004	13%
Maintenance/Repairs Radio	5238	357,900	337,750	350,950	-2%
Maintenance/Repairs Bldgs	5240	128,750	128,750	131,750	2%
Maintenance/Repairs Grnds	5242	39,750	30,000	37,500	-6%
Rents/Leases Equip & Prop	5246	60,590	58,390	71,300	18%
Prof & Specialized Services	5250	859,413	819,400	901,895	5%
Recruiting Costs	5251	91,000	91,000	82,800	-9%
Legal Services	5252	166,000	311,000	336,000	102%
Medical Services	5254	113,000	113,000	126,500	12%
Communications Services	5258	0	2,600	78,600	
Election Services	5262	0	0	117,768	
Insurance Services	5264	452,000	470,000	437,000	-3%
Publication of Legal Notices	5270	5,500	5,500	500	-91%
Specialized Printing	5272	26,065	21,215	26,620	2%
Dues & Memberships	5274	62,555	54,490	58,195	-7%
Educational Courses	5276	59,100	55,234	59,000	0%
Educ Assistance Program	5277	45,000	45,000	45,000	0%
Public Education Supplies	5278	15,000	15,000	11,000	-27%
Books & Periodicals	5280	22,957	21,000	25,800	12%
Recognition Supplies	5282	7,500	5,000	6,500	-13%
Meetings & Travel Expenses	5284	45,200	39,900	45,000	0%
TOTAL SERVICES AND SUPPLIES		\$4,379,393	\$4,467,047	\$4,971,782	14%
TOTAL EXPENDITURES		\$50,884,573	\$49,530,169	\$51,620,281	1%

BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Assist with the acquisition of real property for the new San Ramon fire station site consistent with the Capital Improvement Program (CIP). (BP2, 4A.6)
2. Provide organizational performance accounting to residents, allied agencies and other District stakeholders. (BP3)

3. Work with Staff to accomplish identified Performance Indicator Plans developed during the accreditation process and documented in the Self-Assessment Manual (SAM) prepared by the District. (BP4)
4. Review all Category 2D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

MEMBERS OF THE BOARD

Director (5)

BOARD OF DIRECTORS

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	8,925	11,200	12,045
FICA Contributions	5140	683	900	921
TOTAL SALARIES AND BENEFITS		\$9,608	\$12,100	\$12,966
Non-Safety Clothing	5226	500		500
Prof & Specialized Services	5250	25,000	25,000	25,000
Legal Services	5252	144,000	265,000	291,000
Election Services	5262	0	0	117,768
Dues & Memberships	5274	34,850	26,850	27,450
Educational Courses	5276	2,400	1,000	2,000
Books & Periodicals	5280	500	230	500
Recognition Supplies	5282	4,500	4,500	3,500
Meetings & Travel Expenses	5284	4,400	3,000	4,000
TOTAL SERVICES AND SUPPLIES		\$216,150	\$325,580	\$471,718
TOTAL EXPENDITURES		\$225,758	\$337,680	\$484,684

FIRE CHIEF

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-13

1. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets. (BP1)
2. Represent the District on the Town of Danville and the City of San Ramon Redevelopment Successor Agency Oversight Boards.
3. Continue to implement the Information-led Management (ILM) initiative by furthering the development of an integrated information management infrastructure and fostering a culture of accountability in support of the goals of the District. (BP4)
4. Continue to evaluate and adjust programs and structure to maximize the organizational effectiveness and public value of the District. (BP6)
5. Review all Category 1, Category 3 and Category 10 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Fire Chief¹

District Clerk

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

FIRE CHIEF

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	293,538	298,300	306,788
FICA Contributions	5140	5,126	4,680	4,448
Retirement Contributions	5150	177,567	140,000	161,321
Employee Group Insurance	5160	47,086	41,100	37,271
TOTAL SALARIES AND BENEFITS		\$523,317	\$484,080	\$509,828
Office Supplies	5202	1,000	500	1,000
Small Tools & Equipment	5210	5,500	5,500	7,000
Miscellaneous Supplies	5212	2,500	1,000	1,000
Food Supplies	5222	2,500	1,000	1,000
Non-Safety Clothing	5226	1,500	1,500	2,000
Prof & Specialized Services	5250	28,750	27,500	25,000
Specialized Printing	5272	5,200	1,800	5,200
Dues & Memberships	5274	4,525	4,525	6,745
Educ Courses District Wide	5276	2,500	2,500	39,000
Books & Periodicals	5280	750	0	250
Travel Exp District Wide	5284	2,500	1,000	41,000
TOTAL SERVICES AND SUPPLIES		\$57,225	\$46,825	\$129,195
TOTAL EXPENDITURES		\$580,542	\$530,905	\$639,023

HUMAN RESOURCES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Complete Taleo roll-out and manager training.
2. Continue to update and draft administrative policies, in particular Sick leave, Attendance, Make-up time, Anti-harassment and Social media.
3. Finalize IIPP update and update related PI's as necessary, including:
 - System for identifying and evaluating workplace hazards
 - Methods/procedures for correcting unsafe/unhealthy conditions
 - System for communicating with employees on occupational health and safety matters
4. Review all Category 7 and Category 9C Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Administrative Services Director¹

Human Resources Generalist

Office Assistant

¹ Administrative Services Director also responsible for Finance Division oversight.

HUMAN RESOURCES

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	343,421	344,035	344,178
Temporary Salaries	5115	20,000	5,000	20,000
Permanent Overtime	5120	5,000		5,000
FICA Contributions	5140	4,980	5,500	4,991
Retirement Contributions	5150	116,008	116,220	126,899
Employee Group Insurance	5160	51,647	46,100	43,659
Retiree Health Insurance	5170	1,683,000	1,685,000	1,850,000
Unemployment Insurance	5180	20,000	5,000	20,000
Workers Comp Claims	5190	750,000	735,000	800,000
TOTAL SALARIES AND BENEFITS		\$2,994,056	\$2,941,855	\$3,214,727
Office Supplies	5202	1,500	900	1,500
Postage/Freight	5204	1,000	900	1,000
Small Tools & Equipment	5210	2,500	1,500	2,500
Food Supplies	5222	4,500	4,500	3,500
Non-Safety Clothing	5226	3,000	1,200	3,000
Prof & Specialized Services	5250	118,600	118,000	142,300
Recruiting Costs	5251	91,000	91,000	82,800
Legal Services	5252	22,000	46,000	45,000
Medical Services	5254	113,000	113,000	126,500
Insurance Services	5264	452,000	470,000	437,000
Specialized Printing	5272	2,200	1,800	2,200
Dues & Memberships	5274	2,400	2,400	3,000
Educational Courses	5276	7,000	5,200	0
Books & Periodicals	5280	800	900	800
Recognition Supplies	5282	3,000	500	3,000
TOTAL SERVICES AND SUPPLIES		\$824,500	\$857,800	\$854,100
TOTAL EXPENDITURES		\$3,818,556	\$3,799,655	\$4,068,827

FINANCE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Administer the financial elements of the Assistance to Firefighters Grant in accordance with Federal regulations.
2. Organize and administer capital improvement plan financing.
3. Develop and administer implementation of inventory control improvements.
4. Evaluate the District's facilities, fleet and equipment and complete a Renewal Replacement Program study.
5. Review all Category 4 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Administrative Services Director¹

Finance Supervisor

Accounting Technician (2)

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

FINANCE

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	279,063	271,000	288,677
Temporary Salaries	5115		12,488	
Permanent Overtime	5120	5,000	1,150	5,000
FICA Contributions	5140	4,046	6,300	4,186
Retirement Contributions	5150	94,268	94,110	106,435
Employee Group Insurance	5160	77,179	74,850	69,149
TOTAL SALARIES AND BENEFITS		\$459,556	\$459,898	\$473,447
Office Supplies	5202	16,000	10,000	10,000
Postage/Freight	5204	7,000	7,000	7,000
Food Supplies	5222	5,000	4,200	4,000
Non-Safety Clothing	5226	2,805	2,800	2,000
Maintenance/Repairs Equip	5236	16,404	16,000	14,804
Rents/Leases Equip & Prop	5246	1,200	1,200	1,200
Prof & Specialized Services	5250	247,540	245,000	299,800
Specialized Printing	5272	5,000	4,000	8,000
Dues & Memberships	5274	900	900	1,030
Educational Courses	5276	1,200	1,200	0
Books & Periodicals	5280	1,200	1,000	1,020
Meetings & Travel Expenses	5284	1,300	1,000	0
TOTAL SERVICES AND SUPPLIES		305,549	294,300	348,854
TOTAL EXPENDITURES		\$765,105	\$754,198	\$822,301

FIRE PREVENTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Prepare for the adoption of the 2012 International Fire Code.
2. Continue to enhance the fire prevention component and associated technology of the District Information-led Management (ILM) initiative. (SP4, 5B.7)
3. Continue to increase staff knowledge and training in incident support functions and emergency management skills. (5H.1, 5H.6, 5H.9)
4. Implement a new CPR and AED school education program for 7th Grade students attending SRVUSD. (5C.4)
5. Continue to increase the scope of the incident based data evaluated as part of the public education data elements to the SRVFPD OnScene RMS and National Fire Incident Reporting System database. (SP4, 5B.7).
6. Review all Category 5B, 5C, and 5D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/1/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Division Chief/Fire Marshal

Deputy Fire Marshal (2)

Fire Inspector (2)

Fire Code Compliance Officer (3)

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner

Office Assistant (2)

FIRE PREVENTION

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	1,357,394	1,330,000	1,359,171
Permanent Overtime	5120	25,000	25,000	25,000
FICA Contributions	5140	19,682	19,500	19,726
Retirement Contributions	5150	582,948	575,000	648,856
Employee Group Insurance	5160	271,614	267,000	256,889
TOTAL SALARIES AND BENEFITS		\$2,256,638	\$2,216,500	\$2,309,642
Office Supplies	5202	2,500	2,500	2,500
Postage	5204	5,980	5,980	4,700
Small Tools & Equipment	5210	1,200	1,200	1,500
Firefighting Supplies	5214	400	400	1,050
Food Supplies	5222	1,000	1,000	1,000
Safety Clothing & Supplies	5224	3,000	1,000	1,000
Non-Safety Clothing	5226	5,000	5,000	5,000
Maintenance/Repairs Equip	5236	1,000	1,000	1,000
Prof & Specialized Services	5250	29,500	29,500	22,500
Publication of Legal Notices	5270	5,500	5,500	500
Specialized Printing	5272	11,000	11,000	4,000
Dues & Memberships	5274	13,320	13,320	13,470
Educational Courses	5276	2,000	2,000	0
Public Education Supplies	5278	15,000	15,000	11,000
Books & Periodicals	5280	3,250	3,250	6,250
Meetings & Travel Expenses	5284	2,000	2,000	0
TOTAL SERVICES AND SUPPLIES		\$101,650	\$99,650	\$75,470
TOTAL EXPENDITURES		\$2,358,288	\$2,316,150	\$2,385,112

TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Equip all frontline Type III apparatus with Mobile Data Computers (MDC's). (BP 3)

2. Replace all District PC's identified in the first phase of the multi-year replacement schedule. (BP 5)
3. In conjunction with Emergency Operations and Communications, complete a 40-hour Computer-aided Dispatch (CAD) deployment workshop and assist with the implementation of closest-unit dispatch. (BP 2)
4. In conjunction with the Finance Supervisor, procure and oversee the installation of all mobile radios acquired through the District-sponsored Assistance to Firefighters Grant (AFG).
5. In conjunction with the Operations Division, assist in the transition to the East Bay Regional Communications System (EBRCS).
6. Replace existing end-of-life firewall infrastructure to continue providing comprehensive protection for the District's information systems and data. (BP 8)
7. Support the Communications Center Manager in the implementation of a next-generation 911 phone system. (BP 1)
8. Support the Information-led Management (ILM) initiative by assisting in the implementation of the ILM apparatus and fleet maintenance component. (BP 7, SP 4)
9. Eliminate need for third party parcel software and data by migrating county Geographic Information Systems (GIS) parcel data into the fire prevention component of the ILM database. (BP 1)
10. Incorporate navigable fire roads and park trails into CAD street centerline for emergency dispatch and add corresponding common place names for convenient location verification. (BP 1)
11. Provide a mobile mapping solution for Fire Prevention personnel that will display GIS data layers, including streets, addresses, parcels, hydrants, and pre-incident surveys. (BP 3)
12. Add traffic calming device information to map database in order to more accurately determine response travel times and optimally route responding apparatus. (BP 1)

13. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹

Technology Systems Manager

Geographical Information Analyst

Information System Technician

Radio Technician (Part-time)

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

TECHNOLOGY

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	376,496	366,000	348,584
Temporary Salaries	5115	37,171	37,171	37,171
Permanent Overtime	5120	5,000	0	5,000
FICA Contributions	5140	9,100	8,700	7,898
Retirement Contributions	5150	145,759	142,000	128,523
Employee Group Insurance	5160	60,661	59,000	56,007
TOTAL SALARIES AND BENEFITS		\$634,187	\$612,871	\$583,183
Telecommunications	5206	212,300	202,000	198,500
Small Tools & Equipment	5210	5,000	5,000	0
Computer Supplies	5218	20,000	15,000	39,500
Radio Equipment & Supplies	5219	45,000	35,000	139,850
Non-Safety Clothing	5226	1,500	500	1,500
Maintenance/Repairs Radio	5238	354,700	335,000	348,200
Rents/Leases Equip & Prop	5246	35,000	34,000	42,500
Prof & Specialized Services	5250	21,000	11,000	20,000
Communications Services	5258	0	2,600	78,600
Dues & Memberships	5274	500	500	500
Educational Courses	5276	2,000	2,000	0
Meetings & Travel Expenses	5284	2,000	2,000	0
TOTAL SERVICES AND SUPPLIES		\$699,000	\$644,600	\$869,150
TOTAL EXPENDITURES		\$1,333,187	\$1,257,471	\$1,452,333

COMMUNICATIONS CENTER

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Develop and implement a plan to increase efficiencies in dispatcher assisted CPR. The plan shall identify baseline performance, desired outcomes, benchmark performance to achieve desired outcomes, and the relevant training required for all dispatchers. (BP1)
2. Procure and install a "Next Generation" 9-1-1 Phone System. (BP2)
3. Develop a long-range plan for succession in the Communications Center including analysis of the need to fill the dispatch supervisor position on all three shifts. (BP6)

4. Develop and implement all workflow, policy and computer-aided dispatch (CAD) changes necessary for the Communications Center to perform nearest unit dispatch using Automatic Vehicle Location (AVL) based response. (BP4)
5. Provide dispatcher training to support operations transition to Automatic Vehicle Location (AVL) based response. (BP5)
6. Provide training to all dispatchers to match system-wide competencies in the interoperable use of the EBRCS system. (BP5, 9B.10)
7. Develop and implement a plan for EBRCS interoperability in the Communications Center and between other EBRCS participating public safety communications centers. (9B.1)
8. Update the employee appraisal review process to include the specific duties of a dispatcher and dispatch supervisor. (BP9)
9. Review all Category 9B Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

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

COMMUNICATIONS CENTER

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	1,080,835	1,040,000	1,028,473
Temporary Salaries	5115	40,000	40,000	40,000
Permanent Overtime	5120	167,500	230,000	167,500
FICA Contributions	5140	18,072	22,000	17,313
Retirement Contributions	5150	365,106	330,000	373,214
Employee Group Insurance	5160	214,263	190,000	176,418
TOTAL SALARIES AND BENEFITS		\$1,885,776	\$1,852,000	\$1,802,918
Office Supplies	5202	5,000	4,500	4,500
Small Tools & Equipment	5210	2,500	3,000	4,500
Safety Clothing & Supplies	5224	3,000	3,000	3,000
Non-Safety Clothing	5226	2,500	2,500	3,500
Maintenance/Repairs Radio	5238	2,000	1,950	1,950
Prof & Specialized Services	5250	30,000	30,000	27,000
Dues & Memberships	5274	1,000	1,000	1,000
Educational Courses	5276	5,000	5,000	0
Books & Periodicals	5280	5,000	5,000	5,000
Meetings & Travel Expenses	5284	5,000	5,000	0
TOTAL SERVICES AND SUPPLIES		\$61,000	\$60,950	\$50,450
TOTAL EXPENDITURES		\$1,946,776	\$1,912,950	\$1,853,368

FACILITIES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Act as project manager for the development of Fire Station 32. (CIP)
2. Act as project manager for the design and entitlement phase of the new Training Facility. (CIP, BP2)
3. In conjunction with the Training Division, plan and develop the Training Site improvements. (CIP, BP2)
4. Manage the acquisition of real property for a new San Ramon fire station site consistent with the Capital Improvement Program. (CIP, BP1)
5. Coordinate Public Access AED records and associated notifications. (SP3)
6. Develop a formal facilities maintenance plan including communication processes. (6A.2)
7. Review all Category 6A and 6F Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document

new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹

Senior Office Assistant²

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

² Senior Office Assistant also supports Fleet.

FACILITIES

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	300,516	309,000	300,375
Temporary Salaries	5115	31,200	31,000	31,200
FICA Contributions	5140	6,744	6,800	6,742
Retirement Contributions	5150	152,781	157,470	163,078
Employee Group Insurance	5160	65,218	52,550	44,843
TOTAL SALARIES AND BENEFITS		\$556,459	\$556,820	\$546,238
Utilities	5208	256,600	280,000	281,500
Small Tools & Equipment	5210	3,000	8,000	8,000
Miscellaneous Supplies	5212	2,000	12,000	12,000
Household Supplies	5228	30,000	40,000	40,000
Central Garage Gas & Oil	5232	19,000	15,000	19,500
Maintenance/Repairs Equip	5236	61,500	61,500	64,500
Maintenance/Repairs Bldgs	5240	128,750	128,750	131,750
Maintenance/Repairs Grnds	5242	39,750	30,000	37,500
Rents/Leases Equip & Prop	5246	5,000	5,000	5,000
Prof & Specialized Services	5250	1,000	2,500	2,500
TOTAL SERVICES AND SUPPLIES		\$546,600	\$582,750	\$602,250
TOTAL EXPENDITURES		\$1,103,059	\$1,139,570	\$1,148,488

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. In conjunction with Technology and Communications implement Automatic Vehicle Location (AVL) technology into dispatch processes to enable closest unit response capability. (SP3)
2. In conjunction with Technology and Communications assist in the transition to the East Bay Regional Communications System (EBRCS).
3. Support the completion of Phase I Blue Card command training for all Battalion/Division Chiefs. Conduct/host Phase II testing component. (8A.5)
4. Replace twenty additional 2-1/2" outlet only public hydrants.
5. Initiate Self-Contained Breathing Apparatus task force to replace current SCBAs.
6. Review all Category 5A, 5H, Category 6E and Category 9A Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Suppression² (3)

Battalion Chief, Special Operations

Captain (39); Engineer (39); Firefighter/Paramedic (54)

Senior Office Assistant

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

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

EMERGENCY OPERATIONS

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	16,641,372	16,350,000	16,883,450
Permanent Overtime	5120	6,200,000	5,600,000	4,332,000
FICA Contributions	5140	307,858	312,000	302,652
Retirement Contributions	5150	9,471,834	9,219,000	10,640,021
Employee Group Insurance	5160	2,928,271	2,822,000	2,879,924
TOTAL SALARIES AND BENEFITS		\$35,549,335	\$34,303,000	\$35,038,047
Office Supplies	5202	6,000	7,000	7,000
Small Tools & Equipment	5210	15,000	12,000	12,000
Miscellaneous Supplies	5212	10,000	5,000	8,000
Firefighting Supplies	5214	90,000	75,000	90,000
Food Supplies	5222	10,000	8,500	8,500
PPE Inspection & Repairs	5223	30,000	30,000	36,000
Safety Clothing & Supplies	5224	243,000	225,000	219,300
Class A Uniforms & Supplies	5225	8,000	8,000	1,000
Class B Uniforms & Supplies	5227	30,000	15,000	25,000
Maintenance/Repairs Equip	5236	1,000	1,000	1,000
Prof & Specialized Services	5250	185,000	160,000	130,000
Specialized Printing	5272	0	0	1,300
Dues & Memberships	5274	1,000	1,000	1,000
Educational Courses	5276	12,000	12,000	0
Books & Periodicals	5280	2,000	1,200	2,000
Meetings & Travel Expenses	5284	12,000	12,000	0
TOTAL SERVICES AND SUPPLIES		\$655,000	\$572,700	\$542,100
TOTAL EXPENDITURES		\$36,204,335	\$34,875,700	\$35,580,147

FLEET

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Develop a specification for the vehicle maintenance component of the Records Management System. (6C.3)
2. Act as the project manager for the acquisition and commissioning of new fire apparatus. (9A.2)
3. Coordinate the bid and purchase of new light vehicles.

4. Review all Category 6B, 6C and 6D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Support Services¹

Mechanic (2)

Senior Office Assistant²

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

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

FLEET

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	171,534	175,000	174,858
Permanent Overtime	5120	0	800	0
FICA Contributions	5140	2,487	2,550	2,535
Retirement Contributions	5150	57,944	59,060	64,470
Employee Group Insurance	5160	24,961	25,500	28,766
TOTAL SALARIES AND BENEFITS		\$256,926	\$262,910	\$270,629
Office Supplies	5202	300	100	100
Small Tools & Equipment	5210	10,000	6,000	6,000
Miscellaneous Supplies	5212	42,000	71,000	71,000
Non-Safety Clothing	5226	900	900	900
Central Garage Repairs	5230	80,000	100,000	100,000
Central Garage Maintenance	5231	34,500	20,000	20,000
Central Garage Gas & Oil	5232	150,000	170,000	180,000
Central Garage Tires	5234	24,000	36,000	40,000
Central Garage Inspections	5235	12,000	9,300	12,500
Maintenance/Repairs Equip	5236	1,000	3,000	1,000
Prof & Specialized Services	5250	0	0	35,000
Dues & Memberships	5274	500	500	500
Educational Courses	5276	500	500	0
Books & Periodicals	5280	100	100	100
Meetings & Travel Expenses	5284	500	500	0
TOTAL SERVICES AND SUPPLIES		\$356,300	\$417,900	\$467,100
TOTAL EXPENDITURES		\$613,226	\$680,810	\$737,729

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. In conjunction with Facilities, plan and develop the Training Site improvements. (CIP, BP2)
2. Conduct a recruit training academy program based upon the State of California Fire Fighter I curriculum. (SP2)
3. Conduct/host a formal training program supporting Fire Officer (FO) and Chief Fire Officer (CFO) credentialing.
4. Support the completion of Phase I Blue Card command training for all Battalion/Division Chiefs. Conduct/host Phase II testing component. (8A.5)
5. Evaluate e-textbook versions of IFSTA training manuals and implement supporting District library changes if feasible. (8C.3)
6. Publish a current training materials list including an evaluative narrative. **(8D.2)**
7. Review all Category 8 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified

practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Division Chief, Training

Training Captain (2)

Senior Office Assistant

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

TRAINING

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	478,398	500,000	493,999
Permanent Overtime	5120	80,000	45,000	60,000
FICA Contributions	5140	7,937	8,550	8,070
Retirement Contributions	5150	253,063	260,000	294,944
Employee Group Insurance	5160	88,856	86,000	82,769
TOTAL SALARIES AND BENEFITS		\$908,254	\$899,550	\$939,782
Office Supplies	5202	833	800	700
Small Tools & Equipment	5210	13,050	13,000	12,000
Miscellaneous Supplies	5212	17,876	17,800	17,000
Food Supplies	5222	2,250	2,200	2,000
Safety Clothing & Supplies	5224	7,200	7,000	7,000
Non-Safety Clothing	5226	810	800	800
Rents/Leases Equip & Prop	5246	15,390	15,390	20,000
Prof & Specialized Services	5250	145,923	145,900	144,000
Specialized Printing	5272	90	90	800
Dues & Memberships	5274	1,565	1,500	1,500
Educational Courses	5276	4,000	4,000	0
Educ Assistance Program	5277	45,000	45,000	45,000
Books & Periodicals	5280	6,637	6,600	5,000
Meetings & Travel Expenses	5284	6,000	6,000	0
TOTAL SERVICES AND SUPPLIES		\$266,624	\$266,080	\$255,800
TOTAL EXPENDITURES		\$1,174,878	\$1,165,630	\$1,195,582

EMERGENCY MEDICAL

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2011-2012

1. Implement Medication Inventory and Resupply policy and procedures.

2. Install Knox Med-Vaults into required apparatus in order to comply with Contra Costa County EMS medication security, inventory and accountability mandates.
3. Evaluate replacement of scoop-type stretchers.
4. Conduct 80-hour EMS Academy.
5. Develop replacement schedule for Auto-Pulse devices.
6. Evaluate feasibility of replacing EMS laptop computers with tablets.
7. Conduct AHA certified CPR refresher training for Healthcare Providers for all EMS/Suppression personnel.
8. Review all Category 5G Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

EMS Coordinator

EMS Specialist

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

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

EMERGENCY MEDICAL

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110	255,823	250,708	252,439
Permanent Overtime	5120	0	1,047	0
FICA Contributions	5140	3,709	3,700	3,660
Retirement Contributions	5150	143,875	141,000	160,425
Employee Group Insurance	5160	33,478	31,500	30,895
TOTAL SALARIES AND BENEFITS		\$436,885	\$427,955	\$447,419
Office Supplies	5202	630	619	600
Small Tools & Equipment	5210	20,500	32,000	31,000
Miscellaneous Supplies	5212	3,200	4,562	3,000
Medical Supplies	5213	103,000	110,000	103,000
Pharmaceutical Supplies	5216	36,500	35,400	36,500
Food Supplies	5222	300	300	200
Safety Clothing & Supplies	5224	2,000	2,000	1,500
Non-Safety Clothing	5226	800	800	1,000
Maintenance/Repairs Equip	5236	27,975	27,975	40,100
Prof & Specialized Services	5250	23,800	22,550	24,745
Specialized Printing	5272	2,375	2,375	4,920
Dues & Memberships	5274	395	395	400
Educational Courses	5276	15,400	19,000	18,000
Books & Periodicals	5280	1,140	1,140	1,150
Meetings & Travel Expenses	5284	2,000	2,000	0
TOTAL SERVICES AND SUPPLIES		\$240,015	\$261,116	\$266,115
TOTAL EXPENDITURES		\$676,900	\$689,071	\$713,534

RESCUE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE:

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Conduct a best practice review of District Rescue Division organization chart including key roles and responsibilities.
2. Conduct a review of District Rescue Division training requirements in comparison to OES and NFPA training recommendation for stated certification levels.
3. Evaluate implementation of off-road capable rescue vehicle.

4. Conduct a review of need for a forklift and forklift operator training to support Rescue Division training and operations.
5. Conduct a review of short haul helicopter operations as an alternative to off-road rescue operations.
6. Formalize Auto Extrication Company Performance Standards for: Dash Lift; Vehicle Stabilization (Vehicle on Wheels); Door Removal; Resource Management.
7. Develop Auto Extrication Company Performance Standards for: Roof Removal or Flap; Minivan Operations; Combination Dash Lift and Dash Push; Vehicle Stabilization (Vehicle on Roof).
8. Review all Category 5E Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (40)

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

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

RESCUE

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110			101,760
Permanent Overtime	5120			96,000
Retirement Contributions	5150			64,668
TOTAL SALARIES AND BENEFITS		\$0	\$0	\$262,428
Small Tools & Equipment	5210	5,200	4,000	5,000
Miscellaneous Supplies	5212	1,800	1,000	1,500
Safety Clothing & Supplies	5224	900	900	1,000
Non-Safety Clothing	5226	750	750	1,000
Maintenance/Repairs Equip	5236	500	500	1,000
Rents/Leases Equip & Prop	5246	2,000	1,000	1,100
Prof & Specialized Services	5250	200	250	250
Educational Courses	5276	2,500	1,500	0
Books & Periodicals	5280	700	700	750
Meetings/Travel Expenses	5284	2,500	2,000	0
TOTAL SERVICES AND SUPPLIES		\$17,050	\$12,600	\$11,600
TOTAL EXPENDITURES		\$17,050	\$12,600	\$274,028

HAZARDOUS MATERIALS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Develop a Position Task Book for new Hazardous Materials Team members in order to ensure each Team member is sufficiently familiar and competent with District specific equipment and procedures.
2. Compare/evaluate sending District personnel to WMD Train-the-Trainer classes to enable WMD certification for Hazmat Team members vs. hiring CSTI-certified instructors to provide certified WMD training.

3. Enhance Hazardous Materials Team Leader designation to include job descriptions, expectations, roles and responsibilities, as well as an interview process for position appointment.
4. Audit and reinforce current OES Type-II rating for Hazmat Team and apparatus to ensure accurate typing and adequate staffing, training, and equipment levels.
5. Conduct audit of CSFM/CSTI certifications for Team members for internal record keeping accuracy and accountability.
6. Standardize offensive hazmat incident staffing operations in order to develop a consistent staffing paradigm.
7. Review all Category 5F Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/13 for inclusion in the CFAI Annual Compliance Report (August).

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (31)

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

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

HAZARDOUS MATERIALS

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Permanent Salaries	5110			80,136
Permanent Overtime	5120			72,000
Retirement Contributions	5150			50,926
TOTAL SALARIES AND BENEFITS		\$0	\$0	\$203,062
Office Supplies	5202	300	300	250
Small Tools & Equipment	5210	2,000	1,800	2,200
Miscellaneous Supplies	5212	3,000	4,632	3,500
Safety Clothing & Supplies	5224	3,800	3,000	3,700
Maintenance/Repairs Equip	5236	2,500	2,400	2,500
Maintenance/Repairs Radio	5238	1,200	800	800
Rents/Leases Equip & Prop	5246	2,000	1,800	1,500
Prof & Specialized Services	5250	3,000	2,100	3,600
Specialized Printing	5272	100	100	100
Dues & Memberships	5274	1,500	1,500	1,500
Educational Courses	5276	1,500	4,034	0
Books & Periodicals	5280	500	500	400
Meetings/Travel Expenses	5284	4,000	2,400	0
TOTAL SERVICES AND SUPPLIES		\$25,400	\$25,366	\$20,050
TOTAL EXPENDITURES		\$25,400	\$25,366	\$223,112

VOLUNTEER FIRE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

1. Provide realistic training for all 37/40 personnel on the safe, efficient and effective use of the ARA Safety Pro device, implementing industry best practices. (SP3)
2. In conjunction with EMS, provide ASHI First Responder standard EMS training to all 37/40 personnel. (SP3)
3. Provide training for all 37/40 personnel on safe and effective wildland firefighting, vehicle accident operations, multi-casualty incidents and fire shelters. (SP3)

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Station 37 Coordinator

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

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

FS37 Volunteers (18)

VOLUNTEER FIRE

FY 2012-2013

DESCRIPTION	GL CODE	AMENDED BUDGET FY 11-12	PROJECTED ACTUALS FY 11-12	PROPOSED BUDGET FY 12-13
Temporary Salaries	5115	17,820	17,820	17,820
FICA Contributions	5140	1,363	1,363	1,363
Retirement Contributions	5150	10,000	10,000	10,000
Employee Group Insurance	5160	5,000	4,400	5,000
TOTAL SALARIES AND BENEFITS		\$34,183	\$33,583	\$34,183
Office Supplies	5202	100	50	100
Small Tools & Equipment	5210	100	50	300
Miscellaneous Supplies	5212	100	100	100
Food Supplies	5222	150	100	250
Safety Clothing & Supplies	5224	2,000	500	2,000
Non-Safety Clothing	5226	2,000	1,000	2,000
Maintenance/Repairs Equip	5236	100	100	100
Prof & Specialized Services	5250	100	100	200
Specialized Printing	5272	100	50	100
Dues & Memberships	5274	100	100	100
Educational Courses	5276	1,100	500	0
Books & Periodicals	5280	380	380	2,580
Meetings/Travel Expenses	5284	1,000	1,000	0
TOTAL SERVICES AND SUPPLIES		\$7,330	\$4,030	\$7,830
TOTAL EXPENDITURES		\$41,513	\$37,613	\$42,013

**SAN RAMON VALLEY FIRE COMMUNITY FUND 400
STATEMENT OF REVENUES AND EXPENDITURES**

FY 2012-2013

Revenues

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
4610	Donations/Contributions	1,000	7,355	5,000
	TOTAL REVENUES	\$1,000	\$7,355	\$5,000

Expenditures

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
5286	Other Special District Exp	1,000	1,000	7,000
	TOTAL EXPENDITURES	\$1,000	\$1,000	\$7,000

CAPITAL PROJECTS FUND 300
STATEMENT OF REVENUES AND EXPENDITURES

FY 2012-2013

Expenditures

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
6110	Land/Design/Construct	1,350,000	1,350,000	1,700,000
6120	Various Improvements	60,000	60,000	50,000
TOTAL EXPENDITURES		\$1,410,000	\$1,410,000	\$1,750,000

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6120	Facilities Contingency	50,000
TOTAL CAPITAL PROJECTS FUND ACQUISITION		\$50,000
6110	Station 32 - Architect and Engineering	300,000
6110	Station 32 - Construction Management for Phase II	150,000
6110	Station 32 - Construction Phase II	1,250,000
TOTAL CERTIFICATES OF PARTICIPATION ACQUISITION		\$1,700,000
TOTAL CAPITAL PROJECTS FUND		\$1,750,000

**APPARATUS/EQUIPMENT REPLACEMENT FUND 600
STATEMENT OF REVENUES AND EXPENDITURES**

FY 2012-2013

Expenditures

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
6230	Radio & Electronic Equip	288,040	288,040	37,500
6240	Operating/Misc Equip	45,000	45,000	1,514,575
6250	Autos & Trucks	350,000	350,000	750,000
	TOTAL EXPENDITURES	\$683,040	\$683,040	\$2,302,075

APPARATUS/EQUIPMENT REPLACEMENT FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6230	Mobile data computers for Type III Apparatus - 4	22,500
6230	Firewall infrastructure	15,000
TOTAL COMPUTER/RADIO/ELECTRONIC EQUIPMENT		\$37,500
6240	SCBA Replacement	1,500,000
6240	Installation of Knox Medication Vaults	14,575
TOTAL OPERATING/MISC. EQUIPMENT		\$1,514,575
6250	Ambulances - 2	462,000
6250	Trucks - Battalion Chief - 1	78,000
6250	Vehicles - Fire Chief and Assistant Chief - 3	210,000
TOTAL AUTOS & TRUCKS		\$750,000
TOTAL APPARATUS/EQUIPMENT REPLACEMENT FUND		\$2,302,075

**FEDERAL GRANT CAPITAL PROJECTS FUND 310
STATEMENT OF REVENUES AND EXPENDITURES**

FY 2012-2013

Revenues

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
4245	Federal Grant - EBRCS	1,330,400	1,330,400	576,283
4250	Other Intergovernmental	901,862	901,862	198,384
TOTAL REVENUES		\$2,232,262	\$2,232,262	\$774,667

Expenditures

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
6230	Radio & Electronic Equip	2,314,186	2,314,186	790,353
TOTAL EXPENDITURES		\$2,314,186	\$2,314,186	\$790,353

FEDERAL GRANT CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6230	EBRCS - Mobile Radio & Base Station Purchase/Install	790,353
TOTAL FEDERAL GRANT CAPITAL PROJECTS FUND		\$790,353

DEBT SERVICE FUND 200
STATEMENT OF REVENUES AND EXPENDITURES

FY 2012-2013

Revenues

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
4410	Investment Earnings	2,600	600	600
TOTAL REVENUES		\$2,600	\$600	\$600

Expenditures

ACCOUNT CODE	DESCRIPTION	2011-12 AMENDED BUDGET	2011-12 PROJECTED ACTUALS	2012-13 PROPOSED BUDGET
5310	Vehicle Lease #2	329,497	329,497	0
5310	Vehicle Lease #3	756,033	756,033	0
5310	Vehicle Lease #4	534,011	534,011	534,011
5310	Debt Service 2003 COP	729,576	729,576	727,873
5310	Debt Service 2006 COP	599,054	599,054	596,835
5310	Debt Service 2012 COP	0	0	180,000
TOTAL EXPENDITURES		\$2,948,171	\$2,948,171	\$2,038,719

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
LEASE AGREEMENT - SCHEDULE #4**

FY 2012-2013

**PURPOSE: Purchase three Type 1 Engines, four Type 3 Engines
and two Ambulances**

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2012				\$2,950,830
Reduction in Principal Balance				460,833
Interest Due				73,178
Total Payment Due				534,011
Principal Outstanding as of June 30, 2013				\$2,489,997
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2011-2012	2.58%	\$449,170	\$84,841	\$534,011
2012-2013	2.58%	460,833	73,178	534,011
2013-2014	2.58%	472,800	61,212	534,012
2014-2015	2.58%	485,077	48,935	534,012
2015-2016	2.58%	497,672	36,339	534,011
2016-2017	2.58%	510,595	23,416	534,011
2017-2018	2.58%	523,853	10,159	534,012
TOTALS		\$3,400,000	\$338,080	\$3,738,080

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2003 REFUNDING ISSUE - \$9,015,000**

FY 2012-2013

PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33

Principal Outstanding as of July 1, 2012				\$5,025,000
Reduction in Principal Balance				555,000
Interest Due				172,873
Total Payment Due				727,873
Principal Outstanding as of June 30, 2013				\$4,470,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2003-2004	2.00%	\$0	\$176,239	\$176,239
2004-2005	2.00%	465,000	270,008	735,008
2005-2006	2.00%	475,000	260,608	735,608
2006-2007	2.10%	480,000	250,818	730,818
2007-2008	2.10%	490,000	240,633	730,633
2008-2009	2.10%	500,000	230,238	730,238
2009-2010	2.50%	515,000	218,550	733,550
2010-2011	2.75%	525,000	204,894	729,894
2011-2012	3.00%	540,000	189,576	729,576
2012-2013	3.10%	555,000	172,873	727,873
2013-2014	3.25%	575,000	154,926	729,926
2014-2015	3.40%	590,000	135,552	725,552
2015-2016	3.55%	615,000	114,606	729,606
2016-2017	3.70%	635,000	91,943	726,943
2017-2018	3.80%	660,000	67,656	727,656
2018-2019	3.90%	685,000	41,758	726,758
2019-2020	4.00%	710,000	14,200	724,200
TOTALS		\$9,015,000	\$2,835,078	\$11,850,078

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2006 CERTIFICATES OF PARTICIPATION - \$9,485,000**

FY 2012-2013

**PURPOSE: Design and construction of Station 36 and Station 31
Apparatus Storage Building, purchase Hemme land
and Station 32 land**

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2012				\$8,605,000
Reduction in Principal Balance				195,000
Interest Due				401,835
Total Payment Due				596,835
Principal Outstanding as of June 30, 2013				\$8,410,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2006-2007	3.50%	\$0	\$367,990	\$367,990
2007-2008	3.50%	165,000	434,329	599,329
2008-2009	3.50%	170,000	428,466	598,466
2009-2010	3.50%	175,000	422,429	597,429
2010-2011	3.75%	180,000	415,991	595,991
2011-2012	3.75%	190,000	409,054	599,054
2012-2013	3.75%	195,000	401,835	596,835
2013-2014	3.75%	205,000	394,335	599,335
2014-2015	4.00%	210,000	386,291	596,291
2015-2016	4.00%	220,000	377,691	597,691
2016-2017	4.00%	230,000	368,691	598,691
2017-2018	4.10%	240,000	359,171	599,171
2018-2019	4.13%	245,000	349,198	594,198
2019-2020	4.25%	260,000	338,620	598,620
2020-2021	4.30%	270,000	327,290	597,290
2021-2022	4.38%	280,000	315,360	595,360
2022-2023	4.40%	290,000	302,855	592,855
2023-2024	4.50%	305,000	289,613	594,613
2024-2025	5.00%	320,000	274,750	594,750
2025-2026	5.00%	335,000	258,375	593,375
2026-2027	5.00%	350,000	241,250	591,250
2027-2028	5.00%	370,000	223,250	593,250
2028-2029	5.00%	390,000	204,250	594,250
2029-2030	5.00%	405,000	184,375	589,375
2030-2031	5.00%	430,000	163,500	593,500
2031-2032	5.00%	450,000	141,500	591,500
2032-2033	5.00%	470,000	118,500	588,500
2033-2034	5.00%	495,000	94,375	589,375
2034-2035	5.00%	520,000	69,000	589,000
2035-2036	5.00%	545,000	42,375	587,375
2035-2036	5.00%	575,000	14,375	589,375
TOTALS		\$9,485,000	\$8,719,084	\$18,204,084

ABOUT US

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 169,900.

The District maintains nine career fire stations and one volunteer-staffed station, an administrative office building and other supporting facilities all strategically located throughout the jurisdiction. The District staffs fifteen companies, including structure and wildland engines, ladder trucks, ALS ambulances, and specialized Hazardous Materials, Rescue, Communications and other support units. The District also operates its own nationally accredited 911 communications center.

The District's Fire Prevention Division manages several significant community risk reduction initiatives including notable vegetation and hazard abatement programs, plan review and engineering services, and comprehensive code enforcement and fire investigation activities. The Division also produces and delivers numerous programs intended to promote and teach fire safety, CPR/AED skills and emergency preparedness. In 2011 the District became a *HeartSafe* Community.

Within the boundaries of the District are expansive wildland and recreation areas, large single-family homes and multi-family residential complexes, hotels, a regional hospital and a 585-acre business park. The District is also bisected by a major interstate highway (I-680).

The San Ramon Valley Fire Protection District is an internationally accredited autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. A five-member Board of Directors, elected at-large by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District.

The major revenue sources of the District are property taxes (89%), ambulance service fees and interest income. Total income for the year ending June 30, 2011 was \$55,012,859. The District employs approximately 200 personnel.

1500 Bollinger Canyon Road
San Ramon, CA 94583
www.firedepartment.org

NEW BUSINESS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Steven J. Hart, Assistant Fire Chief
John Viera, Battalion Chief
Subject: Ambulance Purchase

Background:

There are currently three ambulances in the fleet that exceed the replacement schedule in age and mileage. At the Mid-year Budget review the request to purchase three ambulances was made based on the District's Apparatus and Vehicle Replacement Schedule. Due to the current financial situation one ambulance was approved for purchase. The current FY12/13 budget has provided for the purchase of two more ambulances.

After extensive review and staff work, the Apparatus Committee developed and updated the specifications for the ambulance purchase. The Novato Fire Protection District went out to competitive bid to purchase the same type of ambulance in February 2012. The Novato Fire Protection District is an accredited autonomous special district. Paragraph 5.25, "Cooperative Agreement" of its bid specifications provides the legal ability of other special districts such as the San Ramon Valley Fire Protection District ("District") to tag on to its bid and purchasing process. The bid was awarded to Leader Industries as the lowest responsible bidder to purchase a Horton Ambulance.

District Counsel has reviewed and approved the District's legal ability to tag-on to the competitive bid process of the Novato Fire Protection District pursuant to Public Contract Code Sections 20118 and 20562.

The Apparatus Committee requested a purchase price from Leader Industries for a Horton Ambulance built to the District's specifications. Multi-unit pricing was also requested. The prices include a 2013 GMC Chassis. 2012 models are no longer available. Leader Industries provided the following prices:

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1	Horton Ambulance	\$213,607	\$213,607
2	Horton Ambulances	\$211,144	\$422,288
3	Horton Ambulances	\$210,142	\$630,428

A multi-unit purchase of three ambulances will provide the greatest cost savings compared to purchasing the units one at a time. It will also provide the greatest savings in staff time and personnel costs. The Apparatus Committee will be able to consolidate the Pre-Construction Conferences and Final Inspections for all three units.

Recommended Board Action:

Staff recommends the Board of Directors accept the findings and direct staff to purchase three ambulances from Leader Industries under the Cooperative Purchasing provision in Paragraph 5.25 of the Novato Fire Protection District specifications and Public Contract Code Sections 20118 and 20562. The recommendation is based on the District's Apparatus and Vehicle Replacement Schedule, the proximity of Fiscal Year 2012/2013 and the cost savings of a multi-unit purchase.

Staff also recommends that the board authorize an adjustment to the FY 2012/13 budget to carry over funding for the ambulance authorized in January 2012 in the amount of \$230,000.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

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

Fire Prevention

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

MEMORANDUM

Date: June 27, 2012
To: Board of Directors
From: Robert Leete, Administrative Services Director
Subject: Excess Workers' Compensation Insurance
FY 2012-13

BACKGROUND:

The District is self insured for workers' compensation insurance. Routine claims are budgeted in the District's annual operating budget and paid as claims occur. The District also budgets a set-aside/contingency of \$1,000,000 for potentially large/extraordinary workers' compensation claims. In order to mitigate loss due to extraordinary claims, the District purchases excess workers' compensation insurance for expenses over and above the \$1,000,000 self-insured retention. The excess workers' compensation insurance policy's term is from July 1 through June 30.

A request for 2012-13 policy year quotations was sent to fifteen (15) excess workers' compensation insurance companies. Twelve companies declined to submit quotes for this policy. Three (3) companies submitted formal quotes. (See attached summary of quotations and AM Best ratings.)

After reviewing alternatives available to the District and with respect to the District's claims history, staff is recommending that the District Board authorize staff to bind an excess workers' compensation insurance policy with New York Marine & General Insurance Co. for a total premium of \$253,988. This cost is within the budget authorization.

The recommended policy represents a 17% reduction in premium from FY 2011-12.

RECOMMENDATION:

Authorize staff to proceed with the acceptance of the excess workers' compensation insurance policy with New York Marine & General Insurance Co. (Limit of Liability: Statutory, Self-Insured Retention: \$1,000,000, Premium: \$253,988, Rate per \$100 of Payroll: 1.1860).

**EXCESS WORKERS' COMPENSATION INSURANCE
FY 2012-13**

Carrier	Limit of Liability	Employers' Liability Sub-Limit	Self-Insured Retention	Deposit and Minimum	Rate Per \$100 of Payroll	Brokerage Fee	Total Cost
Expiring Policy: Safety National Casualty Corp. AM Best: A XI	Statutory	\$1,000,000	\$1,000,000	\$291,063 \$261,957	1.1108	5% \$14,553.15	\$305,616.15
Options:							
1. Safety National Casualty Corp. AM Best: A XI	Statutory	\$1,000,000/Occurrence \$1,000,000 Policy Limit	\$1,000,000	\$252,822 \$227,540	1.1886	2% \$5,056.44	\$257,878.44
2. Safety National Casualty Corp. AM Best: A XI	\$10,000,000	\$1,000,000/Occurrence \$1,000,000 Policy Limit	\$1,000,000	\$212,663 \$191,397	0.9998	2% \$4,253.26	\$216,916.26
3. Star Insurance Co. AM Best: A-IX	\$100,000,000	\$1,000,000	\$750,000 first 12 mo. \$500,000 second 12 mo. \$350,000 third 12 mo. and every year thereafter	\$145,427 \$138,156	0.0664	2% \$2,908.54	\$148,335.54
4. Safety National Casualty Corp. AM Best: A XI	\$100,000,000	\$1,000,000	\$1,000,000	\$237,826 \$214,043	1.1181	2% \$4,756.52	\$242,582.52
5. Safety National Casualty Corp. AM Best: A XI	Statutory	\$1,000,000	\$2,000,000	\$204,495 \$184,046	0.9614	2% \$4,089.90	\$208,584.90
6. New York Marine & General Insurance Co. AM Best: A IX	Statutory	\$1,000,000	\$1,000,000	\$253,988 \$228,589	1.1860	12.50% \$31,748.50 Included in premium	\$253,988.00

Ratings & Analysis Center

Regional Centers: [Asia-Pacific](#) | [Canada](#) | [Europe, Middle East and Africa](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Sitamap](#)

For ratings and product access [Login](#) | [Sign-up](#)

Ratings & Analysis

- » Home
- » Methodology
- » Best's Credit Ratings +
 - » Financial Strength Rating
 - » Issuer Credit Rating
 - » Debt Rating
 - » Advanced Search
- » About Best's Credit Ratings +
- » Get a Credit Rating +
- » Best's Special Reports
- » Add Best's Credit Ratings Search To Your Site
- » BestMark for Secure-Rated Insurers
- » Contact an Analyst
- » Awards and Recognitions

News & Analysts

Products & Services

Industry Information

Corporate

Regulatory Affairs

Support & Resources

Conferences and Events

Find a Best's Credit Rating

Enter a Company Name

» [Advanced Search](#)



View Rating Definitions

Select one...

New York Marine And General Insurance Co

[Print this page](#)

A.M. Best #: 004876 NAIC #: 16608 FEIN #: 132703894
Address: 412 Mt. Kemble Avenue Suite 300
 Morristown, NJ 07960
 United States
Web: www.prosightspecialty.com
Phone: 973-532-1900
Fax: 973-539-4788

Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.

Based on A.M. Best's analysis, [059237 - ProSight Global, Inc.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

View all of the [related companies](#) assigned this rating as a single entity.

Financial Strength Rating	View Definition
Rating:	A (Excellent)
Financial Size Category:	XX (\$250 Million to \$500 Million)
Outlook:	Negative
Action:	Affirmed
Effective Date:	June 13, 2012
u Oonotes Under Review Best's Rating	

Best's Credit Rating Analyst

Office: A.M. Best Company
 Financial Analyst: Adrienne Tortorella
 Managing Senior Financial Analyst: Jennifer Marshall, CPCU, ARM

Issuer Credit Rating View Definition

Long-Term:	a
Outlook:	Negative
Action:	Affirmed
Date:	June 13, 2012

Related Financial and Analytical Data

The following links provide access to related data records that A.M. Best utilizes to provide financial and analytical data on a consolidated or branch basis.

000419 ProSight Specialty Group	Represents the A.M. Best Consolidated financials for the Property/Casualty business of this legal entity.
---	---

Reports and News

Visit Best's News and Analysis site for the latest [news and press releases](#) for this company and its A.M. Best Group.

AMB Credit Report - Insurance Professional - includes Best's Financial Strength Rating and rationale along with comprehensive analytical commentary, detailed business overview and key financial data.
 Report Revision Date: 6/18/2012 (represents the latest significant change).

Historical Reports are available in [AMB Credit Report - Insurance Professional Archive](#).

Best's Executive Summary Reports (Financial Overview) - available in three versions, these presentation style reports feature balance sheet, income statement, key financial performance tests including profitability, liquidity and reserve analysis.

Data Status: 2012 Best's Statement File - P/C, US Contains data compiled as of 6/19/2012 Quality Cross Checked.

- **Single Company** - five years of financial data specifically on this company.

- **Comparison**

- side-by-side financial analysis of this company with a peer group of up to five other companies you select.

- **Composite**

- evaluate this company's financials against a peer group composite. Report displays both the average and total composite of your selected peer group.

Best's Key Rating Guide Presentation Report - Includes Best's Financial Strength Rating and financial data as provided in the most current edition of Best's Key Rating Guide products. (Quality Cross Checked).

AMB Credit Report - Business Professional - provides three years of key financial data presented with colorful charts and tables. Each report also features the latest Best's Ratings, Rating Rationale and an excerpt from our Business Review commentary.

Ratings & Analysis Center

Regional Centers: [Asia-Pacific](#) | [Canada](#) | [Europe, Middle East and Africa](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Sitemap](#)

For ratings and product access [Login](#) | [Sign-up](#)

Ratings & Analysis

- » Home
- » Methodology
- » Best's Credit Ratings +
 - » Financial Strength Rating
 - » Issuer Credit Rating
 - » Debt Rating
 - » Advanced Search
- » About Best's Credit Ratings +
- » Get a Credit Rating +
- » Best's Special Reports
- » Add Best's Credit Ratings Search To Your Site
- » BestMark for Secure-Rated Insurers
- » Contact an Analyst
- » Awards and Recognitions

News & Analysis

Products & Services

Industry Information

Corporate

Regulatory Affairs

Support & Resources

Conferences and Events

Find a Best's Credit Rating

Enter a Company Name

» [Advanced Search](#)



View Rating Definitions

Select one...

Safety National Casualty Corporation

[Print this page](#)

A.M. Best #: 000818 NAIC #: 15105 FEIN #: 430727072

Address: 1832 Schuetz Road
St. Louis, MO 63146
United States

Web: www.safetynational.com

Phone: 314-995-5300

Fax: 314-995-6817

Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.

Based on A.M. Best's analysis, 050962 - Toklo Marine Holdings, Inc. is the AMB Ultimate Parent and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

View all of the [related companies](#) assigned this rating as a single entity.

Financial Strength Rating [View Definition](#)

Rating: A (Excellent)
Financial Size Category: XI (\$750 Million to \$1 Billion)
Outlook: Stable
Action: Affirmed
Effective Date: May 16, 2012
u Denotes Under Review Best's Rating

Best's Credit Rating Analyst

Office: A.M. Best Company
Senior Financial Analyst: Brian O'Laris
Managing Senior Financial Analyst: Jennifer Marshall, CPCU, ARM

Issuer Credit Rating [View Definition](#)

Long-Term: a+
Outlook: Stable
Action: Upgraded
Date: May 16, 2012

Related Financial and Analytical Data

The following links provide access to related data records that A.M. Best utilizes to provide financial and analytical data on a consolidated or branch basis.

066521	Safety National Casualty Corp CAB	Represents financials for the Canada Branch of this legal entity.
018564	Safety National Group	Represents the A.M. Best Consolidated financials for the Property/Casualty business of this legal entity.

Reports and News

Visit Best's News and Analysis site for the latest [news and press releases](#) for this company and its A.M. Best Group.

AMB Credit Report - Insurance Professional - Includes Best's Financial Strength Rating and rationale along with comprehensive analytical commentary, detailed business overview and key financial data.
Report Revision Date: 6/19/2012 (represents the latest significant change).

Historical Reports are available in [AMB Credit Report - Insurance Professional Archive](#).

Best's Executive Summary Reports (Financial Overview) - available in three versions, these presentation style reports feature balance sheet, income statement, key financial performance tests including profitability, liquidity and reserve analysis.

Data Status: 2012 Best's Statement File - P/C, US Contains data compiled as of 6/19/2012 Quality Cross Checked.

• **Single Company** - five years of financial data specifically on this company.

• **Comparison**

- side-by-side financial analysis of this company with a peer group of up to five other companies you select.

• **Composite**

- evaluate this company's financials against a peer group composite. Report displays both the average and total composite of your selected peer group.

Best's Key Rating Guide Presentation Report - includes Best's Financial Strength Rating and financial data as provided in the most current edition of Best's Key Rating Guide products. (Quality Cross Checked).

AMB Credit Report - Business Professional - provides three years of key financial data presented with colorful charts and tables. Each report also features the latest Best's Ratings, Rating Rationale and an excerpt from our [Business Review](#) commentary.

Ratings & Analysis Center

Regional Centers: [Asia-Pacific](#) | [Canada](#) | [Europe, Middle East and Africa](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Sitemap](#)

For ratings and product access [Login](#) | [Sign-up](#)

[Print this page](#)

Ratings & Analysis ▾

- » [Home](#)
- » [Methodology](#)
- » [Best's Credit Ratings +](#)
 - » [Financial Strength Rating](#)
 - » [Issuer Credit Rating](#)
 - » [Debt Rating](#)
 - » [Advanced Search](#)
- » [About Best's Credit Ratings +](#)
- » [Get a Credit Rating +](#)
- » [Best's Special Reports](#)
- » [Add Best's Credit Ratings Search To Your Site](#)
- » [BestMark for Secure-Rated Insurers](#)
- » [Contact an Analyst](#)
- » [Awards and Recognitions](#)

News & Analysis

Products & Services

Industry Information ▾

Corporate ▾

Regulatory Affairs ▾

Support & Resources ▾

Conferences and Events ▾

Star Insurance Company

A.M. Best #: 000895 NAIC #: 18023 FEIN #: 382628205
 Address: 26255 American Drive
 Southfield, MI 48034-6112
 United States
 Web: www.meadowbrook.com
 Phone: 248-358-1100
 Fax: 248-358-1614

Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.

Based on A.M. Best's analysis, [058400 - Meadowbrook Insurance Group, Inc.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

View all of the [related companies](#) assigned this rating as a single entity.

Financial Strength Rating	View Definition
Rating:	A- (Excellent)
Financial Size Category:	X (\$250 Million to \$500 Million)
Outlook:	Stable
Action:	Affirmed
Effective Date:	August 02, 2011
u Denotes Under Review Best's Rating	

Best's Credit Rating Analyst

Office: A.M. Best Company
 Managing Senior Financial Analyst: Gregory T. Williams
 Assistant Vice President: Joseph M. Roethel

Issuer Credit Rating View Definition

Long-Term:	a-
Outlook:	Stable
Action:	Affirmed
Date:	August 02, 2011

Find a Best's Credit Rating

Enter a Company Name

» [Advanced Search](#)

Get Rated by A.M. Best

View Rating Definitions

Select one...

Reports and News

Visit Best's News and Analysis site for the latest [news and press releases](#) for this company and its A.M. Best Group.

AMB Credit Report - Insurance Professional - includes Best's Financial Strength Rating and rationale along with comprehensive analytical commentary, detailed business overview and key financial data.
 Report Revision Date: 6/19/2012 (represents the latest significant change).

Historical Reports are available in [AMB Credit Report - Insurance Professional Archive](#).

Best's Executive Summary Reports (Financial Overview) - available in three versions, these presentation style reports feature balance sheet, income statement, key financial performance tests including profitability, liquidity and reserve analysis.

Data Status: 2012 Best's Statement File - P/C, US Contains data compiled as of 6/19/2012 Quality Cross Checked.

- **Single Company** - five years of financial data specifically on this company.
- **Comparison** - side-by-side financial analysis of this company with a peer group of up to five other companies you select.
- **Composite** - evaluate this company's financials against a peer group composite. Report displays both the average and total composite of your selected peer group.

Best's Key Rating Guide Presentation Report - includes Best's Financial Strength Rating and financial data as provided in the most current edition of Best's Key Rating Guide products. (Quality Cross Checked).

AMB Credit Report - Business Professional - provides three years of key financial data presented with colorful charts and tables. Each report also features the latest Best's Ratings, Rating Rationale and an excerpt from our Business Review commentary.

Data Status: Contains data compiled as of 6/19/2012 Quality Cross Checked.

Financial and Analytical Products

[Best's Key Rating Guide - P/C, US & Canada](#)

[Best's Statement File - P/C, US](#)

[Best's Statement File - Global](#)

[Best's Insurance Reports - P/C, US & Canada](#)

CORRESPONDENCE



POLICE AND FIRE: THE FALLEN HEROES

a 501(c)(3) corporation

Benefitting the Families of Fallen Police Officers & Firefighters

June 15, 2012

Dear Chief Price,

On behalf of **Police and Fire: The Fallen Heroes**, I wish to thank you for your department's effort in supporting our 3rd Annual Celebrity Golf Tournament. We took the unique approach of honoring the California line of duty deaths (LODD) in both police *and* fire services during 2011. Our mission this year:

- To honor our Fallen Heroes of 2011, by bringing together their name, face and story: allowing people to truly see who has died in protecting and serving our citizens
- To provide an opportunity for people to support both police and fire services by allowing an avenue for direct contribution towards to our Fallen Heroes Scholarship Fund

The presence of the San Ramon Valley Fire's Pipers, Drummers and Honor Guard during the opening ceremony was important in establishing a theme for what was to come throughout the day. Their involvement was critical and resulted in very positive feedback from our guests and celebrities, alike! As The Fallen Heroes move ahead in 2012 and into 2013, we have the following events coming up:

- **S.F. Giants Ticket Sales** for July 23rd and July 31st (Firefighter & Police Appreciation Games, respectively)
- **Oakland Raiders Ticket Sales** and Tailgate Event (Police and Fire Appreciation Game)
 - This event is not meant to highlight our specific organization, but instead will bring to the forefront all police and fire agencies throughout the state.
 - In addition, we'll be hosting a tailgate party!
- **4th Annual Fallen Heroes Celebrity Golf Tournament**
 - During this event, the 1st recipients of the Scholarship Fund will be presented their awards

Chief Price, please accept our sincere appreciation for allowing these talented individuals to participate in our tribute event: John Youngblood, Ian Hardage, Chris Harder, Natalie Kurtz, Iain McCulloch and Chris Parsons. Additionally, we would like to extend special appreciation to B.C. Mike Picard for organizing this group. San Ramon Valley Fire's contact and involvement with our organization is invaluable and we hope you'll consider returning with us again next year (June 10, 2013!). To keep informed of developments, please follow our website at www.thefallenheroes.org.

Gratefully,

Jennifer Schmid
Board Secretary

Police and Fire: The Fallen Heroes

jschmid@thefallenheroes.org

(510) 406 -3252

"Serving Those Who Served"

June 13, 2002

Thank you so much;

I hope I don't need your
help again, still I'm very
grateful you were so prompt.
A change in medication by
my doctor seems to help the
situation —

Merry Thinks,
Ellen Deal

Monte Vista High School

3131 Stone Valley Road Danville, CA 94526-1129

(925) 552-5530 Fax (925) 743-1744



"A California Distinguished School"

"A National Blue Ribbon School"

June 11, 21012

REGARDING: JIM MARTIN

Chief Rich Price:

I am a High School Health Teacher at Monte Vista High School in Danville, CA. I have Jim Martin from the Alamo station guest speak every semester. I just want to let you know how much he is appreciated here at Monte Vista High School.

He comes here on his day off and spends an entire day teaching my Freshman students, CPR and First Aid. All my students say they learn so much from him; i.e. 2 ways to stop a nose that won't stop bleeding, broken bones, fainting, etc.

He also teaches them about dangers of drinking and driving. My students tell me he scares them so much, they will never drink and drive.

Jim also teaches about dangers of texting while driving. He really gets the point across to my students.

Jim teaches in a relaxed, yet extremely informative format. He has a fantastic power point that he made.... teens love visuals ! Jim also has a great sense of humor.... He relates very well.

Jim has been guest speaking for 3 years. He is a "must" on my list. I even have parents thanking me for having Jim come in to teach their kids about safety.

Sincerely,



Cindy Imbertson/Health Teacher/Monte Vista High School

cimbertson@mvhigh.net

*San Ramon Valley Unified School District
699 Old Orchard Drive Danville, California 94526 Phone (925) 552-5500*



American Heart Association | American Stroke Association

Learn and Live™

Western States Affiliate
1710 Gilbreth Road
Burlingame, CA 94010
Tel 650 259 6700
Fax 650 259 6891
www.heart.org

May 21, 2012

Chairman of the Board
Mary Caldwell, R.N., Ph.D.
Healdsburg

President
Richard J. Gray, M.D.
Monterey

Chairman-Elect
Janice Murphy, CFA
Oakland

President-Elect
Robert C. Robbins, M.D.
Stanford

Treasurer
Pierre P. Habis
Los Angeles

Secretary
Graham Nichol, M.D.
Seattle

Executive Vice President
Roman J. Bowser

Chief Development Officer
Ginnie Gatlin

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

Dear Friend of Heart,

On behalf of the American Heart Association, I thank San Ramon Valley Fire Protection District for generously contributing the following item(s) to our Heart Ball event:

- ❖ Private visit from a Fire Engine to a home or event #2

The timing of your gift is especially significant as the American Heart Association has started work on a bold new goal that will lead us into the next decade. We call it our "2020 Goal" -- by 2020 we intend to improve the cardiovascular health of all Americans by 20 percent while additionally reducing deaths from cardiovascular diseases and stroke by 20 percent.

If we can achieve our 2020 Goal -- and I believe we will -- we will have a significant impact on the health and well-being of millions of Americans. There will be less suffering, less disability, and less death from heart disease and stroke. We estimate...

- Approximately 410 fewer people will die each day.
- Nearly 150,000 fewer people will die each year.
- Potentially millions of people will be spared the devastation of life-altering heart and stroke disabilities.

To achieve our 2020 Goal, we will continue to fund ground-breaking research while developing new programs and partnerships aimed at the prevention of heart disease and stroke. Your contribution helps us kick-start this effort and moves us one step closer to making the 2020 Goal a reality.

We thank you -- on behalf of all those who are touched by heart disease and stroke -- for helping us carry on with this vital work!

Sincerely,

Richard Gray, M.D.
President, Western States Affiliate

P.S. To reduce administrative costs and maximize the benefit of your generous donation, we processed your gift at a centralized location. Please be assured that your gift will be credited to your local area. The American Heart Association is a 501 (c) 3 corporation, tax ID 13-5613797.



From the Desk of:

RICH GRACE
Assistant Chief

**San Ramon Regional
Medical Center**
Tenet California

6001 Narris Canyon Road
San Ramon, CA 94583
Tel 925.275.8323
Fax 925.275.0107

Pam Pshea, RN, MS
Chief Nursing Officer

<http://www.sanramonmedctr.com>
Email pam.psheo@tenethealth.com

5/30/12

Giovanni,
Here's the check to cover our 20% match for the mobile and base station radios.

We appreciate all the extra work you and your department is doing as the grant administrators

Regards,
Rich

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
2010 Geary Road
Pleasant Hill, CA 94523
(925) 941-3501
FAX (925) 941-3309

Fire Chief Price -
Thank you for taking time out of your busy schedule to speak at San Ramon's nursing event - it was greatly appreciated. Your words of support will go a long way in letting the nursing staff know they do make a difference. Sincerely
I look forward to working with you!! Pam. Pshea

OPERATIONS

Standards of Cover Policy Compliance Report

May 1, 2012 - May 31, 2012

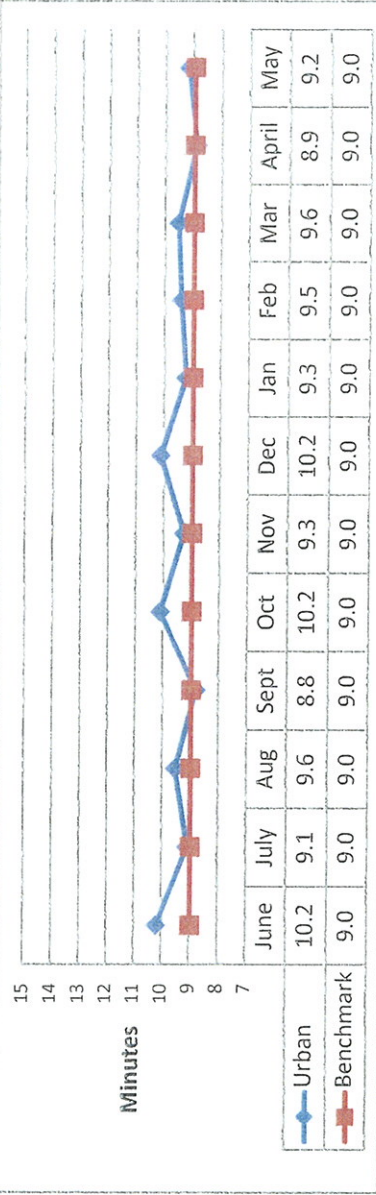
First Unit Response	SOC Goal 1, 5, 6				SOC Goal 2, 5, 6				SOC Goal 3, 5, 6			
	Urban (Count = 250)				Suburban (Count = 91)				Rural (Count = 13)			
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	7:00	6:57	7:21	96%	8:00	8:20	8:39	95%	15:00	21:34	21:18	90%
		100%	96%			96%	95%			58%		

ERF Fire Response	SOC Goal 4											
	Urban (Count = 1)				Suburban (Count = 1)				Rural (Count = 0)			
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	11:00	15:35	15:57	43%	12:00	15:53	17:05	0%	21:00	0:00	0:00	0%
		0%	43%			0%	0%			0%		

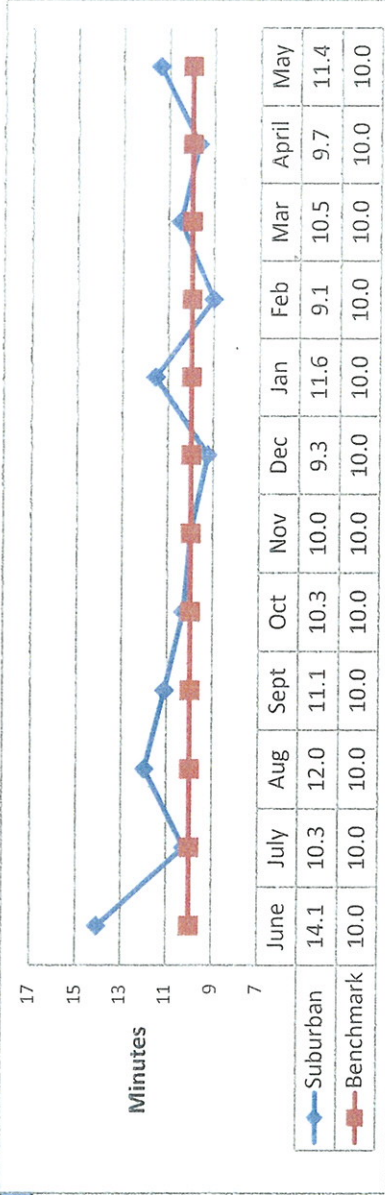
ERF Medical Response	SOC Goal 8											
	Urban (Count = 87)				Suburban (Count = 26)				Rural (Count = 2)			
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	9:00	9:14	9:27	97%	10:00	11:26	11:08	91%	21:00	13:40	14:20	100%
		97%	97%			83%	91%			100%		

Call Processing Time	SOC Goal 7							
	Turnout Time		Turnout Time					
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	1:00	0:57	0:50	100%	2:00	2:26	2:42	79%
		100%	100%			91%	91%	

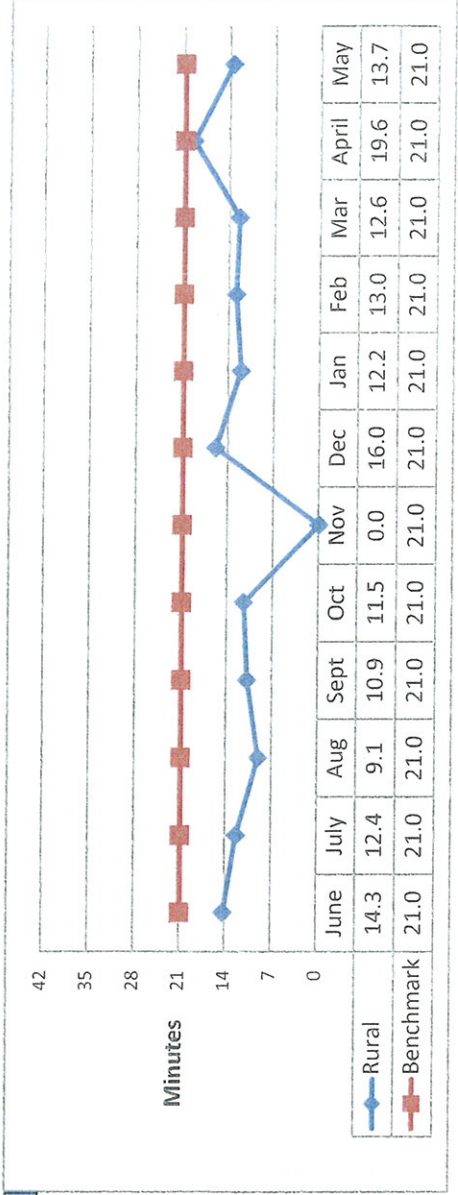
ERF Medical
Urban



Suburban

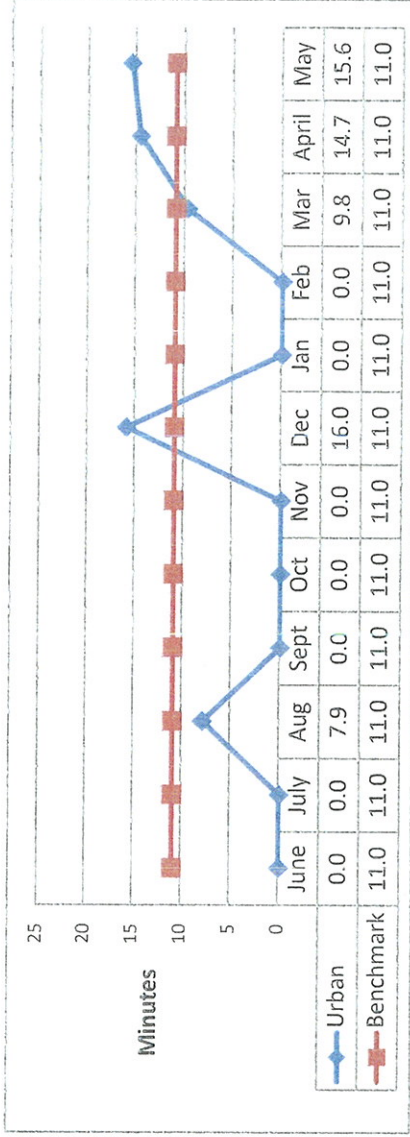


Rural



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

<p style="text-align: center;">Support Services May 2012</p>
--

Facilities

1. Training Facility Remodel: Construction progressing – completion date scheduled for July 29.
2. Station 32 - 2100 Stone Valley Rd: Preparing for Demolition and Grading.

Fleet

1. Annual Engine / Truck services in progress.
2. Assembling new Apparatus in progress.
3. (1) Modular Ambulance Bid prep in Progress.
4. Working with Vallejo Fire Extinguishers (5-yr hydro test and check expired extinguishers on District apparatus). Ongoing.

Communication Center

1. Dispatchers completed quarterly (Q2) Emergency Medical Dispatch refresher training.
2. Reserve personnel staffed Communications Support 131 for a demonstration at the C8 event in Martinez.
3. Reserve personnel staffed Communications Support 131 for the California Mobile Communications Center Rally in Rancho Cordova.
4. Attended California Fire Chiefs Association Communications Section and Emergency Medical Services Section meetings.
5. Hosted Medical Dispatch Review Committee meeting.

Information & Technology

1. Upgraded Smart911 server software.
2. Updated Mobile Data Computer (MDC) connection software.
3. Attended quarterly officers' meetings.
4. Attended Medical Dispatch Review Committee (MDRC) meeting.
5. Updated the exterior hazard abatement map series for the 2012 season for Fire Prevention.

Current Projects

1. Working through Fiscal Year 11/12 budgeted projects.
2. AED – Ongoing project for District Aides/Support Services. Confirming location, address, contact info, lat/long, etc.

**FIRE PREVENTION
DIVISION**

Fire Prevention Summary of Monthly Activities

May 2012

What Went Well

Exterior Hazard Abatement Program

Based on the initial compliance inspections completed between June 1-15, there have been 407 abatement notices sent to property owners that include specific standards for compliance and provide for an additional two weeks prior to a re-inspection.

File Purging and Scanning Project

Inspector Kurtz has led the coordination of staff members purging Fire Prevention files and approved plan reviews that are being outsourced for electronic scanning. Retention of files is mandated by the State. At this time there have approximately 20 "banker" boxes sent to be scanned.

Camp Parks Controlled Burn

Camp Parks has scheduled control burns for June 18 -22 as part of their fuel management program, Due to the public concern and possible nuisances to the nearby residents; approximately 2300 notices were sent to property owners in the adjacent areas to Camp Parks. The notice was a copy of the press release developed by Camp Parks. The District was not a participating agency in the controlled burn.

Art and Wind Festival

The fire safety trailer was part of the public education program at the Art and Wind Festival in San Ramon on Memorial Weekend. Additional Truck 34 and Rescue Medic 34 both participated in displaying equipment and an extrication demo on both Sunday and Monday.

Morgan Territory Community Preparedness Meeting

On May 22, Fire Specialist Castro and Compliance Officer Vanek hosted the third community preparedness meeting at Station 37 for Morgan Territory residents. The focus of the program was wildfire preparedness.

Potential Issues

Compliance activities continue for property located at 8200 Collier Canyon Road, Livermore.

Upcoming Public Education Classes and Events Scheduled

Blackhawk Private Fireworks Display	Blackhawk HOA	Sunday, July 1
Fire Extinguisher	Administrative Building	July 14 10:00-11:00 am

ADMINISTRATIVE SERVICES

Administrative Services Department
May, 2012

Financials:

- Balance Sheet (May 31, 2012)
- 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:

- Prepared Annual Operating Budget 2012-13.
- Completed presentation for Board Budget Workshop.
- Assisted with preparation of proposed Schedule of Fees increases for 2012-13.
- Completed series of reports and recommendations regarding East Bay Regional

Communications System.

- Completed update to District's Investment Policy.
- Completed recommendation for custody account.
- Continued implementation of investment advisors .
- Completed training for Station 33 personnel regarding new purchasing procedures.
- Submitted Environmental Planning and Historic Preservation Review to FEMA for

Assistance to Firefighters Grant.

- Administered Assistance to Firefighters Grant for radios.
- Attended regional grant meeting.
- Attended Leadership San Ramon Valley.
- Attended Citizen Corp Council meeting.

Human Resources:

- AC assessment center (9 candidates).
- Captain assessment center (20 candidates).
- Closed FF/PM recruitment. 280 eligible candidates. Recruitment on hold until fall.

Working with different panels to prepare assessment center events.

Employee Illness/Injury Report for May 2012

Reportable Injuries – May 2012:

1. May 20, 2012. An Engineer strained their left calf while running on the treadmill. Lost Time: 41.25 hours
2. May 12, 2012. An Engineer strained their back pulling hose at a structure fire. Lost Time: 181.5 hours to date
3. May 31, 2012. A Firefighter/Paramedic experienced back and groin pain lifting a patient off a gurney. Lost Time: 12.5 hours to date

Note: As of May 31, 2012, there were six (6) employees absent from their regular work assignment. Lost time related to prior month/year injuries totaled 926 hours.

Overtime Assignment Summary Report

5/1/2012 Through 5/31/2012

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	1.33	2.00
103 MISC. STAFFING COVE	6747.41	6748.00
107 LATE/STA. MOVE COVE	4.63	11.00
199 MID SHIFT RECALL	38.50	38.50
Total All Assignments This Work Type:	6,791.87	6,799.50

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	130.00	130.50
202 ADMIN SKILLS TRAINI	26.00	26.00
204 EMS TRNG/INSTRUCTIO	9.00	9.00
209 RESCUE TRAINING	112.00	112.00
210 HAZ-MAT TRAINING	58.50	58.50
214 PARAMEDIC - CONT ED	57.50	57.50
216 EMD/DISPATCH TRAINI	10.50	10.50
Total All Assignments This Work Type:	403.50	404.00

Overtime Assignment Summary Report

5/1/2012 Through 5/31/2012

WORK CODE: 3

ASSIGNMENTS

ASSIGNMENT		Time Worked	Time Paid
301	MEETINGS/PROJECT DE	74.83	75.00
305	MAPPING	2.00	2.00
306	WELLNESS PROGRAM	8.00	8.00
310	MISC. MAINTENANCE	5.00	5.00
315	RECRUITMENT INTERN	9.00	9.00
317	RECRUITMENT EXTER	32.83	33.00
320	PUBLIC EVENTS	26.75	26.75
321	FP REIMBURSED OVER	22.16	22.50
Total All Assignments This Work Type:		180.57	181.25

WORK CODE: 7

EMERGENCY

ASSIGNMENT		Time Worked	Time Paid
700	EMERGENCY RECALL	9.05	9.25
720	FIRE INVESTIGATION	6.00	6.00
Total All Assignments This Work Type:		15.05	15.25

Report Grand Total: 7,390.99 7,400.00

Overtime Summary Report

5/1/2012 Through 5/31/2012

WORK CODE:		Time Paid
1	STAFFING	6,799.50
2	TRAINING	404.00
3	ASSIGNMENTS	181.25
7	EMERGENCY	15.25
	Report Grand Total:	<hr/> 7,400.00

May 2012 Staffing/Overtime Analysis

	Staffing OT \$	Staffing OT Hrs	Staffing OT FTE	Paid FTE	Total Effective FTE	See Note 1
ACTUAL MAY RESULTS	\$ 372,979	6,301.75	25.97	123.00	148.97	15.48%
PROJECTED MAY						
HIRING IN PLACE OF OVERTIME	\$ 452,436	6,301.75				
NET SAVINGS						
OVERTIME IN PLACE OF HIRING	\$ 79,457					

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.)