

**CONSENT
ITEMS**

OLD BUSINESS



San Ramon Valley Fire Protection District

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Date: November 21, 2013

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: The adoption of San Ramon Valley Fire Protection District Ordinance No. 29 adopting by reference the 2012 Edition of the International Fire Code with amendments.

Background:

Proposed Ordinance No. 29 was introduced at a regular board meeting on October 23, 2013. Proposed Ordinance No. 29 was published in the San Ramon Valley Times and made available for public examination in accordance with Government Code Section 25124. A copy of Ordinance No. 29 was provided to the legislative bodies within the District. At this time, no written comments have been received and no modifications have been made to the proposed ordinance introduced on October 23, 2013.

The ordinance before the Board adopts the 2012 edition of the International Fire Code (IFC), developed and published by the International Code Council. The California Health and Safety Code Section 13869 authorize the Fire District to adopt a fire prevention code by reference. The code currently in effect within the District is based on the 2009 edition of the IFC and adopted by Ordinance No. 23. Ordinance No. 29 contains similar amendments.

California Health and Safety Code Section 13869.7 require building standards adopted by local jurisdictions, to be enacted by ordinance and requires the Fire District to provide findings that support the need based on local climatic, geological, or topographical conditions. These building standards are identified in Part 4 of Ordinance No 29.

In accordance with Government Code Section 25124, a notice of the adopted ordinance will be published within 15 days of the adoption.

Recommended Board Action:

1. Adopt by majority vote, the attached District Ordinance No. 29 adopting the 2012 International Fire Code (IFC) by reference, together with portions of the Appendix Chapters thereof, and amendments thereto, and repealing District Ordinance No. 23.

2. Authorize the District Clerk to publish notices pursuant to Government Code Section 25124(b)(2) and provide a copy for public examination.
3. Authorize the District to transmit Ordinance No. 29, to the legislative bodies of the City of San Ramon, Town of Danville and Contra Costa County for ratification in accordance with the provisions of California Health and Safety Code Section 13869.7 and request that each legislative body provide a copy of the approved resolution including required findings together with Ordinance No. 29 to the State Department of Housing and Community Development to be filed.

ORDINANCE NO. 29

AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT OF CONTRA COSTA COUNTY, CALIFORNIA, ADOPTING BY REFERENCE THE INTERNATIONAL FIRE CODE (2012 EDITION), TOGETHER WITH THE APPENDIX CHAPTERS B, C, F, H, AND K WITH CERTAIN ADDITIONS, DELETIONS AND AMENDMENTS THERETO, AND REPEALING SAN RAMON VALLEY FIRE PROTECTION DISTRICT ORDINANCE NUMBER 23.

The board of directors of the San Ramon Valley Fire Protection District does ordain as follows:

Part 1. ADOPTION OF THE INTERNATIONAL FIRE CODE

For the purpose of prescribing regulations governing conditions hazardous to life and property from fire, explosion or hazardous materials, that certain Code known as the International Fire Code published by the International Code Council being particular the 2012 edition thereof and the whole thereof, save and except such portions as are hereinafter added, deleted, modified or amended by Part 2 and Part 4 of this ordinance is hereby adopted pursuant to Section 13869 of the California Health and Safety Code and incorporated as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of the San Ramon Valley Fire Protection District.

Part 2. Amendments to the International Fire Code

The International Fire Code is amended and changed in the following respects:

Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the Fire Code of, San Ramon Valley Fire Protection District, hereinafter referred to as "this code."

Section 105.6 is amended to read as follows:

105.6 Required operational permits. The fire code official is authorized to issue operational permits for the operations set forth in Sections 105.6.1 through 105.6.48.

Section 105.6.48 is added to read as follows:

105.6.48 Christmas tree sales. An operational permit is required to engage in the business of Christmas tree sales.

Section 105.7 is amended to read as follows:

105.7 Required construction permits. The fire code official is authorized to issue construction permits for work as set forth in Sections 105.7.1 through 105.7.18. Permits shall be presumed by the District to incorporate all of the work that the applicant, the applicant's agent, employees and/or contractors shall carry out. Said proposed work shall be in accordance with the approved plans and with all requirements of this code and any other laws or regulations applicable thereto. No District approval shall relieve

or exonerate any person from the responsibility of complying with the provisions of this code nor shall any vested rights be created for any work performed in violation of this code.

Section 105.7.17 is added to read as follows:

105.7.17 Fire apparatus access. A construction permit is required to install, improve, modify, or remove public or private roadways, driveways, gates and bridges for temporary or permanent fire apparatus access.

Section 105.7.18 is added to read as follows:

105.7.18 Construction, alteration, or renovation of a building for which a building permit is required. A construction permit is required to construct, add to, alter, renovate, rebuild, or move into the jurisdiction a structure for which a building permit is required.

Section 109.4 is amended to read as follows:

109.4. Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to the criminal sanctions set forth in California Health and Safety Code, Section 13871. Each day that a violation continues after such due notice has been served shall be deemed a separate offense.

Section 111.4 is amended to read as follows:

111.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than 500 dollars or not more than 5,000 dollars.

Section 202 is amended to include certain definitions and reads as follows:

Board of Directors. Shall mean the governing body of the District.

Firetrail. Shall mean a graded fuelbreak of sufficient width, surface, and design to provide access for personnel and equipment to suppress and to assist in preventing a surface extension of fires.

Unwarranted fire alarm notification. The giving, signaling or transmission of an alarm notification to a public fire station or emergency communications center when such alarm is the result of a defective condition of an alarm system, system servicing or testing, construction activities, ordinary household activities or other cause when no such danger exists.

Section 304.1.2 is amended to read as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance upon default of owner or occupant shall be in accordance with Appendix K.

Exception: Vegetation clearance in areas deemed hazardous fire areas within wildland-urban interface areas shall be in accordance with Appendix K.

Section 401.3.4 is added and reads as follows:

401.3.4 Unwarranted fire alarm notification. Notification of emergency responders based on an unwarranted alarm may be punishable by a fine. In addition, the responsible party may be liable for the operational and/or administrative costs incurred from the emergency response and /or mitigation procedures resulting from an unwarranted fire alarm notification.

Chapter 4 Section 404 Fire Safety and Evacuation Plans is deleted in its entirety.

Chapter 4 Section 405 Emergency Evacuation Drills is deleted in its entirety.

Chapter 4 Section 406 Employee Training and Response Procedures is deleted in its entirety.

Chapter 4 Section 408 Use and Occupancy-Related Requirements is deleted in its entirety.

Section 503.1.2.1 is added and reads as follows:

503.1.2.1 Required additional access roads for residential developments. The fire code official shall have the authority to require additional access roads serving residential development(s). The minimum number of access roads serving residential development(s) shall be based upon the number of dwelling units served as follows:

- 1-75 units, one public or private access road
- 76-150 units, one public or private access road and one emergency access road
- 151+ units, a minimum of two public or private access roads

Section 503.1.4 is added and reads as follows:

503.1.4 Access to open space and firetrails. Access to open land/space or existing firetrail systems shall be maintained. Proposed land-use modifications impacting existing access shall provide alternate acceptable access, as approved by the fire code official.

Section 503.2 is amended and reads as follows:

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8. The fire code shall have the authority to modify the access specifications. When required by the fire code official, technical assistance in accordance with Section 104.7.2 may be required.

Section 503.2.1 is amended to add sections 503.2.1.1

503.2.1.1 Parking of vehicles on fire apparatus access roads. For the parking of vehicles on a fire apparatus access road, roadway widths shall be increased to accommodate the parking of vehicles as follows:

1. Roadways 20 feet (6096 mm) in width, no parking permitted,
2. Roadways 28 feet (8534 mm) in width, parking permitted on one side only. Parking is permitted on the side of the street absent fire hydrants, and
3. Roadways 36 feet (10,973 mm) in width when parking is not restricted.

503.4.1 Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the fire code official. The design of traffic calming devices shall be in concurrence with the responsible public works agency and the fire code official.

Section 503 is amended to add a section brought forth from Appendix D, Section D105 and is added as Section 503.7 and reads as follows:

503.7 Aerial Fire Apparatus Access Roads.

503.7.1 Where required. Where the vertical distance between the grade and the highest roof surface exceed 30 feet (9144mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

503.7.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

503.7.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

503.7.4 Obstructions. Overhead utility power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

Section 507.2 is amended to read as follows:

507.2 Type of water supply. A water supply shall consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems capable of providing fire flow. Swimming pools and ponds shall not be considered water storage for the purposes of Section 507.

Chapter 11 is deleted in its entirety;

Chapter 11. Construction requirements for existing buildings

Section 5601.1.3 is amended to read as follows:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks within the jurisdiction of the San Ramon Valley Fire Protection District are prohibited.

Exceptions:

1. Deleted
2. Deleted
3. The use of fireworks for fireworks displays as allowed in California Code of Regulations, Title 19.
4. Deleted

Section 5704.2.9.6.1 is amended to read as follows:

5704.2.9.6.1 Locations where above-ground tanks are prohibited. Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by law as the limits of districts in which such storage is prohibited, see Part 3.

Section 5706.2.4.4 is amended to read as follows:

5706.2.4.4 Locations where above-ground tanks are prohibited. The storage of Class I and II liquids in above-ground tanks is prohibited within the limits established by law as the limits of districts in which such storage is prohibited, see Part 3.

Section 5806.2 is amended to read as follows:

5806.2 Limitation. Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the limits established by law as the limits of the districts in which such storage is prohibited, see Part 3.

Section 3804.2 is amended to read as follows:

6104.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons, see Part 3 for established limits.

Appendix K is added and reads as follows:

K101 Appendix K – Hazardous Fuel Abatement

K101.1 Scope. This appendix provides provisions intended to identify hazard areas and mitigate the risk of life and structures from intrusion of fire from wildland fire exposures and fire exposures from adjacent structures and to mitigate fires from spreading to wildland fuels that may threaten to destroy life, overwhelm fire suppression capabilities, or result in large property loss.

K101.2 Purpose. The purpose of this appendix is to establish minimum requirements in wildland-urban interface areas that will increase the ability of a building to resist the

intrusion of flame or burning embers projected by a vegetation fire, including the identification of hazardous fire areas that require applicable defensible space provisions as set forth herein and enforced by the fire code official and applicable state and local fire-resistive building standards that are enforced by the local building official.

K101.3 Jurisdictional authority. The Board of Directors as the supervising, legislative and executive authority of this jurisdiction has the authority to act pursuant to Part 5 (commencing with Section §14875), Division 12, of the State of California Health and Safety Code, to clear or order the clearing of rubbish, litter or other flammable material where such flammable material endangers the public safety by creating a fire hazard. Such fire hazard abatement shall be conducted in accordance with the provisions of said Part 5 and/or this Ordinance. In the application of the provisions of said Part 5 to fire hazard abatement proceeding under this Ordinance and the Fire Protection District Law of 1961, the terms "Board of Directors" or "Board" when used in Part 5, shall mean the Board of Directors of this jurisdiction under this article; and the officer designated in Section §14890 of Part 5 shall mean the Fire Chief.

K102 Definitions

K102.1 Definitions. For the purpose of this appendix certain terms are defined as follows:

Combustible material includes seasonal and recurrent weeds, stubble, brush, dry leaves, tumbleweeds, rubbish, litter or flammable materials of any kind.

Cost of abatement. Shall include all expenses incurred by the jurisdiction in its work of abatement undertaken and administrative costs pursuant to Section K111 of this Ordinance.

Defensible space. An area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensify of an advancing wildfire and to create an area for fire suppression operations to occur.

Fuelbreak. Shall mean a continuous strip of land upon and from which all rubbish, weeds, grass or other growth that could be expected to burn has been abated or otherwise removed in order to prevent extension of fire from one area to another.

Fuel management plan. Is a plan that shall be based upon a site-specific wildfire risk assessment that includes considerations of location, topography, aspect, flammable vegetation, climatic conditions and fire history. The plan shall address water supply, access, building ignition and fire resistance factors, fire protection systems and equipment, defensible space and vegetation management. (Reference California Government Code 51182)

Hazardous fire area is a parcel of land which is privately or publicly owned and located within 500 feet of any mountainous area, forest or brush-, grass-covered land, or any land that is covered with flammable material. This may include both native vegetative or ornamental shrubbery. Such areas may be designated as a hazardous fire area by the fire code official. (Reference: California Government Code 51179, Public Resource Code 4291 and State Fire Hazardous Severity Zone Maps)

Parcel is a portion of land of any size, the area which is determined in the records of the County Assessor.(Reference Health and Safety Code 14883)

Person. Includes; individuals, firms, partnerships, and corporations.

Public nuisance is a declaration by the fire code official that the presence of combustible material on a parcel creates a fire hazard. (Health and Safety Code 14875 and 14876)

Rubbish. Means waste matter, litter, trash, refuse, debris and dirt on streets, or private property in the jurisdiction which is, or when dry may become, a fire hazard.

Streets. Includes alleys, parkways, driveways, sidewalks, and areas between sidewalks and curbs, highways, public right of ways, private road, trails, easements, and fire trails.

Weeds. Means all vegetation growing upon streets or private property in this jurisdiction and includes any of the following:

1. Vegetation that bears seeds of a downy or wingy nature.
2. Sagebrush, chaparral, and any other brush or weeds which, attains such large growth as to become, when dry, a fire menace to adjacent improved property.
3. Vegetation that is otherwise noxious or dangerous.
4. Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health.
5. Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

(Reference Health and Safety Code 14875)

Wildland-Urban interface area. Is that geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

K103 Unlawful disposal. Every person who places, deposits or dumps combustible material on a parcel whether or not he owns such parcel, or whether or not he so places, deposits or dumps on such parcel with the consent of the owner, thereof, is subject to the criminal sanctions set forth in Health and Safety Code Section 13871.

K104 Public nuisance. The Board of Directors may declare that all hazardous fire areas, including any combustible materials and dead trees, upon private property or streets in this jurisdiction and all rubbish on private property or streets in this jurisdiction are public nuisances. Such weed nuisance is seasonal and recurrent.

K105 Prohibition. No person who has any ownership or possessory interest in or control of parcel of land shall allow to exist thereon any hazardous rubbish or weeds, trees, or other vegetation, which constitutes a fire hazard.

K106 Contract for services. This Board of Directors reserves and retains the power to award a contract for such hazard abatement work where the employees of this jurisdiction are not used to perform such abatement work.

K107 General abatement requirements. The provisions of this section shall govern the abatement of combustible material creating a fire hazard upon premises (reference Government Code 51175 – 51189 and Public Resources Code 4291).

K107.1 Clearance of brush or vegetative growth from streets. The fire code official is authorized to require areas within 10 feet on each side of fire apparatus access roads and driveways to be abated of flammable vegetation and other combustible growth.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

K107.2 Clearance of brush, vegetative growth and combustible material from parcels. All parcels declared a public nuisance by the Board of Directors shall be cleared entirely of combustible material. If the fire code official determines this impractical, the provisions of Section K107.2 may be used.

K107.2.1 Remove from the parcel all dead trees deemed a fire hazard.

K107.2.2 Parcels one acre or less (43,560 square feet) shall require abatement of the entire parcel.

K107.2.3 Parcels over one acre (43,560 square feet) may be required to comply with the following requirements:

1. Parcels shall provide 15-foot fuelbreaks along the perimeter of the property line.
2. Parcels 10 acres or more shall provide a 15-foot crossbreak to divide the parcel into approximately 5-acre sections.

K107.3 Clearance of brush or vegetative growth from structures. Any person owning, leasing, controlling, operating or maintaining any building in, upon, or adjoining any hazardous fire area shall at all times maintain defensible space around and adjacent to such building by removing and clearing away all combustible material for a distance not less than 100 feet from all portions of the structure. Distances may be increased by the fire code official based on site specific analysis of local conditions.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

K107.3.1 Remove that portion of any tree that extends within 10 feet of the outlet of any chimney or stovepipe.

K107.3.2 Maintain any tree, shrub, or other plant adjacent to or overhanging any building free of dead limbs, branches and other combustible material.

K107.3.3 Maintain the roof of any structure and roof gutters free of leaves, needles, or other combustible materials.

K107.3.4 Maintain trees within 100 feet of any building or structure or within 10 feet of that portion of any highway, street, alley or driveway which is improved or used for vehicle travel or other vehicular purposes, so that no leafy foliage, twigs or branches are within 5 feet of the ground.

K107.3.5 Maintain 5 feet of vertical clearance between roof surfaces and portions of trees overhanging any building or structure.

K108 Fire management plan. A fire management plan shall be prepared by the applicant when required by the fire code official.

K108.1 Cost. The cost of fire management plan preparation and review shall be the responsibility of the applicant.

K109 Clearance upon default of owner.

K109.1 Notice. The fire code official of this jurisdiction may order the abatement of weeds, trees, and rubbish as described in Sections 304.1.2 and Appendix K. Copies of the legal notice shall be headed with the words "Legal Notice to Abate Fire Hazard" in letters at least one inch high. The notice shall be in substantially the following form:

LEGAL NOTICE TO ABATE FIRE HAZARD

You are hereby notified that an accumulation of grass, weeds, dead trees, and/or rubbish constitutes a fire hazard on the following described property owned by you:

(Describe property by common street designation, by metes and bounds, Assessor's code area and parcel number, or by reference to attached map).

You are hereby notified to remove the grass, weeds, dead trees and/or rubbish within fifteen (10) days from the date of this legal notice. If you fail to do so, the *San Ramon Valley Fire Protection District* will abate it and the cost of the abatement, including administrative costs, will be collected as property taxes and will be a lien on your property until paid. The lien may prevent the sale of the property and it shall be the responsibility of the property owner upon payment of the property taxes to have the lien removed. Contact the Fire District for a release of lien that must be filed by the property owner at the County Recorder's Office.

You are hereby further notified that the Board of Directors has declared that such grass, weeds, dead trees and rubbish constitute a public nuisance and that such weeds also constitute a seasonal and recurring nuisance.

You may appear in person before the Board of Directors of this jurisdiction on (time and date) at (place-room, street, address, and city) to show cause why this order should not be enforced. (Signed): (Name of fire code official or name of jurisdiction)

K109.2 Mailed notice. The fire code official of this jurisdiction shall mail a copy of the legal notice to the owner of the affected property as he/she and his/her address appear upon the current and last county equalized assessment roll as of January 1 of each calendar year, or as his/her address is known to this jurisdiction. As an alternative to mailing, the notice may be posted upon the affected property and published in this jurisdiction, not less than fifteen (10) days prior to the date of the abatement hearing. The notice shall also be provided to the Clerk of the Board of Directors three days prior to the Board hearing. It shall be the responsibility of the current owner of record to notify the fire code official of a change in ownership on the form provided.

K109.3 Hearing. A date for hearing on the legal notice shall be scheduled at least fifteen (15) days after the date of the notice. The date of the notice is the date on which the notice is placed in the United States mail or the date on which it is posted on the property. At the time and place stated in the notices, the Board of Directors shall meet to hear the

report of the fire code official and any objections thereto. The fire code official shall attend, inform the Board as to the alleged public nuisance, and supply the description of the parcel upon which it exists, the name and address of the last known property owner thereof, and state what has been done in order to give notice of the hearing according to the provisions of this code. At the hearing, the property owner or their agent may appear to show cause why the order shall not be enforced. For good cause shown, the Board of Directors may extend the time for compliance with the order or may rescind the order. The decision by the Board at the hearing is final. Upon the completion of the hearing, the Board shall authorize and direct the fire code official to abate any public nuisance found by the District to exist on the parcel after the date specified in said notice.

K109.4 Order of work. If, after a hearing, the Board of Directors finds that a public nuisance exists upon a parcel, the Board may direct the fire code official to abate the public nuisance. The Board shall maintain a record of its proceedings at such hearing and retain therewith the report of the fire code official and a description of such parcel and, where applicable, the name and address of its last known property owner.

K109.5 Contract award. If the owner fails to comply with the order, the fire code official of this jurisdiction may have the public nuisance abated either by employees of this jurisdiction or by contract.

K110 Seasonal and recurrent nuisances

K110.1 Resolution. If, in the opinion of the fire code official, the public nuisance on a parcel is seasonal and recurrent, the fire code official may ask the Board of Directors to so declare by resolution. If the Board of Directors makes such a declaration by resolution, such seasonal and recurring public nuisance thereafter shall be abated every year without the necessity of any further hearing.

K110.2 Notice. For a parcel subject to a declaration described in Section K110.1, it is sufficient to mail the legal notice to the same person and in the same manner as set forth in Section K109. The notice shall describe the parcel and shall state that the parcel is subject to seasonal and recurring weeds that constitute a public nuisance and must be cleared every year without the necessity of any further hearing. The notice shall further state that if the weeds constituting a public nuisance are not cleared by the owners of the parcel by a specified date, they will be abated by the District, in which case the cost of such abatement shall be assessed upon the parcel from which the private nuisance is abated and that such cost will constitute a lien upon such parcel until paid. In the event the fire code official sets a hearing before the Board of Directors as authorized by Section K110.3, the notice shall also set forth the date, time and place of such hearing and shall be mailed at least fifteen (15) days before the hearing.

K110.3 Optional hearing. Notwithstanding Section K110.1, the fire code official may set a hearing before the Board of Directors to consider any objections to the proposed abatement of the public nuisance as described in the notice pursuant to Section K110.2. The decision by the Board at the hearing is final. Upon the completion of the hearing, the Board shall authorize and direct the fire code official to abate any public nuisance found by the District to exist on the parcel after the date specified in said notice. The fire code official will place a work order on the property as stated in K109.4.

K110.4 Optional second notice. At the discretion of the fire code official, if a public nuisance is found to exist on a parcel after the date specified in the first notice pursuant to Section K110.2, a second notice may be mailed or delivered to the same person to whom the first notice was mailed. The second notice shall state that the public nuisance will be abated by the District unless it is otherwise abated immediately or by a specified date. The mailing or delivery of a second notice does not create any right to object or further object to the proposed abatement of the public nuisance.

K111 Collection of the cost of abatement

K111.1 Abatement report of costs. The fire code official or his or her designee abating the nuisance shall keep an account of the cost of abatement in front of or on each separate parcel of land and shall render an itemized report in writing to the Board of Directors showing the cost of removing the weeds, dead trees and rubbish on or in front of each separate lot or parcel of land, or both.

K111.2 Confirmation of expense account. Before the report is submitted to the Board of Directors, a copy of it shall be posted for at least three days on or near the chamber door of the Board with a notice of the time and when the report will be submitted to the Board for confirmation. Said report and notice shall also be posted for the said three days in two other public places in the District. At the time fixed for receiving and considering the report, the Board of Directors shall hear it and any objections of any of the property owners liable to be assessed for the work of abatement. Thereupon, the Board of Directors may make such modifications in the report, as it deems necessary, after which by order of resolution, the report shall be confirmed.

K111.3 Special assessment and lien. The amounts of the cost, including administrative costs, for abating the nuisance in front of or upon the various parcels of the land mentioned in the report as confirmed shall constitute special assessment against the respective parcels of land, and a lien on the property for the amount of the respective assessments.

K111.4 Transmittal of account. Such lien attaches upon recordation in the office of the County Recorder of the County in which the property is situated of a certified copy of the Resolution of Confirmation.

K111.5 Cost assessments. Upon confirmation of the report of cost by the Board of Directors of this jurisdiction and the recordation of the Resolution of Confirmation by the administrator, a copy of the report of cost shall be sent to the County Auditor, who shall enter the amount of the assessments against the parcels. Thereafter the amount of the assessments shall be collected at the same time and in the same way as County taxes are collected. The owners are subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary county taxes. All laws applicable to the levy, collection, and enforcement of County taxes are applicable to these assessment taxes.

K111.6 Grounds for cancellation or refund. If a property owner believes an assessment against the owner's property pursuant to Section K109 and K110 was entered, charged or paid more than once, through clerical error, through the error or mistake of the District in respect to any material fact, or illegally, the owner must in compliance with

applicable law present a claim to the Board of Directors for an order cancelling (if uncollected) or refunding (if collected) the assessment.

K112 Alternate mitigation.

K112.1 Fuelbreaks. In lieu of ordering abatement as provided in Section K107, the fire code official of this jurisdiction may order the preparation of fuelbreaks around parcels of property where combustible grass, weeds, crops, or brush are present. In determining the proper width for fuelbreaks, the fire code official shall consider the height of the growth, weather condition, topography, values at risk and the accessibility to the property for fire protection equipment. The procedure set forth in Section K109 for the abatement of weeds and rubbish shall apply to the preparation of fuelbreaks.

Part 3. GEOGRAPHIC LIMITS FOR CERTAIN HAZARDOUS MATERIALS

That the geographic limits referred to in certain sections of the 2012 International Fire Code are hereby established as follows, these provisions may be modified based on the General or Specific Plan of the city or County:

3.1 The limits referred to in Section 5704.2.9.6.1 of the International Fire Code in which storage of Class I and II liquids in-above-ground tanks outside of buildings is prohibited, are hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

3.2 The limits referred to in Section 5706.2.4.4 of the International Fire Code in which storage of Class I and II liquids in above-ground tanks is prohibited, are hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

3.3 The limits referred to in Section 5806.2 of the International Fire Code in which the storage of flammable cryogenic fluids in stationary containers is prohibited is hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

3.4 The limits referred to in Section 6104.2 of the International Fire Code, in which storage of liquefied petroleum gas is restricted, are hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

Part 4

I. Changes or Modifications more stringent than the California Building Standards Code

Changes and modifications that are more stringent than the requirements published in the California Building Standards Code are adopted pursuant to the provisions contained in California Health and Safety Code 13869.7

In the event the City of San Ramon, Town of Danville, or Contra Costa County, adopt more restrictive requirements, or amend provisions contained herein in accordance with California Health and Safety Code Section 13869.7(c); those more restrictive or amended requirements shall only apply within the jurisdiction ratifying such requirements.

The Board of Directors of the San Ramon Valley Fire Protection District, in its Ordinance adopting and amending regulations that are more restrictive than the **2013**

California Building Standards Code, Title 24, Part 9, Section 903 of the California Fire Code are described below;

Section 902 is added and reads as follows:

SUBSTANTIAL REMODEL. In existing buildings, any alteration that causes additional floor area that is more than fifty percent (50%) of the existing floor area and where the total floor area exceeds 5000 square feet.

SUBSTANTIAL REMODEL, Group R-3. In an existing R-3 structure, any alteration that causes additional floor area that exceeds fifty percent (50%) of the existing floor area and where the total floor area exceeds 5000 square feet.

Section 903 is amended and reads as follows:

903.1 General. Automatic sprinkler systems shall comply with this section. For the purposes of this section, fire walls shall not be considered as creating separate buildings.

An automatic sprinkler system shall be provided for all new buildings with a gross floor area that exceeds 5000 square feet and in the locations set forth in Section 903.

Exception: Group U occupancies.

903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet.

903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet.

903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet

903.2.2.1 Group B. An automatic sprinkler system shall be provided for Group B occupancies where one of the following conditions exist:

1. The fire area exceeds 5000 square feet.

903.2.3 Group E. An automatic sprinkler system shall be provided for Group E occupancies as follows:

1. Throughout all Group E fire areas greater than 5000 square feet in area.

903.2.4 Group F-I. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy where one of the following conditions exists:

1. A Group F-1 fire area exceeds 5000 square feet.

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists:

1. A Group M fire area exceeds 5000 square feet.

903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 occupancy where one of the following conditions exists:

1. A Group S-1 fire area exceeds 5000 square feet

903.2.9.1 Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Section 406 of the California Building Code, as shown:

1. Buildings with a Repair Garage where the fire area exceeds 5000 square feet.

903.2.10 Group S-2 enclosed parking garages. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with Section 406.4 of the California Building Code as follows:

1. Where the fire area of the enclosed parking garage exceeds 5000 square feet; or

Section 903.3.1.1.2 is added to read as follows:

903.3.1.1.2 Undeclared Use and Tenant Space. In buildings of undeclared use or with tenant space areas; the fire sprinkler system may be required to be designed to conform to the design density of the most hazardous occupancy use allowed within the building.

Where a subsequent occupancy requires a system with greater capability, it shall be the responsibility of the owner and/or the occupant to upgrade the system.

Section 903.6.3 is added and reads as follows:

903.6.3 Substantial Remodel. In an existing building, if a substantial remodel occurs the entire building shall be protected by an automatic sprinkler system in accordance with section 903.

Section 903.6.3.1 is added and reads as follows:

903.6.3.1 Substantial Remodel, Group R-3. An automatic sprinkler system shall be provided throughout all existing Group R-3 dwellings where a substantial remodel occurs or where the gross floor area of the building exceeds 8,000 square feet,

Exception: When additional floor area does not exceed 1000 square feet.

II. Findings

Pursuant to Section §17958.5 and §17958.7 of the California Health and Safety Code, the Board of Directors of the San Ramon Valley Fire Protection District finds that the above referenced change, modification, and amendment is needed and is reasonably necessary because of certain local climatic, geological, and topographic conditions as described below.

A. Climatic

1. Precipitation and Relative Humidity

(a) Conditions

Precipitation ranges from 15 to 24 inches per year with an average of approximately 20 inches per year. Ninety-six (96) percent falls during the months of October through April and four (4) percent from May through September. This is a dry period of at least five (5) months each year. Additionally, the area is subject to occasional drought. Relative humidity remains in the middle range most of the time. It ranges from forty-five (45) to sixty-five (65) percent during spring, summer, fall, and from sixty (60) to ninety (90) percent in the winter. It occasionally falls as low as fifteen (15) percent.

(b) Impact

Locally experienced dry periods cause extreme dryness of untreated wood shakes and shingles on buildings and non-irrigated grass, brush and weeds, which are often near buildings with wood roofs and sidings. Such dryness causes these materials to ignite very readily and burn rapidly and intensely.

Because of dryness, a rapidly burning grass fire or exterior building fire can quickly transfer to other buildings by means of radiation or flying brands, sparks and embers. A small fire can rapidly grow to a magnitude beyond the control capabilities of the Fire District resulting in an excessive fire loss.

2. Temperature

(a) Conditions

Temperatures have been recorded as high as 114⁰ F. Average summer highs are in the 90⁰ range, with average maximums of 105⁰ F.

(b) Impact

High temperatures cause rapid fatigue and heat exhaustion of firefighters, thereby reducing their effectiveness and ability to control large building and wildland fires.

Another impact from high temperatures is that combustible building material and non-irrigated weeds, grass and brush are preheated, thus causing these materials to ignite more readily and burn more rapidly and intensely. Additionally, the resultant higher temperature of the atmosphere surrounding the materials reduces the effectiveness of the water being applied to the burning materials. This requires that more water be applied, which in turn requires more Fire District resources in order to control a fire on a hot day. High temperatures directly contribute to the rapid growth of fires to an intensity and magnitude beyond the control capabilities of the Fire District.

3. Winds

(a) Conditions

Prevailing winds in the area are from the south or southwest in the mornings and from the north or northwest in the afternoons. However, winds are experienced from virtually every direction at one time or another. Velocities are generally in the fourteen (14) mph to twenty-three (23) mph ranges, gusting to twenty-five (25) to thirty-five (35) mph. Forty (40) mph winds are experienced occasionally and winds up to fifty-five (55) mph have been registered locally. During the winter half of the year, strong, dry, gusty winds from the north move through the area for several days creating extremely dry conditions.

(b) Impact

Winds such as those experienced locally can and do cause fires, both interior and exterior, to burn and spread rapidly. Fires involving non-irrigated weeds, grass and brush can grow to a magnitude and be fanned to an intensity beyond the control capabilities of the Fire District very quickly even by relatively moderate winds. When such fires are not controlled, they can extend to nearby buildings, particularly those with untreated wood shakes or shingles.

Winds of the type experienced locally also reduce the effectiveness of exterior water streams used by the Fire District on fires involving large interior areas of buildings, fires which have vented through windows and roofs due to inadequate built-in fire protection and fires involving wood shake and shingle building exteriors. Local winds will continue to be a definite factor towards causing major fire losses to buildings not provided with fire resistive roof and siding materials and buildings with inadequately separated interior areas or lacking automatic fire protection systems. National statistics frequently cite wind conditions, such as those experienced locally, as a major factor where conflagrations have occurred.

4. Summary

These local climatic conditions affect the acceleration, intensity, and size of fire in the community. Times of little or no rainfall, of low humidity, and high temperatures create extremely hazardous conditions, particularly as they relate to wood shake and shingle roof fires and conflagrations. The winds experienced in this area can have a tremendous impact upon structure fires. During wood shake and shingle roof fires, or exposure fires, winds can carry sparks and burning brands to other structures, thus spreading the fire and causing conflagrations. In building fires, winds can literally force fires back into the building and can create a blow torch effect, in addition to preventing "natural" ventilation and cross-ventilation efforts.

B. Geological and Topographic

1. Seismicity

(a) Conditions

Contra Costa County is located in Seismic Design Category D and E, the scale is categorized A through F with F as the highest risk category earthquake area in the United States. Buildings and other structures in Zone 4 can experience major seismic damage. Contra Costa County is in close proximity to the San Andreas Fault and contains all or portions of the Hayward, Calaveras, Concord, Antioch, Mt. Diablo, and other lesser faults. A 4.1 earthquake with its epicenter in Concord occurred in 1958, and a 5.4 earthquake with its epicenter also in Concord occurred in 1955. The Concord and Antioch faults have a potential for a Richter 6 earthquake and the Hayward and Calaveras faults have the potential for a Richter 7 earthquake. Minor tremblers from seismic activity are not uncommon in the area.

Interstate 680 runs the length of the San Ramon Valley to Interstate 580 in Alameda County. The interstate divides the valley into a west and east side. Through the valley, the interstate is transversed by 8 underpasses and 7 overcrossings. An overpass or undercrossing collapse would significantly alter the response route and time of responding emergency equipment. This is due to

limited crossings of the interstate and that the valley has only one surface street, which runs parallel to the interstate which, would be congested during a significant emergency.

Earthquakes of the magnitude experienced locally can cause major damage to electrical transmission facilities, which, in turn, cause power failures while at the same time starting fires throughout the Fire District. The occurrence of multiple fires will quickly deplete existing fire department resources; hereby reducing and/or delaying their response to any given fire. Additionally, without electrical power, elevators, smoke management systems, lighting systems, alarm systems and other electrical equipment urgently needed for building evacuation and fire control in large buildings would be inoperative, thereby resulting in loss of life and/or major fire losses in such buildings.

(b) Impact

A major earthquake could severely restrict the response of the Fire District and its capability to control fires involving buildings of wood frame construction, with ordinary wood shake and shingle exteriors, or with large interior areas not provided with automatic smoke and fire control systems.

2. Soils

(a) Conditions

The area is replete with various soils, which are unstable, clay loam and alluvial fans being predominant. These soil conditions are moderately to severely prone to swelling and shrinking, are plastic, and tend to liquefy.

Throughout the San Ramon Valley, the topography and development growth has created a network of older, narrow roads. These roads vary from gravel to asphalt surface and vary in percent of slope, many exceeding twenty- (20) percent. Several of these roads extend up through the winding passageways in the hills providing access to remote, affluent housing subdivisions. The majority of these roads are private with no established maintenance program. During inclement weather, these roads are subject to rock and mudslides, as well as down trees, obstructing all vehicle traffic. It is anticipated that during an earthquake, several of these roads would be impassable.

Examples:

1. Roundhill Estates in Alamo – access restricted for fire equipment due to road grade and width.
2. West hillside area in Danville and Alamo would restrict access for Station's 31, 32, and 33.
3. Tassajara Valley and Morgan Territory roads would restrict access for Station's 30, 35, 36 and 37.

3. Topographic

(a) Conditions

i. Vegetation

Highly combustible dry grass, weeds, and brush are common in the hilly and open space areas adjacent to built-up locations six (6) to eight (8) months of each year. Many of these areas frequently experience wildland fires, which threaten nearby buildings, particularly those with wood roofs, or sidings. This

condition can be found throughout the District, especially in those developed and developing areas of the District.

ii. Surface Features

The arrangement and location of natural and manmade surface features, including hills, creeks, canals, freeways, housing tracts, commercial development, fire stations, streets and roads, combine to limit feasible response routes for Fire District resources in and to District areas.

iii. Buildings, Landscaping and Terrain

Many of the “newer” large buildings and building complexes have building access and landscaping features and designs, which preclude or greatly limit any approach or operational access to them by Fire District vehicles. In addition, the presence of security gates and roads of inadequate width and grades which are too steep for Fire District vehicles adversely affect fire suppression efforts.

When Fire District vehicles cannot gain access to buildings involved with fire, the potential for complete loss is realized. Difficulty reaching a fire site often requires that fire personnel both in numbers and in stamina. Access problems often result in severely delaying, misdirecting or making impossible fire and smoke control efforts.

(b) Impact

The above local geological and topographical conditions increase the magnitude, exposure, accessibility problems, and fire hazards presented to the San Ramon Valley Fire Protection District. Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself. Hazardous materials, particularly toxic gases, could pose the greatest threat to the largest number, should a significant seismic event occur. Public Safety resources would have to be prioritized to mitigate the greatest threat, and may likely be unavailable for smaller single dwelling or structure fires.

Other variables may tend to intensify the situation:

1. The extent of damage to the water system.
2. The extent of isolation due to bridge and/or freeway overpass collapse.
3. The extent of roadway damage and/or amount of debris blocking the roadways.
4. Climatic conditions (hot, dry weather with high winds).
5. Time of day will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours.
6. The availability of timely mutual aid or military assistance.
7. The large portion of dwellings with wood shake or shingles coverings could result in conflagrations.

4. Summary

Local climatic, geologic, and topographic conditions impact fire prevention efforts, and the frequency, spread, acceleration, intensity, and size of fire involving buildings in this community. Further, they impact potential damage to all structures from earthquake and subsequent fire. An example of this was the October 17, 1989 Loma Prieta earthquake measuring 6.9 on the

San Andreas fault centered near Santa Cruz, caused one residential fire and numerous commercial buildings to have damage.

Part 5. REPEAL OF CONFLICTING ORDINANCES

The following Ordinance previously adopted by the Board of Directors is hereby repealed: Ordinance No.23, San Ramon Valley Fire Protection District.

Part 6. PUBLICATIONS

That the Fire District Clerk of San Ramon Valley Fire Protection District is hereby directed to cause this ordinance to be published within fifteen (15) days of passage, with the names of the Directors voting for and against it, in the San Ramon Valley Times, a newspaper of general circulation in this District.

Part 7. EFFECTIVE DATE

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force, beginning January 1, 2014 and after its final passage and adoption.

Passed and Adopted on _____, by the following Vote:

AYES:

NOES:

ABSENT:

ATTEST: _____

Susan F. Brooks
District Clerk

Matthew J. Stamey, President
Board of Directors

APPROVED AS TO FORM:

William D. Ross, District Counsel



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013

To: Board of Directors

From: John Duggan, Interim Assistant Chief, Operations

Subject: Approval of payment to Leader Industries for the purchase of three (3) Type III Modular Ambulances

Background:

On March 27, 2013, the Board approved the purchase of three (3) Type III Modular Ambulances. Legal Notice was published and a Request for Quotation (RFQ) went out. The RFQ was awarded to Leader Industries, as all specifications were met, and the lowest bid was provided by this vendor.

On November 7, 2013 Leader Industries delivered three (3) 2012 General Motors 4500, Horton 553B Type III Modular Ambulances to the District. These apparatus were inspected by District representatives who determined that all agreed upon specifications had been met, and that the vehicles were absent any sign(s) of defect. The three (3) vehicles were accepted as delivered.

Recommended Board Action:

Staff recommends the Board approve payment to Leader Industries in the amount of \$623,109.00.

Financial Impacts:

Acquisition of the three (3) Type III Modular Ambulances is a planned purchase as outlined in the District's FY 2013-2014 budget. There are no additional financial impacts.

NEW BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013

To: Board of Directors

From: Derek Krause, Battalion Chief

Subject: Ordinance to Establish Fees for First Responder Assessment Without Transport Services and Modifying Ambulance Transport Fees

Background:

First Responder Assessment Without Transport:

The San Ramon Valley Fire Protection District (District), Communications Center evaluates and triages medical requests for service based on industry established criteria. This enhancement to standard dispatching service is known as Emergency Medical Dispatching (EMD), and prioritizes the urgency of the patient's medical need, using a grading system of Alpha (relatively minor need) through Echo (respiratory arrest – extremely urgent, critical need). The District Communications Center dispatches an Advanced Life Support (ALS) engine company and an ALS ambulance to each Alpha through Echo medical emergency and potential medical emergency (such as a vehicle accident), within the District. A first responder ALS (FRALS), engine begins assessing and treating the patient while an ALS ambulance is enroute. The FRALS engine crew and the ALS ambulance crew jointly care for the patient and determine whether the patient should be transported to a hospital facility for further medical treatment. In cases where the patient does not need or want to be transported to a hospital facility following assessment and/or treatment, the patient signs a refusal and both crews return to their stations. The costs of responding personnel, medical equipment used, follow up documentation, call review, and administrative staff support is not billed to any entity for calls in which the patient is not transported. The Health and Safety Code Section 13916 provides the authority for the District to establish fees for any service which the District provides, including a First Responder Assessment Without Transport Fee.

First Responder Assessment Without Transport Costs:

In the last 12 months, the District assessed and treated 1,232 patients who ultimately declined further care or transport. In addition to the labor costs on all medical calls for service, the District incurs increasingly higher costs in acquiring, maintaining, and replacing the advanced medical equipment and supplies that provide a higher chance of patient survival. Even relatively routine equipment must be purchased, inventoried, checked daily, and replaced when used, damaged, or past its expiration date. Agreements that were once common with medical supply vendors (i.e., providing refunds for expired supplies) are no longer cost effective for the suppliers and are not available like they once were.

The District utilizes a third party billing company, Wittman Enterprises, that reviews each billable patient care report (PCR), and bills according to the nature and medical complexity of the call (BLS/ALS1/ALS2),

mileage incurred during transport and any applicable oxygen charges. Currently, only transported patients (or their insurance providers), are billed for costs.

The estimated cost of sending a FRALS engine company and an ALS ambulance to assess and treat a patient is \$524.31. The chart below lists the personnel costs based on the average salary per hour, inclusive of benefits. Time allocated for a First Responder Assessment Without Transport call is estimated at one hour for field personnel (1 FRALS engine and 1 ALS ambulance), and one-half hour for dispatchers (1 EMD processor and 1 unit dispatcher/communicator).

PERSONNEL COSTS (includes benefits/pension costs, etc)					
Personnel	Quantity	Rate (hourly)	Time (hours)	Total	Notes
Dispatchers	2	\$55.74	.5	\$55.74	2 accredited Dispatchers providing EMD
FF/EMTs	2	\$77.64	1	\$155.28	1 Captain and 1 Engineer on engine
FF/Paramedics	3	\$73.37	1	\$220.11	1 on engine, 2 on ambulance
TOTAL PERSONNEL COSTS				\$431.13	
EQUIPMENT COSTS					
Type				Cost	Notes
Fuel				\$38.00	Engine and ambulance
Disposable Supplies/Equipment				\$55.18	
TOTAL CALL COST				\$524.31	Including personnel costs

Billing for patients who are assessed and may or may not be treated on scene but are not transported is standard practice for many agencies statewide. Major health insurance companies acknowledge these costs to the EMS provider, public and private, and do pay the requested claims for these fees. The fees for non-transported but assessed and treated patients currently charged by some area fire departments are as follows:

Agency	Assessment/Treatment No Transport
Moraga Orinda FD	\$348
Novato FPD	\$425
Paramedics Plus (Alameda County)	\$433
Marin County FD	\$445
Berkeley FD	\$483

Transport Fee Modification:

The San Ramon Valley Fire Protection District provides Advanced Life Support (ALS) ambulance transports under the auspices of the Contra Costa Health Services Emergency Medical Services Division, in accordance with an ambulance service contract executed on November 3, 2008, and expiring on October 31, 2018. The District evaluates the internal cost of providing ambulance transport services and charges fees pursuant to a Board approved fee schedule. The latest revision of the District ambulance fee schedule was completed by the District's Finance Division in July 2012, based on the increase in the Consumer Price Index of 2.08%. Currently, the District charges less for ALS than any of the EMS

transportation providers in Contra Costa County. Staff believes a further increase in ambulance charges is warranted, based on the cost of the high level of EMS and transport services provided by the District, and the need for greater cost recovery from those services.

As with most products subject to supply and demand and inflationary pressure, the cost of medical supplies increases each year. In the interest of providing the best patient outcomes, the District continues to make service improvements and utilize advanced equipment that statistics show provides a higher chance of patient survival. These improvements in patient outcomes come at a higher cost to the District.

Wittman Enterprises, the District’s third-party billing service, billed 3,887 patients for treatment and transport services on behalf of the District in 2012. Each billable patient care report (PCR), is reviewed and charges are based on the nature of the call, mileage incurred during transport and any applicable oxygen usage fees. Separate charges are not incurred for the use of specialized equipment, medical supplies or medication/drugs. This common type of billing is known as a “bundled fee schedule”; Basic Life Support (BLS), Advanced Life Support Level 1 (ALS 1), or Advanced Life Support Level 2 (ALS2) designation is the determinant for the base rate, rather than listing and charging for each item used for the care of a patient.

Current Transport Fees:

Below is a comparison of fees charged by similar ambulance providers within and outside of Contra Costa County, along with the District’s current fee schedule:

Agency	BLS	ALS1/ALS2	Mileage (\$/mi.)	Oxygen
San Ramon Valley FPD	\$940.00	\$1,218.00/\$1,290.00	\$24.00	\$86.00
AMR Contra Costa Co.	\$812.39	\$1,821.84/NA	\$25.29	N/A
Moraga Orinda FD	\$1016.95	\$1,451.45/\$1,671.45	\$26.40	N/A
*Novato FD	N/A	\$1882.43 (+ supplies)	\$48.14	\$124.97

*Novato FPD - Charges for medical supplies

Proposed Transport Fees:

A 20% increase in ambulance charges would enhance essential cost recovery and result in charges that are comparable to those of other ambulance providers in the region.

	BLS	ALS1/ALS2	Mileage (\$/mi.)	Oxygen
Current	\$940.00	\$1,218.00/\$1,290.00	\$24.00	\$86.00
Proposed	\$1,034.00	\$1,461.00/\$1,548.00	\$28.80	\$103.00

Cost Recovery:

Approximately 90% of the District’s operating revenue comes from property taxes. Declining property values have led to a decline in this key revenue source in recent years, forcing the District to dip into reserve funds to maintain service levels. Earlier this year, the District and its employees reached new labor agreements resulting in significant cost savings for the current year and that will continue to grow for the next several years. To further reduce the use of reserve funds in the near term, however, the District needs to ensure it is maximizing cost recovery for its fee-based services to the extent deemed reasonable and practicable. EMS and ambulance transport services offer such an opportunity for

enhanced cost recovery. Additionally, fee increases for these services would likely have little impact on District residents as the additional revenue would come primarily from private insurers, Medicare and MediCal reimbursements.

If adopted, both the First Responder Assessment Without Transport fee and the modification of the current Transport Fee will be forwarded to Contra Costa County Emergency Medical Services (CCCEMS), for approval, per its authority and contract.

Financial Impacts:

First Responder Assessment Without Transport:

If the Board chooses to adopt a First Responder Assessment Without Transport Fee of \$450 per patient assessment, Wittman Enterprises estimates additional annual billings of approximately \$554,400, resulting in an additional cost recovery of approximately \$192,806. These figures are based on 1,232 calls for service in the 12-month period ending September 12, 2013 in which a patient was assessed and treated on scene but not transported. This fee structure will be added to the existing District Ambulance Fee policy. The procedure for writing off or waiving by request unrecovered billings for Resident or Non-Resident Patients, as set forth in the current District Ambulance Fees Policy will remain unchanged.

Transport Fee Modification:

Utilizing information from 2012 as to the total number of transports and the payer mix (source of money received for service), Wittman Enterprises has projected the fee increase would generate additional net revenue of approximately \$306,000 for fiscal year 2013/2014. This increased revenue would come primarily from private insurers, Medicare and MediCal reimbursements. The procedure for writing off or waiving by request unrecovered billings for Resident or Non-Resident Patients, as set forth in the current District Ambulance Fees Policy will remain unchanged.

Public Notice:

Notice of the public hearing was published in the San Ramon Valley Times pursuant to Government Code Section 25124(b)(2) and Government Code Section 6066 and a copy of Ordinance No. 30 with supporting data was made available for public examination during the noticing period.

Recommended Board Action:

1. Adopt by majority vote, the attached District Ordinance No. 30.
2. Authorize the District Clerk to publish notices of such public hearing pursuant to Government Code Section 25124(b)(2) and provide a copy for public examination.

ORDINANCE NO. 30

AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
ESTABLISHING A FIRST RESPONDER ASSESSMENT WITHOUT TRANSPORT FEE,
MODIFYING AMBULANCE TRANSPORT FEES AND REPEALING EXISTING
AMBULANCE TRANSPORT FEES CONTAINED WITHIN ORDINANCE NO. 28

WHEREAS, the costs of providing fire protection and life safety services as authorized by provisions of the Fire Protection District Law of 1987 (Health & Safety Code Section 13800 *et seq.*, the "Act") 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 specific 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 this Ordinance; and,

WHEREAS, Health and Safety Code Sections 13916 - 13919 provide that the schedule of fees established by this Ordinance may be authorized pursuant to such sections; and,

NOW THEREFORE BE IT ORDAINED 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.*, a portion of the Act. The purpose of the Ordinance is to recover District costs of providing emergency medical services, including but not limited to first responder services for individual assessments that result in ambulance transport and individual assessments that do not result in ambulance transport. This Ordinance shall be interpreted in a manner consistent with the Act and applicable law. The fees imposed by this Ordinance are for the purpose of recovering the cost of certain District operating expenses, including not limited to employee wage rate and benefits, medical supplies, ambulance costs and the contracting of services with specialized firms or individuals, which are reasonably related to the actual and on-going expenses incurred by the District for the services and expenses described in this Section.

SECTION 2. Applicability

This Ordinance sets forth the fees 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 the authorized fee, unless waived by the District pursuant to Ordinance Section 3.

By adopting this Ordinance, the District is enacting user fees to defray costs associated with emergency medical services and described within as a First Responder Assessment Without Transport Fee and an Ambulance Transport Fee 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 to determine that charges/fees would not be in the public interest, as in cases where there are reciprocal services provided by other public agencies, employee welfare, or personal hardship.

SECTION 4. Specified Fee

Unless waived pursuant to Ordinance Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this Ordinance. The fee 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. The specified fee for service may be modified pursuant to Health and Safety Code Section 13917.

SECTION 5. No Waiver of Other Means of Cost Recovery

This Ordinance does not preclude the District from pursuing any additional means of cost recovery, including, but 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 6. Repeal of Conflicting Ordinance Subsection

District Ordinance No. 28, Part 4, "Ambulance Transport Fees" shall be repealed in concurrence with the effective date of this Ordinance and all other portions of Ordinance No. 28 shall remain in full force and effect.

SECTION 7. Schedule of Fees

Fees for services related to Ambulance Transport and First Responder Assessment Without Transport shall be charged as set forth in Section 7.

Part 1 Ambulance Transport Fees - Bundle Rates

Fees for services related to Ambulance Transport shall be charged as set forth in Table 1-A.

Table 1-A	
BUNDLED RATES FOR:	FEE
BLS	\$1034
ALS 1	\$1461
ALS 2	\$1548
Oxygen	\$103
Mileage	\$28.80 per mile

Part 2 First Responder Assessment Without Transport Fee

Fees for services related to the First Responder Assessment Without Transport Fee shall be charged at \$450 per individual assessment.

Part 3 Fee Modification

These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments each July 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year.

SECTION 8. CEQA Compliance

The increase of Ambulance Transport Fees and establishment of First Responder Assessment Without Transport Fees are not subject to review under the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) (“CEQA”) because the District’s approval of the Fees is an activity covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment (14 CCR 15061(b)(3)). The Fees in and of themselves do not have a significant effect on the environment and therefore, are not subject to CEQA.

SECTION 9. Severability

If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

SECTION 10. Effective Date

This Ordinance shall take effect and be in full force on January 1, 2014, but no earlier than 30 days after its final passage and adoption.

Passed and Adopted on _____, by the following Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Susan F. Brooks
District Clerk

Matthew J. Stamey, President
Board of Directors

APPROVED AS TO FORM:

William D. Ross, District Counsel



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: Approval of District Resolution No. 2013-10 modifying referenced code section numbers contained in the Administrative Citation Fine Schedule

Background:

Resolution No. 2010-08 established fines pursuant to Ordinance No. 24, Administrative Citations. With the adoption of the 2012 International Fire Code and the 2013 California Building Standards Codes; modifications to referenced code section numbers are necessary. Fine amounts have not been changed. A summary of changes are as follows:

1. Change all 2010 CFC to 2013 CFC
2. Change all Ordinance #23 references to Ordinance #29
3. Change 2010 CFC 107.6 to 2013 CFC 107.5
4. Change 2010 CFC 109.2.4 to 2013 CFC 109.3.4
5. Change 2010 CFC 907.9 to 2013 CFC 907.8
6. Change 2010 CFC 907.9.5 to 2013 CFC 907.8.5
7. Change 2010 CFC 1412.1 to 2013 CFC 3312.1
8. Change 2010 CFC 1410.1 to 2013 CFC 3310.1

Recommended Board Action:

Approve Resolution No. 2013-10 amending referenced code section numbers contained in Administration Citation Fine Schedule, Resolution No. 2010-08 in order to accurately reflect code sections contained within the 2012 International Fire Code and the 2013 California Building Standards Code that will become effective January 1, 2014.

RESOLUTION NO. 2013-10

**RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
ESTABLISHING FINES PURSUANT TO ORDINANCE NO. 24 AND REPEALING
RESOLUTION 2010-08**

WHEREAS, the San Ramon Valley First Protection District (the "District") has adopted Ordinance No. 24, which authorizes the District to issue administrative citations for violations of the District Code; and,

WHEREAS, Ordinance No. 24 Section 24.160 provides for the imposition of Administrative Fines and penalties; and,

WHEREAS, the District Code, the Fire Protection District Law of 1987, Health and Safety Code Section 13800 *et seq.*, and the California Fire Code, Title 24, Part 9 of the California Code of Regulations, authorize the imposition of a penalty for violations of the District Code; and,

WHEREAS, the District is required to modify Resolution 2010-08 due to the adoption of the 2012 edition of the International Fire Code and the 2013 California Building Standards Code resulting in editorial changes to the referenced code sections of Resolution 2010-08.

NOW, THEREFORE BE IT RESOLVED, the District approves the following Administrative Fine Schedule to be used to determine the fines and penalties imposed by Ordinance No. 24 Section 24.160:

PASSED, APPROVED and ADOPTED this 21st day of November, 2013 at a regular meeting of the District Board of Directors at San Ramon, California on motion made by Director _____ seconded by Director _____ and duly carried with the following roll call votes.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

ATTEST:

Matthew J. Stamey, Board President

Susan F. Brooks, District Clerk

APPROVED AS TO FORM:

APPROVED TO CONTENT:

William D. Ross, District Counsel

Paige Meyer, Fire Chief

Resolution No. 2013-10

Violation	Description	First Offense ¹	Second Offense ¹	Third Offense ¹
	Violation not listed on this table	\$250.00	\$1,000.00	\$2,000.00
2013 CFC 107.5	Overcrowding	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 1030.2	Obstructed exit	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 1008.1.9	Unapproved locking device on egress door	\$500.00	\$1,000.00	\$2,000.00
SRVFPD Ord #29 §111.4	Failure to comply with stop work order	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 109.3.4	Removal of stop work order notice	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 105.1.1	Failure to obtain operational permit	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 105.1.1	Failure to obtain construction permit	\$1,000.00	\$2,000.00	\$5,000.00
2013 CFC 105.3	Failure to abide by condition(s) of a permit	\$250.00	\$500.00	\$1,000.00
2013 CFC 102.3	Change of use or occupancy without approval	\$1,000.00	\$2,000.00	\$5,000.00
SRVFPD Ord #29 § 3301.1.3	Possession, manufacture, storage, sale, use, safe and sane fireworks	\$100.00	\$1,000.00	\$2,000.00
H&S 12671	Possession of dangerous fireworks less than 25 pounds not registered by the State Fire Marshal ²	\$1,000.00	\$2,000.00	\$5,000.00
H&S 12677	Possession of dangerous fireworks less than 25 pounds without a permit ²	\$1,000.00	\$2,000.00	\$5,000.00
H&S 12686	Use special effects fireworks without a pyrotechnic license	\$1,000.00	\$2,000.00	\$5,000.00
2013 CFC 901.6	Failure to perform inspection, testing and maintenance on fire sprinkler system	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 901.6	Failure to maintain sprinkler system in operative condition at all times	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 904.11.6.2	Failure to maintain and service extinguishing system in commercial kitchen	\$250.00	\$500.00	\$1,000.00
2013 CFC 904.11.6.1	New or relocated cooking appliance without permit / Unprotected cooking appliance	\$250.00	\$500.00	\$1,000.00
2013 CFC 609.3.3	Failure to clean hood, duct and grease-removal device	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 907.8	Failure to perform inspection, testing and maintenance on fire alarm system	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 907.8.5	Failure to maintain the fire and life safety system in operable condition at all times	\$500.00	\$1,000.00	\$2,000.00
SRVFPD Ord #29 § 401.3.4	Unwarranted fire alarm	\$500.00	\$1,000.00	\$1,500.00
2013 CFC 901.8	Removal or tampering of fire protection equipment	\$1,000.00	\$2,000.00	\$4,000.00
Cal Code Regs, Tit 19 § 3.14	Allowing a fire hazard to exist	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 310.7	Dangerous discard of burning object	\$100.00	\$250.00	\$500.00
2013 CFC 503.4	Obstruction of fire apparatus access road	\$500.00	\$1,000.00	\$2,000.00
2013 CFC 3312.1	No water supply during construction	\$1,000.00	\$2,000.00	\$5,000.00
2013 CFC 3310.1	Inadequate fire department access during construction	\$500.00	\$1,000.00	\$2,000.00
SRVFPD Ord #29 Appendix K	Failure to abate hazard	\$500.00	\$1,000.00	\$2,000.00

¹ In a 12 month period.

² Fines collected related to “dangerous fireworks” shall be limited to persons who possess, sell, use and/or display, or the seizure of, 25 pounds or less (gross weight) of such dangerous fireworks. Fines shall not be subject to Health and Safety Code Section 12706, which section provides that certain fines collected by a court of the state be deposited with, and disbursed by, the County Treasurer. However, the District shall provide cost reimbursement to the State Fire Marshal pursuant to regulations to be adopted by the State Fire Marshal addressing the State Fire Marshal’s cost for the transportation and disposal of “dangerous fireworks” seized by the District, which costs will be part of any administrative fine imposed. Unless and until said regulations have been adopted by the state of California, the District shall hold in trust \$250 or 25% of any fine collected, which ever is greater, to cover the cost reimbursement to the State Fire Marshal for the said cost of transportation and disposal of the “dangerous fireworks.”



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013

To: Board of Directors

From: Ken Campo, Financial Consultant

Subject: Adoption of Resolutions Fixing the Employer's Contribution for Healthcare Under the Public Employee's Medical and Hospital Care Act ("PEMHCA")

Background:

The labor agreement negotiated earlier this year calls for employees and retirees to contribute toward health benefits in the amount of 8% of the monthly premium, effective July 1, 2013. The labor agreement also established a "cap" on the amount the District would contribute toward health benefits equivalent to the 92% of the second highest Bay Area Basic health plan. The cap is effective January 1, 2014. Health benefits are provided through a contract with CalPERS pursuant to PEMCHA legislation. The new cost-sharing provisions of the MOU need to be communicated to CalPERS.

The accompanying resolutions are in the form prescribed by PEMCHA for use when an employer changes its contribution towards the cost of healthcare for active employees, retirees, and survivors to an amount equal to or greater than prescribed by Section 22892(b) as authorized by Section 22892(a) of the Government Code. Separate resolutions are required for IAFF and Administrative Unit employees.

Recommended Board Action:

1. Adopt the resolutions fixing the employer's healthcare contribution under the Public Employee's Medical and Hospital Care Act.

RESOLUTION NO. 2013-11

A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, San Ramon Valley Fire Protection District hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Administrative Unit. Now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of 92% of the premium not to exceed United Health Care Bay Area Basic per month, plus administrative fees and Contingency Reserve Fund Assessments; and be it further

RESOLVED, That San Ramon Valley Fire Protection District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors on November 23, 2013, held at 1500 Bollinger Canyon Road, San Ramon, CA on a motion by Director _____, seconded by Director _____ and duly carried with the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED:

APPROVED AS TO CONTENT:

Matthew J. Stamey, Board President

Paige Meyer, Fire Chief

ATTEST:

APPROVED AS TO FORM:

Susan F. Brooks, District Clerk

William D. Ross, District Counsel

RESOLUTION NO. 2013-12

A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, San Ramon Valley Fire Protection District hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Firefighters Association (IAFF). Now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of 92% of the premium not to exceed United Health Care Bay Area Basic per month, plus administrative fees and Contingency Reserve Fund Assessments; and be it further

RESOLVED, That San Ramon Valley Fire Protection District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors on November 23, 2013, held at 1500 Bollinger Canyon Road, San Ramon, CA on a motion by Director _____, seconded by Director _____ and duly carried with the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED:

APPROVED AS TO CONTENT:

Matthew J. Stamey, Board President

Paige Meyer, Fire Chief

ATTEST:

APPROVED AS TO FORM:

Susan F. Brooks, District Clerk

William D. Ross, District Counsel



San Ramon Valley Fire Protection District

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Date: November 21, 2013

To: Board of Directors

From: Kenneth R. Campo, Financial Consultant

Subject: Resolution No. 2013-13 of the Board of Directors of the San Ramon Valley Fire Protection District Authorizing Delivery and Sale of Refunding Certificates of Participation in the Maximum Principal Amount of \$3,500,000 to Refinance 2003 Refunding Certificates of Participation, and Approving Related Documents and Actions

Background of the 2003 COPs

The 2003 COPs were originally issued on June 10, 2003, in the par amount of \$9,015,000. The proceeds of the 2003 COPs were used to 1) refinance and prepay in full on July 1, 2003, the lease payment obligations of the District and the related previously issued 1993 COPs, 2) fund a reserve fund for the 2003 COPs, and 3) pay certain costs of issuance.

The 2003 COPs were first callable on August 1, 2013, at par (without a prepayment penalty) and thereafter on any interest payment date (August 1 and February 1). Interest rates on the 2003 COPs range from 3.40% in 2014 to 4.00% in their final maturity of 2019.

Refunding Structure and Results

Due to the current interest rate environment, and the ability to call the 2003 COPs without penalty, the District contacted Brandis Tallman about the possibility of refinancing the 2003 COPs. (Brandis Tallman had previously looked into this refinancing for the District.) Given the short maturity period, it was determined that favorable economic results could be achieved by a private placement refinancing. A private placement is the sale of a new issue of securities directly to a qualified investor, typically a financial institution such as a bank or a high net worth individual.

Upon direction from the District, Brandis Tallman requested bids from eight qualified investors. JP Morgan Chase provided the lowest interest rate and best financing terms. Jones Hall was selected as bond counsel to document the transaction. Jones Hall was bond

counsel for the 2003 COPs. A summary of refinancing results and a full set of numbers are attached.

Recommended Action

The Board of Directors of the San Ramon Valley Fire Protection District is requested to adopt Resolution No. 2013-13, and to authorize execution of agreements to hire Jones Hall as bond counsel and Brandis Tallman as placement agent.

Next Steps

If the Resolutions are adopted, the refinancing plan and related documents will be finalized. The transaction will be scheduled to close on December 19, 2013. The 2003 COPs will be called for redemption on February 1, 2014.

Savings Summary and Refinancing Numbers Attached.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
 2013 Refunding of 2003 Refunding COPs
 Summary of Refunding Results as of November 5, 2013
 Estimated Closing Date December 19, 2013

	<i>Private Placement</i>
REFUNDING BONDS	
Cost of Defeasance @ 2/01/2014	3,967,791
Debt Service Due 2/01/2014	72,791
Cost of Issuance (1)	57,553
New Reserve Fund	N/A
Existing Reserve Fund	740,553
Par Amount	3,212,000
Arbitrage Yield	1.40%
All-In True Interest Cost	2.10%
Final Maturity (Shortened by one year)	2018
AVG. FISCAL YEAR NET D/S SAVINGS (2)	58,881
TOTAL NET DEBT SERVICE (2)	
Refunding	3,331,094
Existing	3,599,364
Trustee Fee Savings	8,250
Savings	276,520
Net Present Value Savings	266,531
Net Present Value Savings %	6.84%

(1) Includes bond counsel, placement agent, investor's counsel, title, CDIAC, redemption/COI/escrow and rounding/miscellaneous, as necessary.

(2) Includes existing reserve fund and interest earnings thereon. Also includes trustee fees.

Sources and Uses of Funds
San Ramon Valley Fire Protection District
2013 Refunding of 2003 Refunding Certificates of Participation Private Placement

Sources:

Bond Proceeds:

Par Amount 3,212,000.00

Other Sources of Funds:

Existing Reserve Fund 740,552.50

Debt Service Due 2-1-2014 72,791.25

813,343.75

4,025,343.75

Uses:

Refunding Escrow Deposits:

Cash Deposit 3,967,791.25

Delivery Date Expenses:

Cost of Issuance 57,393.80

Other Uses of Funds:

Additional Proceeds 158.70

4,025,343.75

Cost of Issuance
San Ramon Valley Fire Protection District
2013 Refunding of 2003 Refunding Certificates of Participation Private Placement

<u>Cost of Issuance</u>	<u>Amount</u>
Bond Counsel	22,500.00
Placement Agent	17,500.00
Investor's Counsel Fee (1)	10,000.00
Title	3,212.00
CDIAC	481.80
Redemption/COI/Escrow	1,200.00
Miscellaneous	2,500.00
	<u>57,393.80</u>

(1) \$5,000 of fee is non-contingent. If transaction doesn't close, amount is still due by District. If transaction closes, entire \$10,000 paid from COI.

Savings
San Ramon Valley Fire Protection District
2013 Refunding of 2003 Refunding Certificates of Participation Private Placement

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/19/2013 @ 1.3997294%
2/1/2014	72,791.25	73,223.24	(431.99)		(431.99)	(431.99)	(431.29)
8/1/2014	663,541.25	1,851.38	661,689.87	645,730.27	15,959.60		15,822.91
2/1/2015	63,511.25	1,851.38	61,659.87	18,158.00	43,501.87	59,461.47	42,829.54
8/1/2015	678,511.25	1,851.38	676,659.87	655,158.00	21,501.87		21,022.43
2/1/2016	52,595.00	1,851.38	50,743.62	13,699.00	37,044.62	58,546.49	35,966.89
8/1/2016	687,595.00	1,851.38	685,743.62	656,699.00	29,044.62		28,003.64
2/1/2017	40,847.50	1,851.38	38,996.12	9,198.00	29,798.12	58,842.74	28,530.46
8/1/2017	700,847.50	1,851.38	698,996.12	662,198.00	36,798.12		34,987.80
2/1/2018	28,307.50	1,851.38	26,456.12	4,627.00	21,829.12	58,627.24	20,610.97
8/1/2018	713,307.50	1,851.38	711,456.12	665,627.00	45,829.12		42,970.93
2/1/2019	14,950.00	1,851.38	13,098.62		13,098.62	58,927.74	12,196.35
8/1/2019	724,950.00	742,403.88	(17,453.88)		(17,453.88)		(16,138.66)
2/1/2020						(17,453.88)	
	4,441,755.00	834,140.92	3,607,614.08	3,331,094.27	276,519.81	276,519.81	266,371.98

Savings Summary

PV of savings from cash flow	266,371.98
Plus: Refunding funds on hand	158.70

	-
Net PV Savings	266,530.68

Summary of Refunding Results
San Ramon Valley Fire Protection District
2013 Refunding of 2003 Refunding Certificates of Participation Private Placement

Dated Date	12/19/2013
Delivery Date	12/19/2013
Arbitrage yield	1.399729%
Escrow yield	
Value of Negative Arbitrage	
Bond Par Amount	3,212,000.00
True Interest Cost	1.399729%
Net Interest Cost	1.400000%
Average Coupon	1.400000%
Average Life	2.648
Par amount of refunded bonds	3,895,000.00
Average coupon of refunded bonds	3.844084%
Average life of refunded bonds	3.224
PV of prior debt to 12/19/2013 @ 1.399729%	4,255,728.63
Net PV Savings	266,530.68
Percentage savings of refunded bonds	6.842893%
Percentage savings of refunding bonds	8.297966%

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Summary of Proposals Received for Refinancing of the District's 2003 COPs
11/5/2013**

	<u>Capital One</u>	<u>Compass</u>	<u>JPMorgan Chase</u>	<u>Municipal Finance Corp.</u>
Interest Rate: (Fixed For 5 Year Term)	2.25%	1.90%-2.15%	1.40%	2.25%
Security Interest in Leased Property:	YES	YES	NO	YES
Costs: (1)				
Bank Counsel Title	None	12,500 Required	10,000 (5,000 not contingent) Required	None Required
Bond Counsel (2)	None	Required	Required	None
Additional Bonds Test:	N/A	N/A	Allowed if Tax Revs are at least 200% of MADS (Same provision that currently exists on 2003 COPs)	N/A
Prepayment Provisions:	Non-Callable	To be negotiated	Callable at par on 8/1/16 or any date thereafter	Callable on any payment date with 1% premium
Rate Lock:	Until 12/13/13 if awarded by 11/30/13	30 days from award	Until 12/31/13 if awarded by 11/7/13	Until 1/3/14

Other Requirements: Insurance requirement, including general liability, casualty, and rental interruption, will be required as currently required by the 2003 COPs.

(1) Additionally, placement agent, escrow, CDIAC and miscellaneous fees apply to all proposals.

(2) We received quotes from both Jones Hall (the bond counsel firm that worked on the 2003 COPs) and Meyers Nave (who has assisted the District with labor matters). Jones Hall fee was quoted as \$22,500 and Meyers Nave fee was quoted as \$30,000.

RESOLUTION NO. 2013-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT AUTHORIZING DELIVERY AND SALE OF REFUNDING CERTIFICATES OF PARTICIPATION IN THE MAXIMUM PRINCIPAL AMOUNT OF \$3,500,000 TO REFINANCE 2003 REFUNDING CERTIFICATES OF PARTICIPATION, AND APPROVING RELATED DOCUMENTS AND ACTIONS

WHEREAS, the San Ramon Valley Fire Protection District (the "District") is obligated to pay lease payments under a Second Amended and Restated Lease Agreement dated as of June 1, 2003 (the "2003 Lease Agreement"), between the SRVFPD Financing Corporation (the "Corporation") and the District, which lease payments are evidenced by 2003 Refunding Certificates of Participation (Fire Protection Facilities Refinancing) which have been executed and delivered in the aggregate original principal amount of \$9,015,000 (the "2003 Certificates"); and

WHEREAS, in order to take advantage of favorable interest rates prevailing in the municipal bond market, the District wishes at this time to provide for the refinancing its lease payment obligations under the 2003 Lease Agreement from the proceeds of 2013 Refunding Certificates of Participation to be issued in the maximum principal amount of \$3,500,000 (the "Refunding Certificates"); and

WHEREAS, the District has received an offer from JPMorgan Chase Bank, N.A. (the "Purchaser"), to purchase the Refunding Certificates upon terms and conditions which are favorable to the District and which will produce substantial savings to the District; and

WHEREAS, the Board of Directors wishes at this time to authorize and approve all proceedings for the refinancing of the District's obligations with respect to the 2003 Lease Agreement and the 2003 Certificates, the delivery and sale of the Refunding Certificates for that purpose and all related documents and actions, in furtherance of the public purposes of the District;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the San Ramon Valley Fire Protection District as follows:

Section 1. Approval of Refinancing Plan and Related Documents. The Board of Directors approves the refinancing plan outlined above. To that end, the Board of Directors approves each of the following financing documents in substantially the respective forms on file with the Secretary, together with any changes therein or additions thereto approved by the Fire Chief, provided that the execution thereof by the

President or the Fire Chief (each, an "Authorized Officer") shall be conclusive evidence of such approval:

- (a) Second Amended and Restated Site Lease between the District as lessor and the Corporation as lessee, which amends and restates the Site Lease relating to the 2003 Certificates in order to implement the refinancing plan.
- (b) Third Amended and Restated Lease Agreement between the Corporation as lessor and the District as lessee, which amends and restates the 2003 Lease Agreement in order to implement the refinancing plan.
- (c) Trust Agreement among the District, the Corporation and U.S. Bank National Association, as trustee (the "Trustee"), under which the Trustee agrees to execute and deliver the Refunding Certificates, and which specifies the detailed terms and provisions relating to the Refunding Certificates.
- (d) Certificate Purchase Agreement among the District, the Corporation and the Purchaser, specifying the terms and conditions upon which the Certificates are to be sold to the Purchaser.
- (e) Irrevocable Refunding Instructions given by the District to U.S. Bank National Association, as trustee for the 2003 Certificates, relating to the administration of funds to refinance the 2003 Certificates.

An Authorized Officer is authorized and directed for and in the name and on behalf of the District to execute, and the Secretary is hereby authorized and directed to attest the final form of each of the foregoing documents. The schedule of lease payments attached to the Third Amended and Restated Lease Agreement shall correspond to the payments of principal and interest represented by the Refunding Certificates, to be determined upon the sale thereof as set forth in Section 2.

Section 2. Sale of Refunding Certificates. The Board of Directors hereby approves the sale of the Refunding Certificates by negotiation with the Purchaser. The Refunding Certificates shall be sold to the Purchaser under, and upon the terms and provisions set forth in, the Certificate Purchase Agreement in the form approved above.

Section 3. Official Actions. The President, the Fire Chief, the Chief Finance Officer, the Secretary and all other officers of the District are each authorized and directed in the name and on behalf of the District to make any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they or any of them might deem necessary or

appropriate in order to consummate any of the transactions contemplated by the agreements and documents approved pursuant to this Resolution. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Directors of the San Ramon Valley Fire Protection District, at a regular meeting thereof duly held on the 21st day of November, 2013, by a majority vote of all of its members. Adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

SAN RAMON VALLEY FIRE PROTECTION
DISTRICT

APPROVED AS TO FORM:

William D. Ross, District Counsel

By _____
Board President, Matthew J. Stamey

ATTEST:

APPROVED AS TO CONTENT:

Susan F. Brooks, District Clerk

Paige Meyer, Fire Chief

CORRESPONDENCE



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013
To: Board of Directors
From: Dan McNamara, Special Operations Battalion Chief
Subject: Sale of surplus Zoll M-Series Cardiac Monitors

Background:

In January 2013, the District took delivery of and placed in service new Lifepak 15 cardiac monitors on all frontline ambulances, engines and trucks. The Lifepak monitors replaced the Zoll M-Series monitors, which had been used by the District for several years. The Lifepak monitors were purchased with funds from Federal Assistance to Firefighters Grants (AFG) and Contra Costa County Measure H funding. The Lifepak monitors allow field paramedics to transmit 12 lead ECGs to receiving emergency rooms. The Lifepak monitors also have many improved features and advanced technology that the Zoll M-Series monitors lacked. The 25 Zoll-M-Series monitors which were replaced with the Lifepak monitors were over ten years old and would have to be supported with annual preventative maintenance to keep them operational. The 25 Zoll M-Series monitors were deemed excess and at the May 2013 Board meeting, the Board approved declaring the 25 Zoll M-Series monitors as surplus.

Initially, local agencies were contacted to see if there was any interest in purchasing the surplus Zoll M-Series monitors. However, due to the monitors' age and capabilities, no local agencies expressed interest in purchasing the monitors. The EMS Division then solicited quotes from three different medical equipment resale vendors as well as Physio-Control, the manufacturer of the Lifepak 15 monitors, for the purchase of the 25 Zoll M-Series monitors. The quotes ranged from \$200.00 to \$800.00 per monitor. The quote for \$800.00 per monitor was accepted and the buyer paid for the cost of shipping and provided all shipping materials. The buyer also paid \$300.00 for extra cases and supplies that were compatible with the Zoll M-Series monitors. Two of the Zoll M-Series monitors were broken and the cost to repair them was more than they were worth, so the buyer took delivery of 23 Zoll M-Series monitors.

As a result of the surplus and sale of the Zoll M-Series monitors, the District received a payment for \$18,700.00

Brooks, Sue

From: Meyer, Paige
Sent: Wednesday, November 06, 2013 2:00 PM
To: Brooks, Sue
Subject: FW: Thank you

-----Original Message-----

From: Jason Skeoch [<mailto:Jason.Skeoch@allsystemsbroadband.com>]
Sent: Monday, November 04, 2013 8:37 PM
To: Meyer, Paige
Subject: Thank you

Paige

Those guys did an excellent job with the kids. Very informative but really kept the interest of the kids. They went way above and beyond for our group. Thank you very much.

Jason Skeoch
Sent from my iPhone

-----All Systems Broadband, Inc. -----

This e-mail and any attachments may contain information which is confidential, proprietary, privileged or otherwise protected by law. The information is solely intended for the named addressee (or a person responsible for delivering it to the addressee). If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete it from your computer.

DEAR FIRE CHIEF MEYER
9/3/13 YOUR PARAMEDIC MIKE
& HIS CREW TOOK ME TO KAISER
AS I HAD SOME OF THE SYMPTOMS
FOR A STROKE. YOUR TEAM OF
FIREFIGHTERS & PARAMEDICS WERE VERY
PROFESSIONAL. FORTUNATELY IT TURNED
OUT I WAS OK & GOT RELEASED
ABOUT 1130PM THAT NIGHT.
THANKS AGAIN FOR YOUR HELP
AS IT WAS APPRECIATED SINCERELY,
Tom Willis

Brooks, Sue

From: Meyer, Paige
Sent: Monday, October 28, 2013 10:14 AM
To: Brooks, Sue
Subject: FW: Emergency service

From: richard mcburnie [~~mailto:richardmcburnie@gmail.com~~]
Sent: Tuesday, October 22, 2013 1:11 PM
To: Meyer, Paige
Subject: Emergency service

A few months have passed since your fine personnel attended to me during my medical emergency and I can't praise them enough for the very prompt response to my need. . i was pleasantly surprised of the manner in which they silently and methodically transported me to John Muir hospital.. It seems like they were never here due to their speed and obviously extensive professional training..

How many times can I say thank you for a job well done.I have praised your services to all our friends.

10/31/2013

Dear Fran,

Thank you so very much for all your attentions to us and working with us, talking to the City for us and helping us out with the crash.

We are truly grateful for all your efforts to help us resume to getting back to business so soon. We could not have done it without your help and consideration.

Thank you again,

Jennifer Pope - Rosa Pope
Amedaious Salew.

- please accept gift as a token of gratitude.

10/31/2013

To all those at The San Ramon Fire
Dept.,

Thankyou so much for helping
us as much as you did the other
day with the car crash at Salon

Thankyou for helping us with
the cleaning crew, the glass
company, and making sure our
staff as well as we were ok, etc.
We were so stressed, that you had
helped us get back on our feet.

Thankyou again for all that
you do on a daily Basis, and
what you did for us that day,
and also taking care of my Mom,
(the ^{Rosa} owner). We couldn't have done
anything without you! Thankyou!
Jennifer Pope - Ambitious Jal

Brooks, Sue

Subject: FW: Thank You for the Tour Yesterday!!

From: Steve Collins [mailto:steve.collins@rotaryclubofalamo.com]
Sent: Friday, October 25, 2013 5:19 PM
To: Martin, James
Cc: Meyer, Paige
Subject: Thank You for the Tour Yesterday!!

Jim,

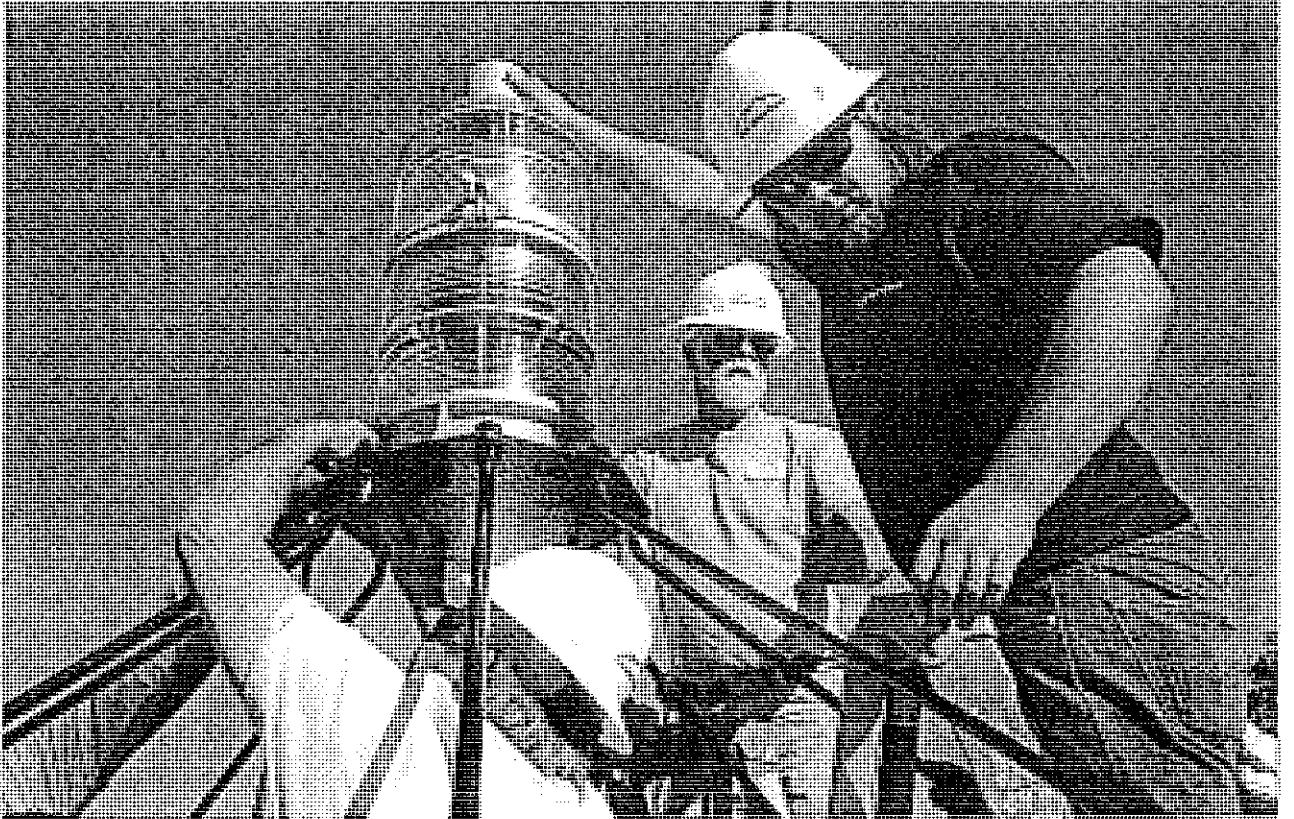
Thank you so much for giving my two boys a tour of the fire station yesterday! You are so good with people and especially kids!! We all learned a lot. It was cool because when you were called out, I let them listen to you guys responding to the call and talking with dispatch on the SRVF station on Tune In (<http://tunein.com/radio/San-Ramon-Valley-Fire-Protection-District-s145952/>)

This week's Time for Kids was all about visiting a Firehouse and having the team out at Alamo Elementary yesterday really made him want to come visit the fire station. He wants to be a fireman.

Thanks again ... and hopefully see you at the Hands Only CPR at Alamo Rotary on Wednesday the 6th.

Warm Regards,

Steve Collins
President
Rotary Club of Alamo



(l to r) Ken Hart, John Gallagher and Klayton Hart prepare to lift into place the aircraft warning light that sits atop the beacon at Mt. Diablo, Calif. on Tuesday Oct. 22, 2012. The historic aviation beacon that has sat atop Mt. Diablo since 1941 was returned to the summit after undergoing significant repairs. Photo: Michael Macor, The Chronicle

Thanks again for all of you help.
Your (materials) check should be in the mail today.

John Stuart



Center for
Public Safety
Excellence

4501 Singer Court, Suite 180
Chantilly, VA 20151
(866) 866-2324 T
(703) 961-0113 F
www.publicsafetyexcellence.org

October 28, 2013

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

Dear Division Chief Meyer,

The Statement of Findings on your Annual Compliance Report was reviewed during the commission teleconference on October 8, 2013.

It is my pleasure to inform you that the full commission voted unanimously to accept your report. You are congratulated on your efforts and those of the personnel in your department.

Your continued dedication to the self-assessment process will certainly result in the continued professional development of your organization.

Once again, congratulations.

Sincerely,

R. Allan Cain
Chairman, Commission on Fire Accreditation International

RAC/cs



Commission on
Fire Accreditation
International



Commission on
Professional
Credentialing



Technical
Advisor
Program



Commission on
Fire Accreditation
International

Annual Compliance Report

7th Edition

1500 Bollinger Canyon Rd
San Ramon, CA
USA 94583



This Report Prepared on June 30, 2013
By
John Duggan, Division Chief/Accreditation Manager
For The
Commission on Fire Accreditation International, Inc.

This Report Represents The Agency's Status
As It Relates To Its Accreditation Report
Dated August 31, 2010

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Preface

The accreditation report submitted to the Commission on Fire Accreditation International, Inc. enabled the commission to award accreditation status to your agency. Part of the requirements to retain accredited agency status is your commitment to keep the commission staff informed of any significant changes or developments in activities, direction, or programming. This is accomplished by the preparation and submission of an annual compliance report.

The accreditation report is the internal control document of the commission that establishes your agency's benchmarks. The annual compliance report is the document used by the Commission to monitor your status as it relates to your standards, procedures and practices as well as the progress made toward completing all strategic and specific recommendations.

Each section must be completed if there is any activity to report. An activity is any rate of change, direction of change, nature of change or amount of change. Appropriate documentation must accompany this report to demonstrate that official action occurred that resulted in a change to the agency's benchmarks or progress/completion of the strategic and specific recommendations. Examples of appropriate documentation are: certified copy of the governing body minutes, CEO written directives, copies of Federal or State Statutes, copies of local ordinances or resolutions, copies of purchase orders, copies of signed contracts, copies of Federal or State administrative rules, copies of Federal or State regulatory agency ordered action or settlement agreement, copies of court ordered action or settlement agreement, copies of local government charters, or copies of voter approved referendum. Copies of any supporting documentation that was used by the agency to effectuate a change should also accompany the compliance report. Examples of supporting documentation are: feasibility studies, ISO grading reports, position papers, legal opinions, recommendation memos, or consultant's reports.

The annual compliance report is due 45 days before the anniversary date of your agency's most recent award of accreditation.

Any questions regarding the report, its content or length should be directed to the CFAI Program Manager.

Agency Information

Agency Name: San Ramon Valley Fire Protection District

Agency Address: 1500 Bollinger Canyon Road
San Ramon, CA
94583

Agency Website: www.firedepartment.org

Agency Head: Paige Meyer

Agency Head E-Mail: pmeyer@srvfire.ca.gov

Agency Head Phone: 925-838-6600

Accreditation Mgr: John Duggan

Title: Division Chief

Accred. Mgr. E-Mail: jduggan@srvfire.ca.gov

Accred. Mgr. Phone: 925-838-6657

Date of most recent
Award of Accreditation: August 31, 2010

Annual Compliance
Report due date: July 15, 2013

Annual Compliance
Report Number (1-4): 3

Number of Times
Accredited: 1

Current ISO Rating: 2

Agency/Jurisdiction Description

The Fire District now known as the San Ramon Valley Fire Protection District began its existence as the Danville Fire District in 1921. The 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, California. The District serves a population of 179,500.

Composition

The District's service area encompasses approximately one hundred fifty five (155) square miles. This service area is twenty eight percent (28%) urban, twenty two percent (22%) suburban, and fifty percent (50%) rural, with ninety seven (97%) of the population living in the urban and suburban areas.

Government

The San Ramon Valley Fire Protection District is an Independent Special District as defined under the California Fire Protection District Law of 1987. The District is governed by a five (5) member Board of Directors that is elected at large.

Budget

The approved Annual Operating and Capital Budget for fiscal year 2013-14 is \$54,070,895 dollars.

Staff/Stations/Apparatus

The San Ramon Valley Fire Protection District operates nine (9) career fire stations and one (1) volunteer fire station, with a staff of 190 uniformed and civilian personnel. The District operates ten (10) fire engines, three (3) fire trucks, two (2) Advanced Life Support Ambulances, three (3) ALS Rescue Medic Units, one (1) Hazardous Materials Unit, one (1) Heavy Rescue Unit, one (1) Mobile Communications/Command Unit, and one (1) Breathing Air Support Unit. The District has a daily minimum staffing of 44 personnel in emergency response roles.

Agency Environmental Changes

Although no significant environmental changes have occurred within the SRVFPD over the last year, persistent economic weakness has forced the District to make strategic proactive decisions in order to protect service levels in the communities it services. It is difficult to accurately forecast how long it will take for the local economy to return to the robust position it enjoyed prior to the recent economic downturn. District revenue peaked in FY 2008-2009 at \$51,300,000 and had declined 6.6% by FY 2012-2013. Although revenue is forecasted to grow at 2% in FY 2013-2014, this growth will occur on an amount significantly reduced after three years of historical decline.

Daily staffing levels and District operations remained steady throughout the year. A daily staffing reduction of one (1) two (2) person ambulance is planned for FY 2013-2014. The District's focus this year has been on internal leadership and organizational improvements, as well as key infrastructure upgrades. The most notable of which have been:

- The position of Fire Chief went unfilled by a permanent employee for the first three months of calendar year 2013, while the District's Board of Directors executed a thorough and extensive recruitment process for that key leadership position. On March 18, 2013 Paige Meyer was hired as the Fire Chief of the District and remains in place in that position.
- As of March 2013 the District's Memorandum of Understanding (MOU) with IAFF Local 3546 had been expired for two years. While contract talks continued throughout that two year period, Chief Meyer inherited a negotiations effort that had long been stalled. In May 2013 the District and Local 3546 entered into a productive formal five year MOU agreement. The terms of this agreement secured many conditions of employment that labor had made a priority, while reducing overall personnel costs. Although faced with unprecedented increases in employer retirement contributions and health care premiums, and after the District had been forced to spend \$2,200,000 in reserves in FY 2012-2013, this contract allowed Chief Meyer to present a balanced FY 2013-2014 budget to the District's Board of Directors on June 26, 2013.
- Staff completed a facilities, fleet and equipment Renewal Replacement Program study in order to identify future replacement costs and reserve needs. This tool will allow the District to better forecast and plan for future cost expenditures.
- The District partnered with neighboring public safety agencies in the county and received \$1,900,000 federal grant revenue for the purchase of a new 800 MHz trunked digital radio system. This investment has afforded the District the opportunity to participate in the East Bay Radio Communications System (EBRCS), and will allow the District to greatly expand its emergency radio communications interpretational capabilities. The District has calendared October 1, 2013 as the "go live" date on this new radio system.

- The District secured a federal grant in the amount of \$762,000 to be used for the replacement of all Self Contained Breathing Apparatus (SCBA) in FY 2013-2014, with a total replacement cost of \$1,500,000.
- The District has purchased three (3) new ambulances as replacement apparatus and a light duty vehicle at a cost of \$750,000.
- The District hired six (6) Firefighters this year, who participated in a three month paramedic indoctrination program and a thirteen week Advanced Firefighter Academy. These newly hired firefighters will be assigned to the Suppression Division in August 2013.
- The District's FY 2013-2014 Annual Operating Budget includes \$125,000 for outside education and training opportunities for District employees. These funds are dispersed in the form of financial assistance and reimbursements on a pre-approved basis.
- The District's FY 2013-2014 Annual Operating Budget assigns \$520,000 in irrevocable revenue to the Other Post-Employment Benefits (OPEB) Fund, for the purposes of combating unfunded liabilities through long range budget planning.
- Construction of replacement Fire Station 32 could begin this year as planned. The District has secured land use authority and final approval for the construction project. The Board of Directors will continue to explore all options available to best plan for the replacement of this fire station.
- Several personnel positions remained unfilled including two (2) Assistant Chiefs positions, one (1) Deputy Fire Marshal position, and one (1) Training Captain position.

Changes in Compliance With Legal Requirements in Federal, State and Local Government(s)

1. Is your agency in compliance with all standards applicable to the agency at its most recent accreditation, or last annual compliance report, whichever is the most recent? Examples of standards are ADA, OSHA, Fair Labor Standards Act., etc.

Yes

Changes in Compliance With Adopted Community/Agency Standards

1. Is your agency in compliance with all community/agency standards at its most recent accreditation, or last annual compliance report, whichever is the most recent? Examples of community/agency standards are: established response time, minimum staffing, any NFPA standard adopted or used that is not mandated by the Federal or State governments, labor contracts, etc.

Yes

Changes in Compliance With Self-Assessment Core Competencies

1. Is your agency in compliance with all self-assessment core competencies since its most recent accreditation, or last annual compliance report, whichever is the most recent?

Yes

Changes in Compliance with Core Competencies Within the Self-Assessment Process

In Compliance	No Longer In Compliance	Core Competency		
		No.	Partial Description	Change in Performance Measure/Benchmark
X		1A.1	agency has been legally established	
X		1B.3	compliance with legal requirements	2012 Comprehensive Annual Financial Report approved. Twelfth consecutive <i>Certificate of Achievement for Excellence in Financial Reporting</i> received from GFOA.
X		2A.3	data recorded for a minimum of three years	
X		2B.1	each planning zone is analyzed and evaluated	Process of integrating the 2010 Census Data into population density mapping completed
X		2B.4	"standard of response coverage" strategy has been established	In the process of integrating the 2010 Census Data into the "standard of response coverage" strategy
X		2C.1	each planning zone is analyzed and evaluated	
X		2C.4	"standard of response cover" strategy has been established	
X		2D.1	agency has a "master or strategic plan"	
X		3A.1	goals have been adopted	FY 2013-2014 budget goals adopted June 2013
X		3A.2	specific objectives have been adopted	Adoption of FY 2013-2013 budget includes specific goals and objectives by department in compliance with adopted Strategic Plan
X		3B.1	management process identified	
X		3C.1	objectives are reviewed annually	Objectives reviewed by Fire Chief and Board of Directors annually
X		4A.2	process for developing the annual budget	Annually reviewed for improved opportunities
X		4B.5	financial audits are conducted	Financial Audit was conducted as component of CAFR in March 2013
X		4C.1	programs based on anticipated revenues	Evaluations included in annual budget process
X		5A.1	agency meets their staffing and deployment objectives	Call Processing: Exceeds goal by 0:14 Turnout Time: Short of goal by 0:11 First unit response all call types: Urban- Exceeds goal by 0:07 Suburban – Exceeds goal by 0:03 Rural – Short of goal by 2:45 Effective Response Force Medical: Urban- Exceeds goal by 0:20 Suburban – Exceeds goal by 0:17 Rural – Exceed goal by 6:00 Effective Response Force Fire: Urban – Short of goal by 1:58 Suburban - Short of goal by 4:33 Rural - Exceeds goal by 6:14 (Exhibit 1)
X		5A.4	current standard operating policy manual	
X		5A.5	incident command/management system	
X		5A.7	periodic appraisal of the emergency response program	Statistical performance data is analyzed monthly to compare baseline and benchmark goals are being met
X		5B.1	adopted fire prevention code	2009 International Fire Code adopted 2010 California Fire Code adopted In process of developing amendments to the 2012 International Fire Code, to be adopted by the District's Board of Directors September 2013
X		5B.2	compliance with applicable fire protection law	Administration Citation Program adopted Fee Schedule adopted
X		5B.3	adequate staffing	
X		5B.4	plan check system in place	
X		5B.6	standard operating procedures/general operating	
X		5B.8	periodic appraisal to determine balancing of fire hazard risk	The District expanded the Exterior Hazard Abatement Program to include all property parcels in both the State Responsibility Area and the Local Responsibility Area that are identified as being in either a Moderate, High, and Very High Severity Zone. This effort has now added 4,637 parcels for a total number of 11,700 parcels and complies with

In Compliance	No Longer In Compliance	Core Competency		
		No.	Partial Description	Change in Performance Measure/Benchmark
				established boundaries of the California Department of Forestry and Fire Protections Fire severity zone maps.
X		5C.2	staffing to accomplish the program's mission	
X		5C.4	public education programs are targeted	The District implemented a high school CPR program to provide instruction in both CPR and AED use.
X		5C.6	periodic appraisal to determine effectiveness	The District has increased the scope of the incident based data that is evaluated as a component of the public education program. On-going comparison of annual data for lift-assisted and cardiac arrest outcomes to evaluate effectiveness of public education and emergency response
X		5D.1	methods and procedures in place	The District's Fire Investigation Program policy and procedure updated April 2011
X		5D.2	adequate staffing	
X		5D.6	standard operating procedures/general operating guidelines	The District's Fire Investigation Program policy and procedures updated April 2011. An Incident and Fire Investigation Report Request policy was developed and implemented in April 2011
X		5D.7	periodic appraisal on effectiveness	
X		5E.1	agency meets emergency deployment objectives	Meeting response goal
X		5E.4	standard operating procedures/general operating	
X		5E.6	periodic appraisal made technical rescue	
X		5F.1	agency meets emergency deployment objective	Meeting response goal
X		5F.4	standard operating procedures/methods in place	
X		5F.6	periodic appraisal made hazardous materials	Goals and Objectives adopted for 2012-13 budget year
X		5G.1	agency meets deployment objectives	See 5A.1
X		5G.4	standard operating procedures, standing orders	
X		5G.6	patient care record maintained for each patient	
X		5H.1	there is a published all hazards plan	
X		5H.6	current standard operating procedure in place	
X		5H.7	system of ensuring interoperability with public safety agencies	
X		5I.1	the agency meets their deployment objectives	N/A
		5I.4	current standard operating procedure is in place	N/A
		5I.6	periodic appraisal made of the program	N/A
		5J.1	the agency meets their staffing, and deployment	N/A
		5J.4	current standard operating procedure in place	N/A
		5J.6	periodic appraisal made	N/A
X		6A.3	physical facilities adequate	Third party inspection for a Renewal and Replacement study in progress
X		6A.4	facilities are in compliance with regulations	Third party inspection for a Renewal and Replacement study in progress
X		6B.1	apparatus is located to accomplish the stated standards of response coverage	
X		6C.1	maintenance program has been established	
X		6C.5	methods to implement apparatus maintenance program	
X		6D.3	maintenance on equipment conducted by qualified	
X		6E.1	safety equipment has been identified and distributed	
X		6F.2	there is involvement with the governing body, administration, and staff in the planning for physical facilities	
X		7A.1	designated human resource manager	Completed January 2013
X		7B.3	recruiting, selection and promoting process complies	Confirmed and on-going
X		7C.1	Personnel policies and rules are communicated	
X		7C.2	agency policy defining and prohibiting harassment	
X		7D.1	process by which jobs are audited and modified	Job descriptions routinely reviewed and revised as necessary

In Compliance	No Longer In Compliance	Core Competency		
		No.	Partial Description	Change in Performance Measure/Benchmark
X		7E.1	rates of pay and compensation are published	Completed. Posted on public website
X		7F.4	there is an occupational health and safety training program	Safety committee in place and the Illness and Injury Prevention Plan updated
X		8A.1	process in place to identify training needs	Change in progress: Training Summit with input from all levels of District – October 2013
X		8B.4	evaluation through the use of performance based	
X		8C.1	training facilities and apparatus are provided	Training Site facilities expansion completed May 2013
X		8D.2	training materials are evaluated on a continuing basis	
X		9A.1	establish minimum fire flow requirements	
X		9A.2	adequate and reliable water supply	ISO audit completed 1/12. Class 2 reconfirmed.
X		9B.1	system of ensuring communication in the field	The District is instituting a \$1.9 million regional emergency radio system and developing a P-25 compliant communications system
X		9B.5	standard operating procedures and methods	
X		9C.2	the management process including organizational and procedure analysis is adequate and effective	
X		9D.2	information system supports the needs of the agency	New RMS Fire Prevention system fully implemented
X		10A.3	functional activity descriptions that define role of system	
X		10B.1	agreements are identified, current and support	

Strategic Recommendations

Recommendation	ACCEPTED	IMPLEMENTED	Rejected
<p>Recommend that the District be tasked with ensuring that the Districts ISO goals are achievable through the current programs and procedures</p>	<p>ISO audit completed at Districts request. District retained its Class 2 rating.</p>		
<p>It is recommended that the District evaluate their dispatch protocols, processes, and technology to determine if there are efficiencies that may speed up call processing, dispatch and reflex times.</p>	<p>Implemented new technologies including CAD upgrade and mobile data computers.</p>		
<p>It is recommended that the District evaluate station ergonomics to determine whether there are efficiencies that could be incorporated to facilitate crew response to emergencies.</p>	<p>Implemented for new fire stations and facilities, in progress for existing stations and facilities</p>		
<p>It is recommended that the District evaluate their total ERF requirements and determine whether they match the task requirements for each parcel based upon their hazard and risk analysis. (3A.2)</p>	<p>Ongoing: Operations team is compiling data on ERF and comparing it to adopted risk assessment on a parcel by parcel basis</p>		
<p>It is recommended that the District evaluate the effect of alarm upgrades/downgrades on their ERF travel times and determine their cumulative effect on alarm outcomes.</p>	<p>Ongoing: IT personnel are analyzing responses with alarm upgrades and downgrades and incorporating that data into monthly reports to the governing body</p>		
<p>Recommend pursuing national fire</p>	<p>Evaluating options to</p>		

<p>investigation certification for all members of the District that perform type II and III investigations. (5D.2)</p>		
<p>While the San Ramon Valley Fire Protection District has capable interoperability using hardware patching, the agency should continue to pursue and support cooperative regional efforts to provide permanent regional solutions. (5H.7)</p>	<p>District is implementing new East Bay Regional Communications System which will link all police and fire agencies in the East San Francisco Bay Area to a common radio communication system</p>	

Specific Recommendations

Recommendation	ACCEPTED	IMPLEMENTED	REJECTED
<p>1A.2 <u>The governing authority.</u></p> <p>The National Integration Center (NIC) strongly recommends that all elected officials who will be interacting with multiple jurisdictions and agencies during an incident at the minimum complete IS-700: NIMS, An Introduction, and ICS-100: Introduction to ICS. These courses provide a basic understanding of the National Incident Management System and the Incident Command System. Everyone directly involved in managing an emergency should understand the command reporting structures, common terminology, and roles and responsibilities inherent in a response operation.</p>	<p>Recently elected members of the District's Board of Directors are currently in the process of completing IS-700 and ICS-100 in an effort to have all sitting Directors maintain this minimum level of training</p>		
<p>2A.4 <u>Demographics.</u></p> <p>It is recommended that the San Ramon Valley Fire Protection District utilize United States Census Bureau data at the census tract and block group level to obtain a more detailed illustration of the population, demographics, and socioeconomic conditions of the district.</p>	<p>District staff is currently analyzing new Census data from the 2010 census and comparing it to our population density designations</p>		
<p>5A.4 <u>Fire Suppression supplies.</u></p> <p>The District should inspect and examine all</p>	<p>A new District wide inventory control and tracking system is</p>		

<p>disposable supplies, equipment, and tools to ensure that such items that include a manufacturer's expiration date are removed from service. Examples of these types of items include disposable medical supplies, canister filters, airlift bags, and personal protective equipment.</p>		
<p>5B.7 <u>Information system Fire Prevention.</u> Recommend the District formalize a process for data analysis to determine the fire risks that community faces and enable the fire prevention division to focus efforts toward reducing these risks through measurable programs.</p>	<p>SRVFPD has implemented a comprehensive custom designed Records Management System (RMS) specifically designed for this purpose.</p>	
<p>5C.5 <u>Information system Public Education</u> The District should explore implementing pre and post testing of the students that receive the fire safety education in the schools to ensure and quantify that learning has occurred.</p>	<p>This capability has been included in the Fire Prevention RMS module addressed in 5B.7</p>	
<p>5D.4 <u>Fire Investigation Agreements.</u> The District should pursue the formalization of agreements with Contra Costa County Fire Protection District, Livermore-Pleasanton Fire, and any other allied agencies that aid and support the fire investigation program.</p>	<p>Written agreements still need to be reviewed and updated by participating agencies</p>	
<p>5E.4 <u>Technical Rescue Supplies</u> The District should inspect and examine all</p>	<p>A new District wide inventory control and tracking system is</p>	

<p>disposable supplies, equipment, and tools to ensure that such items that include a manufacture's expiration date are removed from service. Examples of these types of items include disposable medical supplies, canister filters, lift bags, and personal protective equipment.</p> <p><u>5G.4 EMS supplies</u></p>		<p>being implemented</p>	
<p>The District should inspect and examine all disposable supplies, equipment, and tools to ensure that such items that include a manufacture's expiration date are removed from service. Examples of these types of items include disposable medical supplies, canister filters, lift bags, and personal protective equipment.</p>		<p>A new District wide inventory control and tracking system is being implemented</p>	
<p><u>5H.2 Domestic Preparedness Vulnerability assessment</u></p> <p>To support its mission the San Ramon Valley Fire Protection District should evaluate its ability to be prepared to continue its essential functions during any type of threat or emergency and to effectively resume its mission and essential functions if an interruption threatens. This evaluation should include planning and program guidance to ensure the continuation of the District's essential operations including the policy role the elected officials play in the event that the</p>		<p>Business continuity plans must still be developed.</p>	

<p>primary operating facility is incapacitated and personnel are unavailable or incapable of activating or deploying.</p>			
<p>5H.9 <u>The all hazards plan.</u></p> <p>The District should exercise components of their emergency response plan, including the use of the incident Command System (ICS), on an annual basis and provided for the publishing of than After Action Report (AAR) that identifies strengths and weakness of the plan. The written plan should be reviewed and updated annually.</p>	<p>Emergency response plan was completed, exercised, and an AAR was conducted with all personnel (Exhibits 5, 6)</p>		
<p>6C.7 <u>Information system Apparatus Maintenance.</u></p> <p>The San Ramon Valley Fire Protection District should follow through on its plan of developing a fleet maintenance database and integrate it with their Information-Led Management (ILM) framework.</p>		<p>SRVFPD is planning to implement this recommendation</p>	
<p>6E.4 <u>Safety Equipment maintenance.</u></p> <p>Consideration should be given to storing spare self-contained breathing apparatus (SCBA) face pieces in sealed, plastic bags to assure cleanliness. The bags should be conspicuously labeled with the test and cleaning dates.</p>		<p>Federal grant revenue has been approved for the District to acquire a full compliment of new SCBA to be compliant with 2013 NFPA standards</p>	
<p>6E.5 <u>Safety Equipment Inventory Control.</u></p> <p>The San Ramon Valley Fire Protection District should follow through on its plan of developing an inventory and maintenance</p>		<p>A new District wide inventory control and tracking system is being implemented</p>	

<p><u>tracking of safety equipment and integrate into the Information Led Management (ILM) framework.</u></p>	<p><u>8A.5 Command and Staff Development.</u></p> <p>The District should explore the development of an officer development program for all officers similar to the IAFC Officer Development Handbook Model. The District should also consider instituting a mentoring program for members transitioning into the various officer ranks.</p>	<p>Ongoing Officer Development class presentations been implemented, Position Task Books have been implemented for the positions of Firefighter, Engineer, and Captain. Chief Officers, and acting Battalion Chiefs have all been enrolled in Blue Card Command Certification. All Chief Officers and Company Officers have been</p>	
		<p>afforded the opportunity to become member in the IAFC. The District has allocated \$125,000 in financial assistance for outside training. The District hosted an in-house five-month CFO/FO development program.</p>	

<p>9A.4 <u>Public and Private Water Systems.</u></p> <p>Explore an improved avenue for communications with the Dublin-San Ramon Services District (DSRSD) and managers of private water systems is in need of development.</p>		<p>Ongoing meetings with both water purveyors have occurred with an effort on formalizing communications</p>	
<p>9A.8 <u>Public and Private Water Systems Maintenance.</u></p> <p>A program must be developed to assure private fire protection water supplies are properly maintained, inspected and tested in accordance with applicable codes, laws, and/or standards.</p>		<p>Fire Prevention staff, along with the District's Water Supply Officer are currently engaged in this project</p>	
<p>9B.9 <u>Emergency Response Communications</u></p> <p>It is recommended that at least annually, communications center personnel exercise the procedures involved in the event of a complete failure of the primary dispatch center.</p>		<p>In progress, a Position Task Book for dispatchers who are perform duties at an alternate dispatch center has been developed and quarterly exercises will be held</p>	
<p>9D.1 <u>General office resources.</u></p> <p>It is recommended that alternative methods of fire protection and detection be</p>		<p>A specialized and highly-sensitive alarm system has been installed in the server, radio, and</p>	

<p>examined for the server, radio, and telecommunications equipment in the District's facilities.</p>	<p>telecommunications equipment room</p>	
<p>10B.3 External Agreements</p> <p>It is recommended that the SRVFPD review and reaffirm its mutual/automatic aid agreements, at least annually, to account for changes in the internal and external operating environments, of each jurisdiction impacted by them.</p>	<p>An annual review process to ensure up-to-date Automatic and Mutual Aid agreements must still be developed and implemented.</p>	

Other Information

The members of the San Ramon Valley Fire Protection District remain steadfastly committed to exceed the expectations of the Commission on Fire Accreditation International by maintaining our culture of quality and best practices throughout the organization.

This Annual Compliance Report documents our progress in protecting and preparing our residents and shows how our commitment to the accreditation process will protect our communities in future years. This ACR recognizes the nexus between continued investment in infrastructure and the safety of our residents today and in the future. In addition, it promotes the vision, leadership and community focus required to achieve our strategic goals by valuing teamwork, innovation and continuous improvement.

The responsibilities of this agency affect the lives of people in our communities every day. The accreditation process helps guide our mission and provides tangible standards by which to gauge our success in achieving our commitments to all those who depend on our performance and stewardship.

Ensuring that our citizens live in a safe environment protected by one of the finest fire departments in the country is a responsibility that all members of the District welcome. We are grateful to the commission for their support of our efforts to safeguard and extend our legacy of exceptional service and public value.

Exhibit List

- Exhibit #1: San Ramon Valley Fire Protection District Board of Directors Meeting Minutes dated June 26, 2013 - Standards of Cover Policy Compliance Report
- Exhibit #2: Exemplar of Communications Equipment Upgrades entitled "Emergency Power Station 31"
- Exhibit #3: Memorandum of Understanding dated May 2, 2013
- Exhibit #4: San Ramon Valley Fire Protection District's Comprehensive Annual Financial Report (CAFR) dated June 30, 2013

Verification

I verify that the information contained in this report is complete and true to the best of my knowledge.

A handwritten signature in black ink, appearing to read "Paige Meyer". The signature is written in a cursive style with a large initial "P" and a long horizontal stroke at the end.

Fire Chief
San Ramon Valley Fire Protection District

June 30, 2013

OPERATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013
To: Board of Directors
From: John Duggan, Interim Assistant Chief, Operations
Subject: Monthly Operations Report for October 2013

Training

1. Training Captain Shafer remains assigned to modified duty restrictions
2. Training Captain Archuleta registered to attend Safety Officer S-404 course
3. Training Captain Shafer attended CSFM Instructor 1B course
4. Training personnel formalizing lesson plans for District FF-II Recruit Academy
5. First quarter probationary testing for 2013 Recruit personnel completed
6. One of six 2013 Recruit Academy members remains on provisional EMS assignment
7. Fourth quarter "Gas and Electrical Emergency" firefighter training in progress
8. EBRC Module III training 90% complete

EMS

1. Fourth quarter EMS in-service training began October 1st
2. Measure H funded Combi Boards and Vacuum Mattress arrived
3. Monthly EMS Committee meeting completed
4. Surplus of Zoll Monitors completed, refer to staff report
5. Completed annual biomedical servicing of LifePak-15 monitors
6. Completed drafting of District Ordinance #30

Special Operations

1. Hazardous Materials
 - a. Team members attended Urban Shield exercises
 - b. Letter of Understanding signed by both Labor and Management
 - c. Completed quarterly Hazardous Materials Team training
2. Rescue
 - a. Completed annual refresher training for Confined Space entry
 - b. Developed pre-assembled rope rescue anchoring system and Training Bulletin

Additional Activities

1. Hosted Leadership San Ramon Valley monthly class
2. Completed all P-100 mask fit testing of District personnel
3. Finalized CPSE Peer Team field accreditation inspection

Standards of Cover Policy Compliance Report

October 1, 2013 - October 31, 2013

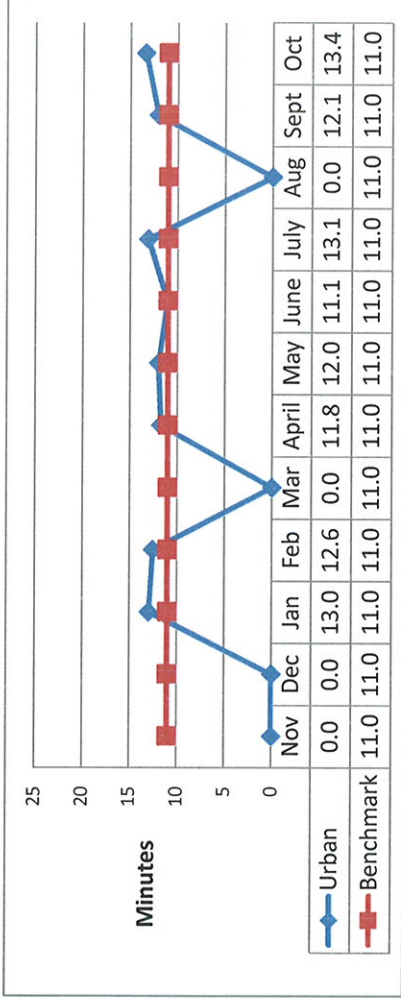
First Unit Response	SOC Goal 1, 5, 6		SOC Goal 2, 5, 6		SOC Goal 3, 5, 6		SOC Goal 5, 6	
	Urban (Count = 254)		Suburban (Count = 99)		Rural (Count = 5)		Wilderness (Count = 1)	
	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D
	7:00	6:49	8:00	7:44	15:00	10:13	45:00	33:40
	100%	100%	96%	100%	100%	100%	100%	100%

ERF Fire Response	SOC Goal 4		SOC Goal 8		SOC Goal 7	
	Urban (Count = 1)		Suburban (Count = 0)		Rural (Count = 0)	
	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D
	11:00	13:24	12:00	12:30	21:00	14:46
	0%	18%	0%	0%	0%	100%

ERF Medical Response	SOC Goal 8		SOC Goal 7		SOC Goal 7	
	Urban (Count = 102)		Suburban (Count = 42)		Rural (Count = 2)	
	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D
	9:00	8:23	10:00	9:27	21:00	15:00
	100%	100%	100%	100%	100%	100%

SOC Goal 7		
Call Processing Time	Turnout Time	
Goal	Y-T-D	Y-T-D
1:00	0:45	1:57
100%	100%	100%

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 15 minutes total response time, 90 percent of the time.

Goal 4

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

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

Goal 5

Hazardous Materials Response

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

Goal 6

Technical Rescue

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

Goal 7

Call processing and turnout times

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

Goal 8

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

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

SUPPORT SERVICES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013
To: Board of Directors
From: John Duggan, Interim Assistant Chief, Operations
Subject: Monthly Support Services Report for October 2013

Facilities

1. Station No. 31, Phase 2 Progress, EBRCSA Project – Installation of Radio Repeater Equipment
 - Phase 2 infrastructure work is substantially complete. Final acceptance is pending final sign off from regulatory agencies and acceptance by the District
2. (New) Station No. 32, Phase 2 Progress
 - Finance options are under consideration
 - Perimeter fence completed – landscaping options being explored
3. Sherburne Hills Bridge contingency plan in place – construction underway

Fleet

1. 1 Command Vehicle going through bid process for Fire Chief. Bids received May 28, 2013. Apparent low bidder is "Winner Chevrolet". Board approved purchase from Winner Chevrolet. PO to be issued in July and ordered. Spec Review underway for Fire Chief Vehicle outfitting and build-up. Upfit Quote received Aug 14 – Wattco. District received Command Vehicle October 15. Will move forward with Upfit in November.
2. Annual Engine / Truck services in progress
3. Modular Ambulance, Pre Construction Completed – Ambulances are under construction. Estimated completion is October 2013. District members flew to Columbus, OH to inspect ambulance construction and specifications. Estimated delivery of ambulances in November.

Technology Systems

1. Interviewed candidates for onsite GIS consultant position
2. Upgraded AEDLink software in the Communications Center

3. In conjunction with Facilities, upgraded Administration access control system
4. Transitioned radio repeaters from Mt. Diablo Summit building to the state vault
5. Began distributing EBRCs portable radios to Suppression personnel
6. Attended Regional Radio meetings

Communication Center

1. Facilitated a Communications Division Meeting
2. Facilitated Medical Dispatch Review Committee Meeting
3. Facilitated monthly Reserve Drills
4. Attended an Interagency and Employee Notifications System Presentation with the City of San Ramon and Town of Danville
5. Attended Cal Chief's Communications Division Executive Board Meeting
6. Assisted in the development of the Fire Service Operational Area Policies that will affect the County dispatch centers as we transition to EBRCs
7. Atrus AED Link has been added to the Communications workstations
8. Reserves participated in the annual Meals on Wheels event
9. Reviewed Communications Center procedures with consultant regarding EMS study

Current Projects

1. District commencing due diligence process to meet new BAAQMD Fuel Tank Compliance regulations
2. AED – Ongoing project for District Aides/Support Services. Confirming location, address, contact info, lat/long, etc – ongoing
3. Station #30 & #39 – Commence RFQ process to demo and install new kitchen countertop, backsplash, sink and faucet for both Stations. Legal Notice running June 26-July 2. Mandatory Pre-RFQ meeting scheduled July 10, with RFQs due July 22, 2013. RFQs received. Re-evaluated current budget and determined countertop material should change. Revised RFQs due September 27, 2013. Contractor awarded project w/lowest bid (Countertop Construction). Contract Worksheet with District Clerk. Will schedule work once Contract is fully executed. Contract fully executed.
4. Station #32 – Concrete Extension Project. RFQ due September 10, 2013. Contractor awarded project w/lowest bid (Accelerated Concrete). Contract Worksheet with District Clerk. Will schedule work once Contract is fully executed. Work to commence in November (approximately 2 -3 days).
5. Researched bike racks for Admin. City of San Ramon can provide funding for (2) bike racks and installation through the 511 Contra Costa employer program. Funding will be available July 1st with possible installation in August. Contract signed with City of San Ramon. Informed that order takes 4-5 weeks. Possible installation early October. Installation complete.
6. District Aides, Tim Eng and Travis Mast, assisted with "clean-up" of the Mt. Diablo beacon restoration project.

**FIRE PREVENTION
DIVISION**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013
To: Board of Directors
From: Christina Kiefer, Division Chief
Subject: October Report of Fire Prevention Activities

Activities

Fire Prevention Activity Reports

Attached is the Fire Activity Reports for the month of October.

UASI Grant - Residential Care Facility Evacuation Video

The video is substantially complete for the purpose of meeting grant requirements. Due to available funds remaining within the grant, the video will be translated in to Tagalog and Spanish. The RCF Working Group met on November 12 to view the video as part of their scheduled workshop. It is anticipated that prior to the end of the year, the video and companion print materials will be available for release.

Fire Prevention Month - Activities

During October, engine companies provided the "Hug-a-Firefighter" program to 26 schools with 39 presentations involving 2,526 kindergarten students.

Staff members participated in the Danville Fall Crafts Fair. The public event included; tours of the fire safety trailer and an interactive Q&A on kitchen safety, smoke alarms and escape plans utilizing the prize wheel. Contact was made with over 400 people.

The coloring contest winners were notified and announced. Contest winners will ride to school in a fire truck in December. Awarded drawings are attached.

Potential Issues

Staff continues effort to work with Contra Costa County Building Department to improve communication regarding construction permit approvals.

Upcoming Public Education Classes and Events Scheduled

Event	Location	Date/Time
Au Pair Kids Safety Presentation	Administration Building	November 20 Wednesday, 7:00-8:00 pm
Holiday Safety Presentation	PG&E , Bishop Ranch	November 18 Monday, 3:00-4:30 pm
CERT -CEC #11	Administration Building	November 19 Tuesday, 6:00-9:30pm
CERT -CEC #12	Administration Building	December 18 Wednesday, 6:00-9:30pm

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
FIRE PREVENTION DIVISION
MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT - October 2013**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CODE COMPLIANCE													
INSPECTIONS	123	176	181	175	93	52	120	162	227	133			1442
REINSPECTIONS	172	77	114	139	96	139	219	275	202	268			1701
TOTAL	295	253	295	314	189	191	339	437	429	401			3143

OCCUPANCY PERMITS	40	65	112	125	54	43	43	202	127	128			939
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TOTAL INSPECTABLE OCCS	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399			1399
TOTAL STARTED YTD	74	81	91	90	64	50	157	165	218	266			1256
% STARTED YTD	5.29%	5.79%	6.50%	6.43%	4.57%	3.57%	11.22%	11.79%	15.58%	19.01%			89.78%
TOTAL COMPLETED YTD	72	81	90	88	62	45	145	126	148	106			963
% COMPLETED YTD	5.15%	5.79%	6.43%	6.29%	4.43%	3.22%	10.36%	9.01%	10.58%	7.58%			68.83%

CONSTRUCTION													
NEW PROJECTS	62	55	54	77	72	47	119	71	43	87			687
PLAN REVIEWS SUBMITTED	82	107	78	106	102	92	156	110	100	115			1048
PLAN REVIEWS COMPLETED	65	93	103	100	102	91	117	137	123	109			1040
INSPECTIONS	88	95	85	94	158	94	117	155	104	126			1116

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
FIRE PREVENTION DIVISION
MONTHLY PLAN REVIEW INTAKE REPORT
SEPTEMBER 2013**

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
EDU Express Tenant Improvement	Automatic fire-extinguishing systems	09/03/2013 16:05:42	09/12/2013 17:11:00
Ready Suites M-100 Tenant Improvement	Construction, alteration, or renovation of a building	09/04/2013 10:33:27	09/16/2013 09:26:28
Ready Suites M-100 Tenant Improvement	Automatic fire-extinguishing systems	09/04/2013 10:42:07	09/16/2013 09:27:45
Ready Suites M-100 Tenant Improvement	Fire alarm and detection systems and related equipment	09/04/2013 10:44:20	09/13/2013 16:18:59
Gurson Residence - New Single Family Residence	Construction, alteration, or renovation of a building	09/04/2013 11:47:44	09/17/2013 08:22:12
4335 Gardenia St Iriana Lot 95 Plan 4	Automatic fire-extinguishing systems	09/04/2013 14:28:17	09/05/2013 07:26:56
4327 Gardenia St Iriana Lot 96 Plan 2	Automatic fire-extinguishing systems	09/04/2013 14:31:28	09/05/2013 07:27:32
5386 Bengali St Sagewood Lot 300 Plan 3	Automatic fire-extinguishing systems	09/04/2013 14:39:10	09/05/2013 07:28:08
5374 Bengali St Sagewood Lot 302 Plan 4	Automatic fire-extinguishing systems	09/04/2013 14:42:00	09/05/2013 07:28:34
5380 Bengali St Cimmaron Lot 301 Plan 1	Automatic fire-extinguishing systems	09/04/2013 14:44:21	09/05/2013 07:29:12
3241 Ashbourne Circle Roubion Lot 43 Plan 4	Automatic fire-extinguishing systems	09/04/2013 14:49:21	09/05/2013 07:29:41
Izzy's Place	Construction, alteration, or renovation of a building	09/04/2013 16:59:21	09/12/2013 05:51:35
GE Design Center Suite 100 Tenant Improvement	Construction, alteration, or renovation of a building	09/05/2013 09:46:30	09/13/2013 16:17:03
GE Design Center Suite 100 Tenant Improvement	Automatic fire-extinguishing systems	09/05/2013 09:49:52	09/13/2013 16:23:51
GE Design Center Suite 100 Tenant Improvement	Fire alarm and detection systems and related equipment	09/05/2013 09:52:08	09/12/2013 17:33:44
Remodel Single Family Residence	Construction, alteration, or renovation of a building	09/05/2013 11:19:04	09/17/2013 08:28:35
497 Del Amigo Rd Single Family Home	Automatic fire-extinguishing systems	09/05/2013 12:55:54	09/16/2013 14:47:53
Farrar Residence	Automatic fire-extinguishing systems	09/05/2013 12:56:41	09/16/2013 13:13:41
Izzy's Place	Automatic fire-extinguishing systems	09/06/2013 12:57:58	09/12/2013 06:54:41
Demolition of Chilis to Shell	Automatic fire-extinguishing systems	09/06/2013 16:13:38	09/16/2013 14:49:42
Suite G - Panda Express Restaurant	Automatic fire-extinguishing systems	09/06/2013 16:54:10	09/16/2013 15:33:09
Dr Lan - Surgery Center Building 1	Fire alarm and detection systems and related equipment	09/09/2013 10:58:26	09/17/2013 11:31:12
Bank of the West Corridor - Tl 1st floor	Compressed Gases	09/09/2013 11:07:58	09/20/2013 18:06:06
Bank of the West, AA-400	After hours plan review and inspection	09/09/2013 15:25:41	09/11/2013 07:46:49
Safari Kids Expansion	Construction, alteration, or renovation of a building	09/09/2013 15:59:49	09/17/2013 17:41:18
Danville Station Firehouse Bar & Grill	Automatic fire-extinguishing systems	09/10/2013 12:10:33	09/17/2013 17:05:01
Bldg A Auditorium Superstructure	Construction, alteration, or renovation of a building	09/10/2013 12:16:47	09/20/2013 18:08:08
2300 Camino Ramon BR	Additional field inspection	09/10/2013 12:57:32	09/11/2013 07:45:25
2269 San Ramon Valley Blvd. Development	Construction, alteration, or renovation of a building	09/10/2013 14:05:14	09/17/2013 18:02:48
Pavilion	Construction, alteration, or renovation of a building	09/10/2013 15:09:28	09/18/2013 07:52:35
Fantasia Chinese Heritage Academy #3 & #4	Construction, alteration, or renovation of a building	09/11/2013 10:12:41	09/18/2013 08:13:52
100 Park Place Tl Suite 110, 140, 240	Automatic fire-extinguishing systems	09/11/2013 10:37:28	09/20/2013 18:17:59
SRVCC Roof Panel Replacement	Construction, alteration, or renovation of a building	09/11/2013 11:12:03	09/19/2013 06:46:58
Izzy's Place	After hours plan review and inspection	09/11/2013 11:21:06	09/12/2013 15:10:59
1084 South Wedgewood Rd Florentine Lot 42 Pla	Automatic fire-extinguishing systems	09/11/2013 11:29:20	09/11/2013 11:38:53
1078 South Wedgewood Rd Florentine Lot 43 Pla	Automatic fire-extinguishing systems	09/11/2013 11:39:30	09/11/2013 11:42:52
5392 Bengali Street Sagewood Lot 299 Plan 2	Automatic fire-extinguishing systems	09/11/2013 11:45:18	09/12/2013 14:55:24

Izzy's Place	After hours plan review and inspection	09/11/2013 15:32:06	09/13/2013 12:23:35
Accela #34-20-0045 HH500	After hours plan review and inspection	09/12/2013 15:10:06	09/13/2013 12:24:01
Chevron Bldg L 4283 Tenant Improvement	Fire alarm and detection systems and related equipment	09/13/2013 11:22:15	09/19/2013 18:16:07
Mohan Asrani	Construction, alteration, or renovation of a building	09/13/2013 11:34:37	09/13/2013 11:45:50
GE Design Center Suite 100 Tenant Improvement	After hours plan review and inspection	09/13/2013 15:47:41	09/13/2013 16:23:30
GE Design Center Suite 100 Tenant Improvement	Fire alarm and detection systems and related equipment	09/13/2013 16:21:31	09/13/2013 16:22:00
Gliozzi Garage	Construction, alteration, or renovation of a building	09/16/2013 10:32:13	09/16/2013 10:47:02
Subway	Automatic fire-extinguishing systems	09/16/2013 15:33:40	09/20/2013 18:26:51
Reproductive Science Center Tenant Improvermer	Automatic fire-extinguishing systems	09/17/2013 09:08:21	09/27/2013 08:03:44
Commercial Tenant Improvement	Automatic fire-extinguishing systems	09/17/2013 09:15:12	09/20/2013 18:33:25
Reproductive Science Center Tenant Improvermer	Fire alarm and detection systems and related equipment	09/17/2013 11:59:33	09/26/2013 08:08:04
Market Ready	Automatic fire-extinguishing systems	09/17/2013 12:31:35	09/20/2013 18:33:45
4332 Gardenia St Iriana Lot 104 Plan 5	Automatic fire-extinguishing systems	09/17/2013 12:53:23	09/18/2013 07:30:18
4340 Gardenia St Iriana Lot 105 Plan 2	Automatic fire-extinguishing systems	09/17/2013 12:58:32	09/18/2013 07:29:10
Chevron Building B 2nd Floor	Construction, alteration, or renovation of a building	09/18/2013 11:40:34	09/20/2013 18:35:27
Cactus Cafe HH 125	After hours plan review and inspection	09/18/2013 15:44:45	09/19/2013 06:43:14
Izzy's Place	Automatic fire-extinguishing systems	09/19/2013 07:35:38	09/20/2013 07:36:19
EDU Express Tenant Improvement	Fire alarm and detection systems and related equipment	09/19/2013 09:18:53	09/20/2013 18:40:04
Chevron T-1387 Upgrade	Fire alarm and detection systems and related equipment	09/19/2013 14:38:25	09/19/2013 09:24:08
Corley Addition	Construction, alteration, or renovation of a building	09/19/2013 16:19:47	09/20/2013 17:46:43
Pinots Palette		09/20/2013 09:31:32	09/20/2013 18:46:31
Residential Photovoltaic	Miscellaneous System Plans	09/20/2013 10:21:48	09/20/2013 18:44:19
Danville Hotel Building 1	Construction, alteration, or renovation of a building	09/20/2013 10:53:18	09/29/2013 09:49:57
Danville Hotel Building 2	Construction, alteration, or renovation of a building	09/20/2013 10:57:05	09/29/2013 10:07:50
Canyon Lakes Dental Centre	Fire alarm and detection systems and related equipment	09/20/2013 14:34:34	09/20/2013 18:47:08
GE Design Center Suite 100 Tenant Improvement	After hours plan review and inspection	09/20/2013 16:17:33	09/20/2013 18:22:17
GE Design Center Suite 100 Tenant Improvement	Automatic fire-extinguishing systems	09/20/2013 18:55:39	09/20/2013 18:56:35
Elements Therapeutic Massage	Automatic fire-extinguishing systems	09/23/2013 11:57:18	09/29/2013 10:28:42
2556 San Ramon Valley Blvd - Sikkandar Cash & Ca	Automatic fire-extinguishing systems	09/23/2013 12:54:51	09/27/2013 19:16:04
Thompson Residence	Automatic fire-extinguishing systems	09/23/2013 13:41:22	09/30/2013 10:54:50
4348 Gardenia St Iriana Lot 106 Plan 4	Automatic fire-extinguishing systems	09/23/2013 14:31:03	09/24/2013 07:36:52
4356 Gardenia St Iriana Lot 107 Plan 3	Automatic fire-extinguishing systems	09/23/2013 14:42:11	09/24/2013 07:37:48
1072 South Wedgewood Rd Florentine Lot 44 Pla	Automatic fire-extinguishing systems	09/23/2013 14:46:14	09/24/2013 07:38:36
Berkeley Land Company #202	Construction, alteration, or renovation of a building	09/23/2013 14:49:50	09/27/2013 18:42:20
Pacific Dental Services Fire Alarm	Fire alarm and detection systems and related equipment	09/23/2013 14:51:14	09/30/2013 10:57:25
1066 South Wedgewood Rd Florentine Lot 45 Pla	Automatic fire-extinguishing systems	09/23/2013 14:55:06	09/24/2013 07:39:47
Quickly Suite F	Construction, alteration, or renovation of a building	09/24/2013 09:34:07	09/24/2013 18:04:49
Quickly Suite F	After hours plan review and inspection	09/24/2013 09:45:45	09/24/2013 17:59:22
Wound Care Clinic	Automatic fire-extinguishing systems	09/24/2013 14:02:33	09/30/2013 10:57:39
Chevron T-1387 Upgrade	After hours plan review and inspection	09/25/2013 08:25:39	09/27/2013 08:10:30
Chevron Bldg L 4283 Tenant Improvement	After hours plan review and inspection	09/25/2013 08:31:11	09/26/2013 08:10:54
Diablo Country Club Storage Building	Fire alarm and detection systems and related equipment	09/25/2013 11:35:15	09/30/2013 10:58:29
Corley Addition	Automatic fire-extinguishing systems	09/25/2013 15:01:35	09/27/2013 08:07:09

Cal Lighting P-350	After hours plan review and inspection	09/25/2013 16:07:03	09/26/2013 08:11:26
Ready Suites M-100 Tenant Improvement	Automatic fire-extinguishing systems	09/25/2013 16:26:02	09/30/2013 15:40:36
Ready Suites M-100 Tenant Improvement	Fire alarm and detection systems and related equipment	09/25/2013 16:26:07	09/30/2013 15:41:24
100 Park Place T1 Suite 110, 140, 240	Automatic fire-extinguishing systems	09/26/2013 08:05:16	09/27/2013 08:06:09
Allard Residence	Automatic fire-extinguishing systems	09/26/2013 10:53:33	09/30/2013 15:42:30
Suite G - Panda Express Restaurant	Automatic fire-extinguishing systems	09/26/2013 12:33:06	09/30/2013 15:43:32
AT&T Patelco Asset Protection	Construction, alteration, or renovation of a building	09/26/2013 14:37:53	09/30/2013 15:44:44
100 Park Place Parking Minor Exception	Planning and site development review	09/26/2013 15:05:18	09/26/2013 15:08:08
Vititsu Learning Center - Home based Tutoring	Planning and site development review	09/27/2013 07:35:20	09/27/2013 07:39:17
Quickly Suite F	Automatic fire-extinguishing systems	09/27/2013 08:57:40	09/27/2013 16:47:21
Quickly Suite F	After hours plan review and inspection	09/27/2013 08:57:45	09/29/2013 10:23:07
Farrar Residence	Automatic fire-extinguishing systems	09/27/2013 13:27:03	09/30/2013 15:46:22
Edward Jones	Construction, alteration, or renovation of a building	09/27/2013 14:12:09	09/30/2013 16:36:25
497 Del Amigo Rd Single Family Home	Automatic fire-extinguishing systems	09/27/2013 14:28:28	09/30/2013 16:46:09
400 Old Crow Canyon Rd	Construction, alteration, or renovation of a building	09/30/2013 08:09:03	09/30/2013 16:46:09
Jeff and Carla Land	Automatic fire-extinguishing systems	09/30/2013 09:06:52	09/30/2013 08:30:59
Suite G - Panda Express Restaurant	Fire alarm and detection systems and related equipment	09/30/2013 11:38:31	
Riccitiello Residence	Automatic fire-extinguishing systems	09/30/2013 14:07:02	
Harding Martial Arts Tenant Improvement	Construction, alteration, or renovation of a building	09/30/2013 14:14:45	
Minor Use Permit Food Trucks Tuesdays and Wec	Planning and site development review	09/30/2013 16:27:51	09/30/2013 16:29:49

2013 Fire Prevention Month Coloring Contest Winners



Kindergarten Winner
 Brian Lin
 Twin Creeks Elementary



First Grade Winner
 Diya Panda
 Coyote Creek Elementary



Second Grade Winner
 Nihar Patil
 Montevideo Elementary



Third Grade Winner
 Kristina Tigner
 Neil Armstrong Elementary



Third Grade Winner
 Duke Williams
 Green Valley Elementary



Fourth Grade Winner
 Macie Calvert
 Creekside Elementary



Fifth Grade Winner
 Kai Niland
 Tassajara Hills Elementary

ADMINISTRATIVE SERVICES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 21, 2013
To: Board of Directors
From: Ken Campo, Financial Consultant
Subject: Monthly Finance Report for October 2013

Financials:

Balance Sheet

Revenues: Budget v. Actual (All Funds)

Expenditures by Fund: Budget v. Actual

General Fund Expenditures by Month: Chart (2011-2014)

General Fund Revenue/Expense History (2009-2014)

Capital & Equipment/Vehicle Fund (2010-2014)

Overtime Analysis for October 2013

Meetings/Activities:

Finance:

- Completed registration with State Controller's Interagency Intercept Program administered by the Franchise Tax Board for use in pursuing collection of delinquent bills owed to the District.
- Initiated Electronic Deposit Services (EDS) with the District's primary bank, Bank of the West.
- Met with County Auditor-Controller to discuss 2013 assessed valuation data and propriety tax payment process.

Human Resources:

- Conducted practical portion of the Engineer promotional examination.
- Closed medical benefits open enrollment period and processed changes.
- Participated in CISR Committee meeting.
- Participated in Chaplain Program meeting.
- Initiated Flexible Spending Plan (Section 125) open enrollment period.
- Finalized collection of Affordable Care Act coverage option notices.
- Completed and filed 2013 EEO-4 report.
- In conjunction with Finance, began Administrative Services software systems review.

Employee Illness/Injury Report (October 2013)

Reportable Injuries –October 2013:

Indemnity (Lost Time)

- October 10, 2013 DOI = 10/9/13 – An Engineer experienced eye pain due to a welding flash while performing maintenance at station.
Status: Off work for one day (non-shift) then returned to full duty
- October 11, 2013 DOI = 10/11/13 – An Engineer strained lower back while loading hose into engine after night training drill.
Status: Off work for partial shift then returned to full duty
- October 18, 2013 DOI = 10/18/13 – A Captain strained upper back while lifting tool during maintenance at station.
Status: Off work for two shifts then returned to full duty
- October 21, 2013 DOI = 10/21/13 – A Captain strained lower back while removing gear bag from cabinet at station.
Status: Off work for four shifts then returned to full duty
- October 28, 2013 DOI = 10/26/13 (Filed on 10/26/13 but sought medical care on 10/28/13) – A Captain strained back, with pain radiating in left arm, after lifting a patient from the floor during a lift assist call.
Status: Remains out at month-end

Medical Only (No Lost Time)

As of October 31, 2013, there were six (6) employees absent from their regular work assignment. October lost time due to injuries equaled 151 calendar days.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
REVENUE (ALL FUNDS)
FISCAL YEAR 2013-2014
July 1, 2013 - October 31, 2013**

GL CODE	DESCRIPTION	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
FISCAL YEAR COMPLETED: 33.33%						
4100	TAXES					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,388,882	\$47,933,548	\$47,131,813	\$48,053,422	\$0
4120	PROPERTY TAXES - SUPPLEMENTAL	\$699,652	\$489,994	\$653,870	\$171,539	\$0
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$896,045	\$959,401	\$937,596	\$956,348	\$0
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,747,874	\$1,841,275	\$1,867,991	\$1,775,617	\$1,818,710
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$537,428	\$526,371	\$506,644	\$504,594	\$0
4150	LESS TAXES RETURNED TO COUNTY	(\$1,338,944)	(\$1,251,584)	(\$1,290,812)	(\$1,340,030)	\$5,069
4160	LESS COUNTY TAX ADMINISTRATION	(\$523,908)	(\$496,473)	(\$494,146)	(\$504,029)	\$0
4170	PROPERTY TAXES - PRIOR SECURED	(\$67,962)	(\$449,320)	(\$564,431)	(\$282,000)	\$0
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$185,201)	(\$187,054)	(\$126,731)	(\$63,000)	\$0
4190	PROPERTY TAXES - PRIOR UNSECURED	\$30,951	(\$37,026)	(\$114,527)	(\$7,501)	\$0
		\$49,184,817	\$49,329,132	\$48,507,267	\$49,264,960	\$1,823,778
4200	INTERGOVERNMENTAL REVENUE					
4220	MEASURE "H"	\$0	\$112,184	\$33,000	\$33,000	\$0
4230	SB-90 MANDATED COSTS	\$18,333	\$13,323	(\$92,152)	\$0	\$0
4240	MISCELLANEOUS STATE AID/GRANTS	\$35,723	\$91,609	\$172,140	\$35,000	\$0
4245	FEDERAL GRANT REVENUE	\$0	\$0	\$1,627,579	\$55,000	\$0
4250	OTHER INTERGOVERNMENTAL REVENUE	\$3,000,000	\$245,151	\$74,070	\$922,829	\$0
		\$3,054,056	\$462,267	\$1,814,637	\$1,045,829	\$0
4300	CHARGES FOR SERVICE					
4310	INSPECTION FEES	\$32,729	\$60,324	\$63,974	\$57,000	\$32,127
4315	PLAN REVIEW	\$173,623	\$248,626	\$355,214	\$376,000	\$192,524
4320	WEED ABATEMENT CHARGES	\$4,435	\$2,984	\$26,031	\$4,000	\$0
4325	ADMINISTRATIVE CITATION CHARGES	\$8,250	\$35,321	\$58,485	\$35,000	\$27,950
4330	AMBULANCE SERVICES	\$2,202,045	\$2,439,773	\$2,743,005	\$2,700,000	\$915,617
4340	CPR CLASSES	\$2,955	\$2,555	\$735	\$2,000	\$280
4350	REPORTS/PHOTOCOPIES	\$1,560	\$5,464	\$6,214	\$5,000	\$1,062
4360	MISCELLANEOUS CURRENT SERVICES	\$0	\$0	\$0	\$0	\$0
		\$2,425,597	\$2,795,047	\$3,253,658	\$3,179,000	\$1,169,560
4400	USE OF MONEY & PROPERTY					
4410	INVESTMENT EARNINGS	\$152,454	\$98,835	\$58,257	\$118,600	\$19,626
		\$152,454	\$98,835	\$58,257	\$118,600	\$19,626
4500	RENTS, ROYALTIES AND COMMISSIONS					
4510	RENT ON REAL ESTATE	\$159,877	\$189,978	\$322,020	\$350,000	\$35,876
		\$159,877	\$189,978	\$322,020	\$350,000	\$35,876
4600	OTHER REVENUE					
4610	DONATIONS/CONTRIBUTIONS	\$917	\$7,355	\$575	\$0	\$700
4620	SALE OF PROPERTY	\$9,203	\$7,960	\$367,722	\$0	\$18,700
4640	MISCELLANEOUS REVENUE	\$25,938	\$45,769	\$50,818	\$25,500	\$65,622
		\$36,058	\$61,084	\$419,115	\$25,500	\$85,022
4900	OTHER FINANCING SOURCES					
4920	Debt proceeds	\$3,400,000	\$0	\$0	\$100,000	\$0
		\$3,400,000	\$0	\$0	\$100,000	\$0
	REVENUE TOTAL	\$58,412,859	\$52,936,343	\$54,374,954	\$54,083,889	\$3,133,861

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND EXPENDITURES
FISCAL YEAR 2013-2014
July 1, 2013 - October 30, 2013

FISCAL YEAR COMPLETED - 33.33%								
DESCRIPTION	GL CODE	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$21,730,515	\$21,231,690	\$20,138,426	\$20,441,549	\$6,359,154	\$14,082,395	31.11%
TEMPORARY SALARIES	5115	\$140,161	\$170,887	\$209,966	\$146,191	\$67,118	\$79,073	45.91%
PERMANENT OVERTIME	5120	\$4,736,070	\$5,943,633	\$6,533,121	\$5,217,500	\$2,324,829	\$2,892,671	44.56%
FICA/MEDICARE	5140	\$360,579	\$385,010	\$380,153	\$369,836	\$123,635	\$246,201	33.43%
RETIREMENT CONTRIBUTIONS	5150	\$11,811,102	\$11,131,763	\$11,797,439	\$12,019,863	\$3,739,099	\$8,280,764	31.11%
EMPLOYEE GROUP INSURANCE	5160	\$3,942,059	\$3,678,610	\$3,430,654	\$3,546,796	\$1,060,997	\$2,485,799	29.91%
RETIREE HEALTH INSURANCE	5170	\$1,375,426	\$1,571,813	\$1,816,302	\$1,901,214	\$617,970	\$1,283,244	32.50%
OPEB CONTRIBUTION	5175	\$0	\$0	\$0	\$520,473	\$97,760	\$422,714	18.78%
UNEMPLOYMENT INSURANCE	5180	\$2,693	\$118	\$8,351	\$20,000	\$1,451	\$18,549	7.26%
WORKERS' COMPENSATION INS.	5190	\$874,475	\$671,135	\$905,118	\$820,000	\$185,621	\$634,379	22.64%
TOTAL SALARIES AND BENEFITS	5100	\$44,973,080	\$44,784,659	\$45,219,530	\$45,003,422	\$14,577,633	\$30,425,789	32.39%
OFFICE SUPPLIES	5202	\$40,156	\$30,218	\$27,951	\$34,700	\$5,291	\$29,409	15.25%
POSTAGE	5204	\$11,547	\$17,385	\$11,142	\$12,700	\$3,325	\$9,375	26.18%
TELECOMMUNICATIONS	5206	\$186,194	\$183,636	\$184,732	\$193,100	\$47,040	\$146,060	24.36%
UTILITIES	5208	\$322,395	\$322,361	\$327,386	\$309,900	\$131,477	\$178,423	42.43%
SMALL TOOLS/EQUIPMENT	5210	\$102,739	\$84,094	\$62,521	\$97,300	\$20,009	\$77,292	20.56%
MISCELLANEOUS SUPPLIES	5212	\$104,279	\$126,724	\$107,157	\$121,600	\$47,146	\$74,454	38.77%
MEDICAL SUPPLIES	5213	\$119,249	\$120,175	\$115,735	\$103,000	\$24,212	\$78,788	23.51%
FIREFIGHTING SUPPLIES	5214	\$132,020	\$71,452	\$68,903	\$90,750	\$18,750	\$72,000	20.66%
PHARMACEUTICAL SUPPLIES	5216	\$46,548	\$36,286	\$34,955	\$36,500	\$9,177	\$27,323	25.14%
COMPUTER SUPPLIES	5218	\$28,810	\$11,859	\$33,330	\$38,500	\$1,113	\$37,387	2.89%
RADIO EQUIPMENT & SUPPLIES	5219	\$342,998	\$72,432	\$58,493	\$25,000	\$3,773	\$21,227	15.09%
FILM PROCESSING/SUPPLIES	5220	\$25	\$0	\$660	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$23,015	\$18,748	\$27,387	\$26,450	\$6,296	\$20,154	23.80%
PPE INSPECTION & REPAIRS	5223	\$0	\$29,267	\$27,417	\$36,000	\$101	\$35,899	0.28%
SAFETY CLOTHING/SUPPLIES	5224	\$144,594	\$231,465	\$139,645	\$159,200	\$36,778	\$122,422	23.10%
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$720	\$3,763	\$6,000	\$846	\$5,154	14.11%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$26,317	\$24,689	\$8,137	\$22,000	\$1,546	\$20,454	7.03%
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$2,161	\$21,686	\$25,000	\$4,752	\$20,248	19.01%
HOUSEHOLD SUPPLIES	5228	\$37,749	\$40,553	\$42,006	\$40,000	\$12,946	\$27,054	32.37%
CENTRAL GARAGE - REPAIRS	5230	\$74,712	\$121,634	\$78,235	\$100,000	\$26,677	\$73,323	26.68%
CENTRAL GARAGE - MAINTENANCE	5231	\$14,325	\$6,784	\$10,050	\$20,000	\$11,189	\$8,811	55.95%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$161,507	\$174,886	\$171,440	\$207,000	\$71,104	\$135,896	34.35%
CENTRAL GARAGE - TIRES	5234	\$20,197	\$58,875	\$42,139	\$45,000	\$10,483	\$34,517	23.30%
CENTRAL GARAGE - MANDATED INSP.	5235	\$10,240	\$9,330	\$5,281	\$13,000	\$62	\$12,938	0.47%
MAINT./REPAIRS - EQUIPMENT	5236	\$103,571	\$107,632	\$169,846	\$145,704	\$40,635	\$105,069	27.89%
MAINT./REPAIRS - RADIO & ELECTRONICS	5238	\$307,774	\$331,986	\$267,874	\$344,900	\$262,117	\$82,783	76.00%
MAINT./REPAIRS - BUILDINGS	5240	\$104,677	\$132,488	\$124,859	\$145,000	\$65,055	\$79,945	44.87%
MAINT./REPAIRS - GROUNDS	5242	\$36,171	\$33,700	\$31,834	\$38,500	\$14,713	\$23,787	38.22%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$42,893	\$48,938	\$58,090	\$68,300	\$24,572	\$43,728	35.98%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$822,554	\$653,019	\$618,566	\$961,645	\$241,693	\$719,952	25.13%
RECRUITING COSTS	5251	\$35,680	\$101,946	\$78,347	\$94,200	\$19,086	\$75,114	20.26%
LEGAL SERVICES	5252	\$192,663	\$391,532	\$289,481	\$250,000	\$36,684	\$213,316	14.67%
INFO TECHNOLOGY SURCHARGE	5253	\$0	\$0	\$0	\$20,000	\$5,000	\$15,000	25.00%
MEDICAL SERVICES	5254	\$83,633	\$95,857	\$80,761	\$111,100	\$1,510	\$109,590	1.36%
COMMUNICATIONS SERVICES	5258	\$1,577	\$0	\$0	\$78,600	\$0	\$78,600	0.00%
ELECTION SERVICES	5262	\$51,099	\$0	\$105,565	\$0	\$0	\$0	
INSURANCE SERVICES	5264	\$493,476	\$497,815	\$388,379	\$460,000	\$367,373	\$92,627	79.86%
PUBLICATION OF LEGAL NOTICES	5270	\$5,552	\$1,578	(\$73)	\$500	\$106	\$394	21.28%
SPECIALIZED PRINTING	5272	\$24,155	\$18,454	\$14,813	\$26,900	\$844	\$26,056	3.14%
MEMBERSHIPS	5274	\$53,784	\$48,575	\$57,710	\$68,130	\$33,546	\$34,584	49.24%
EDUCATIONAL COURSES/SUPPLIES	5276	\$48,708	\$52,091	\$39,463	\$61,000	\$11,816	\$49,184	19.37%
EDUCATIONAL ASSISTANCE	5277	\$26,514	\$22,051	\$24,037	\$45,000	\$4,043	\$40,957	8.98%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$20,074	\$13,219	\$8,412	\$11,000	\$7,005	\$3,995	63.68%
BOOKS & PERIODICALS	5280	\$21,700	\$10,216	\$11,345	\$18,635	\$3,729	\$14,906	20.01%
RECOGNITION SUPPLIES	5282	\$6,573	\$3,364	\$2,909	\$5,000	\$77	\$4,923	1.54%
MEETINGS/TRAVEL EXPENSES	5284	\$46,773	\$39,734	\$23,885	\$44,450	\$6,829	\$37,621	15.36%
OTHER - CLAIMS EXPENSE	5286	\$304,845	\$0	\$0	\$0	\$0	\$0	
TOTAL SERVICES AND SUPPLIES	5200	\$4,784,062	\$4,399,929	\$4,006,252	\$4,761,264	\$1,640,527	\$3,120,737	34.46%
TOTAL G/F OPERATING EXPENDITURES		\$49,757,142	\$49,184,588	\$49,225,782	\$49,764,686	\$16,218,160	\$33,546,526	32.59%

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

GENERAL FUND

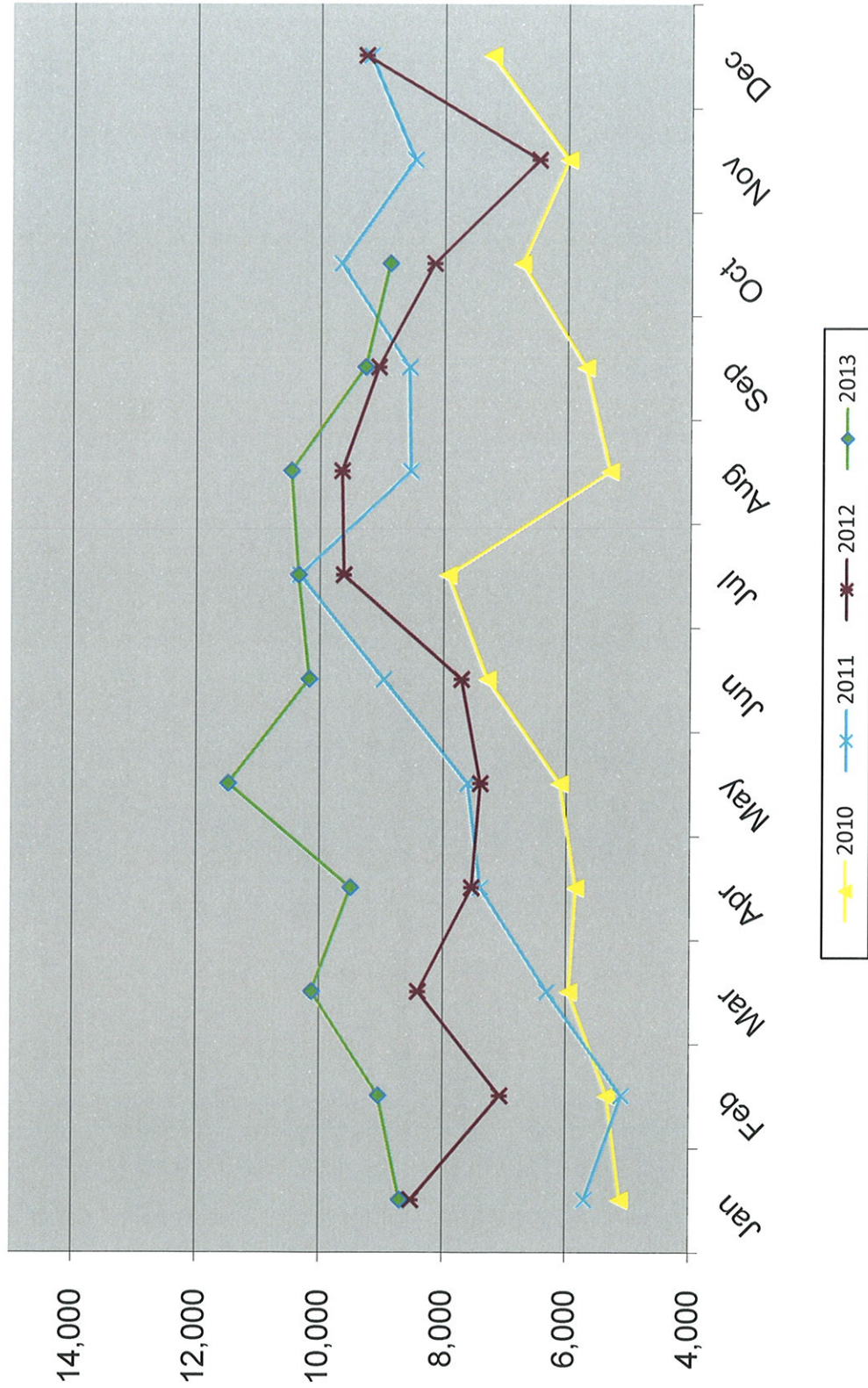
REVENUE/EXPENDITURE HISTORY

Month	2009-10		2010-11		2011-12		2012-13		2013-14	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$247,304	\$4,758,259	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760
August	\$222,953	\$3,806,559	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499
September	\$296,640	\$4,728,793	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136
October	\$1,955,619	\$3,664,748	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765
November	\$228,442	\$3,778,804	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986		
December	\$26,486,066	\$4,293,444	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747		
January	\$2,231,614	\$3,813,140	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102		
February	\$253,553	\$3,865,360	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221		
March	\$263,343	\$4,094,246	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245		
April	\$14,980,947	\$3,933,954	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939		
May	\$2,319,553	\$4,064,248	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974		
June	\$3,562,931	\$4,046,928	\$3,611,512	\$3,874,346	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737		

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
 CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND
 FISCAL YEAR 2013-2014
 July 1, 2013 - October 31, 2013

FISCAL YEAR COMPLETED - 33.33%								
DESCRIPTION	GL CODE	2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$12,500	\$12,500	\$0	\$12,500	
DESIGN/CONSTRUCTION	6105/6110	\$652,060	\$297,355	\$842,185	\$100,000	\$26,592	\$73,408	27%
VARIOUS IMPROVEMENTS	6120	\$47,634	\$46,018	\$70,000	\$225,000	\$7,588	\$217,412	3%
TOTAL CAPITAL PROJECTS (FUND 300)		\$712,194	\$355,873	\$924,685	\$337,500	\$34,180	\$303,320	10%
PROFESSIONAL SERVICES	5250			\$0	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$0	\$2,021,167	\$362,186	\$0	\$362,186	
TOOLS & SUNDRY EQUIPMENT	6240	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000	0%
TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)				\$2,021,167	\$1,862,186	\$0	\$1,862,186	0%
OFFICE EQUIP. & FURNISHINGS	6210	\$0	\$0			\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$0	\$0			\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$425,512	\$264,441	\$37,500	\$9,750	\$2,200	\$7,550	23%
TOOLS & SUNDRY EQUIPMENT	6240	\$25,000	\$43,700	\$80,798	\$0	\$0	\$0	
AUTO & TRUCKS	6250	\$3,214,898	\$119,879	\$752,000	\$133,000	\$173	\$132,827	0%
TOTAL EQUIPMENT/VEHICLES (FUND 600)		\$3,665,410	\$428,020	\$870,298	\$142,750	\$2,373	\$140,377	2%
BOND REDEMPTION - 2003/2006/2013 COP	5310	\$1,325,885	\$1,328,630	\$1,324,708	\$1,429,261	\$780,000	\$649,261	55%
VEHICLE LEASE #2	5310	\$329,498	\$329,497	\$0	\$0	\$0	\$0	
VEHICLE LEASE #3	5310	\$756,032	\$756,033	\$0	\$0	\$0	\$0	
VEHICLE LEASE #4	5310		\$534,010	\$534,011	\$534,012	\$281,224	\$252,788	53%
TOTAL DEBT SERVICE (FUND 200)		\$2,411,415	\$2,948,170	\$1,858,719	\$1,963,273	\$1,061,224	\$902,049	54%
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$0	\$858	\$7,000	\$500	\$0	\$500	0%
TOTAL SRVF COMMUNITY FUND (FUND 400)		\$0	\$858	\$7,000	\$500	\$0	\$500	0%
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY & FEDERAL GRANT FUND		\$6,789,019	\$3,732,921	\$5,681,869	\$4,306,209	\$1,097,777	\$3,208,432	25%

Total Overtime Hours by Month January 2010 - October 2013



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

10/1/2013 Through 10/31/2013

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	6.66	11.00
103 MISC. STAFFING COVE	8191.34	8192.00
107 LATE/STA. MOVE COVE	7.09	12.00
199 MID SHIFT RECALL	35.50	35.50
Total All Assignments This Work Type:	8,240.59	8,250.50

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	114.08	114.25
204 EMS TRNG/INSTRUCTIO	11.50	11.50
209 RESCUE TRAINING	2.50	2.50
210 HAZ-MAT TRAINING	145.16	145.50
214 PARAMEDIC - CONT ED	8.00	8.00
221 2013-1 ACADEMY	9.00	9.00
Total All Assignments This Work Type:	290.24	290.75

10/1/2013 Through 10/31/2013

WORK CODE: 3		ASSIGNMENTS	
ASSIGNMENT		Time Worked	Time Paid
301	MEETINGS/PROJECT DE	41.33	41.50
310	MISC. MAINTENANCE	22.50	22.50
314	RED FLAG DAY	174.00	174.00
315	RECRUITMENT INTERN	41.50	41.50
317	RECRUITMENT EXTER	12.00	12.00
320	PUBLIC EVENTS	19.50	19.50
321	FP REIMBURSED OVER	15.97	16.25
340	PROJECT WORK	17.00	17.00
Total All Assignments This Work Type:		343.80	344.25
WORK CODE: 7		EMERGENCY	
ASSIGNMENT		Time Worked	Time Paid
700	EMERGENCY RECALL	1.05	2.00
Total All Assignments This Work Type:		1.05	2.00
Report Grand Total:		8,875.68	8,887.50

10/1/2013 Through 10/31/2013

WORK CODE:		Time Paid
1	STAFFING	8,250.50
2	TRAINING	290.75
3	ASSIGNMENTS	344.25
7	EMERGENCY	2.00
	Report Grand Total:	<u>8,887.50</u>