

San Ramon Valley Fire Protection District

Annual Operating Budget Fiscal Year 2012/2013



Celebrating 100 years of service

ONE TEAM, ONE MISSION

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

Board of Directors

Thomas J. Linari, President

Matthew J. Stamey, Vice President

Roxanne W. Lindsay, Director

Jennifer G. Price, Director

Glenn W. Umont, Director

The Role of the Board

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

Fire Chief/Treasurer

Richard Price

The Role of the Chief

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

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June 27, 2012

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

Members of the Board:

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

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

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

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

Capital Improvement Projects

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

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

Personnel

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

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

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

OPEB Funding

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

Reserves

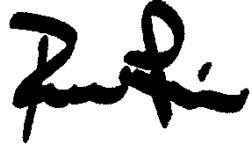
Balancing the budget in FY 2012-2013 requires the expenditure of \$3,980,978 from General Fund reserves. The projected reserve above the minimum required on June 30, 2013 is estimated to be \$5,336,430.

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

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

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

Sincerely,

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

Richard Price
Fire Chief

STAFFING SUMMARY

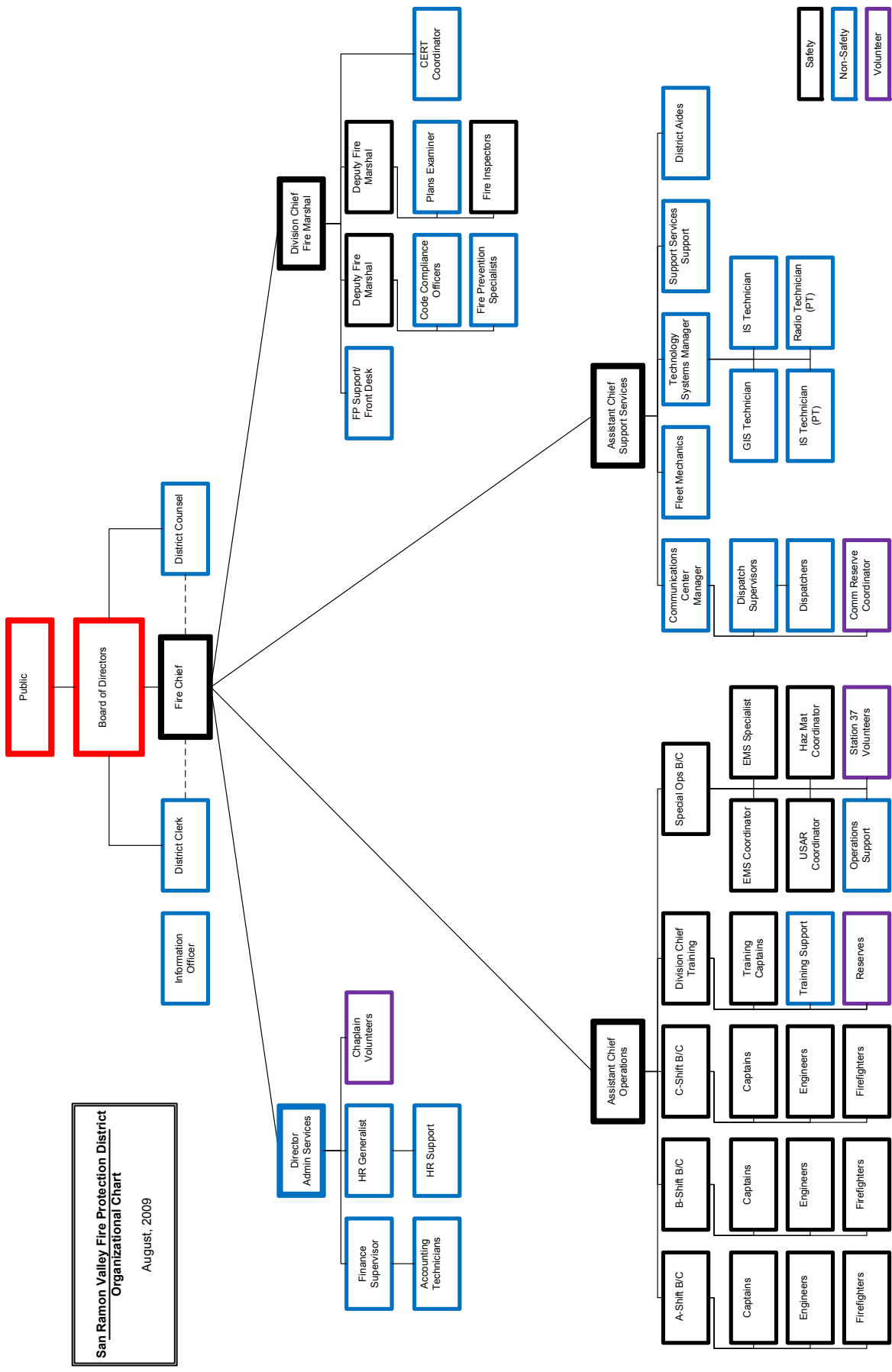
DIVISION	2008-09	2009-10	2010-11	2011-12	2012-13
Board of Directors					
Director	5	5	5	5	5
Total	5	5	5	5	5
Fire Chief					
Fire Chief	1	1	1	1	1
District Clerk	1	1	1	1	1
Total	2	2	2	2	2
Human Resources					
Director	1	1	1	1	1
Generalist	1	1	1	1	1
Office Assistant	2	2	1	1	1
Total	4	4	3	3	3
Finance			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

STAFFING SUMMARY

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

STAFFING SUMMARY

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



**San Ramon Valley Fire Protection District
Organizational Chart**
August, 2009

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2012-2013

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

FUND BALANCE POLICY MEASURE

PROJECTED JUNE 30, 2013

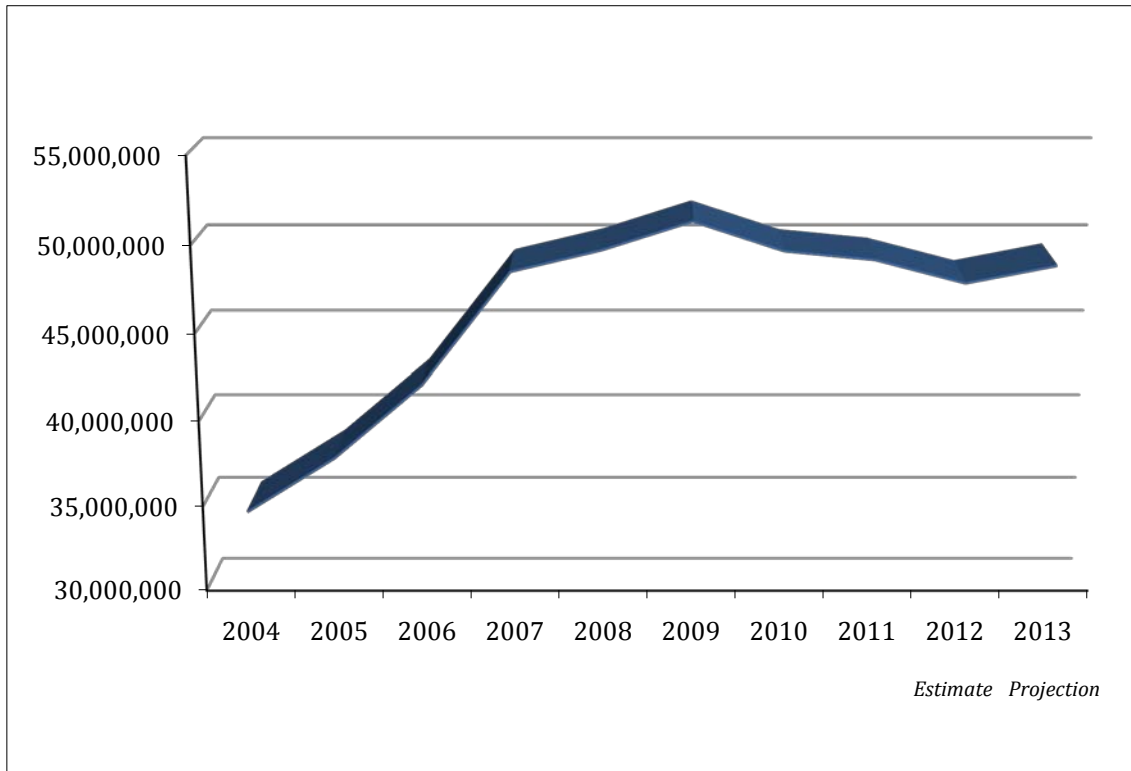
FUND BALANCE	GENERAL FUND	CAPITAL PROJECTS FUND
Committed:		
Workers' Compensation Claims	\$1,000,000	
Refinery Property Tax Claim	460,000	
Tactical Training Center		\$3,640,000
Station 32/Capital Improvement Projects	4,400,000	
Budget Stabilization	16,600,000	
Assigned:		
Budgetary Deficit	2,300,000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

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

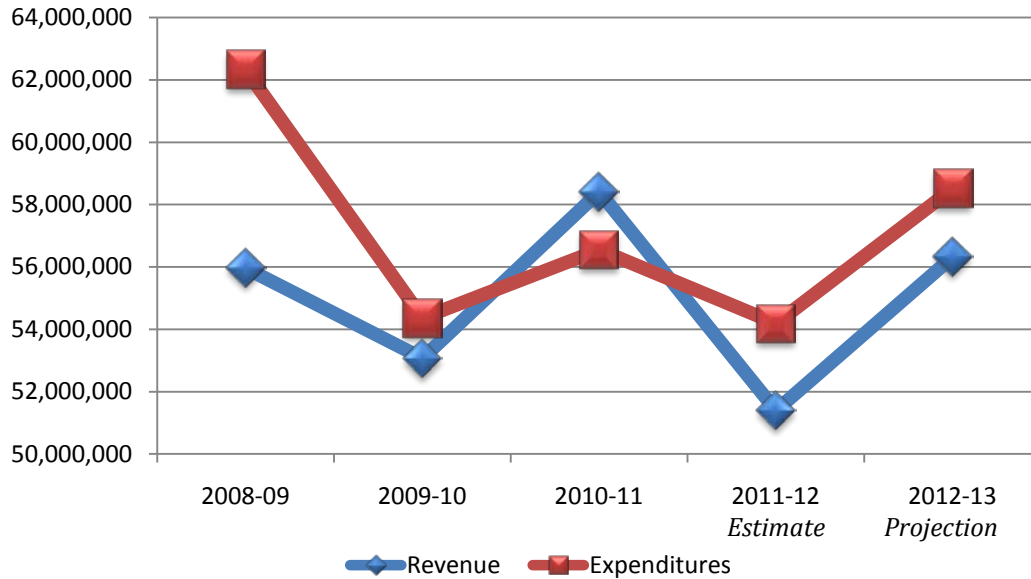
TEN YEARS OF PROPERTY TAX REVENUE

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

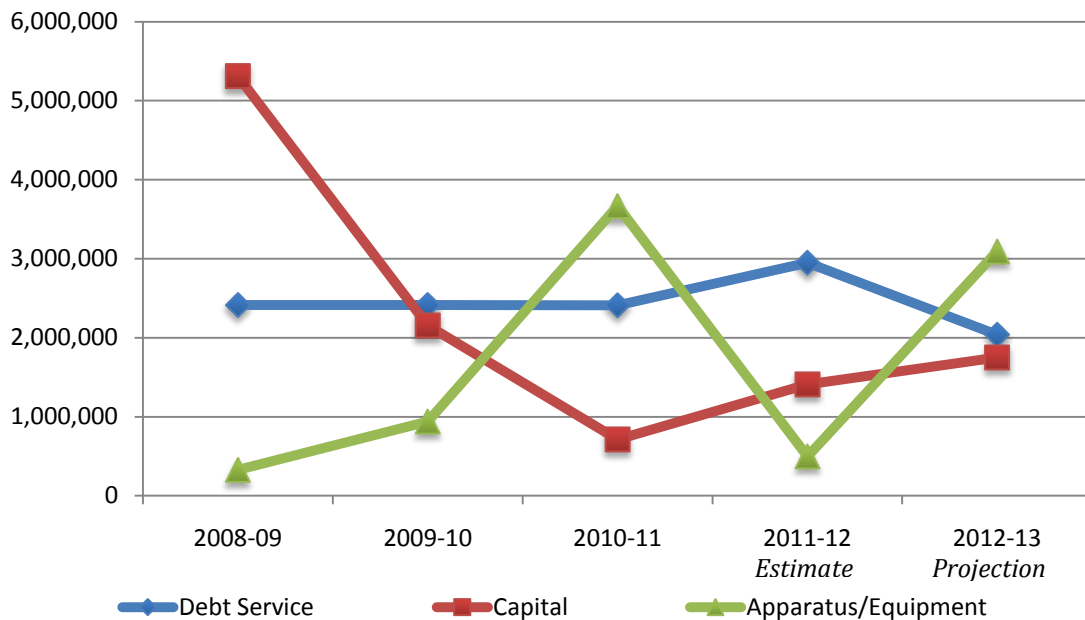
Year	2009	2010	2011	2012	2013
Actual	51,335,992	49,680,045	49,184,817	47,868,031	48,857,083
% Increase	3.23%	-3.23%	-1.00%	-2.85%	2.07%



FIVE YEAR COMPARISON OF TOTAL REVENUE TO TOTAL EXPENDITURES



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



REVENUES (ALL FUNDS)

FY 2012-2013

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

REVENUES (ALL FUNDS)

FY 2012-2013

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

EXPENDITURES (GENERAL FUND)

FY 2012-2013

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

EXPENDITURES (GENERAL FUND)

FY 2012-2013

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

BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

MEMBERS OF THE BOARD

Director (5)

BOARD OF DIRECTORS

FY 2012-2013

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

FIRE CHIEF

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-13

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

STAFFING SUMMARY

Fire Chief¹

District Clerk

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

FIRE CHIEF

FY 2012-2013

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

HUMAN RESOURCES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

STAFFING SUMMARY

Administrative Services Director¹

Human Resources Generalist

Office Assistant

¹ Administrative Services Director also responsible for Finance Division oversight.

HUMAN RESOURCES

FY 2012-2013

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

FINANCE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

STAFFING SUMMARY

Administrative Services Director¹

Finance Supervisor

Accounting Technician (2)

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

FINANCE

FY 2012-2013

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

FIRE PREVENTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

STAFFING SUMMARY

Division Chief/Fire Marshal

Deputy Fire Marshal (2)

Fire Inspector (2)

Fire Code Compliance Officer (3)

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner

Office Assistant (2)

FIRE PREVENTION

FY 2012-2013

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

TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

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

STAFFING SUMMARY

Assistant Chief, Support Services¹

Technology Systems Manager

Geographical Information Analyst

Information System Technician

Radio Technician (Part-time)

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

TECHNOLOGY

FY 2012-2013

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

COMMUNICATIONS CENTER

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

STAFFING SUMMARY

Assistant Chief, Support Services¹

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

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

COMMUNICATIONS CENTER

FY 2012-2013

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

FACILITIES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

STAFFING SUMMARY

Assistant Chief, Support Services¹

Senior Office Assistant²

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

² Senior Office Assistant also supports Fleet.

FACILITIES

FY 2012-2013

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

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Suppression² (3)

Battalion Chief, Special Operations

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

Senior Office Assistant

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

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

EMERGENCY OPERATIONS

FY 2012-2013

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

FLEET

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

STAFFING SUMMARY

Assistant Chief, Support Services¹

Mechanic (2)

Senior Office Assistant²

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

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

FLEET

FY 2012-2013

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

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

STAFFING SUMMARY

Assistant Chief, Operations¹

Division Chief, Training

Training Captain (2)

Senior Office Assistant

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

TRAINING

FY 2012-2013

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

EMERGENCY MEDICAL

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2011-2012

1. Implement Medication Inventory and Resupply policy and procedures.

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

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

EMS Coordinator

EMS Specialist

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

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

EMERGENCY MEDICAL

FY 2012-2013

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

RESCUE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE:

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (40)

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

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

RESCUE

FY 2012-2013

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

HAZARDOUS MATERIALS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

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

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (31)

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

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

HAZARDOUS MATERIALS

FY 2012-2013

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

VOLUNTEER FIRE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2012-2013

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

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Station 37 Coordinator

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

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

FS37 Volunteers (18)

VOLUNTEER FIRE

FY 2012-2013

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

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

FY 2012-2013

Revenues

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

Expenditures

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

**CAPITAL PROJECTS FUND 300
STATEMENT OF REVENUES AND EXPENDITURES**

FY 2012-2013

Expenditures

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

CAPITAL PROJECTS FUND

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

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

FY 2012-2013

Expenditures

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

APPARATUS/EQUIPMENT REPLACEMENT FUND

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

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

FY 2012-2013

Revenues

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

Expenditures

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

FEDERAL GRANT CAPITAL PROJECTS FUND

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

DEBT SERVICE FUND 200
STATEMENT OF REVENUES AND EXPENDITURES

FY 2012-2013

Revenues

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

Expenditures

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

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

FY 2012-2013

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

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

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

FY 2012-2013

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

Principal Outstanding as of July 1, 2012	\$5,025,000
Reduction in Principal Balance	555,000
Interest Due	172,873
Total Payment Due	727,873
Principal Outstanding as of June 30, 2013	\$4,470,000

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

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

FY 2012-2013

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

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

ABOUT US

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

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

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

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

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

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

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