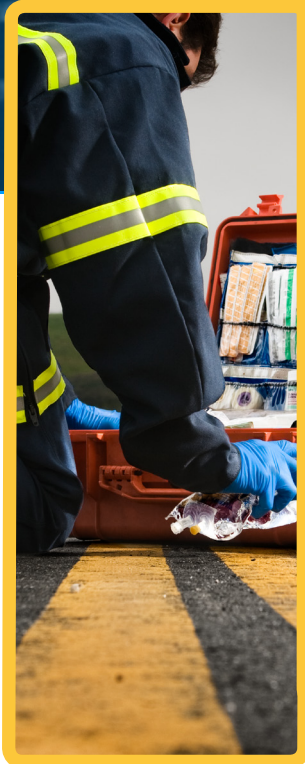


2013/2014

Annual Operating Budget

San Ramon Valley Fire Protection District



ONE TEAM, ONE MISSION

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

Board of Directors

Matthew J. Stamey, President

Glenn W. Umont, Vice President

Gordon Dakin, Director

H. Jay Kerr, Director

Jennifer G. Price, 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

Paige Meyer

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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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

June 26, 2013

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

Members of the Board:

I am pleased to present a balanced FY 2013-2014 Annual Operating Budget for the San Ramon Valley Fire Protection District. I am equally proud to report this budget is the product of a highly collaborative effort between management and union representatives, and reflects the valuable guidance and input received from Directors at the May 23, 2013 Finance Committee meeting and the May 29, 2013 Budget Workshop.

The District's core mission is to deliver essential, first-responder, fire suppression and emergency medical services. Another vital component of our mission is the delivery of fire prevention services. Moreover, we could not provide these services at the high level the public has come to expect without an effective communications center and administrative support function. All these direct public services and support services are provided by the highly dedicated men and women the District employs. So not surprisingly, the majority of the District's expenditures are on labor costs.

The primary source of revenue for the District is property taxes. Both labor costs and property taxes have been greatly impacted in recent years by the "Great Recession." Even though our employees have not received a pay increase for a number of years now, labor costs have continued to rise. CCCERA investment losses on pension assets continue to drive up pension costs; and other CCCERA funding changes will further compound increases in pension rates over the next several years. Health care costs likewise continue to rise despite cost containment efforts deployed by CalPERS in recent years. As pension and health care increases have been driving labor costs up, declining property values have been driving property tax revenue down. Property tax revenue peaked in 2008-09 at \$51.3 million, declined to \$47.9 million in 2012-13 (-6.6%) and is projected at \$49.3 million for 2013-14 (2.9%), which is about the same amount of property tax revenue the District received in 2007-08. The combination of rising labor costs and lower property tax revenue has resulted in the District having to use its reserves to cover a

growing gap between spending and revenue; as evidenced in the 2012-13 adopted budget that included a \$2.2 million further use of reserves to cover overall spending.

My challenge as the new Fire Chief was to present the Board with a long-range budget plan that brings ongoing spending into alignment with ongoing revenues and maintains reserves at or above the levels established by Board policies. I also felt the long-range budget plan needed to address the District's growing unfunded liability with respect to providing retiree medical benefits; which is often referred to as the unfunded OPEB (Other Post-Employment Benefits) liability. The District has established an irrevocable trust fund with CalPERS for the sole purpose of "pre-funding" this benefit (setting aside money today to pay for medical benefits after retirement, similar to what we do for pensions), but after an initial deposit of \$3.5 million several years ago, there's been no further deposits. Finding ways to pre-fund this benefit and reduce the unfunded liability are critical to the long-term fiscal stability of the District.

There is not much the District can do to influence property tax revenue, so we conservatively projected that revenue to grow at 2% per year, or \$1.4 million for 2013-14 after accounting for an unusually large amount of prior year refunds for 2012-13. Our next largest source of revenue is ambulance transport revenue, which is projected to grow about 3.8%, or \$100,000. We are looking at ways to further enhance our cost recovery from insurance companies and Medicare reimbursements, but I did not want to budget any additional revenue before further discussions with the Board and actually putting the measures in place. We also plan to aggressively look for grant opportunities to provide funding for capital needs and will bring to the Board for approval prior to inclusion in the budget. Overall, General Fund operating revenue is expected to increase \$1.1 million over the actual for 2012-13. Unfortunately, this increase in revenue was not going to be sufficient to cover the increase in spending being driven by the factors discussed previously, especially given the retirement cost increases we know are going to occur in 2014.

As noted above, the majority of our spending is on labor costs simply due to the nature of our business; we deliver essential emergency services through our employees. Labor and management did, however, work collaboratively to identify opportunities in non-labor areas to reduce spending to the minimum needed to maintain core services. Capital spending was cut to a level that just keeps facilities and equipment operational. But we needed far more in spending reductions to maintain sufficient funding to cover operational needs, our "dry period" funding requirements, address the OPEB unfunded liability and maintain a reasonable and responsible "rainy day" operational reserve fund over the long term. Fortunately, the District and the Union were able to reach agreement on a number of cost-sharing provisions that provided the needed spending reductions. With respect to retirement costs, employees agreed to "pick-up" a portion of the employer retirement cost, as follows: Safety employees – 4% per year for three years beginning July 1, 2013 for a total of 12% after the third year; non-Safety employees - 4% per year for two years beginning July 1, 2013 for a total of 8% after the second year. This retirement cost-share is expected to save the District \$828,000 in 2013-14 and grow to \$2.4 million in 2015-16 when fully implemented. We were also able to agree on a reduction in minimum daily staffing from 43 to 41 effective July 1, 2013; and a further reduction from 41

to 39 effective July 1, 2015. This staffing reduction will save the District \$1.1 million in 2013-14 and increase to \$2.2 million in 2015-16. Our financial projections indicate the savings generated from these measures will stabilize the budget, bring spending in line with revenues and leave the District with an adequate level of funds to cover its dry-period financing needs and provide for an operating reserve.

To address the unfunded liability for retiree medical benefits, employees have agreed to pay 8% of the monthly premium for health care, and to a “cap” on the amount of monthly premium the District pays. The 8% premium cost-share is effective July 1, 2013, and the cap on premiums will be effective January 1, 2014, after the next open enrollment period, allowing the opportunity for those in the highest cost plan to choose a lesser cost plan. Due to the nature of our contract with CalPERS for medical benefits, these changes will impact retirees as well as current employees. This means current retirees and beneficiaries will also be subject to the cap and will begin contributing toward the cost of their medical premiums, further reducing the District’s contribution for this benefit. In exchange, the District has agreed that all savings associated with these changes will be deposited into the CalPERS irrevocable trust fund established for the sole purpose of pre-funding retiree medical benefits. The projected savings/trust fund deposit for 2013-14 is \$520,000 and will grow over time as health premiums increase. The Board has expressed a desire to make additional trust fund contributions at least equal to the level of premium cost-share from employees and retirees, given available funding. This is something I propose to revisit with the Board annually, at mid-year, after the prior year books are closed and we have a better handle on our current year projections.

By closely scrutinizing spending we were able to significantly reduce the projected deficit spending and use of reserves in the current year. With the help of represented and non-represented employees, we are able to present a balanced budget for 2013-14, put in place a plan to address pre-funding of retiree medical benefits and reduce the associated unfunded liability. As I’ve discussed previously with the Board, I feel with the changes outlined above, the District is clearly back on the path toward long-term fiscal stability.

Other noteworthy features of the 2013-14 proposed Annual Operating Budget are discussed below.

Capital Improvement Projects

Grant funds will partially provide for the replacement of all Self-Contained Breathing Apparatus at a cost of \$1,500,000 and for mobile radio enhancements at a cost of \$362,000.

Construction of replacement Fire Station 32 in Alamo could begin this year. Staff is looking at various options that will be presented to the Board for further discussion. Included in the budget is \$100,000 for partial year debt service.

Personnel

Staff is preparing to recruit and hire approximately six new firefighter paramedics this year. The budget includes ancillary startup provisions including the delivery of a District-hosted academy beginning in March 2014.

The Budget freezes several vacant positions. It also continues the practice of requiring Board approval before filling any mid-budget personnel opening.

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

OPEB Funding

Based upon current financial conditions, the contribution to the OPEB trust for 2013-14 included in the budget is limited to the cost-share amount of \$520,473 discussed previously. We will revisit at mid-year whether sufficient funding is available to make additional OPEB contributions.

Reserves

As presented, the budget for 2013-14 is balanced without the use of General Fund reserves; and the General Fund reserve at June 30, 2014 is projected to be \$8,234,130 above the minimum required by Board policy.

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 2013-14 staff will present a facilities, fleet and equipment Renewal Replacement Program for Board adoption. 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 fully return to strong footing. Our long-range cash flow model is predicated on what we feel is a conservative 2% annual growth in property tax revenue. That level of property tax growth alone would not have allowed the District to maintain current service levels without drawing down reserves to unacceptable levels. However, with the cooperation of our represented and non-represented employees, we have crafted a solution that keeps the District above minimum reserve requirements throughout the ten-year cash flow model period. We still have challenges ahead with respect to maintaining capital facilities, replacing equipment and funding for OPEB; but I remain optimistic that labor and management, working collaboratively, will develop solutions to address those challenges and allow the District to continue delivering an exceptionally high level of service to those we serve.

In closing, I would like to express my appreciation to the Board for their support. Thus far I have found the Board to be focused on our core mission and invested in the long-term best interests

of the District and its citizens. The Board works hard and is engaged with its citizens, expects the same of staff and has been willing to make difficult choices. These three factors give the District a great advantage. I know we will move through this budget year thoughtfully, respectfully and effectively, with the right balance of decisions for the benefit of those we employ and those we serve, and always with an eye on the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Paige Meyer". The signature is written in a cursive, flowing style.

Paige Meyer
Fire Chief

STAFFING SUMMARY

DIVISION	2009-10	2010-11	2011-12	2012-13	2013-14
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	0.5
Generalist	1	1	1	1	1
Office Assistant	2	1	1	1	1
Total	4	3	3	3	2.5
Finance					
Director					0.5
Supervisor	1	1	1	1	1
Finance Asst Part Time	1				
Accounting Technician	2	2	2	2	2
Total	4	3	3	3	3.5
Training					
Division Chief	1	1	1	1	1
Training Captain	3	2	2	2	2
Senior Office Assistant	1	1	1	1	1
Total	5	4	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	1
Computer Asst Part Time	1	1			
Radio Tech Part Time	1	1	1	1	1
Total	5	5	5	4	4

STAFFING SUMMARY

DIVISION	2009-10	2010-11	2011-12	2012-13	2013-14
Communications Center					
Comm Center Manager	1	1	1	1	1
Dispatcher	9	9	9	9	9
Total	10	10	10	10	10
Facilities					
Assistant Chief	1	1	1	1	0
Senior Office Assistant	2	1	1	1	1
Total	3	2	2	2	1
Fire Prevention					
Division Chief/Fire Marshal	1	1	1	1	1
Deputy Fire Marshal	2	2	2	2	1
Inspector	2	2	2	2	2
Code Compliance Officer	4	3	3	3	3
Prevention Specialist	2	2	2	2	2
Office Assistant	1	2	2	2	1
Plans Examiner	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1
Total	14	14	14	14	12
Emergency Operations					
Assistant Chief	1	1	1	1	1
Battalion Chief	4	4	4	4	4
Captain	39	39	39	39	39
Engineer	39	39	39	39	39
Firefighter/Paramedic	60	53	54	54	47
Station 37 Coordinator	1	1	1	1	1
Senior Office Assistant		1	1	1	1
Total	144	138	139	139	132
Fleet					
Mechanic	2	2	2	2	2
Total	2	2	2	2	2

STAFFING SUMMARY

DIVISION	2009-10	2010-11	2011-12	2012-13	2013-14
Emergency Medical					
EMS Coordinator	1	1	1	1	1
EMS Specialist	1	1	1	1	1
Senior Office Assistant	1				
Total	3	2	2	2	2
GRAND TOTAL	201	190	191	190	180

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2013-2014

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	SRV FIRE COMMUNITY	APP/EQUIP	FEDERAL GRANT CAPITAL PROJECTS	TOTAL
PROJECTED REVENUES							
Taxes	\$49,264,960						\$49,264,960
Intergovernmental	123,000					\$922,829	1,045,829
Charges for services	3,179,000						3,179,000
Use of money & prop	118,000	\$600					118,600
Rent	350,000						350,000
Other	25,000			\$500			25,500
Debt issuance			\$100,000				100,000
TOTAL	53,059,960	600	100,000	500	0	922,829	54,083,889
PROJECTED EXPENDITURES							
Salaries & benefits	44,482,949						44,482,949
Services & supplies	4,761,264		12,500	500			4,774,264
Debt service		1,963,273					1,963,273
Capital projects			225,000				225,000
Debt purchases			100,000				100,000
Equipment purchases					142,750	1,862,186	2,004,936
OPEB contribution	520,473						520,473
TOTAL	49,764,686	1,963,273	337,500	500	142,750	1,862,186	54,070,895
ANNUAL SURPLUS (DEFICIT)	3,295,274	(1,962,673)	(237,500)	0	(142,750)	(939,357)	12,994
Transfers in (out)	(3,246,664)	1,962,673	225,000		142,750	916,241	0
Net change	48,610	0	(12,500)	0	0	(23,116)	12,994
PROJECTED FUND BALANCE							
JULY 1, 2013	31,812,000	1,330,000	2,916,000	300	0	23,116	36,081,416
PROJECTED FUND BALANCE							
JUNE 30, 2014	\$31,860,610	\$1,330,000	\$2,903,500	\$300	\$0	\$0	\$36,094,410

FUND BALANCE POLICY MEASURE

PROJECTED JUNE 30, 2014

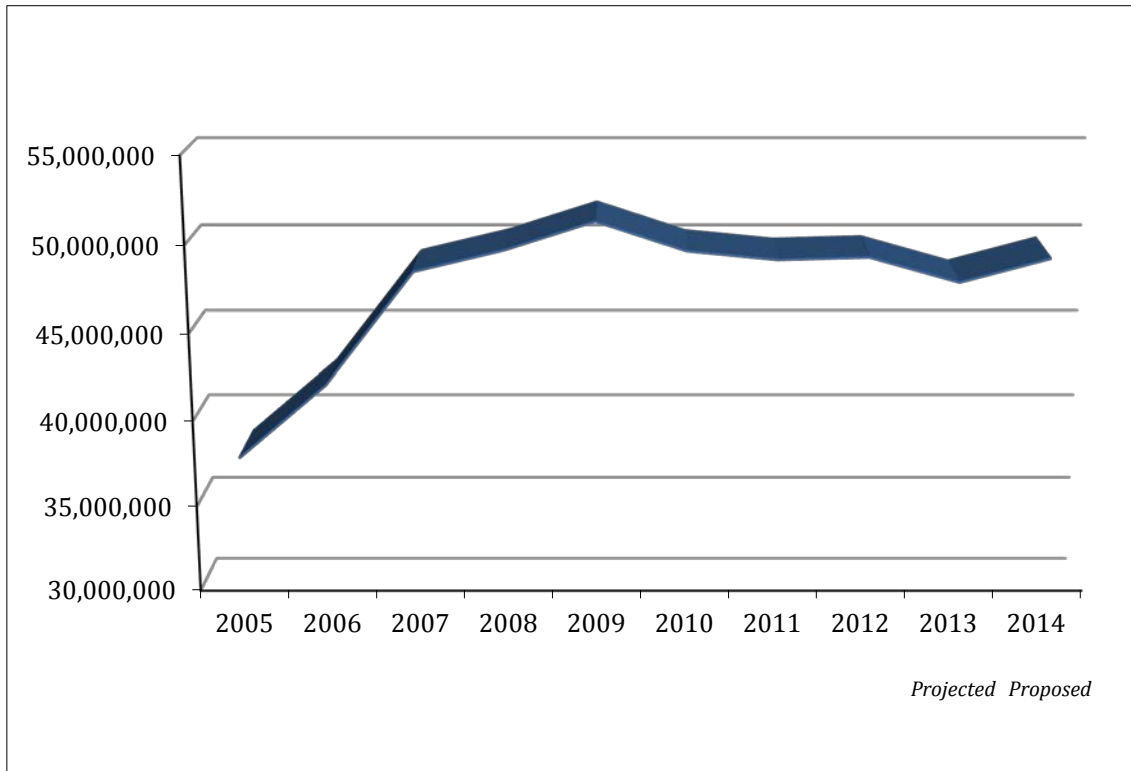
	GENERAL FUND	CAPITAL PROJECTS FUND
FUND BALANCE		
Nonspendable		\$238,000
Committed:		
Workers' Compensation Claims	\$1,000,000	
Refinery Property Tax Claim	460,000	
Tactical Training Center		2,665,500
Station 32/Capital Improvement Projects	4,400,000	
Budget Stabilization	16,600,000	
Assigned:		
Budgetary Deficit	2,700,000	
Unassigned	6,700,610	
Total Fund Balance	\$ 31,860,610	\$2,903,500

FUND BALANCE POLICY MEASURE	
Projected Fund Balance at June 30, 2014:	
General Fund	\$31,860,610
Capital Projects Fund	2,903,500
Total	34,764,110
50% of General Fund Revenues Minimum per Fund Balance Policy	26,529,980
Amount Over Minimum Reserve	\$8,234,130
Percent Over Minimum Reserve	31.04%

TEN YEARS OF PROPERTY TAX REVENUE

Year	2005	2006	2007	2008	2009
Actual	37,844,880	42,094,029	48,521,551	49,729,211	51,335,992
% Increase	9.11%	11.23%	15.27%	2.49%	3.23%

Year	2010	2011	2012	2013	2014
Actual	49,680,045	49,184,817	49,329,131	47,913,571	49,264,960
% Increase	-3.23%	-1.00%	0.29%	-2.87%	2.82%



REVENUE GENERAL FUND

FY 2013-2014

DESCRIPTION	GL CODE	ACTUALS FY 11-12	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Prop Taxes Current Secured	4110	47,933,548	47,111,198	48,053,422
Prop Taxes Supplemental	4120	489,994	168,175	171,539
Prop Taxes Utilities/Unitary	4130	959,401	937,596	956,348
Prop Taxes Current Unsecur	4140	1,841,275	1,740,801	1,775,617
Homeowner Prop Tax Relief	4145	526,371	494,700	504,594
Taxes Returned to County	4150	(1,251,584)	(1,340,030)	(1,340,030)
County Tax Administration	4160	(496,473)	(494,146)	(504,029)
Prop Taxes Prior Secured	4170	(449,321)	(564,431)	(282,000)
Prop Taxes Prior Supp	4180	(187,054)	(125,509)	(63,000)
Prop Taxes Prior Unsecured	4190	(37,026)	(14,783)	(7,500)
TOTAL TAXES		\$49,329,131	\$47,913,571	\$49,264,960
Measure H	4220	112,184	33,000	33,000
SB-90 Mandated Costs	4230	13,323	(95,672)	
Misc State Aid/Grants	4240	91,609	156,425	35,000
Federal Grant	4245			55,000
TOTAL INTERGOVERNMENTAL		\$217,116	\$93,753	\$123,000
Inspection Fees	4310	60,323	54,000	57,000
Plan Review Fees	4315	248,626	339,000	356,000
Info Technology Surcharge	4316		10,000	20,000
Weed Abatement Charges	4320	2,984	25,200	4,000
Administrative Citations	4325	35,321	40,000	35,000
Ambulance Services	4330	2,439,773	2,600,000	2,700,000
CPR Classes	4340	2,555	1,000	2,000
Reports/Photocopies	4350	5,464	5,500	5,000
TOTAL CHARGES FOR SERVICES		\$2,795,046	\$3,074,700	\$3,179,000
Investment Earnings	4410	98,211	90,000	118,000
TOTAL USE OF MONEY & PROP		\$98,211	\$90,000	\$118,000

REVENUE GENERAL FUND

FY 2013-2014

DESCRIPTION	GL CODE	ACTUALS FY 11-12	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Rent on Real Estate	4510	189,978	350,000	350,000
TOTAL RENT		\$189,978	\$350,000	\$350,000
Sale of Property	4620	7,960	368,000	
Miscellaneous Revenue	4640	45,769	50,100	25,000
TOTAL OTHER REVENUE		\$53,729	\$418,100	\$25,000
TOTAL REVENUES		\$52,683,211	\$51,940,124	\$53,059,960

EXPENDITURES (GENERAL FUND)

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14	% CHANGE
Permanent Salaries	5110	21,933,333	20,176,115	20,441,549	1%
Temporary Salaries	5115	146,191	171,960	146,191	-15%
Permanent Overtime	5120	4,767,500	6,557,442	5,217,500	-20%
FICA Contributions	5140	384,505	381,352	369,836	-3%
Retirement Contributions	5150	12,993,780	11,845,756	12,019,863	1%
Employee Group Insurance	5160	3,711,590	3,438,855	3,546,796	3%
Retiree Health Insurance	5170	1,850,000	1,855,000	1,901,214	2%
OPEB Contribution				520,473	
Unemployment Insurance	5180	20,000	12,000	20,000	67%
Workers Comp Claims	5190	800,000	820,000	820,000	0%
TOTAL SALARIES AND BENEFITS		\$46,606,899	\$45,258,480	\$45,003,422	-1%
Office Supplies	5202	28,250	31,900	34,700	9%
Postage/Freight	5204	12,700	11,700	12,700	9%
Telecommunications	5206	201,560	201,560	193,100	-4%
Utilities	5208	281,500	300,000	309,900	3%
Small Tools/Equip/Furn	5210	92,000	82,000	97,300	19%
Miscellaneous Supplies	5212	117,100	89,800	121,600	35%
Medical Supplies	5213	103,000	134,000	103,000	-23%
Firefighting Supplies	5214	100,252	51,050	90,750	78%
Pharmaceutical Supplies	5216	36,500	47,000	36,500	-22%
Computer Supplies	5218	39,500	35,000	38,500	10%
Radio Equipment & Supplies	5219	139,850	75,000	25,000	-67%
Food Supplies	5222	20,450	26,723	26,450	-1%
PPE Inspections & Repairs	5223	36,000	36,000	36,000	0%
Safety Clothing & Supplies	5224	239,498	165,500	159,200	-4%
Class A Uniforms & Supplies	5225	1,000	1,600	6,000	275%
Non-Safety Clothing	5226	23,200	17,100	22,000	29%
Class B Uniforms & Supplies	5227	25,000	18,000	25,000	39%
Household Supplies	5228	40,000	40,000	40,000	0%
Central Garage Repairs	5230	100,000	70,000	100,000	43%
Central Garage Maintenance	5231	20,000	12,000	20,000	67%
Central Garage Gas & Oil	5232	199,500	149,500	207,000	38%

EXPENDITURES (GENERAL FUND)

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14	% CHANGE
Central Garage Tires	5234	40,000	40,000	45,000	13%
Central Garage Inspectons	5235	12,500	12,500	13,000	4%
Maintenance/Repairs Equip	5236	126,004	166,390	145,704	-12%
Maintenance/Repairs Radio	5238	355,006	286,700	344,900	20%
Maintenance/Repairs Bldgs	5240	131,750	130,000	145,000	12%
Maintenance/Repairs Grnds	5242	37,500	25,000	38,500	54%
Rents/Leases Equip & Prop	5246	71,300	57,292	68,300	19%
Prof & Specialized Services	5250	989,526	781,900	961,645	23%
Recruiting Costs	5251	82,800	72,000	94,200	31%
Legal Services	5252	336,000	365,000	250,000	-32%
Info Technology Surcharge	5253		10,000	20,000	100%
Medical Services	5254	126,500	103,500	111,100	7%
Communications Services	5258	78,600	14,210	78,600	453%
Election Services	5262	117,768	105,565		-100%
Insurance Services	5264	437,000	400,000	460,000	15%
Publication of Legal Notices	5270	500	500	500	0%
Specialized Printing	5272	26,620	19,400	26,900	39%
Dues & Memberships	5274	58,195	61,686	68,130	10%
Educational Courses	5276	59,000	42,800	61,000	43%
Educ Assistance Program	5277	45,000	20,000	45,000	125%
Public Education Supplies	5278	11,000	11,000	11,000	0%
Books & Periodicals	5280	25,800	12,725	18,635	46%
Recognition Supplies	5282	6,500	5,000	5,000	0%
Meetings & Travel Expenses	5284	45,000	27,050	44,450	64%
TOTAL SERVICES AND SUPPLIES		\$5,076,730	\$4,365,651	\$4,761,264	9%
TOTAL EXPENDITURES		\$51,683,629	\$49,624,131	\$49,764,686	0%

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 2013-2014

1. Maintain fiscal integrity of the District.
2. Reduce borrowing costs.
3. Reduce the cost of retiree medical benefits and reduce the OPEB liability.
4. Develop strategies to enhance cost recovery.

MEMBERS OF THE BOARD

Director (5)

BOARD OF DIRECTORS

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	12,045	15,500	14,940
FICA Contributions	5140	921	1,245	1,328
TOTAL SALARIES AND BENEFITS		\$12,966	\$16,745	\$16,268
Non-Safety Clothing	5226	500	200	500
Prof & Specialized Services	5250	25,000	20,000	25,000
Legal Services	5252	291,000	305,000	200,000
Election Services	5262	117,768	105,565	
Dues & Memberships	5274	27,450	35,000	35,860
Educational Courses	5276	2,000	800	2,000
Books & Periodicals	5280	500	200	500
Recognition Supplies	5282	3,500	3,000	3,000
Meetings & Travel Expenses	5284	4,000	1,500	3,900
TOTAL SERVICES AND SUPPLIES		\$471,718	\$471,265	\$270,760
TOTAL EXPENDITURES		\$484,684	\$488,010	\$287,028

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 2013-1214

1. Review and update current reserve fund policies.
2. Establish a clear plan including options for Station 32.
3. Determine feasibility of refinancing existing debt.
4. Maximize cost recovery in emergency medical services. Include Ground Emergency Medical Transportation Legislation, evaluation of ambulance fees for accuracy and competitiveness, and explore Treat No Transport Fee currently used by most other transport agencies.
5. Complete a new five year Business Plan.
6. Complete a new five year Strategic Plan.
7. Evaluate the organizational structure for efficiency and effectiveness and reorganize where appropriate.
8. Develop, mentor and train upper level managers to meet future District needs.
9. Identify grant funding for equipment and capital projects.

STAFFING SUMMARY

Fire Chief¹

District Clerk

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

FIRE CHIEF

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	306,788	172,000	348,230
FICA Contributions	5140	4,448	2,500	5,049
Retirement Contributions	5150	161,321	75,300	191,687
Employee Group Insurance	5160	37,271	23,000	41,894
TOTAL SALARIES AND BENEFITS		\$509,828	\$272,800	\$586,860
Office Supplies	5202	1,000	600	1,500
Small Tools & Equipment	5210	7,000	10,000	5,000
Miscellaneous Supplies	5212	1,000	700	1,000
Food Supplies	5222	1,000	1,000	1,000
Non-Safety Clothing	5226	2,000	2,000	2,000
Prof & Specialized Services	5250	25,000	2,000	16,000
Specialized Printing	5272	5,200	5,000	5,200
Dues & Memberships	5274	6,745	4,000	8,150
Educ Courses District Wide	5276	39,000	20,000	39,000
Books & Periodicals	5280	250	0	250
Travel Exp District Wide	5284	40,450	25,000	40,550
TOTAL SERVICES AND SUPPLIES		\$128,645	\$70,300	\$119,650
TOTAL EXPENDITURES		\$638,473	\$343,100	\$706,510

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 2013-2014

1. Complete performance appraisal system roll-out and training to Suppression by March 31, 2014. (Operations)
2. Research and institute procedures and program (ABRA) updates to assist with the compilation of information required for compliance with the Affordable Care Act by December 31, 2013. (Finance)
3. Finalize outstanding policy updates, including the following, by June 30, 2014:
 - a. Policy #211 Use of Sick Leave
 - b. Policy #215 Modified Duty Assignment
 - c. Policy #222 Workers' Compensation Program
 - d. Policy #320 Communication Equipment
 - e. Policy #322 Prohibiting Workplace Violence
 - f. Policy #512 Attendance
 - g. Policy #515 Social Media Policy – Personal Use (New Policy)
 - h. Policy #516 Make-Up Time Policy (New Policy)
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 June 30, 2014 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Administrative Services Director (.5)

Human Resources Generalist

Office Assistant

HUMAN RESOURCES

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	344,178	344,150	248,582
Temporary Salaries	5115	20,000	7,110	20,000
Permanent Overtime	5120	5,000	3,000	5,000
FICA Contributions	5140	4,991	5,560	3,604
Retirement Contributions	5150	126,899	126,790	89,863
Employee Group Insurance	5160	43,659	42,160	42,215
Retiree Health Insurance	5170	1,850,000	1,855,000	1,901,214
OPEB Contribution				520,473
Unemployment Insurance	5180	20,000	12,000	20,000
Workers Comp Claims	5190	800,000	820,000	820,000
TOTAL SALARIES AND BENEFITS		\$3,214,727	\$3,215,770	\$3,670,951
Office Supplies	5202	1,500	1,000	1,500
Postage/Freight	5204	1,000	1,000	1,000
Small Tools & Equipment	5210	2,500	2,000	2,500
Food Supplies	5222	3,500	3,500	7,500
Non-Safety Clothing	5226	3,000	2,000	3,000
Prof & Specialized Services	5250	142,300	120,000	126,700
Recruiting Costs	5251	82,800	72,000	94,200
Legal Services	5252	45,000	60,000	50,000
Medical Services	5254	126,500	103,500	111,100
Insurance Services	5264	437,000	400,000	460,000
Specialized Printing	5272	2,200	1,200	2,200
Dues & Memberships	5274	3,000	3,000	3,200
Educational Courses	5276			2,000
Books & Periodicals	5280	800	800	1,000
Recognition Supplies	5282	3,000	2,000	2,000
TOTAL SERVICES AND SUPPLIES		\$854,100	\$772,000	\$867,900
TOTAL EXPENDITURES		\$4,068,827	\$3,987,770	\$4,538,851

FINANCE

PURPOSE

The Finance Department is responsible for the financial policies, cash management and investments, accounting and budgeting, accounts receivable/payable, payroll, purchasing, grant administration 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 response to Federal audit inquiries.
14. Provide analytical support to all departments/divisions of the organization.

GOALS AND OBJECTIVES FOR FY 2013-2014

1. Administer the financial elements and close the following grants in accordance with Federal regulations by June 30, 2014: Assistance to Firefighters Grant for mobile radios and base stations, Assistance to Firefighters Grant for self-contained breathing apparatus and the Urban Areas Security Initiative Grant for development of a training video. (Operations and Fire Prevention)
2. Develop policy guidelines and implement a capital improvement program by June 30, 2014.
3. Implement the Affordable Care Act by June 30, 2014. (Human Resources)
4. Implement inventory control software and establish written procedures by March 31, 2014. (6E.5) (Operations and EMS)
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 June 30, 2014 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Administrative Services Director (.5)

Finance Supervisor

Accounting Technician (2)

FINANCE

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	288,677	295,000	385,584
Temporary Salaries	5115	0	6,538	0
Permanent Overtime	5120	5,000	442	5,000
FICA Contributions	5140	4,186	5,110	5,591
Retirement Contributions	5150	106,435	109,000	139,389
Employee Group Insurance	5160	69,149	70,000	72,913
TOTAL SALARIES AND BENEFITS		\$473,447	\$486,090	\$608,477
Office Supplies	5202	10,000	9,000	10,000
Postage/Freight	5204	7,000	6,000	7,000
Food Supplies	5222	4,000	4,500	4,500
Non-Safety Clothing	5226	2,000	1,500	2,000
Maintenance/Repairs Equip	5236	14,804	14,690	15,004
Rents/Leases Equip & Prop	5246	1,200	1,066	1,200
Prof & Specialized Services	5250	316,800	300,000	311,800
Specialized Printing	5272	8,000	6,500	7,000
Dues & Memberships	5274	1,030	1,000	1,030
Books & Periodicals	5280	1,020	1,225	1,020
TOTAL SERVICES AND SUPPLIES		\$365,854	\$345,481	\$360,554
TOTAL EXPENDITURES		\$839,301	\$831,571	\$969,031

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, emergency preparedness, public information, community education and public counter services. The purpose is to foster a resilient and vital community.

STANDARD LEVEL OF PERFORMANCE

1. Treat customers with respect, providing prompt resolution to customer needs that include realistic expectations and honest communication.
2. Provide prompt and courteous customer service and administrative support at the Public Counter for both internal and external customers.
3. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
4. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
5. 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.
6. Deliver community education programs that provide knowledge in fire safety, life safety, community health and emergency preparedness in collaboration with partner agencies and stakeholders.
7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.

8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
9. 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.
10. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
11. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
12. Manage prevention policies, contracts, standards, ordinances and fee schedules.

GOALS AND OBJECTIVES FOR FY 2013-2014

1. Provide support to the SRVEPCCC to properly administer the Urban Area Security Initiative grant awarded in the amount of \$55,000. (Finance)
2. Identify technology improvements for fee related services that are in accordance with the lawful use of the IT surcharge and within the fund balance. (SP4, 5B.4) (Technology)
3. Develop a policy that outlines service charges related to negligent actions which cause the use of services or facilities of the District pursuant to Health and Safety Code §13009. (SP3, 5B) (Operations, Finance)
4. Develop staff knowledge and training in ICS and/or NIMS compliant emergency management elements. (5H.1, 5H.6, 5H.9) (Training)
5. Review all Category 5B, 5C, and 5D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Division Chief/Fire Marshal

Deputy Fire Marshal

Fire Inspector (2)

Fire Code Compliance Officer (3)

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner

Office Assistant

FIRE PREVENTION

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	1,359,171	1,325,000	1,297,856
Permanent Overtime	5120	25,000	30,000	30,000
FICA Contributions	5140	19,726	19,500	18,837
Retirement Contributions	5150	648,856	641,200	627,088
Employee Group Insurance	5160	256,889	255,500	236,857
TOTAL SALARIES AND BENEFITS		\$2,309,642	\$2,271,200	\$2,210,638
Office Supplies	5202	2,500	1,300	1,500
Postage	5204	4,700	4,700	4,700
Small Tools & Equipment	5210	1,500	1,000	1,500
Firefighting Supplies	5214	1,050	1,050	750
Food Supplies	5222	1,000	1,000	1,000
Safety Clothing & Supplies	5224	1,000	1,000	1,000
Non-Safety Clothing	5226	5,000	4,000	4,000
Maintenance/Repairs Equip	5236	1,000	500	1,000
Prof & Specialized Services	5250	22,500	12,500	77,500
Info Technology Surcharge	5253		10,000	20,000
Publication of Legal Notices	5270	500	500	500
Specialized Printing	5272	4,000	4,000	8,500
Dues & Memberships	5274	13,470	13,470	11,240
Public Education Supplies	5278	11,000	11,000	11,000
Books & Periodicals	5280	6,250	1,000	2,250
Meetings & Travel Expenses	5284	550	550	
TOTAL SERVICES AND SUPPLIES		\$76,020	\$67,570	\$146,440
TOTAL EXPENDITURES		\$2,385,662	\$2,338,770	\$2,357,078

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 2013-2014

1. Complete a Computer-aided Dispatch (CAD) deployment workshop and assist with the implementation of closest-unit dispatch. (Operations, Communications)
2. Install fire station tablets with digital mapping integration in fire stations.

3. Replace District computers identified in the second phase of the multi-year replacement schedule.
4. Upgrade the operating system and office productivity software on all District computers.
5. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Technology Systems Manager
Geographical Information Analyst
Information System Technician
Radio Technician (Part-time)

TECHNOLOGY

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	348,584	348,200	348,621
Temporary Salaries	5115	37,171	37,171	37,171
Permanent Overtime	5120	5,000	0	0
FICA Contributions	5140	7,898	8,000	7,899
Retirement Contributions	5150	128,523	128,366	126,026
Employee Group Insurance	5160	56,007	55,625	57,166
TOTAL SALARIES AND BENEFITS		\$583,183	\$577,362	\$576,883
Telecommunications	5206	201,560	201,560	193,100
Computer Supplies	5218	39,500	35,000	38,500
Radio Equipment & Supplies	5219	139,850	75,000	25,000
Non-Safety Clothing	5226	1,500	1,250	1,500
Maintenance/Repairs Radio	5238	352,256	285,000	342,450
Rents/Leases Equip & Prop	5246	42,500	42,500	37,500
Prof & Specialized Services	5250	24,056	6,000	20,000
Communications Services	5258	78,600	14,210	78,600
Dues & Memberships	5274	500	500	500
TOTAL SERVICES AND SUPPLIES		\$880,323	\$661,020	\$737,150
TOTAL EXPENDITURES		\$1,463,506	\$1,238,382	\$1,314,033

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 2013-2014

1. Achieve EMD Re-Accreditation from the National Academy of Emergency Dispatch.
2. Procure and install a "Next Generation" 9-1-1 Phone System. (Technology)
3. 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. (Technology)
4. Provide dispatcher training to support operations transition to Automatic Vehicle Location (AVL) based response.

5. 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 6/30/14 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

COMMUNICATIONS CENTER

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	1,028,473	960,000	1,040,357
Temporary Salaries	5115	40,000	76,000	40,000
Permanent Overtime	5120	167,500	167,500	167,500
FICA Contributions	5140	17,313	22,100	17,485
Retirement Contributions	5150	373,214	341,300	366,822
Employee Group Insurance	5160	176,418	172,000	185,002
TOTAL SALARIES AND BENEFITS		\$1,802,918	\$1,738,900	\$1,817,166
Office Supplies	5202	4,500	4,000	4,500
Small Tools & Equipment	5210	4,500	4,500	4,500
Safety Clothing & Supplies	5224	3,000	2,500	3,000
Non-Safety Clothing	5226	3,500	3,000	3,500
Maintenance/Repairs Radio	5238	1,950	1,500	1,950
Prof & Specialized Services	5250	27,000	27,000	27,000
Dues & Memberships	5274	1,000	1,000	1,000
Books & Periodicals	5280	5,000	5,000	5,000
TOTAL SERVICES AND SUPPLIES		\$50,450	\$48,500	\$50,450
TOTAL EXPENDITURES		\$1,853,368	\$1,787,400	\$1,867,616

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 2013-2014

1. In conjunction with the Training Division plan and develop the Training Site Improvements.
2. Coordinate and perform repairs and improvements as identified in the Reserve Study.
3. Coordinate Public Access AED records and associated notifications. (SP3)
4. Develop tracking and coordination system for required facility inspections.
5. Review programs and processes for efficiency and effectiveness.
6. 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 6/30/14 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Senior Office Assistant¹

¹ Senior Office Assistant also supports Fleet.

FACILITIES

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	258,775	72,300	81,155
Temporary Salaries	5115	31,200	27,058	31,200
FICA Contributions	5140	6,742	3,157	3,435
Retirement Contributions	5150	163,078	26,650	17,225
Employee Group Insurance	5160	44,843	24,200	22,122
TOTAL SALARIES AND BENEFITS		\$504,638	\$153,365	\$155,137
Utilities	5208	281,500	300,000	309,900
Small Tools & Equipment	5210	8,000	8,000	10,000
Miscellaneous Supplies	5212	12,000	5,000	12,000
Household Supplies	5228	40,000	40,000	40,000
Central Garage Gas & Oil	5232	19,500	19,500	22,000
Maintenance/Repairs Equip	5236	64,500	90,000	80,000
Maintenance/Repairs Bldgs	5240	131,750	130,000	145,000
Maintenance/Repairs Grnds	5242	37,500	25,000	38,500
Rents/Leases Equip & Prop	5246	5,000	5,000	8,000
Prof & Specialized Services	5250	44,100	44,100	15,000
TOTAL SERVICES AND SUPPLIES		\$643,850	\$666,600	\$680,400
TOTAL EXPENDITURES		\$1,148,488	\$819,965	\$835,537

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 2013-2014

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 transition to and implement the East Bay Regional Communications System (EBRCS).
3. Complete SCBA evaluation process and replace current SCBAs with AFG Funding.
4. Provide officer development training to Company Officers in coordination with the Training Division.
5. Review all Category 5A, 5H, 6E and 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 6/30/14 for inclusion in the CFAI Annual Compliance Report.
6. Replace twenty additional 2 ½" outlet only public hydrants.
7. Review programs and processes for efficiency and effectiveness.

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Suppression (3)

Battalion Chief, Special Operations²

Captain (39); Engineer (39); Firefighter/Paramedic (47)

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 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	16,883,450	15,600,000	15,602,470
Permanent Overtime	5120	4,332,000	6,235,000	4,850,000
FICA Contributions	5140	302,652	300,000	291,321
Retirement Contributions	5150	10,640,021	9,800,000	9,837,775
Employee Group Insurance	5160	2,879,924	2,648,000	2,722,636
TOTAL SALARIES AND BENEFITS		\$35,038,047	\$34,583,000	\$33,304,202
Office Supplies	5202	7,000	15,000	14,000
Small Tools & Equipment	5210	12,000	3,000	12,000
Miscellaneous Supplies	5212	8,000	8,000	16,000
Firefighting Supplies	5214	99,202	50,000	90,000
Food Supplies	5222	8,500	12,000	10,000
PPE Inspection & Repairs	5223	36,000	36,000	36,000
Safety Clothing & Supplies	5224	220,298	155,000	140,000
Class A Uniforms & Supplies	5225	1,000	1,600	6,000
Class B Uniforms & Supplies	5227	25,000	18,000	25,000
Maintenance/Repairs Equip	5236	1,000	2,500	5,000
Prof & Specialized Services	5250	154,975	100,000	170,000
Specialized Printing	5272	1,300	1,300	1,300
Dues & Memberships	5274	1,000	1,000	1,000
Books & Periodicals	5280	2,000	0	1,000
TOTAL SERVICES AND SUPPLIES		\$577,275	\$403,400	\$527,300
TOTAL EXPENDITURES		\$35,615,322	\$34,986,400	\$33,831,502

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 2013-2014

1. Review and revise vehicle inspection policies and forms.
2. Create and implement vehicle log books for tracking.
3. Coordinate the acquisition and commission of new ambulances.
4. Coordinate the bid and purchase of new light vehicles.
5. Review maintenance, repair and inspection programs for efficiency and effectiveness.

6. 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 6/30/14 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Mechanic (2)

Senior Office Assistant¹

¹ Senior Office Assistant budgeted under Facilities (20-45).

FLEET

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	174,858	171,800	174,833
Permanent Overtime	5120	0	3,500	0
FICA Contributions	5140	2,535	2,535	2,535
Retirement Contributions	5150	64,470	63,350	63,203
Employee Group Insurance	5160	28,766	27,800	27,950
TOTAL SALARIES AND BENEFITS		\$270,629	\$268,985	\$268,521
Office Supplies	5202	100	100	200
Small Tools & Equipment	5210	6,000	7,000	10,000
Miscellaneous Supplies	5212	71,000	60,000	70,000
Non-Safety Clothing	5226	900	900	1,000
Central Garage Repairs	5230	100,000	70,000	100,000
Central Garage Maintenance	5231	20,000	12,000	20,000
Central Garage Gas & Oil	5232	180,000	130,000	185,000
Central Garage Tires	5234	40,000	40,000	45,000
Central Garage Inspections	5235	12,500	12,500	13,000
Maintenance/Repairs Equip	5236	1,000	5,000	1,000
Prof & Specialized Services	5250	35,000	35,000	
Dues & Memberships	5274	500	500	2,000
Books & Periodicals	5280	100	100	100
TOTAL SERVICES AND SUPPLIES		\$467,100	\$373,100	\$447,300
TOTAL EXPENDITURES		\$737,729	\$642,085	\$715,821

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2013-2014

1. In conjunction with the Fire Chief and Local 3546, evaluate the current staffing model of the District's Training Division. These efforts will identify potential options that would improve efficiency in the execution of the Training Division's mission, while reducing costs relating to that effort.
2. Conduct the 2013 District Training Summit in October 2013 as a component of the process utilized to identify current and future District wide training needs, and the most efficient methods to be used in order to achieve those goals.
3. Conclude the 2013 Firefighter II Recruit Academy in August 2013 and evaluate the successfulness of the academy training delivery model used by the District. Evaluate these findings in order to improve efficiencies while planning for the 2014 Firefighter II Recruit Academy, tentatively scheduled to begin in April 2014. (SP2)
4. Enhance the delivery of Public CPR instruction by converting to an on-line delivery of didactic instruction. This will reduce personnel overtime costs, while enhancing the public's access and participation in the program.

5. Evaluate the efficiencies and cost savings associated with the District's planned subscription to IFSTA textbooks via an electronic platform. This effort may reduce repeated annual costs incurred by both the District's Training Division and Human Resources. (8C.3)

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 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	493,999	450,000	491,561
Permanent Overtime	5120	60,000	9,000	60,000
FICA Contributions	5140	8,070	6,600	8,071
Retirement Contributions	5150	294,944	261,000	296,463
Employee Group Insurance	5160	82,769	85,000	89,189
TOTAL SALARIES AND BENEFITS		\$939,782	\$811,600	\$945,284
Office Supplies	5202	700	500	700
Small Tools & Equipment	5210	12,000	8,000	12,000
Miscellaneous Supplies	5212	17,000	8,000	17,000
Food Supplies	5222	2,000	4,373	2,000
Safety Clothing & Supplies	5224	7,000	3,000	7,000
Non-Safety Clothing	5226	800	500	800
Rents/Leases Equip & Prop	5246	20,000	7,726	20,000
Prof & Specialized Services	5250	144,000	91,350	144,000
Specialized Printing	5272	800	300	800
Dues & Memberships	5274	1,500	1,051	1,500
Educ Assistance Program	5277	45,000	20,000	45,000
Books & Periodicals	5280	5,000	2,000	5,000
TOTAL SERVICES AND SUPPLIES		\$255,800	\$146,800	\$255,800
TOTAL EXPENDITURES		\$1,195,582	\$958,400	\$1,201,084

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.

GOALS AND OBJECTIVES FOR FY 2013-2014

1. To refine Medication Inventory and Resupply Policy and procedures.
2. Develop and train new EMS Specialist position.

3. In conjunction with the Technology department, review and evaluate feasibility of utilizing tablet E-PCR programs.
4. Evaluate the Affordable Care Act and future possibilities of Community Healthcare Paramedic.
5. 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 6/30/14 for inclusion in the CFAI Annual Compliance Report.

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 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	252,439	252,240	228,860
Permanent Overtime	5120	0	0	0
FICA Contributions	5140	3,660	3,660	3,318
Retirement Contributions	5150	160,425	160,300	132,139
Employee Group Insurance	5160	30,895	31,250	43,852
TOTAL SALARIES AND BENEFITS		\$447,419	\$447,450	\$408,169
Office Supplies	5202	600	250	600
Small Tools & Equipment	5210	31,000	31,000	32,500
Miscellaneous Supplies	5212	3,000	3,000	1,000
Medical Supplies	5213	103,000	134,000	103,000
Pharmaceutical Supplies	5216	36,500	47,000	36,500
Food Supplies	5222	200	100	200
Safety Clothing & Supplies	5224	1,500	1,500	1,500
Non-Safety Clothing	5226	1,000	500	1,000
Maintenance/Repairs Equip	5236	40,100	50,000	40,100
Prof & Specialized Services	5250	24,745	23,000	24,745
Specialized Printing	5272	4,920	1,000	1,700
Dues & Memberships	5274	400	565	1,550
Educational Courses	5276	18,000	22,000	18,000
Books & Periodicals	5280	1,150	1,150	1,215
TOTAL SERVICES AND SUPPLIES		\$266,115	\$315,065	\$263,610
TOTAL EXPENDITURES		\$713,534	\$762,515	\$671,779

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 2013-2014

1. Appoint and train new Rescue Team members.
2. In conjunction with Facilities and the Training Division, assist with Training site development and rescue props.
3. Evaluate increased training for team members to the California State Fire Marshal Instructor level I series. (SP3)
4. Inspect and examine all 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, lift bags, and personal protective equipment. (5E.4)

5. 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 06/30/14 for inclusion in the CFAI Annual Compliance Report.

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 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	101,760	96,700	101,280
Permanent Overtime	5120	96,000	65,000	50,000
Retirement Contributions	5150	64,668	61,000	69,326
TOTAL SALARIES AND BENEFITS		\$262,428	\$222,700	\$220,606
Small Tools & Equipment	5210	5,000	5,000	5,000
Miscellaneous Supplies	5212	1,500	1,500	1,500
Safety Clothing & Supplies	5224	1,000	1,000	1,200
Non-Safety Clothing	5226	1,000	1,000	700
Maintenance/Repairs Equip	5236	1,000	1,100	1,000
Rents/Leases Equip & Prop	5246	1,100	500	100
Prof & Specialized Services	5250	250	250	200
Books & Periodicals	5280	750	750	500
TOTAL SERVICES AND SUPPLIES		\$11,600	\$11,100	\$10,200
TOTAL EXPENDITURES		\$274,028	\$233,800	\$230,806

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 2013-2014

1. Enhance Hazardous Materials Team Leader designation to include job descriptions, expectations, roles and responsibilities, as well as a new process for position appointment.
2. Develop a position Task Book for New Hazardous Materials Team members in order to ensure each Team member is sufficiently trained and competent with District specific equipment and procedures.
3. In conjunction with Facilities and the Training Division, assist with Training site development and haz mat props.

4. Conduct audit of CSFM/CSTI certifications for Team members for internal record keeping accuracy and accountability.
5. Review all Category 5F Performance Indicators that state the current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

STAFFING SUMMARY

Assistant Chief, Operations¹

Battalion Chief, Special Operations²

Team Members (30)

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

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

HAZARDOUS MATERIALS

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	80,136	73,225	77,220
Permanent Overtime	5120	72,000	44,000	50,000
Retirement Contributions	5150	50,926	48,000	52,857
TOTAL SALARIES AND BENEFITS		\$203,062	\$165,225	\$180,077
Office Supplies	5202	250	100	100
Small Tools & Equipment	5210	2,200	2,200	2,000
Miscellaneous Supplies	5212	3,500	3,500	3,000
Safety Clothing & Supplies	5224	3,700	1,000	3,500
Maintenance/Repairs Equip	5236	2,500	2,500	2,500
Maintenance/Repairs Radio	5238	800	200	500
Rents/Leases Equip & Prop	5246	1,500	500	1,500
Prof & Specialized Services	5250	3,600	500	3,500
Specialized Printing	5272	100	100	100
Dues & Memberships	5274	1,500	500	1,000
Books & Periodicals	5280	400	400	200
TOTAL SERVICES AND SUPPLIES		\$20,050	\$11,500	\$17,900
TOTAL EXPENDITURES		\$223,112	\$176,725	\$197,977

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 2013-2014

1. In conjunction with the Training Division, provide realistic training for all 37/40 personnel according to Local, State and National standards.
2. Evaluate apparatus deployment plan.
3. In conjunction with the Training Division, provide ASHI First Responder standard EMS training to all 37/40 personnel. (SP3)
4. In conjunction with the Fire Prevention Division, implement a hazard and risk mitigation program for residential properties within Fire Station 37 and Fire Station 40 zones. Program should include levels of service and associated costs so that hazard mitigation can be implemented at an appropriate level, dependent on available funding. (SP3)

STAFFING SUMMARY

Assistant Chief¹

Battalion Chief, Special Operations²

Station 37 Coordinator

FS37 Volunteers (18)

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

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

VOLUNTEER FIRE

FY 2013-2014

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Temporary Salaries	5115	17,820	18,083	17,820
FICA Contributions	5140	1,363	1,385	1,363
Retirement Contributions	5150	10,000	3,500	10,000
Employee Group Insurance	5160	5,000	4,320	5,000
TOTAL SALARIES AND BENEFITS		\$34,183	\$27,288	\$34,183
Office Supplies	5202	100	50	100
Small Tools & Equipment	5210	300	300	300
Miscellaneous Supplies	5212	100	100	100
Food Supplies	5222	250	250	250
Safety Clothing & Supplies	5224	2,000	500	2,000
Non-Safety Clothing	5226	2,000	250	2,000
Maintenance/Repairs Equip	5236	100	100	100
Prof & Specialized Services	5250	200	200	200
Specialized Printing	5272	100	0	100
Dues & Memberships	5274	100	100	100
Books & Periodicals	5280	2,580	100	600
TOTAL SERVICES AND SUPPLIES		\$7,830	\$1,950	\$5,850
TOTAL EXPENDITURES		\$42,013	\$29,238	\$40,033

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

FY 2013-2014

Revenues

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
4610	Donations/Contributions	5,000	500	500
	TOTAL REVENUES	\$5,000	\$500	\$500

Expenditures

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
5286	Other Special District Exp	7,000	7,000	500
	TOTAL EXPENDITURES	\$7,000	\$7,000	\$500

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

FY 2013-2014

Expenditures

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
5246	Rents/Leases Property		12,500	12,500
6110	Land/Design/Construct	1,808,988	842,185	100,000
6120	Various Improvements	70,000	70,000	225,000
TOTAL EXPENDITURES		\$1,878,988	\$924,685	\$337,500

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
5246	Ground Lease - Training Center Property	\$12,500
6120	Station 30 - Exterior Paint	20,000
6120	Station 31 - SCBA Room Improvements	15,000
6120	Station 36 - Exterior Paint	10,000
6120	Station 39 - Generator	60,000
6120	Station 39 - Kitchen Renovation	50,000
6120	Facilities Contingency	70,000
TOTAL CAPITAL PROJECTS FUND ACQUISITION		\$225,000
6110	Station 32	100,000
TOTAL CERTIFICATES OF PARTICIPATION ACQUISITION		\$100,000
TOTAL CAPITAL PROJECTS FUND		\$337,500

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

FY 2013-2014

Expenditures

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
6230	Radio & Electronic Equip	37,500	37,500	9,750
6240	Operating/Misc Equip	1,580,798	80,798	0
6250	Autos & Trucks	980,000	752,000	133,000
	TOTAL EXPENDITURES	\$2,598,298	\$870,298	\$142,750

APPARATUS/EQUIPMENT REPLACEMENT FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6230	Payroll System Hardware/Software Upgrade	9,750
TOTAL COMPUTER/RADIO/ELECTRONIC EQUIPMENT		\$9,750
6250	Vehicle - Training Captain - 1	55,000
6250	Command Vehicle - Battalion Chief - 1	78,000
TOTAL AUTOS & TRUCKS		\$133,000
TOTAL APPARATUS/EQUIPMENT REPLACEMENT FUND		\$142,750

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

FY 2013-2014

Revenues

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
4245	Federal Grant	1,906,683	1,627,579	867,104
4250	Other Intergovernmental	444,711	72,800	55,725
TOTAL REVENUES		\$2,351,394	\$1,700,379	\$922,829

Expenditures

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
6230	Radio & Electronic Equip	2,724,155	2,021,167	362,186
6240	Operating/Misc Equip	0	0	1,500,000
TOTAL EXPENDITURES		\$2,724,155	\$2,021,167	\$1,862,186

FEDERAL GRANT CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6230	Mobile Radio & Base Station Excess Funds Purchase	362,186
6240	Self-Contained Breathing Apparatus Replacement	1,500,000
TOTAL FEDERAL GRANT CAPITAL PROJECTS FUND		\$1,862,186

DEBT SERVICE FUND 200
STATEMENT OF REVENUES AND EXPENDITURES

FY 2013-2014

Revenues

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
4410	Investment Earnings	600	600	600
	TOTAL REVENUES	\$600	\$600	\$600

Expenditures

ACCOUNT CODE	DESCRIPTION	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUALS	2013-14 PROPOSED BUDGET
5310	Vehicle Lease #4	534,011	534,011	534,012
5310	Debt Service 2003 COP	727,873	727,873	729,926
5310	Debt Service 2006 COP	596,835	596,835	599,335
5310	Debt Service 2013 COP	180,000	0	100,000
	TOTAL EXPENDITURES	\$2,038,719	\$1,858,719	\$1,963,273

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

FY 2013-2014

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2013				\$2,489,997
Reduction in Principal Balance				472,800
Interest Due				61,212
Total Payment Due				534,012
Principal Outstanding as of June 30, 2014				\$2,017,197
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 2013-2014

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2013				\$4,470,000
Reduction in Principal Balance				575,000
Interest Due				154,926
Total Payment Due				729,926
Principal Outstanding as of June 30, 2014				\$3,895,000
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 2013-2014

**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, 2013				\$8,410,000
Reduction in Principal Balance				205,000
Interest Due				394,335
Total Payment Due				599,335
Principal Outstanding as of June 30, 2014				\$8,205,000
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 179,500.

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 (93%), ambulance service fees and interest income. Total revenue for the year ending June 30, 2012 was \$52,936,340. The District employs approximately 200 personnel.

San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583
www.firedepartment.org