

SAN RAMON VALLEY FIRE PROTECTION DISTRICT



ADOPTED  
ANNUAL OPERATING  
BUDGET

FISCAL YEAR 2015/2016

SAN RAMON, CA

## **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**

H. Jay Kerr, President

Gordon Dakin, Vice President

Chris Campbell, Director

Don Parker, Director

Matthew J. Stamey, 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

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June 24, 2015

Board of Directors

San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road

San Ramon, CA 94583

Members of the Board:

I am pleased once again to present you with a balanced budget for fiscal year 2015-2016. I appreciate the guidance and direction from the Board with respect to fiscal policies and development of the budget. I also wish to express my appreciation to the union representatives and employees of the District for their collaboration and willingness to make sacrifices for the long term good of the District and the communities we serve. Through their cooperation and dedication to providing the best possible service, we were able to stabilize our finances, avoid any major disruptions in service delivery and develop a fiscally sustainable plan for the future.

The San Ramon Valley Fire Protection District can trace its roots back to the Danville Farm Fire Defense District, formed around 1912. Throughout our history, we have remained committed to providing the communities we serve with outstanding service. We have experienced significant challenges associated with a difficult economy in recent years, but our mission of delivering an exceptional level of all risk fire, rescue and emergency medical services remains the same. Our focus continues to be to position the Fire District operationally, financially, and politically, in order to maneuver through and beyond economic uncertainty and a changing EMS landscape, while creating a predictable and sustainable future. In other words, building and maintaining a resilient and dynamic organization, while remaining fully committed to our mission statement which states, *"In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion."* These guiding principles, and our commitment to following best industry practices, remain a cornerstone of our relationship with the communities that we serve. Our ongoing commitment to sound, transparent, financial practices is evident by having recently received our 14th consecutive Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada. This is the highest form of recognition in the area of governmental accounting and financial reporting.

The Board, Fire Chief and command staff are tasked with being the financial stewards of the organization, working in partnership with labor and other stakeholders. The proposed budget

provides for improvement in core services while at the same time, responsibly paying down long-term liabilities; and it does so with a plan that balances ongoing spending with ongoing revenues, and maintains prudent levels of reserve funds as directed by the Board. The FY 2015-16 budget is driven by fiscal sustainability, resilience and our commitment to delivering a high level of core fire and related emergency services. We achieve that by investing District resources in our most important asset: the men and women who work for this District and deliver the services. The budget provides for increased training and development activities, and smartly investing in enhanced technology that results in our collective ability to provide more effective and efficient service delivery to the communities we serve, particularly in the areas of EMS, suppression and infrastructure improvements.

At the same time we are investing resources in core services, we are acting responsibly in managing long term debt. Taking full advantage of the current low interest rate environment, we have refinanced the District's long term debt and raised \$5 million for the replacement of Station 32, with no impact on operating costs. The budget also reflects the Board's ongoing commitment to fiscal sustainability with the transfer of \$2 million from the general fund to the Capital Improvement Program ("CIP") and fully funding the annual required contribution ("ARC") needed to prefund the District's promise to provide retiree medical benefits. The transfer to the CIP ensures that when long-term capital needs are identified, funding will be available to pay for it. Funding the ARC sets money aside today, as the benefit is earned, to ensure funds are available in the future when needed to pay for retiree medical benefits.

Overall, the FY 2015-16 budget proposes an expenditure increase of \$7.1 million (12.8%) over the projected spending level for FY 2014-15, while revenues are projected to increase by \$2.3 million (3.7%) over FY 2014-15. The increased spending is driven by salary and benefit increases of approximately \$2 million, increase in the ARC for retiree medical benefits of \$2.4 million and transfer to the CIP of \$2 million. The revenue is primarily attributable to increased property tax revenue of \$2.5 million.

Salaries and benefit expenditures are proposed to increase by \$4.5 million (9.2%) over FY 2014-15. Contributing to the increased personnel costs are a new firefighter academy class proposed for January 2016, negotiated wage increase effective January 1, 2016 and projected increases in health benefits costs. And as discussed previously, one of the most significant aspects of the proposed budget is the increased contribution toward prefunding retiree health benefits – commonly referred to as "OPEB". In FY 2014-15, the District made a \$3.1 million payment toward OPEB – which consists of both actual retiree premium payments and contributions into the OPEB trust fund; the FY 2015-16 budget increases that payment to \$5.5 million, which is 100% of the actuarially determined ARC for FY 2015-16. Without the increased OPEB funding, the increase in personnel costs for FY 2015-16 would be \$2.1 million, or 4.6%.

We continue to make changes and adapt the organization as needed to meet economic and political challenges. We continuously evaluate our current programs, services, and capital improvement projects to analyze their cost effectiveness and efficiency of service. We continue to pursue alternative, least-cost funding options and service delivery models where applicable to minimize the impact to our taxpayers. While unfunded liabilities for retirement of \$91.6

million and retiree healthcare of \$54.7 million are significant obligations of the District, we have a plan, and are on track to eliminate those liabilities in a systematic and responsible manner.

Our pledge to those we serve remains unchanged—a quick response to your need for emergency and non-emergency service. Response times and service levels are monitored and analyzed monthly to ensure the delivery of excellent customer service. We are committed to making our communities safer every day. One of our guiding principles is that our communities are the reason for our existence. As our community changes, so will your Fire District. We will change by pursuing safe, effective, timely, economical, and measurable solutions to the challenges that are presented to us. Our pledge is that we will continue to care for, protect, and serve our communities with professional, caring, and competent staff who are committed to excellence and to sound, ethical, and transparent business practices.

Sincerely,

A handwritten signature in black ink that reads "Paige Meyer". The signature is written in a cursive, flowing style.

Paige Meyer  
Fire Chief

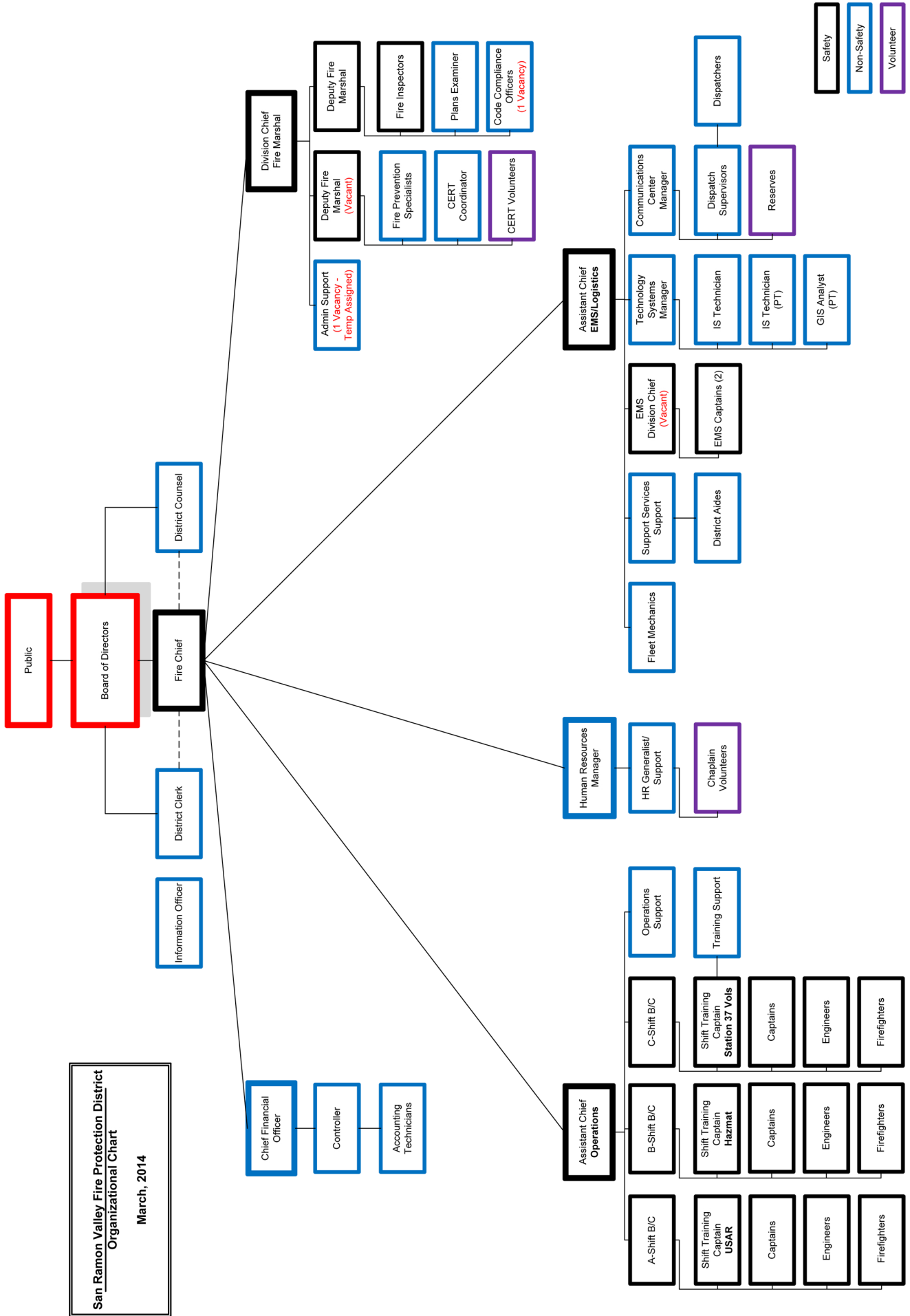
## STAFFING SUMMARY

DIVISION	2010-11	2011-12	2012-13	2013-14	2014-15	Proposed 2015-16	Projected 2016-17
<b>Board of Directors</b>							
Director	5	5	5	5	5	5	5
Total	5	5	5	5	5	5	5
<b>Fire Chief</b>							
Fire Chief	1	1	1	1	1	1	1
District Clerk	1	1	1	1	1	1	1
Total	2	2	2	2	2	2	2
<b>Human Resources</b>							
Director	1	1	1	0.5	0	0	0
Manager	0	0	0	0	1	1	1
Generalist	1	1	1	1	1	1	1
Office Assistant	1	1	1	1	1	0	0
Senior Office Assistant	0	0	0	0	0	1	1
Total	3	3	3	2.5	3	3	3
<b>Finance</b>							
Director	0	0	0	0.5	0	0	0
Chief Financial Officer	0	0	0	0	1	1	1
Controller	0	0	0	0	1	1	1
Supervisor	1	1	1	1	0	0	0
Accounting Technician	2	2	2	2	2	2	2
Total	3	3	3	3.5	4	4	4
<b>Training</b>							
Division Chief	1	1	1	1	0	0	0
Training Captain	2	2	2	2	3	3	3
Senior Office Assistant	1	1	1	1	1	1	1
Total	4	4	4	4	4	4	4
<b>Technology</b>							
GIS Analyst	1	1	1	1	0	0	0
GIS Analyst Part Time	0	0	0	0	1	1	1
Technology Systems Mgr	1	1	1	1	1	1	1
Information Systems Tech	1	1	2	1	1	1	1
IS Tech Part Time	1	1	0	0	0	0	0
Radio/Elec Tech Part Time	1	1	1	1	1	1	1
Total	5	5	5	4	4	4	4
<b>Communications Center</b>							
Comm Center Manager	1	1	1	1	1	1	1
Dispatcher Supervisor	1	1	1	1	1	3	3
Dispatcher	8	8	8	8	8	6	6
Total	10	10	10	10	10	10	10
<b>Facilities</b>							
Assistant Chief	1	1	1	0	0	0	0
District Aids Part Time	2	2	2	2	2	2	2
Senior Office Assistant	1	1	1	1	1	1	1
Total	4	4	4	3	3	3	3



## STAFFING SUMMARY

DIVISION	2010-11	2011-12	2012-13	2013-14	2014-15	Proposed 2015-16	Projected 2016-17
<b>Fire Prevention</b>							
Division Chief/Fire Marshal	1	1	1	1	1	1	1
Deputy Fire Marshal	2	2	2	1	1	1	1
Inspector	2	2	2	2	2	2	2
Code Compliance Officer	4	3	3	3	3	3	3
Prevention Specialist	2	2	2	2	2	2	2
Office Assistant	1	2	2	1	1	1	1
Office Assistant Temporary	0	0	0	1	1	1	1
Plans Examiner	1	1	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Emergency Operations</b>							
Assistant Chief	1	1	1	1	0	0	0
Deputy Chief	0	0	0	0	2	2	2
Battalion Chief	4	4	4	4	3	3	3
Captain	39	39	39	39	39	39	39
Engineer	39	39	39	39	39	39	39
Firefighter/Paramedic	53	54	54	47	40	46	46
Station 37 Coordinator	1	1	1	1	1	1	1
Senior Office Assistant	1	1	1	1	1	1	1
<b>Total</b>	<b>138</b>	<b>139</b>	<b>139</b>	<b>132</b>	<b>125</b>	<b>131</b>	<b>131</b>
<b>Fleet</b>							
Mechanic	2	2	2	2	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Emergency Medical</b>							
EMS Battalion Chief	0	0	0	0	0	1	1
EMS Captain	0	0	0	0	1	1	1
EMS Coordinator	1	1	1	1	1	1	1
EMS Specialist	1	1	1	1	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>GRAND TOTAL</b>	<b>192</b>	<b>193</b>	<b>193</b>	<b>183</b>	<b>177</b>	<b>184</b>	<b>184</b>



Safety  
Non-Safety  
Volunteer

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2015-2016

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	SRV FIRE COMMUNITY	BUDGET STABILIZATION FUND	TOTAL
<b>PROJECTED REVENUES</b>						
Taxes	59,300,000					59,300,000
Intergovernmental	117,903					117,903
Charges for services	3,807,886					3,807,886
Use of money & prop	97,312	240				97,552
Rent	71,400					71,400
Other	191,600		34,825	500		226,925
Debt issuance		0	0			0
<b>TOTAL</b>	<b>63,586,100</b>	<b>240</b>	<b>34,825</b>	<b>500</b>	<b>0</b>	<b>63,621,665</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	50,538,364					50,538,364
Services & supplies	5,264,984			500		5,265,484
Debt service		1,805,992				1,805,992
Capital projects			7,460,272			7,460,272
Equipment purchases						0
OPEB contribution	3,255,911					3,255,911
<b>TOTAL</b>	<b>59,059,259</b>	<b>1,805,992</b>	<b>7,460,272</b>	<b>500</b>	<b>0</b>	<b>68,326,023</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>						
	4,526,841	(1,805,752)	(7,425,447)	0	0	(4,704,358)
Transfers in (out)	(4,838,497)	1,805,992	2,000,000	0	1,032,505	0
Net change	(311,655)	240	(5,425,447)	0	1,032,505	(4,704,358)
<b>PROJECTED FUND BALANCE JULY 1, 2015</b>						
	34,643,870	599,822	8,083,545	0	12,140,546	55,467,783
<b>PROJECTED FUND BALANCE JUNE 30, 2016</b>						
	\$34,332,215	\$600,062	\$2,658,098	\$0	\$13,173,050	\$50,763,425
Restricted						
Debt Service		600,062				600,062
Capital Projects			238,000			238,000
IT Surcharge Cap Projects			34,825			34,825
Committed						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding <sup>(1)</sup>	31,793,050					31,793,050
Budget Stabilization <sup>(2)</sup>					12,173,050	12,173,050
Capital Projects			2,385,273			2,385,273
Assigned						
Capital Projects						
Other				0		0
Unassigned	2,539,165					2,539,165
<b>TOTAL</b>	<b>\$34,332,215</b>	<b>\$600,062</b>	<b>\$2,658,098</b>	<b>\$0</b>	<b>\$13,173,050</b>	<b>\$50,763,425</b>

(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20% of General Fund Expenses

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2016-2017

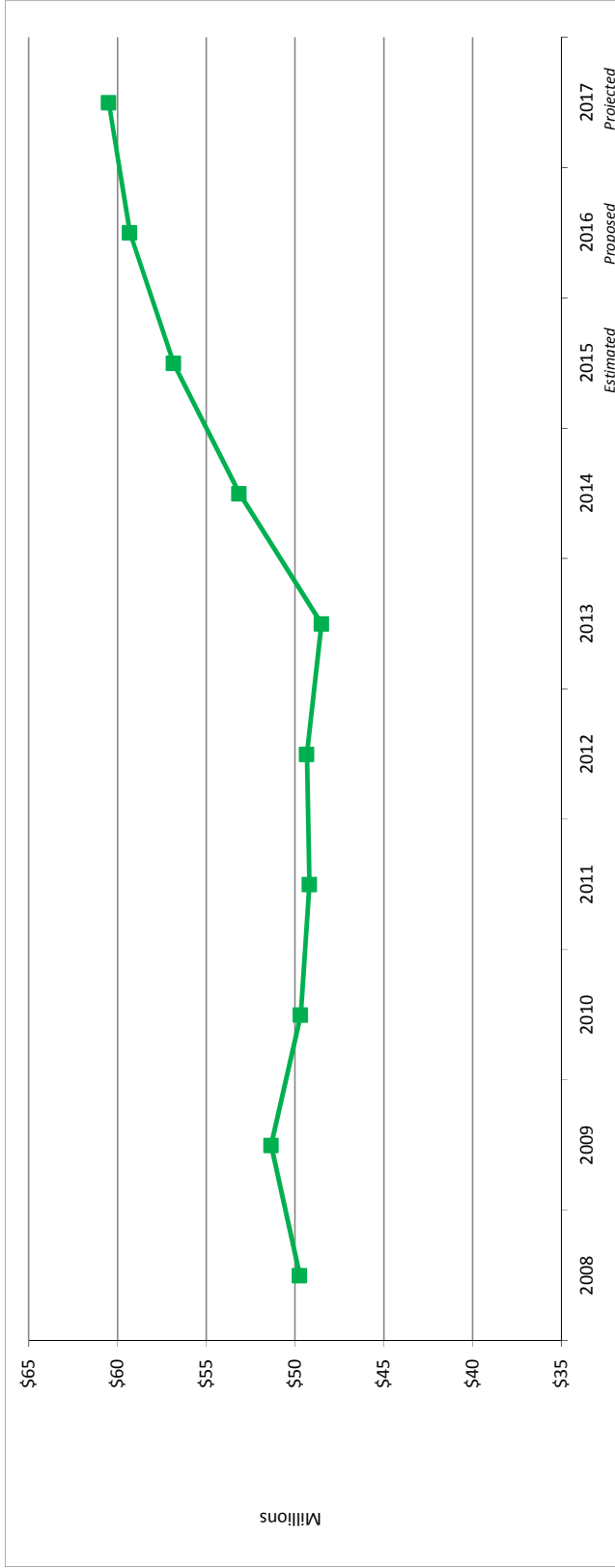
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	SRV FIRE COMMUNITY	BUDGET STABILIZATION FUND	TOTAL
<b>PROJECTED REVENUES</b>						
Taxes	60,486,000					60,486,000
Intergovernmental	33,000					33,000
Charges for services	3,889,863					3,889,863
Use of money & prop	98,811	0				98,811
Rent	72,828					72,828
Other	196,132		35,870	500		232,502
Debt issuance		0	0			0
<b>TOTAL</b>	<b>64,776,633</b>	<b>0</b>	<b>35,870</b>	<b>500</b>	<b>0</b>	<b>64,813,003</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	51,595,070					51,595,070
Services & supplies	5,309,442			500		5,309,942
Debt service		1,805,063				1,805,063
Capital projects			2,739,769			2,739,769
Equipment purchases						0
OPEB contribution	3,418,707					3,418,707
<b>TOTAL</b>	<b>60,323,219</b>	<b>1,805,063</b>	<b>2,739,769</b>	<b>500</b>	<b>0</b>	<b>64,868,552</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>						
	4,453,414	(1,805,063)	(2,703,900)	0	0	(55,549)
Transfers in (out)	(4,127,669)	1,805,063	2,070,000	0	252,606	(0)
Net change	325,745	0	(633,900)	0	252,606	(55,549)
<b>PROJECTED FUND BALANCE JULY 1, 2016</b>						
	34,332,215	600,062	2,658,098	0	13,173,050	50,763,425
<b>PROJECTED FUND BALANCE JUNE 30, 2017</b>						
	\$34,657,960	\$600,062	\$2,024,198	\$0	\$13,425,656	\$50,707,877
Restricted						
Debt Service		600,062				600,062
Capital Projects			238,000			238,000
IT Surcharge Cap Projects			35,870			35,870
Committed						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding <sup>(1)</sup>	32,388,317					32,388,317
Budget Stabilization <sup>(2)</sup>					12,425,656	12,425,656
Capital Projects			1,750,329			1,750,329
Assigned						
Capital Projects						
Other				0		0
Unassigned						
	2,269,643					2,269,643
<b>TOTAL</b>	<b>\$34,657,960</b>	<b>\$600,062</b>	<b>\$2,024,198</b>	<b>\$0</b>	<b>\$13,425,656</b>	<b>\$50,707,877</b>

(1) Dry Period Funding = 50% of General Fund Revenues

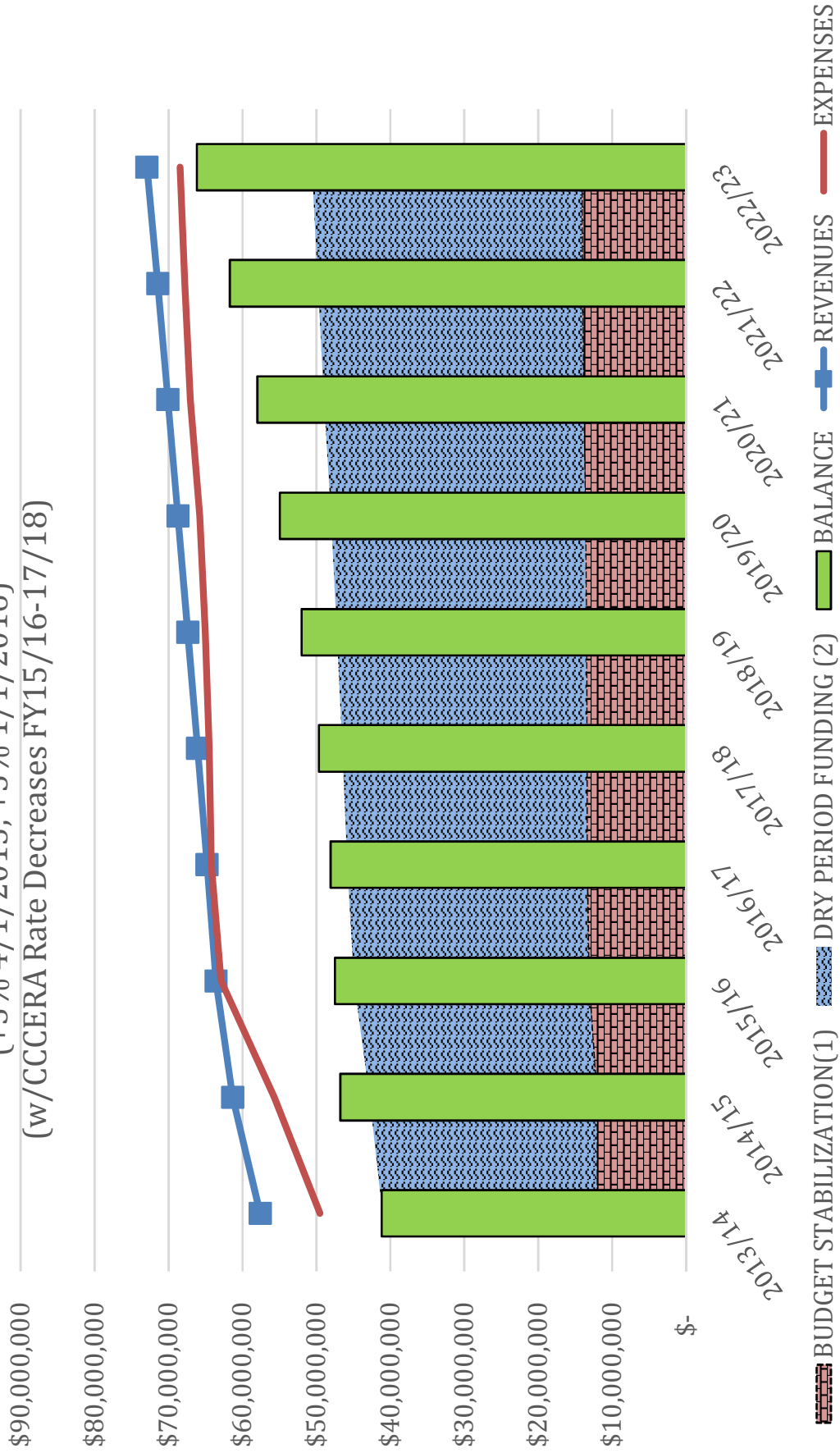
(2) Budget Stabilization = 20% of General Fund Expenses

TEN YEARS OF PROPERTY TAX REVENUE

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Actual</b>	49,729,211	51,335,992	49,680,045	49,184,817	49,329,131	48,507,267	53,139,723	56,837,782	59,300,000	60,486,000
<b>% Increase</b>	2.49%	3.23%	-3.23%	-1.00%	0.29%	-1.67%	9.55%	6.96%	4.33%	2.00%



General Fund 10-Year Cash Flow  
 (+3% 4/1/2015; +5% 1/1/2016)  
 (w/CCCERA Rate Decreases FY15/16-17/18)



(1) Budget Stabilization = 20% of General Fund Expenses

(2) Dry Period Funding = 50% of General Fund Revenues



**San Ramon Valley Fire Protection District**  
**General Fund Operations - Ten-Year Cash Flow Model (+3% 4/1/2015; +5% 1/1/2016)**

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Beginning fund balance	\$33,091,922	\$41,169,874	\$46,784,416	\$47,505,265	\$48,083,616	\$49,638,605	\$51,994,726	\$54,931,400	\$57,987,811	\$61,707,864
Revenue:										
Property tax	53,139,723	56,837,782	59,300,000	60,486,000	61,695,720	62,929,634	64,188,227	65,471,992	66,781,432	68,117,060
Ambulance charges	2,937,305	2,986,000	3,045,720	3,106,634	3,153,234	3,200,533	3,248,541	3,297,269	3,346,728	3,396,929
Other service chgs	725,001	756,000	762,166	783,229	805,737	828,908	852,758	877,308	902,579	928,593
Cell tower rent	242,098	70,000	71,400	72,828	74,285	75,770	77,286	78,831	80,408	82,016
Disposal of property	27,400	40,477	-	-	-	-	-	-	-	-
Interest income	79,730	100,000	97,312	98,811	100,014	103,248	108,149	114,257	120,615	128,352
State & Federal/Meas H	355,776	400,374	117,903	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Consolidated Dispatch *	-	-	-	-	-	-	-	-	-	-
Other/misc	97,634	126,637	191,600	196,132	199,720	203,397	207,166	211,029	214,989	219,048
	\$57,604,667	\$61,317,270	\$63,586,100	\$64,776,634	\$66,061,709	\$67,374,491	\$68,715,127	\$70,083,686	\$71,479,750	\$72,904,998
Expenses:										
Salaries	19,223,929	20,406,908	21,669,461	22,753,905	22,775,463	22,776,247	22,776,247	22,776,247	22,776,247	22,776,247
Overtime	5,926,335	5,869,599	6,217,024	5,420,482	5,335,198	5,335,198	5,335,198	5,335,198	5,335,198	5,335,198
Pension	12,097,863	17,082,501	17,208,010	17,373,970	16,693,656	16,693,967	16,693,967	16,693,967	16,693,967	16,693,967
Pension cost share	(815,512)	(1,532,676)	(1,626,399)	(1,710,065)	(1,711,427)	(1,711,427)	(1,711,427)	(1,711,427)	(1,711,427)	(1,711,427)
Insurance	4,306,441	4,462,367	4,875,949	5,262,225	5,654,148	6,085,495	6,559,964	7,081,879	7,081,879	7,081,879
OPEB	2,339,328	3,076,046	5,450,220	5,913,260	6,374,579	6,812,424	7,248,275	7,767,025	8,278,647	8,733,114
Services & supplies	3,886,018	4,540,577	5,264,984	5,309,442	5,439,704	5,540,934	5,649,833	5,782,965	5,919,425	6,059,297
Capital contribution	696,150	-	2,000,000	2,070,000	2,142,450	2,217,436	2,295,046	2,375,373	2,458,511	2,544,559
Debt payments	1,866,164	1,797,405	1,805,992	1,805,063	1,802,950	1,268,098	931,350	926,050	927,250	924,625
	\$49,526,716	\$55,702,728	\$62,865,251	\$64,198,282	\$64,506,721	\$65,018,370	\$65,778,453	\$67,027,276	\$67,759,696	\$68,437,458
Revenue over (under) exp	8,077,952	5,614,542	720,849	578,351	1,554,989	2,356,120	2,936,674	3,056,410	3,720,054	4,467,540
Ending fund balance	\$41,169,874	\$46,784,416	\$47,505,265	\$48,083,616	\$49,638,605	\$51,994,726	\$54,931,400	\$57,987,811	\$61,707,864	\$66,175,405
"Dry Period" Funding	28,988,465	30,658,635	31,793,050	32,388,317	33,030,855	33,687,245	34,357,564	35,041,843	35,739,875	36,452,499
Budget Stabilization Fund	12,100,190	12,140,546	13,173,050	13,425,656	13,472,854	13,560,187	13,696,681	13,930,381	14,060,237	14,178,580
Amt over (under) Board Policy	81,219	3,985,235	2,539,165	2,269,643	3,134,897	4,747,293	6,877,155	9,015,587	11,907,752	15,544,326

**Key Assumptions/Board Policy**

Revenue growth: Property tax 6.9% 2014-15, 4.3% 2015-16, 2% thereafter; Ambulance charges +\$50K 14/15, 2% thereafter; Other charges/ Cell Tower rent 1.5%-2% per year.  
 Salaries: 2014-15: 2 Deputy Chief's, 3 Shift Training Captains, CFO; 2015-16 EMS BC; Step increases; Min Staff 41-39 on 7/1/14-11/6/14; Min Staff 39-40 on 11/7/14; Across-the board increase (except Fire Chief): 3% effective 4/1/2015, 5% effective 1/1/2016.  
 Pension costs: Reflects CCCERA 14/15 increases (approx. 27%); rate reductions in: 15/16 (approx. 7%), 16/17 (net 3.53% = 3.89% decrease less 0.36% increase for terminal pay), 17/18 (3.48%), and no rate changes thereafter. Remaining 4% of Safety cost share deferred until 7/1/2017.  
 Insurance: Active/Retiree costs increases consistent with 6/30/2013 actuarial valuation.  
 OPEB: Employer match beginning 14/15; fully funding ARC in 15/16; 5% growth 16/17 and thereafter.  
 Capital: No GF contribution 2014-15 due to Training Center reallocation. Additional \$100K thereafter for roofs/asphalt.  
 Debt Payments: Reflects 2015 advanced refunding of 2006 COPs with \$5M in new money.

"Dry Period" Funding: 50% of General Fund revenues (excludes federal grant revenue).  
 Budget Stabilization Fund: 20% of operating and debt service expenditures (excludes capital outlay/capital contributions).

\*NOTE: Subject to approval. The District and City of San Ramon are negotiating the terms of a Consolidated Communications Center to enhance public safety services and create efficiencies.



## REVENUES GENERAL FUND

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Prop Taxes Current Secured	4110	49,002,743	53,043,451	55,578,014	56,821,859
Prop Taxes Supplemental	4120	1,118,173	0	0	0
Prop Taxes Utilities/Unitary	4130	978,438	998,007	1,017,967	1,038,326
Prop Taxes Current Unsecured	4140	1,988,210	2,008,092	2,028,173	2,048,455
Homeowner Prop Tax Relief	4145	502,858	505,372	507,899	510,439
Redevelopment Agencies	4150	630,673	781,711	676,775	585,926
County Tax Administration	4160	(511,904)	(498,851)	(508,828)	(519,005)
Prop Taxes Prior Secured	4170	(423,621)	0	0	0
Prop Taxes Prior Supp	4180	(132,498)	0	0	0
Prop Taxes Prior Unsecured	4190	(13,349)	0	0	0
<b>TOTAL TAXES</b>		<b>\$53,139,723</b>	<b>\$56,837,782</b>	<b>\$59,300,000</b>	<b>\$60,486,000</b>
Measure H	4220	33,000	33,000	33,000	33,000
SB-90 Mandated Costs	4230	(14,248)	33,659	84,903	0
Misc State Aid/Grants	4240	284,556	333,715	0	0
Federal Grant	4245	52,468	0	0	0
Consolidated Dispatch	4250	0	0	0	0
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$355,776</b>	<b>\$400,374</b>	<b>\$117,903</b>	<b>\$33,000</b>
Inspection Fees	4310	110,954	120,900	123,200	126,896
Plan Review Fees	4315	524,155	562,600	573,300	590,499
Weed Abatement Charges	4320	5,762	4,000	4,000	4,000
Administrative Citations	4325	61,775	60,000	53,000	53,000
Ambulance Services	4330	2,937,305	2,986,000	3,045,720	3,106,634
CPR Classes	4340	800	1,000	1,015	1,030
Reports/Photocopies	4350	21,555	7,500	7,650	7,803
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$3,662,306</b>	<b>\$3,742,000</b>	<b>\$3,807,886</b>	<b>\$3,889,863</b>
Investment Earnings	4410	79,731	100,000	97,312	98,811
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$79,731</b>	<b>\$100,000</b>	<b>\$97,312</b>	<b>\$98,811</b>
Rent on Real Estate	4510	242,098	70,000	71,400	72,828
<b>TOTAL RENT</b>		<b>\$242,098</b>	<b>\$70,000</b>	<b>\$71,400</b>	<b>\$72,828</b>
Sale of Property	4620	27,400	40,477	0	0
Miscellaneous Revenue	4640	97,633	126,637	191,600	196,132
<b>TOTAL OTHER REVENUE</b>		<b>\$125,033</b>	<b>\$167,114</b>	<b>\$191,600</b>	<b>\$196,132</b>
<b>TOTAL REVENUES</b>		<b>\$57,604,667</b>	<b>\$61,317,270</b>	<b>\$63,586,100</b>	<b>\$64,776,633</b>

## EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	18,998,580	20,163,308	21,451,430	22,568,375
Temporary Salaries	5115	225,349	243,600	218,032	185,530
Permanent Overtime	5120	5,926,335	5,869,599	6,217,024	5,420,482
FICA Contributions	5140	357,070	389,450	411,192	415,993
Retirement Contributions	5150	11,282,351	15,549,826	15,581,620	15,663,905
Employee Group Insurance	5160	3,126,727	3,202,917	3,569,758	3,926,232
Retiree Health Insurance	5170	1,818,859	2,076,046	2,194,309	2,494,553
OPEB Contribution	5175	520,469	1,000,000	3,255,911	3,418,707
Unemployment Insurance	5180	15,600	20,000	20,000	20,000
Workers Comp Claims	5190	807,044	850,000	875,000	900,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$43,078,384</b>	<b>\$49,364,746</b>	<b>\$53,794,275</b>	<b>\$55,013,777</b>
<b>% Change</b>		<b>-4%</b>	<b>15%</b>	<b>9%</b>	<b>2%</b>
Office Supplies	5202	21,050	32,570	33,108	33,936
Postage/Freight	5204	15,305	14,850	16,450	16,861
Telecommunications	5206	166,049	178,850	199,300	204,283
Utilities	5208	344,009	339,700	348,193	356,898
Small Tools/Equip/Furn	5210	62,257	108,400	126,165	120,069
Miscellaneous Supplies	5212	125,845	133,450	145,488	149,125
Medical Supplies	5213	107,396	132,090	133,090	136,417
Firefighting Supplies	5214	61,937	110,750	105,800	108,970
Pharmaceutical Supplies	5216	24,849	25,500	33,000	33,825
Computer Supplies	5218	33,962	7,500	7,500	7,688
Radio Equipment & Supplies	5219	19,545	25,000	25,000	25,625
Food Supplies	5222	16,473	22,300	27,331	28,014
PPE Inspections & Repairs	5223	19,584	36,000	33,900	34,748
Safety Clothing & Supplies	5224	94,324	146,240	122,400	125,460
Class A Uniforms & Supplies	5225	3,595	6,586	12,500	12,813
Non-Safety Clothing	5226	9,935	18,277	31,100	31,878
Class B Uniforms & Supplies	5227	25,044	28,000	39,000	39,975
Household Supplies	5228	36,886	48,400	41,000	42,025
Central Garage Repairs	5230	89,512	157,000	102,500	105,063
Central Garage Maintenance	5231	11,818	13,500	18,450	18,911

## EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Central Garage Gas & Oil	5232	202,300	190,538	203,063	208,140
Central Garage Tires	5234	34,419	41,800	46,125	47,278
Central Garage Inspectons	5235	7,315	8,740	9,738	9,981
Maintenance/Repairs Equip	5236	116,528	176,225	243,102	226,573
Maintenance/Repairs Radio	5238	316,272	300,020	322,550	329,614
Maintenance/Repairs Bldgs	5240	127,738	167,785	217,696	223,138
Maintenance/Repairs Grnds	5242	37,647	51,540	54,463	55,825
Rents/Leases Equip & Prop	5246	36,467	64,500	65,733	67,376
Prof & Specialized Services	5250	733,358	803,336	1,191,092	1,120,744
Recruiting Costs	5251	44,598	72,000	88,515	90,728
Legal Services	5252	186,452	160,000	180,000	184,500
Info Technology Surcharge	5253	5,000	0	0	0
Medical Services	5254	68,483	96,000	113,405	116,240
Communications Services	5258	78,600	79,500	82,500	84,563
Election Services	5262	0	86,856	0	110,000
Insurance Services	5264	432,616	450,000	588,000	546,952
Publication of Legal Notices	5270	1,353	500	500	513
Specialized Printing	5272	18,661	18,559	25,333	21,354
Dues & Memberships	5274	54,704	65,190	77,573	79,262
Educational Courses	5276	33,911	53,400	71,875	73,672
Educ Assistance Program	5277	15,982	15,000	18,500	18,963
Public Education Supplies	5278	8,465	11,000	12,000	12,300
Books & Periodicals	5280	5,740	19,925	23,046	19,522
Recognition Supplies	5282	1,163	3,200	4,000	4,100
Meetings & Travel Expenses	5284	19,688	20,000	24,900	25,523
Other/Consolidated Dispatch	5286	9,183	0	0	0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,886,018</b>	<b>\$4,540,577</b>	<b>\$5,264,984</b>	<b>\$5,309,442</b>
<b>% Change</b>		-21%	17%	16%	1%
<b>TOTAL EXPENDITURES</b>		<b>\$46,964,402</b>	<b>\$53,905,323</b>	<b>\$59,059,259</b>	<b>\$60,323,219</b>
<b>% Change</b>		-6%	15%	10%	2%

# 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. The Board is responsible for hiring the Fire Chief and District legal counsel.

## STANDARD LEVEL OF PERFORMANCE

1. Provide overall leadership and direction for the District through the establishment of broad policies to be implemented by the Fire Chief.
2. Strive for the delivery of the highest quality of fire suppression, fire prevention and emergency medical services to District residents and businesses.
3. Actively exercise financial and policy oversight to ensure the long term viability of the District.
4. Exercise prudence and integrity with respect to financial transactions and the stewardship of District assets.
5. Be sensitive and responsive to the needs and rights of the public.
6. Minimize legal challenges by ensuring compliance with both the letter and the spirit of the constitution, legislation and regulations governing actions of the District and through the effective use of outside legal counsel.
7. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in providing public safety services to the San Ramon Valley.
8. Oversee the annual review and update of the District's long term financial plan and capital improvement plan.
9. Define Board committee roles and determine membership on outside committees and commissions on an annual basis.
10. Ensure the District has in place a personnel management system designed to attract and retain high quality and highly functioning employees.



## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Maintain current and long-term fiscal stability. Ensure fiscal policies and procedures are in place to sustain the long term viability of the District.
2. Continually review District operations for compliance with adopted standards and levels of service.
3. Ensure ongoing operations are carried out in an effective, efficient and fiscally prudent manner.
4. Continue to enhance the District's level of disaster preparedness
5. Complete construction of Station 32 within budget parameters.

## MEMBERS OF THE BOARD

Director (5)

**BOARD OF DIRECTORS  
10-10**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	8,494	10,080	10,080	10,080
FICA Contributions	5140	746	956	956	956
Employee Group Insurance	5160	0	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$9,240</b>	<b>\$11,036</b>	<b>\$11,036</b>	<b>\$11,036</b>
Non-Safety Clothing	5226	0	0	0	0
Prof & Specialized Services	5250	3,471	10,000	10,000	10,250
Legal Services	5252	154,824	120,000	130,000	133,250
Election Services	5262	0	86,856	0	110,000
Dues & Memberships	5274	35,421	37,050	37,819	38,764
Educational Courses	5276	2,829	7,000	7,000	7,175
Books & Periodicals	5280	0	250	250	256
Recognition Supplies	5282	1,086	2,000	2,000	2,050
Meetings & Travel Expenses	5284	4,300	4,900	4,900	5,023
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$201,931</b>	<b>\$268,056</b>	<b>\$191,969</b>	<b>\$306,768</b>
<b>TOTAL EXPENDITURES</b>		<b>\$211,171</b>	<b>\$279,092</b>	<b>\$203,005</b>	<b>\$317,804</b>

# 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. Primarily responsible for day-to-day administration of the District and Public Financing Authority pursuant to policy direction from the Board of Directors.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. As Treasurer, oversee financial activities of the District, ensure investments are in compliance with the Board approved investment policy and state regulations and ensure adequate cash liquidity to support District operations.
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 District residents, businesses and employees through effective oversight of daily operations and emergency situations.
6. Ensure that all requests for assistance are handled promptly and courteously.
7. Plan for future growth and development within the District.
8. Work collaboratively with labor to address financial and operational needs of the District.
9. Develop staff to meet the future needs of the organization.
10. Maintain political liaison with all local and regional jurisdictions.
11. Continue to evaluate the effectiveness of the organizational structure and programs offered to maximize the effectiveness and public value of District services.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Maintain current and long-term fiscal stability.
2. Negotiate and institute a primary PSAP consolidated Fire/Police Communications Center.
3. Enhance overall effectiveness of the HR Division.
4. Reorganize the Fire Prevention Division to maximize efficiency and effectiveness.
5. Fire inspection plan for anticipated major construction projects.
6. Construct replacement Station 32 within budget parameters.
7. Further improve our high-performing EMS services.
8. Monitor County ambulance contract for adverse impacts to District; start process at county and state level to reaffirm the District's 201 rights.
9. Continue to enhance the District's level of disaster preparedness.
10. Continue Command and Control training, Apparatus Operator training and enhance safety training where needed.
11. Hire and train suppression personnel.
12. Enhance safety training where needed based on continual monitoring.
13. Review deployment model for effective allocation of resources and implement closest unit dispatch.

## STAFFING SUMMARY

Fire Chief<sup>1</sup>

District Clerk

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<sup>1</sup> The Fire Chief also serves as the Treasurer of the District.

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	350,151	351,120	359,106	361,589
FICA Contributions	5140	4,913	5,091	5,207	5,243
Retirement Contributions	5150	193,112	255,973	243,588	233,617
Employee Group Insurance	5160	41,530	42,227	44,310	48,741
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$589,706</b>	<b>\$654,412</b>	<b>\$652,211</b>	<b>\$649,190</b>
Office Supplies	5202	445	1,000	1,000	1,025
Small Tools & Equipment	5210	2,468	5,000	5,000	5,125
Miscellaneous Supplies	5212	1,202	1,500	2,000	2,050
Food Supplies	5222	314	750	750	769
Non-Safety Clothing	5226	2,230	1,500	2,500	2,563
Prof & Specialized Services	5250	13,192	16,000	16,500	16,913
Specialized Printing	5272	1,930	4,200	4,200	4,305
Dues & Memberships	5274	3,059	5,775	5,775	5,919
Educ Courses District Wide	5276	6,939	10,000	10,000	10,250
Books & Periodicals	5280	108	250	250	256
Travel Exp District Wide	5284	15,388	15,000	15,000	15,375
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$47,275</b>	<b>\$60,975</b>	<b>\$62,975</b>	<b>\$64,549</b>
<b>TOTAL EXPENDITURES</b>		<b>\$636,981</b>	<b>\$715,387</b>	<b>\$715,186</b>	<b>\$713,739</b>

# 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, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.
7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Administer the District's Chaplain Program.
9. Maintain an ergonomically sound work environment.
10. Manage and administer the District's employee benefits program.
11. Provide prompt, courteous responses to employees seeking information or assistance.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Hire a Human Resources Manager by January 1, 2016
2. Complete updating the District's Human Resources Policies and Procedures
3. Complete the update of the District's Non-Represented Employee Handbook
4. Implement the reporting provisions required pursuant to the Affordable Care Act



5. Implement an Employee Portal to allow employees to update and amend information pertaining to personal data
6. Review, revise and update the District's performance management program

## STAFFING SUMMARY

Human Resources Manager (1)

Human Resources Generalist (1)

Office Assistant (1)

**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	297,969	293,892	325,951	336,033
Temporary Salaries	5115	7,140	0	15,000	0
Permanent Overtime	5120	0	5,000	5,000	5,000
FICA Contributions	5140	5,253	4,261	4,726	4,872
Retirement Contributions	5150	80,210	120,907	115,908	113,747
Employee Group Insurance	5160	41,610	65,142	71,188	78,306
Retiree Health Insurance	5170	1,818,859	2,076,046	2,194,309	2,494,553
OPEB Contribution	5175	520,469	1,000,000	3,255,911	3,418,707
Unemployment Insurance	5180	15,600	20,000	20,000	20,000
Workers Comp Claims	5190	807,044	850,000	875,000	900,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$3,594,154</b>	<b>\$4,435,249</b>	<b>\$6,882,994</b>	<b>\$7,371,220</b>
Office Supplies	5202	664	750	1,500	1,538
Postage/Freight	5204	169	400	1,000	1,025
Small Tools & Equipment	5210	1,459	3,500	6,500	6,663
Food Supplies	5222	1,337	3,650	6,500	6,663
Non-Safety Clothing	5226	653	1,250	3,000	3,075
Maint/Repairs-Equip	5236	0	5,000	44,000	35,543
Prof & Specialized Services	5250	48,615	95,000	106,380	109,040
Recruiting Costs	5251	44,598	72,000	88,515	90,728
Legal Services	5252	31,628	40,000	50,000	51,250
Medical Services	5254	68,483	96,000	113,405	116,240
Insurance Services	5264	432,616	450,000	588,000	546,952
Specialized Printing	5272	1,063	1,250	2,000	2,050
Dues & Memberships	5274	832	3,400	3,580	3,670
Educational Courses	5276	995	10,000	15,225	15,606
Books & Periodicals	5280	345	1,000	1,050	1,076
Recognition Supplies	5282	77	1,200	2,000	2,050
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$633,534</b>	<b>\$784,400</b>	<b>\$1,032,655</b>	<b>\$993,167</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,227,688</b>	<b>\$5,219,649</b>	<b>\$7,915,648</b>	<b>\$8,364,386</b>

# FINANCE

## PURPOSE

The Finance Division is responsible for: development of financial policies and procedures; implementing the internal accounting controls needed to safeguard District financial resources; internal and external financial reporting; cash/investment management; accounting and budgeting; accounts receivable/payable; payroll; grant administration; and fixed asset accounting.

## STANDARD LEVEL OF PERFORMANCE

1. Adhere to all legal and contractual requirements with respect to the financial transactions of the District.
2. Facilitate and coordinate the preparation of financial forecasts, annual budget, annual CAFR, report to State Controller, and the District's independent audit.
3. Provide debt service management (arbitrage calculations, 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 the Board of Directors, Fire Chief and command staff with relevant and timely (monthly) financial information.
7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff regarding access to 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. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Implement revised Purchasing Policy to streamline and improve purchasing processes and compliance with State and Federal procurement laws.
2. Implement workflow policies and procedures to improve access to information for staff (financial documentation, contracts, etc.) and the public (approved resolutions/ordinances) (District Clerk and HR).
3. Streamline business processes to reduce paperwork, including electronic payments to vendors.
4. Implement inventory control software and establish written procedures (Ops and EMS).
5. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making.
6. 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, 2015 for inclusion in the CFAI Annual Compliance Report.

## STAFFING SUMMARY

Chief Financial Officer (1)

Controller (1)

Accounting Technician (2)

**FINANCE**  
**10-25**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	203,982	300,743	425,269	538,220
Permanent Overtime	5120	1,770	2,500	2,500	2,500
FICA Contributions	5140	2,916	4,361	6,166	7,804
Retirement Contributions	5150	71,143	123,726	151,226	182,187
Employee Group Insurance	5160	41,157	60,665	66,295	72,925
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$320,968</b>	<b>\$491,995</b>	<b>\$651,456</b>	<b>\$803,636</b>
Office Supplies	5202	9,058	9,000	10,000	10,250
Postage/Freight	5204	6,789	6,000	7,000	7,175
Food Supplies	5222	3,029	4,500	4,500	4,613
Non-Safety Clothing	5226	789	1,500	1,750	1,794
Maintenance/Repairs Equip	5236	14,779	13,810	68,016	56,667
Rents/Leases Equip & Prop	5246	1,068	2,700	2,700	2,768
Prof & Specialized Services	5250	410,783	379,975	381,823	288,869
Specialized Printing	5272	1,499	2,444	3,500	3,588
Dues & Memberships	5274	705	850	1,160	1,189
Educational Courses/Supplies	5276	0	400	5,000	5,125
Books & Periodicals	5280	859	785	1,125	1,153
Meetings/Travel Exp	5284	0	100	5,000	5,125
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$449,358</b>	<b>\$422,064</b>	<b>\$491,574</b>	<b>\$388,314</b>
<b>TOTAL EXPENDITURES</b>		<b>\$770,326</b>	<b>\$914,059</b>	<b>\$1,143,030</b>	<b>\$1,191,950</b>

# 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 2015-2016

1. Reorganize the Fire Prevention Division to maximize efficiency and effectiveness.
2. Support construction activities for New Fire Station 32.
3. In cooperation with the Operations Section, develop recommendations for minimum number and types of ICS positions and training goals for emergency management organizational structure.
4. Prepare for the adoption of the 2015 International Fire Code, continue to work with regional agencies to minimize amendments and provide uniform application.
5. Review all SAM 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 for inclusion in the CFAI Annual Compliance Report and 5 year Re-Accreditation.

## STAFFING SUMMARY

Division Chief/Fire Marshal

Deputy Fire Marshal (2) [1 vacant/unfunded]

Fire Inspector (2)

Fire Code Compliance Officer (4) [1vacant/unfunded]

Fire Prevention Specialist (2) [1 vacant/funded]

CERT Coordinator (Part-time)

Plans Examiner (1)

Office Assistant (2) [1 vacant/funded]

**FIRE PREVENTION**  
**10-30**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Misc Revenue	4640	8,000	60,000	0	0
<b>TOTAL REVENUES</b>		<b>\$8,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>
Permanent Salaries	5110	1,293,464	1,317,339	1,420,985	1,473,936
Temporary Salaries	5115	52,907	65,000	20,966	0
Permanent Overtime	5120	44,143	40,000	40,000	40,000
FICA Contributions	5140	18,999	19,101	20,604	21,372
Retirement Contributions	5150	625,508	806,825	775,696	766,648
Employee Group Insurance	5160	213,519	216,787	254,932	280,425
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$2,248,540</b>	<b>\$2,465,053</b>	<b>\$2,533,184</b>	<b>\$2,582,381</b>
Office Supplies	5202	1,447	1,500	1,500	1,538
Postage	5204	8,347	8,450	8,450	8,661
Small Tools & Equipment	5210	1,506	1,500	1,500	1,538
Firefighting Supplies	5214	1,400	750	800	820
Food Supplies	5222	258	1,000	1,000	1,025
Safety Clothing & Supplies	5224	853	1,000	1,000	1,025
Non-Safety Clothing	5226	4,220	5,000	5,000	5,125
Maintenance/Repairs Equip	5236	0	1,000	1,000	1,025
Prof & Specialized Services	5250	91,302	88,000	38,000	38,950
Info Tech Surcharge	5253	5,000	0	0	0
Publication of Legal Notices	5270	1,353	500	500	513
Specialized Printing	5272	8,669	7,000	11,700	7,380
Dues & Memberships	5274	11,203	11,485	22,000	22,300
Public Education Supplies	5278	8,465	11,000	12,000	12,300
Books & Periodicals	5280	649	2,415	6,415	2,475
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$144,672</b>	<b>\$140,600</b>	<b>\$110,865</b>	<b>\$104,674</b>
<b>TOTAL EXPENDITURES</b>		<b>\$2,393,212</b>	<b>\$2,605,653</b>	<b>\$2,644,049</b>	<b>\$2,687,056</b>



# TECHNOLOGY

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

1. Provide the necessary infrastructure to support the data and voice communications needs of the District.
2. Furnish all the necessary computer equipment and peripheral devices current with today's standards.
3. Provide and maintain mobile computing infrastructure and devices to enable timely communication and effective deployment of District resources.
4. Oversee the Web Content Management System platform and application updates.
5. Maintain a comprehensive radio network to support all operations of the District.
6. Provide all on duty suppression and investigation employees with appropriate communications devices as needed.
7. Perform GIS spatial analysis and provide mapping services to various divisions and entities.
8. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. As identified in the District's Capital Improvement Plan (CIP), update the District's Computer-Aided Dispatch (CAD) software.
2. As part of the CAD update, refresh the mobile software utilized by first responders on the District's Mobile Data Computers (MDC).
3. As identified in the District's Capital Improvement Plan (CIP), refresh the end-of-life fire station alerting hardware and software.
4. Install and configure current version of Priority Dispatch Emergency Medical Dispatch (EMD) software and ensure full interoperability with refreshed CAD software.

## STAFFING SUMMARY

Technology Systems Manager

Information Systems Technician

Geographic Information Systems Analyst (Part-time)

Radio Technician (Part-time)

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	267,815	250,927	262,408	268,736
Temporary Salaries	5115	48,492	89,580	91,820	94,059
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	7,547	10,491	10,829	11,092
Retirement Contributions	5150	97,931	103,232	93,312	90,967
Employee Group Insurance	5160	38,239	32,709	35,745	39,319
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$460,023</b>	<b>\$486,940</b>	<b>\$494,114</b>	<b>\$504,174</b>
Telecommunications	5206	166,049	178,850	199,300	204,283
Computer Supplies	5218	33,962	7,500	7,500	7,688
Radio Equipment & Supplies	5219	19,545	25,000	25,000	25,625
Non-Safety Clothing	5226	518	950	1,500	1,538
Maintenance/Repairs Radio	5238	314,829	297,570	318,600	325,565
Rents/Leases Equip & Prop	5246	29,065	32,500	38,500	39,463
Prof & Specialized Services	5250	7,650	5,000	5,000	7,500
Communications Services	5258	78,600	79,500	82,500	84,563
Dues & Memberships	5274	417	500	500	513
Consolidated Dispatch	5286	0	0	0	0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$650,635</b>	<b>\$627,370</b>	<b>\$678,400</b>	<b>\$696,735</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,110,658</b>	<b>\$1,114,310</b>	<b>\$1,172,514</b>	<b>\$1,200,909</b>

# 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 2015-2016

1. Successfully integrate San Ramon Police 911 phone, radio and data infrastructure with existing District Communications operations. The District's communications center will become the primary Public Safety Answering Point for the City of San Ramon.
2. Implement EMD software upgrade to maintain compliance with International Academy of Emergency Dispatch (IAED) standards.
3. Evaluate and provide fire and police dispatch training, protocols and quality assurance standards that meet the NFPA 1061 and/or APCO Project 33 requirements.
4. Develop promotional process for Dispatch Supervisors.
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 6/30/16 for inclusion in the CFAI Annual Compliance Report.

## STAFFING SUMMARY

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

**COMMUNICATIONS CENTER  
20-38**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Misc Revenue	4640	0	0	0	0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Permanent Salaries	5110	925,675	1,096,052	1,161,032	1,197,472
Temporary Salaries	5115	79,629	40,000	40,000	40,000
Permanent Overtime	5120	189,157	167,500	167,500	167,500
FICA Contributions	5140	22,109	18,293	19,235	19,763
Retirement Contributions	5150	341,474	454,440	412,863	405,344
Employee Group Insurance	5160	138,583	161,670	176,674	194,341
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$1,696,627</b>	<b>\$1,937,954</b>	<b>\$1,977,303</b>	<b>\$2,024,420</b>
Office Supplies	5202	1,870	4,500	4,500	4,613
Small Tools & Equipment	5210	2,848	4,500	4,500	4,613
Safety Clothing & Supplies	5224	120	3,000	3,000	3,075
Non-Safety Clothing	5226	176	3,500	3,500	3,588
Maintenance/Repairs Radio	5238	1,443	1,950	1,950	1,999
Prof & Specialized Services	5250	24,152	27,000	27,000	27,675
Dues & Memberships	5274	672	1,000	1,000	1,025
Books & Periodicals	5280	1,709	5,000	5,000	5,125
Consolidated Dispatch	5286	0	0	0	0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$32,990</b>	<b>\$50,450</b>	<b>\$50,450</b>	<b>\$51,711</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,729,617</b>	<b>\$1,988,404</b>	<b>\$2,027,753</b>	<b>\$2,076,131</b>

# 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 District Capital Improvement Fund.
2. Maintain District facilities.
3. Continuously review maintenance costs and look for alternative strategies to save money and improve life expectancy of the facilities.
4. Manage facility capital improvement projects.
5. Forecast the need for future fire stations and other facilities.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Evaluate supplies depot security for enhancements to inventory monitoring
2. Implement Facilities projects identified in the Capital Improvement Plan (CIP)
3. Adjust CIP for scheduled projects according to updated information/need
4. Implement revised Purchasing Policy with regard to Facilities acquisitions
5. In conjunction with Finance and Technology, evaluate replacement of Admin copier
6. Implement enhanced inventory tracking system
7. Update the surplus equipment policy to effect efficiencies and effectiveness not present in current process
8. Evaluate conversion of fire station landscaping to drought resistant designs for water conservation and aesthetic enhancement
9. Improve Training Site with training props for Company Performance Standards

## STAFFING SUMMARY

Deputy Chief, EMS/Logistics

Senior Office Assistant



**FACILITIES**  
**20-45**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	72,259	73,186	76,691	78,562
Temporary Salaries	5115	19,361	31,200	31,980	32,760
FICA Contributions	5140	2,504	3,448	3,558	3,645
Retirement Contributions	5150	26,169	30,109	27,271	26,593
Employee Group Insurance	5160	23,304	23,375	25,545	28,099
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$143,597</b>	<b>\$161,318</b>	<b>\$165,045</b>	<b>\$169,659</b>
Utilities	5208	344,009	339,700	348,193	356,898
Small Tools & Equipment	5210	11,967	12,300	17,506	10,769
Miscellaneous Supplies	5212	9,609	11,070	14,408	14,768
Household Supplies	5228	36,886	48,400	41,000	42,025
Central Garage Gas & Oil	5232	25,701	25,425	23,063	23,640
Maintenance/Repairs Equip	5236	70,785	120,815	84,820	86,941
Maintenance/Repairs Bldgs	5240	127,738	167,785	217,696	223,138
Maintenance/Repairs Grnds	5242	37,647	51,540	54,463	55,825
Rents/Leases Equip & Prop	5246	2,300	6,300	6,458	6,619
Prof & Specialized Services	5250	1,137	6,300	25,376	26,010
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$667,779</b>	<b>\$789,635</b>	<b>\$832,983</b>	<b>\$846,633</b>
<b>TOTAL EXPENDITURES</b>		<b>\$811,376</b>	<b>\$950,953</b>	<b>\$998,028</b>	<b>\$1,016,292</b>

# 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 Battalion Chiefs and Training Captains identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. In coordination with the Battalion Chiefs and Training Captains, provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Fleet in determining future equipment and vehicle needs.
5. 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.
6. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. In conjunction with Technology and Communications, monitor the progress of Automatic Vehicle Location (AVL) implementation.
2. In conjunction with Technology and Communications, monitor the progress of East Bay Regional Communications System (EBRCS) implementation.
3. Monitor current Deployment methods and as necessary to enhance operations bring effective and efficient recommendations to the Fire Chief.
4. Reevaluate promotional processes and minimum qualifications for Suppression ranks.
5. Continue to identify and replace additional 2 ½" outlets on public hydrants.
6. Ensure consistency in Command throughout the organization and Command Staff.

7. In conjunction with other divisions facilitate efforts to ensure appropriate District personnel are trained in Disaster Preparation and possess an understanding of an Emergency Operations Center (EOC) activation and operations.

## STAFFING SUMMARY

Deputy Chief, Operations<sup>2</sup>

Battalion Chief, Suppression (3)

Training Captains, Suppression (3)

Captain (39); Engineer (39); Firefighter/Paramedic (42)<sup>3</sup>

Senior Office Assistant<sup>4</sup>

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<sup>2</sup> Deputy Chief, Operations also responsible for Training oversight.

<sup>3</sup> Staffing reduction from 45 to 42 FF/PM's being monitored.

<sup>4</sup> Senior Office Assistant shared with EMS Division.

**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	14,601,785	15,778,233	16,464,789	17,329,504
Permanent Overtime	5120	5,612,150	5,819,549	6,166,974	5,370,432
FICA Contributions	5140	277,548	313,872	326,938	327,963
Retirement Contributions	5150	9,296,023	13,663,278	13,100,782	13,183,644
Employee Group Insurance	5160	2,456,498	2,514,109	2,774,711	3,052,181
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$32,244,004</b>	<b>\$38,089,041</b>	<b>\$38,834,194</b>	<b>\$39,263,723</b>
Office Supplies	5202	6,511	14,000	12,350	12,659
Small Tools & Equipment	5210	10,678	12,000	15,300	15,683
Miscellaneous Supplies	5212	13,900	16,400	18,810	19,280
Firefighting Supplies	5214	60,537	110,000	105,000	108,150
Food Supplies	5222	10,741	10,000	12,125	12,428
PPE Inspection & Repairs	5223	19,584	36,000	33,900	34,748
Safety Clothing & Supplies	5224	89,642	125,000	100,000	102,500
Class A Uniforms & Supplies	5225	3,595	6,000	12,000	12,300
Class B Uniforms & Supplies	5227	25,044	28,000	39,000	39,975
Maintenance/Repairs Equip	5236	3,803	5,000	5,125	5,253
Prof & Specialized Services	5250	61,823	95,000	162,025	166,076
Specialized Printing	5272	1,195	1,325	1,600	1,640
Dues & Memberships	5274	0	1,000	1,025	1,051
Books & Periodicals	5280	280	1,000	1,500	1,538
Meetings/Travel Expenses	5284	0	2,500	4,000	4,100
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$307,333</b>	<b>\$463,225</b>	<b>\$523,760</b>	<b>\$537,379</b>
<b>TOTAL EXPENDITURES</b>		<b>\$32,551,337</b>	<b>\$38,552,266</b>	<b>\$39,357,954</b>	<b>\$39,801,102</b>

# 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 Support Services, 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 2015-2016

1. Evaluate condition of reserve vehicles and need. Surplus non-essential vehicles as necessary to reduce ongoing Fleet costs
2. Replace vehicles identified in Capital Improvement Plan
3. Evaluate electronic programs to enhance current accountability and manage Fleet supplies and labor costs
4. Evaluate fleet preventive maintenance integration into daily reporting process
5. Implement 90-day apparatus maintenance/inspection/reporting program
6. Explore partnership opportunities with Dublin/Alameda County Fire Department fleet repair facility

## STAFFING SUMMARY

Mechanic (2)

Senior Office Assistant

**FLEET**  
**30-60**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	174,234	177,053	185,533	190,058
Permanent Overtime	5120	4,355	3,050	3,050	3,050
FICA Contributions	5140	2,564	2,567	2,690	2,756
Retirement Contributions	5150	63,098	72,840	65,975	64,335
Employee Group Insurance	5160	22,364	21,085	23,042	25,346
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$266,615</b>	<b>\$276,595</b>	<b>\$280,290</b>	<b>\$285,544</b>
Office Supplies	5202	0	200	205	210
Small Tools & Equipment	5210	12,199	8,500	10,250	10,506
Miscellaneous Supplies	5212	90,298	80,370	82,739	84,807
Computer Equip/Software	5218	0	0	15,000	15,375
Non-Safety Clothing	5226	1,075	792	1,230	1,261
Central Garage Repairs	5230	89,512	157,000	102,500	105,063
Central Garage Maintenance	5231	11,818	13,500	18,450	18,911
Central Garage Gas & Oil	5232	176,599	165,113	180,000	184,500
Central Garage Tires	5234	34,419	41,800	46,125	47,278
Central Garage Inspections	5235	7,315	8,740	9,738	9,981
Maintenance/Repairs Equip	5236	1,390	5,000	1,538	1,576
Dues & Memberships	5274	1,070	1,780	2,050	2,101
Books & Periodicals	5280	0	165	256	262
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$425,695</b>	<b>\$482,960</b>	<b>\$470,081</b>	<b>\$481,833</b>
<b>TOTAL EXPENDITURES</b>		<b>\$692,310</b>	<b>\$759,555</b>	<b>\$750,371</b>	<b>\$767,377</b>

# TRAINING

## PURPOSE

District training is administered by the Deputy Chief of Operations, with a command staff consisting of three Suppression Training Captains. The Training Captains are supported by one Senior Office Assistant. These personnel are responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

## 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. 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. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
5. Administer the Education Assistance Program.
6. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
7. Develop and reinforce cooperation with Regional, State and Federal fire training communities.
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. Develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
10. Deliver and coordinate District hosted and/or outside training classes for all District personnel, as appropriate.
11. Identify current and future targeted and specific training needs of the organization and ensure compliance with mandated training requirements.
12. Develop and implement the Quarterly Training Module Program for Operations.



## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Evaluate the current academy training delivery model used by the District to improve efficiencies while planning and preparing for a 2015/2016 recruit academy.
2. Continue to develop and update Probationary Task Books and Acting Task Books for all Suppression ranks.
3. Deliver Command Training for Captains and Acting Captains consistent with training delivered and developed by Command Staff.
4. Prepare for and deliver all Quarterly Firefighter training modules identified in the 2014 District Training Workshop.
5. Prepare for and administer an Engineers exam in the fall of 2015 and a Captains exam in the spring of 2016.
6. Plan and develop Training Site upgrades.

## STAFFING SUMMARY

Deputy Chief, Operations<sup>5</sup>

Training Captain, Suppression (3)

Senior Office Assistant (1)

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<sup>5</sup> Deputy Chief, Operations and Training Captains budgeted under Emergency Operations (30-55).

**TRAINING**  
**30-65**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	394,007	72,112	75,565	77,408
Permanent Overtime	5120	221	5,000	5,000	5,000
FICA Contributions	5140	7,133	1,916	1,966	1,992
Retirement Contributions	5150	227,843	29,667	26,871	26,203
Employee Group Insurance	5160	76,056	17,920	19,583	21,541
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$705,260</b>	<b>\$126,614</b>	<b>\$128,985</b>	<b>\$132,145</b>
Office Supplies	5202	752	700	950	974
Small Tools & Equipment	5210	44	12,000	12,301	12,609
Miscellaneous Supplies	5212	3,320	17,000	17,428	17,864
Food Supplies	5222	639	2,000	2,051	2,102
Safety Clothing & Supplies	5224	932	7,000	0	0
Non-Safety Clothing	5226	80	800	820	841
Rents/Leases Equip & Prop	5246	4,034	20,000	16,575	16,989
Prof & Specialized Services	5250	52,928	59,000	208,675	213,892
Specialized Printing	5272	155	800	820	841
Dues & Memberships	5274	1,115	1,500	1,539	1,577
Educ Assistance Program	5277	15,982	15,000	18,500	18,963
Books & Periodicals	5280	0	5,000	4,125	4,228
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$79,981</b>	<b>\$140,800</b>	<b>\$283,784</b>	<b>\$290,879</b>
<b>TOTAL EXPENDITURES</b>		<b>\$785,241</b>	<b>\$267,414</b>	<b>\$412,769</b>	<b>\$423,023</b>

# 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. Liaison between the District and County with 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 Paramedic and EMT's.
9. In conjunction with Human Resources, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.
11. Evaluate current and future innovative EMS equipment and treatment trends for opportunities for increased save rates and service levels

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Replace equipment identified in Capital Improvement Plan
2. Evaluate compliance reporting and data collection systems for RFP development

3. Enhance response capabilities for standardized operating procedures with law agencies
4. Evaluate effectiveness of MCI response capabilities
5. Evaluate/update gurney replacement schedule
6. Evaluate biomedical preventative maintenance and repair services
7. Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend (2014 CARES)
8. Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services
9. Research strategic opportunities and maintain legislative awareness through utilization of EMS consultant services

## STAFFING SUMMARY

Deputy Chief, EMS/Logistics<sup>6</sup>

EMS Battalion Chief

EMS Coordinator

EMS Captain

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<sup>6</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**EMERGENCY MEDICAL  
30-70**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Misc Revenue	4640	0	0	140,000	143,500
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$143,500</b>
Permanent Salaries	5110	240,762	257,199	477,109	489,768
Permanent Overtime	5120	1,222	0	0	0
FICA Contributions	5140	3,475	3,729	6,918	7,102
Retirement Contributions	5150	148,353	204,582	363,629	356,632
Employee Group Insurance	5160	30,170	42,227	72,735	80,008
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$423,982</b>	<b>\$507,738</b>	<b>\$920,391</b>	<b>\$933,509</b>
Office Supplies	5202	303	720	1,000	1,025
Small Tools & Equipment	5210	16,774	38,000	38,000	38,950
Miscellaneous Supplies	5212	3,508	510	1,000	1,025
Medical Supplies	5213	107,396	132,090	133,090	136,417
Pharmaceutical Supplies	5216	24,849	25,500	33,000	33,825
Food Supplies	5222	123	200	200	205
Safety Clothing & Supplies	5224	282	740	1,350	1,384
Class A Uniforms & Supplies	5225	0	586	500	513
Non-Safety Clothing	5226	0	485	1,500	1,538
Maintenance/Repairs Equip	5236	23,470	22,000	35,000	35,875
Prof & Specialized Services	5250	17,643	14,461	200,800	205,820
Specialized Printing	5272	4,150	1,040	1,000	1,025
Dues & Memberships	5274	210	850	1,050	1,076
Educational Courses	5276	23,148	26,000	34,650	35,516
Books & Periodicals	5280	797	1,460	1,460	1,497
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$222,653</b>	<b>\$264,642</b>	<b>\$483,600</b>	<b>\$495,690</b>
<b>TOTAL EXPENDITURES</b>		<b>\$646,635</b>	<b>\$772,380</b>	<b>\$1,403,991</b>	<b>\$1,429,199</b>

# RESCUE

## PURPOSE

The Rescue Division is responsible for providing a coordinated and organized response to Rescues and other requests for service in the District. The Rescue Team is trained and equipped to operate on difficult terrain (confined space, trench, high angle and low angle rope rescue, 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. Maintain State Office of Emergency Services Type II USAR Team designation.
4. Assure continuity, safety and accountability for rescue training.
5. Implement new rescue techniques, strategies and equipment.
6. Interact with other professional rescue groups, associations and affiliations.
7. Develop Rescue Division expertise and knowledge.
8. Be prepared to carry out assigned duties related to the District's disaster response operations.
9. Facilitate the ongoing replacement of rescue rope that has reached its end of service lifespan.
10. Provide ongoing SORD quarterly training to Rescue Division members.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Train new Rescue Team members and assist with Task Book completion.
2. 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 rescue rope, canister filters, lift bags, and personal protective equipment.
3. Train for and participate in the 2015 Urban Shield full-scale regional preparedness exercise.
4. Focus on developing Rescue Team Instructors to ensure Team members are sufficiently trained and competent with procedures that meet State standards and Industry best practices.

## STAFFING SUMMARY

Deputy Chief, Operations<sup>7</sup>

Team Members (40)

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<sup>7</sup> Deputy Chief, Operations budgeted under Emergency Operations (30-55).

**RESCUE  
30-75**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	101,913	101,280	104,160	109,440
Permanent Overtime	5120	23,326	50,000	50,000	50,000
Retirement Contributions	5150	65,726	95,203	97,910	102,874
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$190,965</b>	<b>\$246,483</b>	<b>\$252,070</b>	<b>\$262,314</b>
Small Tools & Equipment	5210	608	5,000	4,500	4,613
Miscellaneous Supplies	5212	2,027	3,500	3,000	3,075
Safety Clothing & Supplies	5224	0	2,500	6,500	6,663
Non-Safety Clothing	5226	0	500	3,250	3,331
Maintenance/Repairs Equip	5236	335	1,000	500	513
Rents/Leases Equip & Prop	5246	0	1,500	1,000	1,025
Prof & Specialized Services	5250	0	3,600	3,500	3,588
Books & Periodicals	5280	758	1,000	500	513
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,728</b>	<b>\$18,600</b>	<b>\$22,750</b>	<b>\$23,319</b>
<b>TOTAL EXPENDITURES</b>		<b>\$194,693</b>	<b>\$265,083</b>	<b>\$274,820</b>	<b>\$285,632</b>



# 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 or toxic.

## 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. Maintain State Office of Emergency Services Type II Hazmat Team designation.
5. Attend District, State and Federal Hazmat response agency meetings to assimilate information concerning current regulations, grants and training.
6. Provide on-scene technical assistance to the Incident Commander regarding hazardous material incident response.
7. Participate in Hazmat FRA, and FRO decontamination training for all line personnel.
8. Perform required Hazmat equipment inspections.
9. Provide appropriate training that meets the State standard for Hazardous Material Technical and Specialist recertification.

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. 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 and meets all State Technician and Specialists prerequisites.
2. Prepare for recertification with the Office of Emergency Services Type II Hazardous Materials Team. Explore Type I certification feasibility.
3. Train for and participate in the 2015 Urban Shield full-scale regional

preparedness exercise.

4. Distribute radiation monitors on all front line engines and trucks.

## STAFFING SUMMARY

Deputy Chief, Operations<sup>8</sup>

Team Members (30)

**HAZARDOUS MATERIALS  
30-80**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Permanent Salaries	5110	66,071	84,090	102,752	107,569
Permanent Overtime	5120	49,991	50,000	50,000	50,000
Retirement Contributions	5150	42,611	79,045	96,587	101,115
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$158,673</b>	<b>\$213,135</b>	<b>\$249,339</b>	<b>\$258,684</b>
Office Supplies	5202	0	100	0	0
Small Tools & Equipment	5210	1,467	5,000	6,500	6,663
Miscellaneous Supplies	5212	1,694	3,000	4,000	4,100
Safety Clothing & Supplies	5224	2,495	5,000	3,500	3,588
Maintenance/Repairs Equip	5236	1,966	2,500	3,000	3,075
Maintenance/Repairs Radio	5238	0	500	2,000	2,050
Rents/Leases Equip & Prop	5246	0	1,500	500	513
Prof & Specialized Services	5250	662	3,500	3,500	3,588
Specialized Printing	5272	0	0	0	0
Dues & Memberships	5274	0	0	0	0
Books & Periodicals	5280	0	1,000	500	513
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$8,284</b>	<b>\$22,100</b>	<b>\$23,500</b>	<b>\$24,088</b>
<b>TOTAL EXPENDITURES</b>		<b>\$166,957</b>	<b>\$235,235</b>	<b>\$272,839</b>	<b>\$282,771</b>

# VOLUNTEER FIRE

## PURPOSE

Under the general direction of 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).

## GOALS AND OBJECTIVES FOR FY 2015-2016

1. Evaluate supplemental FS37/40 support resources from Reserve Firefighter program
2. Reconvene Emergency Medical Responder Standards development, in conjunction with Contra Costa County EMS/Medical Director
3. Evaluate fleet and facility needs in support of Reserve Firefighter program development
4. Enhance CPR effectiveness potential through deployment of AutoPulse device and training

## STAFFING SUMMARY

Deputy Chief<sup>9</sup> EMS/Logistics

Station 37 Coordinator

FS37 Volunteers (14)

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<sup>9</sup> Deputy Chief budgeted under Emergency Operations (30-55).

**VOLUNTEER FIRE  
30-85**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Temporary Salaries	5115	17,820	17,820	18,266	18,711
FICA Contributions	5140	1,363	1,363	1,397	1,431
Retirement Contributions	5150	3,150	10,000	10,000	10,000
Employee Group Insurance	5160	3,697	5,000	5,000	5,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$26,030</b>	<b>\$34,183</b>	<b>\$34,663</b>	<b>\$35,142</b>
Office Supplies	5202	0	100	103	106
Small Tools & Equipment	5210	239	1,100	4,308	2,341
Miscellaneous Supplies	5212	287	100	2,103	2,156
Food Supplies	5222	32	200	205	210
Safety Clothing & Supplies	5224	0	2,000	7,050	7,226
Non-Safety Clothing	5226	194	2,000	7,050	7,226
Maintenance/Repairs Equip	5236	0	100	103	106
Prof & Specialized Services	5250	0	500	2,513	2,576
Specialized Printing	5272	0	500	513	526
Dues & Memberships	5274	0	0	75	77
Books & Periodicals	5280	235	600	615	630
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$987</b>	<b>\$7,200</b>	<b>\$24,638</b>	<b>\$23,179</b>
<b>TOTAL EXPENDITURES</b>		<b>\$27,017</b>	<b>\$41,383</b>	<b>\$59,301</b>	<b>\$58,321</b>

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

**Revenues**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Donations/Contributions	4610	900	50	500	500
	<b>TOTAL</b>	\$900	\$50	\$500	\$500

**Expenditures**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Other Special District Exp	5286	1,000	1,000	500	500
	<b>TOTAL</b>	\$1,000	\$1,000	\$500	\$500

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
12-Year Capital Improvement Plan**

	FORECASTED FISCAL YEAR REPLACEMENT												
	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
Beginning Capital Balance	\$ 2,700,000	\$ 7,078,476	\$ 1,653,034	\$ 1,019,135	\$ 1,613,832	\$ 2,181,398	\$ 2,787,343	\$ 2,416,646	\$ 3,376,535	\$ 4,161,595	\$ 3,512,466	\$ 2,718,884	\$ (648,281)
Capital Contributions	\$ -	\$ 2,000,000	\$ 2,070,000	\$ 2,142,450	\$ 2,217,436	\$ 2,295,046	\$ 2,375,373	\$ 2,458,511	\$ 2,544,559	\$ 2,633,618	\$ 2,725,795	\$ 2,821,198	\$ 2,919,939
IT Surcharge	\$ 29,800	\$ 34,825	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870	\$ 35,870
Grant Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Proceeds	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,378,244	\$ 1,324,592	\$ -	\$ -	\$ -
Property Sales	\$ 740,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funds Available	\$ 7,729,800	\$ 9,113,301	\$ 3,758,903	\$ 3,197,455	\$ 3,867,138	\$ 4,512,314	\$ 5,198,586	\$ 4,911,027	\$ 7,335,207	\$ 8,155,675	\$ 6,274,131	\$ 5,575,951	\$ 2,307,528
Facilities	\$ 185,265	\$ 6,078,545	\$ 451,710	\$ 944,714	\$ 257,094	\$ 232,553	\$ 328,710	\$ 350,981	\$ 184,024	\$ 225,846	\$ 373,809	\$ 765,858	\$ 446,487
Fleet	\$ 27,376	\$ 289,751	\$ 1,076,034	\$ 52,196	\$ 766,027	\$ 666,256	\$ 1,628,151	\$ 821,609	\$ 524,754	\$ 905,198	\$ 2,365,904	\$ 3,789,080	\$ 2,058,004
Technology	\$ 387,504	\$ 503,768	\$ 485,237	\$ 344,828	\$ 448,538	\$ 704,055	\$ 584,593	\$ 255,900	\$ 2,343,408	\$ 247,807	\$ 425,057	\$ 878,254	\$ 389,105
Comm Ctr - Consolidated Dispa	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 51,179	\$ 588,203	\$ 726,788	\$ 241,885	\$ 204,081	\$ 122,106	\$ 240,485	\$ 106,002	\$ 121,426	\$ 3,254,357	\$ 390,476	\$ 791,041	\$ 812,215
Total Capital Expenses	\$ 651,324	\$ 7,460,267	\$ 2,739,768	\$ 1,583,623	\$ 1,685,740	\$ 1,724,970	\$ 2,781,940	\$ 1,534,492	\$ 3,173,612	\$ 4,643,208	\$ 3,555,247	\$ 6,224,233	\$ 3,705,810
Difference	\$ 4,378,476	\$ (5,425,442)	\$ (633,898)	\$ 594,697	\$ 567,566	\$ 605,945	\$ (370,697)	\$ 959,889	\$ 785,060	\$ (649,129)	\$ (793,582)	\$ (3,367,165)	\$ (750,001)
Ending Capital Balance	\$ 7,078,476	\$ 1,653,034	\$ 1,019,135	\$ 1,613,832	\$ 2,181,398	\$ 2,787,343	\$ 2,416,646	\$ 3,376,535	\$ 4,161,595	\$ 3,512,466	\$ 2,718,884	\$ (648,281)	\$ (1,398,282)

**NOTES:**

Capital Contributions reflect an increase of 3.5% annually.

Expenses reflect an increase of 3.5% annually.

Figures assume cash payment for all assets unless otherwise noted in debt proceeds.

Grant allowance of 75% assumed for SCBA Equipment in 23/24 and EBRCS Radio replacement in 22/23

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

**Revenues**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Info Technology Surcharge	4316	29,800	29,800	34,825	35,870
Sale of Property	4620	0	739,950	0	0
Debt Issuance	4910	0	5,000,000	0	0
<b>TOTAL</b>		29,800	5,769,750	34,825	35,870

**Expenditures**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Rents/Leases Property	5246	0	0	0	0
Info Tech Surcharge Exp	5253	0	0	0	0
Land/Design/Construct Facilities	6110	49,759	0	0	0
Technology	6120	61,583	185,265	6,078,546	451,709
Equipment	6230	5,896	387,504	503,770	485,238
Fleet	6240	341,125	51,179	588,204	726,788
	6250	766,968	27,376	289,752	1,076,034
<b>TOTAL</b>		1,225,331	651,324	7,460,272	2,739,769



**DEBT SERVICE FUND 200  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Investment Earnings	4410	346	360	240	0
Debt Issuance	4910	3,227,000	0	0	0
<b>TOTAL</b>		<b>\$3,227,346</b>	<b>\$360</b>	<b>\$240</b>	<b>\$0</b>

**Expenditures**

DESCRIPTION	GL CODE	ACTUALS FY 13-14	ESTIMATED ACTUAL FY 14-15	PROPOSED BUDGET FY 15-16	PROJECTED BUDGET FY 16-17
Prof & Specialized Services	5250	62,013	0	0	0
Vehicle Lease #4	5310	534,012	534,012	534,011	534,011
Debt Service 2003 COP	5310	4,628,171	0	0	0
Debt Service 2006 COP	5310	599,335	596,291	0	0
Debt Service 2013 COP	5310	0	667,102	672,004	669,002
Debt Service 2015 COP	5310	0	0	599,977	602,050
<b>TOTAL</b>		<b>\$5,823,531</b>	<b>\$1,797,405</b>	<b>\$1,805,992</b>	<b>\$1,805,063</b>

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

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

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$2,017,197
Reduction in Principal Balance				485,077
Interest Due				48,935
Total Payment Due				534,012
Principal Outstanding as of June 30, 2015				\$1,532,120
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
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
<b>TOTALS</b>		<b>\$3,400,000</b>	<b>\$338,080</b>	<b>\$3,738,080</b>

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

**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				4,470,000
Interest Due				154,926
Total Payment Due				4,624,926
Principal Outstanding as of June 30, 2014				\$0
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%	4,470,000	154,926	4,624,926
2014-2015	0.00%	0	0	0
2015-2016	0.00%	0	0	0
2016-2017	0.00%	0	0	0
2017-2018	0.00%	0	0	0
2018-2019	0.00%	0	0	0
2019-2020	0.00%	0	0	0
<b>TOTALS</b>		<b>\$9,015,000</b>	<b>\$2,369,363</b>	<b>\$11,384,363</b>

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

**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, 2014				\$8,205,000
Reduction in Principal Balance				210,000
Interest Due				386,291
Total Payment Due				596,291
Principal Outstanding as of June 30, 2015				\$7,995,000
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%	7,775,000	186,646	7,961,646 *
<b>TOTALS</b>		<b>\$9,485,000</b>	<b>\$4,225,057</b>	<b>\$13,710,057</b>

\*Note: Paid by Escrow held by Trustee with proceeds from 2015 Refinancing..

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2013 REFUNDING ISSUE - \$3,227,000**

**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, 2014				\$3,227,000
Reduction in Principal Balance				621,000
Interest Due				46,102
Total Payment Due				667,102
Principal Outstanding as of June 30, 2015				\$2,606,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2014-2015	1.40%	621,000	46,102	667,102
2015-2016	1.40%	640,000	32,004	672,004
2016-2017	1.40%	646,000	23,002	669,002
2017-2018	1.40%	656,000	13,888	669,888
2018-2019	1.40%	664,000	4,648	668,648
<b>TOTALS</b>		<b>\$3,227,000</b>	<b>\$119,644</b>	<b>\$3,346,644</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2015 REFINANCING CERTIFICATES OF PARTICIPATION \$8.5M  
PLUS \$5.0M NEW MONEY**

**PURPOSE:** Refund Debt Issued in 2006 to design and construct Station 36 and Station 31, Apparatus Storage Building, purchase Hemme land and Station 32 land, and New Money for Construction of Replacement Station 32

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2015				\$12,010,000
Reduction in Principal Balance				150,000
Interest Due				449,977
Total Payment Due				599,977
Principal Outstanding as of June 30, 2016				\$11,860,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2015-2016	2.00%	150,000	449,977	599,977
2016-2017	2.00%	150,000	452,050	602,050
2017-2018	2.00%	150,000	449,050	599,050
2018-2019	4.00%	155,000	444,450	599,450
2019-2020	4.00%	500,000	431,350	931,350
2020-2021	4.00%	515,000	411,050	926,050
2021-2022	5.00%	540,000	387,250	927,250
2022-2023	5.00%	565,000	359,625	924,625
2023-2024	2.00%	585,000	339,650	924,650
2024-2025	2.00%	595,000	327,850	922,850
2025-2026	5.00%	615,000	306,525	921,525
2026-2027	3.00%	640,000	281,550	921,550
2027-2028	3.00%	660,000	262,050	922,050
2028-2029	3.00%	680,000	241,950	921,950
2029-2030	3.00%	700,000	221,250	921,250
2030-2031	3.00%	725,000	199,875	924,875
2031-2032	4.00%	750,000	174,000	924,000
2032-2033	4.00%	775,000	143,500	918,500
2033-2034	5.00%	810,000	107,750	917,750
2034-2035	5.00%	855,000	66,125	921,125
2035-2036	5.00%	895,000	22,375	917,375
<b>TOTALS</b>		<b>\$12,010,000</b>	<b>\$6,079,252</b>	<b>\$18,089,252</b>

## 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 (92%), ambulance service fees and interest income. Total income for the year ending June 30, 2014 was \$57,604,667. The District employs approximately 177 personnel.