

San Ramon Valley Fire Protection District



**Adopted
Annual Operating Budget
Fiscal Year 2019/2020**

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

Dominique Yancey, President

Donald R. Parker, Vice President

Matthew J. Stamey, Director

H. Jay Kerr, Director

Ryan Crean, 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.

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 186,297.

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 fourteen companies, including structure and wildland engines, ladder trucks, Advanced Life Support 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 & Life Safety 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 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 primary source of funding for the District is from property taxes (90% of revenue) and the majority of the District's spending is for personnel (90% of operating expenditures).



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San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

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

Members of the Board:

I am pleased to present the Board with a proposed budget for fiscal year 2019-20 that balances an enhanced level of fire suppression and EMS services with a prudent level of reserves and maintains the long-term fiscal integrity of the District. Ongoing operating revenues remain sufficient to fully cover ongoing operating costs, fund annual debt service and capital contributions, accelerate the paydown of our unfunded liabilities and add to District reserves. This would not be possible without the support, guidance and strategic 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 ongoing collaboration and willingness to work with the Board and Administration for the long-term good of the District and the communities we serve. With their cooperation and commitment to providing the best possible service within available funding constraints, we have been able to stabilize our finances, enhance the delivery of essential emergency services and keep the District on a fiscally sustainable path going forward.

The San Ramon Valley Fire Protection District can trace its roots back to the Danville Farm Fire Defense District, formed in 1912. Throughout our history we have remained committed to our mission of delivering an exceptional level of all-risk fire, rescue and emergency medical services. This requires a continued focus on positioning the Fire District operationally, financially, and politically to deal with economic uncertainty and a changing EMS landscape, while creating a predictable and sustainable future; in essence, building and maintaining a resilient and dynamic organization, while remaining fully committed to our mission statement, which reads "*ONE TEAM, ONE MISSION. In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.*" These guiding principles, along with our commitment to having a positive impact on people's lives during their time of need, form the cornerstone of our relationship with those we serve.

The Board, Fire Chief and Executive Staff are tasked with being the stewards of the organization's financial resources, working in partnership with labor and other community stakeholders. Our ongoing commitment to sound, transparent financial practices is evident in having recently received our 18th 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. And as discussed in more detail below, the proposed budget reflects the Board's commitment to responsibly addressing

long-term financial obligations and setting aside funds today to help with the economic uncertainties of tomorrow.

The proposed budget provides for continued enhancements in core services, while at the same time ensuring that ongoing spending is paid for with ongoing revenues, and that we maintain a prudent level of reserve funds as set forth in the Board's reserve policy. The FY 2019-20 budget is driven by fiscal sustainability, resilience and proactively aligning our resources to meet the core emergency services needs of our communities as they change and develop over time. We continue to invest heavily in our most important asset: the men and women who work for this District and deliver vital services to the San Ramon Valley on a 24/7/365 basis. The proposed budget ensures adequate staffing levels in the stations; maintains our commitment to a high level of training and professional development; and smartly invests in new technology to support and enhance the effective and efficient delivery of all-risk emergency services.

As noted, the budget funds ongoing operational costs with ongoing, sustainable revenues. It also fulfills the District's commitment to its' employees by prefunding retirement benefits, and it maintains the District's significant investment in the capital infrastructure required for the safe and effective delivery of emergency services. The reorganization of the Fire & Life Safety Division, in combination with other personnel changes in administration and at the command staff level, is expected to generate net budget savings of approximately \$1 million during the upcoming year. And most notably, our long-range fiscal modeling continues to show the District is well positioned to withstand another economic downturn similar to that experienced during the 2007-2012 recession, *without disruption in service delivery to our residents or negatively impacting our employees.*

During the upcoming year, our focus will be on ensuring the District is ready and able to meet the increased service demand expected from the opening of the City Center project in San Ramon; as well as the ongoing evolution of the fire service in general from primarily emergency fire responders to predominantly emergency medical responders. As discussed with the Board at the last strategic planning session, the District must be "proactive" rather than "reactive" to the changing service needs in the communities we serve. Last year we initiated a change in deployment to eliminate cross-staffing at several stations, allowing for a dedicated ambulance and dedicated truck company at Station 34 on Alcosta Blvd. in San Ramon to better serve the City Center project. Staff is further evaluating whether a change in how the trucks are deployed would better serve the community and enhance the safety of the public and District personnel. The CIP for 2019-20 includes funding for the potential replacement of a truck, if deemed warranted. We will also focus on preparing for the types of natural disasters likely to impact our service area. Recent events locally and around the world have shown that effective preplanning for wildfires and earthquakes translates to lives saved and reduced property damage, and the FLSD budget has an added \$100,000 to further support this effort. FLSD will also continue to place emphasis on fire plan reviews, annual inspections, hazard abatement inspections and other preventative activities to ensure our local communities meet or exceed fire code requirements in preparation of emergency events.

The District has been working collaboratively with the City of San Ramon on development of a joint public safety facility that would eventually house fire District administration, the City Police Department, a new 9-1-1 consolidated dispatch center and a new joint City/District emergency operations center. If approved, this project would free up the existing District administration site for development of a much-needed training center that could be used by both police and fire; and would avoid having to send fire crews out of the District for mandatory training. Project costs are estimated

at \$27-30 million depending on configuration of the training center. Preliminary discussions have the District providing funding for the project while the City contributes land and an existing building. Annual debt service of \$2 million has been added to the 2019-20 budget and incorporated into the District's long-range financial forecast.

As discussed earlier, this budget reflects the Board's long-standing commitment to fiscal sustainability. So while we are investing resources in core services, we are also actively managing our long term fiscal obligations. The budget not only fully funds the *Actuarially Determined Contribution* (or "ADC") needed to keep the District on track in terms of funding its promise to employees to provide retiree medical benefits ("OPEB") but provides for an additional \$200,000 payment to the OPEB trust fund for a more rapid pay down of the unfunded OPEB liability. Funding the ADC sets money aside today, as benefits are earned, to ensure funds are available in the future when needed to pay for essential retiree medical benefits. Similar to the OPEB obligation, the Board directed staff to explore options for accelerating the pay-down of the Districts unfunded retirement obligations. Consequently, starting in 2017-18, the District began utilizing 50% of the savings from prepaying annual retirement contributions as an additional payment toward the unfunded retirement liability, which amounted to roughly \$300,000 for the current year. The Capital Improvement Program ("CIP") is appropriately funded with a transfer of \$3 million from the General Fund. The transfer to the CIP ensures that when capital replacement needs are identified there is available funding to pay for them. In all three cases, (OPEB, retirement and CIP), prefunding enhances our long-term fiscal sustainability by utilizing investment earnings to lower long-term operating costs, thereby reducing the amount needed from ongoing operational revenues to fund these benefits. Also, consistent with the Board's revision to the reserve policy, I am proposing to add an additional \$500,000 to the reserve for open workers' compensation claims; which will increase that reserve amount to \$4.5 million.

Overall, in comparison to the FY 2018-19 *estimated actual operating results*, the FY 2019-20 budget proposes an increase in General Fund spending of \$3.5 million (4.6%), while General Fund revenues are projected to increase by \$2.1 million (2.6%). The increased spending is attributable (1) an increase in transfers of \$2 million to accommodate the added debt service discussed above; (2) increased service costs of \$1 million (17%), due mainly to the new technology services contract with DNI, the newly enacted emergency medical transport quality assurance fee (or QAF), and costs associated with implementing the California Voters Rights Act; and (3) a net increase in personnel costs of \$1 million (1.7%). Personnel costs include a 3% general salary increase effective April 1, 2020, an additional 1% salary increase for suppression firefighters, engineers and captains, and step increases for those employees not yet at top step. Offsetting those increases are a reduction of \$600,000 in strike team overtime, reductions associated with a number of retirements that occurred in March 2019, a reduction in administration staffing, vacancies at the command staff level and a slightly smaller recruit academy in 2019-20. In keeping with the District's policy, overtime costs associated with statewide strike-team deployments, and the related reimbursement from the state, are not included in the initial budget, but rather included in a mid-year budget adjustment once such amounts are known.

Property taxes, at \$75.2 million, remain the most significant source of operating funds for the District, and account for 91% of projected revenue for FY 2019-20. The majority of property tax revenue (90%) is derived from single-family residential properties. Property values within the District have recovered well beyond their pre-recession peak, but the rate of growth has slowed in recent years; and this trend is expected to continue. Property tax revenue from residential properties is expected

to grow by 4% based on actual sales activity of residential property within the District for calendar year 2018, combined with the full 2% inflation adjustment afforded by Proposition 13; while overall property tax revenue, including that collected from former redevelopment agencies and utilities, is expected to increase by 4%.

As noted earlier, the District's CIP is a "plan" for the systematic accumulation of funds to maintain the significant investment in critical capital infrastructure (i.e., stations, apparatus, equipment and technology). The CIP includes projected spending of \$4.5 million for FY 2019-20, down from \$2.6 million for FY 2018-19 (which included \$5.4 million for new ambulances and engines). Projected CIP expenditures reflect both current year scheduled expenditures, plus carryforward items from earlier years. Actual expenditures for the year, however, will continue to occur on an "as needed" basis. The CIP is funded through ongoing transfers from the General Fund and other sources such as bond proceeds and grant revenue, when available. A transfer of \$3.1 million is proposed for FY 2019-20, which is comprised of \$2.7 million ongoing from the General Fund (escalated at 3.5% going forward), along with \$450,000 of the annual City of San Ramon payment for dispatch services. The latter amount is the last of four payments to reimburse the CIP for the City's share of the cost of improvements and new technology associated with the upgraded consolidated dispatch center.

As evidenced above, we continue to evolve and adapt the organization as needed to meet economic and political challenges. We continually evaluate our programs and service delivery models to ensure their cost effectiveness and efficiency, but more importantly to ensure we are meeting the emergency service needs of our communities and we are having a positive impact on people's lives. We continue to pursue alternative, least cost funding options and service delivery models, where applicable, to minimize the impact to our taxpayers and ensure our long-term fiscal sustainability. While unfunded liabilities for retirement and retiree medical remain significant obligations of the District, we have a plan, and are on track to eliminate these liabilities in a systematic and responsible manner.

Another of our guiding principles is that our communities are the reason for our existence. Our pledge to those we serve remains unchanged - *a quick and effective response to your needs in an emergency!* Response times and service levels are monitored and analyzed monthly to ensure the delivery of excellent customer service and positive patient outcomes. We are committed to making our communities safer every day. As our community changes, so will your Fire District. Our promise to the public 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.

I am grateful for the opportunity to serve as your Fire Chief.

Sincerely,



Paige Meyer
Fire Chief



STAFFING SUMMARY

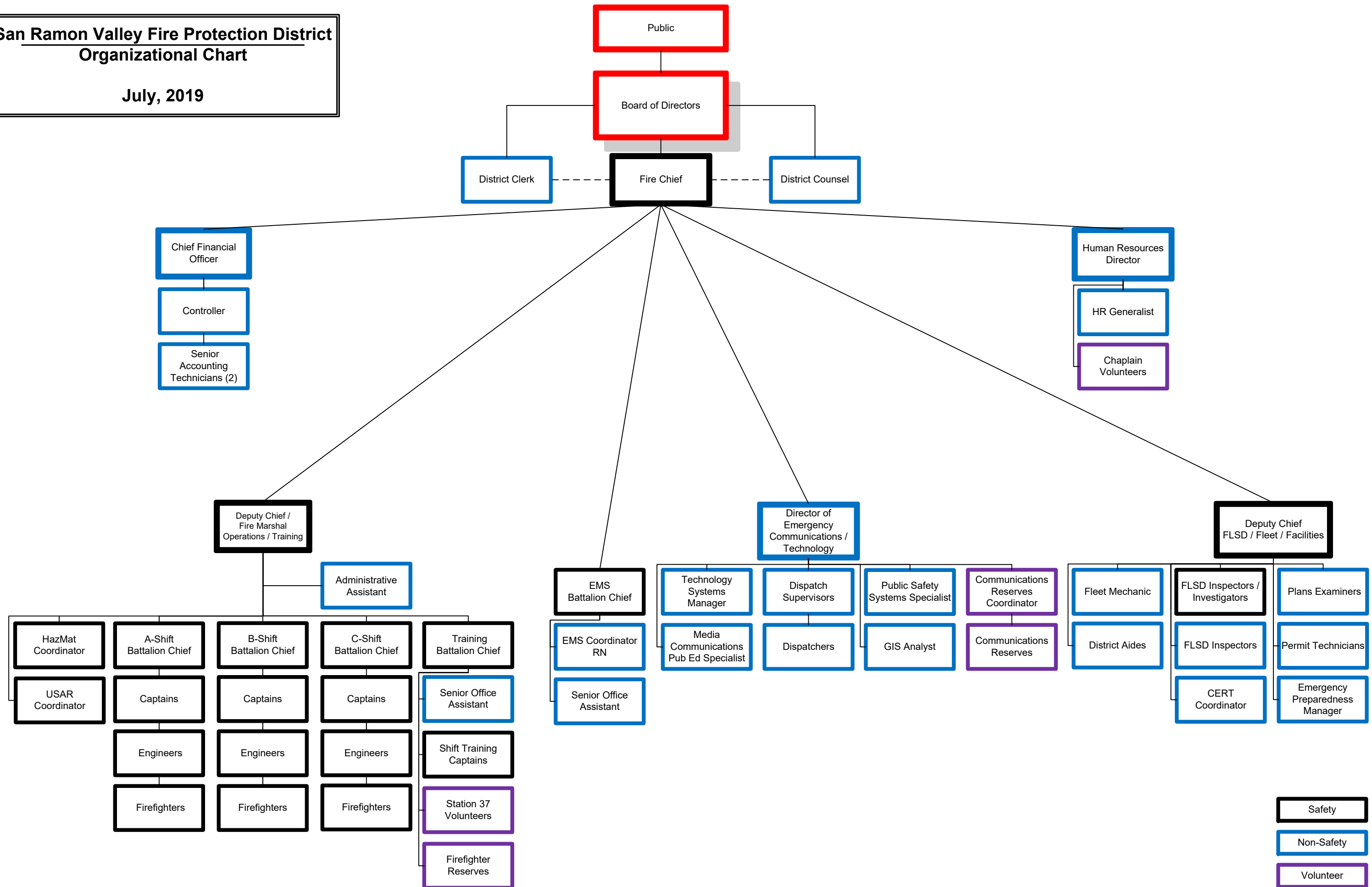
DIVISION	2013/14	2014/15	2015/16	2016/17	2017/18	Adopted 2018/19	Projected 2019/20	Projected 2020/21
Board of Directors								
Director	5	5	5	5	5	5	5	5
Total	5	5	5	5	5	5	5	5
Fire Chief								
Fire Chief	1	1	1	1	1	1	1	1
District Clerk	1	1	1	1	1	0.5	0.5	0.5
Total	2	2	2	2	2	1.5	1.5	1.5
Human Resources								
Director	1	-	1	1	1	1	1	1
Manager	-	1	-	-	-	-	-	-
Generalist	1	1	1	1	2	2	1	1
Office Assistant	1	1	-	-	-	-	-	-
Human Resources Clerk	-	-	1	1	-	-	0.5	0.5
Total	3	3	3	3	3	3	2.5	2.5
Finance								
Director	1	-	-	-	-	-	-	-
Chief Financial Officer	-	1	1	1	1	1	-	1
Controller	-	1	1	1	1	1	1	1
Supervisor	1	-	-	-	-	-	-	-
Senior Accounting Technician	2	2	2	2	2	2	2	2
Total	4	4	4	4	4	4	3	4
Training								
Battalion Chief	-	-	-	-	-	1	1	1
Division Chief	1	-	-	-	-	-	-	-
Training Captain	2	3	3	3	3	3	3	3
Senior Office Assistant	-	-	-	-	1	1	1	1
Total	3	3	3	3	4	5	5	5
Technology								
GIS Analyst Part Time	-	0.5	0.5	0.5	0.5	-	-	-
Technology Systems Manager	1	1	1	1	1	1	1	1
Information Systems Technician	1	1	1	1	1	1	-	-
Media Communications and Pub Ed Anal	-	-	-	-	-	-	1	1
Radio/Elec Tech Part-Time	0.5	0.5	0.5	0.5	0.5	-	-	-
Total	2.5	3.0	3.0	3.0	3.0	2	2	2
Communications Center								
Director	-	-	1	1	1	1	1	1
Communications Center Manager	1	1	-	-	-	-	-	-
Dispatcher Supervisor	1	1	3	3	3	3	3	3
Dispatcher II	8	8	9	9	9	9	9	9
Dispatcher - Part-Time (3)	-	-	-	-	-	1.5	1.5	1.5
Project Assistant - Part-time (2)	-	-	-	-	-	1	1	1
GIS Analyst	1	-	-	-	-	1	1	1
Media Communication/Public Ed Tech	-	-	-	-	-	1	-	-
Public Safety Systems Specialist	-	-	-	-	-	1	1	1
Total	11	10	13	13	13	18.5	17.5	17.5

STAFFING SUMMARY

DIVISION	2013/14	2014/15	2015/16	2016/17	2017/18	Adopted 2018/19	Projected 2019/20	Projected 2020/21
Facilities								
District Aides - Part-Time (3)	2	2	2	2	2	1	1.5	1.5
Senior Office Assistant	1	1	1	1	1	1	-	-
Total	3	3	3	3	3	2	1.5	1.5
Fire & Life Safety								
Division Chief/Fire Marshal	1	1	1	1	-	-	-	-
Deputy Fire Marshal	1	1	1	-	-	0.5	0.5	-
Fire & Life Safety Manager	-	-	-	2	1	-	-	-
Disaster Preparedness Manager	-	-	-	-	-	-	1	1
Inspector/Investigator	2	2	2	4	5	6	4	4
Code Compliance Officer	3	3	3	2	-	-	-	-
Plans Examiner	1	1	1	1	2	2	2	2
Permit Technician	-	-	-	1	2	2	2	2
Prevention Specialist	2	2	2	1	-	-	-	-
Office Assistant	1	1	1	-	-	-	-	-
Office Assistant Temporary	1	1	1	1	-	-	-	-
CERT Coordinator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total	12.5	12.5	12.5	13.5	10.5	11.0	10.0	9.5
Emergency Operations								
Assistant Chief	1	-	-	-	-	-	-	-
Deputy Chief	-	2	2	2	2	2	1	2
Battalion Chief	4	3	3	3	3	3	3	3
Captain	39	39	39	39	36	33	33	33
Engineer	39	39	39	36	36	33	33	33
Firefighter/Paramedic	47	40	46	48	48	57	57	57
Station 37 Coordinator	1	1	1	1	1	1	1	1
Administrative Assistant	-	-	-	-	-	-	1	1
Senior Office Assistant	1	1	1	1	1	-	-	-
Total	132	125	131	130	127	129	129	130
Fleet								
Mechanic	2	2	2	2	2	1	1	1
Total	2	2	2	2	2	1	1	1
Emergency Medical								
EMS Battalion Chief	-	-	1	1	1	1	1	1
EMS Captain	-	1	1	2	2	2	-	-
EMS Coordinator/RN	1	1	1	-	-	-	1	1
EMS Specialist	1	-	-	-	-	-	-	-
Senior Office Assistant	1	1	1	1	1	1	1	1
Total	3	3	4	4	4	4	3	3
GRAND TOTAL	182.0	175.5	185.5	185.5	180.5	186.0	181.0	182.5



**San Ramon Valley Fire Protection District
Organizational Chart**
July, 2019



STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

2019-20

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	BUDGET STABILIZATION FUND	TOTAL
PROJECTED REVENUES					
Taxes	\$ 75,231,946	\$ -	\$ -	\$ -	\$ 75,231,946
Intergovernmental	1,773,000	-	-	-	1,773,000
Charges for services	5,434,692	-	-	-	5,434,692
Use of money & prop	600,000	-	150,000	350,000	1,100,000
Rent	66,461	-	-	-	66,461
Other	10,000	-	35,018	-	45,018
TOTAL	83,116,099	-	185,018	350,000	83,651,117
PROJECTED EXPENDITURES					
Salaries & benefits	60,913,394	-	-	-	60,913,394
Services & supplies	7,304,247	-	-	-	7,304,247
Property Tax Share Agreement	125,000	-	-	-	125,000
Debt service	-	3,544,505	-	-	3,544,505
Capital projects	-	-	4,477,188	-	4,477,188
OPEB contribution	3,939,193	-	-	-	3,939,193
TOTAL	72,281,834	3,544,505	4,477,188	-	80,303,527
ANNUAL SURPLUS (DEFICIT)					
	10,834,264	(3,544,505)	(4,292,170)	350,000	3,347,589
Transfers in (out)	(7,134,846)	3,544,505	3,090,341	500,000	-
Net change	3,699,418	-	(1,201,829)	850,000	3,347,589
PROJECTED FUND BALANCE JULY 1, 2019					
	50,692,822	-	8,435,513	18,873,000	78,001,335
PROJECTED FUND BALANCE JUNE 30, 2020					
	\$ 54,392,240	\$ -	\$ 7,233,684	\$ 19,723,000	\$ 81,348,924
Restricted					
Debt Service	-	-	-	-	-
Capital Projects	-	-	238,000	-	238,000
IT Surcharge Cap Projects	-	-	44,013	-	44,013
Committed					
Worker's Comp Claims	-	-	-	4,557,732	4,557,732
"Dry Period" Funding ⁽¹⁾	41,558,049	-	-	-	41,558,049
Budget Stabilization ⁽²⁾	-	-	-	15,165,268	15,165,268
Capital Projects	-	-	6,951,671	-	6,951,671
Unassigned	12,834,191	-	-	-	12,834,191
TOTAL	\$ 54,392,240	\$ -	\$ 7,233,684	\$ 19,723,000	\$ 81,348,924

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

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

See *Fund Balance Reserve Policy* in Financial Policies section.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

2020-21

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	BUDGET STABILIZATION FUND	TOTAL
PROJECTED REVENUES					
Taxes	\$ 76,704,006	\$ -	\$ -	\$ -	\$ 76,704,006
Intergovernmental	2,380,300	-	-	-	2,380,300
Charges for services	5,471,082	-	-	-	5,471,082
Use of money & prop	600,000	-	107,852	350,000	1,057,852
Rent	67,459	-	-	-	67,459
Other	10,000	-	35,018	-	45,018
TOTAL	85,232,846	-	142,870	350,000	85,725,716
PROJECTED EXPENDITURES					
Salaries & benefits	64,014,607	-	-	-	64,014,607
Services & supplies	7,288,608	-	-	-	7,288,608
Property Tax Share Agreement	150,000	-	-	-	150,000
Debt service	-	3,539,205	-	-	3,539,205
Capital projects	-	-	1,722,885	-	1,722,885
OPEB contribution	4,087,004	-	-	-	4,087,004
TOTAL	75,540,220	3,539,205	1,722,885	-	80,802,310
ANNUAL SURPLUS (DEFICIT)					
	9,692,627	(3,539,205)	(1,580,015)	350,000	4,923,407
Transfers in (out)	(7,237,708)	3,539,205	3,198,503	500,000	-
Net change	2,454,919	-	1,618,488	850,000	4,923,407
PROJECTED FUND BALANCE JULY 1, 2020					
	54,392,240	-	7,233,684	19,723,000	81,348,924
PROJECTED FUND BALANCE JUNE 30, 2021					
	\$ 56,847,159	\$ -	\$ 8,852,172	\$ 20,573,000	\$ 86,272,331
Restricted					
Debt Service	-	-	-	-	-
Capital Projects	-	-	238,000	-	238,000
IT Surcharge Cap Projects	-	-	35,018	-	35,018
Committed					
Worker's Comp Claims	-	-	-	4,757,115	4,757,115
"Dry Period" Funding ⁽¹⁾	42,616,423	-	-	-	42,616,423
Budget Stabilization ⁽²⁾	-	-	-	15,815,885	15,815,885
Capital Projects	-	-	8,579,154	-	8,579,154
Unassigned	14,230,736	-	-	-	14,230,736
TOTAL	\$ 56,847,159	\$ -	\$ 8,852,172	\$ 20,573,000	\$ 86,272,331

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

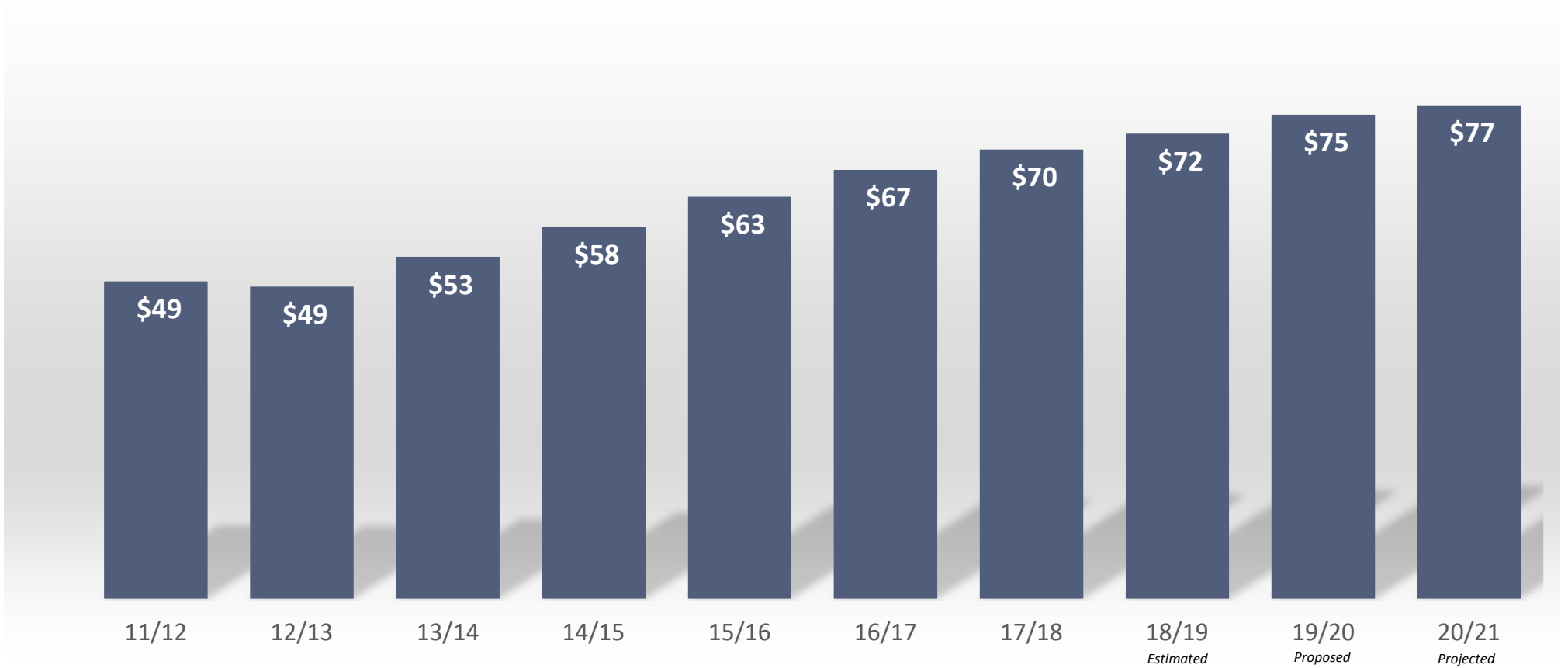
(2) Budget Stabilization = 20% of General Fund Expenses

See *Fund Balance Reserve Policy* in Financial Policies section.



SAN RAMON VALLEY FIRE PROTECTION DISTRICT TEN YEARS OF PROPERTY TAX REVENUE

Fiscal Year	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
Actual	\$ 49,329,131	\$ 48,507,267	\$ 53,139,723	\$ 57,771,509	\$ 62,506,117	\$ 66,666,013	\$ 69,840,586	\$ 72,278,306	\$ 75,231,946	\$ 76,704,006
% Increase	0.3%	-1.7%	9.6%	8.7%	8.2%	6.7%	4.8%	3.5%	4.1%	2.0%



**San Ramon Valley Fire Protection District
General Fund Operations - Ten-Year Cash Flow**

	Actual	Projected								
	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
Beginning fund balance	\$ 59,149,737	\$ 63,073,381	\$ 69,565,822	\$ 74,115,240	\$ 77,811,969	\$ 80,341,877	\$ 81,992,273	\$ 83,404,266	\$ 83,859,152	\$ 82,879,637
Revenue:										
Property tax	69,840,586	72,278,306	75,231,946	76,704,006	78,205,507	79,737,038	81,299,200	82,892,605	84,550,457	86,241,466
Ambulance charges	3,762,418	4,650,000	4,719,750	4,790,546	4,862,404	4,935,340	5,009,370	5,084,511	5,160,779	5,238,190
Other service chgs	713,602	894,627	714,942	680,536	682,729	684,986	687,306	689,693	-	777,000
Cell tower rent	64,224	66,308	66,461	67,459	68,471	69,498	70,540	71,598	73,030	74,491
Interest income	440,819	971,873	950,000	950,000	964,250	978,714	993,394	1,008,295	1,023,420	1,038,771
State/Fed/Local/Meas H	1,364,241	1,083,531	373,000	380,300	114,608	115,424	116,248	117,081	118,252	119,434
Consolidated Dispatch *	1,300,000	1,350,000	1,400,000	2,000,000	2,050,000	2,101,250	2,153,781	2,207,626	2,262,816	2,319,387
Other/misc	40,054	44,509	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,001
	77,525,945	81,339,154	83,466,099	85,582,846	86,957,969	88,632,250	90,339,840	92,081,408	93,198,753	95,818,741
Expenses:										
Salaries	25,622,374	25,590,014	26,881,364	27,956,619	28,795,317	29,659,177	30,548,952	31,465,420	32,409,383	33,381,665
Overtime	9,032,684	8,722,307	8,422,700	8,506,927	8,591,996	8,677,916	8,764,695	8,852,342	8,940,866	9,030,274
Pension	18,368,683	18,568,409	18,303,650	18,852,760	19,418,342	20,000,893	20,600,919	21,218,947	21,855,515	22,511,181
Pension cost share	(1,643,704)	(1,467,514)	(1,471,769)	(1,530,640)	(1,576,559)	(1,623,856)	(1,672,571)	(1,722,749)	(1,774,431)	(1,827,664)
Insurance	5,327,976	5,508,249	5,768,929	5,999,687	6,239,674	6,489,261	6,748,831	7,018,785	7,299,536	7,591,518
OPEB	6,162,555	6,821,989	6,947,713	7,726,204	8,259,409	8,748,491	8,565,456	9,073,330	9,368,213	9,672,680
Services & supplies	5,813,978	6,132,978	7,304,247	7,486,853	7,674,025	7,865,875	8,062,522	8,264,085	8,470,687	8,682,454
Property Tax Share Agmt	50,940	97,100	125,000	150,000	175,000	200,000	225,000	250,000	275,000	300,000
Capital contribution	3,069,110	2,989,012	3,090,341	3,198,503	3,310,451	3,426,316	3,546,237	3,670,356	3,798,818	3,931,777
Debt payments	1,797,705	1,884,169	3,544,505	3,539,205	3,540,406	3,537,780	3,537,806	3,536,005	3,534,681	3,534,681
	73,602,301	74,846,713	78,916,680	81,886,117	84,428,061	86,981,853	88,927,848	91,626,522	94,178,269	96,808,566
Revenue over (under) exp	3,923,644	6,492,441	4,549,418	3,696,729	2,529,908	1,650,396	1,411,992	454,887	(979,516)	(989,825)
Ending fund balance	\$ 63,073,381	\$ 69,565,822	\$ 74,115,240	\$ 77,811,969	\$ 80,341,877	\$ 81,992,273	\$ 83,404,266	\$ 83,859,152	\$ 82,879,637	\$ 81,889,812
"Dry Period" Funding	\$ 38,762,972	\$ 40,492,023	\$ 41,558,049	\$ 42,791,423	\$ 43,478,985	\$ 44,316,125	\$ 45,169,920	\$ 46,040,704	\$ 46,599,377	\$ 47,909,370
Budget Stabilization Fund	17,106,638	18,873,000	19,723,000	20,737,523	21,723,522	22,711,107	23,076,322	23,591,233	24,075,890	24,575,358
Amt over (under) Board Policy	\$ 7,203,770	\$ 10,200,799	\$ 12,834,191	\$ 14,283,023	\$ 15,139,370	\$ 14,965,041	\$ 15,158,024	\$ 14,227,215	\$ 12,204,370	\$ 9,405,083

Key Assumptions/Board Policy

Revenue growth: General property tax growth is based on the HDL estimate for 19/20, 2.0% thereafter ; Ambulance charges, 1.5%; Other charges/ Cell Tower rent 1.5%

Salaries: Step increases; 3% effective 4/1/19 and 4/1/20 for all employees; additional 1% for Captains, Engineers and Firefighters as of 4/1/20; and 4% as of 4/1/21 for all employees.

Pension costs: Reflects staffing levels and salary changes; Rate changes provided by CCCERA for 19/20, and no rate changes thereafter; also includes CCCERA prepayment savings of 3.14%; reduced to 1.57% to fund additional CCCERA payment beginning 17/18 and thereafter.

Pension Cost Share: Non-Safety cost share is 6%; Safety cost share at 8%.

Insurance: Medical premium increases at 6.0% 19/20 and thereafter; also includes workers' compensation and FICA/medicare.

OPEB: Fiscal year 2019/20 and 2020/21 represent full funding of ADC from 7/1/2017 Actuarial Valuation +\$200K; amount includes both retiree premiums and prefunding; 4.00% growth thereafter.

Capital: 2019/20 General Fund contribution \$3.0M; includes repayment of start up costs for Consolidated Dispatch; beginning 2021 50% of City of San Ramon cost-share to CIP.

Debt Payments: Reflects 2015 advanced refunding of 2006 COPs, maturing in 35/36; 2018 Equipment lease maturing in 27/28, and financing of Public Safety Building.

"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) + \$4M workers' compensation reserve.

San Ramon Valley Fire Protection District General Fund 10-Year Cash Flow



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

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

See *Fund Balance Reserve Policy* in Financial Policies Section.

REVENUES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Property Taxes - Secured	4110	\$ 64,610,758	\$ 68,049,236	\$ 71,176,035	\$ 72,599,556
Property Taxes - Supplemental	4120	1,510,232	389,259	-	-
Property Taxes - Utilities/Unitary	4130	1,126,916	1,153,948	1,153,948	1,153,948
Property Taxes - Unsecured	4140	1,868,799	1,920,402	1,958,810	1,997,986
Homeowner Property Tax Relief	4145	470,569	475,000	475,000	475,000
Redevelopment Agencies	4150	1,018,607	1,037,000	1,057,740	1,078,895
County Tax Administration	4160	(550,574)	(578,027)	(589,588)	(601,379)
Property Taxes - Prior Secured	4170	(133,764)	(90,250)	-	-
Property Taxes - Prior Supplemental	4180	(77,751)	(69,301)	-	-
Property Taxes - Prior Unsecured	4190	(3,205)	(8,961)	-	-
TOTAL TAXES		69,840,586	72,278,306	75,231,946	76,704,006
Measure H	4220	33,000	33,000	33,000	33,000
Miscellaneous State Aid/Grants	4240	888,073	676,979	-	-
LEMSA	4250	286,452	256,773	260,000	266,500
GEMT	4251	156,716	116,779	80,000	80,800
Consolidated Dispatch	4252	1,300,000	1,350,000	1,400,000	2,000,000
TOTAL INTERGOVERNMENTAL		2,664,241	2,433,531	1,773,000	2,380,300
Inspection Fees	4310	72,486	61,964	63,823	65,738
Plan Review Fees	4315	626,901	818,299	636,540	600,000
Weed Abatement Charges	4320	1,659	1,684	1,709	1,735
Administrative Citations	4325	5,400	5,481	5,563	5,646
Ambulance Services	4330	3,762,418	4,650,000	4,719,750	4,790,546
CPR Classes	4340	640	586	595	604
Reports/Photocopies	4350	6,516	6,613	6,712	6,813
TOTAL CHARGES FOR SERVICES		4,476,020	5,544,627	5,434,692	5,471,082
Investment Earnings	4410	440,819	616,765	600,000	600,000
TOTAL USE OF MONEY & PROPERTY		440,819	616,765	600,000	600,000
Rent on Real Estate	4510	64,224	66,308	66,461	67,459
TOTAL RENT		64,224	66,308	66,461	67,459
Miscellaneous Revenue	4640	40,055	44,509	10,000	10,000
TOTAL OTHER REVENUE		40,055	44,509	10,000	10,000
TOTAL REVENUES		\$ 77,525,945	\$ 80,984,046	\$ 83,116,099	\$ 85,232,846

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 25,347,906	\$ 25,256,151	\$ 26,507,220	\$ 28,127,586
Temporary Salaries	5115	274,959	333,863	374,144	344,094
Permanent Overtime	5120	9,032,324	8,722,307	8,422,700	8,421,500
FICA Contributions	5140	495,013	493,242	497,467	526,059
Retirement Contributions	5150	16,704,637	17,092,855	16,823,841	17,735,628
401(a) Employer Contributions	5151	8,212	8,040	8,040	8,040
Employee Group Insurance	5160	3,767,983	3,765,007	4,001,462	4,392,669
Retiree Health Insurance	5170	2,440,393	2,772,157	3,008,520	3,189,031
OPEB Contribution	5175	3,734,539	4,049,832	3,939,193	4,087,004
Unemployment Insurance	5180	9,937	-	20,000	20,000
Workers Comp Claims	5190	1,055,042	1,250,000	1,250,000	1,250,000
TOTAL SALARIES AND BENEFITS		\$ 62,870,945	\$ 63,743,454	\$ 64,852,587	\$ 68,101,611
% Change		7%	1%	2%	5%
Office Supplies	5202	\$ 31,073	\$ 24,875	\$ 31,436	\$ 32,209
Postage and Freight	5204	15,637	26,784	29,034	29,760
Telecommunications	5206	206,329	236,331	213,064	173,388
Utilities	5208	385,931	374,800	381,800	391,345
Small Tools and Equipment	5210	148,284	144,871	156,700	160,343
Miscellaneous Supplies	5212	72,356	86,799	124,400	127,160
Medical Supplies	5213	170,313	170,000	193,000	197,825
Firefighting Supplies	5214	57,628	44,485	55,000	56,125
Pharmaceutical Supplies	5216	39,786	35,000	35,000	35,875
Computer Supplies	5218	23,276	14,100	15,500	15,888
Radio Equipment and Supplies	5219	16,361	20,500	20,500	21,013
Food Supplies	5222	32,026	38,367	35,350	36,134
PPE Inspections and Repairs	5223	18,448	22,000	19,500	19,988
Safety Clothing and Supplies	5224	204,022	152,909	182,100	184,903
Class A Uniforms	5225	6,860	5,500	10,500	10,763
Non-Safety Clothing	5226	25,121	28,297	33,924	34,772
Class B Uniforms	5227	60,075	66,297	86,000	87,650
Household Supplies	5228	57,612	43,000	38,000	38,950
Central Garage - Repairs	5230	506,198	460,000	300,000	307,500
Central Garage - Maintenance	5231	82,676	36,500	36,500	37,413
Central Garage - Gas and Oil	5232	223,208	168,831	168,800	173,020
Central Garage - Tires	5234	41,150	50,000	54,000	55,350
Central Garage - Inspections	5235	10,366	24,000	24,500	25,113
Maintenance and Repairs - Equipment	5236	183,850	186,869	209,977	214,826
Maintenance and Repairs - Computers and Radio	5238	77,850	99,108	109,876	85,873
Maintenance and Repairs - Buildings	5240	265,349	172,500	246,180	255,035
Maintenance and Repairs - Grounds	5242	59,693	51,582	53,000	54,325

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Rents and Leases	5246	49,421	64,532	68,148	69,852
Software and Licensing	5248	274,679	377,998	378,601	399,922
Professional Services	5250	1,267,039	1,540,223	2,069,247	1,883,389
Recruiting	5251	113,468	88,500	114,300	100,170
Legal Services	5252	211,232	245,000	605,000	607,000
Medical Services	5254	67,228	96,620	123,500	126,588
Communications Services	5258	78,000	87,500	93,600	93,600
Election Services	5262	-	10,300	-	110,000
Insurance Services	5264	497,301	470,955	529,236	565,800
Publication of Legal Notices	5270	389	3,500	3,500	3,588
Specialized Printing	5272	20,779	30,847	28,913	29,611
Dues and Memberships	5274	76,655	81,473	84,748	86,327
Educational Courses	5276	50,690	60,115	111,200	113,980
Educational Assistance	5277	18,884	20,000	25,000	25,625
Public Educational Supplies	5278	8,084	4,700	9,500	9,738
Books and Periodicals	5280	12,787	25,998	27,813	28,371
Recognition Supplies	5282	379	3,700	3,500	3,588
Meetings and Travel	5284	45,108	46,711	44,800	45,920
TOTAL SERVICES AND SUPPLIES		\$ 5,813,602	\$ 6,042,978	\$ 7,184,247	\$ 7,165,608
% Change		0%	4%	19%	0%
Property Tax Share Agreement	5290	50,939	97,100	125,000	150,000
Taxes and Assessments	5390	-	90,000	120,000	123,000
TOTAL EXPENDITURES		\$ 68,735,486	\$ 69,973,532	\$ 72,281,834	\$ 75,540,220
% Change		6%	2%	3%	5%



DISTRICT-WIDE

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Retirement Contributions	5150	\$ 294,000	\$ 635,716	\$ 650,000	\$ 650,000
Retiree Health Insurance	5170	2,440,393	2,772,157	3,008,520	3,189,031
OPEB Contribution ¹	5175	3,734,539	4,049,832	3,939,193	4,087,004
Unemployment Insurance	5180	9,937	-	20,000	20,000
Workers Comp Claims	5190	1,055,042	1,250,000	1,250,000	1,250,000
TOTAL SALARIES AND BENEFITS		7,533,911	8,707,705	8,867,713	9,196,035
Excess Workers' Comp Insurance		316,331	312,236	312,236	343,375
Property & Liability Insurance Pool		118,187	140,000	140,000	143,500
Self-Insured Certification-State of CA		62,783	18,719	77,000	78,925
Insurance Services	5264	497,301	470,955	529,236	565,800
Legal Fees - CA Voters Right Act		-	100,000	50,000	50,000
Legal Fees - 201/224 Rights		-	-	200,000	200,000
Legal Fees - Other		78,093	50,000	250,000	250,000
Legal Services	5252	78,093	150,000	500,000	500,000
TOTAL SERVICES AND SUPPLIES		\$ 575,394	\$ 620,955	\$ 1,029,236	\$ 1,065,800
TOTAL EXPENDITURES		\$ 8,109,305	\$ 9,328,660	\$ 9,896,949	\$ 10,261,835

¹See *OPEB Funding Policy* in Financial Policies section.



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 fair and reasonable personnel compensation package designed to attract and retain high quality and highly functioning employees.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Continue to enhance the District's level of disaster preparedness.
2. Continue to enhance the District's level of open governance and transparency.
3. Ensure fiscal policies and procedures are in place to sustain the long-term viability of the District.
4. Ensure overall efficiency and effectiveness of District Administration.

MEMBERS OF THE BOARD

Director (5)

**BOARD OF DIRECTORS
10-10**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 10,494	\$ 10,390	\$ 12,000	\$ 12,000
FICA Contributions	5140	822	374	175	175
TOTAL SALARIES AND BENEFITS		\$ 11,316	\$ 10,764	\$ 12,175	\$ 12,175
Non-Safety Clothing	5226	175	109	150	154
Professional Services	5250	2,030	500	5,000	5,125
Legal Services	5252	97,385	80,000	80,000	82,000
Election Services	5262	-	10,300	-	110,000
Memberships	5274	37,833	41,090	41,455	42,491
Books and Periodicals	5280	289	150	250	256
Recognition Supplies	5282	313	2,700	2,500	2,563
Meetings and Travel	5284	5,003	12,311	6,900	7,073
TOTAL SERVICES AND SUPPLIES		\$ 143,027	\$ 147,160	\$ 136,255	\$ 249,661
TOTAL EXPENDITURES		\$ 154,343	\$ 157,924	\$ 148,430	\$ 261,836

BOARD OF DIRECTORS

10-10

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Clothing		\$ 175	\$ 109	\$ 150	\$ 154
Non-Safety Clothing	5226	175	109	150	154
Miscellaneous services		2,030	500	5,000	5,125
Professional Services	5250	2,030	500	5,000	5,125
Legal Fees - District Counsel		97,385	80,000	80,000	82,000
Legal Services	5252	97,385	80,000	80,000	82,000
Election Services		-	10,300	-	110,000
Election Services	5262	-	10,300	-	110,000
CCC Fire Commissioner's Association		-	108	110	113
Chamber of Commerce - Alamo		-	79	80	82
Chamber of Commerce - Danville		310	323	325	333
Chamber of Commerce - San Ramon		675	650	700	718
EERI		295	178	200	205
Museum of San Ramon Valley		-	38	40	41
LAFCO		36,553	39,714	40,000	41,000
Memberships	5274	37,833	41,090	41,455	42,491
Manuals, Publications		289	150	250	256
Books and Periodicals	5280	289	150	250	256
Retirement and Promotional Recognitions		205	1,300	1,000	1,025
Miscellaneous Recognition		108	1,400	1,500	1,538
Recognition Supplies	5282	313	2,700	2,500	2,563
Board Meetings		422	150	300	308
Special Districts (CSDA) Workshops		1,253	2,738	2,800	2,870
Fire Commissioners Quarterly Meeting		105	200	300	308
Navigator Conference		2,159	6,798	-	-
Miscellaneous Conferences		1,063	2,425	3,500	3,588
Meetings and Travel	5284	5,003	12,311	6,900	7,073
TOTAL SERVICES AND SUPPLIES		\$ 143,027	\$ 147,160	\$ 136,255	\$ 249,661

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 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.

STANDARD LEVEL OF PERFORMANCE

1. Primarily responsible for day-to-day administration of the Fire District 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 2019-20

1. Ensure the long-term financial viability of District operations through the continued use/development of financial forecasts and capital improvement plans.
2. Continue to monitor/anticipate the growing safety needs of the District and proactively deploy resources to best address overall service demand.
3. Continue efforts with the Contra Costa County Board of Supervisors and LEMSA to secure designation as a “201 grandfathered” agency with the exclusive right to provide emergency medical transport services within the District.
4. Continue working with the City of San Ramon to develop a joint-use public safety facility that would house the District headquarters, Police Department and consolidated dispatch operations.
5. Ensure the overall operational effectiveness of District administration with respect to anticipated changes occurring in the Fire Operations, EMA and General Administration Divisions.
6. Continue efforts to enhance preparation for natural disasters and other major emergencies.
7. Pursue a SAFER (staffing) Grant to accelerate deployment of a 5th dedicated ambulance to be housed at Station 34.

STAFFING SUMMARY

Fire Chief¹

District Clerk

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

**FIRE CHIEF
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 379,640	\$ 317,297	\$ 317,324	\$ 317,324
Temporary Salaries	5115	47,601	49,964	51,418	52,960
FICA Contributions	5140	9,080	6,540	5,347	5,369
Retirement Contributions	5150	233,887	210,860	215,963	215,963
401a Contributions ER Paid	5151	8,212	8,040	8,040	8,040
Employee Group Insurance	5160	51,321	29,951	30,157	31,756
TOTAL SALARIES AND BENEFITS		\$ 729,741	\$ 622,652	\$ 628,249	\$ 631,412
Office Supplies	5202	\$ 1,415	\$ 300	\$ 1,000	\$ 1,025
Small Tools and Equipment	5210	11,640	5,500	6,500	6,663
Miscellaneous Supplies	5212	802	1,644	1,500	1,538
Food Supplies	5222	2,666	3,344	2,000	2,050
Non-Safety Clothing	5226	223	500	2,000	2,050
Professional Services	5250	-	10,000	6,000	6,150
Specialized Printing	5272	71	2,750	2,750	2,819
Memberships	5274	10,086	9,352	12,723	13,041
Educational Courses	5276	587	8,091	10,200	10,455
Books and Periodicals	5280	208	250	250	256
Meetings and Travel - District Wide	5284	29,924	22,000	25,000	25,625
TOTAL SERVICES AND SUPPLIES		\$ 57,622	\$ 63,731	\$ 69,923	\$ 71,671
TOTAL EXPENDITURES		\$ 787,363	\$ 686,383	\$ 698,172	\$ 703,083

**FIRE CHIEF
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 1,415	\$ 300	\$ 1,000	\$ 1,025
Office Supplies	5202	1,415	300	1,000	1,025
Badges, Name Tag, Collar Brass, Pins		11,548	5,000	6,000	6,150
Miscellaneous Tools and Equipment		92	500	500	513
Small Tools and Equipment	5210	11,640	5,500	6,500	6,663
Miscellaneous Supplies		802	1,644	1,500	1,538
Miscellaneous Supplies	5212	802	1,644	1,500	1,538
Food Supplies and Meals		2,666	3,344	2,000	2,050
Food Supplies	5222	2,666	3,344	2,000	2,050
Uniforms - District Honor Guard		-	-	1,000	1,025
Uniforms - District Clerk		-	-	500	513
Uniforms - Fire Chief		223	500	500	513
Non-Safety Clothing	5226	223	500	2,000	2,050
Newsletter Writing/Design		-	-	1,000	1,025
Consultant/Professional Services		-	10,000	5,000	5,125
Professional Services	5250	-	10,000	6,000	6,150
Document Services		-	2,500	2,500	2,563
Business Cards		71	250	250	256
Specialized Printing	5272	71	2,750	2,750	2,819
CA Special Districts Association		6,842	7,252	7,500	7,688
Fire Districts Association of California		440	440	575	589
CA Fire Chiefs Association		1,400	500	500	513
National Fire Protection Association		100	350	479	491
CCC Fire Chiefs Association		500	-	431	442
International Association of Fire Chiefs		254	260	2,700	2,768
Contra Costa CAER		550	550	538	551
Memberships	5274	10,086	9,352	12,723	13,041
Educational Courses - District Wide		587	5,891	8,000	8,200
Leadership San Ramon Valley		-	2,200	2,200	2,255
Educational Courses	5276	587	8,091	10,200	10,455
Fire Service Books and Magazines		208	250	250	256
Books and Periodicals	5280	208	250	250	256
Meetings and Travel - District Wide		29,924	22,000	25,000	25,625
Meetings and Travel - District Wide	5284	29,924	22,000	25,000	25,625
TOTAL SERVICES AND SUPPLIES		\$ 57,622	\$ 63,731	\$ 69,923	\$ 71,671

HUMAN RESOURCES

PURPOSE

The Human Resources Division is responsible for recruiting, hiring, employee relations, personnel policies and procedures, labor relations and negotiations, workers' compensation, employee record keeping, benefits administration, risk management oversight and retiree relations. The Human Resources staff act as advocates for both the District and the people who work for the District. The Human Resources Division goals include recruiting, developing, and retaining a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve, and to lead the District in positive employee relations, talent management, succession planning, and employee engagement.

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 2019-2020

1. Consolidate Local 3546/3546-A Letters of Understanding into the current Memorandums of Understanding.
2. Identify ways to further enhance safety and reduce workplace injuries.
3. Coordinate on-site anti-harassment training consistent with the change in law (SB 1343).
4. Provide education, training and succession planning.
5. Evaluate and update District Administrative policies.

STAFFING SUMMARY

Human Resources Director

Human Resources Generalist

Human Resources Clerk (Part-time)

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 375,696	\$ 329,779	\$ 374,838	\$ 386,882
Temporary Salaries	5115	17,257	21,649	17,820	17,820
Permanent Overtime	5120	1,734	-	-	-
FICA Contributions	5140	6,499	5,336	5,694	5,868
Retirement Contributions	5150	94,094	99,900	121,191	125,910
Employee Group Insurance	5160	48,844	48,756	45,596	51,047
TOTAL SALARIES AND BENEFITS		\$ 544,124	\$ 505,420	\$ 565,139	\$ 587,527
Office Supplies	5202	\$ 2,157	\$ 1,100	\$ 1,061	\$ 1,088
Postage	5204	236	500	300	308
Small Tools and Equipment	5210	65	-	-	-
Food Supplies	5222	9,886	8,300	2,050	2,101
Non-Safety Clothing	5226	1,528	700	1,354	1,388
Software and Licenses	5248	45,916	53,474	52,900	64,210
Professional Services	5250	135,316	63,600	86,495	88,657
Recruiting Costs	5251	113,468	88,500	114,300	100,170
Legal Services	5252	(6,180)	15,000	25,000	25,000
Medical Services	5254	67,228	96,620	123,500	126,588
Specialized Printing	5272	2,887	500	1,138	1,166
Memberships	5274	4,708	4,700	3,994	4,069
Educational Courses	5276	16,934	11,500	31,000	31,775
Books and Periodicals	5280	250	-	901	924
Recognition Supplies	5282	66	1,000	1,000	1,025
Meetings and Travel	5284	542	-	-	-
TOTAL SERVICES AND SUPPLIES		\$ 395,007	\$ 345,494	\$ 444,993	\$ 448,468
TOTAL EXPENDITURES		\$ 939,131	\$ 850,914	\$ 1,010,132	\$ 1,035,995

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
General Office Supplies		\$ 1,823	\$ 800	\$ 308	\$ 316
Plaques, Name Plates, Misc.		34	-	215	220
Blank ID Cards & Printer Supplies		300	300	538	551
Office Supplies	5202	2,157	1,100	1,061	1,088
Postage and Freight		236	500	300	308
Postage	5204	236	500	300	308
Chaplain Supplies		65	-	-	-
Small Tools and Equipment	5210	65	-	-	-
Assessment Center - Engineer		3,546	2,840	-	-
Recruitment - FF/PM		4,469	4,043	-	-
Recruitment - Management		176	316	-	-
Recruitment - Communication Center		207	251	-	-
Recruitment - Administrative		437	-	-	-
Recruitment - FLSI		82	-	-	-
Recruitment - Training Captain		259	-	-	-
Miscellaneous		711	850	2,050	2,101
Food Supplies	5222	9,886	8,300	2,050	2,101
Uniforms - Chaplain		729	-	-	-
Uniforms - Staff		799	700	885	907
Uniforms - Misc.		-	-	469	481
Non-Safety Clothing	5226	1,528	700	1,354	1,388
ADP Professional Support		7,857	3,530	-	-
Applicant Tracking System		-	13,023	-	18,000
Policy Database		-	-	15,000	13,000
Scheduling Software		15,081	10,769	5,500	-
HR Module & ACA Compliance		22,977	26,152	32,400	33,210
Software and Licenses	5248	45,916	53,474	52,900	64,210
IEDA		23,760	25,000	24,999	25,624
ID Card Software/Photography		-	1,000	1,000	1,025
Crisis - Trauma Intervention		-	-	10,000	10,250
Health Insurance Administrative Fee		19,535	14,400	15,000	15,375
Actuarial - Workers' Compensation		4,100	4,100	4,203	4,308
Ergonomic Consulting		1,641	2,000	-	-
Fingerprint Services/DOJ		1,029	-	-	-
Investigation Services		14,807	5,000	15,000	15,375
Section 125 Plan - Admin Fees		1,344	2,100	2,693	2,760
ARS - Administration Fee		-	-	3,600	3,690
Human Resources Consulting		69,101	10,000	10,000	10,250
Professional Services	5250	135,316	63,600	86,495	88,657

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Assessment Center - Battalion Chief		-	13,500	-	15,500
Assessment Center - Captain		16,500	-	17,000	-
Assessment Center - Engineer		13,500	14,500	-	-
Assessment Center - Training Captain		8,500	-	14,500	-
Recruitment - Firefighter/Paramedic		2,039	4,000	5,000	5,125
Recruitment - Management		1,125	-	2,000	2,050
Recruitment - EMS		-	2,000	2,500	2,563
Recruitment - Communications Center		2,917	5,000	2,500	2,563
Recruitment - Administrative		3,740	1,500	2,500	2,563
Study Books/Materials		629	-	1,000	1,025
Background Investigations		24,523	25,000	24,000	24,600
Physical Examinations		25,556	8,000	14,000	14,350
Polygraph/Psychological		7,650	10,000	15,000	15,375
Fingerprint Services - DOJ		980	1,000	1,300	1,333
Lodging		4,960	3,000	8,000	8,000
Miscellaneous Recruiting Costs		848	1,000	5,000	5,125
Recruiting Costs	5251	113,468	88,500	114,300	100,170
Legal Services - Employee Relations		(6,180)	15,000	25,000	25,000
Legal Services	5252	(6,180)	15,000	25,000	25,000
Wellness Exam Physicals/EKG		60,800	92,720	115,500	118,388
Various Vaccines/Tests		1,688	2,800	3,000	3,075
DMV Physicals		279	-	1,000	1,025
Medical Consulting/Fitness for Duty		4,412	-	2,500	2,563
Wellness Programs		-	-	1,000	1,025
Miscellaneous Medical Services		47	1,100	500	513
Medical Services	5254	67,228	96,620	123,500	126,588
Forms/Posters/Card Shells		1,126	500	377	386
Recognition Supplies		-	-	500	513
Survivor Benefit Handbook		-	-	61	63
Employee Materials/Handouts		1,761	-	200	205
Specialized Printing	5272	2,887	500	1,138	1,166
Society for Human Resources		-	-	200	205
CAL PELRA		700	700	800	820
CA Bar License		494	-	600	615
DMV Fee/Firefighter Endorsement		124	-	1,000	1,000
Miscellaneous Dues/Memberships		3,391	4,000	1,394	1,429
Memberships	5274	4,708	4,700	3,994	4,069
Supervisor Training		-	10,000	29,000	29,725
Anti-Harrasment Training		16,750	-	-	-
Miscellaneous On-Line Training		184	1,500	2,000	2,050
Educational Courses	5276	16,934	11,500	31,000	31,775

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Western Cities		-	-	42	43
Public Retirement Newsletter		250	-	256	262
Miscellaneous Subscriptions/Books		-	-	603	618
Books and Periodicals	5280	250	-	901	924
Employee Events		-	500	500	513
Miscellaneous Recognition Supplies		66	500	500	513
Recognition Supplies	5282	66	1,000	1,000	1,025
Meetings and Travel		542	-	-	-
Meetings and Travel	5284	542	-	-	-
TOTAL SERVICES AND SUPPLIES		\$ 395,007	\$ 345,494	\$ 444,993	\$ 448,468

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 general ledger accounts and 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 2019-2020

1. Streamline operations maximizing ADP capabilities for both payroll and human resource functionality.
2. Evaluate current banking services relationship and potential issuance of Request for Proposal.
3. Evaluate the feasibility of submitting Medicare ET3 (Emergency Triage, Treatment and Transport) Model Request for Applications (RFA).
4. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making and keep District on a fiscally sustainable path.
5. Maintain Capital Improvement Plan (CIP) based on input from other Divisions.
6. Maintain GFOA Certificate of Excellence in Financial Reporting.

STAFFING SUMMARY

Chief Financial Officer

Controller

Senior Accounting Technician (2)

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 320,288	\$ 368,141	\$ 390,012	\$ 605,408
Permanent Overtime	5120	3,494	3,992	5,000	5,000
FICA Contributions	5140	4,605	5,291	5,728	8,851
Retirement Contributions	5150	102,692	123,663	122,902	193,717
Employee Group Insurance	5160	42,123	50,327	61,346	89,263
TOTAL SALARIES AND BENEFITS		\$ 473,202	\$ 551,414	\$ 584,988	\$ 902,239
Office Supplies	5202	\$ 10,494	\$ 8,500	\$ 10,000	\$ 10,250
Postage	5204	4,997	5,050	7,500	7,688
Computer Equipment and Supplies	5218	-	1,500	1,500	1,538
Food Supplies	5222	2,258	2,000	3,000	3,075
Non-Safety Clothing	5226	674	1,000	1,000	1,025
Maintenance and Repairs - Equipment	5236	18,845	16,150	16,500	16,513
Rents and Leases	5246	988	3,075	3,075	3,152
Software and Licenses	5248	28,845	32,513	29,013	29,738
Professional Services	5250	498,186	460,525	466,977	300,277
Specialized Printing	5272	2,120	3,025	3,025	3,101
Memberships	5274	720	1,026	1,026	1,052
Educational Courses	5276	250	1,500	2,500	2,563
Books and Periodicals	5280	1,011	1,164	1,164	1,193
Meetings and Travel	5284	1,065	2,500	3,000	3,075
TOTAL SERVICES AND SUPPLIES		\$ 570,454	\$ 539,528	\$ 549,280	\$ 384,237
TOTAL EXPENDITURES		\$ 1,043,656	\$ 1,090,942	\$ 1,134,268	\$ 1,286,476

**FINANCE
10-25**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies - Administration		\$ 10,494	\$ 8,500	\$ 10,000	\$ 10,250
Office Supplies	5202	10,494	8,500	10,000	10,250
Postage		4,997	5,050	7,500	7,688
Postage	5204	4,997	5,050	7,500	7,688
Computer Equipment		-	1,500	1,500	1,538
Computer Equipment and Supplies	5218	-	1,500	1,500	1,538
Food Supplies		2,258	2,000	3,000	3,075
Food Supplies	5222	2,258	2,000	3,000	3,075
Uniforms		674	1,000	1,000	1,025
Non-Safety Clothing	5226	674	1,000	1,000	1,025
Color Copier - Administration		18,845	16,000	16,000	16,000
Other		-	150	500	513
Maintenance and Repairs - Equipment	5236	18,845	16,150	16,500	16,513
Postage Meter Lease		988	3,075	3,075	3,152
Rents and Leases	5246	988	3,075	3,075	3,152
Sage Software Maintenance		8,141	5,500	8,000	8,200
Sage DrillPoint		459	513	513	526
Scheduling Software		-	6,000	-	-
Payroll Service - Administration Fees		20,245	20,500	20,500	21,013
Software and Licenses	5248	28,845	32,513	29,013	29,738
Ambulance Collection Fees		198,449	182,427	182,427	186,988
Audit Fees		38,000	40,000	40,000	41,000
COP - Annual Trustee Fees		1,150	2,000	2,000	2,050
GEMT Administrative Fee		1,454	1,500	1,500	1,538
GEMT Claim Preparation		12,940	13,000	13,500	13,838
Section 125 Plan - Admin Fees		-	-	750	769
CAFR Overlapping Debt Schedule		500	500	500	513
Actuarial Services		12,479	12,000	12,300	12,608
Financial Consulting		192,478	170,000	175,000	-
Property Tax Consulting		21,557	21,500	21,500	22,038
Bank & Credit Card Fees		18,194	17,598	17,500	17,938
COP Arbitrage Analysis		-	-	-	1,000
Miscellaneous Professional Services		985	-	-	-
Professional Services	5250	498,186	460,525	466,977	300,277

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Budget Document		873	1,000	1,000	1,025
CAFR		919	1,025	1,025	1,051
Check Printing		98	500	500	513
Miscellaneous Printing		230	500	500	513
Specialized Printing	5272	2,120	3,025	3,025	3,101
California Society of Municipal Finance Officers		110	308	308	316
Government Finance Officers Assoc		430	513	513	526
Other		180	205	205	210
Memberships	5274	720	1,026	1,026	1,052
CSMFO, GFOA, MFI Training		250	1,500	2,500	2,563
Educational Courses	5276	250	1,500	2,500	2,563
GFOA/CAFR Submission Fee		505	564	564	578
Newspaper		506	600	600	615
Books and Periodicals	5280	1,011	1,164	1,164	1,193
CCCERA, CSDA, GFOA, CSMFO, MFI		1,065	2,500	3,000	3,075
Meetings and Travel	5284	1,065	2,500	3,000	3,075
TOTAL SERVICES AND SUPPLIES		\$ 570,454	\$ 539,528	\$ 549,280	\$ 384,237



FIRE & LIFE SAFETY

PURPOSE

The Fire & Life Safety Division provides fire prevention and other community risk reduction services using 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 Division policies, contracts, standards, ordinances and fee schedules.
13. Participate in updating the Contra Costa County Local Hazard Mitigation Plan.
14. Adopt the current International Fire Code, continue to work with regional agencies to minimize amendments and provide uniform application.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Hire a Disaster Preparedness Manager.
2. Complete updates to the District's Emergency Preparedness plan and explore partnerships with the City of San Ramon and the Town of Danville.
3. Implement Records Management software that better meets the needs of the District and the public.
4. Adopt the new 2019 California Fire Code.
5. Continue to monitor and evaluate the opportunity to implement an Early Earthquake Warning System.
6. Continue to monitor and evaluate the efficiency and effectiveness of the Fire & Life Safety Division.

STAFFING SUMMARY

Deputy Chief¹

Fire Marshall (Interim)

Fire & Life Safety Inspector (4)

Plans Examiner (2)

Permit Technician (2)

CERT Coordinator (Part-time)

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

**FIRE & LIFE SAFETY
10-30**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 1,246,882	\$ 1,033,666	\$ 1,163,634	\$ 1,216,159
Temporary Salaries	5115	48,670	81,923	39,552	-
Permanent Overtime	5120	59,251	50,339	41,200	40,000
FICA Contributions	5140	21,260	19,402	18,044	18,214
Retirement Contributions	5150	583,529	440,779	431,831	450,718
Employee Group Insurance	5160	162,842	211,415	225,939	237,919
TOTAL SALARIES AND BENEFITS		\$ 2,122,433	\$ 1,837,524	\$ 1,920,200	\$ 1,963,010
Office Supplies	5202	\$ 486	\$ 200	\$ 500	\$ 513
Postage	5204	10,404	21,234	21,234	21,765
Small Tools and Equipment	5210	4,209	1,000	1,500	1,538
Firefighting Supplies	5214	233	-	-	-
Computer Equipment and Supplies	5218	12,234	600	1,000	1,025
Food Supplies	5222	1,017	1,077	1,000	1,025
Safety Clothing	5224	2,683	2,500	2,500	2,563
Non-Safety Clothing	5226	5,675	2,500	3,000	3,075
Maintenance and Repairs - Equipment	5236	-	1,077	1,077	1,104
Software and Licensing	5248	2,223	28,500	34,000	34,225
Professional Services	5250	22,222	71,769	56,000	26,650
Legal Services	5252	41,933	-	-	-
Legal Notices	5270	389	1,000	1,000	1,025
Specialized Printing	5272	10,900	16,011	8,500	8,713
Memberships	5274	20,670	21,383	21,575	21,614
Educational Courses	5276	3,927	12,024	33,800	34,645
Public Education Supplies	5278	8,084	4,700	9,500	9,738
Books and Periodicals	5280	2,352	7,500	7,500	7,688
Meetings and Travel	5284	1,858	4,700	4,700	4,818
TOTAL SERVICES AND SUPPLIES		\$ 151,499	\$ 197,775	\$ 208,386	\$ 181,721
TOTAL EXPENDITURES		\$ 2,273,932	\$ 2,035,299	\$ 2,128,586	\$ 2,144,731

**FIRE & LIFE SAFETY
10-30**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 486	\$ 200	\$ 500	\$ 513
Office Supplies	5202	486	200	500	513
Plans Mail Back		276	3,500	3,500	3,588
Exterior Hazard Abatement Mailing		4,502	7,000	7,000	7,175
Public Safety Mailers		5,402	10,250	10,250	10,506
Bulk Mail Maintenance Account		225	484	484	496
Postage	5204	10,404	21,234	21,234	21,765
Code Officers & Invest Tools		4,209	1,000	1,500	1,538
Small Tools and Equipment	5210	4,209	1,000	1,500	1,538
Misc. Firefighting Supplies		233	-	-	-
Firefighting Supplies	5214	233	-	-	-
Computer Equipment and Supplies		12,234	600	1,000	1,025
Computer Equipment and Supplies	5218	12,234	600	1,000	1,025
Staff Meals - Public Education Events		1,017	1,077	1,000	1,025
Food Supplies	5222	1,017	1,077	1,000	1,025
Uniforms		2,683	2,500	2,500	2,563
Safety Clothing	5224	2,683	2,500	2,500	2,563
Non-Safety Uniform Replacement		5,429	2,000	2,500	2,563
Tailoring		246	500	500	513
Non-Safety Clothing	5226	5,675	2,500	3,000	3,075
General Maintenance and Repair		-	1,077	1,077	1,104
Maintenance and Repairs - Equipment	5236	-	1,077	1,077	1,104
Bluebeam Revu Annual Maintenance		-	500	1,000	1,025
Earthquake Early Detection		-	20,000	25,000	25,000
Document Imaging		2,223	5,000	5,000	5,125
Electronic Plan Submittal		-	3,000	3,000	3,075
Software and Licensing	5248	2,223	28,500	34,000	34,225
Specialized Services (PR, FI, Comm, IO)		14,880	16,000	16,000	16,400
Weed Abatement Contractor		-	5,000	5,000	5,125
Emergency Services		-	40,000	20,000	-
CA Fire Code 2019 implementation		-	-	10,000	-
E-Business Services		7,342	10,769	5,000	5,125
Professional Services	5250	22,222	71,769	56,000	26,650

**FIRE & LIFE SAFETY
10-30**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Legal Services		41,933	-	-	-
Legal Services	5252	41,933	-	-	-
Publication of Legal Notices		389	1,000	1,000	1,025
Legal Notices	5270	389	1,000	1,000	1,025
Coloring Contest		-	500	500	513
Citation Books		-	500	500	513
Exterior Hazard Abatement		10,638	12,511	5,000	5,125
Public Education Brochure		-	2,000	2,000	2,050
Business Cards		262	500	500	513
Specialized Printing	5272	10,900	16,011	8,500	8,713
Citizen Corps Council		10,000	10,000	10,000	10,000
Diablo Firesafe Council		-	-	100	103
ICC		240	252	250	256
ICC Certification Renewal		315	525	525	538
ICC East Bay		-	286	300	308
NFPA		-	210	200	205
NorCal FPO		115	110	200	205
Street Smarts		10,000	10,000	10,000	10,000
Memberships	5274	20,670	21,383	21,575	21,614
Education Courses and Supplies		3,927	2,200	1,200	1,230
Inspector		-	3,000	3,000	3,075
Investigator		-	2,224	25,000	25,625
Fire Prevention Month		-	4,600	4,600	4,715
Educational Courses	5276	3,927	12,024	33,800	34,645
Miscellaneous		1,278	3,200	3,000	3,075
General		5,705	-	5,000	5,125
Program		1,101	1,500	1,500	1,538
Public Education Supplies	5278	8,084	4,700	9,500	9,738
NFPA Standards Online Subscription		1,441	1,500	1,500	1,538
Barclays Publishing, CCR Title 19		-	500	500	513
Fire and Explosion Investigation		-	4,500	4,500	4,613
Miscellaneous Books and Periodicals		912	1,000	1,000	1,025
Books and Periodicals	5280	2,352	7,500	7,500	7,688
Meetings and Travel		1,858	4,700	4,700	4,818
Meetings and Travel	5284	1,858	4,700	4,700	4,818
TOTAL SERVICES AND SUPPLIES		\$ 151,499	\$ 197,775	\$ 208,386	\$ 181,721



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 2019-2020

1. Program all District radios to Time Division Multiple Access (TDMA).
2. Develop and finalize Alamo, Danville and San Ramon evacuation maps.
3. Coordinate with Operations to review the fire trails and apply updates to the Mobile Data Terminals (MDT).
4. Demonstrate GIS Capabilities of fire and police mobile software.

STAFFING SUMMARY

Technology Systems Manager

Media Communications and Public Education Analyst

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 290,674	\$ 299,381	\$ 257,185	\$ 266,400
Temporary Salaries	5115	50,006	28,362	-	-
Permanent Overtime	5120	4,067	2,107	5,000	5,000
FICA Contributions	5140	7,915	5,275	3,802	3,935
Retirement Contributions	5150	93,264	100,958	81,981	84,927
Employee Group Insurance	5160	38,699	43,393	46,273	47,546
TOTAL SALARIES AND BENEFITS		\$ 484,624	\$ 479,476	\$ 394,241	\$ 407,808
Office Supplies	5202	\$ 105	\$ 107	\$ -	\$ -
Telecommunications	5206	199,729	226,731	202,464	162,523
Computer Supplies	5218	7,761	7,500	7,500	7,688
Radio Equipment and Supplies	5219	16,361	20,500	20,500	21,013
Non-Safety Clothing	5226	1,459	788	1,420	1,456
Maintenance and Repairs - Equipment	5236	627	642	-	-
Maintenance and Repairs - Radio	5238	52,684	71,923	71,962	47,011
Rents and Leases	5246	39,051	43,357	46,573	47,737
Software and Licenses	5248	84,712	115,949	110,556	112,853
Professional Services	5250	4,686	172,976	678,200	678,200
Communication Services	5258	78,000	87,500	93,600	93,600
Specialized Printing	5272	-	-	4,000	4,100
Memberships	5274	387	522	575	575
TOTAL SERVICES AND SUPPLIES		\$ 485,562	\$ 748,496	\$ 1,237,350	\$ 1,176,755
TOTAL EXPENDITURES		\$ 970,186	\$ 1,227,972	\$ 1,631,591	\$ 1,584,563

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Miscellaneous Office Supplies		\$ 105	\$ 107	\$ -	\$ -
Office Supplies	5202	105	107	-	-
24x7 Network Support		3,450	-	-	-
Cell Phone and Data Services		39,745	62,750	97,000	97,000
Fire Dispatch		4,980	4,980	4,800	4,800
Internet Fax Service		1,609	1,650	1,650	1,691
Internet Service		24,989	37,956	31,660	16,740
Mobile Data Service		18,337	8,384	-	-
Mobile Data T-1		8,900	3,863	-	-
Offsite Backup		4,520	4,980	2,484	-
Pager Service		9,104	8,482	8,500	8,713
Phone Maintenance		2,956	10,880	5,000	5,000
Phone and Network Service		74,095	74,436	43,000	20,000
Satellite Phone Service		7,045	8,370	8,370	8,579
Telecommunications	5206	199,729	226,731	202,464	162,523
Computer Supplies and Parts		7,761	7,500	7,500	7,688
Computer Supplies	5218	7,761	7,500	7,500	7,688
Radios and Components		16,361	20,500	20,500	21,013
Radio Equipment and Supplies	5219	16,361	20,500	20,500	21,013
Uniforms		1,459	788	1,420	1,456
Non-Safety Clothing	5226	1,459	788	1,420	1,456
General Maintenance & Repair		627	642	-	-
Maintenance and Repairs - Equipment	5236	627	642	-	-
Hardware Maintenance - Disp. & Admin UPS		1,923	1,923	1,962	2,011
Miscellaneous Maintenance and Repairs		19,107	20,000	20,000	20,000
Radio Maintenance and Repairs		31,655	50,000	50,000	25,000
Maintenance and Repairs - Radio	5238	52,684	71,923	71,962	47,011
Microwave Services		39,051	43,357	46,573	47,737
Rents and Leases	5246	39,051	43,357	46,573	47,737

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Anti-virus		3,114	3,192	-	-
Backup		3,297	3,122	-	-
Computer Imaging and Security		2,012	2,759	-	-
Mobile Device Management		-	4,932	-	-
Network Administration		-	891	-	-
Network Monitoring		3,384	3,500	-	-
Content Filtering		2,140	2,930	3,267	3,349
Spam Filter		-	2,700	1,350	-
Website		12,621	13,260	7,520	7,896
Microsoft Office Licensing		17,280	17,280	23,760	23,760
Microsoft Server Licensing		-	-	7,000	7,000
Microsoft Database Licensing		-	-	3,600	3,600
Database Reporting		1,664	1,410	1,445	1,481
Remote Access		1,700	1,705	3,000	5,600
Records Management		37,500	37,500	37,500	37,500
Scheduling software		-	10,768	12,114	12,417
SitStat		-	10,000	10,000	10,250
Software and Licenses	5248	84,712	115,949	110,556	112,853
MDC and Modem HaaS		-	161,000	193,200	193,200
Technology Services Contract		-	-	480,000	480,000
Professional Services - Other		4,686	11,976	5,000	5,000
Professional Services	5250	4,686	172,976	678,200	678,200
EBRCS - Subscriber Fees		78,000	87,500	93,600	93,600
Communication Services	5258	78,000	87,500	93,600	93,600
Map Books		-	-	4,000	4,100
Specialized Printing	5272	-	-	4,000	4,100
Memberships		387	522	575	575
Memberships	5274	387	522	575	575
TOTAL SERVICES AND SUPPLIES		\$ 485,562	\$ 748,496	\$ 1,237,350	\$ 1,176,755



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 2019-2020

1. Develop Communications Center and Emergency Operations facility in conjunction with the Public Safety building.
2. Research and apply for Communications Center, Emergency Operations Center, Mobile Communications and technical grants.
3. Integrate the Media Communications Specialist into operational needs, public relations and public education.
4. Integrate and train Communications Dispatch Supervisors with the District's Disaster Preparedness Plan.

STAFFING SUMMARY

Director of Emergency Communications

Supervising Dispatcher (3)

Dispatcher (9)

Public Safety Systems Specialist

Geographic Information Systems Analyst

**COMMUNICATIONS CENTER
20-38**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 1,628,610	\$ 1,747,450	\$ 2,123,898	\$ 2,236,392
Temporary Salaries	5115	65,779	86,193	180,706	186,127
Permanent Overtime	5120	428,379	487,092	400,000	400,000
FICA Contributions	5140	34,051	37,042	33,417	40,927
Retirement Contributions	5150	515,686	567,292	677,708	713,843
Employee Group Insurance	5160	234,455	211,072	227,487	239,207
TOTAL SALARIES AND BENEFITS		\$ 2,906,960	\$ 3,136,141	\$ 3,643,216	\$ 3,816,496
Office Supplies	5202	\$ 1,514	\$ 3,100	\$ 3,100	\$ 3,178
Telecommunications	5206	6,600	9,600	10,600	10,865
Small Tools and Equipment	5210	1,514	4,000	5,000	5,125
Computer Supplies	5218	3,281	4,500	5,500	5,638
Safety Clothing	5224	159	10,500	3,500	3,588
Non-Safety Clothing	5226	3,690	4,200	4,200	4,305
Maintenance & Repairs - Computers and Radios	5238	25,166	26,685	37,414	38,349
Software and Licenses	5248	112,983	136,147	140,632	147,109
Professional Services	5250	51,385	51,000	51,000	52,275
Memberships	5274	350	500	500	513
Educational Courses and Supplies	5276	-	5,000	5,000	5,125
Books and Periodicals	5280	1,809	5,000	5,000	5,125
		\$ 208,451	\$ 260,232	\$ 271,446	\$ 281,193
TOTAL EXPENDITURES		\$ 3,115,411	\$ 3,396,373	\$ 3,914,662	\$ 4,097,689

**COMMUNICATIONS CENTER
20-38**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 1,514	\$ 3,100	\$ 3,100	\$ 3,178
Office Supplies	5202	1,514	3,100	3,100	3,178
Language Line Services		-	500	500	513
Phone Maintenance		-	2,000	2,000	2,050
Phone and Network Service		3,600	3,500	4,500	4,613
Satellite Internet Service		3,000	3,600	3,600	3,690
Telecommunications	5206	6,600	9,600	10,600	10,865
Small Tools and Equipment		1,514	4,000	5,000	5,125
Small Tools and Equipment	5210	1,514	4,000	5,000	5,125
Computer Supplies and Parts		1,425	2,500	2,500	2,563
Printer Toner		1,857	2,000	3,000	3,075
Computer Supplies	5218	3,281	4,500	5,500	5,638
Safety Clothing and Supplies		159	10,500	3,500	3,588
Safety Clothing	5224	159	10,500	3,500	3,588
Non-Safety Clothing		3,690	4,200	4,200	4,305
Non-Safety Clothing	5226	3,690	4,200	4,200	4,305
Communications Center Headsets		-	520	1,000	1,025
EMD ACE Re-Accredit Maint Plan		650	1,000	1,000	1,025
EFD ACE Re-Accredit Maint Plan		-	1,000	1,000	1,025
Hardware Maintenance - Disp. & Admin UPS		3,493	3,500	3,500	3,588
Hardware Maintenance - Disp. Audio Logger		7,496	7,744	7,937	8,135
Hardware Maintenance - Servers		1,260	5,839	5,895	6,042
Maintenance & Repair - Miscellaneous		8,043	4,000	4,000	4,100
Maintenance & Repair - Radio		640	-	10,000	10,250
Disaster Recovery		3,584	3,082	3,082	3,159
Maintenance & Repairs - Computers and Radios	5238	25,166	26,685	37,414	38,349
Anti-virus		-	475	-	-
Backup		679	680	-	-
CAD/RMS		103,702	112,800	118,440	124,362
EFD		-	6,516	6,516	6,679
EMD		3,021	6,516	6,516	6,679
GIS		5,582	5,660	5,660	5,802
Reddinet		-	3,500	3,500	3,588
Software and Licenses	5248	112,983	136,147	140,632	147,109

**COMMUNICATIONS CENTER
20-38**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
GIS Analyst		18,138	-	-	-
EFD Call Review Services		8,303	25,000	25,000	25,625
EMD Call Review Services		24,615	25,000	25,000	25,625
EMD/EFD Recert Fees - Dispatchers		329	1,000	1,000	1,025
Professional Services	5250	51,385	51,000	51,000	52,275
Memberships		350	500	500	513
Memberships	5274	350	500	500	513
APCO Certification Training		-	5,000	5,000	5,125
POST Training		-	-	-	-
EMD Certification Training		-	-	-	-
EFD Certification Training		-	-	-	-
Educational Courses and Supplies	5276	-	5,000	5,000	5,125
Cross Directory Renewals		1,265	2,000	2,000	2,050
Maps/Atlas		-	2,000	2,000	2,050
Reference Books		544	1,000	1,000	1,025
Books and Periodicals	5280	1,809	5,000	5,000	5,125
TOTAL SERVICES AND SUPPLIES		\$ 208,451	\$ 260,232	\$ 271,446	\$ 281,193



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.
6. Provide independent Hazardous Materials Compliance Reporting service to align with increased County Health Services reporting requirements.
7. Manage part-time District Aides to supplement support services on a daily basis.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. In conjunction with the City of San Ramon, continue to develop and implement the Public Safety Facility Plan.
2. Collaborate with the City of San Ramon on new facility projects.
3. Complete design, bid and construction for Station 34 asphalt/concrete apron project.

STAFFING SUMMARY

Deputy Chief¹

District Aides (Part-Time) (3)

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

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 86,597	\$ 8,874	\$ -	\$ -
Temporary Salaries	5115	24,125	45,122	62,400	64,272
FICA Contributions	5140	3,926	2,228	905	932
Retirement Contributions	5150	27,682	2,942	-	-
Employee Group Insurance	5160	24,706	4,566	102	102
TOTAL SALARIES AND BENEFITS		\$ 167,035	\$ 63,732	\$ 63,407	\$ 65,306
Utilities	5208	\$ 385,931	\$ 374,800	\$ 381,800	\$ 391,345
Small Tools and Equipment	5210	58,064	43,800	34,800	35,670
Miscellaneous Supplies	5212	2,249	6,000	12,000	12,300
Non-Safety Clothing	5226	933	1,000	2,500	2,563
Household Supplies	5228	57,612	43,000	38,000	38,950
Central Garage - Gas	5232	24,266	18,831	18,800	19,270
Maintenance and Repairs - Equipment	5236	121,460	91,500	112,500	115,313
Maintenance and Repairs - Buildings	5240	265,349	172,500	246,180	255,035
Maintenance and Repairs - Grounds	5242	59,693	51,582	53,000	54,325
Rents and Leases	5246	3,837	9,600	10,000	10,250
Professional Services	5250	13,506	103,000	43,000	44,075
Legal Notices	5270	-	2,500	2,500	2,563
TOTAL SERVICES AND SUPPLIES		\$ 992,899	\$ 918,113	\$ 955,080	\$ 981,657
TOTAL EXPENDITURES		\$ 1,159,935	\$ 981,845	\$ 1,018,487	\$ 1,046,963

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Gas and Electricity		\$ 223,832	\$ 225,000	\$ 225,000	\$ 230,625
Water		67,373	60,000	60,000	61,500
Waste Services		59,350	55,000	55,000	56,375
Cable and Satellite Services		16,160	9,500	11,500	11,788
Sewer		8,177	10,000	15,000	15,375
Property Taxes		10,115	10,500	10,500	10,763
Propane Tanks		924	4,800	4,800	4,920
Utilities	5208	385,931	374,800	381,800	391,345
Ergonomic Equipment and Furniture		26,555	7,800	9,800	10,045
Miscellaneous Equipment and Furniture		31,508	36,000	25,000	25,625
Small Tools and Equipment	5210	58,064	43,800	34,800	35,670
WASP Inventory Tracking		-	-	2,000	2,050
Miscellaneous Supplies		2,249	6,000	10,000	10,250
Miscellaneous Supplies	5212	2,249	6,000	12,000	12,300
Non-Safety Clothing		933	1,000	2,500	2,563
Non-Safety Clothing	5226	933	1,000	2,500	2,563
Miscellaneous Household Supplies		57,612	40,000	35,000	35,875
Water Service/Softner		-	3,000	3,000	3,075
Household Supplies	5228	57,612	43,000	38,000	38,950
HazMat Permit Fees		10,248	8,831	8,800	9,020
CUPA /SPCC		10,595	2,000	2,000	2,050
Generator Permit Fees/BAAQMD		3,423	8,000	8,000	8,200
Central Garage - Gas	5232	24,266	18,831	18,800	19,270
Fuel Tank & Pump		7,905	5,000	10,000	10,250
HVAC		28,097	20,000	30,000	30,750
Generator		64,153	30,000	30,000	30,750
Workout Equipment Preventative Maint.		2,640	4,000	4,000	4,100
Workout Equipment Repairs		2,853	4,000	4,000	4,100
Oil Separator Clean-Out		-	9,000	15,000	15,375
Miscellaneous Equipment Repairs		14,808	15,000	15,000	15,375
Earthquake Early Warning Maintenance		-	1,500	1,500	1,538
Extinguisher Maintenance		1,006	3,000	3,000	3,075
Maintenance and Repairs - Equipment	5236	121,460	91,500	112,500	115,313

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Building Repairs and Maintenance		114,897	50,000	100,000	102,500
Roof - Annual Preventative Maintenance		4,713	-	12,000	15,000
Janitorial - Administration		24,968	25,000	30,180	30,935
Carpet and Upholstery Cleaning		14,591	5,500	15,000	15,375
Lock and Key Repairs		4,499	5,000	5,000	5,125
Pest Control Service		18,126	15,000	15,000	15,375
Plumbing Repairs		17,638	35,000	25,000	25,625
Sectional Door Maintenance & Repairs		42,971	20,000	25,000	25,625
Security Alarm Monitoring and Repair		10,207	13,000	15,000	15,375
Annual Sprinkler Inspection		12,740	4,000	4,000	4,100
Maintenance and Repairs - Buildings	5240	265,349	172,500	246,180	255,035
Training Site Improvement and Props		16,260	3,500	3,500	3,588
Administration Maintenance		16,078	16,557	15,000	15,375
Station 30 Landscape		6,213	6,072	6,000	6,150
Station 35, Blackhawk Rd. Maintenance		2,959	3,311	3,500	3,588
Safety Structural Pruning		-	10,000	10,000	10,250
Miscellaneous Grounds Maintenance		18,183	12,142	15,000	15,375
Maintenance and Repairs - Grounds	5242	59,693	51,582	53,000	54,325
Station 40 - Springers		2,300	4,600	5,000	5,125
LPG Rental		1,262	2,000	2,000	2,050
Water Tank		275	3,000	3,000	3,075
Rents and Leases	5246	3,837	9,600	10,000	10,250
HazMat Business Plan Services		-	5,000	5,000	5,125
Landscape Design		-	10,000	10,000	10,250
Professional Consulting Services		10,241	5,000	25,000	25,625
Safety Facility Concept Plan		-	80,000	-	-
Shredding Service		3,265	3,000	3,000	3,075
Professional Services	5250	13,506	103,000	43,000	44,075
Legal Notices		-	2,500	2,500	2,563
Legal Notices	5270	-	2,500	2,500	2,563
TOTAL SERVICES AND SUPPLIES		\$ 992,899	\$ 918,113	\$ 955,080	\$ 981,657



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 Training Battalion Chief and Training Captains identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. 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, etc.
6. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Monitor performance of current deployment model, explore future enhancements, make recommendations to the Fire Chief in the Fall of 2019.
2. Deliver Captains Academy prior to Captains promotional exam.
3. Manage Probationary processes for newly hired and newly promoted personnel.
4. Assist Human Resources in the Firefighter recruitment process for a 2019 Fire Academy.

STAFFING SUMMARY

Deputy Chief, Operations (1)

Administrative Assistant

Battalion Chief, Suppression (3)

Training Captain, Suppression (3)

Captain (33)

Engineer (33)

Firefighter/Paramedic (57)

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 19,426,763	\$ 19,647,932	\$ 20,207,448	\$ 21,347,402
Temporary Salaries	5115	1,178	-	-	-
Permanent Overtime	5120	8,360,271	8,083,513	7,734,000	7,734,000
FICA Contributions	5140	386,182	391,738	405,151	421,680
Retirement Contributions	5150	13,831,465	14,000,923	13,525,055	14,256,722
Employee Group Insurance	5160	3,023,242	3,014,544	3,198,228	3,488,715
TOTAL SALARIES AND BENEFITS		\$ 45,029,100	\$ 45,138,650	\$ 45,069,882	\$ 47,248,519
Office Supplies	5202	\$ 12,433	\$ 10,000	\$ 13,575	\$ 13,914
Small Tools and Equipment	5210	9,131	10,000	13,000	13,325
Miscellaneous Supplies	5212	12,031	14,000	14,000	14,350
Firefighting Supplies	5214	48,030	40,000	45,000	46,125
Food Supplies	5222	10,784	17,000	18,000	18,450
PPE Inspection	5223	18,448	22,000	19,500	19,988
Safety Clothing	5224	80,988	55,000	80,000	82,000
Class A Uniforms	5225	6,860	5,000	10,000	10,250
Class B Uniforms	5227	35,856	50,000	65,000	66,625
Maintenance and Repairs - Equipment	5236	7,301	5,000	8,500	8,713
Professional Services	5250	62,765	80,000	80,000	82,000
Specialized Printing	5272	467	1,800	1,800	1,845
Books and Periodicals	5280	1,073	1,000	1,000	1,025
Meetings and Travel	5284	6,606	4,000	4,000	4,100
TOTAL SERVICES AND SUPPLIES		\$ 312,774	\$ 314,800	\$ 373,375	\$ 382,709
TOTAL EXPENDITURES		\$ 45,341,874	\$ 45,453,450	\$ 45,443,257	\$ 47,631,229

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 12,433	\$ 10,000	\$ 13,575	\$ 13,914
Office Supplies	5202	12,433	10,000	13,575	13,914
Shop Tools and Station Supplies		9,131	10,000	13,000	13,325
Small Tools and Equipment	5210	9,131	10,000	13,000	13,325
Miscellaneous Operational Supplies		12,031	14,000	14,000	14,350
Miscellaneous Supplies	5212	12,031	14,000	14,000	14,350
Firefighting Supplies		48,030	40,000	45,000	46,125
Firefighting Supplies	5214	48,030	40,000	45,000	46,125
Emergency Meals and Officer Meetings		10,784	17,000	18,000	18,450
Food Supplies	5222	10,784	17,000	18,000	18,450
PPE Repairs and Maintenance		7,622	7,500	5,000	5,125
PPE Annual Inspection		10,826	14,500	14,500	14,863
PPE Inspection	5223	18,448	22,000	19,500	19,988
PPE Replacement		80,813	50,000	75,000	76,875
PPE Research and Development		175	5,000	5,000	5,125
Safety Clothing	5224	80,988	55,000	80,000	82,000
Class A Uniforms		6,860	5,000	10,000	10,250
Class A Uniforms	5225	6,860	5,000	10,000	10,250
Class B Uniforms		35,856	50,000	65,000	66,625
Class B Uniforms	5227	35,856	50,000	65,000	66,625
Firefighter Equipment Repairs and Maintenance		7,301	5,000	8,500	8,713
Maintenance and Repairs - Equipment	5236	7,301	5,000	8,500	8,713
Officer and Engineer Development		248	30,000	30,000	30,750
Fire Hydrant Upgrades and Maintenance		42,504	-	-	-
Fire Trail Grading and Maintenance		-	25,000	25,000	25,625
Preplan Updates and Maintenance		344	5,000	5,000	5,125
SCBA Annual Maintenance/Fit Testing		19,670	20,000	20,000	20,500
Professional Services	5250	62,765	80,000	80,000	82,000
Business Cards		182	1,000	1,000	1,025
Shift Calendars		285	500	500	513
Miscellaneous Printing		-	300	300	308
Specialized Printing	5272	467	1,800	1,800	1,845

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Miscellaneous Books and Publications		1,073	1,000	1,000	1,025
Books and Periodicals	5280	1,073	1,000	1,000	1,025
Travel Expenses - Strike Teams		6,606	4,000	4,000	4,100
Meetings and Travel	5284	6,606	4,000	4,000	4,100
TOTAL SERVICES AND SUPPLIES		\$ 312,774	\$ 314,800	\$ 373,375	\$ 382,709



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.
9. Surplus non-essential vehicles as necessary to reduce ongoing Fleet costs.
10. Evaluate condition of reserve vehicles and need.
11. Replace vehicles identified in Capital Improvement Plan.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Review current relationship and cost of our existing preventative maintenance program.
2. Develop specifications, design and purchase of one Truck.
3. Evaluate the current status of our Type III and Water Tender apparatus for possible replacement.
4. Repurpose Type I Engine for Pink Heals Project.

STAFFING SUMMARY

Deputy Chief¹

Fleet Mechanic

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

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 105,611	\$ 108,659	\$ 111,824	\$ 115,348
Permanent Overtime	5120	5,529	5,695	4,500	4,500
FICA Contributions	5140	1,612	1,694	1,687	1,738
Retirement Contributions	5150	33,901	36,640	35,239	36,349
Employee Group Insurance	5160	227	184	178	178
TOTAL SALARIES AND BENEFITS		\$ 146,880	\$ 152,872	\$ 153,428	\$ 158,113
Office Supplies	5202	\$ 174	\$ 200	\$ 200	\$ 205
Small Tools and Equipment	5210	6,309	5,000	5,000	5,125
Miscellaneous Supplies	5212	22,184	20,000	50,000	51,250
Non-Safety Clothing	5226	-	200	200	205
Central Garage - Maintenance and Repairs	5230	506,198	460,000	300,000	307,500
Central Garage - Maintenance	5231	82,676	36,500	36,500	37,413
Central Garage - Gas, Diesel, Oil	5232	198,942	150,000	150,000	153,750
Central Garage - Tires	5234	41,150	50,000	54,000	55,350
Central Garage - Mandated Inspection	5235	10,366	24,000	24,500	25,113
Maintenance and Repairs - Equipment	5236	1,245	1,000	1,600	1,640
Software and Licensing	5248	-	9,915	10,000	10,250
Professional Services	5250	333	-	-	-
Dues and Memberships	5274	1,022	-	-	-
Books and Periodicals	5280	-	200	275	282
Meetings and Travel	5284	111	1,200	1,200	1,230
TOTAL SERVICES AND SUPPLIES		\$ 870,709	\$ 758,215	\$ 633,475	\$ 649,312
TOTAL EXPENDITURES		\$ 1,017,589	\$ 911,087	\$ 786,903	\$ 807,425

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 174	\$ 200	\$ 200	\$ 205
Office Supplies	5202	174	200	200	205
Leak Detector Machine		3,280	-	-	-
Misc. Small Tools/Equipment		3,029	5,000	5,000	5,125
Small Tools and Equipment	5210	6,309	5,000	5,000	5,125
Miscellaneous Supplies		22,184	20,000	50,000	51,250
Miscellaneous Supplies	5212	22,184	20,000	50,000	51,250
Non-Safety Clothing		-	200	200	205
Non-Safety Clothing	5226	-	200	200	205
Vehicle Repairs		506,198	460,000	300,000	307,500
Central Garage - Maintenance and Repairs	5230	506,198	460,000	300,000	307,500
Staff Vehicles		22,525	4,500	4,500	4,613
Ambulances		36,767	12,000	12,000	12,300
Hurst Tool Service		11,020	20,000	20,000	20,500
Ladder Service		12,364	-	-	-
Central Garage - Maintenance	5231	82,676	36,500	36,500	37,413
Diesel/Unleaded Fuel/Oil		198,942	150,000	150,000	153,750
Central Garage - Gas, Diesel, Oil	5232	198,942	150,000	150,000	153,750
Misc. Tires Repair/Replacement		41,150	50,000	54,000	55,350
Central Garage - Tires	5234	41,150	50,000	54,000	55,350
Ground Ladder Testing		1,172	5,000	5,000	5,125
Mandated Annual Pump Testing		4,900	13,000	13,000	13,325
Mandated Annual Ladder Cert.		3,336	5,500	5,500	5,638
Smog Testing-Staff Vehicles		959	500	1,000	1,025
Central Garage - Mandated Inspection	5235	10,366	24,000	24,500	25,113
Small Equipment Maintenance and Repairs		1,245	1,000	1,600	1,640
Maintenance and Repairs - Equipment	5236	1,245	1,000	1,600	1,640
Fleet Maintenance Software		-	9,915	10,000	10,250
Software and Licensing	5248	-	9,915	10,000	10,250
Public Auction Fees		333	-	-	-
Professional Services	5250	333	-	-	-
CFCA Fire Mechanics		1,022	-	-	-
Dues and Memberships	5274	1,022	-	-	-

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Miscellaneous Books		-	200	275	282
Books and Periodicals	5280	-	200	275	282
Apparatus Committee		111	1,200	1,200	1,230
Meetings and Travel	5284	111	1,200	1,200	1,230
TOTAL SERVICES AND SUPPLIES		\$ 870,709	\$ 758,215	\$ 633,475	\$ 649,312



TRAINING

PURPOSE

District training is administered by the Training Battalion Chief, with a staff consisting of three Suppression Training Captains. The Training Division is 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 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 2019-2020

1. Upgrade Training Site to engage in live-fire operations.
2. Partner with local Law Enforcement agencies to Deliver Active Shooter/Hostile Event Response Training.
3. Deliver District-wide Command and Control refresher training.
4. Explore partnerships with Los Medanos college to facilitate Firefighter II testing in accordance with State Fire Training guidelines.
5. Incorporate State Fire Training updates into Training Division planning and delivery.
6. Administer a Firefighter Recruit Academy in the Fall of 2019.
7. Facilitate the Probationary process for Recruit Academies 2018-1 & 2019-1.
8. Deliver Fireline Safety Refresher Training to maintain currency for all personnel assigned to positions with Fireline duties.
9. Facilitate increasing the Districts internal instructor cadre.

STAFFING SUMMARY

Training Battalion Chief

Senior Office Assistant

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 69,996	\$ 248,883	\$ 319,165	\$ 342,789
Permanent Overtime	5120	5,921	-	5,000	5,000
FICA Contributions	5140	999	4,218	4,700	5,043
Retirement Contributions	5150	23,833	154,669	188,482	202,904
Employee Group Insurance	5160	9,665	31,041	40,176	42,300
TOTAL SALARIES AND BENEFITS		\$ 110,414	\$ 438,811	\$ 557,523	\$ 598,036
Office Supplies	5202	\$ 699	\$ 500	\$ 500	\$ 513
Small Tools and Equipment	5210	3,123	14,300	14,300	14,658
Miscellaneous Supplies	5212	18,702	15,200	17,700	18,143
Food Supplies	5222	1,326	5,000	5,000	5,125
Safety Clothing	5224	231	-	-	-
Non-Safety Clothing	5226	192	800	1,000	1,025
Class B Uniforms	5227	-	1,000	1,000	1,025
Rents and Leases	5246	5,545	7,500	7,500	7,688
Software and Licenses	5248	-	1,500	1,500	1,538
Professional Services	5250	31,863	55,000	62,700	64,268
Specialized Printing	5272	468	1,000	1,000	1,025
Memberships	5274	879	1,800	1,800	1,845
Educational Assistance	5277	18,884	20,000	25,000	25,625
Books and Periodicals	5280	251	3,000	3,000	3,075
TOTAL SERVICES AND SUPPLIES		\$ 82,164	\$ 126,600	\$ 142,000	\$ 145,550
TOTAL EXPENDITURES		\$ 192,578	\$ 565,411	\$ 699,523	\$ 743,586

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 699	\$ 500	\$ 500	\$ 513
Office Supplies	5202	699	500	500	513
Software and Video Editing		141	500	500	513
Tool Cache for Training Site		224	3,000	3,000	3,075
Digital/Video Camera and Supplies		1,411	500	500	513
Classroom Upgrades		-	4,000	4,000	4,100
Training Module Equipment and Supplies		757	2,300	2,300	2,358
Miscellaneous Small Tools and Equipment		590	4,000	4,000	4,100
Small Tools and Equipment	5210	3,123	14,300	14,300	14,658
Vehicle Extrication Cars and Supplies		9,450	6,000	8,500	8,713
Training Prop Supplies		7,311	4,000	4,000	4,100
Driver Training Class Expenses		-	1,600	1,600	1,640
Dump Fees Training Modules and Props		-	1,000	1,000	1,025
Miscellaneous Supplies		1,941	2,600	2,600	2,665
Miscellaneous Supplies	5212	18,702	15,200	17,700	18,143
Miscellaneous Food Supplies		1,326	5,000	5,000	5,125
Food Supplies	5222	1,326	5,000	5,000	5,125
Training Chief		231	-	-	-
Safety Clothing	5224	231	-	-	-
Support Staff		192	800	1,000	1,025
Non-Safety Clothing	5226	192	800	1,000	1,025
Class B Uniforms		-	1,000	1,000	1,025
Class B Uniforms	5227	-	1,000	1,000	1,025
Training Facilities Rental		1,698	3,000	3,000	3,075
Sharp Color Copier		3,847	3,000	3,000	3,075
Miscellaneous Rents and Leases		-	1,500	1,500	1,538
Rents and Leases	5246	5,545	7,500	7,500	7,688
Simulation Software		-	1,500	1,500	1,538
Software and Licenses	5248	-	1,500	1,500	1,538
Training Officer's Conference		-	1,000	17,500	17,938
Target Safety Web-Based Training		19,895	20,000	20,000	20,500
Mt. Diablo Training		-	-	11,200	11,480
FSTEP/CSFM		796	3,000	3,000	3,075
Emergency Vehicle Operations Course		2,184	3,000	3,000	3,075
Other Outside Instructors		3,937	5,000	5,000	5,125
Hazardous Materials Technician		5,050	20,000	-	-
Professional Services	5250	31,863	55,000	62,700	64,268

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Training Materials		468	1,000	1,000	1,025
Specialized Printing	5272	468	1,000	1,000	1,025
CCC Fire Training & Safety Officers		450	300	300	308
IAFC		279	400	400	410
Fire Dept. SO Association		-	300	300	308
CFCA - NorCal Training Officer Assoc		-	300	300	308
AFSS Cal Chief Admin Northern Division		150	500	500	513
Memberships	5274	879	1,800	1,800	1,845
Educational Assistance		18,884	20,000	25,000	25,625
Educational Assistance	5277	18,884	20,000	25,000	25,625
Training Library Reference Material		251	3,000	3,000	3,075
Books and Periodicals	5280	251	3,000	3,000	3,075
TOTAL SERVICES AND SUPPLIES		\$ 82,164	\$ 126,600	\$ 142,000	\$ 145,550



ACADEMY

PURPOSE

Academy training is responsible for developing and executing a challenging and educational instructional curriculum that provides safe and effective education and skills in Operations to all new Firefighter Paramedics. The Academy is administered by the Training Battalion Chief with assistance from the Training Captains and instructors within the District.

STANDARD LEVEL OF PERFORMANCE

1. Develop and implement an Academy Training Calendar which is coordinated with all District Divisions.
2. Review training mandates, requirements and make recommendations for adoption of industry standards and best practices.
3. Administer weekly performance evaluations for all recruits.
4. Maintain individual training records for all Academy personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
5. Develop and reinforce cooperation with Regional, State and Federal fire training communities.
6. Continue to develop the online instructional library for the Academy.
7. Discover innovative ways to teach and train academy recruits.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Administer a Firefighter Recruit Academy in the fall of 2019.
2. Facilitate the probationary process for Recruit Academy 2018-1 and 2019-1.
3. Expand the use of the EVALS program to incorporate SRVFIRETRAINING.COM.
4. Explore the use and purchase of digital books and elimination of hard copy books for Academy instruction.
5. Incorporate rope rescue technician into Academy 2019-1 program.

STAFFING SUMMARY

Deputy Chief, Operations¹

Training Battalion Chief²

Training Captain, Suppression (3) ¹

Senior Office Assistant²

¹ Deputy Chief and Training Captains budgeted for under Emergency Operations (30-55).

² Training Battalion Chief and Senior Office Assistant budgeted for under Training (30-65).

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 602,179	\$ 348,349	\$ 323,496	\$ 336,456
Permanent Overtime	5120	101,174	29,958	50,000	50,000
FICA Contributions	5140	8,036	5,427	5,416	5,604
Retirement Contributions	5150	295,825	195,852	212,213	220,715
Employee Group Insurance	5160	98,544	83,373	81,767	118,326
TOTAL SALARIES AND BENEFITS		\$ 1,105,758	\$ 662,959	\$ 672,892	\$ 731,101
Office Supplies	5202	\$ 721	\$ 68	\$ 500	\$ 500
Small Tools and Equipment	5210	2,031	2,671	8,000	8,000
Miscellaneous Supplies	5212	9,982	10,755	14,000	14,000
Firefighting Supplies	5214	9,365	4,485	10,000	10,000
Food Supplies	5222	3,725	1,346	4,000	4,000
Safety Clothing	5224	109,601	58,855	70,000	70,000
Class B Uniforms	5227	24,219	15,297	20,000	20,000
Rents and Leases	5246	2,028	2,331	5,000	5,000
Professional Services	5250	61,135	41,253	60,400	60,400
Specialized Printing	5272	336	361	1,000	1,000
Books and Periodicals	5280	4,148	5,334	5,500	5,500
TOTAL SERVICES AND SUPPLIES		\$ 227,291	\$ 142,756	\$ 198,400	\$ 198,400
TOTAL EXPENDITURES		\$ 1,333,049	\$ 805,715	\$ 871,292	\$ 929,501

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Miscellaneous Office Supplies		\$ 721	\$ 68	\$ 500	\$ 500
Office Supplies	5202	721	68	500	500
Small Tools and Equipment		2,031	2,671	8,000	8,000
Small Tools and Equipment	5210	2,031	2,671	8,000	8,000
Miscellaneous Supplies		9,982	10,755	14,000	14,000
Miscellaneous Supplies	5212	9,982	10,755	14,000	14,000
Firefighting Supplies		9,365	4,485	10,000	10,000
Firefighting Supplies	5214	9,365	4,485	10,000	10,000
Food Supplies		3,725	1,346	4,000	4,000
Food Supplies	5222	3,725	1,346	4,000	4,000
Division Chief/Captains		109,601	58,855	70,000	70,000
Safety Clothing	5224	109,601	58,855	70,000	70,000
Class B Uniforms and Supplies		24,219	15,297	20,000	20,000
Class B Uniforms	5227	24,219	15,297	20,000	20,000
Rents and Leases		2,028	2,331	5,000	5,000
Rents and Leases	5246	2,028	2,331	5,000	5,000
Miscellaneous Training		25,681	5,799	20,400	20,400
Auto Extrication		14,100	14,100	15,000	15,000
EVOC		7,200	7,200	8,000	8,000
Rescue		10,400	10,400	12,000	12,000
Survival		3,754	3,754	5,000	5,000
Professional Services	5250	61,135	41,253	60,400	60,400
Training Materials		336	361	1,000	1,000
Specialized Printing	5272	336	361	1,000	1,000
Books and Materials		4,148	5,334	5,500	5,500
Books and Periodicals	5280	4,148	5,334	5,500	5,500
TOTAL SERVICES AND SUPPLIES		\$ 227,291	\$ 142,756	\$ 198,400	\$ 198,400

EMERGENCY MEDICAL SERVICES

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.
12. Evaluate compliance reporting and data collection systems for RFP development.
13. Evaluate effectiveness of MCI response capabilities.
14. Perform biomedical preventative maintenance and repair services on industry standard basis.

15. Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend.
16. Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services.
17. Research strategic opportunities and maintain legislative awareness through utilization of EMS consultant services.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Provide training for the EMS Coordinator/Registered Nurse and EMS Division Liaisons.
2. Continue efforts to secure and recognize the District's 201/224 Rights.
3. Continue to develop and enhance Controlled Substance policies for the inventory of the District's controlled substances.
4. Work collaboratively with Local 3546 to evaluate the feasibility of providing all Contra Costa County mandated Advanced Life Support (ALS) continuing education courses to District Paramedics while on duty.
5. Deliver EMS Academy instruction to the 2019-I Recruit Firefighters.
6. Administer Paramedic Provisional Assignments of 2019-I Recruit Firefighters.

STAFFING SUMMARY

EMS Battalion Chief

EMS Coordinator/Registered Nurse

Senior Office Assistant

**EMERGENCY MEDICAL
30-70**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
LEMSA	4250	\$ 238,000	\$ 260,000	\$ 260,000	\$ 266,500
TOTAL REVENUES		\$ 238,000	\$ 260,000	\$ 260,000	\$ 266,500
Permanent Salaries	5110	\$ 434,854	\$ 438,581	\$ 476,316	\$ 497,742
Permanent Overtime	5120	2,778	2,583	12,000	12,000
FICA Contributions	5140	8,382	7,848	7,081	7,391
Retirement Contributions	5150	305,448	265,814	244,548	254,463
Employee Group Insurance	5160	29,055	33,621	43,013	45,110
TOTAL SALARIES AND BENEFITS		\$ 780,516	\$ 748,447	\$ 782,958	\$ 816,706
Office Supplies	5202	\$ 802	\$ 800	\$ 1,000	\$ 1,025
Small Tools and Equipment	5210	27,164	44,000	52,000	53,300
Miscellaneous Supplies	5212	432	5,000	1,000	1,025
Medical Supplies	5213	170,313	170,000	193,000	197,825
Pharmaceutical Supplies	5216	39,786	35,000	35,000	35,875
Food Supplies	5222	320	300	300	308
Safety Clothing	5224	-	1,454	1,500	1,538
Class A Uniforms	5225	-	500	500	513
Non-Safety Clothing	5226	249	1,000	1,600	1,640
Maintenance and Repairs - Equipment	5236	29,719	56,000	54,300	55,658
Professional Services	5250	381,849	398,100	410,475	420,737
Specialized Printing	5272	3,531	4,900	5,200	5,330
Memberships	5274	-	1,100	1,100	1,128
Educational Courses	5276	28,991	22,000	28,700	29,418
Books and Periodicals	5280	934	1,000	1,573	1,612
Taxes and Assessments	5320	-	90,000	120,000	123,000
TOTAL SERVICES AND SUPPLIES		\$ 684,091	\$ 831,154	\$ 907,248	\$ 929,929
TOTAL EXPENDITURES		\$ 1,464,606	\$ 1,579,601	\$ 1,690,206	\$ 1,746,635

**EMERGENCY MEDICAL
30-70**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 802	\$ 800	\$ 1,000	\$ 1,025
Office Supplies	5202	802	800	1,000	1,025
Inventory Supply Locker and Software		-	10,000	13,000	13,325
Non-Disposable Medical Supplies		22,672	30,000	35,000	35,875
Miscellaneous Small Tools and Equipment		4,492	4,000	4,000	4,100
Small Tools and Equipment	5210	27,164	44,000	52,000	53,300
Training Equipment		432	5,000	1,000	1,025
Miscellaneous Supplies	5212	432	5,000	1,000	1,025
Tactical EMS Supplies		3,225	5,000	5,000	5,125
Medical Grade Oxygen Delivery		24,159	25,000	20,000	20,500
Disposable Medical Supplies		142,929	140,000	168,000	172,200
Medical Supplies	5213	170,313	170,000	193,000	197,825
Pharmaceutical Supplies		39,786	35,000	35,000	35,875
Pharmaceutical Supplies	5216	39,786	35,000	35,000	35,875
Food Supplies		320	300	300	308
Food Supplies	5222	320	300	300	308
Safety Clothing and Supplies		-	1,454	1,500	1,538
Safety Clothing	5224	-	1,454	1,500	1,538
Class A Uniforms		-	500	500	513
Class A Uniforms	5225	-	500	500	513
Non-Safety Clothing		249	1,000	1,600	1,640
Non-Safety Clothing	5226	249	1,000	1,600	1,640
Preventative Maint - Biomedical Equipment		25,481	30,000	30,000	30,750
Biomedical Equipment Repairs		98	20,000	19,000	19,475
Other Equipment Maintenance and Repairs		4,140	6,000	5,300	5,433
Maintenance and Repairs - Equipment	5236	29,719	56,000	54,300	55,658
Medical Director Services		123,200	150,000	150,000	153,750
EMS Consultant Services		63,000	57,000	57,000	58,425
Zoll ePCR Hosting Service		114,800	110,000	110,000	112,750
PCR Independent Review Services		57,600	57,600	57,600	59,040
OCU Review		10,305	12,000	15,000	15,375
Bio-Hazard Collection from Stations		9,345	9,000	9,800	10,045
Public CPR Supplies		-	-	3,075	3,152
EMT Recertification Fee to CCCEMS		1,157	-	3,000	3,075
AHA CPR HCP Certs - Target Solution		2,442	2,500	5,000	5,125
Professional Services	5250	381,849	398,100	410,475	420,737

**EMERGENCY MEDICAL
30-70**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
EMS Field Guides		1,202	2,200	2,500	2,563
Forms and Patient Care Reports		2,329	2,700	2,700	2,768
Specialized Printing	5272	3,531	4,900	5,200	5,330
National Association of EMS Educators		-	500	500	513
Cal Chiefs EMS Section		-	600	600	615
Memberships	5274	-	1,100	1,100	1,128
Paramedic CE Reimbursement		28,991	22,000	28,700	29,418
Educational Courses	5276	28,991	22,000	28,700	29,418
The Source		-	-	70	72
JEMS Magazines - All Stations		-	-	485	497
Journal Watch of ER Medicine		-	-	32	33
ACLS/PALS Textbooks		-	-	215	220
EMS Insider Periodicals		-	-	275	282
Prehospital Care Journal		435	-	232	238
Miscellaneous		499	1,000	264	271
Books and Periodicals	5280	934	1,000	1,573	1,612
GEMT Quality Assurance Fee		-	90,000	120,000	123,000
Taxes and Assessments	5320	-	90,000	120,000	123,000
TOTAL SERVICES AND SUPPLIES		\$ 684,091	\$ 831,154	\$ 907,248	\$ 929,929



SPECIAL OPERATIONS

PURPOSE

The Special Operations Division is comprised of two teams and is responsible for providing a coordinated and organized response to Technical Rescue and Hazardous Materials incidents. The Hazardous Materials team is trained and equipped to deal with incidents involving chemical, biological, radiological, radioactive, flammable, and other types of accidents. The Rescue team is trained and equipped to mitigate incidents involving confined space, trench, high angle, and low angle rope rescue when conventional rescues cannot be safely performed.

STANDARD LEVEL OF PERFORMANCE

1. Plan and deliver training to Hazmat and Rescue Team members.
2. Maintain State Office of Emergency Services Type II USAR and Haz Mat Designations.
3. Develop internal instructors capable of instructing classes within and outside of the Organization.
4. Attend District, County, and Regional training exercises.
5. Provide ongoing Haz Mat and Rescue team quarterly training.
6. Explore and implement improvements to Operations for both teams.
7. Send Special Operations team members to conferences, classes, and regional training events to ensure compliance with all local, state, and federal laws.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Train and develop new Special Operations Team members and assist with Position Task Book completion.
2. Evaluate minimum training standards for new Special Operations Team members.

3. Develop Special Operations Team Instructor cadre to ensure competency with industry standards and best practices.
4. Deliver Special Operations Team refresher training to line personnel.

STAFFING SUMMARY

Deputy Chief, Operations¹

Training Battalion Chief²

Rescue Team Members (40)

Hazardous Materials Team Members (30)

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

² Training Battalion Chief budgeted under Training (30-65).

SPECIAL OPERATIONS

30-75

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Permanent Salaries	5110	\$ 369,625	\$ 348,769	\$ 430,080	\$ 447,284
Permanent Overtime	5120	59,725	57,028	166,000	166,000
Retirement Contributions	5150	269,332	256,847	316,728	329,397
TOTAL SALARIES AND BENEFITS		\$ 698,683	\$ 662,644	\$ 912,808	\$ 942,681
Small Tools and Equipment	5210	\$ 17,570	\$ 7,600	\$ 9,600	\$ 9,840
Miscellaneous Supplies	5212	5,361	8,100	8,100	8,303
Safety Clothing	5224	4,045	10,600	10,600	10,865
Non-Safety Clothing	5226	4,574	1,500	1,500	1,538
Maintenance and Repairs - Equipment	5236	4,653	15,500	15,500	15,888
Maintenance and Repairs - Radio	5238	-	500	500	513
Rents and Leases	5246	-	1,000	1,000	1,025
Professional Services	5250	1,763	6,000	36,500	27,413
Books and Periodicals	5280	243	1,100	1,100	1,128
TOTAL SERVICES AND SUPPLIES		\$ 38,208	\$ 51,900	\$ 84,400	\$ 76,510
TOTAL EXPENDITURES		\$ 736,891	\$ 714,544	\$ 997,208	\$ 1,019,191

**RESCUE
30-75**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
OES Equipment Update		\$ 16,702	\$ 3,000	\$ 5,000	\$ 5,125
Small Tools and Equipment	5210	16,702	3,000	5,000	5,125
Miscellaneous Supplies		2,234	3,000	3,000	3,075
Miscellaneous Supplies	5212	2,234	3,000	3,000	3,075
PPE Replacement and Repairs		1,628	7,000	7,000	7,175
Safety Clothing	5224	1,628	7,000	7,000	7,175
USAR Gear Bags		4,574	1,000	1,000	1,025
Uniforms Replacement-Task Force 4		-	500	500	513
Non-Safety Clothing	5226	4,574	1,500	1,500	1,538
Maintenance and Repairs - Equipment		-	500	500	513
Maintenance and Repairs - Equipment	5236	-	500	500	513
Rents and Leases - Equipment		-	500	500	513
Rents and Leases	5246	-	500	500	513
Instructor Development		1,153	3,000	13,500	3,838
Professional Services	5250	1,153	3,000	13,500	3,838
Books and Periodicals		116	500	500	513
Books and Periodicals	5280	116	500	500	513
TOTAL SERVICES AND SUPPLIES		\$ 26,406	\$ 19,000	\$ 31,500	\$ 22,288

HAZARDOUS MATERIALS

30-75

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
OES Equipment		\$ -	\$ 1,600	\$ 1,600	\$ 1,640
Miscellaneous Small Tools and Equipment		868	3,000	3,000	3,075
Small Tools and Equipment	5210	868	4,600	4,600	4,715
Draeger Tubes Replacement		1,974	2,000	2,000	2,050
Biological Supplies		-	800	800	820
Absorbents and Neutralizing Agents		-	800	800	820
Miscellaneous Tactical Supplies		1,152	1,500	1,500	1,538
Miscellaneous Supplies	5212	3,127	5,100	5,100	5,228
Chemical Protective Boots		-	800	800	820
Level B Suits Replacement		1,949	1,200	1,200	1,230
Miscellaneous Protective Clothing		468	1,600	1,600	1,640
Safety Clothing	5224	2,417	3,600	3,600	3,690
Monitor/Detector Maintenance		2,447	14,000	14,000	14,350
Miscellaneous Equipment		2,206	1,000	1,000	1,025
Maintenance and Repairs - Equipment	5236	4,653	15,000	15,000	15,375
Maintenance and Repairs - Radios and Computers		-	500	500	513
Maintenance and Repairs - Radio	5238	-	500	500	513
Off Site Facility and Equipment Rental Fees		-	500	500	513
Rents and Leases	5246	-	500	500	513
Hazardous Materials Technician		160	-	20,000	20,500
Instructor Development		450	3,000	3,000	3,075
Professional Services	5250	610	3,000	23,000	23,575
Miscellaneous Books and Periodicals		127	600	600	615
Books and Periodicals	5280	127	600	600	615
TOTAL SERVICES AND SUPPLIES		\$ 11,802	\$ 32,900	\$ 52,900	\$ 54,223



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).
2. Maintain Title 22 EMS Standards requirements within District and with CCC EMS Medical Director's approval.
3. Maintain First Responder training/competence in deployment of AutoPulse device.
4. Review performance, roles and responsibilities of Volunteer Coordinator.

GOALS AND OBJECTIVES FOR FY 2019-2020

1. Continue to evaluate and implement changes to the Station 37 Volunteer program.
2. Expand the role of the Reserve Firefighter Program.
3. Train and place into service one new Type 5 apparatus.
4. Continue to develop and monitor Reserve Firefighter program.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Station 37 Coordinator

FS37 Volunteers (14)

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

² Training Battalion Chief budgeted under Training (30-65).

**VOLUNTEER FIRE
30-85**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Temporary Salaries	5115	\$ 21,521	\$ 20,650	\$ 22,248	\$ 22,915
FICA Contributions	5140	1,646	829	323	332
Employee Group Insurance	5160	4,259	2,764	1,200	1,200
TOTAL SALARIES AND BENEFITS		\$ 27,427	\$ 24,243	\$ 23,771	\$ 24,447
Office Supplies	5202	\$ 73	\$ -	\$ -	\$ -
Small Tools and Equipment	5210	7,465	7,000	7,000	7,100
Miscellaneous Supplies	5212	613	6,100	6,100	6,253
Food Supplies	5222	42	-	-	-
Safety Clothing	5224	6,315	14,000	14,000	14,350
Non-Safety Clothing	5226	5,750	14,000	14,000	14,350
Professional Services	5250	-	26,500	26,500	27,163
Specialized Printing	5272	-	500	500	513
Books and Periodicals	5280	218	300	300	308
TOTAL SERVICES AND SUPPLIES		\$ 20,477	\$ 68,400	\$ 68,400	\$ 70,035
TOTAL EXPENDITURES		\$ 47,904	\$ 92,643	\$ 92,171	\$94,482

**VOLUNTEER FIRE
30-85**

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Office Supplies		\$ 73	\$ -	\$ -	\$ -
Office Supplies	5202	73	-	-	-
FF Reserves Equipment		2,849	2,600	2,600	2,665
ARA Pro Replacement		4,510	3,000	3,000	3,000
Small Tools and Equipment		105	1,400	1,400	1,435
Small Tools and Equipment	5210	7,465	7,000	7,000	7,100
Auto Extrication Vehicles		350	2,000	2,000	2,050
FF Reserves Supplies		187	4,000	4,000	4,100
Miscellaneous Supplies		77	100	100	103
Miscellaneous Supplies	5212	613	6,100	6,100	6,253
Food Supplies		42	-	-	-
Food Supplies	5222	42	-	-	-
FF Reserves Safety Clothing		6,070	10,000	10,000	10,250
Safety Clothing		245	4,000	4,000	4,100
Safety Clothing	5224	6,315	14,000	14,000	14,350
FF Reserves Uniforms		5,669	10,000	10,000	10,250
New Volunteers		-	2,000	2,000	2,050
Uniforms Replacement		81	2,000	2,000	2,050
Non-Safety Clothing	5226	5,750	14,000	14,000	14,350
Reserve Background and Polygraph		-	10,000	10,000	10,250
FF Reserve Tower		-	2,000	2,000	2,050
EVOC Class		-	9,500	9,500	9,738
DMV Med/Tower		-	5,000	5,000	5,125
Professional Services	5250	-	26,500	26,500	27,163
Specialized Printing		-	500	500	513
Specialized Printing	5272	-	500	500	513
Firehouse Magazine		218	300	300	308
Books and Periodicals	5280	218	300	300	308
TOTAL SERVICES AND SUPPLIES		\$ 20,477	\$ 68,400	\$ 68,400	\$ 70,035



DEBT SERVICE FUND - 200
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Debt Issuance	4910	\$ 5,432,359	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 5,432,359	\$ -	\$ -	\$ -

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
PSB COP	5250	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
Debt Service - Equipment Lease	5310	-	613,156	613,155	613,155
Vehicle Lease #4	5310	525,885	-	-	-
Debt Service - 2013 COP	5310	669,888	668,648	-	-
Debt Service - 2015 COP	5310	599,050	599,450	931,350	926,050
TOTAL EXPENDITURES		\$ 1,794,823	\$ 1,881,254	\$ 3,544,505	\$ 3,539,205

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
LEASE AGREEMENT - EQUIPMENT**

PURPOSE: Purchase five Rescue Type 1 Ambulances, five Type 1 Fire Engines, four Type 5 Fire Engines.

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2019	\$ 4,952,475
Reduction in Principal Balance	500,679
Interest Due	112,476
Total Payment Due	613,155
Principal Outstanding as of June 30, 2020	\$ 4,451,796

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2019-2020	2.33%	\$ 500,679	\$ 112,476	\$ 613,155
2020-2021	2.33%	512,413	100,742	613,155
2021-2022	2.33%	524,423	88,733	613,156
2022-2023	2.33%	536,713	76,442	613,155
2023-2024	2.33%	549,292	63,864	613,156
2024-2025	2.33%	562,165	50,990	613,155
2025-2026	2.33%	575,341	37,815	613,156
2026-2027	2.33%	588,825	24,330	613,155
2027-2028	2.33%	602,624	10,531	613,155
TOTALS		\$ 4,952,475	\$ 565,923	\$ 5,518,398

**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, 2019	\$ 11,405,000
Reduction in Principal Balance	500,000
Interest Due	431,350
Total Payment Due	931,350
Principal Outstanding as of June 30, 2020	\$ 10,905,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
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
TOTALS		\$ 11,405,000	\$ 4,283,725	\$ 15,688,725



SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Capital Improvement Plan

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Beginning Capital Balance	\$ 5,213,097	\$ 12,457,526	\$ 8,539,350	\$ 7,340,163	\$ 8,964,675	\$ 9,494,991	\$ 6,783,950	\$ 3,507,921	\$ 3,422,273	\$ 4,912,387	\$ 8,082,344	\$ 7,329,506
Contributions												
General Fund Transfer	2,463,818	2,550,051	2,639,303	2,731,679	2,827,287	2,926,242	3,028,661	3,134,664	3,244,377	3,357,930	3,475,458	3,597,099
Projected Comm Ctr Savings	427,822	438,961	451,038	466,825	483,163	500,074	517,577	535,692	554,441	573,847	593,931	614,719
FLSD Tech Fee	35,500	36,565	37,662	38,792	39,956	41,154	42,389	43,661	43,661	43,661	43,661	43,661
Investment Earnings	-	150,000	150,000	110,102	134,470	142,425	101,759	52,619	51,334	73,686	121,235	109,943
Debt Proceeds	5,432,359	-	-	-	-	-	-	-	-	-	-	-
Property Sales	29,169	-	-	-	-	-	-	-	-	-	-	-
Total Contributions	<u>8,388,667</u>	<u>3,175,577</u>	<u>3,278,003</u>	<u>3,347,397</u>	<u>3,484,876</u>	<u>3,609,896</u>	<u>3,690,386</u>	<u>3,766,635</u>	<u>3,893,813</u>	<u>4,049,123</u>	<u>4,234,285</u>	<u>4,365,421</u>
Expenditures												
Facilities	150,298	419,273	1,428,446	336,012	361,541	271,156	338,994	263,043	852,229	422,608	351,102	434,788
Fleet	207,381	6,333,741	2,464,678	673,195	2,063,028	3,474,349	3,867,636	2,523,020	185,559	125,966	4,075,643	8,596,769
Technology	29,296	187,006	259,564	281,257	259,358	1,862,170	180,001	96,834	88,080	95,077	142,461	243,101
Communications Center	81,975	27,692	85,859	228,275	160,615	54,102	143,230	55,599	319,117	49,337	39,873	301,460
FLSD Tech Improvements	13,396	-	60,350	8,551	-	-	22,649	12,293	-	10,512	-	13,629
Equipment	661,892	126,042	178,292	195,595	110,018	659,160	2,413,906	901,495	958,712	175,667	378,043	255,920
Total Expenditures	<u>1,144,238</u>	<u>7,093,754</u>	<u>4,477,189</u>	<u>1,722,886</u>	<u>2,954,560</u>	<u>6,320,937</u>	<u>6,966,415</u>	<u>3,852,283</u>	<u>2,403,698</u>	<u>879,167</u>	<u>4,987,122</u>	<u>9,845,667</u>
Difference	<u>7,244,429</u>	<u>(3,918,177)</u>	<u>(1,199,186)</u>	<u>1,624,512</u>	<u>530,316</u>	<u>(2,711,042)</u>	<u>(3,276,029)</u>	<u>(85,648)</u>	<u>1,490,115</u>	<u>3,169,956</u>	<u>(752,837)</u>	<u>(5,480,246)</u>
Ending Capital Balance	<u>\$ 12,457,526</u>	<u>\$ 8,539,350</u>	<u>\$ 7,340,163</u>	<u>\$ 8,964,675</u>	<u>\$ 9,494,991</u>	<u>\$ 6,783,950</u>	<u>\$ 3,507,921</u>	<u>\$ 3,422,273</u>	<u>\$ 4,912,387</u>	<u>\$ 8,082,344</u>	<u>\$ 7,329,506</u>	<u>\$ 1,849,261</u>

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.



CAPITAL PROJECTS FUND - 300
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Info Technology Surcharge	4316	\$ 34,969	\$ 44,013	\$ 35,018	\$ 33,287
Investment Earnings	4410	-	150,000	150,000	107,852
Sale of Property	4620	29,169	-	-	-
Debt Issuance	4910	5,432,359	-	-	-
TOTAL REVENUES		\$ 5,496,497	\$ 194,013	\$ 185,018	\$ 141,139

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Facilities	6120	\$ 455,984	\$ 419,273	\$ 1,428,446	\$ 336,011
FLSD Tech Improvements	5253	-	-	60,350	8,551
Technology	6230	106,186	187,006	259,564	281,258
Communications Center	6230	79,697	27,692	85,859	228,275
Equipment	6240	590,891	126,042	178,291	195,595
Fleet	6250	199,430	6,333,741	2,464,678	673,195
		\$ 1,432,188	\$ 7,093,754	\$ 4,477,188	\$ 1,722,885

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Generators and Transfer Switches	6120	\$ -	\$ 36,616	\$ -	\$ 24,389
Roof Repairs	6120	9,854	-	-	-
Roof Replacement	6120	-	-	-	79,592
Roof Replacement - Station 31	6120	21,381	101,740	-	-
Exterior Painting	6120	-	11,800	70,647	48,655
PCC/Asphalt Repairs	6120	-	50,400	143,797	18,283
Asphalt Remove & Replace - Station 34	6120	-	-	348,148	-
Asphalt Remove & Replace - Station 39	6120	-	-	97,345	-
Asphalt Remove & Replace - Training	6120	-	-	115,861	-
Fitness Equipment	6120	42,666	12,884	28,688	29,692
General Repairs/Maintenance	6120	10,700	73,254	114,752	118,769
Remodel Dormitory	6120	-	19,207	32,137	-
New Station 32	6120	269,059	1,680	-	-
Old Station 32 Environmental Impact Svcs	6120	82,693	27,569	53,561	-
Vehicle Washing Area - Station 31	6120	-	-	117,835	-
Remodel Kitchen - Station 31	6120	4,260	-	-	-
Landscape Improvements	6120	15,371	84,123	82,484	-
Plymovent	6120	-	-	16,068	16,631
Training Site Upgrade	6120	-	-	100,000	-
Earthquake Early Warning	6120	-	-	107,123	-
TOTAL FACILITIES		455,984	419,273	1,428,446	336,011
Electronic Plan Review	5253	-	-	10,350	-
Database Improvements	5253	-	-	50,000	-
Field Tablets	5253	-	-	-	8,551
TOTAL FLSD TECH IMPROVEMENTS		-	-	60,350	8,551
Radios	6230	4,159	105,694	85,721	53,243
Computers	6230	23,264	55,167	39,861	34,624
Audio/Visual	6230	3,312	13,649	-	-
Printers	6230	-	-	6,963	-
Telephones	6230	-	-	12,212	-
Data Centers	6230	40,379	-	-	-
Fire Station Alerting	6230	-	-	50,319	53,446
Software	6230	35,072	12,496	32,137	139,945
Fire Station Projects	6230	-	-	32,351	-
TOTAL TECHNOLOGY		106,186	187,006	259,564	281,258
Radios	6230	-	2,752	-	-
Computers	6230	-	455	-	11,642
Communications Center	6230	5,070	7,705	54,311	22,950
Audio Visual	6230	3,409	-	-	-
Telephones	6230	-	920	-	-
Data Centers	6230	3,508	-	28,923	94,795
Software	6230	67,710	15,860	2,625	98,888
TOTAL COMMUNICATIONS CENTER		79,697	27,692	85,859	228,275

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 17-18	ESTIMATED ACTUAL FY 18-19	ADOPTED BUDGET FY 19-20	PROJECTED BUDGET FY 20-21
Turnout Replacement	6240	31,065	20,005	51,639	89,076
Wildland PPE Replacement	6240	-	64,992	20,443	-
Rescue Tool Set	6240	96,039	-	42,632	54,856
Thermal Imaging Cameras	6240	29,146	29,370	37,868	-
Gurney	6240	58,751	-	-	51,663
Defibrillators	6240	358,234	-	-	-
AED	6240	12,279	-	-	-
EMS Batteries	6240	5,377	11,675	25,709	-
TOTAL EQUIPMENT		590,891	126,042	178,291	195,595
Ambulances	6250	20,000	1,729,180	-	-
Engines - Type 1	6250	-	3,398,512	-	-
Engines - Type 3	6250	21,567	-	475,463	-
Engines - Type 5	6250	-	983,400	-	-
Trucks	6250	-	-	1,499,715	-
Watertenders	6250	-	-	-	554,359
Specialty Units	6250	-	-	-	29,336
Staff Vehicles	6250	68,849	99,322	89,500	89,500
Vehicle Upfitting/Improvements	6250	89,014	123,327	400,000	-
TOTAL FLEET		199,430	6,333,741	2,464,678	673,195
TOTAL CAPITAL PROJECTS FUND		\$ 1,432,188	\$ 7,093,754	\$ 4,477,188	\$ 1,494,610



RESOLUTION NO. 2019-04
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018-19

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this District, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition Four passed in November, 1979 and Proposition 111 in June, 1990 except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII B, and Section 7900et seq. of the California Government Code, the District is required to set its appropriation limit for each fiscal year; and

WHEREAS, the Controller of the District has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2019-20, relying on the fiscal year 2018-19 limit approved by the Board of Directors on June 26, 2019, and the following two adjustment factors: Change in Population and Change in Per Capita Income for January 1, 2019, as provided by the California Department of Finance; and

WHEREAS, based on such calculations the Controller has determined the said appropriation limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit;

NOW THEREFORE, BE IT RESOLVED by the San Ramon Valley Fire Protection District Board of Directors that:

1. The annual adjustment factors used to calculate the fiscal year 2019-20 appropriations limit shall be the change in State Per Capita Income of 3.85% and the January 2019 District population change of 0.67%;
2. The new Appropriation Limit for fiscal year 2019-20 shall be and is hereby set in the amount of \$173,829,499;
3. The fiscal year 2019-20 Adopted Budget appropriations subject to the appropriation limit are \$75,780,710.

PASSED, APPROVED AND ADOPTED on this 26th day of June 2019 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director Kerr, seconded by Director Stamey and duly carried with the following roll call votes:

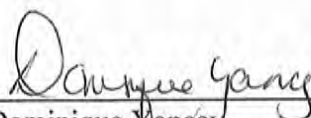
AYES: Directors Crean, Kerr, Parker, Stamey and Board President Yancey

NOES: None

ABSENT: None

ABSTAIN: None

Dated: 6/26/19



Dominique Yancey
President, Board of Directors

ATTEST:



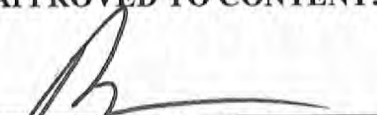
Susan F. Brooks, District Clerk

APPROVED AS TO FORM:



William D. Ross, District Counsel

APPROVED TO CONTENT:



Paige Meyer, District Fire Chief

San Ramon Valley Fire Protection District

Salary Schedule

May 1, 2019

Job Title	Job Code	Union	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Administrative Assistant	AA	Non-Rep	40	6,745.47	7,082.28	7,435.57	7,810.49	8,198.80	8,608.74		
				80,945.64	84,987.36	89,226.84	93,725.88	98,385.60	103,304.88		
Battalion Chief 0	BC	IAFF (A)	56	12,618.03	13,168.63	13,787.14	14,400.34	15,029.45	15,780.57		
				151,416.30	158,023.59	165,445.65	172,804.05	180,353.41	189,366.82		
Battalion Chief 1	BLS	BLS	BC 1	IAFF (A)	56	13,173.20	13,723.80	14,342.31	14,955.51	15,584.62	16,335.74
						158,078.34	164,685.63	172,107.69	179,466.09	187,015.45	196,028.86
Battalion Chief 2	BLS	Rescue or Hazmat	BC 2	IAFF (A)	56	13,728.37	14,278.97	14,897.48	15,510.68	16,139.79	16,890.91
						164,740.38	171,347.67	178,769.73	186,128.13	193,677.49	202,690.90
Battalion Chief 3	BLS	Rescue and Hazmat	BC 3	IAFF (A)	56	14,005.95	14,556.56	15,175.06	15,788.26	16,417.38	17,168.49
						168,071.40	174,678.69	182,100.75	189,459.15	197,008.51	206,021.92
Battalion Chief 4	BLS	EMS & Training	BC 4/40	IAFF (A)	40	14,366.71	14,969.30	15,645.09	16,315.58	17,003.04	17,825.24
						172,400.49	179,631.59	187,741.11	195,786.97	204,036.53	213,902.90
Battalion Chief 5	BLS	Rescue or Hazmat	BC 5/40	IAFF (A)	40	14,921.88	15,524.47	16,200.26	16,870.75	17,558.21	18,380.41
						179,062.53	186,293.63	194,403.15	202,449.01	210,698.57	220,564.94
Battalion Chief 6	BLS	Rescue and Hazmat	BC 6/40	IAFF (A)	40	15,199.46	15,802.05	16,477.85	17,148.34	17,835.80	18,658.00
						182,393.55	189,624.65	197,734.17	205,780.03	214,029.59	223,895.96
Captain 0			CPT 0	IAFF	56	9,404.63	9,812.88	10,274.70	10,731.16	11,200.48	11,760.88
						112,855.61	117,754.55	123,296.40	128,773.95	134,405.80	141,130.59
Captain 1	BLS	EMT	CPT 1	IAFF	56	9,964.89	10,373.14	10,834.96	11,291.42	11,760.74	12,321.14
						119,578.72	124,477.66	130,019.50	135,497.06	141,128.91	147,853.70
Captain 2	BLS	Rescue or Hazmat	CPT 2	IAFF	56	10,525.15	10,933.40	11,395.22	11,851.68	12,321.00	12,881.40
						126,301.82	131,200.76	136,742.60	142,220.16	147,852.01	154,576.80
Captain 3	BLS	Rescue and Hazmat	CPT 3	IAFF	56	10,805.28	11,213.53	11,675.35	12,131.81	12,601.13	13,161.53
						129,663.37	134,562.31	140,104.16	145,581.71	151,213.56	157,938.35
Captain 4	BLS	Academy EMT	CPT/A 4	IAFF	40	10,872.60	11,319.42	11,824.10	12,323.43	12,837.75	13,449.58
						130,471.22	135,833.05	141,889.22	147,881.10	154,052.99	161,394.97
Captain 5	BLS	Rescue or Hazmat	CPT/A 5	IAFF	40	11,433.00	11,879.82	12,384.50	12,883.82	13,398.15	14,009.98
						137,196.01	142,557.84	148,614.01	154,605.89	160,777.78	168,119.76
Captain 6	BLS	Rescue and Hazmat	CPT/A 6	IAFF	40	11,712.66	12,159.48	12,664.16	13,163.49	13,677.81	14,289.64
						140,551.98	145,913.81	151,969.98	157,961.86	164,133.75	171,475.73
Captain 7	BLS	Training EMT	CPT/T 7	IAFF	56	10,434.35	10,864.03	11,349.42	11,827.32	12,321.28	12,908.47
						125,212.26	130,368.36	136,193.08	141,927.80	147,855.38	154,901.63
Captain 8	BLS	Rescue or Hazmat	CPT/T 8	IAFF	56	10,991.58	11,421.13	11,906.39	12,384.14	13,070.78	13,469.44
						131,899.00	137,053.61	142,876.66	148,609.72	156,849.39	161,633.33
Captain 9	BLS	Rescue and Hazmat	CPT/T 9	IAFF	56	11,275.51	11,704.17	12,189.08	12,668.37	13,161.15	13,749.57
						135,306.15	140,450.04	146,268.98	152,020.41	157,933.85	164,994.88

San Ramon Valley Fire Protection District
Salary Schedule
May 1, 2019

Job Title			Job Code	Union	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain 10	ALS	Paramedic	CPT/P 10	IAFF	56	10,805.28	11,213.53	11,675.35	12,131.81	12,601.13	13,161.53
						129,663.37	134,562.31	140,104.16	145,581.71	151,213.56	157,938.35
Captain 11	ALS	Rescue or Hazmat	CPT/P 11	IAFF	56	11,365.54	11,773.78	12,235.61	12,692.07	13,161.39	13,721.79
						136,386.48	141,285.42	146,827.26	152,304.81	157,936.67	164,661.46
Captain 12	ALS	Rescue and Hazmat	CPT/P 12	IAFF	56	11,645.67	12,053.91	12,515.73	12,972.20	13,441.52	14,001.92
						139,748.03	144,646.97	150,188.81	155,666.37	161,298.22	168,023.01
Captain 13	ALS	Academy Paramedic	CPT/AP 13	IAFF	40	11,712.66	12,159.48	12,664.16	13,163.49	13,677.81	14,289.64
						140,551.98	145,913.81	151,969.98	157,961.86	164,133.75	171,475.73
Captain 14	ALS	Rescue or Hazmat	CPT/AP 14	IAFF	40	12,273.06	12,719.88	13,224.56	13,723.89	14,238.21	14,850.04
						147,276.77	152,638.60	158,694.77	164,686.65	170,858.54	178,200.52
Captain 15	ALS	Rescue and Hazmat	CPT/AP 15	IAFF	40	12,552.73	12,999.55	13,504.23	14,003.55	14,517.88	15,129.71
						150,632.74	155,994.57	162,050.74	168,042.61	174,214.51	181,556.48
Captain 16	ALS	EMS	EMSC 16	IAFF	40	11,720.17	12,166.98	12,671.67	13,170.99	13,684.24	14,296.07
						140,641.99	146,003.82	152,059.99	158,051.86	164,210.90	171,552.88
Captain 17	ALS	Rescue or Hazmat	EMSC 17	IAFF	40	12,280.56	12,727.38	13,232.06	13,731.39	14,244.64	14,856.47
						147,366.78	152,728.61	158,784.78	164,776.65	170,935.69	178,277.67
Captain 18	ALS	Rescue and Hazmat	EMSC 18	IAFF	40	12,560.23	13,007.05	13,511.73	14,011.05	14,524.30	15,136.14
						150,722.74	156,084.57	162,140.74	168,132.62	174,291.65	181,633.63
Captain 19	ALS	Training Paramedic	CPT/TP 19	IAFF	56	11,275.51	11,704.17	12,189.08	12,668.37	13,161.15	13,749.57
						135,306.15	140,450.04	146,268.98	152,020.41	157,933.85	164,994.88
Captain 20	ALS	Rescue or Hazmat	CPT/TP 20	IAFF	56	11,835.77	12,264.43	12,749.34	13,228.63	13,721.41	14,309.83
						142,029.26	147,173.14	152,992.08	158,743.51	164,656.96	171,717.99
Captain 21	ALS	Rescue and Hazmat	CPT/TP 21	IAFF	56	12,115.90	12,544.56	13,029.47	13,508.76	14,001.54	14,589.96
						145,390.81	150,534.70	156,353.63	162,105.06	168,018.51	175,079.54
Captain 22	BLS	Rescue or Hazmat and Investigator	CPT 22	IAFF	56	11,104.24	11,534.96	12,022.19	12,503.76	12,998.90	13,590.13
						133,250.93	138,419.47	144,266.22	150,045.11	155,986.82	163,081.62
Captain 23	BLS	Rescue or Hazmat and Investigator	CPT/T 23	IAFF	56	11,596.34	12,049.53	12,561.48	13,065.52	13,789.94	14,210.53
						139,156.08	144,594.30	150,737.73	156,786.23	165,479.24	170,526.40
Captain 24	ALS	Investigator	CPT/P 24	IAFF	56	11,399.79	11,830.50	12,317.73	12,799.30	13,294.44	13,885.68
						136,797.44	141,965.98	147,812.73	153,591.63	159,533.33	166,628.13
Captain 25	ALS	Rescue or Hazmat and Investigator	CPT/P 25	IAFF	56	11,990.87	12,421.57	12,908.81	13,390.39	13,885.53	14,476.76
						143,890.46	149,058.88	154,905.76	160,684.65	166,626.36	173,721.15

San Ramon Valley Fire Protection District
Salary Schedule
May 1, 2019

Job Title			Job Code	Union	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain 26	ALS	Rescue, Hazmat and Investigator	CPT/P 26	IAFF	56	12,286.41	12,717.12	13,204.35	13,685.93	14,181.07	14,772.31
						147,436.98	152,605.39	158,452.15	164,231.17	170,172.87	177,267.67
CERT Coordinator			CERT	Non-Rep	24	-	-	-	-	4,701.91	4,937.43
						-	-	-	-	56,422.91	59,249.14
Chief Financial Officer			CFO	Non-Rep	40	-	13,769.98	14,458.48	15,181.41	15,940.48	16,737.50
						-	165,239.81	173,501.80	182,176.89	191,285.74	200,850.02
Deputy Chief			DFC	Non-Rep	40	16,330.43	17,015.78	17,789.17	18,553.02	19,343.39	20,282.29
						195,965.20	204,189.30	213,470.05	222,636.23	232,120.68	243,387.43
Director of Emergency Communications			DEC	Non-Rep	40	12,283.10	12,869.78	13,485.10	14,132.25	14,810.16	15,523.09
						147,397.20	154,437.33	161,821.20	169,586.99	177,721.97	186,277.07
District Aide			DA	Non-Rep		-	-	-	-	-	\$20.60/hr
						-	-	-	-	-	-
District Clerk (Executive Assistant)			EA	Non-Rep	40	6,947.83	7,294.75	7,658.64	8,044.80	8,444.76	8,867.00
						83,374.01	87,536.98	91,903.65	96,537.66	101,337.17	106,404.03
District Clerk (Executive Assistant) - Limited Term			EA (LT)	Non-Rep		-	-	-	-	-	\$53.56/hr
						-	-	-	-	-	-
EMS Coordinator/ Registered Nurse			EMSC	Non-Rep	40	10,491.00	10,910.64	11,347.07	11,800.95	12,272.99	12,778.02
						125,892.00	130,927.68	136,164.84	141,611.40	147,275.88	153,336.24
Engineer 0			ENG 1	IAFF	56	8,237.68	8,602.99	8,996.99	9,423.00	9,834.66	10,326.40
						98,852.11	103,235.82	107,963.88	113,076.00	118,015.96	123,916.76
Engineer 1	BLS	EMT	ENG 1	IAFF	56	8,797.93	9,163.24	9,557.25	9,983.26	10,394.92	10,886.65
						105,575.21	109,958.92	114,686.98	119,799.11	124,739.06	130,639.86
Engineer 2	BLS	Rescue or Hazmat	ENG 2	IAFF	56	9,358.19	9,723.50	10,117.51	10,543.52	10,955.18	11,446.91
						112,298.31	116,682.03	121,410.08	126,522.21	131,462.17	137,362.96
Engineer 3	BLS	Rescue and Hazmat	ENG 3	IAFF	56	9,638.32	10,003.63	10,397.64	10,823.65	11,235.31	11,727.04
						115,659.86	120,043.58	124,771.63	129,883.76	134,823.72	140,724.52
Engineer 4	ALS	Paramedic	ENG/P 4	IAFF	56	9,638.32	10,003.63	10,397.64	10,823.65	11,235.31	11,727.04
						115,659.86	120,043.58	124,771.63	129,883.76	134,823.72	140,724.52
Engineer 5	ALS	Rescue or Hazmat	ENG/P 5	IAFF	56	10,198.58	10,563.89	10,957.89	11,383.91	11,795.57	12,287.30
						122,382.97	126,766.68	131,494.74	136,606.86	141,546.82	147,447.62
Engineer 6	ALS	Rescue and Hazmat	ENG/P 6	IAFF	56	10,478.71	10,844.02	11,238.02	11,664.03	12,075.70	12,567.43
						125,744.52	130,128.23	134,856.29	139,968.42	144,908.37	150,809.17

San Ramon Valley Fire Protection District
Salary Schedule
May 1, 2019

Job Title	Job Code	Union	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Engineer 7	Rescue, Hazmat and BLS Investigator	ENG 7	IAFF	56	10,168.62	10,554.03	10,969.72	11,419.17	11,853.48	12,372.26
					122,023.44	126,648.36	131,636.62	137,030.01	142,241.72	148,467.14
Finance Controller	FCT1	Non-Rep	40	-	-	10,832.85	11,321.92	12,283.10	12,897.36	
				-	-	129,994.20	135,863.10	147,397.20	154,768.34	
Fire and Life Safety Inspector 1	FLSI	IAFF	40	6,742.02	7,079.39	7,433.73	7,805.04	8,195.45	8,604.96	
				80,904.23	84,952.63	89,204.72	93,660.50	98,345.43	103,259.52	
Fire and Life Safety Inspector 2	FPS	IAFF	40	7,511.17	7,886.73	8,281.39	8,696.20	9,130.11	9,587.35	
				90,134.06	94,640.77	99,376.62	104,354.37	109,561.26	115,048.24	
Fire and Life Safety Inspector 3	CCO	IAFF	40	8,281.39	8,696.20	9,130.11	9,587.35	10,066.88	10,570.81	
				99,376.62	104,354.37	109,561.26	115,048.24	120,802.56	126,849.69	
Fire and Life Safety Inspector 4	FLSV	IAFF	40	9,037.81	9,491.87	9,969.28	10,472.14	10,983.50	11,533.04	
				108,453.69	113,902.47	119,631.33	125,665.73	131,801.97	138,396.53	
Fire and Life Safety Inspector 5	FLSI/HN	IAFF	40	9,176.79	9,630.85	10,108.26	10,611.12	11,122.48	11,672.02	
				110,121.42	115,570.20	121,299.06	127,333.46	133,469.71	140,064.26	
Fire and Life Safety Inspector 6	FLSI/HE	IAFF	40	10,113.11	10,591.81	11,095.11	11,625.26	12,164.36	12,743.72	
				121,357.29	127,101.70	133,141.37	139,503.17	145,972.34	152,924.68	
Fire and Life Safety Inspector 7	DFM	IAFF	40	9,940.63	10,441.38	10,966.52	11,519.25	12,082.59	12,686.24	
				119,287.60	125,296.53	131,598.28	138,231.03	144,991.08	152,234.91	
Fire and Life Safety Manager	FLSM	Non-Rep	40	11,083.22	11,638.07	12,219.45	12,830.52	13,472.37	14,146.04	
				132,998.67	139,656.88	146,633.35	153,966.30	161,668.43	169,752.49	
Fire and Life Safety Permit Technician	PT	IAFF	40	5,431.81	5,703.40	5,987.72	6,287.95	6,601.98	6,931.92	
				65,181.70	68,440.78	71,852.64	75,455.45	79,223.77	83,183.05	
Fire and Life Safety Plans Examiner 1	PE 1	IAFF	40	8,579.50	9,010.22	9,465.35	9,938.51	10,426.53	10,948.49	
				102,953.98	108,122.68	113,584.20	119,262.13	125,118.30	131,381.86	
Fire and Life Safety Plans Examiner 2	Investigator PE 2	IAFF	40	9,037.81	9,491.87	9,969.28	10,472.14	10,983.50	11,533.04	
				108,453.69	113,902.47	119,631.33	125,665.73	131,801.97	138,396.53	
Fire Chief	FC	Non-Rep	40	-	-	-	-	-	22,333.33	
				-	-	-	-	-	267,999.96	
Fire Marshal - Limited Term	FM (LT)	Non-Rep		-	-	-	-	-	\$82.40/hr	
				-	-	-	-	-	-	

San Ramon Valley Fire Protection District

Salary Schedule

May 1, 2019

Job Title	Job Code	Union	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Firefighter 1	Academy	FF/A 1	IAFF	40	7,557.35	7,895.95	8,255.98	8,644.93	9,018.89	9,470.00	
					90,688.24	94,751.40	99,071.72	103,739.22	108,226.70	113,639.96	
Firefighter 2	BLS	EMT	FF 2	IAFF	56	8,117.61	8,456.21	8,816.24	9,205.19	9,579.15	10,030.26
						97,411.34	101,474.50	105,794.83	110,462.32	114,949.80	120,363.06
Firefighter 3	BLS	Rescue or Hazmat	FF 3	IAFF	56	8,677.87	9,016.47	9,376.49	9,765.45	10,139.41	10,590.51
						104,134.44	108,197.61	112,517.93	117,185.42	121,672.90	127,086.17
Firefighter 4	BLS	Rescue and Hazmat	FF 4	IAFF	56	8,958.00	9,296.60	9,656.62	10,045.58	10,419.54	10,870.64
						107,495.99	111,559.16	115,879.48	120,546.97	125,034.45	130,447.72
Firefighter 5	ALS	Paramedic	FF/P 5	IAFF	56	8,958.00	9,296.60	9,656.62	10,045.58	10,419.54	10,870.64
						107,495.99	111,559.16	115,879.48	120,546.97	125,034.45	130,447.72
Firefighter 6	ALS	Rescue or Hazmat	FF/P 6	IAFF	56	9,518.26	9,856.86	10,216.88	10,605.84	10,979.80	11,430.90
						114,219.10	118,282.26	122,602.58	127,270.08	131,757.56	137,170.82
Firefighter 7	ALS	Rescue and Hazmat	FF/P 7	IAFF	56	9,798.39	10,136.98	10,497.01	10,885.97	11,259.93	11,711.03
						117,580.65	121,643.81	125,964.14	130,631.63	135,119.11	140,532.37
Firefighter 8	BLS	Investigator	FF 8	IAFF	56	8,564.24	8,921.47	9,301.31	9,711.66	10,106.19	10,582.12
						102,770.89	107,057.65	111,615.71	116,539.91	121,274.34	126,985.50
Fleet Mechanic		Fleet	Non-Rep	40	6,413.14	6,732.47	7,065.59	7,422.06	7,792.31	8,181.66	
					76,957.69	80,789.66	84,787.13	89,064.68	93,507.73	98,179.93	
GIS Analyst		GIA	Non-Rep	40	6,538.44	6,864.95	7,207.94	7,569.47	7,946.45	8,344.03	
					78,461.28	82,379.40	86,495.28	90,833.64	95,357.40	100,128.36	
Human Resources Clerk		HRC	Non-Rep		-	-	-	-	-	\$20.60/hr	
					-	-	-	-	-	-	
Human Resources Director		HRD	Non-Rep	40	12,377.51	13,151.04	13,968.86	14,702.22	15,472.66	16,246.19	
					148,530.12	157,812.48	167,626.32	176,426.64	185,671.92	194,954.28	
Human Resources Generalist		HRG	Non-Rep	40	6,579.70	6,906.46	7,249.13	7,613.02	7,992.82	8,392.78	
					78,956.42	82,877.51	86,989.56	91,356.22	95,913.85	100,713.36	
Information Systems Technician		IST	Non-Rep	40	6,796.13	7,135.61	7,492.08	7,865.51	8,260.17	8,672.86	
					81,553.50	85,627.36	89,904.91	94,386.15	99,122.01	104,074.29	
Media Communications and Public Education Analyst		MC/PEA	Non-Rep	40	5,275.00	5,538.75	5,815.69	6,106.47	6,411.80	6,734.00	
					63,300.00	66,465.00	69,788.28	73,277.64	76,941.60	80,808.00	
Project Assistant (Temporary)		PRA	Non-Rep		\$61.80/hr	-	-	-	-	\$77.25/hr	
					-	-	-	-	-	-	
Public Safety Dispatch Supervisor 0		DSP/S	IAFF	56	8,060.72	8,486.14	8,924.29	9,383.66	9,854.70	10,348.02	
					96,728.62	101,833.67	107,091.49	112,603.93	118,256.40	124,176.22	
Public Safety Dispatch Supervisor	EMD	DSP/S	IAFF	56	8,279.38	8,716.34	9,166.39	9,638.21	10,122.04	10,628.73	
					99,352.56	104,596.13	109,996.66	115,658.55	121,464.44	127,544.79	

San Ramon Valley Fire Protection District
Salary Schedule
May 1, 2019

Job Title	Job Code	Union	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Public Safety Dispatcher 1	DSP 1	IAFF	56	6,964.81	7,330.82	7,714.86	8,111.64	8,531.76	8,958.24
				83,577.70	87,969.83	92,578.38	97,339.70	102,381.09	107,498.88
Public Safety Dispatcher 2	EMD DSP 2	IAFF	56	7,153.75	7,529.69	7,924.15	8,331.69	8,763.20	9,201.25
				85,844.96	90,356.23	95,089.80	99,980.28	105,158.44	110,415.05
Public Safety Systems Specialist	PSSS	Non-Rep	40	7,061.68	7,414.97	7,785.77	8,175.11	8,582.99	9,012.50
				84,740.16	88,979.64	93,429.24	98,101.32	102,995.88	108,150.00
Senior Accounting Technician	SAT	Non-Rep	40	6,579.70	6,906.46	7,249.13	7,613.02	7,992.82	8,392.78
				78,956.42	82,877.51	86,989.56	91,356.22	95,913.85	100,713.36
Senior Office Assistant	SOA	Non-Rep	40	5,432.87	5,707.64	5,990.90	6,291.14	6,605.16	6,936.16
				65,194.43	68,491.70	71,890.83	75,493.64	79,261.96	83,233.97
Technology Systems Manager	TM	Non-Rep	40	11,110.61	11,612.22	12,137.52	12,691.66	13,270.52	13,907.06
				133,327.32	139,346.64	145,650.24	152,299.92	159,246.24	166,884.72
Training Captain 0	CPT/T	IAFF	56	9,874.61	10,303.09	10,788.22	11,268.20	11,760.54	12,348.67
				118,495.32	123,637.08	129,458.64	135,218.40	141,126.48	148,184.04

Items NOT included in Base Monthly Salary (BMS):

Holiday Pay = PBMS* x 6%

FLSA

*Premium Base Monthly Salary (PBMS) = BMS x ARC

Average Retirement Contribution (ARC) = 10.04%



SRVFPD – POLICY AND PROCEDURE

TOPIC:	Fund Balance Reserve Policy			
EFFECTIVE DATE:	9/2014		DOC NO:	ADM-GEN
REVISED DATE:	02/2019			
CROSS REF:				

FUND BALANCE/RESERVE POLICY

INTRODUCTION

Responsible financial practices necessitate adoption of specific procedures for reporting fund balance classifications, minimum reserve requirements and hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines.

PURPOSE

To provide procedures for reporting fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures.

DEFINITIONS

Fund balance – The difference between assets and liabilities.

Dry Period Funding — 50% of the operating revenues (excluding grant and one-time revenues) in the General Fund at fiscal year-end.

Budget Stabilization Fund – 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures; plus a contingency for future payments related to open claims under the District’s self-insured workers’ compensation program.

POLICY

The District will report fund balance in accordance with Governmental Accounting Standards Board Statement No. 54. The following five components will be used:

1. *Non-Spendable Fund Balance* – Fund Balance amounts set aside for items that do not represent available, spendable resources such as prepaid expenses or inventory amounts.
2. *Restricted Fund Balance* - Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the funds to be used only for a specific purpose.
3. *Committed Fund Balance* - Fund Balance amounts that have constraints imposed by formal action of the Board. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or reverse the limitation.
4. *Assigned Fund Balance* - Fund Balance amounts that are constrained by the District’s intent to be used for a specific purpose, but are neither restricted nor committed.
5. *Unassigned Fund Balance* - represents residual amounts that have not been restricted, committed or assigned.

AUTHOR:	Ken Campo, Interim CFO			Page 1 of 3
REVIEWED:	Davina Hatfield, Controller			
APPROVED:	Paige Meyer, Fire Chief			
ORIGIN DATE:	9/2014	REVISED DATE:	02/2019	



SRVFPD – POLICY AND PROCEDURE

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The District will maintain in the General Fund at fiscal year-end a Dry Period Funding balance equivalent to at least 50% of General Fund operating revenues, excluding grant and other one-time revenues, for the current fiscal year. Such amount establishes the minimum Fund Balance for the General Fund.

The District will maintain a Budget Stabilization Fund separate from the General Fund with a minimum Fund Balance equivalent to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures, plus an amount related to open claims under the District’s self-insured workers’ compensation program (with such amount currently set at \$3,000,000).

The District will report the following amounts as Committed Fund Balance at fiscal year- end:

1. *Dry Period Funding* – Fund Balance committed to covering operational costs during the “dry period” between the receipt of property taxes in April and the receipt of property taxes in December, when expenditures typically far outpace revenues. The amount will be equal to 50% of General Fund operating revenues (excluding grant and other one-time revenues, for the current fiscal year) and will be maintained in the General Fund.
2. *Workers’ Compensation Claims* - Fund Balance committed to pay for future costs associated with the District’s self-insured workers' compensation program. The amount will be maintained in the Budget Stabilization Fund with funding based upon the estimated liability for unpaid losses as determined by an independent actuarial review of the District’s Self-Insured Workers’ Compensation Program. The goal of this policy is to establish a minimum funding level equal to the “expected” liability for open workers’ compensation claims as determined in the actuarial review; and because actuarial estimates of claims costs are subject to some uncertainty, it is deemed appropriate to include an amount in addition to the “expected” loss amount be set aside as a margin for contingencies. The District will continue to set funds aside, over time as overall funding permits, until such time as the funding goal is met.
3. *Budget Stabilization* – Fund Balance committed to provide a source of funds to mitigate the effects to the General Fund during a prolonged economic downturn or fund an unanticipated major expenditure and can only be used pursuant to action taken by the Board of the Directors. The amount will be equal to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures for the current fiscal year, and will be maintained in the Budget Stabilization Fund.

The Fire Chief or Chief Financial Officer is designated to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance". The District will report the following amounts as Assigned Fund Balance:

1. *Budgetary Deficit* – Fund balance committed to pay for the subsequent year's budget deficit, if any. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.

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REVIEWED:	Davina Hatfield, Controller		
APPROVED:	Paige Meyer, Fire Chief		
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SRVFPD – POLICY AND PROCEDURE

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2. *Other Assigned Fund Balance* categories as determined by the Fire Chief or Chief Financial Officer.

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.

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APPROVED:	Paige Meyer, Fire Chief				
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SRVFPD – POLICY AND PROCEDURE

TOPIC:	OPEB Funding Policy			
EFFECTIVE DATE:	11/2015		DOC NO:	ADM-GEN
CROSS REF:				

OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY

INTRODUCTION

The purpose of this OPEB Funding Policy (“Policy”) is to establish a methodology for funding current and future costs associated with the District’s contractual obligation to provide retiree medical benefits as set forth in District labor agreements. It is anticipated that current assets, plus future assets from employer contributions, employee contributions, and investment earnings will be sufficient to fund the retiree medical benefits when due. The Policy is intended to reflect a reasonable, conservative approach to funding which, to the greatest extent possible, funds the cost of the benefits as they are earned. This Policy recognizes that there will be investment market place volatility and that actual economic and demographic experience will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic, and financially sound manner. Further, it is the intent that this Policy comply with Governmental Accounting Standard No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* (“GASB 45”).

It is the policy of the Board that the OPEB liability associated with retiree medical benefits, along with the annual contributions required to both fully fund the cost of retiree medical benefits as they are earned on a going forward basis and fully amortize any unfunded liability, be determined through an actuarial valuation, performed biannually, in accordance with GASB 45. This annual funding concept is the same as that utilized to fund CCCERA pension obligations on an ongoing basis.

NORMAL COSTS

The District incurs an annual OPEB retirement obligation for current employees. The on-going service cost for retiree medical benefits earned by current employees during the current year is referred to as the “normal” cost. In order to keep the District’s OPEB obligations current, the normal cost for service will be paid for on an annual basis and included as part of the overall District budget. The payment of these funds will be made to the OPEB retirement trust fund.

UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The actuarial valuation calculates an Unfunded Actuarial Accrued Liability (UAAL) as of the valuation date. The UAAL represents the difference between OPEB assets available in the trust fund and the OPEB liability related to prior employment service for former and existing employees. The UAAL (or funding shortfall) is amortized as a level dollar amount over a closed period (23 years as of July 1, 2015), and is also paid annually along with the normal cost into the OPEB retirement trust fund.

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REVIEWED:	Martin Koran, Controller			
APPROVED:	Paige Meyer, Fire Chief			
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Also, the assumptions used in the actuarial valuations may vary from actual results. Significant assumptions include the discount rate (or assumed annual investment earnings rate; currently 7.25%) and health care costs increases ranging from 8.5% in 2015 to 4.50% in 2024 and beyond. To the extent these assumptions vary from the actual results, the District could incur additional liabilities resulting from these differences.

ANNUAL REQUIRED CONTRIBUTIONS (ARC)

The annual required contributions (ARC) to fund retiree medical benefits, as determined by the actuarial valuation, reflect the normal costs plus amortization of the UAAL, until such time as the UAAL is fully amortized.

Active employees have agreed to contribute toward the cost of medical benefits through a monthly, pre-tax payroll deduction. In exchange, the District has committed to use such amount paid by employees to help fund the District’s obligation to provide retiree medical benefits. It is the District’s policy, through a combination of employee and District contributions, to fully fund the annual ARC into an irrevocable trust fund.

ADDITIONAL CONTRIBUTION

If financial conditions warrant, and until such time as the UAAL is fully amortized, it is the District’s policy to make an additional contribution to the OPEB trust fund to further pay down the UAAL. When the General Fund budget projects an operating surplus (i.e., operating revenues exceed expenditures and transfers), the Districts shall make an additional contribution into the OPEB trust fund equal to 10% of the projected surplus amount, but not to exceed \$200,000 during the budget year.

INVESTMENT/TRUST VEHICLE

In order to maximize the earnings rate of the OPEB deposits, the District will utilize an irrevocable trust fund. Once the funds are invested into the trust, they can only be used to fund ongoing OPEB retirement obligations.

The Board of Directors approved using the California Employers' Retiree Benefits Trust (CERBT), which is managed by CalPERS. From time to time, the Board may evaluate this trust advisor/organization to determine if the service and safety goals are being met for these funds.

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REVIEWED:	Martin Koran, Controller			
APPROVED:	Paige Meyer, Fire Chief			
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