

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting**

Wednesday December 18, 2019 – 3:00 p.m.

*Dominique Yancey ~ Board President
Don Parker, Board Vice-President ~ Ryan Crean, Director
H. Jay Kerr, Director ~ Matthew Stamey, Director*

~MISSION STATEMENT~

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

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a “Request to Speak” form and submit it to the District Clerk.

5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the demand register for the period November 9, 2019, through December 6, 2019 in the amount of \$2,202,881.89.
- 5.2 Approve the Board minutes from the November 20, 2019 Regular Board Meeting.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of November 2019 in the amount of \$4,558,987.19.
- 5.4 Approval of Contract with Concern EAP for Employee Assistance Program.
- 5.5 Authorization of payment to the State of California for the Workers’ Compensation Self-Insurance Assessment for Fiscal Year 2019-2020 in the amount of \$75,986.00

5.6 **Personnel Actions:**
Step Increases:

Approve staff recommendation to award the following step increases, effective January 1, 2020:

1. Public Safety Dispatch Supervisor Stephen Rodwell to Public Safety Dispatch Supervisor, Step 6
2. Public Safety Dispatcher Zachary Schiess to Public Safety Dispatcher 2, Step 4
3. Media Communications and Public Education Analyst Ryan Mahoney to Media Communications and Public Education Analyst, Step 2

6. **SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

- 6.1 Cardiac Save Recognition
- 6.2 Display/Tour/Signing of District Pink Heals and Type 6 Engines

7. **OLD BUSINESS**

- 7.1 Discussion and update of Old Station 32.

8. **NEW BUSINESS**

- 8.1 Nominations for Board President and Vice-President for 2020.
- 8.2 Consideration of Suspending Medical Benefit Cap for Active Employees.
- 8.3 Update on actions taken and results of PG & E PSPS.

9. **CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

10. **MONTHLY ACTIVITY REPORTS:**

- 10.1 Operations Division-Deputy Chief Frank Drayton
Operations Report of monthly activities.
- 10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.
- 10.3 Logistics – Acting Deputy Chief Jonas Aguiar
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Acting Chief Jonas Aguiar
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communication Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Generalist, Stacy Tamori Ward
Human Resources Report of monthly activities.
- 10.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.
- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

12. UPCOMING CALENDAR OF EVENTS

- Tuesday and Wednesday, December 24 and 25, 2019 – District Christmas Holiday
- Wednesday, January 1, 2020 – New Year’s Day
- Tuesday, January 7, 2020 – Board of Supervisors Reorganization Luncheon
- Monday, January 20, 2020 – Martin Luther King Holiday (District Floating Holiday)

13. CLOSED SESSION

- 13.1 Possible exposure to litigation (6 matters) pursuant to Government Code Section 54956.9(d)(2).
Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR
WEDNESDAY JANUARY 22, 2020 AT 1:00 P.M.**

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on December 12, 2019 at the District’s Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

The San Ramon Valley Fire Protection District (“District”), in complying with the Americans with Disabilities Act (“ADA”), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District Clerk at (925) 838-6661.

CONSENT ITEMS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 11/9/2019 Through 12/6/2019

Check Number	Check Date	Payee	Check Amount	Transaction Description
223812	12/5/2019	360 RESCUE LLC	264.66	Rescue Anchors
	12/5/2019	360 RESCUE LLC	812.50	Rescue Site Evaluation-Mt. Diablo
	12/5/2019	360 RESCUE LLC	5,250.00	Rope Rescue Tech Class
223729	11/26/2019	ACCENT	2,518.00	Ambulance Refund
11/26/19-01	11/26/2019	ACE AUTO REPAIR AND TIRE CENTER	245.63	Preventive Maintenance-Unit 322
11/26/19-02	11/26/2019	ACE AUTO REPAIR AND TIRE CENTER	343.25	Brake Inspection and Service-Unit 355
11/14/19-01	11/14/2019	AIRGAS USA LLC	308.31	Oxygen Tank Cylinders 9/3/19
11/14/19-02	11/14/2019	AIRGAS USA LLC	349.04	Oxygen Tank Cylinders 9/9/19
11/14/19-03	11/14/2019	AIRGAS USA LLC	315.71	Oxygen Tank Cylinders 9/16/19
11/14/19-04	11/14/2019	AIRGAS USA LLC	163.89	Oxygen Tank Cylinders 9/19/19
11/14/19-05	11/14/2019	AIRGAS USA LLC	274.98	Oxygen Tank Cylinders 9/23/19
11/14/19-06	11/14/2019	AIRGAS USA LLC	308.31	Oxygen Tank Cylinders 9/26/19
11/14/19-07	11/14/2019	AIRGAS USA LLC	197.22	Oxygen Tank Cylinders 9/30/19
11/14/19-08	11/14/2019	AIRGAS USA LLC	163.89	Oxygen Tank Cylinders 10/23/19
11/14/19-09	11/14/2019	AIRGAS USA LLC	340.42	Oxygen Tank Cylinders 10/28/19
11/14/19-10	11/14/2019	AIRGAS USA LLC	117.06	Oxygen Tank Cylinders 11/1/19
11/14/19-11	11/14/2019	AIRGAS USA LLC	269.26	Oxygen Tank Cylinders 10/31/19
11/26/19-03	11/26/2019	AIRGAS USA LLC	117.06	Oxygen Tank Cylinders 11/7/19
12/05/19-01	12/5/2019	AIRGAS USA LLC	117.06	Oxygen Tank Cylinders 11/13/19
12/05/19-02	12/5/2019	AIRGAS USA LLC	345.34	Oxygen Tank Cylinders 11/14/19
12/05/19-03	12/5/2019	AIRGAS USA LLC	161.16	Oxygen Tank Cylinders 11/18/19
223691	11/14/2019	ALAMEDA COUNTY FIRE DEPARTMENT	5,683.10	Repair Transmission Leak-Unit 807
223730	11/26/2019	ALAMEDA COUNTY FIRE DEPARTMENT	8,782.17	Repairs Parts and Labor-Unit 508
223692	11/14/2019	ALAMEDA COUNTY INDUSTRIES	290.10	Stn 30 Garbage Service-10/19
	11/14/2019	ALAMEDA COUNTY INDUSTRIES	523.79	Stn 34 Garbage Service-10/19
	11/14/2019	ALAMEDA COUNTY INDUSTRIES	703.31	Stn 38 Garbage Service-10/19
	11/14/2019	ALAMEDA COUNTY INDUSTRIES	290.10	Stn 39 Garbage Service-10/19
223813	12/5/2019	ALAMO ACE HARDWARE	72.97	M Bueno-Ace Alamo Hardware Stmt 10/31/19
	12/5/2019	ALAMO ACE HARDWARE	6.45	Training Prop Supplies
223693	11/14/2019	ALBERT GLANCY	560.00	Reimb ACLS, PALS, Paramedic Recertification
223814	12/5/2019	ALEX SIMI	325.00	Reimb Education Asst-Fire Investigation 1A
223815	12/5/2019	AMERICAN MESSAGING	405.38	Paging Service-12/19
223731	11/26/2019	ANNE KOPP PH D	1,200.00	Pre-Employment Psychological Exams (3)
223694	11/14/2019	AP TRITON LLC	4,375.00	EMS Advocate Consulting Services-November 2019
223732	11/26/2019	APCO INTERNATIONAL INC	379.00	Public Safety Telecommunicator Course-D Taylor
223816	12/5/2019	ATT	21.47	Phone Service 10/19/19-11/18/19
223817	12/5/2019	ATT	5,723.77	Phones/Data/Radio Circuit/Long Distance 10/20/19-11/19/19
223818	12/5/2019	ATT	492.32	Phone Service-Comm Ctr 10/20-11/19/19
223819	12/5/2019	ATT	1,302.40	250Mb Internet Circuit-10/11/19-11/10/19
223733	11/26/2019	ATT MOBILITY	4,828.55	Cell Phones/Mobile Data 10/1-10/31/19

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223734	11/26/2019	ATT MOBILITY	49.03	Cell Phone/Mobile Data-Chief Meyer 10/1-10/31/19
223695	11/14/2019	BAY AREA NEWS GROUP EAST BAY	73.80	Ad Regarding Ordinance No. 35
	11/14/2019	BAY AREA NEWS GROUP EAST BAY	75.60	Ad Regarding Ordinance No. 36
11/26/19-04	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 30 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-05	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 31 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-06	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 32 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-07	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 33 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-08	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 34 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-09	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 35 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-10	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 36 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-11	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 38 Bio-Hazard Waste Collection Service 11/18/19
11/26/19-12	11/26/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 39 Bio-Hazard Waste Collection Service 11/18/19
223735	11/26/2019	BLUE CROSS OF CA	1,855.28	Ambulance Refund
11/14/19-12	11/14/2019	BOUNDTREE MEDICAL LLC	151.96	Medical Supplies
11/14/19-13	11/14/2019	BOUNDTREE MEDICAL LLC	147.40	Medical Supplies
11/14/19-14	11/14/2019	BOUNDTREE MEDICAL LLC	4,487.74	Medical Supplies
11/26/19-13	11/26/2019	BOUNDTREE MEDICAL LLC	773.38	Pharmaceutical Supplies
11/26/19-14	11/26/2019	BOUNDTREE MEDICAL LLC	539.40	Medical Supplies
12/05/19-05	12/5/2019	BOUNDTREE MEDICAL LLC	(84.00)	2018 Q2 Naloxone Rebate
	12/5/2019	BOUNDTREE MEDICAL LLC	(180.00)	2018 Q3 Naloxone Rebate
	12/5/2019	BOUNDTREE MEDICAL LLC	(18.00)	2019 Q1 Naloxone Rebate
	12/5/2019	BOUNDTREE MEDICAL LLC	(60.00)	2019 Q2 Naloxone Rebate
	12/5/2019	BOUNDTREE MEDICAL LLC	4,219.88	Medical Supplies
12/05/19-06	12/5/2019	BOUNDTREE MEDICAL LLC	767.21	Pharmaceutical Supplies
223820	12/5/2019	BRIAN MEDLEY	275.00	Reimb ACLS Recertification/EMS CEU Workshop
223821	12/5/2019	BRIAN OLSON	395.00	Reimb Education Asst-Company Officer 2C
11/26/19-15	11/26/2019	BRYAN COLLINS	21,258.81	415 Limit Replacement Benefits less Health Ins 12/1/19
223696	11/14/2019	BUCHANAN AUTO ELECTRIC INC	157.95	New Battery-Unit 885
223736	11/26/2019	BUCHANAN AUTO ELECTRIC INC	1,532.79	New Alternator-Unit 521, Rebuild Suction Pump Motor-Unit 523
223822	12/5/2019	BURKE WILLIAMS AND SORENSEN LLP	6,512.00	Profession Services 10/31/19
223737	11/26/2019	BURNS TRUCK AND TRAILER SERVICES	5,239.09	New Motor Mounts/Hump Hose/Overhead Adj/PS Leak-Unit 508
223697	11/14/2019	CA STATE DEPARTMENT OF JUSTICE	98.00	Pre-employment Fingerprints-October 2019
223738	11/26/2019	CALIFORNIA UST SERVICES	936.78	Service Calls for Fuel Pumps-Stn 34, 31, 38
EFT 12/6/19	12/6/2019	CALPERS	551,229.36	CalPERS Health-Dec 2019
Wire 11/26/19	11/26/2019	CaPERS CERBT (OPEB)	328,270.00	FY 19/20 OPEB Contribution Prefunding-Nov 2019
223823	12/5/2019	CCC DEPT OF INFO TECH	604.80	Telecommunication Services/Radio Services-8/19
Wire 11/14/19	11/14/2019	CCC EMPLOYEES RETIREMENT ASSOCIATION	458,856.94	Employee Retirement Contributions-10/19
223824	12/5/2019	CHICAGO TITLE COMPANY	1,100.00	Title Report for Admin Parcel
11/26/19-16	11/26/2019	CHRISTOPHER C SUTER	28,021.52	415 Limit Replacement Benefits less Health Ins 12/1/19
223698	11/14/2019	CINTAS CORPORATION #054	51.50	Stn 32 Carpet Runner Exchange Service-10/17/19

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	11/14/2019	CINTAS CORPORATION #054	51.50	Stn 32 Carpet Runner Exchange Service-10/31/19
	11/14/2019	CINTAS CORPORATION #054	51.50	Stn 32 Carpet Runner Exchange Service-9/19/19
	11/14/2019	CINTAS CORPORATION #054	51.50	Stn 32 Carpet Runner Exchange Service-9/5/19
223739	11/26/2019	CINTAS CORPORATION 054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/16/19
	11/26/2019	CINTAS CORPORATION 054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/2/19
	11/26/2019	CINTAS CORPORATION 054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/23/19
	11/26/2019	CINTAS CORPORATION 054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/30/19
	11/26/2019	CINTAS CORPORATION 054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/9/19
	11/26/2019	CINTAS CORPORATION 054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-11/13/19
	11/26/2019	CINTAS CORPORATION 054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-11/6/19
	11/26/2019	CINTAS CORPORATION 054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-9/11/19
	11/26/2019	CINTAS CORPORATION 054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-9/18/19
	11/26/2019	CINTAS CORPORATION 054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-9/25/19
	11/26/2019	CINTAS CORPORATION 054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-9/4/19
223740	11/26/2019	CLARIS INTERNATIONAL INC	900.00	FileMaker Support
223699	11/14/2019	CLARK PEST CONTROL	118.00	Training Site Pest Control Service-11/13/19
223741	11/26/2019	CLARK PEST CONTROL	200.00	Stn 31 Pest Control Service-11/25/19
	11/26/2019	CLARK PEST CONTROL	108.00	Stn 32 Pest Control Service-11/12/19
223825	12/5/2019	CLIFFORD SCOTT BUXTON	765.00	CERT Instructor (25.5 hours) 10/1-10/31/19
	12/5/2019	CLIFFORD SCOTT BUXTON	900.00	CERT Instructor (30.0 hours) 11/1-11/16/19
	12/5/2019	CLIFFORD SCOTT BUXTON	134.20	Reimb CERT Class/CERT County Meeting-Food
223700	11/14/2019	COMCAST	234.22	Stn 30 Cable Service 11/13/19-12/12/19
223701	11/14/2019	COMCAST	238.25	Stn 32 High Speed Internet 11/6/19-12/5/19
	11/14/2019	COMCAST	148.25	Stn 35 High Speed Internet 11/8/19-12/7/19
223702	11/14/2019	COMCAST	154.79	Stn 32 Cable Service 11/4/19-12/3/19
223703	11/14/2019	COMCAST	148.25	Stn 39 High Speed Internet 11/9/19-12/8/19
223704	11/14/2019	COMCAST	243.60	Stn 38 Cable Service 11/8/19-12/7/19
223705	11/14/2019	COMCAST	153.59	Admin Broadband Internet Service 10/1/19-10/31/19
223742	11/26/2019	COMCAST	178.36	Stn 33 Cable Service 12/1/19-12/31/19
223743	11/26/2019	COMCAST	190.86	Stn 39 Cable Service 12/1/19-12/31/19
223744	11/26/2019	COMCAST	153.25	Stn 31 High Speed Internet 11/23/19-12/22/19
223745	11/26/2019	COMCAST	191.70	Admin Cable Service 11/17/19-12/16/19
223746	11/26/2019	COMCAST	148.25	Stn 34 High Speed Internet 11/15/19-12/14/19
223826	12/5/2019	COMCAST	210.54	Stn 31 Cable Service 11/26/19-12/25/19
223827	12/5/2019	COMCAST	184.18	Stn 35 Cable Service 11/27/19-12/26/19
223828	12/5/2019	COMCAST	182.59	Training Site High Speed Internet 11/26-12/25/19
223829	12/5/2019	COMCAST	263.25	Stn 36 Cable Service 11/26/19-12/25/19
223830	12/5/2019	COMCAST	148.25	Stn 30 High Speed Internet 11/30-12/29/19
	12/5/2019	COMCAST	198.20	Stn 33 High Speed Internet 12/01-12/30/19
	12/5/2019	COMCAST	148.25	Stn 36 High Speed Internet 12/01-12/30/19

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From 11/9/2019 Through 12/6/2019

Check Number	Check Date	Payee	Check Amount	Transaction Description
223831	12/5/2019	COMCAST	193.09	Stn 34 Cable Service 11/27/19-12/26/19
223832	12/5/2019	COMCAST	224.04	Stn 38 Cable Service 11/27/19-12/26/19
223747	11/26/2019	CONCERN EAP	4,003.28	Employee Assistance Premium-11/19
223748	11/26/2019	CRAIG BOWEN	30,493.02	415 Limit Replacement Benefits less Health Ins 12/1/19
11/26/19-17	11/26/2019	CREATIVE SUPPORTS INC	925.22	Electric Base/Programable Switch/Installation-C. Jackson
223749	11/26/2019	CRISTANDO HOUSE INC	600.00	New Patterns of Civilian Leadership, POST
223750	11/26/2019	CUMMINS PACIFIC LLC	919.05	ECM for Generator-Unit 524
223751	11/26/2019	CUSHING PAINTING AND DRYWALL	400.00	Drywall Repair and Paint-Stn 38
	11/26/2019	CUSHING PAINTING AND DRYWALL	500.00	Paint EMS Office-Admin
12/05/19-07	12/5/2019	DA PAGE LLC	425.00	Paging Software-12/19
223706	11/14/2019	DAVID GARCIA	200.00	Reimb Paramedic Recertification
223833	12/5/2019	DAVINA HATFIELD	100.78	ADP Pro Summit 10/23-10/26/19 Reimb Transporation/Meals
11/14/19-15	11/14/2019	DEFINITIVE NETWORKS INC	4,800.00	ePCR Data Review Service-November 2019
12/05/19-08	12/5/2019	DEFINITIVE NETWORKS INC	40,915.00	Network Engineering and Support
12/05/19-09	12/5/2019	DEFINITIVE NETWORKS INC	16,100.00	Tablet and Modem HaaS
223752	11/26/2019	DEL CONTES LANDSCAPING INC	2,555.00	Landscape Maint-Admin/Stn 38/Stn 30/Stn 31/Stn 35 (Nov)
223753	11/26/2019	DENNIS EVANSON	16,244.42	415 Limit Replacement Benefits 12/1/19
223834	12/5/2019	DEPARTMENT OF HEALTH SERVICES	11,961.06	2015-16 GEMT Audit
223707	11/14/2019	DIABLO PRINTING AND COPYING	90.93	Business Cards-Ron Marley
223754	11/26/2019	DIRECTV	41.99	Cable Service 11/12/19-12/11/19
223755	11/26/2019	EAST BAY REGIONAL COMMUNICATIONS SYS...	93,600.00	EBRCSA Operating Payment (260 Radios) 7/1/19-6/30/20
223756	11/26/2019	EBMUD	1,711.14	Admin Water Service (Meter 1.5) 9/11/19-11/8/19
	11/26/2019	EBMUD	532.32	Admin Water Service (Meter 6.0) 9/11/19-11/8/19
	11/26/2019	EBMUD	817.55	Stn 36 Water Service (Meter 1.0) 9/9/19-11/7/19
	11/26/2019	EBMUD	299.73	Stn 36 Water Service (Meter 1.5) 9/9/19-11/7/19
	11/26/2019	EBMUD	532.32	Stn 36 Water Service (Meter 6.0) 9/9/19-11/7/19
223835	12/5/2019	EBMUD	185.67	Old Stn 32 Water Service (Meter 1.0) 9/19/19-11/19/19
223708	11/14/2019	ED JONES COMPANY INC	65.34	Name Bar-C. Pruett
223757	11/26/2019	ED JONES COMPANY INC	358.31	FF Name Bars (2) and Badges (2)
	11/26/2019	ED JONES COMPANY INC	537.46	FF Name Bars (3) and Badges (3)
11/26/19-18	11/26/2019	EFAX CORPORATE	124.80	eFax Usage-10/19
11/14/19-16	11/14/2019	EIDE BAILLY LLP	24,850.00	2018/19 Financial Statement Audit
223758	11/26/2019	ELITE AUTO GLASS INC	338.97	New Windshield-Unit 706
223836	12/5/2019	ELITE BACKGROUNDS INC	7,200.00	Interviews/Background-FF Reserves (12)
223759	11/26/2019	ENTERPRISE FM TRUST	8,901.01	Monthly Fleet Lease Payment (16) 11/1/19-11/30/19
223709	11/14/2019	ERIK FALKENSTROM	654.52	Reimb Airfare/Meals/Parking-Fundamentals Rope Rescue 9/19
223760	11/26/2019	ESO SOLUTIONS INC	5,865.00	AssetsManagement/Apparatus Checklist for Fire/EMS
223761	11/26/2019	FASTRAK BAY AREA	600.00	Tolls and Fees-CA License Plate #1148072 Unit 395
223762	11/26/2019	FEDERAL EXPRESS	60.17	Delivery Service-Ergometrics
223837	12/5/2019	GALLS LLC	95.52	Uniform Belt

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<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
223838	12/5/2019	GLOBALSTAR USA	108.61	Satellite Phone Service (6)-11/19
223763	11/26/2019	GOLDEN STATE EMERGENCY VEHICLE SERVICE	592.27	Install Med Vault
	11/26/2019	GOLDEN STATE EMERGENCY VEHICLE SERVICE	16,003.30	Parts/Labor-Unit 554
	11/26/2019	GOLDEN STATE EMERGENCY VEHICLE SERVICE	591.37	Repairs-Type 5 Unit
223764	11/26/2019	GOLDEN STATE FLEET SVCS INC	1,350.00	Tow Truck to Ripon-Unit 525
223765	11/26/2019	GOLDEN STATE MEDICARE HEALTH PLAN	335.16	Ambulance Refund
223710	11/14/2019	GREAT AMERICA FINANCIAL SERVICES CORP...	180.08	Training Copier Maintenance Agreement-11/19
223766	11/26/2019	HAVE AIR WILL TRAVEL INC	125.00	Flat Repair/Service Call-Unit 528
	11/26/2019	HAVE AIR WILL TRAVEL INC	95.00	Remove Nail from Tire-Unit 711
	11/26/2019	HAVE AIR WILL TRAVEL INC	767.90	Service Call/Mounts/Dismounts/New Tires (2)-Unit 711
11/26/19-19	11/26/2019	HI TECH EMERGENCY VEHICLE SVC	51.30	Pump Panel ID Tags-Unit 527
223767	11/26/2019	HODGE PRODUCTS INC	998.31	Keyed Padlocks (39)
223768	11/26/2019	HOME DEPOT CREDIT SERVICES	351.92	Bannister-Home Depot Statement 11/5/19
	11/26/2019	HOME DEPOT CREDIT SERVICES	16.22	Electrical Plug for Apparatus Charging
	11/26/2019	HOME DEPOT CREDIT SERVICES	329.37	Forcible Entry Supplies
	11/26/2019	HOME DEPOT CREDIT SERVICES	1,649.01	Helicopter Operations
	11/26/2019	HOME DEPOT CREDIT SERVICES	46.79	Huettis-Home Depot Statement 11/5/19
	11/26/2019	HOME DEPOT CREDIT SERVICES	11.27	Plywood for Rope Class
	11/26/2019	HOME DEPOT CREDIT SERVICES	1,489.33	Selover-Home Depot Statement 11/5/19
	11/26/2019	HOME DEPOT CREDIT SERVICES	200.10	Supplies for Prop Building
	11/26/2019	HOME DEPOT CREDIT SERVICES	107.17	TV Mount-Stn 30 Weight Room
	11/26/2019	HOME DEPOT CREDIT SERVICES	1,532.81	Ventilation Training Supplies
11/14/19-17	11/14/2019	HUNT AND SONS INC	1,052.91	Stn 33 Unleaded/Diesel Fuel-11/5/19
11/14/19-18	11/14/2019	HUNT AND SONS INC	3,117.52	Stn 38 Unleaded/Diesel Fuel-11/4/19
11/14/19-19	11/14/2019	HUNT AND SONS INC	1,836.87	Stn 30 Unleaded/Diesel Fuel-11/5/19
11/14/19-20	11/14/2019	HUNT AND SONS INC	933.34	Stn 31 Unleaded/Diesel Fuel-11/5/19
11/14/19-21	11/14/2019	HUNT AND SONS INC	1,934.57	Stn 38 Unleaded/Diesel Fuel-11/7/19
11/14/19-22	11/14/2019	HUNT AND SONS INC	1,313.22	Stn 38 Unleaded/Diesel Fuel-11/11/19
11/26/19-20	11/26/2019	HUNT AND SONS INC	671.58	Stn 35 Unleaded/Diesel Fuel-11/12/19
11/26/19-21	11/26/2019	HUNT AND SONS INC	833.67	Stn 39 Unleaded/Diesel Fuel-11/12/19
11/26/19-22	11/26/2019	HUNT AND SONS INC	1,369.82	Stn 34 Unleaded/Diesel Fuel-11/14/19
11/26/19-23	11/26/2019	HUNT AND SONS INC	2,153.22	Stn 38 Unleaded/Diesel Fuel-11/14/19
11/26/19-24	11/26/2019	HUNT AND SONS INC	1,093.12	Stn 30 Unleaded/Diesel Fuel-11/15/19
11/26/19-25	11/26/2019	HUNT AND SONS INC	1,902.92	Stn 31 Unleaded/Diesel Fuel-11/15/19
11/26/19-26	11/26/2019	HUNT AND SONS INC	865.67	Stn 38 Unleaded/Diesel Fuel-11/18/19
11/26/19-27	11/26/2019	HUNT AND SONS INC	1,686.81	Stn 38 Unleaded/Diesel Fuel-11/21/19
12/05/19-10	12/5/2019	HUNT AND SONS INC	2,625.76	Stn 38 Unleaded/Diesel Fuel-11/26/19
12/05/19-11	12/5/2019	HUNT AND SONS INC	896.26	Stn 30 Unleaded/Diesel Fuel-11/26/19
12/05/19-12	12/5/2019	HUNT AND SONS INC	1,667.01	Stn 31 Unleaded/Diesel Fuel-11/26/19
12/05/19-13	12/5/2019	HUNT AND SONS INC	669.34	Stn 35 Unleaded/Diesel Fuel-11/26/19

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12/05/19-14	12/5/2019	HUNT AND SONS INC	1,277.75	Stn 34 Unleaded/Diesel Fuel-11/26/19
12/05/19-15	12/5/2019	HUNT AND SONS INC	969.43	Stn 36 Unleaded/Diesel Fuel-11/26/19
12/05/19-16	12/5/2019	HUNT AND SONS INC	1,311.41	Stn 38 Unleaded/Diesel Fuel-11/29/19
11/14/19-23	11/14/2019	INDUSTRIAL ELECTRICAL COMPANY	720.00	Diagnose/Repair Generator on Unit 525
12/05/19-17	12/5/2019	INDUSTRIAL SCIENTIFIC CORP	1,223.64	Monthly iNet Gas Monitoring Subscription-Nov 2019
223769	11/26/2019	INNOVATIVE CLAIM SOLUTIONS	9,488.75	Workers' Comp Claim Admin Fees 12/1/19-12/31/19
223770	11/26/2019	INTERNATIONAL ACADEMIES OF EMERGENCY..	50.00	EMD Recertification-Lisa Blackburn
11/26/19-28	11/26/2019	INTERWEST CONSULTING GROUP INC	407.50	Fire Protection Plan Review Services-10/19
11/26/19-29	11/26/2019	iPRINT TECHNOLOGIES	348.92	Toner-Dispatch/Stn 33
11/26/19-30	11/26/2019	iPRINT TECHNOLOGIES	130.33	Toner-Dispatch
12/05/19-18	12/5/2019	iPRINT TECHNOLOGIES	174.46	Toner-Station/Spare
12/05/19-19	12/5/2019	iPRINT TECHNOLOGIES	180.07	Toner-Dispatch
223771	11/26/2019	IRON MOUNTAIN	476.09	Off-Site Backup Media Storage Fee-10/19
223839	12/5/2019	ISINGS CULLIGAN	88.15	Admin Drinking Water Service-11/19
	12/5/2019	ISINGS CULLIGAN	88.87	Stn 30 Drinking Water Service-11/19
	12/5/2019	ISINGS CULLIGAN	87.86	Stn 31 Drinking Water Service-11/19
223711	11/14/2019	JAMES MARTIN	380.00	Reimb ACLS and Paramedic Recertification
223772	11/26/2019	JEAN GAUTHIER	75.00	Repair Refrigerator-Front Kitchen Admin
12/05/19-20	12/5/2019	JEFF KATZ ARCHITECTURAL CORPORATION	29,400.00	Schematic Design/Site Investigation/TOPO Survey
223712	11/14/2019	JOHN ROBERTSON	285.00	CERT Instructor (9.5 hours) 11/3/19
	11/14/2019	JOHN ROBERTSON	32.31	Reimb Pizza for CERT Drill 11/3/19
223773	11/26/2019	KAISER	343.16	Ambulance Refund
223774	11/26/2019	KAISER	2,766.00	Ambulance Refund
223775	11/26/2019	KAISER	450.22	Ambulance Refund
223776	11/26/2019	KAISER	2,625.40	Ambulance Refund
223777	11/26/2019	KAISER	2,904.41	Ambulance Refund
223778	11/26/2019	KAISER	2,530.00	Ambulance Refund
223840	12/5/2019	KEN SCHWARTZ	19.85	Reimb Station to Statioin Mileage (Aug-Sept 2019)
	12/5/2019	KEN SCHWARTZ	22.72	Reimb Station to Statioin Mileage (Nov 2019)
12/05/19-21	12/5/2019	KENNETH R CAMPO CPA	10,947.50	Finance Consulting Services (75.5 Hrs) Nov. 2019
223841	12/5/2019	KEVIN RAWITZER	200.00	Reimb Paramedic Recertification
11/26/19-31	11/26/2019	KJ HART ELECTRIC AND SON INC	1,099.70	Replaced Bath Fan and Light-Stn 30
11/26/19-32	11/26/2019	KJ HART ELECTRIC AND SON INC	1,674.95	Retrofit Lights in Parking Lot to LED-Stn 38
11/26/19-33	11/26/2019	KJ HART ELECTRIC AND SON INC	959.38	Installed Cord Drop for Testing AC Unit on Ambulance-Stn 30
11/26/19-34	11/26/2019	KJ HART ELECTRIC AND SON INC	1,330.00	Emergency Power Cord for Generator in Breathable Truck
223779	11/26/2019	KNOX COMPANY	2,836.15	5-Year Cloud License
11/14/19-24	11/14/2019	L N CURTIS AND SONS	757.48	New Straps for Apartment Packs
11/14/19-25	11/14/2019	L N CURTIS AND SONS	281.45	Station Boots-F. Drayton
11/14/19-26	11/14/2019	L N CURTIS AND SONS	4,221.75	Wildland Hose/Helmet Lights/Headsup Lights/Nozzles
11/14/19-27	11/14/2019	L N CURTIS AND SONS	43.30	Helmet Straps

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11/26/19-36	11/26/2019	L N CURTIS AND SONS	5,403.84	Class A Foam-5 Gallon Pail
	11/26/2019	L N CURTIS AND SONS	(221.91)	Returned Boots
	11/26/2019	L N CURTIS AND SONS	(909.30)	Returned Hooligan Tools (3)
	11/26/2019	L N CURTIS AND SONS	(85.52)	Returned Uniform Shirts
	11/26/2019	L N CURTIS AND SONS	(197.02)	Returned Wildland Boots
	11/26/2019	L N CURTIS AND SONS	(438.41)	Returned-Boots
	11/26/2019	L N CURTIS AND SONS	(354.50)	Returned-Scotchlite Tetras
11/26/19-37	11/26/2019	L N CURTIS AND SONS	909.30	Hooligan Tools (3)
11/26/19-38	11/26/2019	L N CURTIS AND SONS	2,727.90	1.5 x 75 Ft and 1.5 x 25 FT Single Jacket Hose
11/26/19-39	11/26/2019	L N CURTIS AND SONS	58.46	Headsup Light
11/26/19-40	11/26/2019	L N CURTIS AND SONS	167.79	Station Boots-S Avery
12/05/19-25	12/5/2019	L N CURTIS AND SONS	(67.68)	Returned Uniform Shirts/Pants
	12/5/2019	L N CURTIS AND SONS	941.78	Uniform Shirts/Pants
12/05/19-26	12/5/2019	L N CURTIS AND SONS	259.37	Uniform Pants
12/05/19-27	12/5/2019	L N CURTIS AND SONS	1,907.36	Misc. Hoses
12/05/19-28	12/5/2019	L N CURTIS AND SONS	214.34	50 Booster Hose
12/05/19-29	12/5/2019	L N CURTIS AND SONS	464.39	Structure Boots
223842	12/5/2019	LIEBERT CASSIDY WHITMORE	18,600.00	Anti-Harassment Training
	12/5/2019	LIEBERT CASSIDY WHITMORE	7,364.00	Professional Services-10/31/19
223843	12/5/2019	LUCAS A HIRST	220.00	Reimb ACLS Recertification
223780	11/26/2019	M AND L OVERHEAD DOORS	1,480.50	Repair Apparatus Bay Doors-Stn 38
223713	11/14/2019	MARK A CLEMENTI PhD	825.00	Medical Evaluation Service
223714	11/14/2019	MARK A MIRCHANDANI	175.00	Reimb ACLS Recertification
11/26/19-41	11/26/2019	MAXIM SERVICES	2,233.00	Admin Cleaning Service-11/19
11/26/19-42	11/26/2019	MAXIM SERVICES	260.46	Household Supplies-September
11/26/19-43	11/26/2019	MAXIM SERVICES	74.45	Household Supplies-October
223844	12/5/2019	MERLIN GRAPHICS	4,255.52	District T-Shirts (360)/Shorts (72)
11/26/19-44	11/26/2019	MICHAEL A SYLVIA	26,312.70	415 Limit Replacement Benefits less Health Ins 12/1/19
223781	11/26/2019	MICKEY BENKO	35.16	Key-Chief Drayton
	11/26/2019	MICKEY BENKO	60.00	Re-Key and Check Cylinder-EMS Door
	11/26/2019	MICKEY BENKO	271.86	Replace Electric Strike on Front Door-Stn 31
223782	11/26/2019	MRS TREFFILETTI	120.00	Ambulance Refund
223783	11/26/2019	NATHAN SILL	75.50	Reimb Uniform Shoes
223715	11/14/2019	NFPA	175.00	Membership for 2020 (P. Meyer)
223784	11/26/2019	OFFICE DEPOT	728.86	Office Supplies
	11/26/2019	OFFICE DEPOT	685.84	Shredder-EMS (L Begin)
223845	12/5/2019	OFFICE DEPOT	273.49	Office Supplies
	12/5/2019	OFFICE DEPOT	(60.56)	Returned Office Supplies
223785	11/26/2019	OPTI FIT INTERNATIONAL	21,115.08	Fitness Equipment-Admin
12/05/19-30	12/5/2019	ORKIN	173.42	Stn 36 Pest Control Service-11/30/19

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11/14/19-28	11/14/2019	OSBORN SPRAY SERVICE INC	67.00	Stn 32 Pest Control Service-10/23/19
11/14/19-29	11/14/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 30 Pest Control Service-10/23/19
11/14/19-30	11/14/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 36 Pest Control Service-10/25/19
11/14/19-31	11/14/2019	OSBORN SPRAY SERVICE INC	75.00	Admin Pest Control Service-10/25/19
11/14/19-32	11/14/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 33 Pest Control Service-10/25/19
11/14/19-33	11/14/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 35 Pest Control Service-10/25/19
11/14/19-34	11/14/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 39 Pest Control Service-10/25/19
12/05/19-31	12/5/2019	P AND A ADMINISTRATIVE SERVICES INC	24.00	COBRA Administration
11/26/19-45	11/26/2019	PACIFIC STATES PETROLEUM INC	1,076.26	Small Engine Fuel/DEF Fluid
223716	11/14/2019	PAUL TURNER	405.00	CERT Instructor (13.5 hours) 11/1/19-11/3/19
223717	11/14/2019	PGE	50.78	Stn 34 Signal Light-11/19
223718	11/14/2019	PGE	18,761.08	Gas/Electric Service-10/19
223786	11/26/2019	PGE	1,382.18	Stn 36 Gas/Electric Service-11/19
223787	11/26/2019	PGE	938.43	Stn 32 Gas/Electric Service-11/19
11/26/19-46	11/26/2019	PUBLIC AGENCY RETIREMENT SERVICES	300.00	PARS ARS Fees-9/19
223788	11/26/2019	R AND S ERECTION OF CONCORD, INC	700.60	Repair Cable to Secure Door #2-Stn 34
223789	11/26/2019	RAJU ANISHA	2,014.22	Ambulance Refund
11/14/19-35	11/14/2019	REPUBLIC SERVICES 210	652.12	Stn 36 Garbage Service-11/19
11/14/19-36	11/14/2019	REPUBLIC SERVICES 210	326.04	Stn 33 Garbage Service-11/19
11/14/19-37	11/14/2019	REPUBLIC SERVICES 210	652.12	Stn 31 Garbage Service-11/19
11/14/19-38	11/14/2019	REPUBLIC SERVICES 210	313.36	Stn 35 Garbage Service-11/19
11/26/19-47	11/26/2019	REPUBLIC SERVICES 210	626.69	Training Site Garbage Service-11/19
11/26/19-48	11/26/2019	REPUBLIC SERVICES 210	313.36	Stn 32 Garbage Service-11/19
223790	11/26/2019	RICHARD PROBERT	26,772.90	415 Limit Replacement Benefits less Health Ins 12/1/19
12/05/19-32	12/5/2019	SAFETY GLASSES USA INC	249.60	Safety Glasses (120)-Stn 33
223719	11/14/2019	SAFETY-KLEEN SYSTEMS INC	216.50	Service Solvent Tank
223791	11/26/2019	SAN MATEO REGIONAL NETWORK INC	400.00	FireDispatch.com CAD Interface/Radio Audio Streaming
223846	12/5/2019	SAN RAMON CHAMBER OF COMMERCE	375.00	Business & Community Awards Dinner (5)
11/14/19-39	11/14/2019	SCOTTS PPE RECON INC	239.20	Disinfectant for PPE Extractors
223720	11/14/2019	SEAN CARRILLO	200.00	Reimb Paramedic Recertification
223721	11/14/2019	SEAN MEDINA	90.00	CERT Instructor (3.0 hours) 11/2/19
	11/14/2019	SEAN MEDINA	87.42	Reimb Batteries/Zip Lock Bage-CERT Drill 11/2/19
223722	11/14/2019	SHAMROCK OFFICE SOLUTIONS INC	11.37	Print Cartridge Shipping Fee-Admin Copier
223792	11/26/2019	SHAMROCK OFFICE SOLUTIONS INC	423.78	Admin Copier Overage Charge 11/1/19-11/30/19
	11/26/2019	SHAMROCK OFFICE SOLUTIONS INC	22.74	Print Cartridge Shipping Fee-Admin Copier
223793	11/26/2019	SHRED IT USA LLC	671.11	Admin/Stn 31 Documents Shredding Service, 15 Extra Boxes
223794	11/26/2019	SMILE BUSINESS PRODUCTS INC	135.47	Training Copier Service/Maintenance 11/19
223723	11/14/2019	SPARTAN MOTORS USA INC	330.95	Door Latches (4)-Unit 521 and Stock
223724	11/14/2019	STACY TAMORI-WARD	355.00	Reimb Uniform Pants/Shoes
223847	12/5/2019	STACY TAMORI-WARD	122.96	Reimb Mileage-CALPELRA Conference

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11/26/19-49	11/26/2019	STAT MED URGENT CARE	215.00	Pre-Employment Physical/Drug Testing
223795	11/26/2019	STERLING COMPUTERS CORPORATION	5,322.44	Fire Station UPS (7) for Network Upgrade
223848	12/5/2019	STERLING COMPUTERS CORPORATION	760.34	UPS-Stn 37
223725	11/14/2019	STONERIDGE CHRYSLER JEEP DODGE	169.16	Oil/Filter Change-Unit 711
223796	11/26/2019	SUN LIFE FINANCIAL	54,073.28	Dental Insurance-12/19
223797	11/26/2019	TAYLOR WESTEREN	64.00	Roof Shingles for Vent Prop Repair
223798	11/26/2019	THE HARTFORD	2,932.88	Life/AD&D Insurance-11/19
223799	11/26/2019	THE HOME DEPOT PRO	1,770.55	Household Supplies-Stn 33
223849	12/5/2019	THE HOME DEPOT PRO	355.59	Household Supplies-Stn 32
223800	11/26/2019	THOMAS G McKENZIE	180.00	Reimb PALS Recertification
11/14/19-40	11/14/2019	TIFCO INDUSTRIES INC	454.45	Nuts, Bolts and Crimp Tool-Shop
223801	11/26/2019	TRI VALLEY AUTO INTERIORS	838.88	Change Hose Bed Covers for Pink Lady Truck
	11/26/2019	TRI VALLEY AUTO INTERIORS	638.88	Hose Bed Covers (2)-Units 555/554
223802	11/26/2019	UNITED HEALTHCARE	1,642.00	Ambulance Refund
223803	11/26/2019	UNITED HEALTHCARE	298.22	Ambulance Refund
223850	12/5/2019	UNITED PARCEL SERVICE	40.35	Delivery Charges-11/23/19
AP 10/19	11/22/2019	US BANK	39.99	Adobe Creative Cloud Software
B Spani 10/19	11/22/2019	US BANK	55.69	B. Spani-CalCard Statement 10/22/19
BSS 10/19-1	11/22/2019	US BANK	176.49	Light Bulbs-Stn 30
BSS 10/19-2	11/22/2019	US BANK	415.00	Medeco Key Tags for New Engines
BW 10/19-1	11/22/2019	US BANK	68.00	Fentanyl Response Kits-HazMat
BW 10/19-2	11/22/2019	US BANK	178.75	20/20 Kits-HazMat
CH 10/19	11/22/2019	US BANK	40.30	BBQ Repair
CJ 10/19-1	11/22/2019	US BANK	160.01	Airfare-Cal Chiefs Conference (F. Drayton)
CJ 10/19-2	11/22/2019	US BANK	25.94	Office Supplies
CJ 10/19-3	11/22/2019	US BANK	86.59	Coffee Maker for Small Conference Room-Admin
CP 10/19-1	11/22/2019	US BANK	19.70	Light Bulbs-Stn 31
CP 10/19-2	11/22/2019	US BANK	46.00	Coffee for Officers Meeting
D McNamara...	11/22/2019	US BANK	1,327.41	D. McNamara-CalCard Statement 10/22/19
DB 10/19	11/22/2019	US BANK	70.00	Industrial Extensioin Cord Reel
DB 10/19-1	11/22/2019	US BANK	745.00	Citizen Corp Logo Design
DB 10/19-2	11/22/2019	US BANK	108.20	Moulage for CERT Victims
DB 10/19-3	11/22/2019	US BANK	62.72	CERT Supplies
DB 10/19-4	11/22/2019	US BANK	45.00	Constant Contact-CERT Database
DH 10/19-1	11/22/2019	US BANK	104.79	CrewSense Training-Lunch (8)
DH 10/19-2	11/22/2019	US BANK	120.98	ADP Pro Summit-Airfare (D Hatfield)
DPangelina1...	11/22/2019	US BANK	1,939.34	D. Pangelinan-CalCard Statement 10/22/19
DVM 10/19-1	11/22/2019	US BANK	165.00	Registration-Adv Legal Aspects of Code Inspect (Marhenke)
DY 10/19	11/22/2019	US BANK	0.99	iCloud Storage Plan
E Stiner 10/19	11/22/2019	US BANK	265.18	E Stiner-CalCard Statement 10/22/19

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FD 10/19-1	11/22/2019	US BANK	2,223.00	EGNYTE Subscription-12 Months
FD 10/19-2	11/22/2019	US BANK	19.16	Dinner-Cal Chiefs Conference 9/23-9/26/19
FD 10/19-3	11/22/2019	US BANK	66.00	Parking-Cal Chiefs Conference 9/23-9/26/19
FD 10/19-4	11/22/2019	US BANK	24.55	Meal-Cal Chiefs Conference 9/23-9/26/19
FD 10/19-5	11/22/2019	US BANK	9.80	Meal-Cal Chiefs Conference 9/23-9/26/19
FD 10/19-6	11/22/2019	US BANK	577.98	Lodging-Cal Chiefs Conference 9/23-9/26/19
FD 10/19-7	11/22/2019	US BANK	93.76	Lunch Meeting-Chief Meyer/Ted Coggiola
FD 10/19-8	11/22/2019	US BANK	60.00	Fuel
J Leonard 10/...	11/22/2019	US BANK	1,197.73	J Leonard-CalCard Statement 10/22/19
JA 10/19-1	11/22/2019	US BANK	31.80	Meal-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-10	11/22/2019	US BANK	299.47	Dinner Mtg With Chiefs-Cal Chiefs Conf 9/23-9/26/19
JA 10/19-11	11/22/2019	US BANK	16.80	Meal-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-12	11/22/2019	US BANK	54.00	Parking-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-13	11/22/2019	US BANK	30.89	Meal-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-14	11/22/2019	US BANK	190.16	Books
JA 10/19-15	11/22/2019	US BANK	160.25	Accountability Tags
JA 10/19-16	11/22/2019	US BANK	383.52	Water
JA 10/19-17	11/22/2019	US BANK	64.00	Accountability Tags
JA 10/19-18	11/22/2019	US BANK	698.72	Hydration Supplements
JA 10/19-2	11/22/2019	US BANK	140.73	Academy Fitness Equipment
JA 10/19-3	11/22/2019	US BANK	313.64	Lodging-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-4	11/22/2019	US BANK	14.65	Meal-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-5	11/22/2019	US BANK	12.00	Taxi-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-6	11/22/2019	US BANK	450.00	Registration-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-7	11/22/2019	US BANK	3.06	Coffee-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-8	11/22/2019	US BANK	6.45	Meal-Cal Chiefs Conference 9/23-9/26/19
JA 10/19-9	11/22/2019	US BANK	18.32	Meal-Cal Chiefs Conference 9/23-9/26/19
JB 10/19	11/22/2019	US BANK	310.86	Uniform Pants
JC 10/19-1	11/22/2019	US BANK	47.73	Fire Prevention Week Posters
JC 10/19-2	11/22/2019	US BANK	107.34	Fire Prevention Video
JC 10/19-3	11/22/2019	US BANK	55.00	NorCal FPA Annual Membership (J Castro)
JD 10/19-1	11/22/2019	US BANK	400.00	Registration-Plans Examiner 1C (J. Duggan)
JD 10/19-2	11/22/2019	US BANK	100.00	Fuel-Unit 355
JD 10/19-3	11/22/2019	US BANK	100.00	Fuel-Unit 355
JD 10/19-4	11/22/2019	US BANK	43.28	Medical Jumpbag for 3102
JS 10/19-1	11/22/2019	US BANK	120.15	Coffee for Meeting
JS 10/19-10	11/22/2019	US BANK	103.80	Dollies for Vehicles
JS 10/19-11	11/22/2019	US BANK	3,145.00	Replaced Ice Maker-Stn 38
JS 10/19-12	11/22/2019	US BANK	391.56	Vehicle Repairs-FLSD Truck/Shell Keys
JS 10/19-13	11/22/2019	US BANK	68.28	Diesel Fuel

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 11/9/2019 Through 12/6/2019

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
JS 10/19-14	11/22/2019	US BANK	11.54	Miscellaneous Supplies
JS 10/19-15	11/22/2019	US BANK	266.64	Fuel Cans and Hand Pump Backup for Outage
JS 10/19-16	11/22/2019	US BANK	143.95	APC Backup for Outage
JS 10/19-17	11/22/2019	US BANK	7.03	Office Supplies
JS 10/19-18	11/22/2019	US BANK	70.00	Vehicle Maintenance
JS 10/19-19	11/22/2019	US BANK	100.00	Vehicle Maintenance
JS 10/19-2	11/22/2019	US BANK	41.01	Light Bulbs-Admin
JS 10/19-20	11/22/2019	US BANK	22.06	Training Supplies
JS 10/19-21	11/22/2019	US BANK	48.70	Key Rings
JS 10/19-22	11/22/2019	US BANK	10.77	Water
JS 10/19-23	11/22/2019	US BANK	32.15	Light Bulbs
JS 10/19-24	11/22/2019	US BANK	112.82	Supples for Trunk or Treat Event
JS 10/19-3	11/22/2019	US BANK	28.08	Cleaning Supplies
JS 10/19-4	11/22/2019	US BANK	35.90	Magnets for Fuel Pumps
JS 10/19-5	11/22/2019	US BANK	232.35	Tool for Asphalt Repair-Training Site
JS 10/19-6	11/22/2019	US BANK	59.46	Vehicle Maintenance
JS 10/19-7	11/22/2019	US BANK	127.96	Vehicle Maintenance
JS 10/19-8	11/22/2019	US BANK	20.00	Vehicle Maintenance
JS 10/19-9	11/22/2019	US BANK	16.92	Uber-Ride Back From Moving Apparatus
JV 10/19	11/22/2019	US BANK	91.72	Breakfast-Officers Meeting
KS 10/19-1	11/22/2019	US BANK	616.70	Household Supplies-Stn 33
KS 10/19-2	11/22/2019	US BANK	1,430.15	Water/Gatorade-Stn 33
MJR 10/19-1	11/22/2019	US BANK	45.05	Household Supplies-Stn 31
MJR 10/19-2	11/22/2019	US BANK	20.54	Household Supplies-Stn 31
MJS 10/19-1	11/22/2019	US BANK	71.13	Parking-CSDA Annual Conference (M. Stamey)
MJS 10/19-2	11/22/2019	US BANK	656.97	Lodging-CSDA Annual Conference (M. Stamey)
NKW 10/19-1	11/22/2019	US BANK	53.69	Recruitment Food-FFPM Interviews
NKW 10/19-10	11/22/2019	US BANK	38.87	Recruitment Food-Dispatcher Interviews
NKW 10/19-11	11/22/2019	US BANK	122.04	Office Supplies
NKW 10/19-12	11/22/2019	US BANK	275.53	Recruiting Supplies
NKW 10/19-13	11/22/2019	US BANK	563.14	Recruiting Supplies
NKW 10/19-14	11/22/2019	US BANK	1,190.75	SHRM Learning System (S Tamori)
NKW 10/19-15	11/22/2019	US BANK	1,028.38	SHRM Learning System (N Korthamar)
NKW 10/19-16	11/22/2019	US BANK	400.00	SHRM Certification Fee-S Tamori Ward
NKW 10/19-17	11/22/2019	US BANK	400.00	SHRM Certificatioin Fee-N Korthamar Wong
NKW 10/19-18	11/22/2019	US BANK	23.22	Recruitment Snacks
NKW 10/19-19	11/22/2019	US BANK	41.42	Office Supplies
NKW 10/19-2	11/22/2019	US BANK	48.55	Recruitment Food-FFPM Interviews
NKW 10/19-4	11/22/2019	US BANK	595.00	Registration for LCW Conf 1/22-1/24/2020 (S Tamori-Ward)
NKW 10/19-5	11/22/2019	US BANK	100.00	ID Card Service

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
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NKW 10/19-6	11/22/2019	US BANK	128.82	Annual Prime Membership 10/2019-10/2020
NKW 10/19-7	11/22/2019	US BANK	16.00	Parking-Workers Comp Training
NKW 10/19-8	11/22/2019	US BANK	50.51	Recruitment Snacks
NKW 10/19-9	11/22/2019	US BANK	20.55	Recruitment Snacks
PM 10/19-1	11/22/2019	US BANK	2.98	Coffee-Cal Chiefs Conference 9/23-9/26/19
PM 10/19-2	11/22/2019	US BANK	14.00	Taxi-Cal Chiefs Conference 9/23-9/26/19
PM 10/19-3	11/22/2019	US BANK	458.12	Lodging-Cal Chiefs Conference 9/23-9/26/19
PM 10/19-4	11/22/2019	US BANK	27.62	Lunch Meeting
PM 10/19-5	11/22/2019	US BANK	34.77	Lunch Meeting
RN 10/19-1	11/22/2019	US BANK	100.00	Fuel-Unit 553
RN 10/19-2	11/22/2019	US BANK	100.00	Fuel for Generator-Stn 27
RN 10/19-3	11/22/2019	US BANK	100.00	Fuel for Generator-Stn 38
RN 10/19-4	11/22/2019	US BANK	249.85	Fuel for Generator-Stn 38
RN 10/19-5	11/22/2019	US BANK	385.80	Refill Truck 806
RN 10/19-6	11/22/2019	US BANK	31.61	Cover for Electric Jack-Unit 885
RTC 10/19-1	11/22/2019	US BANK	499.00	Registration FireHouse Expo Conf 10/9-10/12/19 (R Crean)
RTC 10/19-2	11/22/2019	US BANK	616.60	Airfare-FireHouse Expo Conf 10/9-10/12/19
RTC 10/19-3	11/22/2019	US BANK	144.00	Parking-FireHouse Expo Conf 10/9-10/12/19
RTC 10/19-4	11/22/2019	US BANK	37.50	Ground Transportation-FireHouse Expo Conf 10/9-10/12/19
RTC 10/19-5	11/22/2019	US BANK	982.53	Lodging-FireHouse Expo Conf 10/9-10/12/19
SAO 10/19	11/22/2019	US BANK	36.76	Lunch for Crew at Fall Fest Demo
SB 10/19-1	11/22/2019	US BANK	234.98	Airfare-Cal Chiefs Conference 9/23-9/26/19 (P Meyer)
SB 10/19-2	11/22/2019	US BANK	10.59	Refreshments
SB 10/19-3	11/22/2019	US BANK	69.43	Supplies for Auction Item
SB 10/19-6	11/22/2019	US BANK	298.50	Books for Academy
SB 10/19-7	11/22/2019	US BANK	11.59	Refreshments
SC 10/19-1	11/22/2019	US BANK	12.98	iPhone Case-L. Begin
SC 10/19-10	11/22/2019	US BANK	500.03	Power Cords (30), Computer UPS (2)-PSPS Event
SC 10/19-11	11/22/2019	US BANK	75.69	Soundbars (3)-P Meyer/Spares
SC 10/19-12	11/22/2019	US BANK	7.52	iPhone Screen Protectors (3)-R Marley
SC 10/19-13	11/22/2019	US BANK	47.62	Wireless Keyboard/Mouse-Dispatch
SC 10/19-14	11/22/2019	US BANK	128.82	Supplies for Trunk or Treat Event
SC 10/19-15	11/22/2019	US BANK	12.72	iPhone Case-R Marley
SC 10/19-2	11/22/2019	US BANK	322.27	Headset (2), Foot Pedal (2)-Comm Support
SC 10/19-3	11/22/2019	US BANK	64.94	Wireless Keyboard/Mouse-L. Begin
SC 10/19-4	11/22/2019	US BANK	300.00	ArcGIS Online Credits
SC 10/19-5	11/22/2019	US BANK	0.99	Storage Plan-S. Call
SC 10/19-6	11/22/2019	US BANK	142.00	NENA Membership-S. Call
SC 10/19-7	11/22/2019	US BANK	311.66	iPad, iPhone, Satellite Phone Chargers for PSPS Event
SC 10/19-8	11/22/2019	US BANK	157.00	IP Phone (P Meyer/Spares)

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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SC 10/19-9	11/22/2019	US BANK	1,424.35	GIS Plotter Ink Cartridges (9)
TWW 10/19-2	11/22/2019	US BANK	15.00	Parking-Continuing Challenge 9/24-9/26
TWW 10/19-3	11/22/2019	US BANK	54.13	Book-HazMat
TWW 10/19-4	11/22/2019	US BANK	119.06	Supplies for Workout Room-Admin
223804	11/26/2019	US BANK EQUIPMENT FINANCE	1,216.98	Admin Ricoh Copiers Lease (2) 11/1/19-12/1/19
223726	11/14/2019	VALERIE FONG	600.00	CERT Instructor (20.0 hours) 2/24/19-11/3/19
223805	11/26/2019	VALLEJO FIRE EXTINGUISHER INC	426.81	Hydrostatic Test/Air Cylinder O-Ring Pickup/Delivery-Stn 31
223727	11/14/2019	VERIZON WIRELESS	4,720.09	Cell Phone Charges/iPhone Book Apps 9/4/19-11/3/19
223851	12/5/2019	VETERANS OF FOREIGN WARS	270.00	Firefighter/Dispatcher of the Year Awards Dinner
223728	11/14/2019	VICKIE CALLAHAN	288.56	Uniform Jackets (2), Job Shirt (1)
223806	11/26/2019	VICKIE CALLAHAN	873.37	District T-Shirts for Stock
223807	11/26/2019	VISION SERVICE PLAN	9,827.73	Vision Insurance-12/19
223808	11/26/2019	WASTE MANAGEMENT OF ALAMEDA COUNTY	190.22	Stn 38 Garbage Recycling Service-11/19
	11/26/2019	WASTE MANAGEMENT OF ALAMEDA COUNTY	93.24	Stn 39 Garbage Recycling Service-11/19
11/14/19-41	11/14/2019	WATTCO EQUIPMENT INC.	284.16	Push/Pull Switch for Tip Controls-Unit 524
11/14/19-42	11/14/2019	WATTCO EQUIPMENT INC.	622.92	Repair Electronics and Camera-Rear of Unit 354
11/14/19-43	11/14/2019	WATTCO EQUIPMENT INC.	129.85	Install Battery Charger/MIC Holder-Unit 552
11/26/19-50	11/26/2019	WATTCO EQUIPMENT INC.	308.51	Push Pull Switch for Pump Engagement-Unit 600
223809	11/26/2019	WAYNE PERRY INC	1,118.00	Refund Inspection Fees
11/14/19-44	11/14/2019	WESTERN MACHINERY ELECTRIC INC	276.16	New Activation Panel, 1 Year Monitoring-Stn 32
223810	11/26/2019	WESTPHAL PLUMBING AND ROOTER INC	280.34	Repair Men's Restroom-Stn 31
11/14/19-45	11/14/2019	WILLIAM D ROSS ESQ	6,232.74	Legal Services-General 10/19
11/14/19-46	11/14/2019	WILLIAM D ROSS ESQ	900.00	Legal Services-Personnel Matters 10/19
11/14/19-47	11/14/2019	WILLIAM D ROSS ESQ	2,522.50	Legal Services-General Litigation 10/19
11/14/19-48	11/14/2019	WITTMAN ENTERPRISES LLC	19,570.39	Ambulance Collection Fees-10/19
223811	11/26/2019	WRIGHT L ESTRANGE AND ERGASTOLO	137.50	Legal Services
Report Total			2,202,881.89	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
November 20, 2019 Minutes**

Board of Directors Regular Board Meeting

MISSION STATEMENT

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

Location: 1500 Bollinger Canyon Road
Administrative Building-Boardroom
San Ramon, CA 94583

Board Members Present: Board President Yancey, Directors Crean, Kerr, Parker and Stamey.

Staff Present: Fire Chief Meyer, Director of Human Resources Korthamar Wong, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Battalion Chief Duggan, Battalion Chief Aguiar, Controller Hatfield, District Counsel Ross, Financial Consultant Campo and District Clerk Brooks.

1. CALL TO ORDER

Board President Yancey chaired the meeting and called for order at 3 p.m.

2. PLEDGE OF ALLEGIANCE

Tim Shannon's granddaughter led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes to the agenda. Consent Item 5.5 was pulled and will be brought back at the December meeting.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

Director Stamey moved approval of Consent Calendar items 5.1-5.8 (with the exception of Consent Item 5.5). Director Parker seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Part-Time Emergency Preparedness Coordinator Ron Marley.

Chief Meyer invited Coordinator Marley to the front and provided his background for those present highlighting his vast experience and certifications. Coordinator Marley expressed how happy he was to be here at the District. The Board welcomed him.

6.2 Recognition of resident Tim Shannon for providing home for recent training.

Battalion Chief Aguiar provided the background of this live fire training that was recently held and introduced Tim Shannon and his family as the District used his property for the training. Chief Meyer presented Mr. Shannon with a plaque from the District. The Board also thanked Mr. Shannon and his family, the took a brief recess for pictures.

At this time in the meeting, Chief Meyer presented Vice-President Parker with his five-year service pin. Vice-President Parker thanked Chief Meyer and the Board.

7. OLD BUSINESS

7.1 Open Public Hearing to conduct the second reading of the proposed Ordinance No. 36; Adoption of the 2019 Fire Code.

Deputy Chief Drayton provided the background of this item stating that he and staff have been working with the Town of Danville and the City of San Ramon and that there would be a study session with the local governments at a future date. Board President Yancey opened the Public Hearing. No one came forward. Board President Yancey closed the Public Hearing. Motion by Director Stamey to approve the recommendations outlined in the staff report regarding the approval of Ordinance No. 36. Director Crean seconded the motion. Motion carried by roll call vote.

8. NEW BUSINESS

8.1 Adoption of Resolution No. 2019-08 authorizing approval of the Sixth Amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority and the updated Liability Risk Coverage Agreement.

Human Resources Director Korthamar Wong provided the background of this item stating changes were mainly to reflect the insurance program structure that the pool has today. Motion by Director Parker to adopt Resolution No. 2019-08 authorizing approval of the sixth amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority and the updated Liability Risk Coverage Agreement. Director Kerr seconded the motion. Motion carried by roll call vote.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

9.1 Director Stamey asked if the District received a thank you acknowledgement from any of the agencies that the District provided its surplus equipment to. Chief Meyer will check with Chief Selover and advise the Board.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division-Deputy Chief, Frank Drayton
Operations Report of monthly activities

Deputy Chief Drayton provided his monthly report, stating that Type 1 Engine training had occurred as well as 4th quarter Haz Mat training.

- 10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.

EMS Battalion Chief Duggan stated that District staff responded to approximately 510 emergency medical incidents since the October Board meeting. Board President Yancey, along with staff attended the EMS Survivor luncheon stating what a very nice ceremony it was.

- 10.3 Logistics – Deputy Chief Drayton
Logistics Report of monthly activities.

Battalion Chief Aguiar reported that external painting was completed at Stations 38 and 31 and that the Type 5 Engines were due in to the District sometime this week. Board President Yancey would like to look at the engines when they are complete.

- 10.4 Fire and Life Safety Division – Deputy Chief Frank Drayton
Fire and Life Safety Report of monthly activities.

Battalion Chief Aguiar stated that 92% of inspections have been completed.

- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communications Report of monthly activities.

Director of Emergency Communications Pangelinan stated that staff completed the transition to the new CrewSense staffing software, and that Public Safety Power Shutoff maps were created by staff. Director Kerr stated how useful the maps are.

- 10.6 Human Resources Division – Director of Human Resources Korthamar Wong
Human Resources Report of monthly activities.

Director of Human Resources Korthamar Wong discussed the recent Firefighter/Paramedic interviews and background checks that occurred, as well as annual flu shots being provided to all staff.

- 10.7 Finance Division – Finance Consultant Ken Campo
Monthly Finance Report of monthly activities.

Financial Consultant Campo highlighted his monthly report stating that staff met with the District's property tax consultant discussing 2019/20 tax revenue analysis. Controller Hatfield proceeded with a power point presentation discussing the general fund, ambulance revenue, OPEB and Pension status.

10.8 Fire Chief – Fire Chief, Paige Meyer

Verbal report on monthly meetings, seminars, committee meetings and other District related activities.

Chief Meyer discussed the transition/rotation of Chief Selover and Chief Aguiar, a public safety roundtable he attended as well as town hall meeting with Blackhawk residents. Chief Meyer also informed the board of the upcoming retirement of Pat Frost who has worked with the District on 201/222 rights.

11. GOOD OF THE ORDER

Chief Meyer stated that Human Resources Director Korthamar Wong would be out on maternity leave until May 2020.

Board President Yancey thanked staff for the Fill the Boot event recently held at the City Center and thanked resident Don Reid for donating a wreath from a Dublin San Ramon Women's Club event to the District.

Director Kerr thanked staff for ordering the useful home window stickers regarding saving pets in an emergency stating that our citizens would appreciate them also.

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the upcoming calendar of events.

13. CLOSED SESSION

13.1 Conference with Legal Counsel – Possible exposure to litigation (4 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

There was no reportable action with respect to the matters considered in Closed Session.

16.ADJOURNMENT

The regular meeting adjourned at 4:10 p.m. The Board adjourned to Closed Session at 4:16 p.m. with the Closed Session and meeting concluding at 4:50p.m.

Prepared by: _____
Susan F. Brooks
District Clerk

Approved by: _____
Dominique Yancey
Board President

**San Ramon Valley Fire Protection District
Salaries, Payroll Taxes & Retirement Contributions**

For the Month of: **November 2019**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	760.00	11.02	-	771.02	0.02%
Fire Chief	1	40,609.08	584.91	4,513.23	45,707.22	1.00%
Human Resources	2	28,565.80	397.54	2,993.29	31,956.63	0.70%
Finance	3	32,260.79	458.65	10,323.07	43,042.51	0.94%
Fire Life & Safety	8	101,063.80	1,453.11	33,347.19	135,864.10	2.98%
Technology	2	27,093.11	382.69	8,747.08	36,222.88	0.79%
Communication Center	14	212,514.20	3,048.85	53,386.06	268,949.11	5.90%
Facilities	0	9,280.30	134.56	-	9,414.86	0.21%
Fire Suppression	133	2,549,347.98	35,897.10	1,203,021.24	3,788,266.32	83.09%
Fleet	1	9,654.10	139.99	2,960.38	12,754.47	0.28%
Training	2	28,844.22	431.23	19,625.09	48,900.54	1.07%
EMS	3	50,032.44	978.02	27,148.64	78,159.10	1.71%
Rescue		20,729.62	-	14,325.83	35,055.45	0.77%
HazMat		14,146.57	-	9,776.41	23,922.98	0.52%
TOTALS	174	3,124,902.01	43,917.67	1,390,167.51	4,558,987.19	100.00%



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019

To: Board of Directors

From: Natalie Korthamar Wong, Human Resources Director

Re: Approval of New Contract with Concern EAP for Employee Assistance Program

Background

The District provides employees, retirees and their eligible dependents with an Employee Assistance Program (EAP) benefit. The EAP provides confidential personal short-term counseling services as well as a referral service for childcare, eldercare, substance abuse resources, legal assistance, etc. In addition, EAP programs provide a valuable tool for supervisors to refer employees in need of professional outside help. The EAP is designed to promote the well-being and welfare of District employees and their families, as well as to support on-the-job productivity.

Discussion

The District's current EAP provider, Concern:EAP, has provided a high standard of service since it was selected as the EAP provider in 2017 following a competitive solicitation process. In 2019, Concern EAP was selected again due to their ability to provide enhanced and innovative services at a competitive cost. Specifically, Concern:EAP was selected due to its creation of a panel of counselors who specialize in treating first responders. We are nearing completion of the first year offering this special panel of counselors and utilization has been increasing quarter over quarter during this year. Concern:EAP has continued to work collaboratively with District staff to create this special panel and has been receptive to recommendations on which counselors our employees would like to see included as part of the special panel.

In addition to the new special panel of counselors, Concern:EAP has demonstrated its ability to provide excellent work-life services. Concern:EAP provides unlimited practical advice through telephonic consultation with managers, timely referral information and educational literature for a wide range of needs including childcare and eldercare, personal counseling, and financial and legal counseling. Furthermore, their website (www.concernhealth.com) continues to provide cutting-edge assessment tools and resources. Lastly, Concern:EAP continues to provide quarterly utilization reports that reflect the services used by the District employees and their dependents. Utilization of EAP services among employees has been strong over the three-year period since Concern:EAP was selected.

Since we are nearing completion of the first year utilizing the first responder counselor panel, Concern:EAP has proposed decreasing the rate by 20% for Dispatch and Safety employees from \$25 per employee per month to \$20. For Non-Safety employees and Retirees, Concern:EAP has proposed increasing the rate by 5% from \$2.83 per employee per month to \$2.97 and increasing the number of counseling sessions from 8 sessions per issue per twelve-month period, to 10 sessions per issue per twelve-month period. Lastly, since the first responder counselor panel is still new for Concern:EAP and the District, Concern:EAP is including a provision for mid-contract re-negotiation of fees based on an increase or decrease of more than 10% of utilization. The proposed rates will be guaranteed for three (3) years and retirees will continue to pay 50% of the monthly cost for this benefit.

Overall, the proposed cost changes represent a decrease of approximately \$8,700 over the prior year and an improvement to the benefit.

Recommended Board Action

Staff recommends the Board approve a contract amendment with Concern:EAP for a total amount not to exceed \$45,000 for the District's Employee Assistance Program.

Financial Impacts:

The cost to provide this benefit will not exceed \$45,000. Funding for this benefit was included in the adopted budget for FY 2019/2020 budget.

**CONCERN: EMPLOYEE ASSISTANCE PROGRAM
AGREEMENT FOR EMPLOYEE ASSISTANCE SERVICES
FOR
SAN RAMON VALLEY FIRE PROTECTION DISTRICT
January 1, 2020 – December 31, 2022**

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AGREEMENT FOR EMPLOYEE ASSISTANCE SERVICES
PREPAID CONTRACT

This Agreement for Employee Assistance Services (“Prepaid Contract”) including the Attachments thereto by and between CONCERN: EAP, a California corporation (hereinafter designated “Plan” or “The Plan”), and San Ramon Valley Fire Protection District (hereinafter designated as “Group” or “The Group”) is effective on January 1, 2020 (the “Effective Date”).

RECITALS

WHEREAS, The Group wishes to establish an Employee Assistance Program as defined herein, for the benefit of its employees and their Covered Dependents.

WHEREAS, The Plan is licensed as a specialized health care service plan under the Knox-Keene Health Care Service Plan Act of 1975, as amended.

WHEREAS, The Plan has experience in providing Employee Assistance Program services and has established a network of professional providers to render required Employee Assistance Program services.

WHEREAS, The Group wishes to engage The Plan to provide such services and The Plan wishes to provide the same on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Definitions

1.1 “Agreement” means the Agreement for Employee Assistance Services between The Plan and The Group, including Attachments A, B, and C. Attachments A, B, and C are incorporated herein by this reference.

1.2 “Covered Dependent” means the Subscriber’s spouse or domestic partner, Subscriber’s biological child, Subscriber’s adopted child or step-child, or domestic partner’s biological or adopted child. (Coverage for adopted children of a Subscriber or domestic partner begins on the date on which the adoptive child’s birth parent or other appropriate legal authority signs a written document, including, but not limited to, a health facility minor release report, a medical authorization form, or a relinquishment form, granting the Subscriber, or the Subscriber’s spouse or domestic partner the right to control health care for the adoptive child, or absent a written document, on the date there exists evidence of the Subscriber’s or Subscriber’s spouse’s or domestic partner’s right to control the health care of the child placed for adoption.) The Plan shall not deny enrollment of a Subscriber’s child or a subscriber’s domestic partner children on any of the following grounds: (1) the child was born out of wedlock; (2) the child is not claimed as an exemption on the Subscriber’s federal income tax return; or (3) the child does not reside with the Subscriber or within The Plan’s service area. Dependent children are covered under the age of twenty-six (26). Dependent children who are incapable of self-sustaining employment by reason of a physically or mentally disabling injury, illness, or condition, and who are chiefly dependent upon the Subscriber for support and maintenance, are eligible for continuing membership in The Plan.

1.3 “Covered Services” means those services, which are provided by The Plan to

Members and set forth in Attachment A to this Agreement.

- 1.4 **“Crisis”** means a situation wherein a reasonable person determines there is an immediate need to assess for the possibility of a Medical Emergency Condition, Psychiatric Medical Emergency Condition, or to request services from The Plan relating to an Urgent situation.
- 1.5 **“Crisis Intervention”** means the process of responding to a request for immediate services to determine whether or not a Medical Emergency Condition, Psychiatric Medical Emergency Condition, or Urgent situation exists, and to otherwise assess the need for short-term counseling, referrals to community resources, and/or referrals to Medical Emergency Care.
- 1.6 **“Employee”** means a full-time or regular part-time employee working 30 hours or more per week, plus retirees, as defined by The Group.
- 1.7 **“Employee Assistance Program (EAP) Assessment”** means the process of determining, based upon information provided by a Member, the need for either:
 - a. Short-term counseling;
 - b. Referral(s) to community resources; or
 - c. Referral(s) to Medical Emergency Care services or treatment.
- 1.8 **“Employee Assistance Program (EAP) Benefits”** means a systematic program to help employees resolve personal issues, such as family conflict, drug or alcohol abuse, stress, marital discord, and other personal issues, and to provide training, consultation, and other management services relating to the effective utilization of this benefit by employers and their employees.
- 1.9 **“Grievance”** means a written or oral expression of dissatisfaction regarding the Plan and/or provider, including quality of care concerns, and shall include a complaint, dispute, request for reconsideration or appeal made by a Member or the Member’s representative. Where the plan is unable to distinguish between a grievance and an inquiry, it shall be considered a grievance. Grievances may be communicated to The Plan via telephone, FAX, e-mail, on-line through the Plan website, or submission of a written grievance form.
- 1.10 **“Medical Emergency Care”** means medical screening, examination, and evaluation by a physician, or, to the extent permitted by applicable law, by other appropriate personnel under the supervision of a physician, to determine if a Medical Emergency Condition or active birthing labor exists and, if it does, the care, treatment, and surgery by a physician necessary to relieve or eliminate the Medical Emergency Condition, within the capability of the facility. This definition also includes additional screening, examination, and evaluation by a physician, or other personnel to the extent permitted by applicable law and within the scope of their licensure and clinical privileges, to determine if a Psychiatric Medical Emergency Condition exists, and the care and treatment necessary to relieve or eliminate the Psychiatric Medical Emergency Condition, within the capability of the facility.

- 1.11 “Medical Emergency Condition”** means a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in any of the following:
- a. Placing the patient’s health in serious jeopardy.
 - b. Serious impairment to bodily functions.
 - c. Serious dysfunction of any bodily organ or part.
- 1.12 “Member”** means a person who is enrolled in The Plan and eligible to receive Covered Services.
- 1.13 “Plan Provider”** means a person who has entered into a Plan Provider contract with The Plan to provide Covered Services to Members, and who is licensed in California as a psychologist, clinical social worker, or marriage and family therapist.
- 1.14 “Prepayment Fees”** means the periodic Prepayment Fees set forth in Attachment B, which The Group agrees to pay The Plan for Covered Services.
- 1.15 “Psychiatric Medical Emergency Condition”** means a mental disorder that manifests itself by acute symptoms of sufficient severity that it renders the patient as being either of the following:
- a. An immediate danger to himself or herself or to others.
 - b. Immediately unable to provide for, or utilize, food, shelter, or clothing, due to the mental disorder.
- 1.16 “Serious Personal Issue or Condition”** means circumstances wherein a Member believes he or she requires Covered Services to resolve a Crisis, important or complex matter.
- 1.17 “Subscriber”** means an Employee of The Group who: (a) meets all applicable eligibility requirements as established by The Group; and (b) on whose behalf The Group has paid, and The Plan has received, any applicable Prepayment Fees in accordance with section 3.3 of the Agreement.
- 1.18 “Urgent”** means a situation in which it is determined that no Medical Emergency Condition or Psychiatric Medical Emergency Condition exists, however, the Member is in need of immediate telephone support and/or a face-to-face appointment with a Plan Provider within 24-48 hours to resolve a Serious Personal Issue or Condition.
- 1.19 “Visit”** means a session between a Plan Provider and Member of approximately one hour in length wherein the Member, individually or with others, discusses issues with a Plan Provider in order to resolve the issue. The Member’s issues may consist of family conflict, drug or alcohol abuse, stress, marital discord and other personal issues.

2. Responsibilities of the Plan

2.1 Covered Services: The Plan shall provide to The Group those benefits set forth in Attachment A, which is appended hereto. Said benefits shall be provided through Plan Providers who have agreed to enter into a written contract with The Plan.

- a. All Plan Providers shall be appropriately licensed and shall comply with professionally recognized standards of practice and all applicable state and federal laws.
- b. The Plan shall not decrease in any manner the Covered Services set forth in the Attachment(s) except after notifying The Group at least sixty (60) days in advance by means of a postage paid mailing, or by any electronic means, which will be deemed to have the same effect as physical delivery of the paper document. Compensation to The Plan shall be reduced commensurate to any reduction in services.

2.2 Quality Assurance: The Plan shall establish and maintain a quality assurance review program throughout the term of this Agreement. A standing Quality Improvement Committee meets on a quarterly basis, and is chaired by the CONCERN: EAP Medical Director. The Committee consists of two providers for the Plan and two staff positions. The Committee reports directly to the Board of Directors. The Quality Improvement Committee serves as an oversight of the Quality Management Committee, and as such, regularly reviews the reports compiled by the Quality Management Committee, as well as provides feedback and recommendations regarding potential performance improvement projects. The Plan will report any findings and modifications based on review of the program to The Group.

2.3 Confidentiality of Records: The Plan shall comply at all times with the California Confidentiality of Medical Information Act (California Civil Code section 56 et seq.) and any other state or federal law applicable to the services provided under this Agreement. Compliance to Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines will be maintained in regard to confidentiality of all records. Information related to the identity, medical diagnosis, or treatment provided to any Member shall be kept confidential and shall not be disclosed by The Plan or any Plan Provider to The Group without the prior written consent of the person who is receiving care (or the legal representative of such person). Prior to the release of any confidential information, record, documentation or the like, the Member shall provide to The Plan a signed Release of Information form. The Release of Information form describes in full the extent and scope of information to be released. If a Member has any questions regarding the Release of Information form, he or she should contact The Plan. All records, files or other materials obtained in connection with this Agreement (including those related to individual employees of The Group or their families) shall be the property of The Plan. In the event that The Group shall become entitled to disclosure of any medical information in connection with this Agreement, The Plan shall provide The Group with copies of such information only upon the receipt by The Plan from The Group of all costs of copying such information.

2.4 Medical Emergency Care: If a Member feels the situation constitutes a Medical

Emergency Condition or Psychiatric Medical Emergency Condition, the Member should seek care at the nearest hospital emergency room (or trauma center), or immediately call the 911 operator for emergency assistance. The Plan does not pay for Medical Emergency Care. **Medical Emergency Care treatment is a non-Covered Service.** A Plan Provider can assist the Member in accessing Medical Emergency Care services.

2.5 Crisis Intervention and Urgent Services

- a. The Plan arranges for the provision of Crisis Intervention 24 hours a day, seven days a week, to all Members. Members must contact The Plan at 1-800-344-4222 who will make arrangements to provide Crisis Intervention by telephone or in person. Crisis Intervention means the process of responding to a request for immediate services in order to determine whether or not a Medical Emergency Condition, Psychiatric Medical Emergency Condition, or Urgent situation exists and to otherwise assess the needs for short term counseling, referrals to community resources, and/or referrals to Medical Emergency Care or treatment.
- b. Urgent services: Members or a Plan Provider may contact The Plan at any time (24 hours a day) to obtain an EAP Assessment or referrals for care. A Member will be referred to a Plan Provider so that care is provided (1) within 24 to 48 hours in Urgent cases; and (2) within three to five days of a referral for routine appointments. Plan Providers have agreed to see a patient within 30 minutes of his or her scheduled appointment.

2.6 Access to Plan's Processes, Criteria and Procedures for Claim Review: The processes, criteria and procedures that The Plan uses to authorize, modify, or deny employee assistance services under the benefits provided by The Plan are available to the Member, Plan Providers, and the public upon request. Members, Plan Providers and the public may contact The Plan at **1-800- 344-4222** to obtain a copy of the processes, criteria and procedures that The Plan uses to authorize, modify, or deny employee assistance services under the benefits provided by The Plan.

2.7 Family Health Insurance Notification: A non-custodial parent of a Covered Dependent child is entitled to inspect the child's Plan Membership, Combined Evidence of Coverage and Disclosure Form, and all other information provided to the covered parent about the child's coverage. The Plan will also notify both parents (including the non-covered custodial parent) if a Covered Dependent child's coverage is terminated, provided that the parent has provided The Plan with a medical child support order. Lastly, The Plan will respond to telephone or written inquiries from a non-covered custodial parent concerning a child's health coverage.

3. Responsibilities of The Group

3.1 Information to Members: The Group shall provide Members with information concerning this Agreement, including making copies available of the combined

evidence of coverage and disclosure form, which shall be furnished to The Group by The Plan.

3.2 Provide Headcounts: The Group will provide an accurate headcount of all employees covered by The Plan at the beginning of each month.

3.3 Prepayment Fees: The Group shall pay The Plan the Prepayment Fees set forth in Attachment B, which is appended hereto and incorporated by this reference. The Plan shall not increase the amount set forth in Attachment B, except after notifying the Group at least sixty (60) days in advance of the rate change by means of a postage paid mailing or by any electronic means, which will be deemed to have the same effect as physical delivery of the paper document.

4. Relationship Between the Parties

4.1 Independent Contractor: The Plan shall perform its duties under this Agreement as an independent contractor. Nothing contained in this Agreement shall be construed to create the relationship of principal and agent, employer and employee, partners or joint venture between the parties.

4.2 Each Party Responsible for its Own Acts: The Plan and The Group are each responsible for their own acts and/or omissions and are not responsible for the acts and/or omissions of the other party, its employees, independent contractors, directors, officers, agents or representatives.

4.3 Insurance: The Plan is covered by professional liability insurance. The coverage is \$10,000,000 per claim or \$20,000,000 aggregate. A copy of the Certificate of Insurance is attached (Attachment C). The Plan will notify The Group if there is any change in coverage. The Plan also has a Workers' Compensation Certificate of Consent to Self-Insure.

5. Coverage, Obtaining Covered Services, Limitations, and Exclusions

5.1 Eligibility: An individual is eligible to receive Covered Services under this Agreement if he or she is an Employee who works or resides in the Plan's service area and meets any additional eligibility requirements as established by The Group, or a Covered Dependent of the Employee.

5.2 Coverage: The Plan covers assessments and referrals for care associated with personal and family issues in daily living, short-term counseling and Crisis Intervention. A Member is entitled to a defined number of Visits with a counselor, as set forth in the Covered Services schedule attached hereto as Attachment A. The Plan can assist with most personal issues including marital and family issues, difficulty with relationships, emotional distress, job stress, communications or conflict issues, substance abuse issues and loss and death.

- 5.3 Dual Coverage:** When a husband and wife are both employed as Employees, and both have enrolled themselves and their Covered Dependents under a group health care service plan provided by their respective employers, and each spouse is covered as an Employee under the terms of the same master contract, each spouse may claim on his or her behalf, or on behalf of his or her Covered Dependents, the combined maximum contractual benefits to which an employee is entitled under the terms of the master contract, not to exceed in the aggregate 100 percent of the charge for the covered expense or service.
- 5.4 Obtaining Covered Services:** The Plan does not distribute identification cards to its Members. In order to access care, Members should contact The Plan at **1-800-344-4222** and a Plan representative will direct the Member to an appropriate Plan Provider.
- 5.5 Limitations:** Unless otherwise authorized by The Plan, all Covered Services must be performed by a Plan Provider. The number of visits to a member is limited, specified in Attachment A.
- 5.6 Exclusions:** The following services are specifically excluded from Covered Services provided under this Agreement. All denials, modifications, and delays of requested services are subject to The Plan's grievance review process. (See Section 16 for the Grievance Procedure.)
- a. Services not listed as Covered Services.
 - b. Medical Emergency Care.
 - c. Acupuncture.
 - d. Aversion therapy.
 - e. Biofeedback and hypnotherapy.
 - f. Services required by court order, or as a condition of parole or probation, not, however, to the exclusion of services to which the Member would otherwise be entitled.
 - g. Services for remedial education including evaluation or medical treatment of learning disabilities or minimal brain dysfunction; developmental and learning disorders; behavioral training; or cognitive rehabilitation.
 - h. Medical treatment or diagnostic testing related to learning disabilities, developmental delays, or educational testing or training.
 - i. Experimental or investigational procedures.
 - j. Services for the medical treatment of mental retardation or defects and deficiencies of functional nervous disorders, including chronic mental illness.

- k. Services received from a non-Plan Provider, unless pre-approved by The Plan.
- l. Psychological testing. (psychological testing is not necessary to determine an appropriate referral to a Plan Provider to receive Covered Services, or alternatively, to determine appropriate referrals to community resources for non-covered services)
- m. Sleep therapy.
- n. Examinations and diagnostic services in connection with the following: obtaining or continuing employment; obtaining or maintaining any license issued by a municipality, state or federal government; securing insurance coverage; foreign travel or school admissions.
- o. Medical treatment of congenital and/or organic disorders associated with permanent brain dysfunction, including without limitation, organic brain disease, Alzheimer's disease and autism.
- p. Medical treatment for speech and hearing impairments. (A speech or hearing impaired Member is entitled to Covered Services. Treatment for speech and hearing impairment is not necessary to determine an appropriate referral to a Plan Provider to receive Covered Services, or alternatively, to determine appropriate referral to community resources for non-covered services.)
- q. IQ testing. (IQ testing is not necessary to determine an appropriate referral to a Plan Provider to receive Covered Services, or alternatively, to determine appropriate referral to community resources for non-covered services.)
- r. Medical treatment for chronic pain.
- s. Services involving medication management or medication consultation with a psychiatrist.

6. Choice of Plan Providers

The Plan will assign a Plan Provider who will deliver services to a Member. In assigning a Plan Provider to a Member, The Plan will consider where the Member lives and works in relationship to a Plan Provider's office. Naturally, Plan Providers will be matched with a Member who lives or works in close proximity to a Plan Provider's office. If the Member prefers to select his or her own Plan Provider, the Member may choose from any available Plan Provider. The Member must state during the initial contact to The Plan representative that he or she prefers to select his or her own Plan Provider, in which case The Plan representative shall provide a list of all Plan Providers that have offices in the geographic area where the Member desires to be seen. If the Member is assigned a Plan Provider or selects one he or she is dissatisfied with, the Member may contact The Plan and request to be reassigned a new Plan Provider or inform the Plan of his or her intent to select a new Plan Provider from the Plan Provider list.

7. Other Charges

No Member shall be obligated in any way to pay for services rendered by The Plan in accordance with the terms of this Agreement, including the payment of any Prepayment Fees, deductibles, copayments, or co-insurance.

8. Member Liability for Services Rendered

By statute, every contract between The Plan and its Plan Providers provides that in the event that The Plan fails to pay the Plan Provider, the Member shall not be liable to that Plan Provider for any sums owed by The Plan. If The Plan fails to pay a non-Plan Provider, the Member could be liable to the non-Plan Provider for the cost of services.

9. Reimbursement Provisions

Covered Services are provided by The Plan at no cost to the Member. In the event that a Plan Provider, or a non-Plan Provider who has been authorized by The Plan to provide the Member with Covered Services, charges a Member for Covered Services and the Member has paid the provider, the Member will be reimbursed by The Plan. For reimbursement, contact The Plan at 1-800-344-4222.

10. Term and Termination

10.1 Term: This Agreement shall become effective at 12:01 a.m. on the Effective Date. This Agreement shall continue to remain in full force and effect for a period of three (3) years from the Effective Date unless renewed pursuant to section 10.7 of this Agreement (the "Term").

10.2 Group Termination: The Group shall have the right to terminate this Agreement immediately upon notice to The Plan in the following circumstances:

- a. Application for or appointment of a receiver, trustee in bankruptcy or liquidator of The Plan;
- b. The Plan's loss of licensure as a specialized health care service plan pursuant to the provisions of the Knox-Keene Act; or
- c. The Plan and The Group's inability to agree on any payment rate increase or Covered Services provided hereunder.

The Group shall have the right to terminate this Agreement for any other reason by sending written notice of such termination to The Plan. Such termination shall be effective 60 days after the date on which The Group has sent the notice or the date specified in such notice, whichever is later.

10.3 Plan Termination: The Plan shall have the right to terminate this Agreement in the following circumstances:

- a. Failure to Pay the Prepayment Fees: The Plan shall send a Notice of Consequences for Nonpayment of Prepayment Fees with the billing

invoice, which shall include the Prepayment Fee due date, a description of the consequences for failure to pay Prepayment Fees by the due date, and a statement that The Plan will continue to provide coverage during a 30-day grace period that begins on the first day after the last day of paid coverage. If Prepayment Fees are not received by The Plan by the due date stated in the billing invoice, The Plan shall send The Group a Notice of Termination for Nonpayment of Prepayment Fees and Grace Period no later than five (5) business days after the last day of paid coverage. The Notice of Termination for Nonpayment of Prepayment Fees and Grace Period will include the reason for termination, the date of the last day of paid coverage, the effective date of termination, the dollar amount due to The Plan, a description of the duration and effect of the grace period, the date the grace period begins and ends, any obligations of The Group, and an explanation of the right to request a review from the Director of the Department of Managed Health Care. Within five (5) business days of the effective date of termination, The Plan will send The Group a Confirmation Notice confirming such termination. The Plan shall reinstate coverage after termination of this Agreement if payment of the required Prepayment Fees is received within 15 days from the date of Confirmation Notice.

- i. Grace Period: The Plan shall provide The Group with a thirty (30) day grace period that begins on the first day after the last date of paid coverage to make payment of overdue Prepayment Fees to The Plan. During the grace period, coverage will continue. If The Group has not made payment to The Plan by the end of the grace period, The Plan may terminate this Agreement effective on first day after the end of the thirty (30) day grace period.
- b. The Plan demonstrates fraud or intentional misrepresentation of material fact under the terms of this Agreement by The Group. Termination shall be effective on the 31st day from the date of notice of cancellation or on the date stated in the notice, whichever is later.
- c. Upon termination, the respective responsibilities of the parties shall be as follows:
 - i. The Plan shall pay Plan Providers for Covered Services authorized by The Plan prior to termination of this Agreement and rendered after such termination.
 - ii. Members receiving Covered Services prior to termination of this Agreement will continue to receive the full benefit amount of Covered Services the Member was entitled to receive for any issues for which the member has already begun receiving services prior to termination.
 - iii. As requested in the event of Agreement termination, The Plan

shall use its best efforts to assist Members in the transfer of care from Plan Providers to the new plan's contracted providers.

10.4 Payments Due after Termination: In the event of termination of this Agreement by either The Plan (except in the case of fraud or deception in the use of services or facilities of The Plan or knowingly permitting such fraud or deception by another) or The Group:

- a. The Plan shall return to The Group, within thirty (30) days, the pro rata portion of the money paid to the Plan which corresponds to any unexpired period for which payment has been received together with amounts due on claims, if any, less any amounts due the Plan.
- b. The Group shall make payment of any Prepayment Fees for any period remaining unpaid prior to the effective date of such termination.

10.5 Notice of Termination: Upon receipt of any notice of termination from The Plan, The Group shall inform Subscribers of the termination of this Agreement. The Group shall promptly mail to each Subscriber a legible, true copy of a notice of cancellation and shall provide promptly to The Plan proof of that mailing and the date thereof.

10.6 Notice of Plan Provider Termination: The Plan shall provide written notice to The Group within 30 days in the event that a Plan Provider ceases to be a Plan Provider for The Plan or otherwise becomes unable to provide services, or breaches a contract with The Plan, if The Group might be materially or adversely affected thereby.

10.7 Renewal: This Agreement shall automatically renew for successive one (1) year periods, unless: (1) The Group notifies The Plan in writing sixty (60) days before the end of the contract year of its intent not to renew, or (2) The Group and The Plan, by mutual consent, modify or alter this renewal provision of this Agreement. The Plan shall not increase the amount paid by The Group, nor decrease in any manner the benefits stated in the Agreement, unless written notice of such change has been delivered no less than sixty (60) days prior to this Agreement's renewal effective date.

10.8 Response to Notice of Plan Termination: If The Group alleges that the Agreement has been or will be improperly canceled, rescinded or not renewed, The Group may request a review by the director of the Department of Managed Health Care.

11. Warranty and Indemnification

11.1 Responsibility for Own Acts. Each party shall be responsible for its own acts or omissions and for any and all claims, liabilities, injuries, suits, demands and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by that party or its employees or representatives in the performance or omission of any act or responsibility of that party under this Agreement.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT AS EXPRESSLY PROVIDED IN THE AGREEMENT, NEITHER PARTY MAKES

ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EACH PARTY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. COVERED SERVICES ARE PROVIDED “AS IS” “WHERE IS” EXCLUSIVE OF ANY WARRANTY WHATSOEVER.

- 11.2 The Group agrees to indemnify, defend, and hold harmless The Plan, its agents, officers, and employees from and against any and all liability expense including defense costs and legal fees incurred in connection with claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from The Group’s performance or failure to perform its obligations hereunder.
- 11.3 The Plan agrees to indemnify, defend, and hold harmless The Group, its agents, officers, and employees from and against any and all liability expense, including defense costs and legal fees incurred in connection with claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from The Plan’s performance or failure to perform its obligations hereunder.
- 11.4 Section 11.2 and 11.3 states the indemnifying party’s sole liability to, and the indemnified party’s exclusive remedy against, the other party for any type of claim described in this Section.

12. LIMITATION OF LIABILITY

- 12.1 **Limitation of Liability.** IN NO EVENT WILL EITHER PARTY OR ITS AFFILIATES HAVE ANY LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT FOR ANY LOST PROFITS, REVENUES, GOODWILL, OR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER, BUSINESS INTERRUPTION OR PUNITIVE DAMAGES, WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY, EVEN IF A PARTY OR ITS AFFILIATES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF A PARTY’S OR ITS AFFILIATES’ REMEDY OTHERWISE FAILS OF ITS ESSENTIAL PURPOSE. THE FOREGOING DISCLAIMER WILL NOT APPLY TO THE EXTENT PROHIBITED BY LAW. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN NO EVENT SHALL THE AGGREGATE LIABILITY OF EITHER PARTY ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING ITS RESPECTIVE AFFILIATES, EXCEED THE TOTAL AMOUNT PAID FOR COVERED SERVICES IN THE TWELVE (12) MONTHS PRECEDING THE FIRST INCIDENT OUT OF WHICH THE LIABILITY AROSE. THE FOREGOING LIMITATION WILL APPLY WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY, BUT WILL NOT LIMIT PAYMENT OBLIGATIONS OF GROUP AS SET FORTH HEREIN.

13. Individual Continuation of Benefits

- 13.1** If a Subscriber terminates his or her employment with The Group for any reason (including death), the Subscriber and the Subscriber's spouse or domestic partner and his or her Covered Dependents are eligible to receive Covered Services from a Plan Provider from whom they are currently receiving care for up to the maximum amount of Visits to which they are entitled, as set forth in the Benefit Schedule set forth in Attachment A. If a Subscriber terminates his or her marriage, and a court of law grants such divorce by issuing a divorce decree, the Subscriber's former spouse is entitled to receive Covered Services from the Plan Provider from whom he or she is currently receiving care for up to the maximum amount of Visits to which he or she is entitled, as set forth in the Benefit Schedule set forth in Attachment A.
- 13.2** Subscribers and their Covered Dependents are entitled to receive Covered Services following the Subscriber's termination of employment if the Member elects to continue coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) or California COBRA (Cal-Cobra), as appropriate. Covered Services under COBRA or Cal-Cobra do not include Work/Life services (parenting and childcare resources, adult care resources, financial services, or legal consultations); these are not ERISA-regulated benefits and are provided for The Group's convenience by The Plan.

14. Continuity of Care

- 14.1** New Members who were receiving otherwise Covered Services from a non-Plan Provider at the time his or her employer changed EAP plans may request completion of Covered Services with the non-Plan Provider at the Plan's cost and at no cost to the Member, if the Member notifies The Plan no later than forty-five (45) days after the effective date of coverage.
- a. The Plan will allow the new Member a reasonable transition period or allot a reasonable number of transitional visits to continue his or her course of treatment with the non-Plan Provider prior to transferring to a Plan Provider. The non-Plan Provider must provide all services on a timely, appropriate, and medically necessary basis.
 - b. In determining the length of the transition period or number of transitional visits, The Plan will take into account on a case-by-case basis, the severity of the Member's condition, the amount of time reasonably necessary to effect a safe transfer, and the potential clinical effect of a change of provider on the Member's treatment for the condition.
 - c. The Plan may require non-Plan Providers whose services are continued pursuant to The Plan's Continuity of Care policy to agree in writing to the same contractual terms and conditions that are imposed upon Plan Providers, including reimbursement methodologies and rates of payment. If the non-Plan Provider does not agree to such contractual terms and conditions, The Plan is not required to provide continuation of the non-Plan Provider's services.

- d. If The Plan determines that a Member's treatment should temporarily continue with the Member's existing provider who is a non-Plan Provider, The Plan is not liable for actions resulting solely from the negligence, malpractice, or other tortious or wrongful acts arising out of the provision of services by the existing provider.
- e. All requests for continuity of care and notifications by Members of care being provided by a non-Plan Provider shall be made to The Plan office or by calling 1-800-344-4222. All continuity of care requests are forwarded to one of The Plan's Clinical Managers or Supervisors for action, and reviewed in consultation with the Medical Director, as appropriate. The Clinical Manager or Supervisor shall respond to the Member within an appropriate period of time depending on the assessed severity of the condition involved to ensure safety, and in no event more than five (5) days after submission of the request to The Plan.

14.2 In the event a Plan Provider terminates from The Plan and a Member was receiving Covered Services from such terminated Plan Provider at the time of termination, The Plan will allow the Member to continue to receive such Covered Services from the terminated Plan Provider at The Plan's cost and at no cost to the Member until services being rendered are completed, unless The Plan makes reasonable and medically appropriate arrangements to transfer care to a current Plan Provider. If for any other reason the terminated Plan Provider is unavailable or unable to continue care of the Member, The Plan will make immediate arrangements to transfer care to a current Plan Provider.

This provision does not apply to providers who were terminated as a Plan Provider for reasons related to medical disciplinary cause or reason, as defined in Section 805(a)(6) of the California Business and Professions Code, or fraud or other criminal activity.

14.3 The Plan shall pay the non-Plan Provider up to the maximum number of Visits the Member is entitled to under the Benefits Schedule set forth in Attachment A.

14.4 Continuity of Care provisions apply to any covered condition, whether or not acute, serious or chronic in nature.

15. Second Opinions

15.1 Plan Members or Plan Providers providing Covered Services to Members may request second opinions from another appropriately qualified Plan Provider by calling the Plan and requesting a second opinion.

15.2 The Plan will provide an authorization or denial in an expeditious manner appropriate for the nature of the Member's condition.

15.3 Reasons for a second opinion to be provided or authorized include, but are not limited to, the following:

- The reasonableness or necessity of recommendations made is questioned by the Member.
- The indications for treatment are sufficiently complex or confusing that a second opinion may enhance the development of an effective treatment plan.
- The Member has questions about his or her EAP Assessment.
- The Plan Provider is unable to make, or would like additional assistance in making, an EAP Assessment.

15.4 Second opinion consultations are provided at no cost to the Member.

16. General Provisions

- 16.1 Notice:** All notices required by this Agreement shall be in writing. Notices shall be sent by either United States mail, certified or registered, or by electronic means, which will be deemed to have the same effect as physical delivery of the paper document, to The Plan or The Group at their respective addresses set forth on the signature page of this Agreement. If mailed in accordance with the above, such notice shall be deemed to be received three business days after mailing. The Group or The Plan shall notify the other party in writing within thirty (30) days of a change of address to which notices are to be sent.
- 16.2 Member Non-Liability:** Pursuant to the provisions of the Knox-Keene Act, in the event that The Plan fails to pay a Plan Provider for any sums owed for Covered Services rendered to a Member, the Member shall not be liable in any way to the Plan Provider. In the event The Plan fails to pay a non-Plan Provider for services rendered to a Member, the Member may be liable to the non-Plan Provider for the cost of the services received.
- 16.3 Plan Subject to the Provisions of Knox-Keene Act:** The Plan is subject to the requirements of Chapter 2.2 of Division 2 of the Health and Safety Code and Title 28 of the California Code of Regulations, and any provisions required to be in this Agreement by either of the above shall bind The Plan whether or not provided in this Agreement.
- 16.4 Review by the Director of the Department:** If any person believes that a Membership has been improperly canceled, rescinded, or not renewed, or a Member has been denied eligibility or services under the Agreement because of a Member's health status or requirements for EAP benefits, he or she may request a review by the Director of the Department of Managed Health Care of the State of California under section 1365(b) of the California Health and Safety Code.
- 16.5 Amendments:** This Agreement may be modified or amended only by a written amendment signed by both parties.
- 16.6 No Assignment:** Neither party may assign its rights or delegate its duties under this Agreement without the other party's prior written approval.

- 16.7 Attachments and Interpretation:** All Attachments are incorporated into this Agreement at the point of their reference.
- 16.8 Governing Law:** This Agreement shall be governed by the laws of the State of California and in particular the Knox-Keene Act and accompanying regulations but without regard to its conflicts of law provisions. Each party agrees that, notwithstanding terms and conditions for Dispute Resolution set forth herein, the exclusive venue for all legal actions related to this Agreement shall be the federal or state court of competent jurisdiction located in Santa Clara County, California.
- 16.9 Non-Discrimination:** Neither party may discriminate in any way against any person on the basis of age, sex, race, color, creed, ancestry, physical or mental impairment or handicap, marital status, sexual orientation, or national origin in connection with or related to the performance of this Agreement.
- 16.10 Entire Agreement, Prior Agreements:** This Agreement including its Attachments and Attachments and documents referred to therein represents the entire understanding and agreement of the parties as to those matters contained in it. No prior oral or written understanding shall bring any force or effect with respect to such matters.
- 16.11 Severability:** If any provision of this Agreement is determined to be illegal or unenforceable, that provision shall be severed from this Agreement, and the remaining provisions shall remain enforceable between the parties.
- 16.12 Waiver:** No waiver of any provision of this Agreement shall be effective against either party unless it is in writing and signed by the party granting the waiver. Failure to exercise any rights shall not operate as a waiver of such right.
- 16.13 Authority to Execute:** By their signature below, each of the following persons represent that they have the authority to execute this Agreement and to bind the party on whose behalf their execution is made.

17. Dispute Resolution

- 17.1 Grievance Procedure:** The Plan shall establish and maintain grievance procedures, and shall provide The Group with said procedures for dissemination to Members. Those procedures shall include the current address and telephone number for registering grievances with The Plan, including the availability of a grievance form and a description of procedures for filing a grievance online through the Plan's website. For purposes of this section, complaint shall have the same meaning as grievance.
- a. The Plan maintains a Quality Improvement Committee comprised of the Medical Director, who chairs it, two Plan Providers and two staff. The Committee shall provide supervision over, and review grievances not resolved by, The Plan's Medical Director and Clinical Manager. The Committee shall have primary responsibility for the review of the grievance procedures, and for the analysis of any patterns that could impact policy changes and procedural improvements in The Plan's administration.

- b. A Member may file a complaint form about The Plan's services or that of a Plan Provider by appearing in person or writing or calling The Plan, at:

(800) 344-4222
Clinical Manager
CONCERN: Employee Assistance
Program 1503 Grant Road, Suite 120
Mountain View, CA 94040

Grievances may also be filed through the Plan's website at www.concernhealth.com, or faxed to the Plan at 650-962-5737.

Complaint forms and copies of the grievance procedure shall be available at The Plan's office and at each Plan Provider office as well as on the Plan's website. In addition, complaint forms shall be sent to Members on request. Completed forms should be submitted to the above address or through procedures noted on the website. Assistance will be provided by a Plan representative to anyone attempting to file a grievance in person or by telephone.

- c. Members will receive a written response within five (5) calendar days acknowledging receipt of the complaint, and within thirty (30) calendar days a written notice describing the Plan's resolution of the complaint. Grievances that require expedited review will be resolved within three (3) calendar days. The details of these processes will be outlined in the Evidence of Disclosure and Coverage Form (EOC).
- i. A written record shall be made of all grievances received, whether in person, by mail or email, by fax or by telephone, or through the website, including the date, the name of the person recording the complaint, a summary describing the grievance, and the resolution. The Clinical Manager will tabulate the types and numbers of grievance received for periodic review by The Plan's Board of Directors, the Public Policy Committee, the Quality Improvement Committee and Chief Executive Officer in connection with their consideration and formation of The Plan's policy. The Quality Improvement Committee shall include in its periodic reports recommended corrective actions to be taken in light of the pattern of grievances received.
- ii. The Plan will assure that a Member is not discriminated against for having filed a complaint. The Quality Improvement Committee will investigate any alleged retaliation and take appropriate action.

17.2 Independent Medical Review: If a Member believes that health care services have been improperly denied, modified, or delayed by The Plan or by a Plan Provider, the Member has the right to request an independent medical review. To initiate a request,

the Member must complete an application. The California Department of Managed Health Care will review the application and determine whether the request qualifies for an independent medical review. For more information and application forms, Members may contact The Plan at **1-800-344-4222** or the California Department of Managed Health Care at **1-888-HMO-2219** (TDD at **1-877-688-9891**) or visit <http://www.hmohelp.ca.gov>.

17.3 Review by the Department of Managed Health Care: The California Department of Managed Health Care is responsible for regulating health care service plans. If you have a grievance against your health plan, you should first telephone your health plan at **1-800-344-4222** and use your health plan's grievance process before contacting the department. Utilizing this grievance procedure does not prohibit any potential legal rights or remedies that may be available to you. If you need help with a grievance involving an emergency, a grievance that has not been satisfactorily resolved by your health plan, or a grievance that has remained unresolved for more than 30 days, you may call the department for assistance. You may also be eligible for an Independent Medical Review (IMR). If you are eligible for IMR, the IMR process will provide an impartial review of medical decisions made by a health plan related to the medical necessity of a proposed service or treatment, coverage decisions for treatments that are experimental or investigational in nature and payment disputes for emergency or urgent medical services. The department also has a toll-free telephone number (**1-888-HMO-2219**) and a TDD line (**1-877-688-9891**) for the hearing and speech impaired. The department's Internet Web site <http://www.hmohelp.ca.gov> has complaint forms, IMR application forms and instructions online.

17.4 Arbitration of Disputes:

- a. In addition to the Grievance Procedure, a Member may also seek redress by submitting the dispute to binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Binding arbitration is the final process for resolution of any dispute described in section 16.4.b. below. Under binding arbitration, both parties give up their rights to have the dispute decided by jury in a court of law.
- b. Each and every unresolved disagreement, dispute or controversy arising out of or relating to Covered Services under this Agreement or the construction, interpretation, performance or breach of this Agreement, between a Member or personal representative of such persons, as the case may be, and The Plan shall be submitted to binding arbitration in accordance with this section whether such dispute involves a claim in tort, contract or otherwise, and whether or not other parties (e.g., Plan Providers or their partners, agents, or employees) are involved. This Arbitration section does not include disputes involving medical malpractice. If you have a dispute involving medical malpractice, you should consult a lawyer to assist you in determining your legal rights. It does include any act or omission which occurs during the term of this contract but which may give rise to a claim after the termination of this contract.

- c. The Member seeking binding arbitration shall send a written notice to The Plan. The notice shall contain a demand for binding arbitration and a statement describing the nature of the dispute, including the specific issue(s) involved, the amount involved, the remedies sought and a declaration that the party seeking binding arbitration has previously attempted to resolve the dispute with The Plan. For further assistance, the Member may also write to the AAA at 3055 Wilshire Blvd., 7th Floor, Los Angeles, CA 90010-1108, or telephone (213) 383-6515.
- d. In the case of extreme economic hardship, a Member may request from The Plan information on how to obtain an application for full or partial assumption of the Member's share of fees and expenses incurred by the Member in connection with the arbitration proceedings.
- e. For all claims or disputes for which the total amount claimed is \$200,000 or less, the parties shall select a single neutral arbitrator who shall have no jurisdiction to award more than \$200,000. This provision is not subject to waiver, except nothing in this section shall prevent the parties from mutually agreeing, in writing, after a case or dispute has arisen and a request for arbitration has been submitted, to use a tripartite arbitration panel which includes two party-appointed arbitrators or a panel of three neutral arbitrators, or another multiple arbitrator system mutually agreeable to the parties. The agreement shall clearly indicate, in boldface type, that "A case or dispute subject to binding arbitration has arisen between the parties and we mutually agree to waive the requirement that cases or disputes for which the total amount of damages claimed is two hundred thousand dollars (\$200,000) or less be adjudicated by a single neutral arbitrator." If the parties agree to waive the requirement to use a single neutral arbitrator, the Member or Subscriber shall have three business days to rescind the agreement. If the agreement is also signed by counsel of the Member or Subscriber, the agreement shall be binding and may not be rescinded. If the parties are unable to agree on the selection of a neutral arbitrator, The Plan shall use the method provided in section 1281.6 of the Code of Civil Procedure to select the arbitrator.
- f. The parties agree that the arbitrator(s) shall issue a written opinion, and the award of the arbitrator shall be binding and may be enforced in any court having jurisdiction thereof by filing a petition of enforcement of said award. The findings of the arbitrator and the award of the arbitrator issued thereon shall be governed by the applicable state and federal statutory and case law. The arbitrator's award shall be accompanied by a written decision explaining the facts and reasons upon which the award is based, including the findings of fact and conclusions of law made and reached by the arbitrator(s). The decision shall be signed by the arbitrator(s) in order to be effective.
- g. The declaration of a court or other tribunal of competent jurisdiction that any portion of this contract to arbitrate is void or unenforceable

shall not render any other provision hereof void or unenforceable.

- h. The arbitrator(s) shall make the necessary arrangements for the services of an interpreter upon the request of any party, which party shall assume the cost of such services.
- i. The arbitration shall take place in the largest city or town in the county where the services were provided, unless some other location is mutually agreed upon by the parties, and shall be governed by the rules of the American Arbitration Association. The expenses of the arbitrator(s) shall be shared equally by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date set forth above.

CONCERN: Employee Assistance Program

San Ramon Valley Fire Protection District

By: _____

By: _____

Thomas Smith, Director Account Services

Fire Chief

1503 Grant Road, Suite 120

Mountain View, CA 94040

Approved as to form:

By: _____

District Counsel

Approved as to Budget Authority and Insurance

By: _____

Controller

1500 Bollinger Canyon Road
San Ramon, CA 94583

Attachment A

COVERED SERVICES

BENEFIT SCHEDULE

The Plan shall provide the following Covered Services:

- A. EAP Assessment, referral to community resources and Medical Emergency Care, and short-term counseling. The Plan offers counseling services for a wide range of personal issues and immediate response for Crisis situations. Each Dispatch and Safety Member and his or her Covered Dependents shall be limited to a maximum of Ten (10) Visits for each issue. Counseling for Dispatch and Safety Members will be provided by counselors on a First Responder Specialty Panel. Covered Dependents will be referred to counselors on a First Responder Specialty Panel or the standard panel as appropriate. Each Non-Safety and Retirees Member and his or her Covered Dependents shall be limited to a maximum of Ten (10) Visits for each issue per twelve-month period, beginning with the date of the case opening. Counseling will be provided from standard panel of counselors. For the purpose of this provision, the word “issue” means a specific type of matter, situation or issue of concern to a Member for which the Member requests EAP services for purposes of obtaining assistance in arriving at a solution. If a Member is referred for unsatisfactory work performance by means of a Supervisor Referral, or if a Member or Covered Dependent is assessed as having a chemical dependency issue, the maximum number of visits shall be Ten (10). The Plan provides counseling for “issues” including but not limited to:
- (i) traumatic incident/PTSD,
 - (ii) marital and family issues,
 - (iii) difficulty with relationships
 - (iv) emotional distress,
 - (v) job stress,
 - (vi) communications or conflict issues,
 - (vii) substance abuse issues, and
 - (viii) loss and death issues.
- B. The Plan provides an issue-focused form of individual or family outpatient counseling that
- (i) seeks resolution of issues in living rather than basic character changes;
 - (ii) emphasizes the Member’s skills, strengths and resources;
 - (iii) involves setting and maintaining realistic goals that are achievable in a one to five month period; and

- (iv) encourages the Member to practice behavior outside the counseling Visits to promote therapeutic goals.
- C. The Plan's EAP services will provide Members with confidential EAP Assessment, Crisis Intervention, short-term counseling and referral to community resources. The Plan can also refer Members to individuals who provide parenting and childcare resources, adult care resources, legal consultations, and financial services.
- D. Upon reaching the maximum number of Visits, a Member may continue to receive services by the Plan Provider, but at the Member's expense. Upon each case opening, The Plan shall inform the Member of the number of Visits he or she is entitled to receive.
- E. A Plan Provider will also refer a Member to community resources for assistance for non-Covered Services. In the event of such referral, the Member shall be advised by The Plan and the Plan Provider that the Member is responsible for payment of costs and fees for services provided.
- F. The Plan Provider shall also obtain from a Member a consent form prior to the release of any information concerning said Member, except as required by law. A Plan Provider shall explain such form to each Member.
- G. Upon request, The Plan shall provide up to ten (10) hours per incident for Critical Incident Response (management consultations, planning, travel, onsite support, and follow-up) for traumatic events occurring onsite involving employees and up to eight (8) hours annually for training, education, and/or critical incident response for events occurring offsite involving employees. Seminars are to be selected from a list of topics provided by The Plan. Cancellations of educational seminars within three business days (72 business hours) of their scheduled time shall be counted as used on-site hours, or subject to a late cancellation billing of Three Hundred Fifty Dollars (\$350), whichever applies. Additional on-site hours may be purchased by The Group at current pricing.
- H. The Plan shall conduct management orientation sessions for The Group's management and supervisory personnel and employee orientation sessions for The Group's personnel at such times and locations as are mutually agreed upon by The Plan and The Group.
- I. Upon request, The Plan shall consult with The Group's Human Resources staff and individual supervisors and managers regarding potential or actual supervisory referrals and Employee performance issues.
- J. The Plan shall provide quarterly and annual reports. Such reports shall include statistics on number of Employees using The Plan, demographics, referral sources, services used and issue types.
- K. Facilities: The Plan's Provider's offices are located close to where member work or live, and are available during regular business hours. To find out the exact address and hours of operation of a Plan Provider's office, contact The Plan at **(800) 344-4222**. Member will be asked to provide either the city or zip code where member would like to receive care.
- L. The Plan shall provide members with access to the Luma Digital Experience, a digital guide to customized care recommendations that include; an online assessment, triage to appropriate

level of care based on risk, a personalized dashboard, client-counselor matching for face-to-face or video counseling, work/life referrals and resources, self-guided content, and digital therapeutics.

Attachment B

PREPAYMENT FEES

B.1 Prepayment Fees. The Group shall pay \$20.00 per employee per month for Dispatch and Safety and \$2.97 per employee per month for Non-Safety and Retirees. At the end of each contract year, if utilization increases or decreases by 10% or more, all parties reserves the right to renegotiate the rate.

B.2 Invoices. The Plan will invoice The Group monthly based on an accurate headcount of all Employees covered by The Plan, to be provided by The Group at the beginning of each month. All amounts due under this Agreement shall be paid to The Plan within 30 days of invoice date. In the event that payment is not received within 30 days of invoice date, a finance charge of 1.5% (18% annually) will be applied. Payment shall be remitted to:


CONCERN: EAP
Department 33079
P.O. Box 39000
San Francisco, CA 94139-3079

Tax I.D. number for The Plan is 77-0528349.

Attachment C



CERTIFICATE OF COVERAGE

Named Member: Concern: Employee Assistance Program 2400 Grant Road, Suite 100 Mountain View, CA 94040		This document certifies that coverage is in force for the Named Member on the Issue Date below, subject to the terms and conditions of the Contract designated. It is issued as a matter of information and does not confer any rights to any Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded under the Contract. If the Contract, or coverage for any Member, is canceled for any reason or if the terms of the Contract are changed, we will notify the Named Member only. Coverage is not in effect unless and until all payments are received when due.	
Insuring Company: BETA Risk Management Authority 1443 Danville Boulevard Alamo, CA 94507			
Certificate Number	Effective Date	Expiration Date	Retroactive Date *
HCL-19-078	07/01/2019 at 12:01 a.m.	07/01/2020 at 12:01 a.m.	01/01/1993 at 12:01 a.m.
Type of Coverage: <input checked="" type="checkbox"/> Professional Liability - Claims Made and Reported <input checked="" type="checkbox"/> General Liability - Occurrence			
Limits of Liability: \$10,000,000 Per Claim \$20,000,000 Aggregate Per Contract Period		Deductible: \$1,000 Per Claim NONE Aggregate Per Contract Period	
Description of Coverage: Evidence of Healthcare Entity Professional Liability, Bodily Injury & Property Damage Liability, Personal Injury and Advertising Injury Liability, and Employee Benefit Liability coverage			
Issue Date: June 20, 2019			
Certificate Holder: FOR INFORMATION ONLY		Authorized Representative:  R. Corey Grove Senior Vice President, Insurance Operations	

* the retroactive date applies to claims made coverage only

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF THE DIRECTOR

NUMBER 2221 - A

CERTIFICATE OF CONSENT TO SELF-INSURE

CONCERN: EMPLOYEE ASSISTANCE PROGRAM

(a California corporation)

THIS IS TO CERTIFY, That Subsidiary of EL CAMINO HOSPITAL

has complied with the requirements of the Director of Industrial Relations under the provisions of Sections 3700 to 3705, inclusive, of the Labor Code of the State of California and is hereby granted this Certificate of Consent to Self-Insure.

This certificate may be revoked at any time for good cause shown.*




EFFECTIVE:

THE 1ST DAY OF March 19 2002


MARK B. ASHCRAFT MANAGER

DEPARTMENT OF INDUSTRIAL RELATIONS
OF THE STATE OF CALIFORNIA


STEPHEN J. SMITH DIRECTOR

* Revocation of Certificate.—“A certificate of consent to self-insure may be revoked by the Director of Industrial Relations at any time for good cause after a hearing. Good cause includes, among other things, the impairment of the solvency of such employer, the inability of the employer to fulfill his obligations, or the practice by such employer or his agent in charge of the administration of obligations under this division of any of the following: (a) Habitually and as a matter of practice and custom inducing claimants for compensation to accept less than the compensation due or making it necessary for them to resort to proceedings against the employer to secure the compensation due; (b) Discharging his compensation obligations in a dishonest manner; (c) Discharging his compensation obligations in such a manner as to cause injury to the public or those dealing with him.” (Section 3702 of Labor Code.) The Certificate may be revoked for noncompliance with Title 8, California Administrative Code, Group 2—Administration of Self-Insurance.



STATE OF CALIFORNIA
BUSINESS, TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF MANAGED HEALTH CARE

LICENSE

HEALTH CARE SERVICE PLAN

File No. 933-0402


Licensee: CONCERN EMPLOYEE ASSISTANCE PROGRAM
2400 Grant Road, Park Pavilion, Mail Stop PAR 114
Mountain View, California 94040

IS HEREBY LICENSED AS A HEALTH CARE SERVICE PLAN PURSUANT TO THE PROVISIONS OF THE KNOX-KEENE HEALTH CARE SERVICE PLAN ACT OF 1975, AS AMENDED, ("ACT") AND IS AUTHORIZED TO ENGAGE IN BUSINESS AS A HEALTH CARE SERVICE PLAN WITHIN THE STATE OF CALIFORNIA SUBJECT TO THE PROVISIONS OF THE ACT AND THE RULES PROMULGATED PURSUANT TO THE ACT UNTIL SUCH TIME AS THIS LICENSE IS SUSPENDED OR REVOKED BY ORDER OF THE DIRECTOR, OR IS SURRENDERED.

THIS LICENSE IS NOT TRANSFERABLE OR ASSIGNABLE AND IS EFFECTIVE ON THE DATE APPEARING BELOW.

Dated: March 5, 2001
Sacramento, California

DANIEL ZINGALE
Director, Department of Managed Health Care

By 
BRIAN J. BARTOW
Chief, Licensing Division



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019

To: Board of Directors

From: Davina Hatfield, Controller

Re: Workers' Compensation Insurance
Self-Insurance Assessment for Fiscal Year 2019/20

Background

The District is self-insured for workers' compensation insurance. As a self-insured employer, the District is regulated by the State of California, Department of Industrial Relations, Office of Self-Insurance Plans. Labor Code Sections 62.5 and 62.6 authorize the Department of Industrial Relations to assess employers for the cost to administer the workers' compensation program. The assessment is based upon the total indemnity (i.e., paid time off) costs actually paid by the District in FY 2018/19. The current assessment amount is \$75,986, which is a slight decrease of \$86 from the previous year.

Recommended Board Action:

Authorize payment to the State of California for the Workers' Compensation Insurance Self-Insurance Assessment for Fiscal Year 2019/20 in the amount of \$75,986.

Financial Impacts:

None. Budgeted expense included in District-Wide budget for fiscal year 2019/20.



Department of Industrial Relations

Office of Self-Insurance Plans
 11050 Olson Drive, Suite 230
 Rancho Cordova, CA 95670
 (916) 464-7000
 Fax: (916) 464-7007

INVOICE

Invoice Number: OSIP 66840
 Certificate No.: 7414
 Invoice Date: December 6, 2019
 Due Date: January 5, 2020
 OSIP Federal Tax ID.: 94-3160882

Customer Information:

Billing Address:		Send Payment To:	
Company:	San Ramon Valley Fire Protection District	Company:	Department Of Industrial Relations
Name:	Natalie Korthamar Wong	Name:	Office of Self Insurance Plans
Address:	1500 Bollinger Canyon Rd	Address:	11050 Olson Drive, Suite 230
City/State/Zip	San Ramon, CA 94583	City/State/Zip	Rancho Cordova, CA 95670

For : San Ramon Valley Fire Protection District

Terms: Due and payable within 30 days

Factor	Assessment for fiscal year July 1, 2019 through June 30, 2020 using 2018 / 2019 Public Annual Report	Paid Indemnity (Line4 minus Line11 on the annual report)	Assessment Due
0.050135	Workers' Compensation Administration Revolving Fund Assessment (WCARF)	\$ 736,969	\$ 36,947.94
0.003786	Uninsured Employers Benefits Trust Fund Assessment (UEBTF)	\$ 736,969	\$ 2,790.16
0.014570	Subsequent Injuries Benefits Trust Fund Assessment (SIBTF)	\$ 736,969	\$ 10,737.63
0.012390	Occupational Safety and Health Fund Assessment (OSHF)	\$ 736,969	\$ 9,131.04
0.009805	Workers's Compensation Fraud Account Assessment (FRAUD)	\$ 736,969	\$ 7,225.98
0.012420	Labor Enforcement and Compliance Fund (LECF)	\$ 736,969	\$ 9,153.15
License Fee Assessment:			
	Base Fee (determined by total number of employees)		\$ 0.00
	Additional Location Fee (No. of Locations)		\$ 0.00
	Per Capita Employee Charge (# of ee's * 0)	License Fee Assessment Subtotal	\$ 0.00
		Invoice Totals:	\$ 75,985.90
		Amount Paid:	\$ 0.00
		Balance Due:	\$ 75,985.90

Notes:

The letter establishing the assessment factors and methodology used for calculation are available on the OSIP website at <http://sip.dir.ca.gov> You can also make an electronic funds transfer(EFT)payment online at <http://www.dir.ca.gov/osip> It is very important to enter the correct invoice number when making an online payment.

NEW BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Consideration of Suspending the Medical Benefit Cap for Active Employees

Discussion:

Prior to 2013 the District paid 100% of the medical premiums for active employees and retirees, for whichever Cal PERS medical plan was selected; and employees (and spouses) became eligible for lifetime medical benefits upon retirement, regardless of years of service. As a result, the unfunded liability associated with retiree medical benefits at the time was approximately \$84 million (\$89 million liability minus \$5 million of funding; or 6% funded).

The District was also facing a very uncertain financial future in 2013. The overall economy, and more importantly for the District, property values, were reeling from the impacts of the Great Recession. The District and its' labor partners were able to reach agreement on concessions that provided both near-term and long-term financial relief, with an understanding between the parties that a further deterioration in District finances could lead to further concessions or an improving financial picture could result in an easing of the concessions on the part of labor.

A number of the concessions agreed to by labor pertained to active and retiree medical benefits, including: 8% premium cost share paid by active employees and retirees; cap on medical premiums for actives and retirees set at the second highest Bay Area plan offered by Cal PERS; adding a vesting requirement for retiree medical benefits whereby new hires need 10 years of service to vest at 50%, increasing by 5% per year until 100% vested after 20 years; along with labors' support for fully funding the actuarially determined annual contribution to the retiree medical ("OPEB") trust fund. These changes resulted in a substantial reduction in the ongoing, annual cost for medical benefits as well a substantial reduction in the unfunded liability associated with retiree medical benefits.

Subsequently the economy, and Districts' financial situation, has continued to improve. In November 2015 the District was able to remove the 8% cost share for retirees; and as of 2019, the unfunded liability for retiree medical benefits stands at \$43 million (\$70 million liability minus \$23 million of funding; or 39% funded).

Labor has requested the District consider a modification to the medical benefits for active employees. Cal PERS annually renegotiates premiums with its different carriers, resulting in a constantly changing highest-cost plan each year. Consequently, the premium cap at the second highest Bay Area (now Region 1) rate has resulted in employees (and their families) having to annually reevaluate their choice of medical plans, often leading to change in providers which is confusing and cumbersome. Therefore, Labor has requested the District remove the cap at the second highest Region 1 rate for active employees. The cap would remain for retirees as they are typically in lower cost plans, especially after reaching Medicare age 65.

Financial Implications

Cal PERS has been diligent in recent years negotiating with medical care providers to reign in premium increases and reduce the disparity between plan premiums. The difference between the highest and second highest cost medical plans for 2019 is 1.85%, and for 2020 the cost difference is 4.57%. The net cost difference in monthly premiums between the highest and second highest plans for 2019 would have ranged from \$18.91 for employee only to \$49.15 for a family; the net difference for 2020 would range from \$47.65 for employee only to \$123.66 for a family. Therefore, the annual cost to the District of eliminating the premium cap would depend on the number of employees choosing the highest cost plan; and present, the plan with the most active employee participants is Kaiser, which tends to be in the medium to low premium range.

The medical open enrollment period for calendar year 2020 has closed, and four (4) active employees chose a health plan with a premium above the cap. Therefore, the cost of removing the cap for 2020 would be \$466.11 per month, or \$5,593.32 for the year; which represents an increase of 0.14% in the fiscal year 2019/20 budget of \$4,001,462.

If there is not a lot movement toward higher cost plans (which is a reasonable assumption given the 8% premium cost share), there would not be a significant impact on the District's ongoing, operational budget. And if the cap remains for retirees, there would be no impact on the retiree medical liability.

Recommended Actions

The recommendation is for the Board to authorize the suspension of the medical premium cap for active employees for calendar year 2020, and thereafter to review on a year-to-year basis the financial impact of removing the cap and whether to continue or revoke the suspension.

CORRESPONDENCE



You are all the best!
Thank you

Isabel ♡

From your fans
at Sonoma Academy,
Thank You!

[Signature]
lauren

thank you!
- mysha

Rhody
Isabel ♡
Colleen ☺
mike

MI

Sue Brooks

Subject: Thanks

Hi Chief Paige:

I wanted to THANK YOUR FIREMEN for their response to parking lot flooding at my Stone Valley Center last Sunday. Jim Martin, a longtime friend, and his two crew--both Alamo kids-grown-up--helped clear a clogged storm drain that had resulted in 1+ feet of water over an area of 35 x 20 yards, at least. I had been trying to clear the flooded area and drain myself, which I discovered on my way to help out at the Alamo Tree Lighting, but couldn't find the clog. My maintenance staff was responding, but were coming from oakland. Meanwhile, dozens of people were trying to drive through or park in my Center to go to the Tree Lighting, kids were playing in the flood, and darkness was approaching. Jim gave me the names of his men, but I am embarrassed to say I am horrible with remembering names. Nevertheless, please THANK them, again, and I would love to get you to give us an update on SRVFPD activities at an upcoming Kiwanis Meeting. Merry Christmas to you and all at the Department.

John Lineweaver



WINTERS FIRE DEPARTMENT

BRAD L. LOPEZ
FIRE CHIEF

700 MAIN STREET
WINTERS, CA 95694
(530) 795-4131 BUSINESS
(530) 795-5434 FAX

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

RE: Type I Engine Donation

Dear SRVFPD Board Members,

December 5th, 2019

As Fire Chief for the City of Winters Fire Department, I would like to personally thank the San Ramon Valley Fire Protection District Board and Fire Chief Meyer for providing us this opportunity and awarding one of your Type I Fire Engine. The award of this Type I engine will significantly improve the reliability of operation, safety of personnel and improve maintenance costs knowing the manufacture is still in business. The Winters Fire Department operates on a very limited budget that requires us to be a very resourceful at times to make things work. We do not have the funds to replace expensive apparatus, however opportunities such as this please know your generous donation will continue to protect our rural community for years come!

Sincerely,

Brad L. Lopez
Fire Chief

❄️ MERRY ❄️
CHRISTMAS
and
❄️ HAPPY ❄️
NEW YEAR



CAL FIRE INCIDENT MANAGEMENT TEAM 6

Established 1994

Certificate of



Appreciation

**THIS IS TO COMMEND
BATALLION CHIEF
Daniel McNameera**

In appreciation of your timeless efforts in support of the Kincade Incident CA-LNU-019376. Your dedication to Incident Management Team Six is commendable, and an honorable service to the citizens of Sonoma County. We pay special tribute to you for your service.

With Heartfelt Gratitude!

Given on this fourth day of November, Two Thousand and Nineteen

*From the Commanders of
Incident Management Team Six*

Paige Meyer, Fire Chief,

I was involved in a
car accident on Thurs. Oct 24, 2019 ^{7:00 AM}
on 480 South & pulled off onto
Sycamore Valley Rd to Valero
gas station. I had been
rear ended by truck and was
driving a small sports car. The
Emergency responders, Fire &
Ambulance were great! They were
comforting, as I was crying, professionally
as they put me in the ambulance
to Kaiser Walnut Creek and informing
and reassuring me all the way.
Thank you to all -
Charlene Alherti

Thank You for your help!

Daniel
Jung
D O K H U
C A R C I X

J O I A N / 1 7 9 1 9

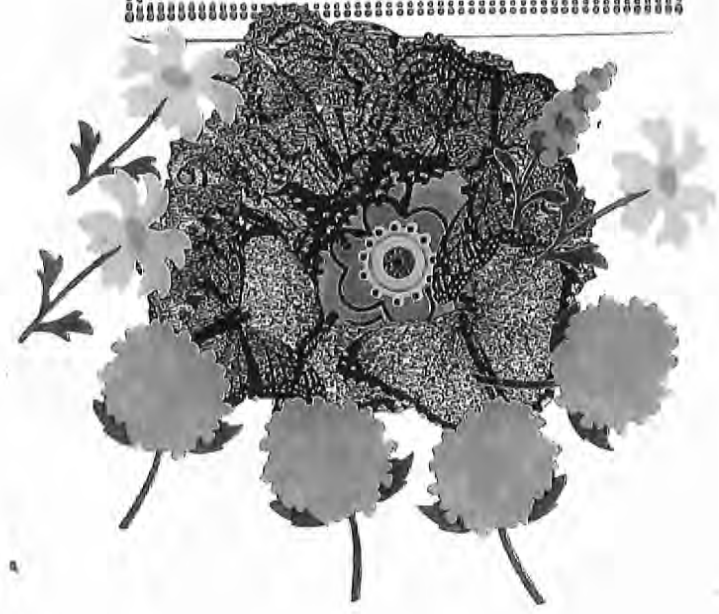


Kevin
Ted Copus
Rouch

5 H 9 4 0

Suzanne schmuck

Thank You
from the
bottom
of my HEART.

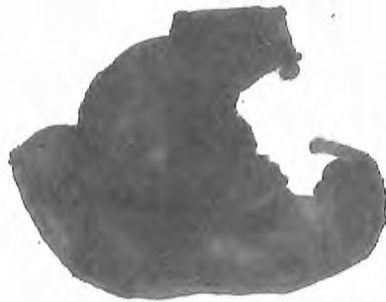


North Bay Industries
5720 Labath Ave.
Rohnert Park, Ca. 94928

Dear San Ramon Valley
Fire Protection District,
Thank you so much for
keeping the Kincaid fire
away from Santa Rosa.
We are all so grateful
for every thing you
have done

THANK
You!

(Thankz



2017 Sonoma Ramon Valley Fire Protection District,

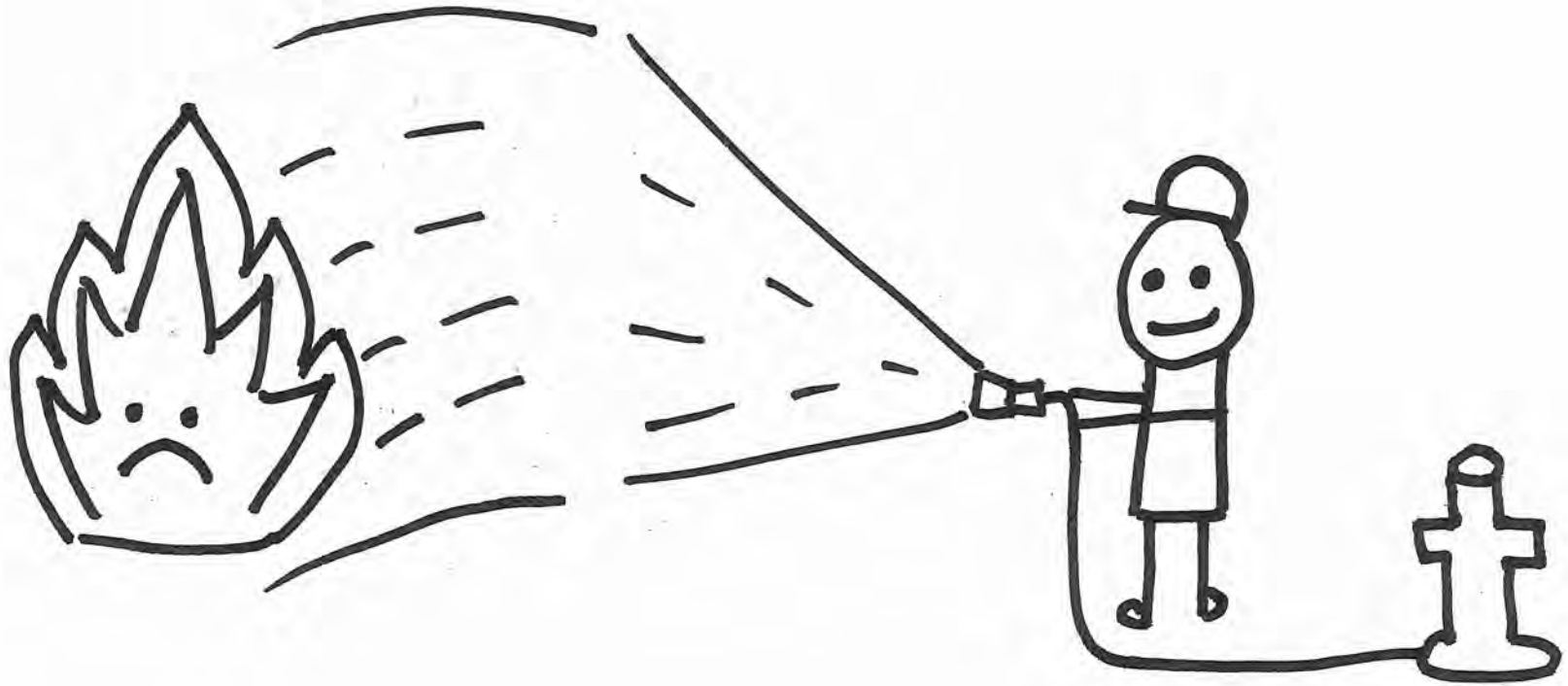
Thank you for risking your life for Sonoma County. If it weren't for you, we wouldn't have places to live. Thank you for being more prepared this year and putting out the fire in such a short amount of time.

Thank you,
Andrew

Thanks
You

San Ramon
Valley Fire
Protection Department

It's you guys & girls
putting out the fire



2019



Season's Greetings

*Thank you for saving our
homes and our community.*

We are forever grateful.

Your friends in Sonoma County

Dear first responders,

Thank you for helping Sonoma County.

We may not have had our
homes without you. Thanks for being brave.
You are our heroes!

Love,

Anthony & 6th grade

of Kid Street Charter School



P.O. Box 6784
Santa Rosa, CA 95406



OPERATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Subject: Monthly Operations Report for November 2019

Operations/Training

- PPE Inspection
- Hosted Low Angel Rope Rescue Training-Academy
- Tiller Training
- Company Performance Standard
- CATF-4 - 2 people
- Anti-Harassment Training
- FRO-Hazmat
- Chief Drayton Academy visit with Chief Aguiar

Events Attended by Suppression:

- Eng 34 – Skate Park Anniversary Event
- Station 30 – PTA Event, Live Oak Elementary

Special Teams:

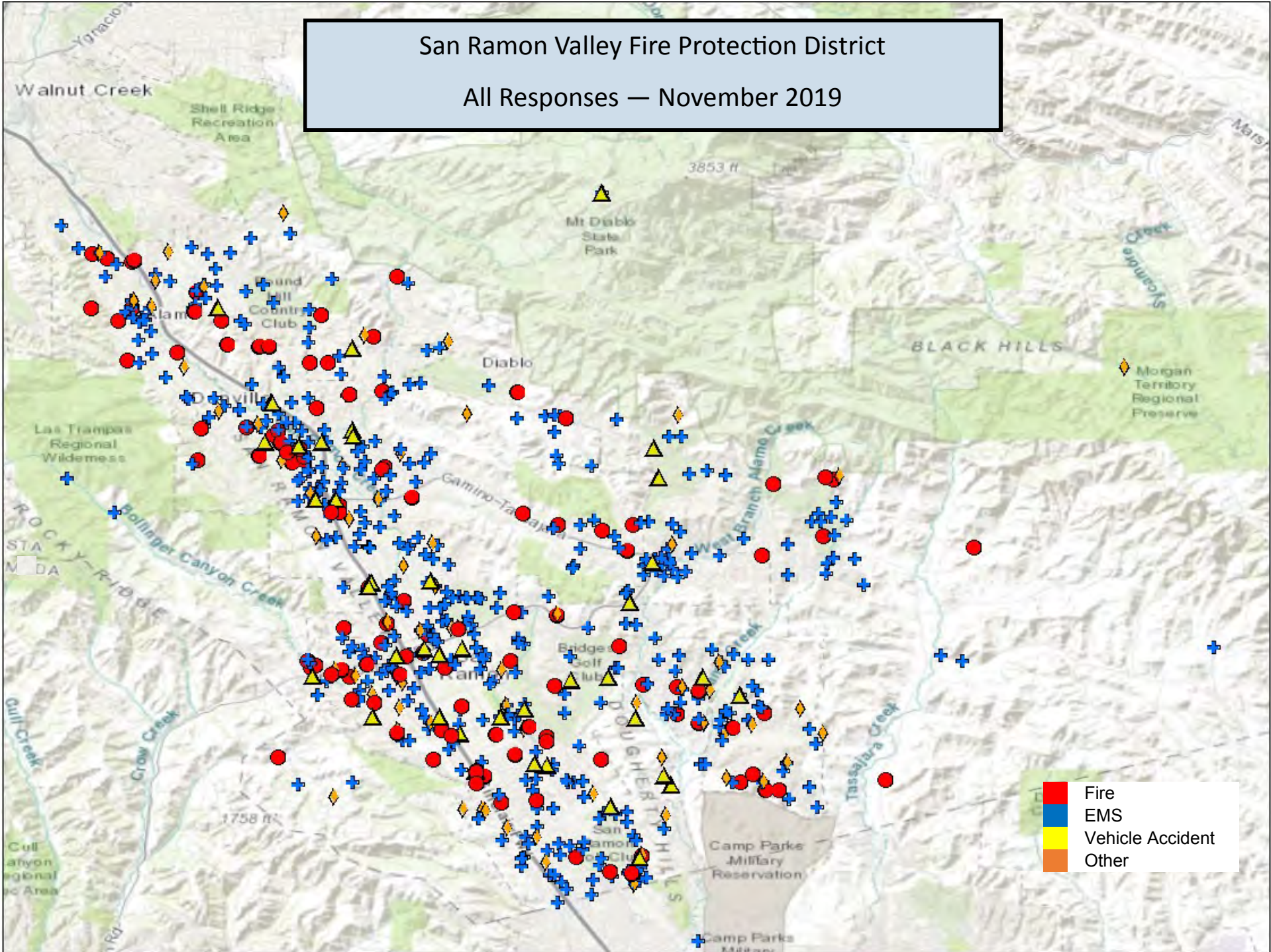
Hazardous Division

- Completed Annual Level “A” Obstacle Course

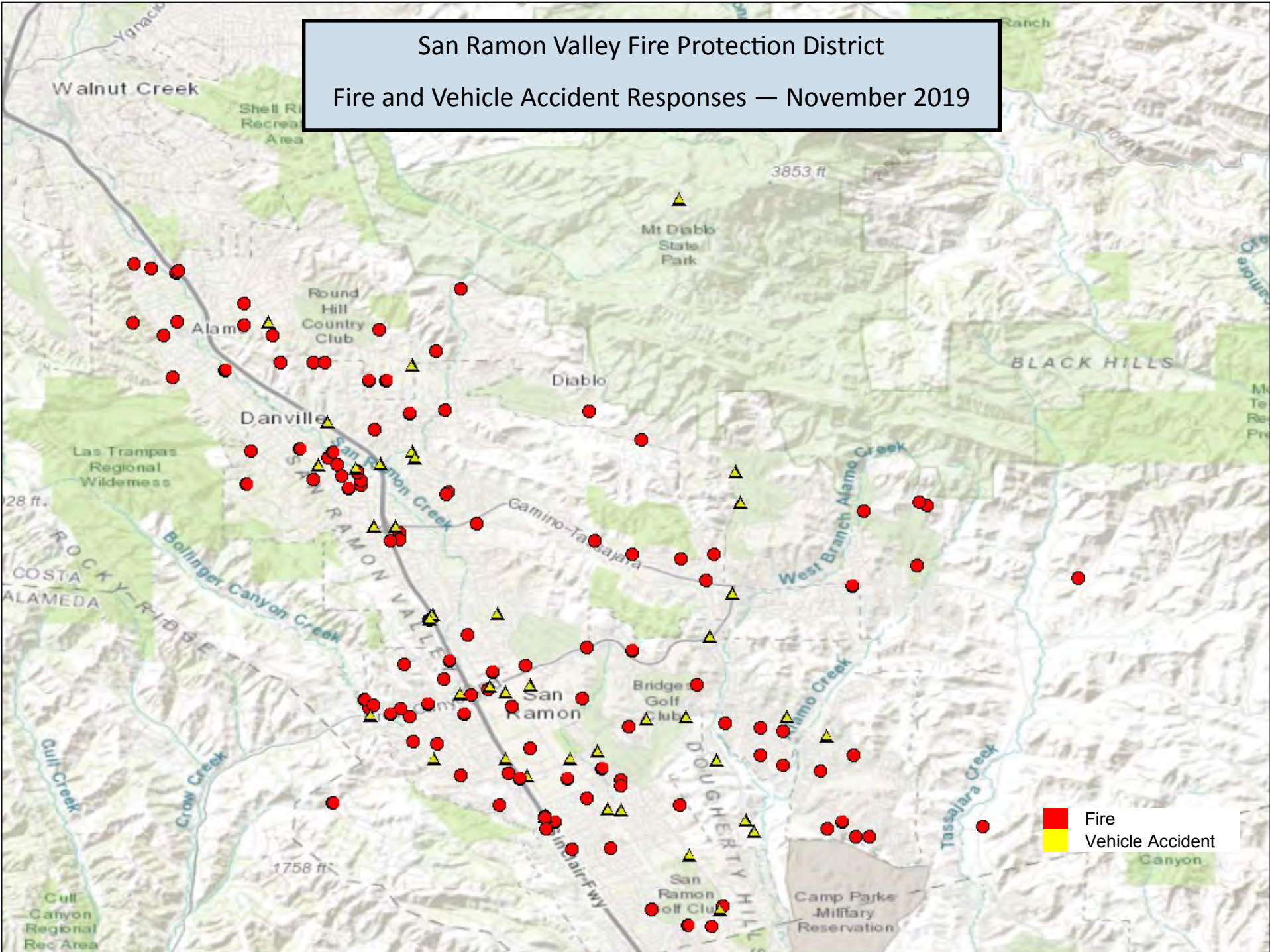
Meetings:

- County Chiefs
- Command Staff
- Danville Town Council
- Fire Investigation Team Meeting
- Firefighter Reserve
- County Training Officers
- EMS Survivor Reunion Luncheon

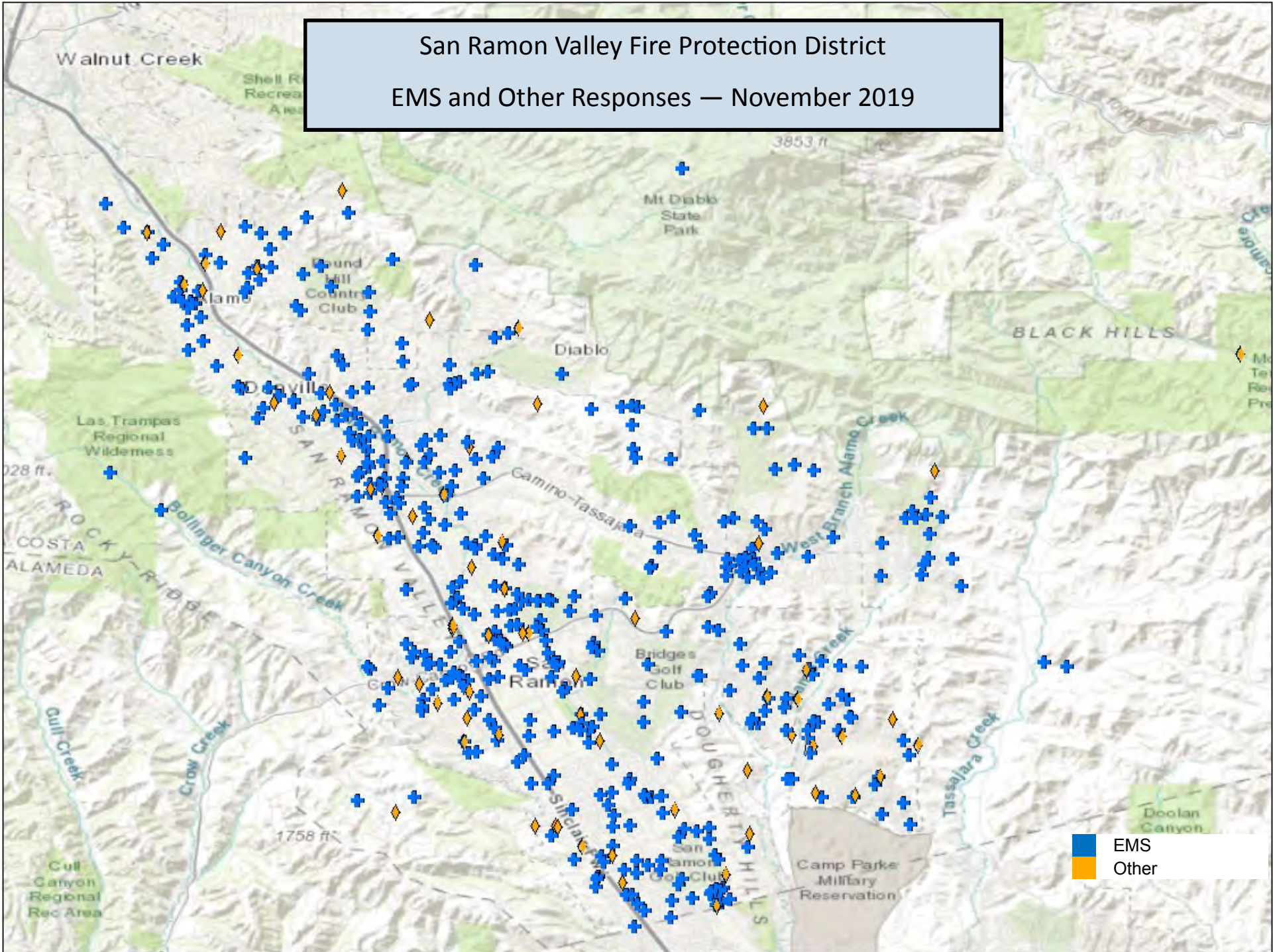
San Ramon Valley Fire Protection District
All Responses — November 2019



San Ramon Valley Fire Protection District
Fire and Vehicle Accident Responses — November 2019



San Ramon Valley Fire Protection District
EMS and Other Responses — November 2019



Standards of Cover Policy Compliance Report November 1, 2019 - November 30, 2019

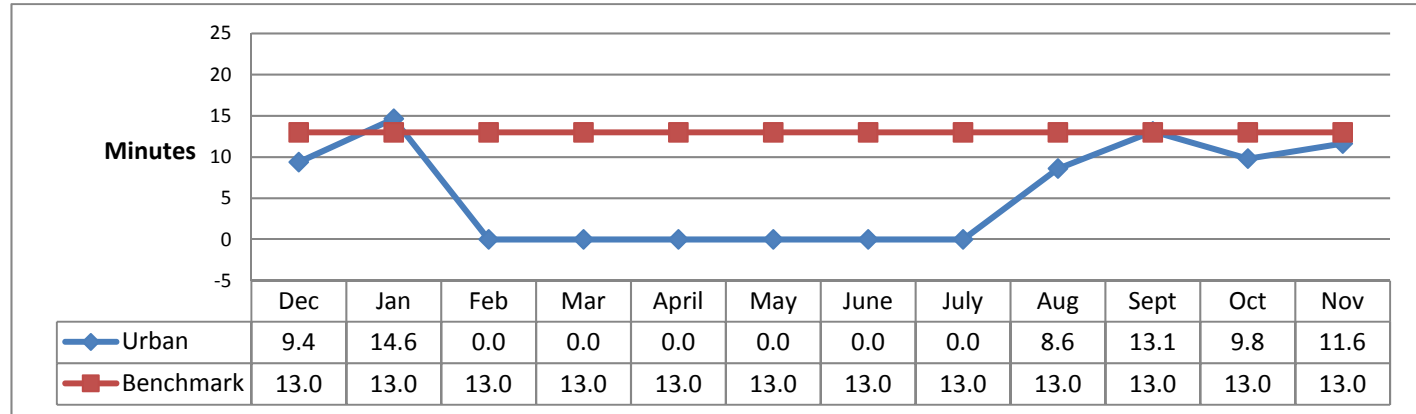
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 320)			Suburban (Count = 81)			Rural (Count = 3)			Wilderness (Count = 4)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:14	7:17	8:00	8:03	8:03	15:00	9:43	13:14	45:00	32:26	33:44
		99%	98%		97%	99%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 1)			Suburban (Count = 0)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	11:38	14:38	14:00	0:00	10:55	21:00	12:51	18:20	45:00	0:00	23:35
		100%	71%		0%	100%		100%	100%		0%	100%

	SOC Goal 8											
	Urban (Count = 134)			Suburban (Count = 34)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	9:00	9:08	9:39	10:00	8:59	9:55	21:00	13:01	14:39	45:00	0:00	26:25
		98%	95%		100%	100%		100%	100%		0%	100%

	SOC Goal 7								
	Call Processing EMS			Call Processing Time			Turnout Time		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
	1:00	0:54	1:01	1:00	1:49	1:49	2:00	1:46	1:52
		100%	99%		89%	85%		100%	100%

**ERF Fire
Response
Urban**



Goal 1

Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

Goal 2

Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

Goal 3

Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile

The first-due fire unit should arrive within 15 minutes total response time, 90 percent of the time.

Goal 4

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

To confine fires near the room of origin and to treat up to 5 medical patients at once, a multiple-unit response of at least 15 personnel should arrive within 13 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 10 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 14 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin and to care for medical patients.

Goal 5

Hazardous Materials Response

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

Goal 6

Technical Rescue

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

Goal 7

Call processing and turnout times

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

Goal 8

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

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

EMS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019

To: Board of Directors

From: John Duggan, Battalion Chief

Subject: Monthly EMS Division Communications

EMS

- The District responded to approximately 550 emergency medical incidents since the November Board of Directors Meeting. Three of these incidents were in response to patients who had experienced a cardiac arrest. One of these incidents was in response to a witnessed arrest, with bystander Cardio Pulmonary Resuscitation (CPR) having been performed on scene. Two of these three patients exhibited a return of spontaneous circulation (ROSC) in response to Advanced Life Support (ALS) interventions, prior to arrival in the Emergency Room.

Ongoing Projects

- Continued to deliver a training and education program for Laura Begin, the District's EMS Coordinator/RN
- Continued to deliver a training and education program for two recently appointed EMS Liaisons
- Collaborated with Human Resources in the expansion of the District's immunization program, offered to employees and volunteers
- Completed 2019 Quarter IV mandated Basic Life Support (BLS) training for all District Emergency Medical Technicians (EMT)
- Completed 2019 Quarter IV mandated Advanced Life Support (ALS) training for all District Paramedics
- Participated in Air Ambulance (helicopter) Workshop with Contra Costa County Health Services and other fire based agencies
- Attended multiple meetings with local and state EMS stakeholder agencies

LOGISTICS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019
To: Board of Directors
From: Jonas Aguiar, Acting Deputy Chief
Subject: Monthly Logistics Report for November, 2019

Facilities

1. Administration building electrical transfer switch upgrade
2. Irrigation system checks/repairs- ongoing
3. Conducted preventative maintenance and repairs to effectively manage costs and maintain service (on-going)

Fleet

1. Type 1 Engines- E32 In Service, outfitting in-progress on the other three
2. Type 5 Engines- outfitting in-progress
3. Type 1 Engine (5th Engine)- arrived to Golden State awaiting post-delivery inspection
4. Conducted preventative maintenance and repairs to effectively manage costs and maintain safety (on-going)

Meetings

1. 11/05/19 Public Safety Meeting
2. 11/05/19 Alamo MAC
3. 11/12/19 Command Staff Meeting
4. 11/13/19 County Chiefs Meeting
5. 11/15/19 Anti-Harassment Training
6. 11/18/19 Alamo Liaison Meeting
7. 11/25/19 Golden State Fire Apparatus Meeting

FIRE & LIFE SAFETY



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019
To: Board of Directors
From: Jonas Aguiar, Acting Deputy Chief
Subject: Monthly Fire & Life Safety Division Report for October, 2019

Plan Review and Inspections

Plan review and construction inspections continue to be a priority to support the active construction projects. The following plans and inspections were accomplished year-to-date as of December 2, 2019:

PLAN REVIEW / CONSTRUCTION	
NEW PROJECTS	710
PLAN REVIEWS SUBMITTED	1402
PLAN REVIEWS COMPLETED	1445
INSPECTIONS	1506
PLAN REVIEW FEES	\$789,610.00

Our four Inspectors have been directed to attain the goal of 100% completed inspections of all State mandated and permitted buildings in 2019. Re-inspections will continue with some occupancies that are struggling with full-compliance. The following inspections were accomplished year-to-date as of November 30, 2019:

Year Review	<u>% Inspected</u>	<u>% Complete</u>
Annual Compliance Inspections	100%	91.99%

Heart Safe Committee Activities

Total Citizens trained in CPR/AED for 2019 – 4,187

11/05/19- Attend HeartSafe regular Meeting

11/08/19- Taught 5th grade students CPR/AED at Hidden Hills Health Fair – 150 trained

10/23/19- Taught Blackhawk HOA – 45 trained

Residential Care Facility Work Group

11/12/19- Monthly meeting

Public Education

11/06/19- Taught 1st and 2nd graders fire safety at Quail Run Elementary
11/07/19- Taught 1st and 2nd graders fire safety at Coyote Creek Elementary
11/12/19- Taught 1st and 2nd graders fire safety at Bella Vista Elementary
11/18/19- Taught 1st and 2nd graders fire safety at Alamo Elementary

CERT Activities

11/01/19- Assist cleaning Citizen Corp storage room
11/06/19- Cert Class #88 – Fire Prevention training
11/07/19- Cert Class #88 – ICS, Training Drill & Graduation
11/16/19- Cert C8 Light-up the Bay Communications Exercise

Meetings

11/06/19- Attend lighting of the Old Oak Tree Danville Chamber of Commerce
11/06/19- Attend TAC planning meeting
11/08/19- SRV Citizen Corps Council – Policy Advisory Committee meeting
11/14/19- Attend C8 meeting

Upcoming Events

12/03/19- HeartSafe Committee Meeting
12/11/19- First Responder class for the Boy Scouts

SAN RAMON VALLEY FIRE PROTECTION DISTRICT													
FIRE PREVENTION DIVISION													
MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT													
November 2019													

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CODE COMPLIANCE													
INSPECTIONS	83	204	189	215	149	123	118	80	85	215	137	0	1598
REINSPECTIONS	98	199	213	324	257	200	217	158	117	337	214	0	2334
TOTAL *	181	403	402	539	406	323	335	238	202	552	351	0	3932

OCCUPANCY PERMITS	26	75	79	121	109	62	97	46	43	107	128	0	893
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ANNUAL INSPECTION PROGRAM													
TOTAL INSPECTABLE OCCS	1523	1523	1523	1523	1523	1523	1523	1523	1523	1523	1523	1523	1523
TOTAL STARTED YTD †	75	191	184	207	142	119	116	78	81	205	130	0	1528
% STARTED YTD	4.92%	12.54%	12.08%	13.59%	9.32%	7.81%	7.62%	5.12%	5.32%	13.46%	8.54%	0.00%	100.33%
TOTAL COMPLETED YTD ‡	33	127	167	164	157	127	141	85	63	213	124	0	1401
% COMPLETED YTD	2.17%	8.34%	10.97%	10.77%	10.31%	8.34%	9.26%	5.58%	4.14%	13.99%	8.14%	0.00%	91.99%

CONSTRUCTION													
NEW PROJECTS	75	51	48	80	64	90	56	75	57	52	62	0	710
PLAN REVIEWS SUBMITTED	151	108	127	139	126	151	110	129	118	123	120	0	1402
PLAN REVIEWS COMPLETED	159	124	144	137	124	146	120	128	116	126	121	0	1445
INSPECTIONS	100	157	145	159	183	82	153	119	72	173	163	0	1506

* Includes all code compliance inspections; Annual inspection program inspections, temporary tents, fireworks display, etc.

† Includes occupancies within annual inspection program that have had the initial inspection completed.

‡ Includes occupancies within annual inspection program that are in compliance and have no outstanding corrections needed.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

FIRE PREVENTION DIVISION

MONTHLY PLAN REVIEW INTAKE REPORT

November 2019

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED	FORMAT
Ferry Residence	Private fire hydrants and fire protection water supplies	11/01/2019 09:32:11	11/04/2019 08:04:57	Digital
Stark Residence Remodel	Automatic fire-extinguishing systems	11/01/2019 12:00:00	11/04/2019 07:20:40	Digital
2102 Estrella Court Meadows Plan 2 Lot 231	Automatic fire-extinguishing systems	11/02/2019 11:59:40	11/02/2019 12:00:24	Digital
City Center Bishop Ranch - Ramen Hiroshi	Automatic fire-extinguishing systems	11/02/2019 12:00:00	11/04/2019 08:12:46	Digital
2108 Estrella Court Meadows Plan 3 Lot 232	Automatic fire-extinguishing systems	11/02/2019 12:01:40	11/02/2019 12:02:19	Digital
2112 Estrella Court Meadows Plan 4 Lot 233	Automatic fire-extinguishing systems	11/02/2019 12:03:37	11/02/2019 12:04:18	Digital
2118 Estrella Court Meadows Plan 4 Lot 234	Automatic fire-extinguishing systems	11/02/2019 12:05:36	11/02/2019 12:06:15	Digital
2122 Estrella Court Meadows Plan 3 Lot 235	Automatic fire-extinguishing systems	11/02/2019 12:07:21	11/02/2019 12:08:02	Digital
Building H LL Security Group TI	Additional Plan Review	11/02/2019 12:13:50	11/02/2019 12:46:33	Digital
Park and Ride Expansion Hydrant Placement	Private fire hydrants and fire protection water supplies	11/02/2019 12:25:44	11/02/2019 12:39:39	Digital
Residential Addition	Construction, alteration, or renovation of a building	11/04/2019 09:00:00	11/05/2019 07:31:55	Paper
SAP Expansion Phase II TI-129 Suite 200	Construction, alteration, or renovation of a building	11/04/2019 16:00:00	11/05/2019 08:03:41	Digital
SmithBucklin TI-116 Suite 302	After hours inspection	11/05/2019 11:23:48	11/05/2019 15:22:51	Digital
eQuest TI-123 Suite 500	After hours inspection	11/05/2019 11:27:47	11/05/2019 15:23:12	Digital
Ferry Residence	Private fire hydrants and fire protection water supplies	11/05/2019 15:15:02	11/06/2019 07:26:39	Digital
O450 VSP TI-127 Suite 450	Construction, alteration, or renovation of a building	11/05/2019 15:16:28	11/06/2019 07:32:38	Digital
O450 VSP TI-127 Suite 450	Automatic fire-extinguishing systems	11/05/2019 15:17:26	11/06/2019 07:35:07	Digital
O450 VSP TI-127 Suite 450	Fire alarm and detection systems and related equipment	11/05/2019 15:17:57	11/06/2019 07:37:46	Digital
Wework TI-115 Suites 300 & 400	Fire alarm and detection systems and related equipment	11/05/2019 15:19:32	11/06/2019 07:45:03	Digital
8 x 8 TI-136 Suite 300	Fire alarm and detection systems and related equipment	11/06/2019 15:50:01	11/07/2019 15:09:36	Digital
Allergy & Asthma Suite 225	Automatic fire-extinguishing systems	11/06/2019 15:50:56	11/07/2019 15:25:39	Digital
Rose International TI-142 Suite 460	Construction, alteration, or renovation of a building	11/06/2019 15:52:01	11/07/2019 15:31:04	Digital
Rose International TI-142 Suite 460	Fire alarm and detection systems and related equipment	11/06/2019 15:52:58	11/07/2019 15:34:42	Digital
Meritage TRCON-673 Suite 140	Construction, alteration, or renovation of a building	11/06/2019 15:54:51	11/07/2019 15:51:53	Digital
Meritage TRCON-673 Suite 140	Fire alarm and detection systems and related equipment	11/06/2019 15:55:59	11/07/2019 15:54:07	Digital
Wellspring Church Phase II	Automatic fire-extinguishing systems	11/06/2019 16:00:00	11/07/2019 16:11:33	Digital
Sunny Life Massage Suite E-3	Construction, alteration, or renovation of a building	11/07/2019 08:43:24	11/08/2019 05:25:13	Digital
Safoora Zaka Solar	Miscellaneous System Plans	11/07/2019 08:47:38	11/08/2019 05:35:50	Digital
Chevron Building V-1 Office Remodel	Automatic fire-extinguishing systems	11/07/2019 08:52:59	11/12/2019 10:54:43	Digital
Access Plans	Fire apparatus access, site improvements and related equipment	11/07/2019 11:33:12	11/13/2019 05:29:13	Digital
Cleveland Residence Remodel	Additional Plan Review	11/07/2019 11:36:46	11/13/2019 05:45:41	Digital
Planning LP19-2039	Planning and site development review	11/07/2019 13:58:38	11/13/2019 05:49:09	Digital
New SFR 46 Smokewood Court	Construction, alteration, or renovation of a building	11/07/2019 14:04:45	11/14/2019 08:08:59	Paper
44 Smokewood Court New SFR	Construction, alteration, or renovation of a building	11/07/2019 14:09:11	11/14/2019 08:42:50	Paper
Spill Bucket Replacement	Flammable and combustible liquids	11/07/2019 14:14:09	11/14/2019 08:57:24	Paper
Infusion Express Suite C	Fire alarm and detection systems and related equipment	11/08/2019 04:13:47	11/14/2019 09:18:32	Digital
PV Variance	Miscellaneous System Plans	11/08/2019 04:15:31	11/14/2019 09:36:33	Digital
Jensen Clark SFR	Construction, alteration, or renovation of a building	11/08/2019 11:49:28	11/14/2019 09:58:58	Digital
Allergy & Asthma Suite 225	Automatic fire-extinguishing systems	11/08/2019 11:55:46	11/14/2019 10:32:07	Digital
O450 VSP TI-127 Suite 450	Fire alarm and detection systems and related equipment	11/08/2019 11:56:26	11/14/2019 10:40:47	Digital
Meritage TRCON-673 Suite 140	Automatic fire-extinguishing systems	11/08/2019 11:57:48	11/14/2019 10:44:18	Digital
Planning MUP 19-501-017	Planning and site development review	11/08/2019 11:59:56	11/14/2019 10:16:33	Digital
Hazy Barbecue	Construction, alteration, or renovation of a building	11/08/2019 14:25:00	11/14/2019 16:45:59	Digital

951 Via Veneto Highlands Plan 1 Lot 30	Automatic fire-extinguishing systems	11/12/2019 07:18:31	11/12/2019 07:19:14	Digital
915 Via Veneto Highlands Plan 4 Lot 25	Automatic fire-extinguishing systems	11/12/2019 07:20:38	11/12/2019 07:21:14	Digital
2128 Estrella Court Meadows Plan 3 Lot 236	Automatic fire-extinguishing systems	11/12/2019 07:22:48	11/12/2019 07:23:23	Digital
2125 Estrella Court Meadows Plan 2 Lot 237	Automatic fire-extinguishing systems	11/12/2019 07:24:48	11/12/2019 07:25:22	Digital
2105 Estrella Court Meadows Plan 1 Lot 238	Automatic fire-extinguishing systems	11/12/2019 07:26:18	11/12/2019 07:26:50	Digital
Recio/Dickey Residence	Fire apparatus access, site improvements and related equipment	11/12/2019 08:39:36	11/12/2019 08:55:33	Digital
Sector 3 Fire Doors Modification	Fire alarm and detection systems and related equipment	11/12/2019 09:03:13	11/12/2019 09:10:56	Digital
Fire Alarm Modifications	Fire alarm and detection systems and related equipment	11/12/2019 16:01:41	11/14/2019 17:01:40	Digital
Infusion Express Suite C	Automatic fire-extinguishing systems	11/12/2019 16:11:30	11/15/2019 06:37:03	Paper
Bright Minds Academy Occupancy Change	Fire alarm and detection systems and related equipment	11/12/2019 16:16:33	11/15/2019 06:53:45	Paper
City Center Bishop Ranch - Ramen Hiroshi	Fire alarm and detection systems and related equipment	11/13/2019 09:39:00	11/15/2019 07:06:20	Digital
Reyes Coca Cola Suite 310	Additional Plan Review	11/13/2019 10:59:00	11/15/2019 07:12:49	Digital
New Era Dentistry/David Partrite Suite H	Automatic fire-extinguishing systems	11/13/2019 12:00:00	11/15/2019 11:04:11	Digital
McDonald's Restaurant Remodel	Construction, alteration, or renovation of a building	11/13/2019 13:10:00	11/15/2019 11:18:27	Digital
ADU Conversion	Construction, alteration, or renovation of a building	11/13/2019 16:00:00	11/15/2019 11:26:34	Paper
Underground LP Tank Installation	LP-Gas	11/14/2019 08:50:44	11/15/2019 11:41:53	Paper
Vijetha Indian Market Remodel	Automatic fire-extinguishing systems	11/14/2019 09:40:55	11/14/2019 09:50:02	OTC Paper
Hazy Barbecue	Automatic fire-extinguishing systems	11/14/2019 15:42:43	11/15/2019 11:58:10	Paper
712 Roseum Court Lexington Plan 3 Lot 51	Automatic fire-extinguishing systems	11/14/2019 15:45:06	11/14/2019 15:45:45	Digital
716 Roseum Court Lexington Plan 3 Lot 55	Automatic fire-extinguishing systems	11/14/2019 15:46:50	11/14/2019 15:47:31	Digital
305 Arrowleaf Street Serena Plan 1 Lot 185	Automatic fire-extinguishing systems	11/14/2019 15:48:48	11/14/2019 15:49:28	Digital
301 Arrowleaf Street Serena Plan 1 Lot 186	Automatic fire-extinguishing systems	11/14/2019 15:50:36	11/14/2019 15:51:19	Digital
Eric Residence	Private fire hydrants and fire protection water supplies	11/14/2019 15:56:56	11/15/2019 12:25:28	Paper
Verizon Wireless - Stone Hill Site	Flammable and combustible liquids	11/14/2019 16:50:16	11/15/2019 12:09:24	Digital
The Shade Store	Construction, alteration, or renovation of a building	11/15/2019 06:11:38	11/19/2019 08:37:43	Digital
Infusion Express Suite C	Automatic fire-extinguishing systems	11/15/2019 07:18:07	11/15/2019 07:18:46	Paper
44 Smokewood Court New SFR	Construction, alteration, or renovation of a building	11/15/2019 10:41:19	11/19/2019 08:47:34	Digital
2101 Estrella Court Meadows Plan 2 Lot 239	Automatic fire-extinguishing systems	11/18/2019 11:28:29	11/18/2019 11:29:19	Digital
Residential Remodel	Construction, alteration, or renovation of a building	11/18/2019 11:33:27	11/19/2019 08:53:47	Digital
Access Plans	Fire apparatus access, site improvements and related equipment	11/18/2019 11:36:27	11/19/2019 09:26:02	Digital
Residential Remodel	Automatic fire-extinguishing systems	11/18/2019 11:38:08	11/19/2019 09:02:59	Digital
Allergy & Asthma Suite 225	Fire alarm and detection systems and related equipment	11/18/2019 11:39:47	11/19/2019 09:34:08	Digital
Meritage TRCON-673 Suite 140	Additional Plan Review	11/18/2019 11:41:16	11/19/2019 09:36:37	Digital
24 Hour Fitness Expansion TI-11 Suite 100 & 500	After hours inspection	11/18/2019 14:02:43	11/19/2019 09:27:20	Digital
Chevron Building V-1 Office Remodel	Automatic fire-extinguishing systems	11/18/2019 16:00:00	11/19/2019 09:40:28	Digital
FIRE ALARM REPLACEMENT	Fire alarm and detection systems and related equipment	11/19/2019 07:13:55	11/19/2019 09:55:38	Digital
Residential Addition	Automatic fire-extinguishing systems	11/19/2019 07:17:20	11/21/2019 06:36:44	Digital
Planning MUP 19-501-018	Planning and site development review	11/19/2019 07:21:50	11/22/2019 12:25:53	Digital
New Sprinkler Monitoring System	Fire alarm and detection systems and related equipment	11/19/2019 07:27:30	11/22/2019 08:58:24	Digital
PV Variance	Miscellaneous System Plans	11/19/2019 10:01:09	11/19/2019 10:05:05	OTC Paper
Phenix Salon Suites	Construction, alteration, or renovation of a building	11/19/2019 10:08:53	11/22/2019 12:50:10	Digital
Hazy Barbecue	Construction, alteration, or renovation of a building	11/19/2019 13:00:00	11/22/2019 09:27:19	Digital
New SFR 46 Smokewood Court	Automatic fire-extinguishing systems	11/19/2019 16:00:00	11/22/2019 13:04:06	Digital
Wework TI-115 Suites 300 & 400	Additional Plan Review	11/20/2019 07:11:48	11/26/2019 11:25:40	Digital
Anderson Home Remodel	Construction, alteration, or renovation of a building	11/20/2019 07:15:59	11/22/2019 09:07:21	Digital
44 Smokewood Court New SFR	Automatic fire-extinguishing systems	11/20/2019 10:00:00	11/25/2019 06:39:42	Digital
PV Variance	Miscellaneous System Plans	11/20/2019 11:00:00	11/22/2019 08:25:21	Digital
Rose International TI-142 Suite 460	Automatic fire-extinguishing systems	11/21/2019 05:52:39	11/25/2019 06:43:54	Digital
24 Hour Fitness Expansion TI-11 Suite 100 & 500	After hours inspection	11/21/2019 09:30:17	11/22/2019 08:59:37	Digital

SAP Expansion TI-129 Suite 200 210 260	After hours inspection	11/21/2019 09:43:50	11/22/2019 09:00:09	Digital
708 Roseum Court Lexington Plan 1 Lot 52	Automatic fire-extinguishing systems	11/21/2019 15:51:45	11/21/2019 15:52:24	Digital
720 Roseum Court Lexington Plan 1 Lot 56	Automatic fire-extinguishing systems	11/21/2019 15:53:24	11/21/2019 15:54:02	Digital
724 Roseum Court Lexington Plan 2 Lot 57	Automatic fire-extinguishing systems	11/21/2019 15:54:57	11/21/2019 15:55:36	Digital
313 Arrowleaf Street Serena Plan 1 Lot 183	Automatic fire-extinguishing systems	11/21/2019 15:56:50	11/21/2019 15:57:24	Digital
309 Arrowleaf Street Serena plan 2 Lot 184	Automatic fire-extinguishing systems	11/21/2019 15:58:30	11/21/2019 15:59:08	Digital
Valent	Construction, alteration, or renovation of a building	11/21/2019 16:08:58	11/25/2019 13:40:11	Digital
Second Floor TI	Automatic fire-extinguishing systems	11/21/2019 16:14:06	11/25/2019 06:50:16	Digital
Community Bank of the Bay	Automatic fire-extinguishing systems	11/22/2019 11:30:53	11/25/2019 14:01:42	Digital
Building H LL Security Group TI	Fire alarm and detection systems and related equipment	11/22/2019 11:57:00	11/25/2019 14:12:08	Digital
Underground LP Tank Installation	LP-Gas	11/22/2019 12:06:41	11/25/2019 14:38:23	Digital
Museum Natural History Gallery Improvements	Additional Plan Review	11/22/2019 12:08:19	11/25/2019 15:20:58	Digital
30 Casa Maria Town Homes	Construction, alteration, or renovation of a building	11/22/2019 13:26:03	11/25/2019 15:49:07	Digital
Building H LL Security Group TI	Expedited Plan Review	11/22/2019 13:31:32	11/25/2019 14:03:41	Digital
Planning MUP 19-501-020	Planning and site development review	11/25/2019 05:33:16	11/26/2019 09:23:44	Digital
The Shade Store	Construction, alteration, or renovation of a building	11/25/2019 05:39:53	11/26/2019 15:31:20	Digital
Residential Remodel	Automatic fire-extinguishing systems	11/25/2019 12:51:53	11/26/2019 09:49:05	Digital
Meritage TRCON-673 Suite 140	Construction, alteration, or renovation of a building	11/25/2019 12:56:15	11/26/2019 10:52:38	Digital
704 Roseum Ct Lexington Plan 1 Lot 53	Automatic fire-extinguishing systems	11/25/2019 13:33:01	11/25/2019 13:36:59	Digital
700 Roseum Ct Lexington Plan 1 Lot 54	Automatic fire-extinguishing systems	11/25/2019 13:39:56	11/25/2019 13:41:36	Digital
Outdoor Patio Cover Suite A	Construction, alteration, or renovation of a building	11/25/2019 16:10:56	11/26/2019 09:14:01	OTC Paper
Essential Asthetic 510 Sycamore Valley Road	Construction, alteration, or renovation of a building	11/25/2019 16:19:16	11/26/2019 08:46:07	OTC Digital
Valent	Construction, alteration, or renovation of a building	11/26/2019 08:08:46		Digital
Planning LP 19-2045	Planning and site development review	11/26/2019 08:11:49		Digital
SAP Expansion TI-129 Suite 200 210 260	After hours inspection	11/26/2019 08:37:05	11/26/2019 08:50:13	Digital
BurgerIM	Additional Plan Review	11/26/2019 10:55:09		Digital
Hazy Barbecue	Construction, alteration, or renovation of a building	11/26/2019 11:04:12	11/26/2019 11:08:05	Digital
Reinstein Ranch LLC Distillery	Construction, alteration, or renovation of a building	11/26/2019 15:37:55		Digital

COMMUNICATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019
To: Board of Directors
From: Denise Pangelinan, Director of Emergency Communications
Subject: Monthly Communications Division Report November 2019

Communications Center

- EBRCSA Zone Controller Upgrade
- Emergency Medical Dispatch Re-Accreditation Application
- Tri-Valley Burglary Suppression Task Force

Technology Systems

- Upgraded Emergency Fire and Medical Dispatch software to version 5.1.1.32
- Upgraded Microsoft software on Citrix servers to Office 365 suite
- Facilitated annual maintenance on Administration and Communications Center Uninterruptible Power Supplies (UPS)
- Provided Radio Communications Training to Fire Academy 2019-1
- Updated Morgan Territory preplans to Station 37 Volunteers

Training

- Civilian Leadership Training: Dispatch Supervisors Klink, Bouzek, Rodwell
- FirstNet Account Review and Admin Management Training

Meetings

- San Ramon Chamber
- EBRCSA TAC Committee Meeting
- DNI Project Status Meeting

Communications Reserves

- Monthly Drill Meetings

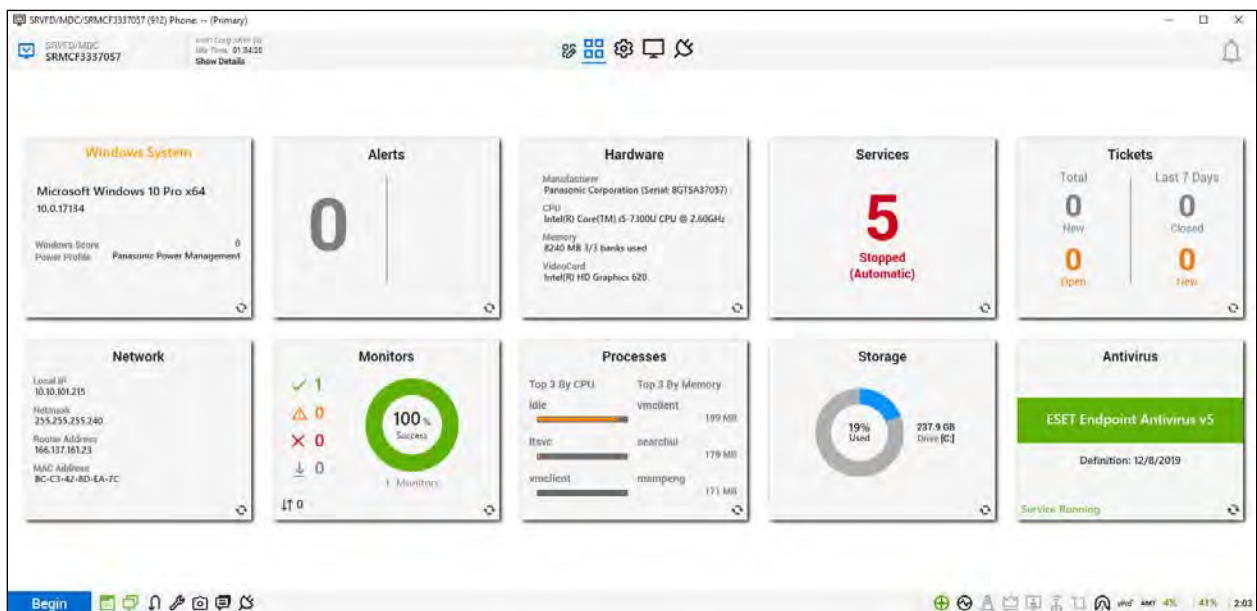
San Ramon Valley Fire IT Monthly Performance Scorecard

Nov 2019

Systems Management Tool

Deployed new tools to effectively manage systems and combat aggressive cyber attacks aimed at Fire Districts, 911 Dispatch Centers, and Public Safety Agencies. Tool sets integrate into helpdesk systems and alert on-call staff whenever an attack is launched. 161 computers and 120 network devices were setup in November. District continually scans for vulnerabilities using automated scripts and takes appropriate preventive action.

Sample MDC Report



AT&T Fiber Lines Ready for Activation (Installation Complete)

- Admin
- Station 31
- Station 32
- Station 33
- Station 34
- Station 35
- Station 38
- Station 39

Special Project Report

Prepping for Fire Station Network Upgrade: Admin and Station 38 will be fully operational in December. Other sites will come online as soon as possible. Cutovers will occur during off hours.

Virtualization Migration to Cloud: Cutover date for the Cloud to be set at next IT Planning Meeting.

Type I's: 4 new Type I's Apparatus were received and readied for deployment. To save cost, networking devices and tablets were reassigned from decommissioned apparatus.

CAD Workstation Upgrade: To save cost, District opted to upgrade current CAD workstations from Windows 7 to Windows 10. IT staff is working to complete upgrade prior to 31 December. Two workstations have been completed.

Phone System Upgrade: Began planning for District Phone System upgrade.

Operations Summary

November Activity and KPI Scorecards

- 10 Emergency Support Calls in November
- 86 End-User Helpdesk Requests
- 4 New Apparatus Deployed
- 3 MDC On-Site Repairs
- 112 Alerts
- Current Data Backups (Checked Daily)
 - Dispatch: 4 TB
 - Admin: 5.25 TB
- Uptime (Checked Daily)
 - CAD: 100%
 - ePCR: 100%
 - First on Scene: 100%
 - Email: 100%
 - 55 MDCs: 99.98%



HUMAN RESOURCES



San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019
To: Board of Directors
From: Stacy Tamori-Ward, Human Resources Generalist
Re: Monthly Human Resources Report for November 2019

Recruitment:

- ❖ Coordinated FF Reserve interviews and began the coordination of 28 FF Reserve and FF Reserve Alternates background checks
- ❖ Onboarded Public Safety Dispatcher– Part-Time employee

Additional Accomplishments:

- ❖ Attended LCW Webinar on Legal and Legislative Update for Public Safety
- ❖ Provided in-person, anti-harassment training
- ❖ Held and participated in a wellness seminar about Time Management Approaches
- ❖ Coordinated the annual Wellness Fitness exams, created a schedule for each shift and communicated information to staff
- ❖ Finalizing benefit details for 2019
- ❖ HR Staff attended the California Public Employers Labor Relations Association Conference

Report: Employee Illness/Injury Report – November 2019

Employee Illness/Injury Report November 2019

Reportable Injuries

Indemnity (Lost Time)

November 17, 2019 DOI-11/17/19 – An employee sought treatment for a back injury.

Status: Remained out at month end

Medical Only (No Lost Time)

November 6, 2019 An employee injured his knee during training. Medical treatment was received, but no work time was lost.

As of November 30, 2019, there were six (6) employees absent from their regular work assignment. Total lost time due to injuries for the month of November equaled 160 calendar days/53 shifts.

FINANCE



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: December 18, 2019

To: Board of Directors

From: Ken Campo, Financial Consultant
Davina Hatfield, Controller

Re: Monthly Financial Report for November 2019

Financials:

- Balance Sheet
- Revenues – All Funds, Budget vs. Actual
- Expenditures – General Fund Budget vs. Actual
- Expenditures – Capital, Debt Service and Community Funds Budget vs. Actual
- Revenue/Expense History – Monthly, General Fund
- Overtime Analysis

Meetings/Activities:

- Met with CalPERS CERBT program manager to discuss OPEB Trust annual update through October 31, 2019.
- Worked with CCCERA to streamline the retirement estimate process.
- Met with Contra Costa County Fire Protection District Administration to discuss various aspects of benefits administration.
- Provided support and assistance to other Divisions with the following projects:
 - Development of PG&E Safety Ordinance
 - Ongoing development of agreement with City of San Ramon for a joint Public Safety Building.
 - Provide assistance in evaluation of impact of suspending the medical insurance premium cap for active employees.

San Ramon Valley Fire Protection District

Combined Balance Sheet

November 30, 2019

	GOVERNMENTAL FUND TYPES					AGENCY	ACCOUNT GROUPS		Totals (Memo Only)
	General Fund - 100	Budget Stabilization - 110	Debt Service Fund - 200	Capital Projects Fund - 300	Special Revenue Fund - 400	CERT Program Fund - 700	General Fixed Assets Fund - 800	General Long-Term D Fund - 900	
ASSETS									
Cash - Checking	\$ 618,117	\$ 464,182	\$ -	\$ -	\$ 60	\$ 37,673	\$ -	\$ -	\$ 1,120,032
Cash - Money Market	506,247	-	-	-	-	-	-	-	506,247
Cash - Workers' Compensation	(133,111)	-	-	-	-	-	-	-	(133,111)
Cash - Flexible Spending	21,057	-	-	-	-	-	-	-	21,057
Petty Cash	1,250	-	-	-	-	-	-	-	1,250
Investments - LAIF @ 2.44%	2,605,421	-	-	8,000,775	-	-	-	-	10,606,196
Investments - Mrkt Value Adj/Premium/Discount	78,101	26,014	-	13,718	-	-	-	-	117,833
Investments - Bank of the West @ 1.89% avg	15,049,319	18,517,892	-	-	-	-	-	-	33,567,211
Cash with Fiscal Agent	-	-	126	9,420	-	-	-	-	9,546
Accounts Receivable	369,687	-	-	-	-	-	-	-	369,687
Interest Receivable	227,692	68,902	-	57,392	-	-	-	-	353,986
YE Accrued Ambulance Billing	1,448,329	-	-	-	-	-	-	-	1,448,329
Prepaid Expenses/Deposits	9,105,667	-	-	2,014,906	-	-	-	-	11,120,573
Land	-	-	-	-	-	-	6,000,878	-	6,000,878
Buildings & Improvements	-	-	-	-	-	-	33,930,690	-	33,930,690
Construction in Progress	-	-	-	-	-	-	154,735	-	154,735
Equipment	-	-	-	-	-	-	8,625,444	-	8,625,444
Vehicles	-	-	-	-	-	-	22,672,502	-	22,672,502
Accumulated Depreciation	-	-	-	-	-	-	(34,788,457)	-	(34,788,457)
Amount to be Provided for General Long Term Debt	-	-	-	-	-	-	-	25,252,622	25,252,622
Total Assets	\$ 29,897,776	\$ 19,076,990	\$ 126	\$ 10,096,211	\$ 60	\$ 37,673	\$ 36,595,792	\$ 25,252,622	\$ 120,957,250
LIABILITIES									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	2,894,295	-	-	9,340	-	-	-	-	2,903,635
Deposits Payable	16,210	-	-	-	-	-	-	-	16,210
Deferred Ambulance Billing Revenue	759,129	-	-	-	-	-	-	-	759,129
Long Term Debt (1) Certificates of Participation	-	-	-	-	-	-	-	11,405,000	11,405,000
Long Term Debt (2) Vehicle Lease	-	-	-	-	-	-	-	4,952,475	4,952,475
Liability Assc. with Open Workers' Comp Claims	-	-	-	-	-	-	-	6,962,000	6,962,000
Liability for Accumulated Leave	-	-	-	-	-	-	-	1,933,147	1,933,147
Total Liabilities	3,669,634	-	-	9,340	-	-	-	25,252,622	28,931,596
FUND EQUITY									
Investment in General Fixed Assets	-	-	-	-	-	-	36,595,792	-	36,595,792
Non-Spendable Fund Balance	-	-	-	2,014,906	-	-	-	-	2,014,906
Restricted Fund Balance	-	-	126	97,861	60	-	-	-	98,047
Committed Fund Balance:									
Dry Period Funding	26,171,349	-	-	-	-	-	-	-	26,171,349
Budget Stabilization	-	15,076,990	-	-	-	-	-	-	15,076,990
Workers' Compensation Claims	-	4,000,000	-	-	-	-	-	-	4,000,000
Capital Projects	-	-	-	7,572,450	-	-	-	-	7,572,450
Assigned Fund Balance:									
Other Assigned Fund Balance	56,793	-	-	401,654	-	975	-	-	459,422
Unassigned Fund Balance	-	-	-	-	-	36,698	-	-	36,698
Total Fund Balance	26,228,142	19,076,990	126	10,086,871	60	37,673	36,595,792	-	92,025,654
Total Liabilities and Fund Equity	\$ 29,897,776	\$ 19,076,990	\$ 126	\$ 10,096,211	\$ 60	\$ 37,673	\$ 36,595,792	\$ 25,252,622	\$ 120,957,250

San Ramon Valley Fire Protection District

Revenue - All Funds

2019/20

For the Period Ended November 30, 2019

FISCAL YEAR COMPLETED - 41.67%

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2019/20</u>	
	<i>Actual</i> <i>(unaudited)</i>	<i>Budgeted</i>	<i>Realized</i>	<i>Remaining</i> <i>Budget</i>	<i>% Received</i>
TAXES					
PROPERTY TAXES - CURRENT SECURED	\$ 68,105,244	\$ 71,176,035	\$ -	\$ 71,176,035	0.0%
PROPERTY TAXES - SUPPLEMENTAL	1,741,546	-	-	-	
PROPERTY TAXES - UTILITIES (Unitary)	1,154,161	1,153,948	-	1,153,948	0.0%
PROPERTY TAXES - CURRENT UNSECURED	1,966,018	1,958,810	1,925,120	33,690	98.3%
HOMEOWNERS PROPERTY TAX RELIEF	457,938	475,000	-	475,000	0.0%
RDA PROPERTY TAX	1,037,049	1,057,740	-	1,057,740	0.0%
LESS COUNTY TAX ADMINISTRATION	(578,027)	(589,588)	-	(589,588)	0.0%
PROPERTY TAXES - PRIOR SECURED	(90,250)	-	-	-	
PROPERTY TAXES - PRIOR SUPPLEMENTAL	(69,301)	-	-	-	
PROPERTY TAXES - PRIOR UNSECURED	49,536	-	-	-	
TOTAL TAXES	<u>73,773,914</u>	<u>75,231,945</u>	<u>1,925,120</u>	<u>73,306,825</u>	<u>2.6%</u>
INTERGOVERNMENTAL REVENUE					
MEASURE "H"	33,000	33,000	-	33,000	0.0%
SB-90 MANDATED COSTS	-	-	56,345	(56,345)	
STATE AID/GRANTS (OES REIMB.)	686,032	-	32,972	(32,972)	
OTHER INTERGOVERNMENTAL REVENUE	226,080	260,000	-	260,000	0.0%
GEMT	120,085	80,000	-	80,000	0.0%
CONSOLIDATED DISPATCH	675,000	1,400,000	350,000	1,050,000	25.0%
TOTAL INTERGOVERNMENTAL REVENUE	<u>1,740,197</u>	<u>1,773,000</u>	<u>439,317</u>	<u>1,333,683</u>	<u>24.8%</u>
CHARGES FOR SERVICE					
INSPECTION FEES	60,799	63,823	28,053	35,770	44.0%
PLAN REVIEW	817,598	636,540	308,151	328,389	48.4%
INFO TECHNOLOGY SURCHARGE	-	35,018	-	35,018	0.0%
WEED ABATEMENT CHARGES	-	1,709	-	1,709	0.0%
ADMINISTRATIVE CITATION CHARGES	23,600	5,563	1,000	4,563	18.0%
AMBULANCE SERVICES	4,717,074	4,719,750	2,125,840	2,593,910	45.0%
CPR CLASSES	922	595	400	195	67.2%
REPORTS/PHOTOCOPIES	7,140	6,712	1,400	5,312	20.9%
TOTAL CHARGES FOR SERVICE	<u>5,627,133</u>	<u>5,469,710</u>	<u>2,464,844</u>	<u>3,004,866</u>	<u>45.1%</u>
USE OF MONEY & PROPERTY					
INVESTMENT EARNINGS	1,191,646	1,000,000	668,337	331,663	66.8%
TOTAL USE OF MONEY & PROPERTY	<u>1,191,646</u>	<u>1,000,000</u>	<u>668,337</u>	<u>331,663</u>	<u>66.8%</u>
RENTAL INCOME					
RENT ON REAL ESTATE	66,308	66,461	28,329	38,132	42.6%
TOTAL RENTAL INCOME	<u>66,308</u>	<u>66,461</u>	<u>28,329</u>	<u>38,132</u>	<u>42.6%</u>
OTHER REVENUE					
SALE OF PROPERTY	-	-	6,000	(6,000)	
INSURANCE PROCEEDS	39,408	-	-	-	
MISCELLANEOUS REVENUE	5,102	10,000	3,329	6,671	
TOTAL OTHER REVENUE	<u>44,510</u>	<u>10,000</u>	<u>9,329</u>	<u>671</u>	
TOTAL REVENUE	<u>\$ 82,443,708</u>	<u>\$ 83,551,116</u>	<u>\$ 5,535,276</u>	<u>\$ 78,015,840</u>	6.6%

San Ramon Valley Fire Protection District
Expenditures - General Fund

2019/20

For the Period Ended November 30, 2019

FISCAL YEAR COMPLETED - 41.67%

		<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2019/20</u>	
		<i>Actual</i>	<i>Budget</i>	<i>Actual to Date</i>	<i>Remaining</i>	<i>% Expended</i>
		<i>(unaudited)</i>			<i>Budget</i>	
SALARIES & BENEFITS						
PERMANENT SALARIES	5110	\$ 25,259,418	\$ 26,507,220	\$ 10,874,822	\$ 15,632,398	41.0%
TEMPORARY SALARIES	5115	341,855	374,144	153,257	220,887	41.0%
PERMANENT OVERTIME	5120	8,762,929	8,422,700	4,001,202	4,421,498	47.5%
PERMANENT OVERTIME-TEMP EEs	5121	15,541	-	726	(726)	#DIV/0!
FICA/MEDICARE	5140	494,148	497,470	211,477	285,993	42.5%
RETIREMENT CONTRIBUTIONS	5150	16,775,746	16,587,841	6,965,637	9,622,204	42.0%
RETIREMENT CONTRIB. UAAL	5150	294,000	236,000	236,000	-	100.0%
401a CONTRIBUTIONS-ER PAID	5151	8,040	8,040	3,490	4,550	43.4%
EMPLOYEE GROUP INSURANCE	5160	3,746,138	4,001,462	1,641,295	2,360,167	41.0%
RETIREE HEALTH INSURANCE	5170	2,776,817	3,008,520	1,263,649	1,744,871	42.0%
OPEB CONTRIBUTION	5175	4,048,930	3,939,193	1,641,350	2,297,843	41.7%
UNEMPLOYMENT INSURANCE	5180	-	20,000	-	20,000	0.0%
WORKERS' COMPENSATION	5190	1,442,697	1,250,000	527,242	722,758	42.2%
TOTAL SALARIES & BENEFITS		<u>63,966,259</u>	<u>64,852,590</u>	<u>27,520,147</u>	<u>37,332,443</u>	<u>42.4%</u>

San Ramon Valley Fire Protection District

Expenditures - General Fund

2019/20

For the Period Ended November 30, 2019

FISCAL YEAR COMPLETED - 41.67%

		2018/19	2019/20	2019/20	2019/20	
		<i>Actual</i>	<i>Budget</i>	<i>Actual to Date</i>	<i>Remaining</i>	<i>% Expended</i>
		<i>(unaudited)</i>			<i>Budget</i>	
SERVICES & SUPPLIES						
OFFICE SUPPLIES	5202	25,569	31,436	13,233	18,203	42.1%
POSTAGE	5204	15,177	29,034	2,550	26,484	8.8%
TELECOMMUNICATIONS	5206	242,190	213,064	85,275	127,789	40.0%
UTILITIES	5208	397,013	381,800	166,576	215,224	43.6%
SMALL TOOLS/EQUIPMENT	5210	123,819	156,700	39,475	117,225	25.2%
MISCELLANEOUS SUPPLIES	5212	78,300	124,400	35,272	89,128	28.4%
MEDICAL SUPPLIES	5213	187,606	193,000	68,635	124,365	35.6%
FIREFIGHTING SUPPLIES	5214	46,775	55,000	31,455	23,545	57.2%
PHARMACEUTICAL SUPPLIES	5216	33,955	35,000	16,593	18,407	47.4%
COMPUTER SUPPLIES	5218	12,832	15,500	5,244	10,256	33.8%
RADIO EQUIPMENT & SUPPLIES	5219	18,359	20,500	20,095	405	98.0%
FOOD SUPPLIES	5222	38,577	35,350	9,541	25,809	27.0%
PPE INSPECTION & REPAIRS	5223	14,362	19,500	9,258	10,242	47.5%
SAFETY CLOTHING/SUPPLIES	5224	140,233	182,100	30,759	151,341	16.9%
CLASS A UNIFORMS & SUPPLIES	5225	2,803	10,500	48	10,452	0.5%
NON-SAFETY CLOTHING/SUPPLIES	5226	18,187	33,924	3,631	30,293	10.7%
CLASS B UNIFORMS & SUPPLIES	5227	61,810	86,000	16,592	69,408	19.3%
HOUSEHOLD SUPPLIES	5228	44,067	38,000	23,282	14,718	61.3%
CENTRAL GARAGE - REPAIRS	5230	526,949	300,000	155,123	144,877	51.7%
CENTRAL GARAGE - MAINTENANCE	5231	63,207	36,500	23,421	13,079	64.2%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	228,159	168,800	111,770	57,030	66.2%
CENTRAL GARAGE - TIRES	5234	41,578	54,000	15,989	38,011	29.6%
CENTRAL GARAGE - MANDATED INSP.	5235	27,453	24,500	269	24,231	1.1%
MAINT./REPAIRS - EQUIPMENT	5236	135,821	209,977	44,922	165,055	21.4%
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	216,369	109,876	42,279	67,597	38.5%
MAINT./REPAIRS - BUILDINGS	5240	187,219	246,180	88,424	157,756	35.9%
MAINT./REPAIRS - GROUNDS	5242	42,916	53,000	35,739	17,261	67.4%
RENTS & LEASES-EQUIP./PROPERTY	5246	57,656	68,148	45,500	22,648	66.8%
SOFTWARE & LICENSING	5248	-	378,601	93,216	285,385	24.6%
PROFESSIONAL/SPECIALIZED SERVICES	5250	1,448,300	2,069,247	717,691	1,351,556	34.7%
RECRUITING COSTS	5251	84,804	114,300	44,419	69,881	38.9%
LEGAL SERVICES	5252	177,206	605,000	51,558	553,442	8.5%
MEDICAL SERVICES	5254	96,489	123,500	3,105	120,395	2.5%
COMMUNICATIONS SERVICES	5258	87,360	93,600	93,600	-	100.0%
DOCUMENT MANAGEMENT SERVICES	5260	2,492	-	-	-	#DIV/0!
ELECTION SERVICES	5262	10,300	-	-	-	#DIV/0!
INSURANCE SERVICES	5264	488,036	529,236	187,158	342,078	35.4%
PUBLICATION OF LEGAL NOTICES	5270	1,865	3,500	-	3,500	0.0%
SPECIALIZED PRINTING	5272	23,215	28,913	3,383	25,530	11.7%
MEMBERSHIPS	5274	76,727	84,748	68,171	16,577	80.4%
EDUCATIONAL COURSES/SUPPLIES	5276	63,633	111,200	19,348	91,852	17.4%
EDUCATIONAL ASSISTANCE	5277	16,848	25,000	7,799	17,201	31.2%
PUBLIC EDUCATIONAL SUPPLIES	5278	3,846	9,500	3,638	5,862	38.3%
BOOKS & PERIODICALS	5280	18,158	27,813	9,932	17,881	35.7%
RECOGNITION SUPPLIES	5282	3,407	3,500	843	2,657	24.1%
MEETINGS/TRAVEL EXPENSES	5284	58,485	44,800	26,564	18,236	59.3%
OTHER EXPENSE	5286	20,270	-	14,799	(14,799)	#DIV/0!
PROPERTY TAX SHARE AGREEMENT	5290	97,094	125,000	-	125,000	0.0%
TAXES & ASSESSMENTS	5320	-	120,000	30,984	89,016	25.8%
TOTAL SERVICES & SUPPLIES		<u>5,807,496</u>	<u>7,429,247</u>	<u>2,517,158</u>	<u>4,912,089</u>	<u>33.9%</u>
TOTAL OPERATING EXPENDITURES		<u>\$ 69,773,755</u>	<u>\$ 72,281,837</u>	<u>\$ 30,037,305</u>	<u>\$ 42,244,532</u>	<u>41.6%</u>

San Ramon Valley Fire Protection District
Expenditures - All Other Funds
2019/20
For the Period Ended November 30, 2019

FISCAL YEAR COMPLETED - 41.67%

		2018/19	2019/20	2019/20	2019/20	
		Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
CAPITAL PROJECTS - 300						
LEGAL & PROFESSIONAL SERVICES	5250/5252	\$ -	\$ -	\$ -	\$ -	
CRR TECH IMPROVEMENTS	5253	842	60,350	1,636	58,714	2.7%
PUBLICATION OF LEGAL NOTICES	5270	-	-	-	-	
DESIGN/CONSTRUCTION	6105/6110	-	-	-	-	
VARIOUS IMPROVEMENTS	6120	524,583	1,428,446	539,257	889,189	37.8%
RADIO/ELECTRONIC EQUIPMENT	6230	249,932	345,423	18,643	326,780	5.4%
MAJOR EQUIPMENT	6240	141,553	178,291	57,210	121,081	32.1%
AUTOS & TRUCKS	6250	3,146,104	2,464,678	132,903	2,331,775	5.4%
TOTAL CAPITAL PROJECTS		\$ 4,063,014	\$ 4,477,188	\$ 749,649	\$ 3,727,539	16.7%
DEBT SERVICE - 200						
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$ 2,915	\$ -	\$ -	\$ -	
BOND REDEMPTION - 2013 & 2015 COP	5310	1,268,098	931,350	720,675	210,675	77.4%
EQUIPMENT LEASE	5310	613,156	613,155	308,035	305,120	50.2%
TOTAL DEBT SERVICE		\$ 1,884,169	\$ 1,544,505	\$ 1,028,710	\$ 515,795	66.6%
COMMUNITY FUND - 400						
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$ -	\$ -	\$ -	\$ -	
TOTAL SRVF COMMUNITY FUND		\$ -	\$ -	\$ -	\$ -	
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, & SRVF COMMUNITY FUND		\$ 5,947,183	\$ 6,021,693	\$ 1,778,359	\$ 4,243,334	29.9%

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND
REVENUE/EXPENDITURE HISTORY**

Month	2015/16		2016/17		2017/18		2018/19		2019/20	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$ 354,684	\$ 4,771,243	\$ 282,790	\$ 5,316,616	\$ 354,888	\$ 6,122,636	\$ 550,530	\$ 5,622,648	\$ 749,436	\$ 5,451,614
August	426,922	5,260,304	363,912	5,109,224	695,817	5,671,451	499,377	5,905,072	610,284	6,468,445
September	354,095	4,581,188	377,209	5,047,543	480,964	5,593,302	579,731	5,563,173	388,535	5,580,182
October	2,040,889	4,262,203	2,158,269	5,282,085	2,593,632	5,999,337	2,375,797	6,005,201	2,931,282	6,169,069
November	335,053	4,727,586	720,990	5,554,302	362,621	5,888,575	656,486	6,191,849	516,137	6,368,317
December	32,619,418	5,464,991	34,893,289	5,043,510	34,930,693	5,966,196	39,332,475	5,629,084	-	-
January	576,093	4,743,692	1,242,334	5,401,913	8,491,817	5,387,036	1,334,430	5,722,401	-	-
February	472,114	4,837,271	690,047	5,326,068	446,775	5,326,521	632,213	5,524,960	-	-
March	620,681	5,229,614	433,245	5,849,120	883,105	6,063,429	972,913	5,624,000	-	-
April	23,795,929	4,901,844	25,663,196	5,297,542	22,339,121	5,257,800	28,219,039	5,320,835	-	-
May	840,611	4,935,586	394,206	5,452,583	639,163	5,506,219	507,822	6,529,026	-	-
June	5,365,634	5,219,984	5,664,005	5,832,652	5,266,780	5,952,983	6,282,536	6,135,504	-	-

Total Overtime Hours by Month January 2017-November 2019

