

A photograph of firefighters at a fire scene. The scene is dominated by bright yellow and orange flames in the background. In the foreground, several firefighters are silhouetted against the fire, wearing helmets and gear. The overall atmosphere is intense and dramatic.

San Ramon Valley Fire Protection District

Annual Operating Budget Fiscal Year 2020/2021

San Ramon, CA

ONE TEAM, ONE MISSION

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

Board of Directors

Donald R. Parker, President

Matthew J. Stamey, Vice President

Ryan Crean, Director

H. Jay Kerr, Director

Dominique Yancey, Director

The Role of the Board

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

Fire Chief/Treasurer

Paige Meyer

The Role of the Chief

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

ABOUT US

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 195,408.

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

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

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

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

The primary source of funding for the District is from property taxes (90% of revenue) and the majority of the District's spending is for personnel (90% of operating expenditures).



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San Ramon Valley Fire Protection District

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Board of Directors

San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road

San Ramon, CA 94583

Members of the Board:

I am pleased to present the Board with a proposed budget for fiscal year 2020-21 that balances an enhanced level of fire suppression and EMS services with a prudent level of reserves and maintains the long-term fiscal integrity of the District. Ongoing operating revenues remain sufficient to fully cover ongoing operating costs, fund annual debt service and capital contributions, accelerate the paydown of our unfunded liabilities and add to District reserves. This would not be possible without the support, guidance and strategic direction from the Board with respect to fiscal policies and development of the budget. I also wish to express my appreciation to the union representatives and employees of the District for their ongoing collaboration and willingness to work with the Board and Administration for the long-term good of the District and the communities we serve. With their cooperation and commitment to providing the best possible service within available funding constraints, we have been able to stabilize our finances, enhance the delivery of essential emergency services and keep the District on a fiscally sustainable path moving forward.

The Board, Fire Chief and Executive Staff are tasked with being the stewards of the organization's financial resources, working in partnership with labor and other community stakeholders. Our ongoing commitment to sound, transparent financial practices is evident in having recently received our 19th consecutive Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada. This is the highest form of recognition in the area of governmental accounting and financial reporting. And as discussed in more detail below, the proposed budget reflects the Board's commitment to responsibly addressing long-term financial obligations and setting aside funds today to help with the economic uncertainties that lie ahead.

Staff is keenly aware that we are presently maneuvering through a truly unprecedented time of economic uncertainty stemming from the global COVID-19 pandemic, and that we need to remain diligent in looking for any sign of the economic fallout affecting property tax revenue or District expenditures. Fortunately, due to the successful collaboration between the Board, labor and management mentioned previously, the District has reserves in place to weather a short-term downturn in the housing market, and/or buy time to make the necessary financial adjustments *without a significant disruption in emergency services or significant impact on our labor partners.*

The proposed budget is appropriately focused on ensuring today's emergency service and disaster preparedness needs for the District are being addressed. The budget provides for continued enhancements in core services, while at the same time ensuring that ongoing spending is paid for with ongoing revenues, and that we maintain a prudent level of reserve funds as set forth in the Board's reserve policy. The FY 2020-21 budget is driven by fiscal sustainability, resilience and proactively aligning our resources to meet the core emergency services needs of our communities as they change and develop over time. We continue to invest heavily in our most important asset: the men and women who work for this District and deliver vital services to the San Ramon Valley on a 24/7/365 basis. The proposed budget ensures adequate staffing levels in the stations; maintains our commitment to a high level of training and professional development; and smartly invests in new technology to support and enhance the efficient delivery of all-risk emergency services.

Next year's budget is also focused on positioning the District for continued success in meeting the emergency service needs of the District well into the future. The proposed Capital Improvement Program ("CIP") includes funding for the design and development of bid documents for the joint Public Safety Complex project with the City of San Ramon, funding for the substantial remodel of Station 34, as well as funding for implementation of an earthquake early warning system. The Public Safety Complex smartly leverages existing City and District resources to enhance overall public safety for the community while providing a joint home for police and fire operations designed to serve current and future generations. The Public Safety Complex project also frees up the existing administration site for development of a much needed "in-District" training tower/facility. The earthquake early warning system is intended to ensure District personnel can do their job - protecting lives and property - in the event of a major earthquake. Once established, the Board has directed the early warning system be made available to our other community partners, including all of our cities, town, and the school district.

As noted earlier, the budget funds ongoing operational costs with ongoing, sustainable revenues. It fulfills our commitment to employees by prefunding retirement benefits and maintains the District's significant investment in the capital infrastructure required for the safe and effective delivery of emergency services. The ongoing effort to appropriately staff the Fire & Life Safety Division, in combination with other personnel changes in administration and at the command staff level, is expected to generate net budget savings of approximately \$500,000 during the upcoming year. And notwithstanding the economic uncertainty discussion above, our long-range fiscal modeling continues to show the District is well positioned to withstand another economic downturn like that experienced during the 2007-2012 recession.

As discussed earlier, this budget reflects the Board's long-standing commitment to fiscal sustainability. This means while we are investing resources in core services, we are also actively managing our long-term fiscal obligations. The budget not only fully funds the *Actuarially Determined Contribution* (or "ADC") needed to keep the District on track in terms of funding its promise to employees to provide retiree medical benefits ("OPEB") but provides for an additional \$200,000 payment to the OPEB trust fund for a more rapid pay down of the unfunded liability. Funding the ADC sets money aside today, as benefits are earned, to ensure funds are available in the future when needed to pay for essential retiree medical benefits. Similar to the OPEB obligation, the Board directed staff to explore options for accelerating the pay-down of the Districts unfunded retirement obligations. Consequently, starting in 2017-18, the District began

utilizing 50% of the savings from prepaying annual retirement contributions as an additional payment toward the unfunded retirement liability, which amounted to roughly \$250,000 for the current year. The Capital Improvement Program (“CIP”) is properly funded with a transfer of \$3.2 million from the General Fund. The transfer to the CIP ensures that when capital replacement needs are identified there is available funding to pay for them. In all three cases, (OPEB, retirement and CIP), prefunding enhances our long-term fiscal sustainability by utilizing investment earnings to lower long-term operating costs, thereby reducing the amount needed from ongoing operational revenues to fund these costs and benefits. Also, consistent with the Board’s reserve policy, I am proposing to transfer an additional \$550,000 from the General Fund to the reserve for open workers’ compensation claims, bringing the reserve amount to \$5 million. This workers compensation reserve is a liability that we must address as the State continues to increase medical presumptions for Firefighters.

Overall, in comparison to the FY 2019-20 *estimated actual operating results*, the FY 2020-21 budget proposes an increase in General Fund spending of \$8.1 million (10%), while General Fund revenues are projected to increase by \$3.3 million (4%). The increased spending is attributable (1) increased personnel costs of \$5 million (8%); (2) an increase in transfers of \$2.2 million to accommodate the added debt service for the Public Safety Complex; and (3) service costs of \$1 million (13%), due in part to moving ongoing expenses from the CIP to operations, software licensing, election costs and the earmarking of funds for potential litigation involving ongoing matters relating to PG&E and ambulance transport services (i.e., 201/224 rights). Personnel costs assume full staffing for the entire year and includes a 4% general salary increase effective April 1, 2021, and step increases for those employees not yet at top step. In keeping with the District’s policy, overtime costs associated with statewide strike-team deployments, and the related reimbursement from the state, are not included in the initial budget, but rather included in a mid-year budget adjustment once such amounts are known.

Property taxes, at \$78.4 million, remain the most significant source of operating funds for the District, and account for 89% of projected revenue for FY 2020-21. The majority of property tax revenue (90%) is derived from single-family residential properties. Property values within the District have recovered well beyond their pre-recession peak, but the rate of growth has slowed in recent years; and this trend is expected to continue. Property tax revenue from residential properties is expected to grow by 2.2% based on actual sales activity of residential property within the District for calendar year 2019, combined with the full 2% inflation adjustment afforded by Proposition 13; while overall property tax revenue, including that collected from former redevelopment agencies and utilities, is expected to increase by 3.5%.

As pointed out earlier, the District’s CIP is a “plan” for the systematic accumulation of funds to maintain the significant investment in critical capital infrastructure (i.e., stations, apparatus, equipment and technology). The CIP includes projected spending of \$4.4 million for FY 2020-21, an increase of \$574,000 over FY 2019-20. Projected CIP expenditures reflect both current year scheduled expenditures, plus carryforward items from earlier years. Actual expenditures for the year, however, will continue to occur on an “as needed” basis. The CIP is funded through ongoing transfers from the General Fund and other sources such as bond proceeds and grant revenue, when available. A transfer of \$3.2 million is proposed for FY 2020-21 (escalated at 3.5% going forward).

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

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

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

I am truly honored to serve as your Fire Chief.

Sincerely,

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

Paige Meyer
Fire Chief



STAFFING SUMMARY

DIVISION	2014/15	2015/16	2016/17	2017/18	2018/19	Adopted 2019/20	Proposed 2020/21	Projected 2020/22
Board of Directors								
Director	5	5	5	5	5	5	5	5
Total	5	5	5	5	5	5	5	5
Fire Chief								
Fire Chief	1	1	1	1	1	1	1	1
District Clerk	1	1	1	1	0.5	0.5	0.5	0.5
Total	2	2	2	2	1.5	1.5	1.5	1.5
Human Resources								
Director	-	1	1	1	1	1	1	1
Manager	1	-	-	-	-	-	-	-
Generalist	1	1	1	2	2	1	1	1
Office Assistant	1	-	-	-	-	-	-	-
Human Resources Clerk	-	1	1	-	-	0.5	0.5	0.5
Total	3	3	3	3	3	2.5	2.5	2.5
Finance								
Director	-	-	-	-	-	-	-	-
Chief Financial Officer	1	1	1	1	1	-	-	-
Controller	1	1	1	1	1	1	1	1
Supervisor	-	-	-	-	-	-	-	-
Senior Accounting Technician	2	2	2	2	2	2	2	2
Total	4	4	4	4	4	3	3	3
Training								
Battalion Chief	-	-	-	-	1	1	1	1
Division Chief	-	-	-	-	-	-	-	-
Training Captain	3	3	3	3	3	3	3	3
Senior Office Assistant	-	-	-	1	1	1	1	1
Total	3	3	3	4	5	5	5	5
Technology								
GIS Analyst Part Time	0.5	0.5	0.5	0.5	-	-	-	-
Technology Systems Manager	1	1	1	1	1	1	1	1
Information Systems Technician	1	1	1	1	1	-	-	-
Media Communications and Pub Ed Analyst	-	-	-	-	-	1	1	1
Radio/Elec Tech Part-Time	0.5	0.5	0.5	0.5	-	-	-	-
Total	3.0	3.0	3.0	3.0	2	2	2	2
Communications Center								
Director	-	1	1	1	1	1	1	1
Communications Center Manager	1	-	-	-	-	-	-	-
Dispatcher Supervisor	1	3	3	3	3	3	3	3
Dispatcher II	8	9	9	9	9	9	9	9
Dispatcher - Part-Time (2)	-	-	-	-	1.5	1.5	1	1
Project Assistant - Part-time (2)	-	-	-	-	1	1	1	1
GIS Analyst	-	-	-	-	1	1	1	1
Public Safety Systems Specialist	-	-	-	-	1	1	1	1
Total	10	13	13	13	17.5	17.5	17.0	17.0

STAFFING SUMMARY

DIVISION	2014/15	2015/16	2016/17	2017/18	2018/19	Adopted 2019/20	Proposed 2020/21	Projected 2020/22
Facilities								
District Aides - Part-Time (6)	2	2	2	2	1	1.5	3	3
Senior Office Assistant	1	1	1	1	1	-	-	-
Total	3	3	3	3	2	1.5	3	3
Fire & Life Safety								
Division Chief/Fire Marshal	1	1	1	-	-	-	-	-
Deputy Fire Marshal	1	1	-	-	0.5	0.5	-	-
Fire & Life Safety Manager	-	-	2	1	-	-	-	-
Disaster Preparedness Manager	-	-	-	-	-	1	-	-
Inspector/Investigator	2	2	4	5	6	4	3	3
Code Compliance Officer	3	3	2	-	-	-	-	-
Plans Examiner	1	1	1	2	2	2	1	1
Permit Technician	-	-	1	2	2	2	1	1
Prevention Specialist	2	2	1	-	-	-	-	-
Office Assistant	1	1	-	-	-	-	-	-
Office Assistant Temporary	1	1	1	-	-	-	-	-
CERT Coordinator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total	12.5	12.5	13.5	10.5	11.0	10.0	5.5	5.5
Emergency Operations								
Deputy Chief	2	2	2	2	2	1	2	2
Battalion Chief	3	3	3	3	3	3	3	3
Captain	39	39	39	36	33	33	33	33
Engineer	39	39	36	36	33	33	33	33
Firefighter/Paramedic	40	46	48	48	57	57	57	57
Disaster Preparedness Coordinator	-	-	-	-	-	-	0.5	0.5
Station 37 Coordinator	1	1	1	1	1	1	0.5	0.5
Administrative Assistant	-	-	-	-	-	1	1	1
Senior Office Assistant	1	1	1	1	-	-	-	-
Total	125	131	130	127	129	129	130	130
Fleet								
Mechanic	2	2	2	2	1	1	1	1
Total	2	2	2	2	1	1	1	1
Emergency Medical								
EMS Battalion Chief	-	1	1	1	1	1	1	1
EMS Captain	1	1	2	2	2	-	-	-
EMS Coordinator/RN	1	1	-	-	-	1	1	1
Senior Office Assistant	1	1	1	1	1	1	1	1
Total	3	4	4	4	4	3	3	3
GRAND TOTAL	175.5	185.5	185.5	180.5	185.0	181.0	178.5	178.5



STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

2020-21

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	BUDGET STABILIZATION FUND	TOTAL
PROJECTED REVENUES					
Taxes	\$ 78,446,115	\$ -	\$ -	\$ -	\$ 78,446,115
Intergovernmental	3,311,693	-	-	-	3,311,693
Charges for services	5,645,775	-	-	-	5,645,775
Use of money & prop	1,116,500	-	187,206	200,000	1,503,706
Rent	67,459	-	-	-	67,459
Other	10,000	-	33,225	-	43,225
TOTAL	88,597,542	-	220,431	200,000	89,017,973
PROJECTED EXPENDITURES					
Salaries & benefits	65,049,606	-	-	-	65,049,606
Services & supplies	8,350,444	-	-	-	8,350,444
Debt service	-	3,739,206	-	-	3,739,206
Capital projects	-	-	4,419,846	-	4,419,846
OPEB contribution	4,287,004	-	-	-	4,287,004
TOTAL	77,687,054	3,739,206	4,419,846	-	85,846,106
ANNUAL SURPLUS (DEFICIT)					
	10,910,488	(3,739,206)	(4,199,415)	200,000	3,171,867
Transfers in (out)	(8,277,442)	3,739,206	3,198,503	1,339,733	-
Net change	2,633,046	-	(1,000,912)	1,539,733	3,171,867
PROJECTED FUND BALANCE JULY 1, 2020					
	61,291,550	-	9,179,776	19,795,519	90,266,845
PROJECTED FUND BALANCE JUNE 30, 2021					
	\$ 63,924,596	\$ -	\$ 8,178,864	\$ 21,335,252	\$ 93,438,712
Restricted					
Debt Service	-	-	-	-	-
Capital Projects	-	-	238,000	-	238,000
IT Surcharge Cap Projects	-	-	34,958	-	34,958
Committed					
Worker's Comp Claims	-	-	-	5,050,000	5,050,000
"Dry Period" Funding ⁽¹⁾	44,298,771	-	-	-	44,298,771
Budget Stabilization ⁽²⁾	-	-	-	16,285,252	16,285,252
Capital Projects	-	-	7,905,906	-	7,905,906
Unassigned	19,625,825	-	-	-	19,625,825
TOTAL	\$ 63,924,596	\$ -	\$ 8,178,864	\$ 21,335,252	\$ 93,438,712

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

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

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

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

2021-22

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	BUDGET STABILIZATION FUND	TOTAL
PROJECTED REVENUES					
Taxes	\$ 79,983,431	\$ -	\$ -	\$ -	\$ 79,983,431
Intergovernmental	3,126,583	-	-	-	3,126,583
Charges for services	5,697,684	-	-	-	5,697,684
Use of money & prop	1,133,248	-	167,800	200,000	1,501,048
Rent	68,470	-	-	-	68,470
Other	10,000	-	33,322	-	43,322
TOTAL	90,019,416	-	201,122	200,000	90,420,538
PROJECTED EXPENDITURES					
Salaries & benefits	67,512,215	-	-	-	67,512,215
Services & supplies	8,191,295	-	-	-	8,191,295
Debt service	-	3,740,405	-	-	3,740,405
Capital projects	-	-	2,430,157	-	2,430,157
OPEB contribution	4,415,614	-	-	-	4,415,614
TOTAL	80,119,124	3,740,405	2,430,157	-	86,289,686
ANNUAL SURPLUS (DEFICIT)					
	9,900,292	(3,740,405)	(2,229,035)	200,000	4,130,852
Transfers in (out)	(7,837,510)	3,740,405	3,310,451	786,654	-
Net change	2,062,782	-	1,081,416	986,654	4,130,852
PROJECTED FUND BALANCE JULY 1, 2021					
	63,924,596	-	8,178,864	21,335,252	93,438,712
PROJECTED FUND BALANCE JUNE 30, 2022					
	\$ 65,987,378	\$ -	\$ 9,260,280	\$ 22,321,906	\$ 97,569,564
Restricted					
Debt Service	-	-	-	-	-
Capital Projects	-	-	238,000	-	238,000
IT Surcharge Cap Projects	-	-	33,322	-	33,322
Committed					
Worker's Comp Claims	-	-	-	5,550,000	5,550,000
"Dry Period" Funding ⁽¹⁾	45,009,708	-	-	-	45,009,708
Budget Stabilization ⁽²⁾	-	-	-	16,771,906	16,771,906
Capital Projects	-	-	8,988,958	-	8,988,958
Unassigned	20,977,670	-	-	-	20,977,670
TOTAL	\$ 65,987,378	\$ -	\$ 9,260,280	\$ 22,321,906	\$ 97,569,564

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

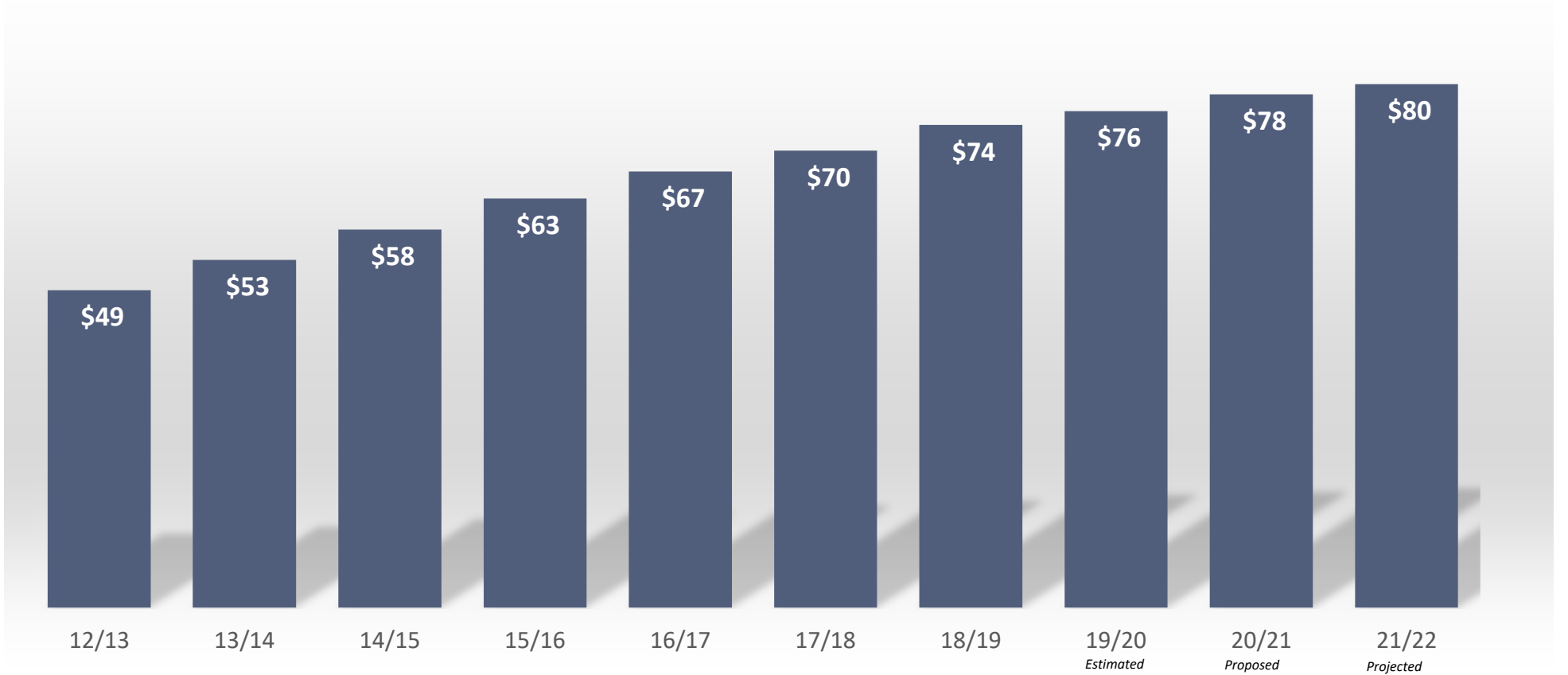
(2) Budget Stabilization = 20% of General Fund Expenses

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



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

Fiscal Year	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
Actual	\$ 48,507,267	\$ 53,139,723	\$ 57,771,509	\$ 62,506,117	\$ 66,666,013	\$ 69,840,586	\$ 73,773,914	\$ 75,880,998	\$ 78,446,115	\$ 79,983,431
% Increase	-1.7%	9.6%	8.7%	8.2%	6.7%	4.8%	5.6%	2.9%	3.4%	2.0%



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

	Actual	Projected								
	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
Beginning fund balance	\$ 63,073,441	\$ 71,982,551	\$ 80,701,379	\$ 84,682,771	\$ 87,532,207	\$ 89,203,084	\$ 89,380,276	\$ 88,235,422	\$ 85,695,173	\$ 81,685,274
Revenue:										
Property tax	73,773,912	75,880,998	78,446,115	79,983,431	81,423,133	82,888,749	84,380,747	85,899,600	87,445,793	89,019,817
Ambulance charges	4,858,204	4,900,000	4,949,000	4,998,490	5,048,475	5,098,960	5,149,949	5,201,449	5,253,463	5,305,998
Other service charges	910,059	730,959	696,775	699,194	706,186	713,248	720,380	727,584	734,860	742,209
Cell tower rent	66,308	66,461	67,459	68,470	69,498	70,540	71,598	73,030	74,491	75,235
Disposal of property	-	-	-	-	-	-	-	-	-	-
Interest income	1,738,398	1,100,000	1,116,500	1,133,248	1,150,246	1,167,500	1,185,012	1,202,788	1,220,829	1,239,142
State/Fed/Local/Meas H	1,065,197	676,000	533,800	547,706	115,424	116,248	117,081	118,252	119,434	121,823
Consolidated Dispatch *	1,350,000	1,400,000	1,764,043	1,835,387	1,872,095	1,909,537	1,947,727	1,986,682	2,026,416	2,066,944
SAFER Grant		506,925	1,013,850	743,490	236,565					
Other/misc	24,984	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	<u>83,787,062</u>	<u>85,271,343</u>	<u>88,597,542</u>	<u>90,019,416</u>	<u>90,631,622</u>	<u>91,974,781</u>	<u>93,582,495</u>	<u>95,219,384</u>	<u>96,885,286</u>	<u>98,581,168</u>
Expenses:										
Salaries	25,601,273	26,518,628	27,457,970	28,734,357	29,883,731	30,929,662	32,012,200	33,132,627	34,292,269	35,492,498
SAFER Grant			1,463,268	1,521,798	1,582,670	1,638,063	1,695,396	1,754,734	1,816,150	1,879,715
Overtime	8,778,470	8,408,802	8,394,000	8,470,840	8,724,965	8,986,714	9,256,316	9,534,005	9,820,025	10,114,626
Pension	18,545,300	17,998,402	19,663,297	20,515,061	20,000,893	20,600,919	21,218,947	21,855,515	22,511,181	23,186,516
Pension cost share	(1,467,514)	(1,467,515)	(1,458,496)	(1,510,979)	(1,556,308)	(1,602,998)	(1,651,088)	(1,700,620)	(1,751,639)	(1,804,188)
Insurance	5,676,146	5,957,649	6,331,924	6,496,435	6,756,292	7,026,544	7,307,606	7,599,910	7,903,906	8,220,063
OPEB	6,825,747	6,954,289	7,476,035	7,700,316	8,008,329	8,328,662	8,661,808	9,008,281	9,368,612	9,743,356
Services & supplies	5,948,259	7,422,413	8,350,444	8,191,295	8,396,077	8,605,979	8,821,129	9,041,657	9,267,698	9,499,391
Property Tax Share Agmt	97,094	125,000	-	-	-	-	-	-	-	-
Capital contribution	2,989,012	3,090,341	3,198,503	3,310,451	3,426,316	3,546,237	3,670,356	3,798,818	3,931,777	4,069,389
Debt payments	1,884,166	1,544,505	3,739,205	3,740,406	3,737,780	3,737,805	3,734,680	3,734,705	3,735,205	3,735,105
	<u>74,877,953</u>	<u>76,552,514</u>	<u>84,616,150</u>	<u>87,169,980</u>	<u>88,960,745</u>	<u>91,797,589</u>	<u>94,727,349</u>	<u>97,759,632</u>	<u>100,895,185</u>	<u>104,136,472</u>
Revenue over (under) exp	<u>8,909,110</u>	<u>8,718,829</u>	<u>3,981,392</u>	<u>2,849,436</u>	<u>1,670,876</u>	<u>177,193</u>	<u>(1,144,854)</u>	<u>(2,540,249)</u>	<u>(4,009,899)</u>	<u>(5,555,304)</u>
Ending fund balance	<u>\$ 71,982,551</u>	<u>\$ 80,701,379</u>	<u>\$ 84,682,771</u>	<u>\$ 87,532,207</u>	<u>\$ 89,203,084</u>	<u>\$ 89,380,276</u>	<u>\$ 88,235,422</u>	<u>\$ 85,695,173</u>	<u>\$ 81,685,274</u>	<u>\$ 76,129,970</u>
"Dry Period" Funding	\$ 41,893,531	\$ 42,635,672	\$ 44,298,771	\$ 45,009,708	\$ 45,315,811	\$ 45,987,391	\$ 46,791,247	\$ 47,609,692	\$ 48,442,643	\$ 49,290,584
Budget Stabilization Fund	18,372,788	19,147,181	21,335,252	22,321,906	23,106,886	23,650,270	24,211,399	24,792,163	25,392,682	26,013,417
Amt over (under) Board Policy	\$ 11,716,231	\$ 18,918,527	\$ 19,048,748	\$ 20,200,594	\$ 20,780,387	\$ 19,742,615	\$ 17,232,776	\$ 13,293,319	\$ 7,849,950	\$ 825,970

Key Assumptions/Board Policy

Revenue growth: General property tax growth is based on the HDL estimate for 2020/21, 2.0% thereafter ; Ambulance charges, 1.5%; Other charges/ Cell Tower rent 1.5%

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

Pension costs: Reflects staffing levels and salary changes; Rate changes provided by CCCERA for 2020/21, no rate changes thereafter;

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

Insurance: Medical premium increases at 5.0% 20/21 and thereafter; also includes workers' compensation and FICA/medicare.

OPEB: Fiscal year 2020/21 and 2021/22 represent full funding of ADC from 7/1/2017 Actuarial Valuation +\$200K;

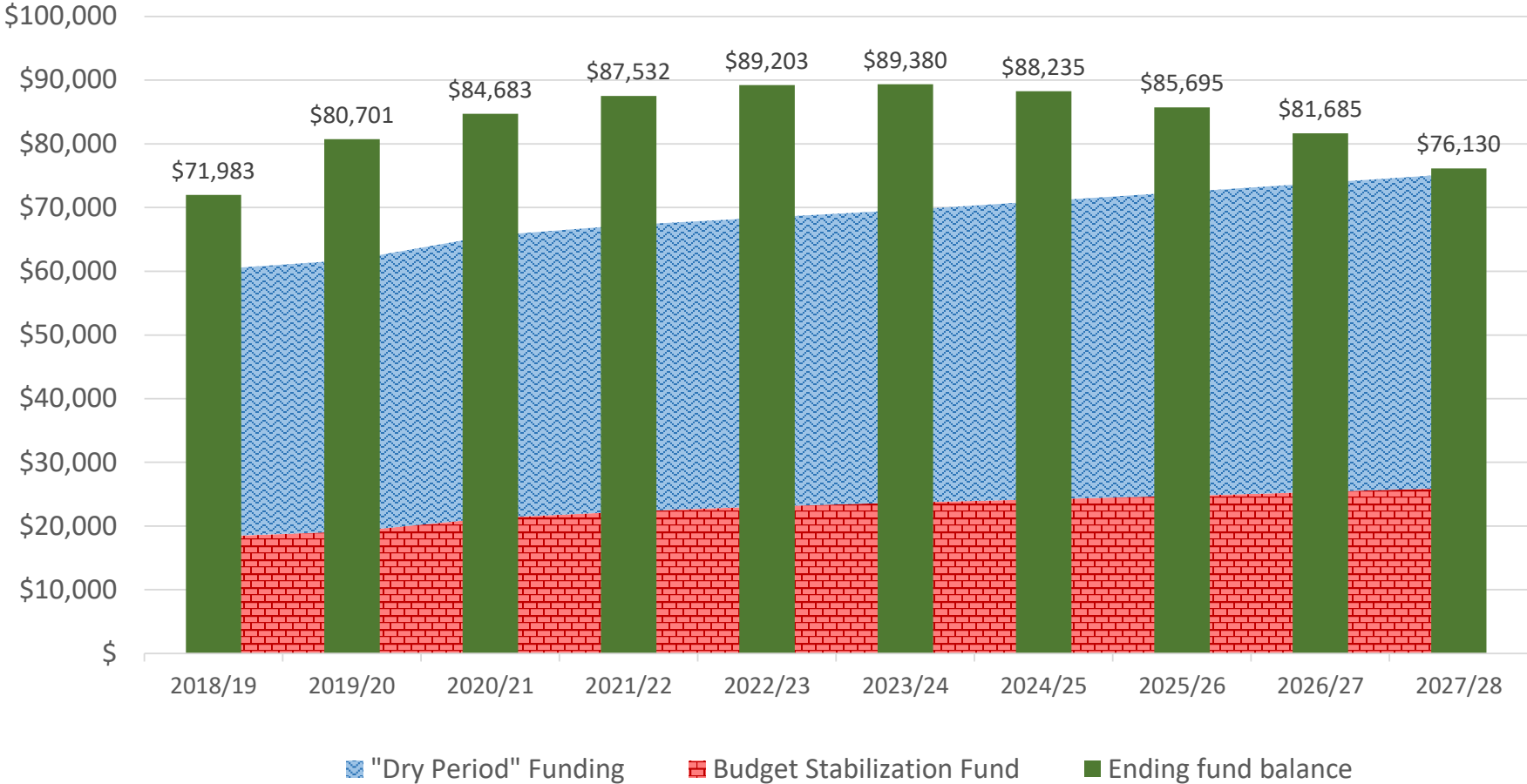
Capital: 2020/21 General Fund contribution \$3.2M; includes repayment of start up costs for Consolidated Dispatch; beginning 2021 50% of City of San Ramon cost-share to CIP.

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

"Dry Period" Funding: 50% of General Fund revenues (excludes federal grant revenue).

Budget Stabilization Fund: 20% of operating and debt service expenditures (excludes capital outlay/capital contributions) + \$4.5M workers' compensation reserve.

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



(1) Budget Stabilization = 20% of General Fund Expenditures
 (2) Dry Period Funding = 50% of General fund Revenues
 See *Fund Balance Reserve Policy* in financial Policies Section

REVENUES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Property Taxes - Secured	4110	\$ 68,105,244	\$ 71,625,254	\$ 74,458,061	\$ 75,947,223
Property Taxes - Supplemental	4120	1,741,546	314,902	-	-
Property Taxes - Utilities/Unitary	4130	1,154,161	1,105,278	1,105,278	1,105,278
Property Taxes - Unsecured	4140	1,966,018	1,925,120	1,963,622	2,002,895
Homeowner Property Tax Relief	4145	457,938	475,000	475,000	475,000
Redevelopment Agencies	4150	1,037,049	1,001,490	1,021,520	1,041,950
County Tax Administration	4160	(578,027)	(566,046)	(577,367)	(588,914)
Property Taxes - Prior Secured	4170	(90,250)	-	-	-
Property Taxes - Prior Supplemental	4180	(69,301)	-	-	-
Property Taxes - Prior Unsecured	4190	49,536	-	-	-
TOTAL TAXES		73,773,914	75,880,998	78,446,115	79,983,431
Measure H	4220	33,000	33,000	33,000	33,000
Miscellaneous State Aid/Grants	4240	686,032	651,925	1,013,850	743,490
Intergovernmental	4250	226,080	418,000	420,000	433,098
GEMT	4251	120,085	80,000	80,800	81,608
Consolidated Dispatch	4252	1,350,000	1,400,000	1,764,043	1,835,387
TOTAL INTERGOVERNMENTAL		2,415,197	2,582,925	3,311,693	3,126,583
Inspection Fees	4310	60,799	62,623	64,502	66,437
Plan Review Fees	4315	817,598	636,540	600,000	600,000
Administrative Citations	4325	23,600	23,954	24,313	24,678
Ambulance Services	4330	4,858,204	4,900,000	4,949,000	4,998,490
CPR Classes	4340	922	595	604	613
Reports/Photocopies	4350	7,140	7,247	7,356	7,466
TOTAL CHARGES FOR SERVICES		5,768,263	5,630,959	5,645,775	5,697,684
Investment Earnings	4410	1,738,398	1,100,000	1,116,500	1,133,248
TOTAL USE OF MONEY & PROPERTY		1,738,398	1,100,000	1,116,500	1,133,248
Rent on Real Estate	4510	66,308	66,461	67,459	68,470
TOTAL RENT		66,308	66,461	67,459	68,470
Miscellaneous Revenue	4640	24,984	10,000	10,000	10,000
TOTAL OTHER REVENUE		24,984	10,000	10,000	10,000
TOTAL REVENUES		\$ 83,787,063	\$ 85,271,343	\$ 88,597,542	\$ 90,019,416

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 25,259,257	\$ 26,123,485	\$ 28,536,029	\$ 29,858,499
Temporary Salaries	5115	334,396	395,143	385,209	397,656
Permanent Overtime	5120	8,800,517	8,408,802	8,394,000	8,470,840
FICA Contributions	5140	491,748	499,396	531,967	552,172
Retirement Contributions	5150	17,069,255	16,530,877	18,204,801	19,004,082
401(a) Employer Contributions	5151	8,040	8,040	8,611	8,955
Employee Group Insurance	5160	3,749,209	4,088,253	4,404,957	4,515,308
Retiree Health Insurance	5170	2,776,817	3,008,520	3,189,031	3,284,702
OPEB Contribution	5175	4,048,930	3,939,193	4,287,004	4,415,614
Unemployment Insurance	5180	-	20,000	20,000	20,000
Workers Comp Claims	5190	1,340,070	1,350,000	1,375,000	1,400,000
TOTAL SALARIES AND BENEFITS		\$ 63,878,238	\$ 64,371,709	\$ 69,336,610	\$71,927,829
% Change		2%	1%	8%	4%
Office Supplies	5202	\$ 25,270	\$ 26,182	\$ 31,975	\$ 32,774
Postage and Freight	5204	15,177	26,550	29,050	29,776
Telecommunications	5206	219,337	248,733	247,902	250,511
Utilities	5208	397,393	383,300	380,300	389,808
Small Tools and Equipment	5210	90,397	105,704	112,200	114,930
Miscellaneous Supplies	5212	80,535	100,310	118,800	121,770
Medical Supplies	5213	229,277	230,000	230,000	235,750
Firefighting Supplies	5214	56,179	65,000	80,000	82,000
Pharmaceutical Supplies	5216	33,955	53,000	35,000	35,875
Computer Supplies	5218	12,832	14,800	15,500	15,888
Radio Equipment and Supplies	5219	18,359	31,181	20,500	21,013
Food Supplies	5222	40,186	22,300	35,300	36,183
PPE Inspections and Repairs	5223	14,362	19,500	19,500	19,988
Safety Clothing and Supplies	5224	140,197	174,216	277,100	281,778
Class A Uniforms	5225	2,803	10,500	10,500	10,763
Non-Safety Clothing	5226	21,315	30,715	32,885	33,707
Class B Uniforms	5227	58,727	78,000	81,000	83,025
Household Supplies	5228	44,067	42,000	38,000	38,950
Central Garage - Repairs	5230	526,697	450,000	300,000	307,500
Central Garage - Maintenance	5231	63,207	41,500	41,625	42,666
Central Garage - Gas and Oil	5232	228,159	325,314	383,300	392,883
Central Garage - Tires	5234	39,255	54,000	50,000	51,250
Central Garage - Inspections	5235	27,194	24,500	24,500	25,113
Maintenance and Repairs - Equipment	5236	105,189	185,677	193,977	198,827
Maintenance and Repairs - Computers and Radio	5238	105,553	106,757	104,485	107,097
Maintenance and Repairs - Buildings	5240	189,802	216,000	246,000	252,150
Maintenance and Repairs - Grounds	5242	42,916	53,000	53,000	54,325

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Rents and Leases	5246	72,512	85,869	199,131	166,229
Software and Licensing	5248	263,446	476,022	568,076	553,199
Professional Services	5250	1,383,217	1,998,924	2,079,328	2,095,482
Recruiting	5251	76,148	127,091	118,800	97,808
Legal Services	5252	177,206	210,000	445,000	407,000
Medical Services	5254	96,489	123,300	120,500	123,513
Communications Services	5258	87,360	93,600	95,360	95,360
Election Services	5262	10,300	-	172,000	-
Insurance Services	5264	478,622	499,206	424,500	433,213
Publication of Legal Notices	5270	1,865	3,500	3,500	3,588
Specialized Printing	5272	25,492	29,075	30,975	31,750
Dues and Memberships	5274	76,607	96,425	99,376	101,321
Educational Courses	5276	67,698	128,110	253,600	257,440
Educational Assistance	5277	142,263	192,010	304,500	309,613
Public Educational Supplies	5278	3,846	11,000	11,000	11,275
Books and Periodicals	5280	18,158	25,939	28,289	28,997
Recognition Supplies	5282	3,639	3,500	4,000	4,100
Meetings and Travel	5284	61,376	80,103	80,110	82,113
TOTAL SERVICES AND SUPPLIES		\$ 5,874,583	\$ 7,302,413	\$8,230,444	\$8,068,295
% Change		5%	24%	13%	-2%
Property Tax Share Agreement	5290	97,100	125,000	-	-
Taxes and Assessments	5390	186,403	120,000	120,000	123,000
TOTAL EXPENDITURES		\$ 70,036,324	\$ 71,919,122	\$ 77,687,054	\$79,996,124
% Change		2%	3%	8%	3%



**DISTRICT-WIDE
00-00**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Retirement Contributions	5150	\$ 635,716	\$ 650,000	\$ 650,000	\$ 666,250
Retiree Health Insurance	5170	2,776,817	3,008,520	3,189,031	3,284,702
OPEB Contribution ¹	5175	4,048,930	3,939,193	4,287,004	4,415,614
Unemployment Insurance	5180	-	20,000	20,000	20,000
Workers Comp Claims	5190	1,340,070	1,350,000	1,375,000	1,400,000
TOTAL SALARIES AND BENEFITS		\$ 8,801,534	\$ 8,967,713	\$ 9,521,035	\$ 9,786,566
Workers' Compensation Administrative Fee		107,067	114,000	114,000	116,850
Professional Services	5250	107,067	114,000	114,000	116,850
Legal Fees - CA Voters Right Act		14,940	-	100,000	50,000
Legal Fees - 201/224 Rights		5,881	-	100,000	200,000
Legal Fees - PG & E		-	46,000	100,000	-
Legal Fees - Other		62,707	54,000	50,000	50,000
Legal Services	5252	83,529	100,000	350,000	300,000
Excess Workers' Comp Insurance		323,150	245,000	205,000	210,125
Property & Liability Insurance Pool		136,753	177,206	143,500	147,088
Self-Insured Certification-State of CA		18,719	77,000	76,000	76,000
Insurance Services	5264	478,622	499,206	424,500	433,213
TOTAL SERVICES AND SUPPLIES		\$ 669,218	\$ 713,206	\$ 888,500	\$ 850,063
TOTAL EXPENDITURES		\$ 9,470,751	\$ 9,680,919	\$ 10,409,535	\$ 10,636,629

¹See OPEB Funding Policy in Financial Policies section.



BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

10. Ensure the District has in place a fair and reasonable personnel compensation package designed to attract and retain high quality and highly functioning employees.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Continue to enhance the District's level of disaster preparedness.
2. Continue to enhance the District's level of open governance and transparency.
3. Ensure fiscal policies and procedures are in place to sustain the long-term viability of the District.
4. Ensure District resources are strategically aligned with, and appropriately focused on, the District's mission and delivery of core emergency services.
5. Issue request for qualifications (RFQ) for general legal counsel services to ensure the District is receiving appropriate legal counsel for the general administration needs of the District.

MEMBERS OF THE BOARD

Director (5)

BOARD OF DIRECTORS

10-10

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 10,390	\$ 6,000	\$ 10,000	\$ 10,000
FICA Contributions	5140	374	87	145	145
TOTAL SALARIES AND BENEFITS		\$ 10,764	\$ 6,087	\$ 10,145	\$ 10,145
Non-Safety Clothing	5226	\$ 109	\$ 150	\$ 150	\$ 154
Professional Services	5250	368	5,000	5,000	5,125
Legal Services	5252	87,282	100,000	80,000	82,000
Election Services	5262	10,300	-	172,000	-
Memberships	5274	40,674	47,342	47,455	48,641
Books and Periodicals	5280	216	250	250	256
Recognition Supplies	5282	2,782	2,000	2,500	2,563
Meetings and Travel	5284	12,401	5,100	10,100	10,353
TOTAL SERVICES AND SUPPLIES		\$ 154,132	\$ 159,842	\$ 317,455	\$ 149,091
TOTAL EXPENDITURES		\$ 164,896	\$ 165,929	\$ 327,600	\$ 159,236

BOARD OF DIRECTORS

10-10

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Clothing		\$ 109	\$ 150	\$ 150	\$ 154
Non-Safety Clothing	5226	109	150	150	154
Miscellaneous services		368	5,000	5,000	5,125
Professional Services	5250	368	5,000	5,000	5,125
Legal Fees - District Counsel		87,282	100,000	80,000	82,000
Legal Services	5252	87,282	100,000	80,000	82,000
Election Services		10,300	-	172,000	-
Election Services	5262	10,300	-	172,000	-
CCC Fire Commissioner's Association		-	110	110	113
Chamber of Commerce - Alamo		-	80	80	82
Chamber of Commerce - Danville		310	325	325	333
Chamber of Commerce - San Ramon		650	700	700	718
EERI		-	200	200	205
Museum of San Ramon Valley		-	40	40	41
LAFCO		39,714	45,887	46,000	47,150
Memberships	5274	40,674	47,342	47,455	48,641
Manuals and Publications		216	250	250	256
Books and Periodicals	5280	216	250	250	256
Retirement and Promotional Recognitions		1,571	500	1,000	1,025
Miscellaneous Recognition		1,211	1,500	1,500	1,538
Recognition Supplies	5282	2,782	2,000	2,500	2,563
Board Meetings		232	300	300	308
Special Districts (CSDA) Workshops		2,738	1,500	6,000	6,150
Fire Commissioners Quarterly Meeting		105	300	300	308
Miscellaneous Conferences		9,327	3,000	3,500	3,588
Meetings and Travel	5284	12,401	5,100	10,100	10,353
TOTAL SERVICES AND SUPPLIES		\$ 154,132	\$ 159,842	\$ 317,455	\$ 149,091

FIRE CHIEF

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2020-21

1. Ensure the long-term financial viability of District operations through the continued use/development of financial forecasts and capital improvement plans.
2. Continue to monitor/anticipate the growing safety needs of the District and proactively deploy resources to best address overall service demand.
3. Complete Public Safety Complex agreement with City of San Ramon; secure financing; complete design and bid documents; break ground before the end of fiscal year 2020-21.
4. Monitor/anticipate both the near-term and long-term financial impacts of the Coronavirus pandemic on the District's operating and capital budgets.
5. Explore opportunities to better address the emergency service needs of residents in the South Walnut Creek/North Alamo area that borders between the District and Contra Costa County Fire District boundaries, including potential service area realignment.
6. Securing 201 rights for the District and avoid the RFP process to ensure our right to continue delivering emergency medical transport services (if legal and appropriate given the dynamic and everchanging state regulations).
7. Strategic, organizational realignment of District resources to focus on the delivery of core services pursuant to our mission. This requires a thorough look at all Divisions to identify efficiencies and savings as we move into the unknown economic challenges resulting from this pandemic.
8. Ensure the District and community are as prepared as possible for those emergencies that are foreseeable and predictable (i.e., earthquakes, wildfires, hazardous spills, etc.).
9. In collaboration with residents of the Morgan Territory, review and evaluate the volunteer program; implement changes as deemed appropriate for the safety and/or desires of the residents.

STAFFING SUMMARY

Fire Chief¹

District Clerk (Part-time)

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

**FIRE CHIEF
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 317,297	\$ 317,324	\$ 344,485	\$ 358,264
Temporary Salaries	5115	49,964	51,418	48,038	49,960
FICA Contributions	5140	6,540	5,347	5,692	5,920
Retirement Contributions	5150	210,860	215,963	239,291	269,491
401a Contributions ER Paid	5151	8,040	8,040	8,611	8,955
Employee Group Insurance	5160	29,951	30,157	33,891	34,738
TOTAL SALARIES AND BENEFITS		\$ 622,652	\$ 628,249	\$ 680,008	\$ 727,328
Office Supplies	5202	\$ 173	\$ 1,000	\$ 1,000	\$ 1,025
Small Tools and Equipment	5210	6,702	4,500	7,500	7,688
Miscellaneous Supplies	5212	1,661	1,500	1,500	1,538
Food Supplies	5222	3,830	3,000	2,500	2,563
Non-Safety Clothing	5226	174	-	1,750	1,794
Professional Services	5250	10,000	1,000	30,000	30,750
Specialized Printing	5272	2,492	2,750	2,750	2,819
Memberships	5274	9,525	9,000	12,840	13,161
Educational Courses and Supplies	5276	8,230	3,700	4,200	4,305
Books and Periodicals	5280	30	250	250	256
Meetings and Travel	5284	31,187	25,000	13,610	13,950
TOTAL SERVICES AND SUPPLIES		\$ 74,005	\$ 51,700	\$ 77,900	\$ 79,848
TOTAL EXPENDITURES		\$ 696,657	\$ 679,949	\$ 757,908	\$ 807,176

**FIRE CHIEF
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 173	\$ 1,000	\$ 1,000	\$ 1,025
Office Supplies	5202	173	1,000	1,000	1,025
Badges, Name Tag, Collar Brass, Pins		5,271	4,000	6,000	6,150
Miscellaneous Tools and Equipment		1,431	500	500	513
District Honor Guard		-	-	1,000	1,025
Small Tools and Equipment	5210	6,702	4,500	7,500	7,688
Miscellaneous Supplies		1,661	1,500	1,500	1,538
Miscellaneous Supplies	5212	1,661	1,500	1,500	1,538
Food Supplies and Meals		3,830	3,000	2,500	2,563
Food Supplies	5222	3,830	3,000	2,500	2,563
Uniforms - District Honor Guard		-	-	750	769
Uniforms - District Clerk		88	-	500	513
Uniforms - Fire Chief		87	-	500	513
Non-Safety Clothing	5226	174	-	1,750	1,794
Consultant/Professional Services		10,000	1,000	30,000	30,750
Professional Services	5250	10,000	1,000	30,000	30,750
Document Services		2,492	2,500	2,500	2,563
Business Cards		-	250	250	256
Specialized Printing	5272	2,492	2,750	2,750	2,819
Fire Districts Association of California		880	-	575	589
National Fire Protection Association		350	175	175	179
CCC Fire Chiefs Association		233	400	400	410
CA Fire Chiefs Association		-	-	440	451
International Association of Fire Chiefs		260	260	2,700	2,768
CA Special Districts Association		7,252	7,615	8,000	8,200
Contra Costa CAER		550	550	550	564
Memberships	5274	9,525	9,000	12,840	13,161
Educational Courses		6,040	1,500	2,000	2,050
Leadership San Ramon Valley		2,190	2,200	2,200	2,255
Educational Courses and Supplies	5276	8,230	3,700	4,200	4,305
Fire Service Books and Magazines		30	250	250	256
Books and Periodicals	5280	30	250	250	256

**FIRE CHIEF
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Meetings and Travel		31,187	25,000	10,000	10,250
District Honor Guard - Events		-	-	3,610	3,700
Meetings and Travel	5284	31,187	25,000	13,610	13,950
TOTAL SERVICES AND SUPPLIES		\$ 74,005	\$ 51,700	\$ 77,900	\$ 79,848



HUMAN RESOURCES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.
7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Administer the District's Chaplain Program.
9. Maintain an ergonomically sound work environment.
10. Manage and administer the District's employee benefits program.

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

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Provide proactive and ongoing mental health education and awareness to ensure the District is taking care of employees, both mentally and physically.
2. Work with Operations and Labor to develop a new review procedure of workers' compensation and general liability claims.
3. Develop the workflow and train employees on the new performance appraisal software.
4. Provide focused education, training, and succession planning.

STAFFING SUMMARY

Human Resources Director

Human Resources Generalist

Human Resources Clerk (Part-time)

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 329,779	\$ 210,985	\$ 332,772	\$ 346,082
Temporary Salaries	5115	21,649	70,675	74,034	74,034
FICA Contributions	5140	5,336	4,084	5,899	6,092
Retirement Contributions	5150	99,900	78,186	129,529	133,865
Employee Group Insurance	5160	48,756	52,558	47,035	48,211
TOTAL SALARIES AND BENEFITS		\$ 505,420	\$ 416,488	\$ 589,269	\$ 608,284
Office Supplies	5202	\$ 1,130	\$ 1,532	\$ 1,300	\$ 1,333
Postage	5204	533	300	300	308
Food Supplies	5222	8,417	1,500	1,500	1,538
Non-Safety Clothing	5226	703	500	500	513
Software and Licenses	5248	55,039	52,000	70,992	43,210
Professional Services	5250	57,175	78,800	83,903	86,001
Recruiting Costs	5251	76,148	127,091	118,800	97,808
Legal Services	5252	6,395	10,000	15,000	25,000
Medical Services	5254	96,489	123,300	120,500	123,513
Specialized Printing	5272	450	600	700	718
Memberships	5274	4,540	6,115	6,755	6,899
Educational Courses and Supplies	5276	10,550	31,000	27,000	27,675
Books and Periodicals	5280	-	500	850	871
Recognition Supplies	5282	857	1,500	1,500	1,538
Meetings and Travel	5284	150	2,103	3,000	3,075
TOTAL SERVICES AND SUPPLIES		\$ 318,577	\$ 436,841	\$ 452,600	\$ 419,996
TOTAL EXPENDITURES		\$ 823,997	\$ 853,329	\$ 1,041,869	\$ 1,028,279

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
General Office Supplies		\$ 514	\$ 1,032	\$ 800	\$ 820
Plaques, Name Plates, Misc.		-	-	-	-
Printer Supplies and Key Fobs		616	500	500	513
Office Supplies	5202	1,130	1,532	1,300	1,333
Postage and Freight		533	300	300	308
Postage	5204	533	300	300	308
Miscellaneous		8,417	1,500	1,500	1,538
Food Supplies	5222	8,417	1,500	1,500	1,538
Uniforms - Staff		703	500	500	513
Non-Safety Clothing	5226	703	500	500	513
ADP Professional Support		31,246	32,400	32,400	33,210
Applicant Tracking System		13,023	-	14,592	-
Policy Database		-	15,000	-	-
Document Management System		-	-	24,000	10,000
Scheduling Software		10,769	4,600	-	-
Software and Licenses	5248	55,039	52,000	70,992	43,210
IEDA		24,592	25,000	25,000	25,625
ID Card Software/Photography		315	1,000	1,000	1,025
Crisis - Trauma Intervention		-	10,000	10,000	10,250
Health Insurance Administrative Fee		13,885	18,000	18,000	18,450
Workers' Compensation Actuary Study		4,100	4,100	4,203	4,308
Fingerprint Services/DOJ		-	-	-	0
Investigation Services		2,282	5,000	10,000	10,250
Section 125 Plan - Administrative Fees		356	2,100	2,100	2,153
ARS - Administration Fee		1,500	3,600	3,600	3,690
Human Resources Consulting		10,146	10,000	10,000	10,250
Professional Services	5250	57,175	78,800	83,903	86,001
Assessment Center - Battalion Chief		13,500	-	15,500	15,500
Assessment Center - Captain		-	-	11,500	-
Assessment Center - Engineer		14,500	-	-	-
Assessment Center - Training Captain		-	-	11,500	-
Recruitment - Firefighter/Paramedic		2,039	5,000	5,000	5,125
Recruitment - Management		-	2,000	1,000	1,025
Recruitment - EMS		2,869	2,500	1,000	1,025
Recruitment - Communications Center		4,641	2,500	1,000	1,025
Recruitment - Administrative		1,610	2,500	1,000	1,025
Study Books and Materials		-	1,000	1,000	1,025
Background Investigations		13,350	40,626	30,000	30,750
Physical Examinations		8,233	56,965	14,000	14,350

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Polygraph and Psychological Tests		6,125	8,000	15,000	15,375
Fingerprint Services		1,246	2,000	1,300	1,333
Lodging		4,540	3,000	5,000	5,125
Miscellaneous Recruiting Costs		3,495	1,000	5,000	5,125
Recruiting Costs	5251	76,148	127,091	118,800	97,808
Legal Services - Employee Relations		6,395	10,000	15,000	25,000
Legal Services	5252	6,395	10,000	15,000	25,000
Wellness Exams		93,224	115,500	112,500	115,313
Various Vaccines and Tests		2,160	2,800	3,000	3,075
DMV Physicals		-	1,000	1,000	1,025
Medical Consulting/Fitness for Duty		-	2,500	2,500	2,563
Wellness Programs		-	1,000	1,000	1,025
Miscellaneous Medical Services		1,105	500	500	513
Medical Services	5254	96,489	123,300	120,500	123,513
Forms/Posters/Card Shells		450	600	500	513
Employee Materials and Handouts		-	-	200	205
Specialized Printing	5272	450	600	700	718
Society for Human Resources		-	-	200	205
CAL PELRA		1,090	700	800	820
Consortium		-	3,515	3,600	3,690
CA Bar License		538	600	655	671
DMV Fee/Firefighter Endorsement		-	1,000	1,000	1,000
Miscellaneous Dues and Memberships		2,912	300	500	513
Memberships	5274	4,540	6,115	6,755	6,899
Supervisor Training		10,348	29,000	25,000	25,625
Miscellaneous On-Line Training		202	2,000	2,000	2,050
Educational Courses and Supplies	5276	10,550	31,000	27,000	27,675
Miscellaneous Subscriptions and Books		-	500	850	871
Books and Periodicals	5280	-	500	850	871
Employee Events		279	500	500	513
Miscellaneous Recognition Supplies		579	1,000	1,000	1,025
Recognition Supplies	5282	857	1,500	1,500	1,538
Meetings and Travel		150	2,103	3,000	3,075
Meetings and Travel	5284	150	2,103	3,000	3,075
TOTAL SERVICES AND SUPPLIES		\$ 318,577	\$ 436,841	\$ 452,600	\$ 419,996



FINANCE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

10. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Evaluate current financial systems and determine the organization and functional needs of the District's processes and financial reporting.
2. Assist the EMS Division with the integration of electronic Patient Care Reports (ePCRs), reporting and related revenues.
3. In conjunction with Operations, undertake a comprehensive review and evaluation of the Capital Improvement Program (CIP).
4. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making and keep District on a fiscally sustainable path.
5. Maintain GFOA Certificate of Excellence in Financial Reporting.

STAFFING SUMMARY

Chief Financial Officer

Controller

Senior Accounting Technician (2)

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 368,141	\$ 390,012	\$ 409,698	\$ 425,942
Permanent Overtime	5120	3,992	-	5,000	5,000
FICA Contributions	5140	5,291	5,728	5,941	6,176
Retirement Contributions	5150	123,663	122,902	127,754	132,819
Employee Group Insurance	5160	50,327	61,346	65,581	67,221
TOTAL SALARIES AND BENEFITS		\$ 551,413	\$ 579,988	\$ 613,974	\$ 637,158
Office Supplies	5202	\$ 9,462	\$ 8,500	\$ 10,000	\$ 10,250
Postage	5204	5,163	5,000	7,500	7,688
Computer Equipment and Supplies	5218	1,444	500	1,500	1,538
Food Supplies	5222	2,209	2,500	3,000	3,075
Non-Safety Clothing	5226	632	1,065	1,065	1,092
Maintenance and Repairs - Equipment	5236	539	500	500	513
Rents and Leases	5246	18,175	19,075	19,075	19,152
Software and Licenses	5248	34,067	34,100	29,013	29,739
Professional Services	5250	422,797	503,150	504,550	488,789
Specialized Printing	5272	1,984	3,025	3,025	3,101
Memberships	5274	830	1,026	1,026	1,052
Educational Courses and Supplies	5276	1,320	1,000	2,500	2,563
Books and Periodicals	5280	1,420	1,164	1,164	1,193
Meetings and Travel	5284	2,369	2,500	4,000	4,100
TOTAL SERVICES AND SUPPLIES		\$ 502,411	\$ 583,105	\$ 587,918	\$ 573,843
TOTAL EXPENDITURES		\$ 1,053,824	\$ 1,163,093	\$ 1,201,892	\$ 1,211,001

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies - Administration		\$ 9,462	\$ 8,500	\$ 10,000	\$ 10,250
Office Supplies	5202	9,462	8,500	10,000	10,250
Postage		5,163	5,000	7,500	7,688
Postage	5204	5,163	5,000	7,500	7,688
Computer Equipment		1,444	500	1,500	1,538
Computer Equipment and Supplies	5218	1,444	500	1,500	1,538
Food Supplies		2,209	2,500	3,000	3,075
Food Supplies	5222	2,209	2,500	3,000	3,075
Uniforms		632	1,065	1,065	1,092
Non-Safety Clothing	5226	632	1,065	1,065	1,092
Maintenance and Repairs - Equipment		539	500	500	513
Maintenance and Repairs - Equipment	5236	539	500	500	513
Color Copier - Administration		17,187	16,000	16,000	16,000
Postage Meter Lease		988	3,075	3,075	3,152
Rents and Leases	5246	18,175	19,075	19,075	19,152
Sage Software Maintenance		5,317	6,000	8,000	8,200
Sage DrillPoint		-	-	513	526
Scheduling Software		5,850	7,600	-	-
Payroll Service - Administration Fees		22,900	20,500	20,500	21,013
Software and Licenses	5248	34,067	34,100	29,013	29,739
Ambulance Collection Fees		164,499	220,000	220,000	225,500
Audit Fees		22,500	40,000	40,000	41,000
COP - Annual Trustee Fees		-	-	2,000	2,050
GEMT Administrative Fee		4,016	1,500	1,500	1,538
GEMT Claim Preparation		12,940	13,000	13,500	13,838
Section 125 Plan - Admin Fees		-	-	750	769
CAFR Overlapping Debt Schedule		500	500	500	513
OPEB Actuarial Services		3,790	12,000	12,300	12,608
Financial Consulting		173,588	175,000	175,000	150,000
Property Tax Consulting		21,108	21,500	21,500	22,038
Bank & Credit Card Fees		19,857	17,500	17,500	17,938
COP Arbitrage Analysis		-	2,150	-	1,000
Professional Services	5250	422,797	503,150	504,550	488,789

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Budget Document		1,090	1,000	1,000	1,025
Comprehensive Annual Financial Report		894	1,025	1,025	1,051
Check Printing		-	500	500	513
Miscellaneous Printing		-	500	500	513
Specialized Printing	5272	1,984	3,025	3,025	3,101
California Society of Municipal Finance Officers		220	308	308	316
Government Finance Officers Assoc		430	513	513	526
Other		180	205	205	210
Memberships	5274	830	1,026	1,026	1,052
CSMFO, GFOA, MFI Training		1,320	1,000	2,500	2,563
Educational Courses and Supplies	5276	1,320	1,000	2,500	2,563
GFOA/CAFR Submission Fee		505	564	564	578
Newspaper		915	600	600	615
Books and Periodicals	5280	1,420	1,164	1,164	1,193
CCCERA, CSDA, GFOA, CSMFO, MFI		2,369	2,500	4,000	4,100
Meetings and Travel	5284	2,369	2,500	4,000	4,100
TOTAL SERVICES AND SUPPLIES		\$ 502,411	\$ 583,105	\$ 587,918	\$ 573,843



FIRE & LIFE SAFETY

PURPOSE

The Fire & Life Safety Division provides fire prevention and other community risk reduction services using long range planning, inspection and plan review, code compliance, exterior hazard abatement, emergency preparedness, public information, community education and public counter services. The purpose is to foster a resilient and vital community.

STANDARD LEVEL OF PERFORMANCE

1. Treat customers with respect, providing prompt resolution to customer needs that include realistic expectations and honest communication.
2. Provide prompt and courteous customer service and administrative support at the Public Counter for both internal and external customers.
3. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
4. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
5. Conduct code compliance activities and investigate hazard concerns, meeting 100% inspection of targeted occupancies and properties, ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
6. Deliver community education programs that provide knowledge in fire safety, life safety, community health and emergency preparedness in collaboration with partner agencies and stakeholders.
7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.
8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.

9. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
10. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
11. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
12. Manage Division policies, contracts, standards, ordinances and fee schedules.
13. Participate in updating the Contra Costa County Local Hazard Mitigation Plan.
14. Adopt the current International Fire Code, continue to work with regional agencies to minimize amendments and provide uniform application.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Implement a new Records Management System (RMS) that will enhance the delivery of District products and improve customer service.
2. Host State Fire Training requisite courses for Fire Marshal certification.
3. Ensure all Public Education responsibilities are properly distributed among Division personnel.
4. Continue to monitor and evaluate the efficiency and effectiveness of the Fire & Life Safety Division.

STAFFING SUMMARY

Deputy Chief¹

Fire & Life Safety Inspector (3)

Plans Examiner (1)

Permit Technician (1)

CERT Coordinator (Part-time)

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

**FIRE & LIFE SAFETY
10-30**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Inspection Fees	4310	\$ 60,799	\$ 62,623	\$ 64,502	\$ 66,437
Plan Review Fees	4315	817,598	636,540	600,000	600,000
Administrative Citations	4325	23,600	23,954	24,313	24,678
CPR Classes	4340	922	595	604	613
Reports/Photocopies	4350	7,140	7,247	7,356	7,466
TOTAL REVENUES		\$ 910,059	\$ 730,959	\$ 696,775	\$ 699,194
Permanent Salaries	5110	\$ 1,033,666	\$ 835,652	\$ 777,994	\$ 812,513
Temporary Salaries	5115	81,923	65,002	-	-
Permanent Overtime	5120	50,339	65,000	50,000	50,000
FICA Contributions	5140	19,402	15,039	12,006	12,506
Retirement Contributions	5150	440,779	347,174	308,387	322,078
Employee Group Insurance	5160	211,415	189,969	161,627	165,668
TOTAL SALARIES AND BENEFITS		\$ 1,837,524	\$ 1,517,836	\$ 1,310,014	\$ 1,362,765
Office Supplies	5202	\$ 408	\$ 700	\$ 700	\$ 718
Postage	5204	9,482	21,250	21,250	21,781
Small Tools and Equipment	5210	808	3,824	4,000	4,100
Computer Equipment and Supplies	5218	1,437	1,300	1,000	1,025
Food Supplies	5222	1,084	1,000	1,000	1,025
Safety Clothing	5224	1,373	2,500	2,500	2,563
Non-Safety Clothing	5226	2,614	3,500	3,000	3,075
Maintenance and Repairs - Equipment	5236	12	1,077	1,077	1,104
Software and Licensing	5248	34,202	40,000	40,500	40,888
Professional Services	5250	40,757	56,000	26,000	36,650
Legal Notices	5270	245	1,000	1,000	1,025
Specialized Printing	5272	13,143	8,500	8,500	8,713
Memberships	5274	20,350	23,970	23,875	23,972
Educational Courses and Supplies	5276	14,114	30,150	35,100	35,978
Public Education Supplies	5278	3,846	11,000	11,000	11,275
Books and Periodicals	5280	6,431	11,100	11,100	11,378
Meetings and Travel	5284	7,091	4,700	4,700	4,818
TOTAL SERVICES AND SUPPLIES		\$ 157,398	\$ 221,571	\$ 196,302	\$ 210,085
TOTAL EXPENDITURES		\$ 1,994,922	\$ 1,739,407	\$ 1,506,316	\$ 1,572,850

**FIRE & LIFE SAFETY
10-30**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 408	\$ 700	\$ 700	\$ 718
Office Supplies	5202	408	700	700	718
Plans Mail Back		34	3,500	3,500	3,588
Exterior Hazard Abatement Mailing		4,587	7,000	7,000	7,175
Public Safety Mailers		4,626	10,250	10,250	10,506
Bulk Mail Maintenance Account		235	500	500	513
Postage	5204	9,482	21,250	21,250	21,781
Code Officers & Investigation Tools		808	3,824	4,000	4,100
Small Tools and Equipment	5210	808	3,824	4,000	4,100
Computer Equipment and Supplies		1,437	1,300	1,000	1,025
Computer Equipment and Supplies	5218	1,437	1,300	1,000	1,025
Staff Meals - Public Education Events		1,084	1,000	1,000	1,025
Food Supplies	5222	1,084	1,000	1,000	1,025
Uniforms		1,373	2,500	2,500	2,563
Safety Clothing	5224	1,373	2,500	2,500	2,563
Non-Safety Uniform Replacement		2,502	3,500	2,500	2,563
Tailoring		112	-	500	513
Non-Safety Clothing	5226	2,614	3,500	3,000	3,075
General Maintenance and Repair		12	1,077	1,077	1,104
Maintenance and Repairs - Equipment	5236	12	1,077	1,077	1,104
Bluebeam Revu Annual Maintenance		-	500	1,000	1,025
Earthquake Early Detection		20,000	25,000	25,000	25,000
Environmental Systems Research		-	1,000	1,000	1,025
Nixel 360		-	5,500	5,500	5,638
Document Imaging		1,425	5,000	5,000	5,125
Electronic Plan Submittal		12,778	3,000	3,000	3,075
Software and Licensing	5248	34,202	40,000	40,500	40,888
Specialized Services (PR, FI, Comm, IO)		2,773	16,000	16,000	16,400
Weed Abatement Contractor		-	5,000	5,000	5,125
Emergency Services		6,420	20,000	-	-
CA Fire Code 2019 implentation		19,737	10,000	-	10,000
E-Business Services		11,827	5,000	5,000	5,125
Professional Services	5250	40,757	56,000	26,000	36,650

**FIRE & LIFE SAFETY
10-30**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Publication of Legal Notices		245	1,000	1,000	1,025
Legal Notices	5270	245	1,000	1,000	1,025
Coloring Contest		-	500	500	513
Citation Books		-	500	500	513
Exterior Hazard Abatement		12,511	5,000	5,000	5,125
Public Education Brochure		448	2,000	2,000	2,050
Business Cards		184	500	500	513
Specialized Printing	5272	13,143	8,500	8,500	8,713
California Fire Chief's Association		-	2,240	2,300	2,358
CCAI		-	80	100	103
Citizen Corps Council		10,000	10,000	10,000	10,000
Diablo Firesafe Council		-	100	-	-
ICC		240	250	250	256
ICC Certification Renewal		-	600	525	538
ICC East Bay		-	300	300	308
NFPA		-	200	200	205
NorCal FPO		110	200	200	205
Street Smarts		10,000	10,000	10,000	10,000
Memberships	5274	20,350	23,970	23,875	23,972
Education Courses and Supplies		3,219	2,550	2,500	2,563
Inspector		3,659	3,000	3,000	3,075
Investigator		2,716	20,000	25,000	25,625
Fire Prevention Month		4,519	4,600	4,600	4,715
Educational Courses and Supplies	5276	14,114	30,150	35,100	35,978
Miscellaneous		3,131	5,000	-	-
General		352	6,000	5,000	5,125
Program		364	-	6,000	6,150
Public Education Supplies	5278	3,846	11,000	11,000	11,275
NFPA Standards Online Subscription		1,495	5,000	5,000	5,125
Barclays Publishing, CCR Title 19		404	600	600	615
Fire and Explosion Investigation		4,235	4,500	4,500	4,613
Miscellaneous Books and Periodicals		297	1,000	1,000	1,025
Books and Periodicals	5280	6,431	11,100	11,100	11,378
Meetings and Travel		7,091	4,700	4,700	4,818
Meetings and Travel	5284	7,091	4,700	4,700	4,818
TOTAL SERVICES AND SUPPLIES		\$ 157,398	\$ 221,571	\$ 196,302	\$ 210,085



TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Definitive Networks Inc., Contract Services
 - a. Upgrade Communications Center virtualization hardware, operating system, and database software.
 - b. Upgrade Administration servers to latest supported Operating System and database versions.
 - c. Transition to new District Fire Records Management System (RMS).

- d. Migrate on-premise email to Microsoft Office 365 Cloud.
 - e. Replace District's Voice over IP (VoIP) phone and voicemail systems.
2. Geographic Information Systems
- a. Create Emergency Operations online mapping portal for District and public access.
 - b. Incorporate remaining Contra Costa and Alameda County GIS data into CAD and mobile maps.
3. Technology Systems
- a. Research grant opportunities for replacing EBRCs mobile and portable radios.

STAFFING SUMMARY

Technology Systems Manager

Media Communications and Public Education Analyst

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 299,381	\$ 257,185	\$ 275,075	\$ 290,034
Temporary Salaries	5115	28,362	-	-	-
Permanent Overtime	5120	2,107	1,000	5,000	5,000
FICA Contributions	5140	5,275	3,744	4,061	4,278
Retirement Contributions	5150	100,958	81,981	87,447	92,265
Employee Group Insurance	5160	43,393	46,273	48,014	49,214
TOTAL SALARIES AND BENEFITS		\$ 479,476	\$ 390,183	\$ 419,597	\$ 440,791
Office Supplies	5202	-	-	-	-
Telecommunications	5206	209,826	236,480	235,982	238,293
Computer Supplies	5218	7,121	7,500	7,500	7,688
Radio Equipment and Supplies	5219	18,359	31,181	20,500	21,013
Non-Safety Clothing	5226	900	500	1,420	1,456
Maintenance and Repairs - Equipment	5236	-	-	-	-
Maintenance and Repairs - Radio	5238	77,345	67,017	63,185	64,765
Rents and Leases	5246	43,357	46,828	48,000	49,200
Software and Licenses	5248	92,128	108,806	171,791	174,066
Professional Services	5250	111,900	610,028	678,200	678,200
Communication Services	5258	87,360	93,600	95,360	95,360
Specialized Printing	5272	-	4,000	5,000	5,125
Memberships	5274	522	522	575	575
TOTAL SERVICES AND SUPPLIES		\$ 648,817	\$ 1,206,462	\$ 1,327,513	\$ 1,335,740
TOTAL EXPENDITURES		\$ 1,128,292	\$ 1,596,645	\$ 1,747,110	\$ 1,776,531

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Cell Phone and Data Services		\$ 58,084	\$ 105,000	\$ 138,732	\$ 138,732
Fire Dispatch		4,980	4,800	4,800	4,800
Internet Fax Service		1,463	1,650	1,650	1,691
Internet Service		21,357	31,660	21,300	21,833
Mobile Data Service		6,701	-	-	-
Mobile Data T-1		3,597	-	-	-
Offsite Backup		4,975	5,000	2,500	2,563
Pager Service		8,208	9,500	9,500	9,738
Phone Maintenance		6,977	2,500	5,000	5,125
Phone and Network Service		84,323	68,000	45,000	46,125
Satellite Phone Service		9,161	8,370	7,500	7,688
Telecommunications	5206	209,826	236,480	235,982	238,293
Computer Supplies and Parts		7,121	7,500	7,500	7,688
Computer Supplies	5218	7,121	7,500	7,500	7,688
Radios and Components		18,359	31,181	20,500	21,013
Radio Equipment and Supplies	5219	18,359	31,181	20,500	21,013
Uniforms		900	500	1,420	1,456
Non-Safety Clothing	5226	900	500	1,420	1,456
Hardware Maintenance - Disp. & Admin UPS		4,440	2,017	2,185	2,240
Miscellaneous Maintenance and Repairs		35,194	35,000	25,000	25,625
Radio Maintenance and Repairs		37,711	30,000	36,000	36,900
Maintenance and Repairs - Radio	5238	77,345	67,017	63,185	64,765
Microwave Services - Lease		43,357	46,828	48,000	49,200
Rents and Leases	5246	43,357	46,828	48,000	49,200

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Anti-virus		3,003	-	-	-
Backup		3,297	-	-	-
Computer Imaging and Security		2,930	-	-	-
Network Monitoring		3,500	-	-	-
Security Training		-	3,267	-	-
Spam Filter		-	1,350	666	683
Website		-	7,520	7,896	8,291
Microsoft Office Licensing		17,280	23,760	54,000	54,000
Microsoft Server Licensing		8,348	-	15,000	15,375
Microsoft Database Licensing		-	-	3,444	3,600
Database Reporting		1,411	1,378	1,412	1,448
Remote Access		1,705	3,289	24,000	24,600
Records Management		37,500	45,000	37,500	37,500
Video Teleconferencing		-	-	4,300	4,408
Scheduling software		13,154	13,242	13,573	13,912
SitStat		-	10,000	10,000	10,250
Software and Licenses	5248	92,128	108,806	171,791	174,066
MDC and Modem HaaS		98,946	193,200	193,200	193,200
Technology Services Contract		-	411,828	480,000	480,000
Professional Services - Other		12,954	5,000	5,000	5,000
Professional Services	5250	111,900	610,028	678,200	678,200
EBRCS - Subscriber Fees		87,360	93,600	95,360	95,360
Communication Services	5258	87,360	93,600	95,360	95,360
Map Books		-	4,000	5,000	5,125
Specialized Printing	5272	-	4,000	5,000	5,125
Memberships		522	522	575	575
Memberships	5274	522	522	575	575
TOTAL SERVICES AND SUPPLIES		\$ 648,817	\$ 1,206,462	\$ 1,327,513	\$ 1,335,740



COMMUNICATIONS CENTER

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Provide support in finalizing design and construction documents for the Public Safety Complex (Communications Center/Emergency Operations Center).
2. Identify, research, and apply for grants to assist in development of Communications Center and Emergency Operations Center.
3. Develop workflow process with Alameda County Fire Communications to provide station alerting capabilities with ALCO when requesting Auto Aid.
4. Monitor website and all social media platforms to maintain relevant and accurate information.

STAFFING SUMMARY

Director of Emergency Communications

Supervising Dispatcher (3)

Dispatcher II (9)

Public Safety Systems Specialist

Geographic Information Systems Analyst

Project Assistant (Part-Time) (2)

**COMMUNICATIONS CENTER
20-38**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
City of San Ramon	4252	\$ 1,350,000	\$ 1,400,000	\$ 1,764,043	\$ 1,835,387
TOTAL REVENUES		\$ 1,350,000	\$ 1,400,000	\$ 1,764,043	\$ 1,835,387
Permanent Salaries	5110	\$ 1,747,450	\$ 2,002,588	\$ 2,068,689	\$ 2,167,869
Temporary Salaries	5115	86,193	85,800	137,283	142,774
Permanent Overtime	5120	487,092	434,068	420,000	420,000
FICA Contributions	5140	37,042	36,576	38,077	39,594
Retirement Contributions	5150	567,292	605,948	630,464	661,124
Employee Group Insurance	5160	211,072	255,979	233,574	239,413
TOTAL SALARIES AND BENEFITS		\$ 3,136,141	\$ 3,420,959	\$ 3,528,087	\$ 3,670,775
Office Supplies	5202	\$ 2,833	\$ 3,100	\$ 3,100	\$ 3,178
Telecommunications	5206	9,512	12,253	11,920	12,218
Small Tools and Equipment	5210	758	5,000	5,000	5,125
Computer Supplies	5218	2,830	5,500	5,500	5,638
Safety Clothing	5224	8,160	3,500	3,500	3,588
Non-Safety Clothing	5226	7,970	4,200	4,200	4,305
Maintenance & Repairs - Computers and Radios	5238	28,209	39,240	40,800	41,820
Software and Licenses	5248	27,617	141,066	155,230	162,232
Professional Services	5250	39,375	50,000	50,000	51,250
Memberships	5274	-	1,500	1,500	1,538
Educational Courses and Supplies	5276	4,409	5,000	5,000	5,125
Books and Periodicals	5280	1,648	5,000	5,000	5,125
Meetings and Travel	5284	-	-	15,000	15,375
		\$ 133,321	\$ 275,359	\$ 305,750	\$ 316,515
TOTAL EXPENDITURES		\$ 3,269,462	\$ 3,696,318	\$ 3,833,837	\$ 3,987,289

**COMMUNICATIONS CENTER
20-38**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 2,833	\$ 3,100	\$ 3,100	\$ 3,178
Office Supplies	5202	2,833	3,100	3,100	3,178
Language Line Services		-	500	500	513
Phone Maintenance		2,012	2,000	2,000	2,050
Phone and Network Service		4,500	6,153	5,820	5,966
Satellite Internet Service		3,000	3,600	3,600	3,690
Telecommunications	5206	9,512	12,253	11,920	12,218
Small Tools and Equipment		758	5,000	5,000	5,125
Small Tools and Equipment	5210	758	5,000	5,000	5,125
Computer Supplies and Parts		733	2,500	2,500	2,563
Printer Toner		2,097	3,000	3,000	3,075
Computer Supplies	5218	2,830	5,500	5,500	5,638
Safety Clothing and Supplies		8,160	3,500	3,500	3,588
Safety Clothing	5224	8,160	3,500	3,500	3,588
Non-Safety Clothing		7,970	4,200	4,200	4,305
Non-Safety Clothing	5226	7,970	4,200	4,200	4,305
Communications Center Headsets		3,629	1,000	1,000	1,025
EMD ACE Re-Accredit Maint Plan		650	1,000	1,000	1,025
EFD ACE Re-Accredit Maint Plan		-	-	1,000	1,025
Hardware Maintenance - Disp. & Admin UPS		3,493	3,671	3,500	3,588
Hardware Maintenance - Disp. Audio Logger		7,744	7,937	7,937	8,135
Hardware Maintenance - Servers		-	1,830	5,718	5,861
Maintenance & Repair - Miscellaneous		6,818	5,000	4,000	4,100
Maintenance & Repair - Radio		5,874	10,000	10,000	10,250
Disaster Recovery		-	8,802	6,645	6,811
Maintenance & Repairs - Computers and Radios	5238	28,209	39,240	40,800	41,820
Anti-virus		2,072	-	-	-
Backup		1,222	-	-	-
CAD/RMS		6,889	118,440	125,000	131,250
EFD		13,033	6,518	6,520	6,679
EMD		-	6,518	6,520	6,683
GIS		4,400	6,090	7,090	7,267
Reddinet		-	3,500	3,500	3,588
Virtualization		-	-	6,600	6,765
Software and Licenses	5248	27,617	141,066	155,230	162,232

COMMUNICATIONS CENTER

20-38

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
EFD Call Review Services		16,054	25,000	25,000	25,625
EMD Call Review Services		23,321	25,000	25,000	25,625
Professional Services	5250	39,375	50,000	50,000	51,250
Memberships		-	500	500	513
EMD/EFD Recert Fees - Dispatchers		-	1,000	1,000	1,025
Memberships	5274	-	1,500	1,500	1,538
APCO Certification Training		4,244	5,000	5,000	5,125
POST Training		-	-	-	-
EMD/EFD Cardsets		-	-	-	-
EMD Certification Training		165	-	-	-
EFD Certification Training		-	-	-	-
Educational Courses and Supplies	5276	4,409	5,000	5,000	5,125
Cross Directory Renewals		1,265	2,000	2,000	2,050
Mapping Resources		240	2,000	2,000	2,050
Reference Books		143	1,000	1,000	1,025
Books and Periodicals	5280	1,648	5,000	5,000	5,125
Meetings and Travel		-	-	15,000	15,375
Meetings and Travel	5284	-	-	15,000	15,375
TOTAL SERVICES AND SUPPLIES		\$ 133,321	\$ 275,359	\$ 305,750	\$ 316,515



FACILITIES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Maintain the District Capital Improvement Fund.
2. Maintain District facilities.
3. Continuously review maintenance costs and look for alternative strategies to save money and improve life expectancy of the facilities.
4. Manage facility capital improvement projects.
5. Forecast the need for future fire stations and other facilities.
6. Provide independent Hazardous Materials Compliance Reporting service to align with increased County Health Services reporting requirements.
7. Manage part-time District Aides to supplement support services daily.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Provide support in finalizing design and construction documents for the Public Safety Complex.
2. Complete the design and bid process and initiate construction for the remodeling of Station 34 living quarters and apparatus bay, to include additional square footage.
3. Pending possible deployment changes in the Morgan Territory Response Zones, evaluate the concept of remodeling the Station 37 facility to include living quarters.

4. Complete the design and structural improvements of the fire training structure at the District's Training Site in compliance with NFPA standard 1403, allowing for live fire training exercises.

STAFFING SUMMARY

Deputy Chief¹

District Aides (Part-Time) (6)

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

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 8,874	\$ -	\$ -	\$ -
Temporary Salaries	5115	45,122	100,000	106,949	111,227
FICA Contributions	5140	2,228	2,000	1,551	1,613
Retirement Contributions	5150	2,942	-	-	-
Employee Group Insurance	5160	4,566	102	178	178
TOTAL SALARIES AND BENEFITS		\$ 63,733	\$ 102,102	\$ 108,678	\$ 113,018
Utilities	5208	\$ 397,393	\$ 383,300	\$ 380,300	\$ 389,808
Small Tools and Equipment	5210	46,718	23,000	34,800	35,670
Miscellaneous Supplies	5212	6,056	5,000	12,000	12,300
Non-Safety Clothing	5226	751	2,500	2,500	2,563
Household Supplies	5228	44,067	42,000	38,000	38,950
Central Garage - Gas	5232	17,770	18,800	18,800	19,270
Maintenance and Repairs - Equipment	5236	63,654	96,500	112,500	115,313
Maintenance and Repairs - Buildings	5240	189,802	216,000	246,000	252,150
Maintenance and Repairs - Grounds	5242	42,916	53,000	53,000	54,325
Rents and Leases	5246	7,902	10,000	10,000	10,250
Professional Services	5250	101,745	68,000	43,000	44,075
Legal Notices	5270	1,620	2,500	2,500	2,563
TOTAL SERVICES AND SUPPLIES		\$ 920,393	\$ 920,600	\$ 953,400	\$ 977,235
TOTAL EXPENDITURES		\$ 984,126	\$ 1,022,702	\$ 1,062,078	\$ 1,090,253

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Gas and Electricity		\$ 228,562	\$ 225,000	\$ 225,000	\$ 230,625
Water		62,748	60,000	60,000	61,500
Waste Services		42,933	55,000	55,000	56,375
Cable and Satellite Services		27,262	13,000	13,000	13,325
Sewer		22,578	15,000	12,000	12,300
Property Taxes		10,262	10,500	10,500	10,763
Propane Tanks		3,048	4,800	4,800	4,920
Utilities	5208	397,393	383,300	380,300	389,808
Ergonomic Equipment and Furniture		1,920	8,000	9,800	10,045
Miscellaneous Equipment and Furniture		44,798	15,000	25,000	25,625
Small Tools and Equipment	5210	46,718	23,000	34,800	35,670
WASP Inventory Tracking		-	-	2,000	2,050
Miscellaneous Supplies		6,056	5,000	10,000	10,250
Miscellaneous Supplies	5212	6,056	5,000	12,000	12,300
Non-Safety Clothing		751	2,500	2,500	2,563
Non-Safety Clothing	5226	751	2,500	2,500	2,563
Miscellaneous Household Supplies		43,848	39,000	35,000	35,875
Water Service/Softner		219	3,000	3,000	3,075
Household Supplies	5228	44,067	42,000	38,000	38,950
HazMat Permit Fees		9,180	8,800	8,800	9,020
CUPA /SPCC		1,581	2,000	2,000	2,050
Generator Permit Fees/BAAQMD		7,009	8,000	8,000	8,200
Central Garage - Gas	5232	17,770	18,800	18,800	19,270
Fuel Tank & Pump		5,413	24,000	10,000	10,250
Heating, Ventilation and Air Conditioning		8,630	20,000	30,000	30,750
Generator		28,055	20,000	30,000	30,750
Workout Equipment - Preventative		3,865	4,000	4,000	4,100
Workout Equipment Repairs		547	4,000	4,000	4,100
Oil Separator Clean-Out		4,185	5,000	15,000	15,375
Miscellaneous Equipment Repairs		11,925	15,000	15,000	15,375
Earthquake Early Warning Maintenance		-	1,500	1,500	1,538
Extinguisher Maintenance		1,034	3,000	3,000	3,075
Maintenance and Repairs - Equipment	5236	63,654	96,500	112,500	115,313

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Building Repairs and Maintenance		52,230	75,000	100,000	102,500
Roof - Annual Preventative Maintenance		13,858	12,000	12,000	12,300
Janitorial - Administration		29,478	30,000	30,000	30,750
Carpet and Upholstery Cleaning		2,861	10,000	15,000	15,375
Lock and Key Repairs		4,586	5,000	5,000	5,125
Pest Control Service		17,782	15,000	15,000	15,375
Plumbing		21,127	25,000	25,000	25,625
Sectional Door		20,396	25,000	25,000	25,625
Security Alarm Monitoring and Repair		26,715	15,000	15,000	15,375
Annual Sprinkler Inspection		768	4,000	4,000	4,100
Maintenance and Repairs - Buildings	5240	189,802	216,000	246,000	252,150
Training Site Improvement and Props		1,170	3,500	3,500	3,588
Administration Maintenance		9,593	15,000	15,000	15,375
Station 30 Landscape		5,509	6,000	6,000	6,150
Station 35, Blackhawk Rd. Maintenance		2,942	3,500	3,500	3,588
Safety Structural Pruning		-	10,000	10,000	10,250
Miscellaneous Grounds Maintenance		23,702	15,000	15,000	15,375
Maintenance and Repairs - Grounds	5242	42,916	53,000	53,000	54,325
Station 40 - Engine Storage		4,600	5,000	5,000	5,125
LPG Rental		1,802	2,000	2,000	2,050
Water Tank		1,500	3,000	3,000	3,075
Rents and Leases	5246	7,902	10,000	10,000	10,250
HazMat Business Plan Services		260	5,000	5,000	5,125
Landscape Design		-	10,000	10,000	10,250
Professional Consulting Services		11,012	25,000	25,000	25,625
Safety Facility Concept Plan		87,331	25,000	-	-
Shredding Service		3,143	3,000	3,000	3,075
Professional Services	5250	101,745	68,000	43,000	44,075
Legal Notices		1,620	2,500	2,500	2,563
Legal Notices	5270	1,620	2,500	2,500	2,563
TOTAL SERVICES AND SUPPLIES		\$ 920,393	\$ 920,600	\$ 953,400	\$ 977,235



EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Training Battalion Chief and Training Captains identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. Provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Fleet in determining future equipment and vehicle needs.
5. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, etc.
6. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Monitor performance of current deployment model, explore future enhancements, make recommendations to the Fire Chief in the Winter of 2020-21.
2. Coordinate/Implementation of the Earthquake Early Warning System.
3. Manage Probationary processes for newly hired and newly promoted personnel.
4. Assist Human Resources in the Firefighter/Paramedic recruitment process for a 2020 Fire Academy.
5. Assist Human Resources to deliver a Battalion Chief/Captain/Engineer promotional exam.

STAFFING SUMMARY

Deputy Chief, Operations (1)

Battalion Chief, Suppression (3)

Training Captain, Suppression (3)

Captain (33)

Engineer (33)

Firefighter/Paramedic (57)

Disaster Preparedness Coordinator (Part-Time)

Administrative Assistant

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
SAFER Grant	4240	\$ -	\$ 506,000	\$ 1,013,850	\$ 743,490
TOTAL REVENUES		\$ -	\$ 506,000	\$ 1,013,850	\$ 743,490
Permanent Salaries	5110	\$ 19,651,037	\$ 20,324,018	\$ 22,580,753	\$ 23,605,222
Permanent Overtime	5120	8,161,723	7,692,860	7,684,000	7,760,840
FICA Contributions	5140	390,236	406,245	438,839	454,808
Retirement Contributions	5150	13,977,322	13,377,569	14,966,962	15,594,358
Employee Group Insurance	5160	2,998,649	3,284,593	3,633,020	3,721,257
TOTAL SALARIES AND BENEFITS		\$ 45,178,967	\$ 45,085,285	\$ 49,303,574	\$ 51,136,485
Office Supplies	5202	\$ 10,039	\$ 8,000	\$ 13,575	\$ 13,914
Small Tools and Equipment	5210	9,556	5,000	13,000	13,325
Miscellaneous Supplies	5212	11,037	8,000	14,000	14,350
Firefighting Supplies	5214	51,694	55,000	70,000	71,750
Food Supplies	5222	19,083	5,000	18,000	18,450
PPE Inspection	5223	14,362	19,500	19,500	19,988
Safety Clothing	5224	55,888	75,000	170,000	172,000
Class A Uniforms	5225	2,803	10,000	10,000	10,250
Class B Uniforms	5227	41,183	65,000	65,000	66,625
Maintenance and Repairs - Equipment	5236	4,792	15,000	8,500	8,713
Professional Services	5250	70,467	50,000	70,000	71,250
Specialized Printing	5272	931	1,300	1,800	1,845
Dues & Memberships	5274	-	1,000	1,000	1,025
Educational Courses and Supplies	5276	29,542	30,000	30,000	30,750
Books and Periodicals	5280	472	1,000	1,000	1,025
Meetings and Travel	5284	4,984	15,000	4,000	4,100
TOTAL SERVICES AND SUPPLIES		\$ 326,834	\$ 363,800	\$ 509,375	\$ 519,359
TOTAL EXPENDITURES		\$ 45,505,801	\$ 45,449,085	\$ 49,812,949	\$ 51,655,844

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 10,039	\$ 8,000	\$ 13,575	\$ 13,914
Office Supplies	5202	10,039	8,000	13,575	13,914
Shop Tools and Station Supplies		9,556	5,000	13,000	13,325
Small Tools and Equipment	5210	9,556	5,000	13,000	13,325
Miscellaneous Operational Supplies		11,037	8,000	14,000	14,350
Miscellaneous Supplies	5212	11,037	8,000	14,000	14,350
Firefighting Supplies		51,694	55,000	70,000	71,750
Firefighting Supplies	5214	51,694	55,000	70,000	71,750
Emergency Meals and Officer Meetings		19,083	5,000	18,000	18,450
Food Supplies	5222	19,083	5,000	18,000	18,450
PPE Repairs and Maintenance		69	5,000	5,000	5,125
PPE Annual Inspection		14,293	14,500	14,500	14,863
PPE Inspection	5223	14,362	19,500	19,500	19,988
PPE Replacement		55,888	75,000	75,000	76,875
PPE - Structural		-	-	80,000	80,000
PPE - Wildland		-	-	10,000	10,000
PPE Research and Development		-	-	5,000	5,125
Safety Clothing	5224	55,888	75,000	170,000	172,000
Class A Uniforms		2,803	10,000	10,000	10,250
Class A Uniforms	5225	2,803	10,000	10,000	10,250
Class B Uniforms		41,183	65,000	65,000	66,625
Class B Uniforms	5227	41,183	65,000	65,000	66,625
Firefighter Equipment Repairs and Maintenance		4,792	15,000	8,500	8,713
Maintenance and Repairs - Equipment	5236	4,792	15,000	8,500	8,713
Fire Trail Grading and Maintenance		48,749	25,000	25,000	25,625
Preplan Updates and Maintenance		935	5,000	5,000	5,125
Consultant		-	-	20,000	20,000
SCBA Annual Maintenance/Fit Testing		20,783	20,000	20,000	20,500
Professional Services	5250	70,467	50,000	70,000	71,250

**EMERGENCY OPERATIONS
30-55**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Business Cards		549	500	1,000	1,025
Shift Calendars		203	500	500	513
Miscellaneous Printing		180	300	300	308
Specialized Printing	5272	931	1,300	1,800	1,845
Cal Chiefs - IAFC		-	1,000	1,000	1,025
Dues & Memberships	5274	-	1,000	1,000	1,025
Engineer/Officer Development		29,542	30,000	30,000	30,750
Educational Courses and Supplies	5276	29,542	30,000	30,000	30,750
Books and Publications		472	1,000	1,000	1,025
Books and Periodicals	5280	472	1,000	1,000	1,025
Travel Expenses - Strike Teams		4,984	15,000	4,000	4,100
Meetings and Travel	5284	4,984	15,000	4,000	4,100
TOTAL SERVICES AND SUPPLIES		\$ 326,834	\$ 363,800	\$ 509,375	\$ 519,359



FLEET

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Maintain a yearly schedule for the District's vehicles and equipment, including mandated maintenance and inspections.
2. Process vehicle maintenance requests in a timely manner.
3. Evaluate the District's vehicle maintenance vendors for timeliness and cost effectiveness.
4. Maintain comprehensive vehicle records.
5. Coordinate with other Divisions to ensure the availability of vehicles and equipment.
6. Coordinate with Support Services, Emergency Operations, and Apparatus Committee in determining future equipment and vehicle needs.
7. Place new apparatus in service.
8. Manage the disposition of surplus apparatus and equipment.
9. Surplus non-essential vehicles as necessary to reduce ongoing Fleet costs.
10. Evaluate condition of reserve vehicles and need.
11. Replace vehicles identified in Capital Improvement Plan.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Work with Labor on developing a Fleet Liaison position to support Fleet activities.
2. Inventory Fleet to evaluate minimum number of fire apparatus and all other vehicles.
3. Refurbish one of the District's three Water Tenders.
4. Host a fire apparatus maintenance course for District personnel.
5. Work with the Finance Division to establish a formal fuel cost agreement with the City of San Ramon.

STAFFING SUMMARY

Deputy Chief¹

Fleet Mechanic

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

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
City of San Ramon - Fuel	4250	\$ -	\$ 108,000	\$ 110,000	\$ 115,348
TOTAL REVENUES		\$ -	\$ 108,000	\$ 110,000	\$ 115,348
Permanent Salaries	5110	\$ 108,659	\$ 111,824	\$ 115,603	\$ 120,083
Permanent Overtime	5120	5,695	4,500	4,000	4,000
FICA Contributions	5140	1,694	1,687	1,734	1,799
Retirement Contributions	5150	36,640	35,239	36,048	37,445
Employee Group Insurance	5160	184	178	180	180
TOTAL SALARIES AND BENEFITS		\$ 152,872	\$ 153,428	\$ 157,565	\$ 163,507
Office Supplies	5202	\$ 83	\$ 250	\$ 200	\$ 205
Small Tools and Equipment	5210	2,284	5,000	5,000	5,125
Miscellaneous Supplies	5212	28,141	50,000	50,000	51,250
Non-Safety Clothing	5226	58	200	200	205
Central Garage - Repairs	5230	526,697	450,000	300,000	307,500
Central Garage - Maintenance	5231	63,207	41,500	41,625	42,666
Central Garage - Diesel, Fuel and Oil	5232	210,389	306,514	364,500	373,613
Central Garage - Tires	5234	39,255	54,000	50,000	51,250
Central Garage - Mandated Inspection	5235	27,194	24,500	24,500	25,113
Maintenance and Repairs - Equipment	5236	1,602	1,100	1,600	1,640
Rents and Leases	5246	-	-	113,556	78,915
Software and Licensing	5248	-	10,000	10,000	10,250
Professional Services	5250	-	-	-	-
Memberships	5274	-	550	550	564
Books and Periodicals	5280	824	275	275	282
Meetings and Travel	5284	751	3,200	3,200	3,280
TOTAL SERVICES AND SUPPLIES		\$ 900,483	\$ 947,089	\$ 965,206	\$ 951,856
TOTAL EXPENDITURES		\$ 1,053,355	\$ 1,100,517	\$ 1,122,771	\$ 1,115,363

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 83	\$ 250	\$ 200	\$ 205
Office Supplies	5202	83	250	200	205
Miscellaneous Small Tools and Equipment		2,284	5,000	5,000	5,125
Small Tools and Equipment	5210	2,284	5,000	5,000	5,125
Parts and Supplies		28,141	50,000	50,000	51,250
Miscellaneous Supplies	5212	28,141	50,000	50,000	51,250
Non-Safety Clothing		58	200	200	205
Non-Safety Clothing	5226	58	200	200	205
Vehicle Repairs		526,697	450,000	300,000	307,500
Central Garage - Repairs	5230	526,697	450,000	300,000	307,500
Staff Vehicles		6,864	4,500	4,500	4,613
Ambulances		42,716	12,000	12,000	12,300
Hurst Tool Service		13,627	20,000	20,000	20,500
Miscellaneous Fleet Maintenance		-	5,000	5,125	5,253
Central Garage - Maintenance	5231	63,207	41,500	41,625	42,666
Diesel, Unleaded Fuel and Oil		210,389	306,514	364,500	373,613
Central Garage - Diesel, Fuel and Oil	5232	210,389	306,514	364,500	373,613
Tires Repair and Replacement		39,255	54,000	50,000	51,250
Central Garage - Tires	5234	39,255	54,000	50,000	51,250
Ground Ladder Testing		5,888	5,000	5,000	5,125
Mandated Annual Pump Testing		17,810	13,000	13,000	13,325
Mandated Annual Ladder Certification		3,140	5,500	5,500	5,638
Smog Testing - Staff Vehicles		356	1,000	1,000	1,025
Central Garage - Mandated Inspection	5235	27,194	24,500	24,500	25,113
Small Equipment Maintenance and Repairs		1,602	1,100	1,600	1,640
Maintenance and Repairs - Equipment	5236	1,602	1,100	1,600	1,640
Leased Fleet Payments		-	-	113,556	78,915
Rents and Leases	5246	-	-	113,556	78,915
Fleet Maintenance Software		-	10,000	10,000	10,250
Software and Licensing	5248	-	10,000	10,000	10,250
CFCA Fire Mechanics		-	550	550	564
Memberships	5274	-	550	550	564

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Miscellaneous Books		824	275	275	282
Books and Periodicals	5280	824	275	275	282
Apparatus Committee		675	1,200	1,200	1,230
Conferences and Training		76	2,000	2,000	2,050
Meetings and Travel	5284	751	3,200	3,200	3,280
TOTAL SERVICES AND SUPPLIES		\$ 900,483	\$ 947,089	\$ 965,206	\$ 951,856



TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Develop and implement a Training Calendar which is coordinated with all District Divisions and is maintained in the District's Operations calendar.
2. Review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
5. Administer the Education Assistance Program.
6. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
7. Develop and reinforce cooperation with Regional, State and Federal fire training communities.
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. Develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
10. Deliver and coordinate District hosted and/or outside training classes for District personnel, as appropriate.
11. Identify current and future targeted and specific training needs of the organization and ensure compliance with mandated training requirements.
12. Develop and implement the Quarterly Training Module Program for Operations.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Meet all County and NFPA requirements for upgrading the Training Site to engage in live-fire operations.
2. Conduct a Rapid Intervention Crew skills refresher and multicompny Firefighter Emergency training.
3. Explore options for rank specific or suppression wide annual Driver Refresher Training.
4. Research and provide recommendations to the Operations Chief for training tower design and use.
5. Facilitate promotional examinations for the ranks of Captain, Training Captain and Battalion Chief.
6. Administer a Firefighter Recruit Academy in the Fall of 2020.
7. Facilitate the Probationary process for Recruit Academies 2019-1 & 2020-1.

STAFFING SUMMARY

Training Battalion Chief

Senior Office Assistant

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 248,883	\$ 284,564	\$ 336,342	\$ 352,803
Permanent Overtime	5120	-	-	5,000	5,000
FICA Contributions	5140	4,218	4,126	4,949	5,188
Retirement Contributions	5150	154,669	188,482	202,386	212,571
Employee Group Insurance	5160	31,041	40,176	52,870	54,609
TOTAL SALARIES AND BENEFITS		\$ 438,812	\$ 517,348	\$ 601,547	\$ 630,171
Office Supplies	5202	\$ 218	\$ 600	\$ 500	\$ 513
Small Tools and Equipment	5210	5,820	14,300	14,300	14,658
Miscellaneous Supplies	5212	17,445	15,100	15,100	15,478
Food Supplies	5222	4,040	5,000	5,000	5,125
Non-Safety Clothing	5226	456	1,000	1,000	1,025
Class B Uniforms	5227	-	1,000	1,000	1,025
Rents and Leases	5246	3,078	8,966	7,500	7,688
Software and Licenses	5248	18,060	21,500	21,500	22,038
Professional Services	5250	29,753	22,200	22,200	22,755
Specialized Printing	5272	353	1,000	1,000	1,025
Memberships	5274	115	1,800	2,700	2,768
Educational Courses and Supplies	5276	-	2,600	2,600	2,665
Educational Assistance	5277	16,848	25,000	25,000	25,625
Books and Periodicals	5280	745	3,000	3,000	3,075
Meetings and Travel Expenses	5284	2,443	22,500	22,500	23,063
TOTAL SERVICES AND SUPPLIES		\$ 99,374	\$ 145,566	\$ 144,900	\$ 148,523
TOTAL EXPENDITURES		\$ 538,186	\$ 662,914	\$ 746,447	\$ 778,694

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 218	\$ 600	\$ 500	\$ 513
Office Supplies	5202	218	600	500	513
Software and Video Editing		-	500	-	-
Tool Cache for Training Site		-	3,000	14,300	14,658
Digital/Video Camera and Supplies		79	500	-	-
Classroom Upgrades		300	4,000	-	-
Training Module Equipment and Supplies		5,105	2,300	-	-
Miscellaneous Small Tools and Equipment		337	4,000	-	-
Small Tools and Equipment	5210	5,820	14,300	14,300	14,658
Vehicle Extrication Cars and Supplies		6,650	8,500	8,500	8,713
Training Prop Supplies		5,614	4,000	4,000	4,100
Miscellaneous Supplies		5,181	2,600	2,600	2,665
Miscellaneous Supplies	5212	17,445	15,100	15,100	15,478
Miscellaneous Food Supplies		4,040	5,000	5,000	5,125
Food Supplies	5222	4,040	5,000	5,000	5,125
Support Staff Uniforms		456	1,000	1,000	1,025
Non-Safety Clothing	5226	456	1,000	1,000	1,025
Class B Uniforms		-	1,000	1,000	1,025
Class B Uniforms	5227	-	1,000	1,000	1,025
Training Facilities Rental		1,741	3,000	3,000	3,075
Copier Maintenance Agreement		1,337	3,103	3,000	3,075
Miscellaneous Rents and Leases		-	2,863	1,500	1,538
Rents and Leases	5246	3,078	8,966	7,500	7,688
Web-Based Safety Training		17,790	20,000	20,000	20,500
Simulation Software		270	1,500	1,500	1,538
Software and Licenses	5248	18,060	21,500	21,500	22,038
Mt. Diablo Training		-	11,200	11,200	11,480
FSTEP/CSFM		-	3,000	3,000	3,075
Emergency Vehicle Operations Course		6,950	3,000	3,000	3,075
Other Outside Instructors		4,103	5,000	5,000	5,125
Hazardous Materials Technician		18,700	-	-	-
Professional Services	5250	29,753	22,200	22,200	22,755
Training Materials		353	1,000	1,000	1,025
Specialized Printing	5272	353	1,000	1,000	1,025

TRAINING
30-65

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
CCC Fire Training & Safety Officers		-	300	300	308
IAFC		-	400	400	410
Fire Dept. SO Association		65	300	300	308
CFCA - NorCal Training Officer Assoc		50	300	1,200	1,230
AFSS Cal Chief Admin Northern Division		-	500	500	513
Memberships	5274	115	1,800	2,700	2,768
Driver Training Class Expenses		-	1,600	1,600	1,640
Dump Fees Training Modules and Props		-	1,000	1,000	1,025
Educational Courses and Supplies	5276	-	2,600	2,600	2,665
Educational Assistance		16,848	25,000	25,000	25,625
Educational Assistance	5277	16,848	25,000	25,000	25,625
Training Library Reference Material		745	3,000	3,000	3,075
Books and Periodicals	5280	745	3,000	3,000	3,075
Training Officers Conference		2,443	17,500	17,500	17,938
Conferences and Training		-	5,000	5,000	5,125
Meetings and Travel Expenses	5284	2,443	22,500	22,500	23,063
TOTAL SERVICES AND SUPPLIES		\$ 99,374	\$ 145,566	\$ 144,900	\$ 148,523



ACADEMY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Administer a Firefighter Recruit Academy in the fall of 2020.
2. Facilitate the probationary process for Recruit Academy 2019-1 and 2020-1.
3. Develop a plan to transition to a California State Fire Marshal Firefighter 1 Academy.
4. Determine feasibility of becoming a California State Fire Marshal Accredited Local Academy.

STAFFING SUMMARY

Deputy Chief, Operations¹

Training Battalion Chief²

Training Captain, Suppression (3)¹

Senior Office Assistant²

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

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

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 348,349	\$ 476,937	\$ 310,420	\$ 356,665
Permanent Overtime	5120	29,958	33,374	50,000	50,000
FICA Contributions	5140	5,427	7,331	5,226	5,897
Retirement Contributions	5150	195,852	266,157	204,318	234,757
Employee Group Insurance	5160	83,373	82,709	86,336	90,903
TOTAL SALARIES AND BENEFITS		\$ 662,959	\$ 866,508	\$ 656,301	\$ 738,222
Office Supplies	5202	\$ 68	\$ 500	\$ 600	\$ 615
Small Tools and Equipment	5210	3,044	8,000	8,000	8,200
Miscellaneous Supplies	5212	10,755	10,000	10,000	10,250
Firefighting Supplies	5214	4,485	10,000	10,000	10,250
Food Supplies	5222	1,346	4,000	4,000	4,100
Safety Clothing	5224	60,654	73,116	75,000	76,875
Class B Uniforms	5227	17,544	12,000	15,000	15,375
Rents and Leases	5246	2,331	5,000	5,000	5,125
Software and Licenses	5248	-	5,000	5,500	5,638
Professional Services	5250	10,851	18,900	22,900	23,473
Specialized Printing	5272	361	2,500	2,500	2,563
Educational Courses and Supplies	5276	32,076	35,000	35,000	35,875
Books and Periodicals	5280	5,334	1,000	2,500	2,563
TOTAL SERVICES AND SUPPLIES		\$ 148,848	\$ 185,016	\$ 196,000	\$ 200,902
TOTAL EXPENDITURES		\$ 811,807	\$ 1,051,524	\$ 852,301	\$ 939,124

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Miscellaneous Office Supplies		\$ 68	\$ 500	\$ 600	\$ 615
Office Supplies	5202	68	500	600	615
Small Tools and Equipment		3,044	8,000	8,000	8,200
Small Tools and Equipment	5210	3,044	8,000	8,000	8,200
Miscellaneous Supplies		10,755	10,000	10,000	10,250
Miscellaneous Supplies	5212	10,755	10,000	10,000	10,250
Firefighting Supplies		4,485	10,000	10,000	10,250
Firefighting Supplies	5214	4,485	10,000	10,000	10,250
Food Supplies		1,346	4,000	4,000	4,100
Food Supplies	5222	1,346	4,000	4,000	4,100
Safety Clothing		60,654	73,116	75,000	76,875
Safety Clothing	5224	60,654	73,116	75,000	76,875
Class B Uniforms and Supplies		17,544	12,000	15,000	15,375
Class B Uniforms	5227	17,544	12,000	15,000	15,375
Rents and Leases		2,331	5,000	5,000	5,125
Rents and Leases	5246	2,331	5,000	5,000	5,125
Evals		-	2,500	2,500	2,563
E-library		-	2,500	3,000	3,075
Software and Licenses	5248	-	5,000	5,500	5,638
Miscellaneous Training		7,097	17,900	17,900	18,348
Survival		3,754	1,000	5,000	5,125
Professional Services	5250	10,851	18,900	22,900	23,473
Training Materials		361	2,500	2,500	2,563
Specialized Printing	5272	361	2,500	2,500	2,563
Auto Extrication		14,308	10,000	10,000	10,250
Rescue		10,568	15,000	15,000	15,375
Emergency Vehicle Operations Course		7,200	10,000	10,000	10,250
Educational Courses and Supplies	5276	32,076	35,000	35,000	35,875
Books and Materials		5,334	1,000	2,500	2,563
Books and Periodicals	5280	5,334	1,000	2,500	2,563
TOTAL SERVICES AND SUPPLIES		\$ 148,848	\$ 185,016	\$ 196,000	\$ 200,902

EMERGENCY MEDICAL SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Ensure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regards to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedic and EMT's.
9. In conjunction with Human Resources, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.
11. Evaluate current and future innovative EMS equipment and treatment trends for opportunities for increased save rates and service levels.
12. Evaluate compliance reporting and data collection systems for RFP development.
13. Evaluate effectiveness of MCI response capabilities.
14. Perform biomedical preventative maintenance and repair services on industry standard basis.

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

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Assist in evaluation of current EMS Division staffing structure/organization for optimal service delivery in the most efficient and effective manner.
2. Work with the team to evaluate current ambulance deployment model to ensure EMS transport service requirements and expectations will continue to be met as service demand increases over the near term.
3. In conjunction with the Training Division, develop and implement a program to facilitate the training of District Aides and Reserve Firefighters to become entry level Firefighters for the District.
4. Implement the delivery of all mandated AHA Continuing Education courses for all required District Personnel (BLS, ACLS, PALS).
5. Maintain and strengthen essential working relationships with Contra Costa County hospital systems, State EMS Agency (EMSA) and Local EMS Agency (LEMSA) to stay abreast of changing regulations and best practices.

STAFFING SUMMARY

EMS Battalion Chief

EMS Coordinator/Registered Nurse

Senior Office Assistant

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
LEMSA - Medical Director Services	4250	\$ 128,560	\$ 150,000	\$ 150,000	\$ 153,750
LEMSA - ePCR Hosting Service	4250	98,400	110,000	110,000	112,750
LEMSA - ePCR Licesing Agreement	4250	-	50,000	50,000	51,250
GEMT	4251	120,085	80,000	80,800	81,608
Ambulance Services	4330	4,858,204	4,900,000	4,949,000	4,998,490
TOTAL REVENUES		\$ 5,205,250	\$ 5,290,000	\$ 5,339,800	\$ 5,397,848
Permanent Salaries	5110	\$ 438,581	\$ 476,316	\$ 517,286	\$ 537,834
Permanent Overtime	5120	2,583	12,000	5,000	5,000
FICA Contributions	5140	7,848	7,081	7,573	7,871
Retirement Contributions	5150	265,814	244,548	264,773	275,319
Employee Group Insurance	5160	33,621	43,013	42,615	43,680
TOTAL SALARIES AND BENEFITS		\$ 748,447	\$ 782,958	\$ 837,247	\$ 869,704
Office Supplies	5202	\$ 856	\$ 2,000	\$ 1,000	\$ 1,025
Small Tools and Equipment	5210	3,892	24,955	4,000	4,100
Miscellaneous Supplies	5212	6	1,000	1,000	1,025
Medical Supplies	5213	229,277	230,000	230,000	235,750
Pharmaceutical Supplies	5216	33,955	53,000	35,000	35,875
Food Supplies	5222	176	300	300	308
Safety Clothing	5224	-	3,500	1,500	1,538
Class A Uniforms	5225	-	500	500	513
Non-Safety Clothing	5226	1,018	1,600	1,600	1,640
Maintenance and Repairs - Equipment	5236	18,131	56,000	54,300	55,658
Software and Licensing	5248	2,333	63,550	63,550	65,139
Professional Services	5250	380,963	409,533	412,075	422,377
Specialized Printing	5272	5,778	4,900	5,200	5,330
Memberships	5274	50	3,600	1,100	1,128
Educational Courses and Supplies	5276	25,175	31,160	140,700	141,718
Books and Periodicals	5280	105	1,000	1,500	1,538
Taxes and Assessments	5320	186,403	120,000	120,000	123,000
TOTAL SERVICES AND SUPPLIES		\$ 888,118	\$ 1,006,598	\$ 1,073,325	\$ 1,097,658
TOTAL EXPENDITURES		\$ 1,636,565	\$ 1,789,556	\$ 1,910,572	\$ 1,967,362

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Office Supplies		\$ 856	\$ 2,000	\$ 1,000	\$ 1,025
Office Supplies	5202	856	2,000	1,000	1,025
Temporary Housing		-	20,955	-	-
Miscellaneous Small Tools and Equipment		3,892	4,000	4,000	4,100
Small Tools and Equipment	5210	3,892	24,955	4,000	4,100
Training Equipment		6	1,000	1,000	1,025
Miscellaneous Supplies	5212	6	1,000	1,000	1,025
Tactical EMS Supplies		-	5,000	5,000	5,125
Medical Grade Oxygen Delivery		25,697	20,000	20,000	20,500
Medical Supplies - Non-Disposable		37,120	35,000	35,000	35,875
Medical Supplies - Disposable		166,459	170,000	170,000	174,250
Medical Supplies	5213	229,277	230,000	230,000	235,750
Pharmaceutical Supplies		33,955	53,000	35,000	35,875
Pharmaceutical Supplies	5216	33,955	53,000	35,000	35,875
Food Supplies		176	300	300	308
Food Supplies	5222	176	300	300	308
Safety Clothing and Supplies		-	3,500	1,500	1,538
Safety Clothing	5224	-	3,500	1,500	1,538
Class A Uniforms		-	500	500	513
Class A Uniforms	5225	-	500	500	513
Non-Safety Clothing		1,018	1,600	1,600	1,640
Non-Safety Clothing	5226	1,018	1,600	1,600	1,640
Preventative Maintenance - Biomedical Equipment		-	30,000	30,000	30,750
Biomedical Equipment Repairs		-	20,000	19,000	19,475
Other Equipment Maintenance and Repairs		18,131	6,000	5,300	5,433
Maintenance and Repairs - Equipment	5236	18,131	56,000	54,300	55,658
ePCR Annual License Agreement - County		-	50,000	50,000	51,250
Inventory Supply Locker and Software		2,333	13,000	13,000	13,325
International Fire Code		-	550	550	564
Software and Licensing	5248	2,333	63,550	63,550	65,139

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Medical Director Services		128,560	150,000	150,000	153,750
ePCR Hosting Service		98,400	110,000	110,000	112,750
EMS Consultant Services		75,190	57,000	57,000	58,425
PCR Independent Review Services		57,600	57,600	57,600	59,040
OCU Review		10,800	15,000	15,000	15,375
Bio-Hazard Collection from Stations		10,413	9,800	9,800	10,045
Public CPR Supplies		-	3,075	3,075	3,152
EMT Recertification Fee to CCCEMS		-	3,000	3,000	3,075
AutoPulse Recertification Fee		-	1,558	1,600	1,640
AHA CPR HCP Certs - Target Solution		-	2,500	5,000	5,125
Professional Services	5250	380,963	409,533	412,075	422,377
EMS Field Guides		1,729	2,200	2,500	2,563
Forms and Patient Care Reports		4,049	2,700	2,700	2,768
Specialized Printing	5272	5,778	4,900	5,200	5,330
National Association of EMS Educators		-	500	500	513
Cal Chiefs EMS Section		50	600	600	615
CE Provider Program		-	2,500	-	-
Memberships	5274	50	3,600	1,100	1,128
Paramedic CE Reimbursement		25,175	29,000	38,500	39,463
EMS Paramedic Program		-	-	100,000	100,000
Training		-	2,160	2,200	2,255
Educational Courses and Supplies	5276	25,175	31,160	140,700	141,718
Miscellaneous		105	1,000	1,500	1,538
Books and Periodicals	5280	105	1,000	1,500	1,538
GEMT Quality Assurance Fee		186,403	120,000	120,000	123,000
Taxes and Assessments	5320	186,403	120,000	120,000	123,000
TOTAL SERVICES AND SUPPLIES		\$ 888,118	\$ 1,006,598	\$ 1,073,325	\$ 1,097,658



SPECIAL OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Train and develop new Special Operations Team members and assist with Position Task Book completion.
2. Consolidate HazMat and Rescue Team Letter of Understanding into one document.

3. Increase the Rescue Teams operational abilities by adding a FEMA certified canine and handler. This will allow for enhanced search and rescue capabilities, earthquake responses, disaster preparedness drills, and improved interagency relationships.
4. Send 6 Hazardous Materials team members to Department of Homeland Security First Responder Training in New Mexico.

STAFFING SUMMARY

Deputy Chief, Operations¹

Training Battalion Chief²

Rescue Team Members (40)

Hazardous Materials Team Members (30)

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

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

SPECIAL OPERATIONS

30-75

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Permanent Salaries	5110	\$ 348,769	\$ 430,080	\$ 456,912	\$ 475,188
Permanent Overtime	5120	57,028	166,000	166,000	166,000
Retirement Contributions	5150	256,847	316,728	357,442	371,740
TOTAL SALARIES AND BENEFITS		\$ 662,644	\$ 912,808	\$ 980,354	\$1,012,928
Small Tools and Equipment	5210	\$ 4,654	\$ 9,625	\$ 9,600	\$ 9,840
Miscellaneous Supplies	5212	5,144	9,100	9,100	9,328
Safety Clothing	5224	7,760	7,600	10,600	10,865
Non-Safety Clothing	5226	-	1,500	1,500	1,538
Maintenance and Repairs - Equipment	5236	16,460	15,500	15,500	15,888
Maintenance and Repairs - Radio	5238	-	500	500	513
Rents and Leases	5246	-	1,000	1,000	1,025
Professional Services	5250	-	813	1,000	1,025
Educational Courses and Supplies	5276	3,900	23,500	36,500	37,413
Books and Periodicals	5280	715	1,100	1,100	1,128
TOTAL SERVICES AND SUPPLIES		\$ 38,634	\$ 70,238	\$ 86,400	\$88,560
TOTAL EXPENDITURES		\$ 701,278	\$ 983,046	\$ 1,066,754	\$1,101,488

**RESCUE
30-75-75**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
OES Equipment Update		\$ 4,032	\$ 5,025	\$ 5,000	\$ 5,125
Small Tools and Equipment	5210	4,032	5,025	5,000	5,125
Miscellaneous Supplies		2,445	4,000	4,000	4,100
Miscellaneous Supplies	5212	2,445	4,000	4,000	4,100
PPE Replacement and Repairs		6,496	4,000	7,000	7,175
Safety Clothing	5224	6,496	4,000	7,000	7,175
USAR Gear Bags		-	1,000	1,000	1,025
Uniforms Replacement-Task Force 4		-	500	500	513
Non-Safety Clothing	5226	-	1,500	1,500	1,538
Maintenance and Repairs - Equipment		-	500	500	513
Maintenance and Repairs - Equipment	5236	-	500	500	513
Property and Equipment Rental		-	500	500	513
Rents and Leases	5246	-	500	500	513
Site Evaluation - Mt. Diablo		-	813	1,000	1,025
Professional Services	5250	-	813	1,000	1,025
Training		3,000	-	10,000	10,250
Instructor Development		-	13,500	13,500	13,838
Educational Courses and Supplies	5276	3,000	13,500	23,500	24,088
Books and Periodicals		-	500	500	513
Books and Periodicals	5280	-	500	500	513
TOTAL SERVICES AND SUPPLIES		\$ 15,972	\$ 30,338	\$ 43,500	\$ 44,588

**HAZARDOUS MATERIALS
30-75-80**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
OES Equipment		\$ -	\$ 1,600	\$ 1,600	\$ 1,640
Miscellaneous Small Tools and Equipment		622	3,000	3,000	3,075
Small Tools and Equipment	5210	622	4,600	4,600	4,715
Draeger Tubes Replacement		1,950	2,000	2,000	2,050
Biological Supplies		-	800	800	820
Absorbents and Neutralizing Agents		-	800	800	820
Miscellaneous Tactical Supplies		750	1,500	1,500	1,538
Miscellaneous Supplies	5212	2,700	5,100	5,100	5,228
Chemical Protective Boots		-	800	800	820
Level B Suit Replacements		-	1,200	1,200	1,230
Miscellaneous Protective Clothing		1,264	1,600	1,600	1,640
Safety Clothing	5224	1,264	3,600	3,600	3,690
Monitor and Detector Maintenance		15,387	14,000	14,000	14,350
Equipment Maintenance and Repairs		1,073	1,000	1,000	1,025
Maintenance and Repairs - Equipment	5236	16,460	15,000	15,000	15,375
Maintenance and Repairs - Radios and Computers		-	500	500	513
Maintenance and Repairs - Radio	5238	-	500	500	513
Off Site Facility and Equipment Rental Fees		-	500	500	513
Rents and Leases	5246	-	500	500	513
Training		900	10,000	10,000	10,250
Instructor Development		-	-	3,000	3,075
Educational Courses and Supplies	5276	900	10,000	13,000	13,325
Miscellaneous Books and Periodicals		715	600	600	615
Books and Periodicals	5280	715	600	600	615
TOTAL SERVICES AND SUPPLIES		\$ 22,661	\$ 39,900	\$ 42,900	\$ 43,973



VOLUNTEER AND RESERVE FIREFIGHTERS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37).
2. Maintain Title 22 EMS Standards requirements within District and with CCC EMS Medical Director's approval.
3. Maintain First Responder training/competence in deployment of AutoPulse device.
4. Review performance, roles and responsibilities of Volunteer Coordinator.

GOALS AND OBJECTIVES FOR FY 2020-2021

1. Host community outreach meetings for the Morgan Territory response area to help determine the best level of service.
2. Create a Reserve Firefighter staffing program to potentially augment the current staffing levels for the Morgan Territory zone.
3. In conjunction with the EMS Division, develop and implement a program to facilitate the training of District Aides and Reserve Firefighters to become entry level Firefighters for the District.
4. Evaluate the Volunteer and Reserve Firefighter program to ensure that it provides for the safety of all members and that it is in accordance with state and federal laws.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Station 37 Coordinator

FS37 Volunteers (14)

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

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

**VOLUNTEER AND RESERVE FIREFIGHTERS
30-85**

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Temporary Salaries	5115	\$ 21,183	\$ 22,248	\$ 18,905	\$ 19,661
FICA Contributions	5140	837	323	275	285
Employee Group Insurance	5160	2,860	1,200	36	36
TOTAL SALARIES AND BENEFITS		\$ 24,881	\$ 23,771	\$ 19,216	\$ 19,982
Small Tools and Equipment	5210	\$ 6,160	\$ 2,500	\$ 7,000	\$ 7,100
Miscellaneous Supplies	5212	289	610	6,100	6,253
Safety Clothing	5224	6,363	9,000	14,000	14,350
Non-Safety Clothing	5226	5,928	14,000	14,000	14,350
Professional Services	5250	-	11,500	16,500	16,913
Specialized Printing	5272	-	500	500	513
Books and Periodicals	5280	218	300	300	308
TOTAL SERVICES AND SUPPLIES		\$ 18,958	\$ 38,410	\$ 58,400	\$ 59,785
TOTAL EXPENDITURES		\$ 43,839	\$ 62,181	\$ 77,616	\$ 79,767

VOLUNTEER AND RESERVE FIREFIGHTERS

30-85

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Firefighter Reserves Equipment		\$ -	\$ 1,000	\$ 2,600	\$ 2,665
ARA Pro Replacement		-	1,000	3,000	3,000
Small Tools and Equipment		6,160	500	1,400	1,435
Small Tools and Equipment	5210	6,160	2,500	7,000	7,100
Auto Extrication Vehicles		-	-	2,000	2,050
Firefighter Reserves Supplies		245	500	4,000	4,100
Miscellaneous Supplies		44	110	100	103
Miscellaneous Supplies	5212	289	610	6,100	6,253
Firefighter Reserves Safety Clothing		6,169	5,000	10,000	10,250
Safety Clothing		194	4,000	4,000	4,100
Safety Clothing	5224	6,363	9,000	14,000	14,350
Firefighter Reserves Uniforms		5,838	10,000	10,000	10,250
New Volunteers		-	2,000	2,000	2,050
Uniform Replacements		90	2,000	2,000	2,050
Non-Safety Clothing	5226	5,928	14,000	14,000	14,350
Firefighter Reserve Tower		-	2,000	2,000	2,050
EVOG Class		-	4,500	9,500	9,738
Vegetation Clean up		-	5,000	5,000	5,125
Professional Services	5250	-	11,500	16,500	16,913
Specialized Printing		-	500	500	513
Specialized Printing	5272	-	500	500	513
Firehouse Magazine		218	300	300	308
Books and Periodicals	5280	218	300	300	308
TOTAL SERVICES AND SUPPLIES		\$ 18,958	\$ 38,410	\$ 58,400	\$ 59,785

DEBT SERVICE FUND - 200
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Debt Issuance	4910	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ -

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
PSB COP	5250	\$ -	\$ -	\$ 2,200,000	\$ 2,200,000
Debt Service - Equipment Lease	5310	613,156	613,155	613,156	613,155
Debt Service - 2013 COP	5310	668,648	-	-	-
Debt Service - 2015 COP	5310	599,450	931,350	926,050	927,250
TOTAL EXPENDITURES		\$ 1,881,254	\$ 1,544,505	\$ 3,739,206	\$ 3,740,405

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

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

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2020	\$ 4,451,796
Reduction in Principal Balance	512,413
Interest Due	100,742
Total Payment Due	613,155
Principal Outstanding as of June 30, 2021	\$ 3,939,383

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020-2021	2.33%	\$ 512,413	\$ 100,742	\$ 613,155
2021-2022	2.33%	524,423	88,733	613,156
2022-2023	2.33%	536,713	76,442	613,155
2023-2024	2.33%	549,292	63,864	613,156
2024-2025	2.33%	562,165	50,990	613,155
2025-2026	2.33%	575,341	37,815	613,156
2026-2027	2.33%	588,825	24,330	613,155
2027-2028	2.33%	602,624	10,531	613,155
TOTALS		\$ 4,451,796	\$ 453,447	\$ 4,905,243

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

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

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2020	\$ 10,905,000
Reduction in Principal Balance	515,000
Interest Due	411,050
Total Payment Due	926,050
Principal Outstanding as of June 30, 2021	\$ 10,390,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020-2021	4.00%	\$ 515,000	\$ 411,050	\$ 926,050
2021-2022	5.00%	540,000	387,250	927,250
2022-2023	5.00%	565,000	359,625	924,625
2023-2024	2.00%	585,000	339,650	924,650
2024-2025	2.00%	595,000	327,850	922,850
2025-2026	5.00%	615,000	306,525	921,525
2026-2027	3.00%	640,000	281,550	921,550
2027-2028	3.00%	660,000	262,050	922,050
2028-2029	3.00%	680,000	241,950	921,950
2029-2030	3.00%	700,000	221,250	921,250
2030-2031	3.00%	725,000	199,875	924,875
2031-2032	4.00%	750,000	174,000	924,000
2032-2033	4.00%	775,000	143,500	918,500
2033-2034	5.00%	810,000	107,750	917,750
2034-2035	5.00%	855,000	66,125	921,125
2035-2036	5.00%	895,000	22,375	917,375
TOTALS		\$ 10,905,000	\$ 3,852,375	\$ 14,757,375



SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Capital Improvement Plan

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Beginning Capital Balance	\$ 5,213,098	\$ 12,390,255	\$ 9,690,262	\$ 9,179,776	\$ 8,178,864	\$ 9,260,280	\$ 5,371,060	\$ 2,913,087	\$ 2,107,131	\$ 2,342,488	\$ 5,630,570	\$ 5,706,398
Contributions												
General Fund Transfer	2,605,788	2,513,486	2,639,303	2,731,679	2,827,287	2,926,242	3,028,661	3,134,664	3,244,377	3,357,930	3,475,458	3,597,099
Projected Comm Ctr Savings	427,822	438,961	451,038	466,825	483,163	500,074	517,577	535,692	554,441	573,847	593,931	614,719
FLSD Tech Fee	35,500	41,697	35,018	33,225	33,322	41,154	42,389	43,661	43,661	43,661	43,661	43,661
Investment Earnings	78,447	214,482	210,588	187,206	167,800	162,055	93,994	50,979	36,875	40,994	98,535	99,862
Debt Proceeds	5,432,359	-	-	-	-	-	-	-	-	-	-	-
Property Sales	29,431	-	-	-	-	-	-	-	-	-	-	-
Total Contributions	<u>8,609,347</u>	<u>3,208,626</u>	<u>3,335,947</u>	<u>3,418,934</u>	<u>3,511,573</u>	<u>3,629,526</u>	<u>3,682,620</u>	<u>3,764,995</u>	<u>3,879,354</u>	<u>4,016,431</u>	<u>4,211,585</u>	<u>4,355,340</u>
Expenditures												
Facilities	487,424	519,451	990,896	3,126,215	1,645,207	253,789	262,672	340,568	281,380	291,229	301,422	311,971
Fleet	157,863	4,991,708	2,464,678	425,000	475,463	4,635,975	3,215,151	3,488,019	2,197,869	-	3,141,822	8,034,291
Technology	103,908	222,240	143,753	367,677	221,172	2,023,026	211,639	72,503	94,947	104,784	316,423	254,809
Communications Center	81,975	27,692	51,097	319,993	88,314	55,465	115,468	53,653	322,514	51,113	62,900	282,779
FLSD Tech Improvements	10,127	843	60,350	7,452	-	-	19,737	11,877	-	9,160	-	13,629
Equipment	590,893	146,685	135,659	173,509	-	550,491	2,315,926	604,333	747,286	272,064	313,190	77,685
Total Expenditures	<u>1,432,190</u>	<u>5,908,619</u>	<u>3,846,433</u>	<u>4,419,847</u>	<u>2,430,156</u>	<u>7,518,746</u>	<u>6,140,593</u>	<u>4,570,952</u>	<u>3,643,996</u>	<u>728,349</u>	<u>4,135,756</u>	<u>8,975,164</u>
Difference	<u>7,177,157</u>	<u>(2,699,993)</u>	<u>(510,486)</u>	<u>(1,000,913)</u>	<u>1,081,417</u>	<u>(3,889,220)</u>	<u>(2,457,973)</u>	<u>(805,956)</u>	<u>235,358</u>	<u>3,288,082</u>	<u>75,829</u>	<u>(4,619,824)</u>
Ending Capital Balance	<u>\$ 12,390,255</u>	<u>\$ 9,690,262</u>	<u>\$ 9,179,776</u>	<u>\$ 8,178,864</u>	<u>\$ 9,260,280</u>	<u>\$ 5,371,060</u>	<u>\$ 2,913,087</u>	<u>\$ 2,107,131</u>	<u>\$ 2,342,488</u>	<u>\$ 5,630,570</u>	<u>\$ 5,706,398</u>	<u>\$ 1,086,575</u>

NOTES:

Capital Contributions reflect an increase of 3.5% annually.

Expenses reflect an increase of 3.5% annually.

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

CAPITAL PROJECTS FUND - 300
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Info Technology Surcharge	4316	\$ 43,920	\$ 34,958	\$ 33,225	\$ 33,322
Investment Earnings	4410	214,482	210,588	187,206	167,800
TOTAL REVENUES		\$ 258,402	\$ 245,546	\$ 220,431	\$ 201,122

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Facilities	6120	\$ 515,931	\$ 990,896	\$ 3,126,215	\$ 1,645,207
FLSD Tech Improvements	5253	842	60,350	7,452	-
Technology	6230	210,264	143,753	367,678	221,173
Communications Center	6230	39,670	51,097	319,994	88,313
Equipment	6240	135,866	135,659	173,507	-
Fleet	6250	5,006,046	2,464,678	425,000	475,464
TOTAL EXPENDITURES		\$ 5,908,619	\$ 3,846,433	\$ 4,419,846	\$ 2,430,157

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Roof Replacement	6120	\$ -	\$ -	\$ 31,050	\$ 32,137
Roof Replacement - Station 31	6120	107,176	-	-	-
Exterior Painting	6120	-	-	31,050	32,137
PCC/Asphalt Repairs	6120	-	50,000	20,700	21,425
Asphalt Remove & Replace - Station 39	6120	-	97,345	-	-
Asphalt Remove & Replace - Training	6120	-	115,861	-	-
Fitness Equipment	6120	16,978	28,688	27,718	28,688
General Repairs/Maintenance	6120	251,174	114,752	110,872	114,752
Remodel Dormitory	6120	22,405	32,137	-	-
New Station 32	6120	1,187	-	-	-
Old Station 32 Environmental Impact Svcs	6120	27,568	53,561	-	-
Vehicle Washing Area - Station 31	6120	-	-	113,850	-
Landscape Improvements	6120	89,443	82,484	-	-
Plymovent	6120	-	16,068	15,525	16,068
Training Site Upgrade	6120	-	-	279,450	-
Earthquake Early Warning	6120	-	-	260,000	-
Fire Station Remodel - 34	6120	-	-	1,000,000	1,400,000
Public Safety Building	6120	-	400,000	1,236,000	-
TOTAL FACILITIES		515,931	990,896	3,126,215	1,645,207
Electronic Plan Review	5253	-	10,350	-	-
Database Improvements	5253	-	50,000	-	-
Field Tablets	5253	842	-	7,452	-
TOTAL FLSD TECH IMPROVEMENTS		842	60,350	7,452	-
Radios	6230	53,820	30,000	111,279	141,121
Computers	6230	59,247	44,104	43,470	52,735
Audio/Visual	6230	20,862	-	-	-
Printers	6230	-	9,848	-	-
Telephones	6230	-	-	33,379	-
Data Centers	6230	-	-	-	27,317
Fire Station Alerting	6230	4,388	27,450	45,000	-
Software	6230	71,947	-	134,550	-
Fire Station Projects	6230	-	32,351	-	-
TOTAL TECHNOLOGY		210,264	143,753	367,678	221,173

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 18-19	ESTIMATED ACTUAL FY 19-20	PROPOSED BUDGET FY 20-21	PROJECTED BUDGET FY 21-22
Radios	6230	15,614	-	55,436	-
Computers	6230	5,910	-	23,288	-
Communications Center	6230	4,617	22,174	22,950	59,390
Audio Visual	6230	-	-	-	13,390
Telephones	6230	1,366	-	-	-
Data Centers	6230	-	28,923	119,433	2,678
Software	6230	12,163	-	98,887	12,855
TOTAL COMMUNICATIONS CENTER		39,670	51,097	319,994	88,313
Turnout Replacement	6240	20,005	51,639	-	-
Wildland PPE Replacement	6240	64,992	20,443	-	-
Hydrolic Rescue Tools	6240	-	-	95,634	-
Bullet Proof Vests and Helmets	6240	-	-	62,100	-
Thermal Imaging Cameras	6240	29,370	37,868	-	-
Rapid Response Kit	6240	-	-	15,773	-
EMS Batteries	6240	21,499	25,709	-	-
TOTAL EQUIPMENT		135,866	135,659	173,507	-
Ambulances	6250	1,732,476	-	-	-
Engines - Type 1	6250	1,874,219	-	-	-
Engines - Type 3	6250	-	475,463	-	475,464
Engines - Type 5	6250	1,080,836	-	-	-
Trucks	6250	-	1,499,715	-	-
Watertenders	6250	-	-	300,000	-
Staff Vehicles	6250	108,182	89,500	-	-
Vehicle Upfitting/Improvements	6250	210,333	400,000	125,000	-
TOTAL FLEET		5,006,046	2,464,678	425,000	475,464
TOTAL CAPITAL PROJECTS FUND		\$ 5,908,619	\$ 3,846,433	\$ 4,419,846	\$ 2,430,157

RESOLUTION NO. 2020-07
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021

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

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

WHEREAS, the Controller of the District has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2020-2021, relying on the fiscal year 2019-2020 limit approved by the Board of Directors on June 26, 2019, and the following two adjustment factors: Change in Population and Change in Per Capita Income for January 1, 2020, as provided by the California Department of Finance; and

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

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

1. The annual adjustment factors used to calculate the fiscal year 2020-2021 appropriations limit shall be the change in State Per Capita Income of 3.73% and the January 2020 District population change of 0.52%;
2. The new Appropriation Limit for fiscal year 2020-2021 shall be and is hereby set in the amount of \$181,252,019;
3. The fiscal year 2020-2021 Adopted Budget appropriations subject to the appropriation limit are \$79,448,751.

PASSED, APPROVED AND ADOPTED on this 24th day of June, 2020 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director Kerr, seconded by Director Yancey and duly carried with the following roll call votes:

AYES: Directors Crean, Kerr, Stamey and Yancey

NOES: None

ABSENT: President Parker

ABSTAIN: None

Dated: June 29, 2020

DocuSigned by:
Matt Stamey
Matt Stamey
Vice President, Board of Directors

ATTEST:
Shelley Martin
Shelley Martin, District Clerk

APPROVED AS TO FORM:

DocuSigned by:
William D. Ross
William D. Ross, District Counsel

APPROVED TO CONTENT:

Paige Meyer
Paige Meyer, District Fire Chief

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2020

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Administrative Assistant	Non-Rep	40	6,947.83	7,294.75	7,658.64	8,044.80	8,444.76	8,867.00		
			83,374.01	87,536.98	91,903.65	96,537.66	101,337.17	106,404.03		
Battalion Chief 0	IAFF (A)	56	12,996.57	13,563.69	14,200.75	14,832.35	15,480.33	16,253.99		
			155,958.79	162,764.30	170,409.01	177,988.17	185,764.01	195,047.82		
Battalion Chief 1	IAFF (A)	56	13,568.39	14,135.52	14,772.58	15,404.17	16,052.16	16,825.81		
			162,820.69	169,626.20	177,270.92	184,850.07	192,625.92	201,909.72		
Battalion Chief 2	Rescue or Hazmat	IAFF (A)	56	14,140.22	14,707.34	15,344.40	15,976.00	16,623.98	17,397.64	
			169,682.60	176,488.10	184,132.82	191,711.97	199,487.82	208,771.63		
Battalion Chief 3	Rescue and Hazmat	IAFF (A)	56	14,426.13	14,993.25	15,630.31	16,261.91	16,909.90	17,683.55	
			173,113.55	179,919.05	187,563.77	195,142.92	202,918.77	212,202.58		
Battalion Chief 4	EMS or Training	IAFF (A)	40	14,797.71	15,418.38	16,114.45	16,805.05	17,513.14	18,360.00	
			177,572.51	185,020.54	193,373.34	201,660.58	210,157.63	220,319.99		
Battalion Chief 5	Rescue or Hazmat	IAFF (A)	40	15,369.53	15,990.20	16,686.27	17,376.87	18,084.96	18,931.82	
			184,434.41	191,882.44	200,235.24	208,522.48	217,019.53	227,181.89		
Battalion Chief 6	Rescue and Hazmat	IAFF (A)	40	15,655.45	16,276.12	16,972.18	17,662.79	18,370.87	19,217.74	
			187,865.36	195,313.39	203,666.19	211,953.43	220,450.48	230,612.84		
Captain 0	IAFF	56	9,780.82	10,205.39	10,685.69	11,160.41	11,648.50	12,231.32		
			117,369.84	122,464.74	128,228.25	133,924.91	139,782.04	146,775.82		
Captain 0	Training	IAFF	56	10,269.59	10,715.21	11,219.75	11,718.93	12,230.96	12,842.62	
			123,235.13	128,582.56	134,636.99	140,627.14	146,771.54	154,111.40		
Captain 1	IAFF	56	10,363.49	10,788.06	11,268.36	11,743.08	12,231.17	12,813.99		
			124,361.87	129,456.76	135,220.28	140,916.94	146,774.06	153,767.84		
Captain 2	Rescue or Hazmat	IAFF	56	10,946.16	11,370.73	11,851.03	12,325.75	12,813.84	13,396.66	
			131,353.89	136,448.79	142,212.31	147,908.97	153,766.09	160,759.87		
Captain 3	Rescue and Hazmat	IAFF	56	11,237.49	11,662.07	12,142.36	12,617.08	13,105.18	13,687.99	
			134,849.91	139,944.80	145,708.32	151,404.98	157,262.10	164,255.89		
Captain 4	Academy	IAFF	40	11,307.51	11,772.20	12,297.07	12,816.36	13,351.26	13,987.56	
			135,690.07	141,266.38	147,564.79	153,796.34	160,215.11	167,850.77		
Captain 5	Academy	Rescue or Hazmat	IAFF	40	11,890.32	12,355.01	12,879.88	13,399.18	13,934.07	14,570.38
			142,683.85	148,260.16	154,558.57	160,790.13	167,208.89	174,844.55		
Captain 6	Academy	Rescue and Hazmat	IAFF	40	12,181.17	12,645.86	13,170.73	13,690.03	14,224.92	14,861.23
			146,174.06	151,750.36	158,048.78	164,280.33	170,699.10	178,334.76		
Captain 7	Training	IAFF	56	10,851.73	11,298.59	11,803.40	12,300.41	12,814.13	13,424.81	
			130,220.75	135,583.09	141,640.80	147,604.91	153,769.60	161,097.69		
Captain 8	Training	Rescue or Hazmat	IAFF	56	11,431.25	11,877.98	12,382.64	12,879.51	13,593.61	14,008.22
			137,174.96	142,535.76	148,591.72	154,554.11	163,123.36	168,098.66		
Captain 9	Training	Rescue and Hazmat	IAFF	56	11,726.53	12,172.34	12,676.64	13,175.10	13,687.60	14,299.56
			140,718.40	146,068.04	152,119.74	158,101.22	164,251.21	171,594.68		
Captain 10	Paramedic	IAFF	56	11,237.49	11,662.07	12,142.36	12,617.08	13,105.18	13,687.99	
			134,849.91	139,944.80	145,708.32	151,404.98	157,262.10	164,255.89		
Captain 11	Paramedic	Rescue or Hazmat	IAFF	56	11,820.16	12,244.74	12,725.03	13,199.75	13,687.84	14,270.66
			141,841.94	146,936.83	152,700.35	158,397.01	164,254.13	171,247.91		

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2020

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Captain 12	Paramedic	Rescue and Hazmat	IAFF	56	12,111.50	12,536.07	13,016.36	13,491.09	13,979.18	14,561.99
					145,337.95	150,432.85	156,196.36	161,893.02	167,750.15	174,743.93
Captain 13	Paramedic/Academy		IAFF	40	12,181.17	12,645.86	13,170.73	13,690.03	14,224.92	14,861.23
					146,174.06	151,750.36	158,048.78	164,280.33	170,699.10	178,334.76
Captain 14	Paramedic/Academy	Rescue or Hazmat	IAFF	40	12,763.99	13,228.68	13,753.55	14,272.84	14,807.74	15,444.04
					153,167.84	158,744.14	165,042.56	171,274.11	177,692.88	185,328.54
Captain 15	Paramedic/Academy	Rescue and Hazmat	IAFF	40	13,054.84	13,519.53	14,044.40	14,563.69	15,098.59	15,734.90
					156,658.04	162,234.35	168,532.76	174,764.32	181,183.09	188,818.74
Captain 16	Paramedic		IAFF	40	12,188.97	12,653.66	13,178.53	13,697.83	14,231.61	14,867.92
					146,267.66	151,843.97	158,142.38	164,373.94	170,779.33	178,414.99
Captain 17	Paramedic	Rescue or Hazmat	IAFF	40	12,771.79	13,236.48	13,761.35	14,280.64	14,814.43	15,450.73
					153,261.45	158,837.75	165,136.17	171,367.72	177,773.12	185,408.77
Captain 18	Paramedic	Rescue and Hazmat	IAFF	40	13,062.64	13,527.33	14,052.20	14,571.49	15,105.28	15,741.58
					156,751.65	162,327.96	168,626.37	174,857.93	181,263.32	188,898.98
Captain 19	Paramedic/Training		IAFF	56	11,726.53	12,172.34	12,676.64	13,175.10	13,687.60	14,299.56
					140,718.40	146,068.04	152,119.74	158,101.22	164,251.21	171,594.68
Captain 20	Paramedic/Training	Rescue or Hazmat	IAFF	56	12,309.20	12,755.01	13,259.31	13,757.77	14,270.27	14,882.23
					147,710.43	153,060.07	159,111.76	165,093.25	171,243.23	178,586.71
Captain 21	Paramedic/Training	Rescue and Hazmat	IAFF	56	12,600.54	13,046.34	13,550.65	14,049.11	14,561.60	15,173.56
					151,206.44	156,556.08	162,607.78	168,589.27	174,739.25	182,082.72
Captain 22		Rescue or Hazmat and Investigator	IAFF	56	11,548.41	11,996.35	12,503.07	13,003.91	13,518.86	14,133.74
					138,580.96	143,956.25	150,036.87	156,046.92	162,226.29	169,604.88
Captain 23	Training	Rescue or Hazmat and Investigator	IAFF	56	12,060.19	12,531.51	13,063.94	13,588.14	14,341.53	14,778.95
					144,722.32	150,378.07	156,767.24	163,057.67	172,098.41	177,347.45
Captain 24	Paramedic	Investigator	IAFF	56	11,855.78	12,303.72	12,810.44	13,311.27	13,826.22	14,441.10
					142,269.34	147,644.62	153,725.24	159,735.29	165,914.66	173,293.25
Captain 25	Paramedic	Rescue or Hazmat and Investigator	IAFF	56	12,470.51	12,918.44	13,425.17	13,926.00	14,440.95	15,055.83
					149,646.08	155,021.24	161,101.99	167,112.04	173,291.41	180,670.00
Captain 26	Paramedic	Rescue, Hazmat and Investigator	IAFF	56	12,777.87	13,225.80	13,732.52	14,233.37	14,748.32	15,363.20
					153,334.46	158,709.61	164,790.23	170,800.41	176,979.78	184,358.37
Captain 27	Paramedic	Rescue or Hazmat and EMS Liaison	IAFF	56	12,371.67	12,817.15	13,319.99	13,819.09	14,330.74	14,941.69
					148,460.09	153,805.82	159,839.88	165,829.06	171,968.85	179,300.28
Chief Financial Officer			Non-Rep	40	-	14,183.08	14,892.24	15,636.85	16,418.69	17,239.63
Deputy Chief			Non-Rep	40	-	170,197.00	178,706.85	187,642.20	197,024.31	206,875.52
					16,820.35	17,526.25	18,322.85	19,109.61	19,923.69	20,890.75
Director of Emergency Communications			Non-Rep	40	201,844.16	210,314.98	219,874.16	229,315.32	239,084.30	250,689.06
					12,651.59	13,255.87	13,889.65	14,556.22	15,254.47	15,988.78
					151,819.12	159,070.45	166,675.83	174,674.60	183,053.63	191,865.38

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2020

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
EMS Coordinator/ Registered Nurse	Non-Rep	40	10,805.73	11,237.96	11,687.48	12,154.98	12,641.18	13,161.36
			129,668.76	134,855.51	140,249.79	145,859.74	151,694.16	157,936.33
Engineer 0	IAFF	56	8,567.18	8,947.10	9,356.87	9,799.92	10,228.05	10,739.45
			102,806.19	107,365.25	112,282.43	117,599.04	122,736.60	128,873.43
Engineer 1	IAFF	56	9,149.85	9,529.77	9,939.54	10,382.59	10,810.72	11,322.12
			109,798.22	114,357.28	119,274.46	124,591.07	129,728.62	135,865.45
Engineer 2	Rescue or Hazmat IAFF	56	9,732.52	10,112.44	10,522.21	10,965.26	11,393.39	11,904.79
			116,790.25	121,349.31	126,266.49	131,583.10	136,720.65	142,857.48
Engineer 3	Rescue and Hazmat IAFF	56	10,023.85	10,403.78	10,813.54	11,256.59	11,684.72	12,196.12
			120,286.26	124,845.32	129,762.50	135,079.11	140,216.67	146,353.50
Engineer 4	Paramedic IAFF	56	10,023.85	10,403.78	10,813.54	11,256.59	11,684.72	12,196.12
			120,286.26	124,845.32	129,762.50	135,079.11	140,216.67	146,353.50
Engineer 5	Paramedic Rescue or Hazmat IAFF	56	10,606.52	10,986.45	11,396.21	11,839.26	12,267.39	12,778.79
			127,278.29	131,837.35	136,754.53	142,071.14	147,208.69	153,345.52
Engineer 6	Paramedic Rescue and Hazmat IAFF	56	10,897.86	11,277.78	11,687.55	12,130.60	12,558.73	13,070.13
			130,774.30	135,333.36	140,250.54	145,567.15	150,704.71	156,841.54
Engineer 7	Rescue, Hazmat and Investigator IAFF	56	10,575.37	10,976.19	11,408.51	11,875.93	12,327.62	12,867.15
			126,904.38	131,714.29	136,902.08	142,511.21	147,931.39	154,405.83
Finance Controller	Non-Rep	40	-	-	11,157.84	11,661.58	12,651.59	13,284.28
			-	-	133,894.02	139,938.99	151,819.12	159,411.39
Fire and Life Safety Inspector 1	IAFF	40	6,944.28	7,291.77	7,656.74	8,039.19	8,441.32	8,863.11
			83,331.36	87,501.21	91,880.86	96,470.31	101,295.79	106,357.30
Fire and Life Safety Inspector 2	IAFF	40	7,736.51	8,123.33	8,529.83	8,957.08	9,404.01	9,874.97
			92,838.09	97,479.99	102,357.92	107,485.00	112,848.10	118,499.69
Fire and Life Safety Inspector 3	IAFF	40	8,529.83	8,957.08	9,404.01	9,874.97	10,368.89	10,887.93
			102,357.92	107,485.00	112,848.10	118,499.69	124,426.64	130,655.18
Fire and Life Safety Inspector 4	Investigator IAFF	40	9,308.94	9,776.63	10,268.36	10,786.31	11,313.00	11,879.04
			111,707.30	117,319.54	123,220.27	129,435.70	135,756.03	142,548.42
Fire and Life Safety Inspector 6/Fire Inspector	Hazmat and Investigator IAFF	40	10,416.50	10,909.56	11,427.97	11,974.02	12,529.29	13,126.04
			124,998.01	130,914.75	137,135.62	143,688.27	150,351.51	157,512.42
Fire and Life Safety Permit Technician	IAFF	40	5,594.76	5,874.50	6,167.35	6,476.59	6,800.04	7,139.88
			67,137.15	70,494.00	74,008.21	77,719.12	81,600.48	85,678.54
Fire and Life Safety Plans Examiner 1	IAFF	40	8,836.88	9,280.53	9,749.31	10,236.67	10,739.32	11,276.94
			106,042.60	111,366.36	116,991.72	122,840.00	128,871.85	135,323.31
Fire and Life Safety Plans Examiner 2	Investigator IAFF	40	9,308.94	9,776.63	10,268.36	10,786.31	11,313.00	11,879.04
			111,707.30	117,319.54	123,220.27	129,435.70	135,756.03	142,548.42
Fire Chief	Non-Rep	40	-	-	-	-	-	23,000.00
			-	-	-	-	-	276,000.00
Firefighter 1	Academy IAFF	40	7,859.65	8,211.79	8,586.22	8,990.73	9,379.65	9,848.80
			94,315.77	98,541.45	103,034.59	107,888.78	112,555.76	118,185.56

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2020

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Firefighter 2	IAFF	56	8,442.32	8,794.46	9,168.88	9,573.40	9,962.32	10,431.47
			101,307.79	105,533.48	110,026.62	114,880.81	119,547.79	125,177.58
Firefighter 3	Rescue or Hazmat IAFF	56	9,024.99	9,377.13	9,751.55	10,156.07	10,544.98	11,014.13
			108,299.82	112,525.51	117,018.65	121,872.84	126,539.82	132,169.61
Firefighter 4	Rescue and Hazmat IAFF	56	9,316.32	9,668.46	10,042.89	10,447.40	10,836.32	11,305.47
			111,795.83	116,021.52	120,514.66	125,368.85	130,035.83	135,665.63
Firefighter 5	Paramedic IAFF	56	9,316.32	9,668.46	10,042.89	10,447.40	10,836.32	11,305.47
			111,795.83	116,021.52	120,514.66	125,368.85	130,035.83	135,665.63
Firefighter 6	Paramedic Rescue or Hazmat IAFF	56	9,898.99	10,251.13	10,625.56	11,030.07	11,418.99	11,888.14
			118,787.86	123,013.55	127,506.69	132,360.88	137,027.86	142,657.65
Firefighter 7	Paramedic Rescue and Hazmat IAFF	56	10,190.32	10,542.46	10,916.89	11,321.41	11,710.32	12,179.47
			122,283.88	126,509.56	131,002.70	135,856.89	140,523.87	146,153.67
Firefighter 8	Investigator IAFF	56	8,906.81	9,278.33	9,673.36	10,100.13	10,510.44	11,005.41
			106,881.73	111,339.95	116,080.34	121,201.51	126,125.31	132,064.92
Firefighter 9	Paramedic Rescue or Hazmat and EMS Liaison IAFF	56	10,450.50	10,823.55	11,220.52	11,649.41	12,061.88	12,559.17
			125,406.01	129,882.54	134,646.22	139,792.93	144,742.58	150,710.02
Fleet Mechanic	Non-Rep	40	6,605.53	6,934.45	7,277.56	7,644.72	8,026.08	8,427.11
			79,266.42	83,213.35	87,330.74	91,736.62	96,312.96	101,125.33
GIS Analyst	Non-Rep	40	6,734.59	7,070.90	7,424.18	7,796.55	8,184.84	8,594.35
			80,815.12	84,850.78	89,090.14	93,558.65	98,218.12	103,132.21
Human Resources Director	Non-Rep	40	12,748.84	13,545.57	14,387.93	15,143.29	15,936.84	16,733.58
			152,986.02	162,546.85	172,655.11	181,719.44	191,242.08	200,802.91
Human Resources Generalist	Non-Rep	40	6,777.09	7,113.65	7,466.60	7,841.41	8,232.61	8,644.56
			81,325.11	85,363.83	89,599.24	94,096.91	98,791.26	103,734.76
Information Systems Technician	Non-Rep	40	7,000.01	7,349.68	7,716.84	8,101.48	8,507.97	8,933.04
			84,000.11	88,196.18	92,602.06	97,217.74	102,095.67	107,196.52
Media Communications and Public Education Analyst	Non-Rep	40	5,433.25	5,704.91	5,990.16	6,289.66	6,604.15	6,936.02
			65,199.00	68,458.95	71,881.93	75,475.97	79,249.85	83,232.24
Public Safety Dispatch Supervisor	EMD IAFF	56	8,527.76	8,977.83	9,441.38	9,927.36	10,425.70	10,947.59
			102,333.14	107,734.01	113,296.56	119,128.31	125,108.37	131,371.14
Public Safety Dispatcher 1	IAFF	56	7,173.75	7,550.74	7,946.31	8,354.99	8,787.71	9,226.99
			86,085.03	90,608.92	95,355.73	100,259.89	105,452.53	110,723.84
Public Safety Dispatcher 2	EMD IAFF	56	7,368.36	7,755.58	8,161.87	8,581.64	9,026.10	9,477.29
			88,420.30	93,066.92	97,942.49	102,979.69	108,313.19	113,727.50
Public Safety Systems Specialist	Non-Rep	40	7,273.53	7,637.42	8,019.34	8,420.36	8,840.48	9,282.88
			87,282.36	91,649.03	96,232.12	101,044.36	106,085.76	111,394.50
Senior Accounting Technician	Non-Rep	40	6,777.09	7,113.65	7,466.60	7,841.41	8,232.61	8,644.56
			81,325.11	85,363.83	89,599.24	94,096.91	98,791.26	103,734.76
Senior Office Assistant	Non-Rep	40	5,595.85	5,878.87	6,170.63	6,479.87	6,803.32	7,144.25
			67,150.26	70,546.46	74,047.55	77,758.45	81,639.82	85,730.99
Technology Systems Manager	Non-Rep	40	11,443.93	11,960.59	12,501.65	13,072.41	13,668.64	14,324.27
			137,327.14	143,527.04	150,019.75	156,868.92	164,023.63	171,891.26

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2020

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
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Items NOT included in Base Monthly Salary (BMS):

Holiday Pay = PBMS* x 6%
FLSA

*Premium Base Monthly Salary (PBMS) = BMS x ARC
Average Retirement Contribution (ARC) = 10.04%

San Ramon Valley Fire Protection District
Salary Schedule - Part-Time, Hourly
April 1, 2020

Job Title	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CERT Coordinator	Non-Rep	-	-	-	-	53.92	55.54
Chaplain Coordinator	Non-Rep	-	-	-	-	-	46.35
District Aide	Non-Rep	16.63	17.46	18.33	19.25	20.21	21.22
District Clerk (Executive Assistant)	Non-Rep	43.23	45.39	47.66	50.04	52.54	55.17
Emergency Preparedness Coordinator	Non-Rep	55.89	58.68	61.61	64.69	67.93	71.33
Fire Marshal - Limited Term	Non-Rep	66.50	69.82	73.32	76.98	80.83	84.87
Human Resources Clerk	Non-Rep	39.10	41.04	43.07	45.24	47.79	49.87
Project Assistant (Temporary)	Non-Rep	65.40	68.02	70.74	73.57	76.51	79.57
Temporary Public Safety Dispatcher	Non-Rep	48.42	50.84	53.39	56.05	58.86	61.80
Volunteer Coordinator	Non-Rep	-	-	-	-	-	47.74



SRVFPD – POLICY AND PROCEDURE

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

FUND BALANCE/RESERVE POLICY

INTRODUCTION

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

PURPOSE

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

DEFINITIONS

Fund balance – The difference between assets and liabilities.

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

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

POLICY

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

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

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APPROVED:	Paige Meyer, Fire Chief			
ORIGIN DATE:	9/2014	REVISED DATE:	02/2019	



SRVFPD – POLICY AND PROCEDURE

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

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

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

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

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

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

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SRVFPD – POLICY AND PROCEDURE

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

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

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SRVFPD – POLICY AND PROCEDURE

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

OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY

INTRODUCTION

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

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

NORMAL COSTS

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

UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

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

AUTHOR:	Ken Campo, Interim CFO	Page 1 of 2
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ORIGIN DATE:	10/2015	REVISED DATE:



SRVFPD – POLICY AND PROCEDURE

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

ANNUAL REQUIRED CONTRIBUTIONS (ARC)

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

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

ADDITIONAL CONTRIBUTION

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

INVESTMENT/TRUST VEHICLE

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

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

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ORIGIN DATE:	10/2015		REVISED DATE:	