

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

Wednesday June 24, 2020 – 1:00 p.m.

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

~MISSION STATEMENT~

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

Consistent with California Governor's Executive Order N-29-20 promoting social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be conducted by teleconference. The meeting will be accessible for all members of the public to attend and give public comment via the District's website, by emailing info@srvfire.ca.gov. Please make sure comments are submitted by 1 p.m. June 24, 2020.

Webex Dial-in Number: 214-459-3653

Meeting ID: 146 711 4143

Event Password: SRVF

If you have comments on specific agenda items, time will be given during the meeting to speak on each agenda item.

TELECONFERENCE PARTICIPANTS

BOARD MEMBERS RYAN CREAN, H. JAY KERR, DOMINIQUE YANCEY, VICE PRESIDENT MATT STAMEY, AND BOARD PRESIDENT DON PARKER WILL PARTICIPATE BY TELECONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20

PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO BOARD MEMBERS CREAN, KERR, YANCEY, VICE PRESIDENT STAMEY, AND BOARD PRESIDENT PARKER PARTICIPATING BY TELECONFERENCE

This meeting will be available to District Residents via the District's website at

<https://www.firedepartment.org>

ATTENTION: Members of the public may submit comments on any Agenda Item via email prior to and during the meeting, by email to info@srvfire.ca.gov which should designate the Agenda Item Number for which the comment is being submitted. All comments received prior to the start of item will be read into the record by the District Clerk. The time allotted for each public comment is determined by the Board President and may be up to a maximum of three (3) minutes. The District Board will pause after the conclusion of each agenda item to facilitate either telephonic or email comment by members of the public.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
4. **PUBLIC COMMENT** ***Please see language on Page 1 pertaining to Public Comment***
5. **CONSENT CALENDAR**

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

- 5.1 Approve the demand register for the period May 14, 2020 through June 12, 2020, in the amount of \$2,080,781.47.
- 5.2 Approve the Board minutes from the May 27, 2020 Regular Board Meeting, and District Counsel's Report Upon Return from Closed Session from May 27, 2020 and approval of the June 10, 2020 Board Retreat/Workshop minutes.
- 5.3 Approve the salary, payroll taxes and retirement contributions for the month of May 2020 in the amount of \$4,218,875.00.
- 5.4 Authorize payment to Boies Schiller Flexner LLP for P.G.&E. Reverse Validation Action in the amount of \$36,923.22.
- 5.5 **Personnel Actions:**
Step Increases:
Approve staff recommendation to award the following step increase, effective August 1, 2020:
Academy 2017-1
Firefighter Michael Bueno to Firefighter 5, step 5
Firefighter Liam Clauzel to Firefighter 5, step 5
Firefighter Michael Duggan to Firefighter 5, step 5
Firefighter Casey Good to Firefighter 5, step 5
Firefighter Brett Herendeen to Firefighter 5, step 5
Firefighter Brandon Hicks to Firefighter 5, step 5
Firefighter Ricky Laniohan to Firefighter 5, step 5
Academy 2018-1
Firefighter Brandon Clay to Firefighter 5, step 4
Firefighter Moyses Garcia to Firefighter 5, step 4
Firefighter Jared Lomker to Firefighter 5, step 4
Firefighter Mathew Martin to Firefighter 5, step 4
Firefighter Frederick Rincon to Firefighter 5, step 4
Firefighter Timothy Robertson to Firefighter 5, step 4

Academy 2019-1 (Group 1)

Firefighter Grant Dakin to Firefighter 5, step 3

Firefighter Devin Mongeau to Firefighter 5, step 3

Firefighter David Scamporrino to Firefighter 5, step 3

Firefighter Zekiel Spani to Firefighter 5, step 3

Firefighter Shawnay Tarquinio to Firefighter 5, step 3

Firefighter Ryan Vander Hyde to Firefighter 5, step 3

Administration

Administrative Assistant Cindy Jackson to Administrative Assistant, step 5

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 COVID-19 After Action Review (AAR) for the Districts Initial Response Efforts from March 1 - June 1, 2020.

7. OLD BUSINESS

- 7.1 Approval of FY 2020-21 Excess Workers' Compensation Insurance.
7.2 Consider and Approve Amendment No. 5 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer.

8. NEW BUSINESS

- 8.1 Public Hearing and Adoption of the 2020-2021 Annual Operating and Capital Budgets for Fiscal Year 2020-2021. The 2020-2021 Proposed Budget can be found on the District's website at www.firedepartment.org
8.2 Adoption of Resolution No. 2020-07 establishing the appropriations limit for Fiscal Year 2020-2021 at \$181,252,019.00.
8.3 Suspension of Annual Operating Permit Fees for certain commercial businesses.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations Division-Deputy Chief Frank Drayton
Operations Report of monthly activities.
10.2 EMS – Battalion Chief Jim Selover
EMS Report of monthly activities.
10.3 Logistics – Interim Deputy Chief John Duggan
Logistics Report of monthly activities.
10.4 Fire and Life Safety Division – Interim Deputy Chief John Duggan
Fire and Life Safety Report of monthly activities.
10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communication Report of monthly activities.
10.6 Human Resources Division – Human Resources Generalist, Stacy Tamori-Ward
Human Resources Report of monthly activities.

- 10.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.
- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

12. UPCOMING CALENDAR OF EVENTS

- July 4, 2020 - Holiday
- Reminder – The Board will recess for the month of July 2020.

13. CLOSED SESSION

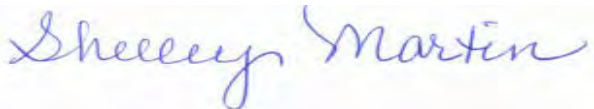
- 13.1 Possible exposure to litigation (seven (7) matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY AUGUST 26, 2020 AT 1:00 P.M.

Prepared by:



Shelley Martin, District Clerk

Agenda posted on June 18, 2020 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

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

CONSENT ITEMS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|-----------------------------|--------------|--|
| 224780 | 5/27/2020 | ABACUS PRODUCTS INC | 1,288.66 | Weed Abatement Letters Mailing |
| 06/03/20-01 | 6/3/2020 | AIRGAS USA LLC | 526.27 | Oxygen Tank Cylinders 5/4/20 |
| 06/03/20-02 | 6/3/2020 | AIRGAS USA LLC | 85.97 | Oxygen Tank Cylinders 5/19/20 |
| 06/10/20-01 | 6/10/2020 | AIRGAS USA LLC | 604.77 | Oxygen Tank Cylinders 5/29/20 |
| 06/10/20-02 | 6/10/2020 | AIRGAS USA LLC | 584.94 | Oxygen Tank Cylinder Rental-May 2020 |
| 224740 | 5/20/2020 | ALAMEDA COUNTY INDUSTRIES | 794.26 | Garbage Service 3/20-4/20-Stn 30 |
| | 5/20/2020 | ALAMEDA COUNTY INDUSTRIES | 1,433.98 | Garbage Service 3/20-4/20-Stn 34 |
| | 5/20/2020 | ALAMEDA COUNTY INDUSTRIES | 1,928.28 | Garbage Service 3/20-4/20-Stn 38 |
| | 5/20/2020 | ALAMEDA COUNTY INDUSTRIES | 794.26 | Garbage Service 3/20-4/20-Stn 39 |
| 05/27/20-01 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 300.00 | EMS & SCBA Face Mask Fit Test (12) |
| 05/27/20-02 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 750.00 | EMS & SCBA Face Mask Fit Test (30) |
| 05/27/20-03 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 1,200.00 | EMS & SCBA Face Mask Fit Test (48) |
| 05/27/20-04 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 1,500.00 | EMS & SCBA Face Mask Fit Test (60) |
| 05/27/20-05 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 592.50 | SCBA MMR Flow Test (18)/Non-Warranty Labor Charge |
| 05/27/20-06 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 279.29 | SCBA Gear Cleaner (1-Gal)/CBRN Filters-HazMat |
| 05/27/20-07 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 1,500.00 | EMS & SCBA Face Mask Fit Test (60) |
| 05/27/20-08 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 1,200.00 | EMS & SCBA Face Mask Fit Test (48) |
| 05/27/20-09 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 864.09 | SCBA Flow Test (8)/Non-Warranty Labor Charge/Misc. Parts |
| 05/27/20-10 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 1,118.45 | P100 Respirator w/ Valve (100) |
| 05/27/20-11 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 2,652.13 | Multi-Purpose P100 Filter For APR (100) |
| 05/27/20-12 | 5/27/2020 | ALL STAR FIRE EQUIPMENT INC | 652.14 | SCBA Pack Misc. Repairs/Labor (6) |
| 06/10/20-03 | 6/10/2020 | ALL STAR FIRE EQUIPMENT INC | 297.69 | Station Boots-Word |
| 224781 | 5/27/2020 | AMAZON COM CREDIT SERVICES | 45.95 | Alcohol Prep Wipes-COVID 19 |
| | 5/27/2020 | AMAZON COM CREDIT SERVICES | 1,750.71 | Cleaners/Sprays/Wipes/Gloves-COVID 19 |
| | 5/27/2020 | AMAZON COM CREDIT SERVICES | 67.06 | Printer Cartridge-Ong-COVID 19 |
| 224741 | 5/20/2020 | AMERICAN MESSAGING | 415.38 | Paging Service-5/20 |
| 224742 | 5/20/2020 | AMERIGAS | 282.54 | Propane Tank Rent 4/1/20-3/31/21 Stn 30 |
| | 5/20/2020 | AMERIGAS | 123.41 | Propane Tank Rent 4/1/20-3/31/21 Stn 37 |
| 224835 | 6/10/2020 | AMERIGAS | 159.13 | Propane Tank Rent 5/1/20-4/30/21 Stn 31 |
| 224743 | 5/20/2020 | AP TRITON LLC | 4,375.00 | EMS Advocate Consulting Services-May 2020 |
| 224782 | 5/27/2020 | ARTURO PEREZ | 120.00 | Reimb-PALS Recertification |
| 224744 | 5/20/2020 | ATT | 1,302.40 | 250Mb Internet Circuit-4/11/20-5/10/20 |
| 224783 | 5/27/2020 | ATT | 20.89 | Phone Service 4/19/20-5/18/20 |
| 224836 | 6/10/2020 | ATT | 5,653.65 | Phones/Data/Radio Circuit/Long Distance 4/20/20-5/19/20 |
| 224837 | 6/10/2020 | ATT | 478.08 | Phone Service 4/20/20-5/19/20-Comm Center |
| 224745 | 5/20/2020 | ATT MOBILITY | 4,263.88 | Cell Phones/Mobile Data 4/1/20-4/30/20 |
| 224746 | 5/20/2020 | ATT MOBILITY | 48.90 | Cell Phone/Mobile Data-Chief Meyer 4/1/20-4/30/20 |
| 224747 | 5/20/2020 | ATT MOBILITY | 763.50 | Cell Phones/Mobile Data/iPads 3/27/20-4/26/20 |
| 224808 | 6/3/2020 | BAUER COMPRESSORS | 4,670.10 | Breathing Support Compressor Unit Repairs-Unit 805 |
| 224838 | 6/10/2020 | BAUER COMPRESSORS | 524.42 | Breathing Support Fill Hose Repairs-Unit 805 |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|------------------------------------|--------------|--|
| 224784 | 5/27/2020 | BAY AREA NEWS GROUP EAST BAY | 106.20 | Legal Ad-Fee Inrease Public Hearing Notice |
| 05/20/20-01 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 30 |
| 05/20/20-02 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 31 |
| 05/20/20-03 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 32 |
| 05/20/20-04 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 33 |
| 05/20/20-05 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 34 |
| 05/20/20-06 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 35 |
| 05/20/20-07 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 36 |
| 05/20/20-08 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 38 |
| 05/20/20-09 | 5/20/2020 | BIOMEDICAL WASTE DISPOSAL INC | 89.00 | Bio-Hazard Waste Collection Service 5/4/20-Stn 39 |
| 05/20/20-10 | 5/20/2020 | BOIES SCHILLER FLEXNER | 36,923.22 | Professional Services-PG&E Litigation 3/20 |
| 06/03/20-03 | 6/3/2020 | BOIES SCHILLER FLEXNER | 1,394.42 | Professional Services-PG&E Litigation 4/20 |
| 05/20/20-11 | 5/20/2020 | BOUNDTREE MEDICAL LLC | 105.84 | Medical Supplies |
| 05/20/20-12 | 5/20/2020 | BOUNDTREE MEDICAL LLC | 2,406.50 | Medical Supplies |
| 05/20/20-13 | 5/20/2020 | BOUNDTREE MEDICAL LLC | 16.99 | Medical Supplies |
| 05/20/20-14 | 5/20/2020 | BOUNDTREE MEDICAL LLC | 119.90 | Pharmaceutical Supplies |
| 05/20/20-15 | 5/20/2020 | BOUNDTREE MEDICAL LLC | 482.50 | Medical Supplies |
| 05/20/20-16 | 5/20/2020 | BOUNDTREE MEDICAL LLC | 154.85 | Medical Supplies-COVID 19 |
| 05/27/20-13 | 5/27/2020 | BOUNDTREE MEDICAL LLC | 113.75 | Tyvek Coveralls (13)-COVID 19 |
| 05/27/20-14 | 5/27/2020 | BOUNDTREE MEDICAL LLC | 1,214.32 | Medical Supplies |
| 05/27/20-15 | 5/27/2020 | BOUNDTREE MEDICAL LLC | 2,368.15 | Medical Supplies |
| 05/27/20-16 | 5/27/2020 | BOUNDTREE MEDICAL LLC | 482.50 | Isolation Kits (50)-COVID 19 |
| 05/27/20-17 | 5/27/2020 | BOUNDTREE MEDICAL LLC | 611.28 | Medical Supplies |
| 06/03/20-04 | 6/3/2020 | BOUNDTREE MEDICAL LLC | 127.62 | Cleansing Towelettes-COVID 19 |
| 06/10/20-04 | 6/10/2020 | BOUNDTREE MEDICAL LLC | 3,965.05 | Medical Supplies |
| 06/10/20-05 | 6/10/2020 | BOUNDTREE MEDICAL LLC | 397.50 | Medical Supplies |
| 06/10/20-06 | 6/10/2020 | BOUNDTREE MEDICAL LLC | 187.62 | Medical Supplies |
| 06/10/20-07 | 6/10/2020 | BOUNDTREE MEDICAL LLC | 163.70 | Pharmaceutical Supplies |
| 06/10/20-08 | 6/10/2020 | BOUNDTREE MEDICAL LLC | 147.40 | Pharmaceutical Supplies |
| 224839 | 6/10/2020 | BRANDON J EYNCK | 3,761.02 | Reimb-Uniform/Accessory-Honor Guard Members |
| 224809 | 6/3/2020 | BUCHANAN AUTO ELECTRIC INC | 948.67 | 665MF Battery (1)/34R PC1500 Batteries (2)-New Ambulance/339 |
| | 6/3/2020 | BUCHANAN AUTO ELECTRIC INC | 1,045.47 | Vanner Inverter Repairs-Unit 708 |
| 224840 | 6/10/2020 | BUCHANAN AUTO ELECTRIC INC | 346.67 | 1231MF Batteries (2)-Unit 708 |
| | 6/10/2020 | BUCHANAN AUTO ELECTRIC INC | 520.01 | 1231MF Batteries (3)-Unit 609 |
| | 6/10/2020 | BUCHANAN AUTO ELECTRIC INC | 255.80 | Deka AGM Battery-Unit 350 |
| 224810 | 6/3/2020 | BURNS TRUCK AND TRAILER SERVICES | 1,560.69 | Air/Oil And Fuel Filters-Type 3 Engines |
| 224841 | 6/10/2020 | CALIFORNIA FIRE CHIEFS ASSOCIATION | 2,240.00 | CFCA Tier 5 Membership Renewal-6/30/20-7/1/21 |
| EFT 06/03/20 | 6/3/2020 | CALPERS | 1,553.27 | CalPERS Health-Admin Fees Jun 2020 |
| | 6/3/2020 | CALPERS | 1,000.52 | CalPERS Health-BOD Jun 2020 |
| | 6/3/2020 | CALPERS | 327,978.66 | CalPERS Health-Jun 2020 |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|--------------------------------------|--------------|--|
| | 6/3/2020 | CALPERS | 246,307.22 | CalPERS Health-Retirees Jun 2020 |
| Wire 5/28/20 | 5/28/2020 | CalPERS CERBT (OPEB) | 328,270.00 | FY 19/20 OPEB Contribution Prefunding-May 2020 |
| 224811 | 6/3/2020 | CAPITOL CLUTCH AND BRAKE INC | 1,121.86 | Air Dryer/Purge Valves-Type 3 Engines |
| | 6/3/2020 | CAPITOL CLUTCH AND BRAKE INC | 114.87 | PP-1 Air Valve (2)-Unit 529/Fleet Stock |
| | 6/3/2020 | CAPITOL CLUTCH AND BRAKE INC | 452.68 | Purge Valve Assembly/AD-IP Air Dryer Cartridges-Fleet Stock |
| 224785 | 5/27/2020 | CCC DEPT OF INFO TECH | 1,881.60 | Telecommunication Services/Radio Services-2/20 |
| | 5/27/2020 | CCC DEPT OF INFO TECH | 11,293.06 | Telecommunication Services/Radio Services-3/20 |
| Wire 6/11/20 | 6/11/2020 | CCC EMPLOYEES RETIREMENT ASSOCIATION | 479,601.82 | Employee Retirement Contributions-5/20 |
| 224842 | 6/10/2020 | CHRISTOPHER STEVENSON | 325.00 | Reimb-Educ Assist-Company Officer 2D Class |
| 224748 | 5/20/2020 | CINTAS CORPORATION | 58.62 | Carpet Runner Exchange Service 5/14/20-Stn 32 |
| 224749 | 5/20/2020 | CINTAS CORPORATION | 39.07 | Carpet Runners/Mechanics Coverall Clean Fee 5/18/20-Stn 30 |
| 224786 | 5/27/2020 | CINTAS CORPORATION | 84.91 | Carpet Runners/Mechanics Coverall Clean Fee 5/26/20-Stn 30 |
| 224812 | 6/3/2020 | CINTAS CORPORATION | 58.62 | Carpet Runner Exchange Service 5/28/20-Stn 32 |
| 224813 | 6/3/2020 | CINTAS CORPORATION | 39.07 | Carpet Runners/Mechanics Coverall Clean Fee 6/1/20-Stn 30 |
| 224843 | 6/10/2020 | CINTAS CORPORATION | 84.91 | Carpet Runners/Mechanics Coverall Clean Fee 6/8/20-Stn 30 |
| 224750 | 5/20/2020 | CLARK PEST CONTROL | 108.00 | Pest Control Service-5/8/20 Stn 32 |
| 224787 | 5/27/2020 | CLARK PEST CONTROL | 202.00 | Pest Control Service 5/20/20-Stn 31 |
| 224751 | 5/20/2020 | COMCAST | 153.59 | Broadband Internet Service 4/1/20-4/30/20 Admin |
| 224752 | 5/20/2020 | COMCAST | 232.63 | Cable Service 5/13/20-6/12/20 Stn 30 |
| 224753 | 5/20/2020 | COMCAST | 149.87 | High Speed Internet 5/8/20-6/7/20 Stn 35 |
| 224754 | 5/20/2020 | COMCAST | 149.87 | High Speed Internet 5/9/20-6/8/20 Stn 39 |
| 224755 | 5/20/2020 | COMCAST | 149.87 | High Speed Internet 5/15/20-6/14/20 Stn 34 |
| 224756 | 5/20/2020 | COMCAST | 245.16 | High-Speed Internet/Cable Service 5/8/20-6/7/20 Stn 38 |
| 224814 | 6/3/2020 | COMCAST | 175.36 | Cable Service 6/1/20-6/30/20 Stn 33 |
| 224815 | 6/3/2020 | COMCAST | 154.87 | High Speed Internet 5/23/20-6/22/20 Stn 31 |
| 224816 | 6/3/2020 | COMCAST | 149.87 | High Speed Internet 6/1/20-6/30/20 Stn 36 |
| 224817 | 6/3/2020 | COMCAST | 149.87 | High Speed Internet 5/31/20-6/30/20 Stn 33 |
| 224844 | 6/10/2020 | COMCAST | 213.61 | Cable Service 5/26/20-6/25/20 Stn 31 |
| 224845 | 6/10/2020 | COMCAST | 191.74 | Cable Service 6/1/20-6/30/20 Stn 39 |
| 224846 | 6/10/2020 | COMCAST | 185.62 | Cable Service 5/27/20-6/26/20 Stn 35 |
| 224847 | 6/10/2020 | COMCAST | 189.44 | High Speed Internet/Cable Service 5/26-6/25/20 Training Site |
| 224848 | 6/10/2020 | COMCAST | 269.49 | Cable Service 5/26/20-6/25/20 Stn 36 |
| 224849 | 6/10/2020 | COMCAST | 232.63 | Cable Service 6/13/20-7/12/20 Stn 30 |
| 224850 | 6/10/2020 | COMCAST | 149.87 | High Speed Internet 6/8/20-7/7/20 Stn 35 |
| 224851 | 6/10/2020 | COMCAST | 149.87 | High Speed Internet 5/30/20-6/29/20 Stn 30 |
| 224852 | 6/10/2020 | COMCAST | 184.05 | Cable Service 5/27/20-6/26/20 Stn 34 |
| 224853 | 6/10/2020 | COMCAST | 221.26 | Cable Service 5/27/20-6/26/20 Stn 38 |
| 224854 | 6/10/2020 | COMCAST | 149.87 | High Speed Internet 6/9/20-7/8/20 Stn 39 |
| 224855 | 6/10/2020 | COMCAST | 245.16 | High-Speed Internet/Cable Service 6/8/20-7/7/20 Stn 38 |
| 224757 | 5/20/2020 | CONCORD UNIFORMS | 31.48 | Class A Belt-McIntyre |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|---|--------------|--|
| | 5/20/2020 | CONCORD UNIFORMS | 899.91 | Class A Uniform-Alaga |
| | 5/20/2020 | CONCORD UNIFORMS | 997.73 | Class A Uniform-Bower |
| | 5/20/2020 | CONCORD UNIFORMS | 899.91 | Class A Uniform-Clauzel |
| | 5/20/2020 | CONCORD UNIFORMS | 873.86 | Class A Uniform-Good |
| | 5/20/2020 | CONCORD UNIFORMS | 855.43 | Class A Uniform-McIntyre |
| 224856 | 6/10/2020 | CONCORD UNIFORMS | 507.75 | Class A Jacket-Terres |
| | 6/10/2020 | CONCORD UNIFORMS | 48.77 | Class A Uniform Update-Gendron |
| 224758 | 5/20/2020 | DAMIEN A ALVAREZ | 200.00 | Reimb-PALS Recertification |
| 224857 | 6/10/2020 | DAVID SCAMPORRINO | 200.00 | Reimb-PHTLS Recertification |
| 05/20/20-17 | 5/20/2020 | DEFINITIVE NETWORKS INC | 8,200.00 | ePCR Data Review Service-May 2020 |
| 06/03/20-05 | 6/3/2020 | DEFINITIVE NETWORKS INC | 41,539.50 | Workstation/Monitor Replacement-Admin/Comm Center |
| 06/10/20-09 | 6/10/2020 | DEFINITIVE NETWORKS INC | 4,800.00 | ePCR Data Review Service-Jun 2020 |
| 06/10/20-10 | 6/10/2020 | DEFINITIVE NETWORKS INC | 8,200.00 | ePCR Hosting/Support Services-Jun 2020 |
| 224788 | 5/27/2020 | DEL CONTES LANDSCAPING INC | 2,555.00 | Landscape Maint 5/20-Admin/Stn 30/31/35/38 |
| 224858 | 6/10/2020 | DENTONIS WELDING WORKS INC | 1,439.64 | Front Spring Hanger Repairs/Replace UBolts-USAR Unit 803 |
| 224818 | 6/3/2020 | DEPT OF FORESTRY AND FIRE PROTECTION | 248.00 | CFSTES Fire Investigation 1A Class |
| 224859 | 6/10/2020 | DIABLO PRINTING AND COPYING | 375.30 | Business Cards-Marhenke/Note Cards-Stock |
| 224759 | 5/20/2020 | DIRECTV | 44.99 | Cable Service 5/12/20-6/11/20 |
| 224789 | 5/27/2020 | EBMUD | 1,168.43 | Water Service (Meter 1.0) 3/12/20-5/13/20 Stn 36 |
| | 5/27/2020 | EBMUD | 277.80 | Water Service (Meter 1.5) 3/12/20-5/13/20 Stn 36 |
| | 5/27/2020 | EBMUD | 532.32 | Water Service (Meter 6.0) 3/12/20-5/13/20 Stn 36 |
| 224860 | 6/10/2020 | EBMUD | 79.24 | Water Service (Meter 1.0) 3/24/20-5/21/20 Old Station 32 |
| | 6/10/2020 | EBMUD | 343.28 | Water Service (Meter 1.0) 4/2/20-5/29/20 Stn 34 |
| | 6/10/2020 | EBMUD | 1,466.42 | Water Service (Meter 1.5) 3/16/20-5/14/20 Admin |
| | 6/10/2020 | EBMUD | 1,025.10 | Water Service (Meter 2.0) 4/3/20-5/3/20 Stn 31 |
| | 6/10/2020 | EBMUD | 272.32 | Water Service (Meter 4.0) 4/2/20-5/29/20 Stn 34 |
| | 6/10/2020 | EBMUD | 532.32 | Water Service (Meter 6.0) 3/16/20-5/14/20 Admin |
| 05/20/20-18 | 5/20/2020 | EFAX CORPORATE | 120.60 | eFax Usage-Apr 2020 |
| 05/20/20-19 | 5/20/2020 | ELECTRONIC INNOVATIONS INC | 367.73 | Gate Repairs-Stn 32 Miranda Ave Entry/Exit |
| 224819 | 6/3/2020 | ELITE AUTO GLASS INC | 570.89 | Windshield Repairs-#3112 |
| | 6/3/2020 | ELITE AUTO GLASS INC | 75.00 | Windshield Repairs-#3114 |
| | 6/3/2020 | ELITE AUTO GLASS INC | 75.00 | Windshield Repairs-Unit 339 |
| 224760 | 5/20/2020 | ENTERPRISE FM TRUST | 8,556.39 | Monthly Fleet Lease Payment (17) 5/1/20-5/31/20 |
| 224761 | 5/20/2020 | FEDERAL EXPRESS | 46.00 | Laser Thermometers Import Fee-COVID 19 |
| 224820 | 6/3/2020 | FRANCIS ENOS FIRE PUMP REPAIR | 5,555.00 | Type 3 Mobile Pump Testing (14) |
| 224762 | 5/20/2020 | GALLS LLC | 126.42 | Class B Uniform Belts (3) |
| 224861 | 6/10/2020 | GALLS LLC | 163.22 | Uniform Belts (4)-Suppression/District Aides/Academy |
| 224763 | 5/20/2020 | GARLAND | 90,457.57 | Roof Replacement Project Progress Payment #3-Stn 31 |
| | 5/20/2020 | GARLAND | 41,589.54 | Roof Replacement Project Progress Payment #4-Stn 31 |
| 224821 | 6/3/2020 | GOLDEN STATE EMERGENCY VEHICLE SERVL... | 4,068.03 | Annual Inspection/Service-Unit 602 |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|---|--------------|---|
| | 6/3/2020 | GOLDEN STATE EMERGENCY VEHICLE SERVL... | 3,696.76 | Annual Inspection/Service-Unit 603 |
| | 6/3/2020 | GOLDEN STATE EMERGENCY VEHICLE SERVL... | 4,970.97 | Annual Inspection/Service-Unit 607 |
| | 6/3/2020 | GOLDEN STATE EMERGENCY VEHICLE SERVL... | 4,538.11 | Annual Inspection/Service-Unit 608 |
| | 6/3/2020 | GOLDEN STATE EMERGENCY VEHICLE SERVL... | 2,809.69 | Annual Inspection/Service-Unit 609 |
| 224862 | 6/10/2020 | GOLDEN STATE FLEET SERVICES INC | 1,350.00 | Tow Service-Stn 34 to Dentonis-USAR Unit 803 |
| 224863 | 6/10/2020 | GREAT AMERICA FINANCIAL SERVICES CORP... | 180.08 | Training Copier Maintenance Agreement-6/20 |
| 224864 | 6/10/2020 | HAGENBACH CONSTRUCTION | 373.00 | Plan Review Fee Refund-IN7803299 |
| 06/10/20-11 | 6/10/2020 | HI TECH EMERGENCY VEHICLE SVC | 1,650.52 | New Pump Boss-Unit 527 |
| 224764 | 5/20/2020 | HOME DEPOT CREDIT SERVICES | 253.62 | All Purpose Coveralls/Heavy Duty Coveralls-COVID 19 |
| | 5/20/2020 | HOME DEPOT CREDIT SERVICES | (87.97) | Return Credit-Misc COVID-19 Supplies |
| | 5/20/2020 | HOME DEPOT CREDIT SERVICES | 218.75 | Supplies-Half Mask Cleaning Stations-COVID 19 |
| 224865 | 6/10/2020 | HOME DEPOT CREDIT SERVICES | 151.38 | All Purpose Coveralls/Decontamination Supplies-COVID 19 |
| | 6/10/2020 | HOME DEPOT CREDIT SERVICES | 455.42 | Heavy Duty Coveralls-COVID 19 |
| | 6/10/2020 | HOME DEPOT CREDIT SERVICES | 260.23 | Heavy Duty Coveralls/Decontamination Supplies-COVID 19 |
| | 6/10/2020 | HOME DEPOT CREDIT SERVICES | 4.30 | Wire Brushes-Stn 38 |
| 05/27/20-18 | 5/27/2020 | HUNT AND SONS INC | 1,428.22 | Unleaded Fuel 5/18/20-Stn 38 |
| 05/27/20-19 | 5/27/2020 | HUNT AND SONS INC | 925.32 | Unleaded/Diesel Fuel 5/19/20-Stn 30 |
| 05/27/20-20 | 5/27/2020 | HUNT AND SONS INC | 1,023.15 | Unleaded/Diesel Fuel 5/19/20-Stn 31 |
| 05/27/20-21 | 5/27/2020 | HUNT AND SONS INC | 536.01 | Diesel Fuel 5/19/20-Stn 35 |
| 05/27/20-22 | 5/27/2020 | HUNT AND SONS INC | 324.25 | Unleaded/Diesel Fuel 5/19/20-Stn 39 |
| 05/27/20-23 | 5/27/2020 | HUNT AND SONS INC | 1,720.62 | Unleaded/Diesel Fuel 5/21/20-Stn 34 |
| 05/27/20-24 | 5/27/2020 | HUNT AND SONS INC | 2,233.72 | Unleaded/Diesel Fuel 5/21/20-Stn 38 |
| 06/03/20-06 | 6/3/2020 | HUNT AND SONS INC | 161.99 | Diesel Exhaust Fluid (16)-Fleet Stock |
| 06/03/20-07 | 6/3/2020 | HUNT AND SONS INC | 1,890.38 | Unleaded Fuel 5/27/20-Stn 38 |
| 06/03/20-08 | 6/3/2020 | HUNT AND SONS INC | 938.54 | Diesel Fuel 5/28/20-Stn 36 |
| 06/03/20-09 | 6/3/2020 | HUNT AND SONS INC | 835.81 | Unleaded/Diesel Fuel 5/29/20-Stn 38 |
| 06/10/20-12 | 6/10/2020 | INDUSTRIAL SCIENTIFIC CORP | 1,223.64 | Monthly iNet Gas Monitoring Subscription-May 2020 |
| 224765 | 5/20/2020 | INTERNATIONAL ASSOCIATION OF ARSON INV... | 45.00 | NFPA & Fire Investigation Class Presentation-Wendel 5/21/20 |
| 05/20/20-20 | 5/20/2020 | INTERWEST CONSULTING GROUP INC | 1,516.25 | Fire Protection Plan Review Services-4/20 |
| 224766 | 5/20/2020 | IRON MOUNTAIN | 461.40 | Off-Site Backup Media Storage Fee-4/20 |
| 224790 | 5/27/2020 | ISINGS CULLIGAN | 47.70 | Drinking Water Service 5/20-Admin |
| | 5/27/2020 | ISINGS CULLIGAN | 78.73 | Drinking Water Service 5/20-Stn 30 |
| | 5/27/2020 | ISINGS CULLIGAN | 80.33 | Drinking Water Service 5/20-Stn 31 |
| | 5/27/2020 | ISINGS CULLIGAN | 29.62 | Water Softener Salt 5/25/20-Stn 30 |
| 224791 | 5/27/2020 | JEAN GAUTHIER | 185.00 | Range Service-Stn 35 |
| 06/03/20-10 | 6/3/2020 | KENNETH R CAMPO CPA | 15,732.50 | Finance Consulting Services (108.5 Hrs)-May 2020 |
| 06/10/20-16 | 6/10/2020 | L N CURTIS AND SONS | (26.32) | Credit-Uniform Shirts (6)-Duggan/Mariolle/Aguiar |
| | 6/10/2020 | L N CURTIS AND SONS | 379.96 | LED Pelican Headlights (13)-Stn 33 Stock |
| 06/10/20-17 | 6/10/2020 | L N CURTIS AND SONS | 251.14 | Flat Head Axe w/ 36-in Handle (4)-Stn 33 Stock |
| 06/10/20-18 | 6/10/2020 | L N CURTIS AND SONS | 411.35 | PPE Jacket-Marley |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|-----------------------------|--------------|--|
| 06/10/20-19 | 6/10/2020 | L N CURTIS AND SONS | 280.37 | EMS Coat-Cunningham |
| 06/10/20-20 | 6/10/2020 | L N CURTIS AND SONS | 276.04 | Wildland Boots-Varin |
| 06/10/20-21 | 6/10/2020 | L N CURTIS AND SONS | 843.27 | Structure Boots/Station Boots-Alvarez |
| 06/10/20-22 | 6/10/2020 | L N CURTIS AND SONS | 167.79 | Station Boots-Rivers |
| 06/10/20-23 | 6/10/2020 | L N CURTIS AND SONS | 514.19 | Structure Boots-Stevenson |
| 06/10/20-24 | 6/10/2020 | L N CURTIS AND SONS | 92.01 | Turnout Gear Bag-Hubbard |
| 06/10/20-25 | 6/10/2020 | L N CURTIS AND SONS | 280.37 | EMS Parka-Ellis |
| 06/10/20-26 | 6/10/2020 | L N CURTIS AND SONS | 167.79 | Station Boots-Clay |
| 06/10/20-27 | 6/10/2020 | L N CURTIS AND SONS | 92.01 | Turnout Gear Bag-Mariolle |
| 06/10/20-28 | 6/10/2020 | L N CURTIS AND SONS | 92.01 | Turnout Gear Bag-Bannister |
| 06/10/20-29 | 6/10/2020 | L N CURTIS AND SONS | 167.79 | Station Boots-Shane Smith |
| 06/10/20-30 | 6/10/2020 | L N CURTIS AND SONS | 870.33 | Glow In The Dark LED Flashlights (24)-Stn 33 Stock |
| 06/10/20-31 | 6/10/2020 | L N CURTIS AND SONS | 276.04 | Wildland Boots-Pellegrini |
| 06/10/20-32 | 6/10/2020 | L N CURTIS AND SONS | 280.37 | EMS Parka-Varin |
| 06/10/20-33 | 6/10/2020 | L N CURTIS AND SONS | 280.37 | EMS Parka-Barragan |
| 06/10/20-34 | 6/10/2020 | L N CURTIS AND SONS | 280.37 | EMS Parka-Armario-Lyons |
| 06/10/20-35 | 6/10/2020 | L N CURTIS AND SONS | 280.37 | EMS Parka-Hubbard |
| 06/10/20-36 | 6/10/2020 | L N CURTIS AND SONS | 481.71 | McLeod Tool 48-in Handle (5)-Stn 33 Stock |
| 06/10/20-37 | 6/10/2020 | L N CURTIS AND SONS | 674.74 | Uniform Shirts (6)-Duggan/Mariolle/Aguiar |
| 06/10/20-38 | 6/10/2020 | L N CURTIS AND SONS | 92.01 | Wildland PPE Bag-Sean Carrillo |
| 06/10/20-39 | 6/10/2020 | L N CURTIS AND SONS | 665.20 | Uniform Shirts (6)-Duggan/Mariolle/Aguiar |
| 06/10/20-40 | 6/10/2020 | L N CURTIS AND SONS | 167.79 | Station Boots-Mongeau |
| 06/10/20-41 | 6/10/2020 | L N CURTIS AND SONS | 167.79 | RIC Training Equipment |
| 224822 | 6/3/2020 | LIEBERT CASSIDY WHITMORE | 6,993.50 | Professional Services-4/30/20 |
| 224866 | 6/10/2020 | LIVERMORE SAW AND MOWER LLC | 43.59 | Spark Plugs (10)-Stock |
| | 6/10/2020 | LIVERMORE SAW AND MOWER LLC | 138.42 | Starter Rope Repairs |
| 224823 | 6/3/2020 | LOGOBOSS LLC | 66.12 | Name Plate-S.Martin |
| | 6/3/2020 | LOGOBOSS LLC | 160.43 | Retirement Gift-Castro |
| 224824 | 6/3/2020 | LON M PHARES | 7,290.00 | COVID 19 Professional Services (81.0 Hrs)-May 2020 |
| 224792 | 5/27/2020 | M AND L OVERHEAD DOORS | 345.00 | Service Call-Stn 32 Ambulance Apparatus Bay Door |
| 224825 | 6/3/2020 | M AND L OVERHEAD DOORS | 591.78 | Replaced Frayed Tension Cable-Stn 35 Apparatus Bay Door |
| 224793 | 5/27/2020 | MERLIN GRAPHICS | 1,558.80 | Shorts (80)-Stock |
| 224767 | 5/20/2020 | MICHAEL A SCIORTINO | 140.00 | Reimb-District Shirts |
| 224867 | 6/10/2020 | MICHAEL BAKALAR | 180.00 | Reimb-PALS Recertification |
| 224794 | 5/27/2020 | MICHAEL DUGGAN | 300.71 | Reimb-PHTLS Textbook/Recertification |
| 224826 | 6/3/2020 | MOYSES C GARCIA | 200.00 | Reimb-Paramedic Recertification |
| 224795 | 5/27/2020 | NFPA | 1,495.00 | Annual NFPA Subscription Codes Online |
| 224796 | 5/27/2020 | OFFICE DEPOT | 3.98 | Office Supplies |
| | 5/27/2020 | OFFICE DEPOT | 619.18 | Office/Household Supplies |
| 224768 | 5/20/2020 | ONSITE TEMP HOUSING INC | 2,295.00 | Monthly Rental-28 Ft Travel Trailer For BC (1)-COVID-19 6/20 |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|-------------------------------------|--------------|--|
| 224827 | 6/3/2020 | OREILLY AUTOMOTIVE INC | 103.90 | A/C Mobile Top Off Recharge |
| | 6/3/2020 | OREILLY AUTOMOTIVE INC | (22.32) | Credit-Core Return |
| | 6/3/2020 | OREILLY AUTOMOTIVE INC | 248.55 | Front Brakes/Transfer Case Switch-Unit 354 |
| | 6/3/2020 | OREILLY AUTOMOTIVE INC | 305.36 | New Batteries (2)-Unit 628 |
| | 6/3/2020 | OREILLY AUTOMOTIVE INC | 122.18 | Rear Brake Disc Pad Set-Unit 811 |
| | 6/3/2020 | OREILLY AUTOMOTIVE INC | 41.71 | WIX Oil Filter (2)-Unit 658/Fleet Stock |
| 224868 | 6/10/2020 | OREILLY AUTOMOTIVE INC | 66.05 | Air Filter-Unit 811 |
| 06/03/20-11 | 6/3/2020 | ORKIN | 173.42 | Pest Control Service 5/20-Stn 36 |
| 05/20/20-21 | 5/20/2020 | ORTHOPEDIC OUTFITTERS INC | 7,014.60 | COVID-19 Rapid Test Kits (540) |
| 05/20/20-22 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 70.00 | Pest Control Service 4/21/20-Old Stn 32 |
| 05/20/20-23 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/21/20-Old Stn 32 |
| 05/20/20-24 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/27/20-Old Stn 32 |
| 05/20/20-25 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 75.00 | Pest Control Service 4/29/20-Admin |
| 05/20/20-26 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/20/20-Stn 35 |
| 05/20/20-27 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/29/20-Stn 36 |
| 05/20/20-28 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/29/20-Stn 39 |
| 05/20/20-29 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/29/20-Stn 30 |
| 05/20/20-30 | 5/20/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 4/29/20-Stn 33 |
| 06/10/20-42 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 5/23/20-Old Stn 32 |
| 06/10/20-43 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 5/26/20-Old Stn 32 |
| 06/10/20-44 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 75.00 | Pest Control Service 5/26/20-Admin |
| 06/10/20-45 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 5/26/20-Stn 36 |
| 06/10/20-46 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 5/26/20- |
| 06/10/20-47 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 5/26/20-Stm 30 |
| 06/10/20-48 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 55.00 | Pest Control Service 5/26/20-Stn 35 |
| 06/10/20-49 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 180.00 | Pest Control Service 5/26/20-Stn 33 |
| 06/10/20-50 | 6/10/2020 | OSBORN SPRAY SERVICE INC | 150.00 | Pest Control Service 5/26/20-Stn 39 |
| 05/20/20-31 | 5/20/2020 | PETER C BENSON | 6,720.00 | EMS Medical Director-Consulting Services 04/20 |
| 06/10/20-51 | 6/10/2020 | PETER C BENSON | 6,960.00 | EMS Medical Director-Consulting Services 05/20 |
| 224769 | 5/20/2020 | PG&E | 54.16 | Signal Light 4/20-Stn 34 |
| 224797 | 5/27/2020 | PG&E | 1,209.33 | Gas/Electric Service 5/20-Stn 36 |
| 224798 | 5/27/2020 | PG&E | 888.67 | Gas/Electric Service 5/20-Stn 32 |
| 224869 | 6/10/2020 | PG&E | 17,937.96 | Gas/Electric Service-5/20 |
| 224770 | 5/20/2020 | PITNEY BOWES RESERVE ACCOUNT | 1,000.00 | Replenish Postage Reserve Account-5/20/20 |
| 224799 | 5/27/2020 | PITNEY BOWES RESERVE ACCOUNT | 2,000.00 | Replenish Postage Reserve Account-4/29/20 |
| 05/20/20-32 | 5/20/2020 | PUBLIC AGENCY RETIREMENT SERVICES | 300.00 | PARS ARS Fees-3/20 |
| 224771 | 5/20/2020 | QUESTYS SOLUTIONS | 8,765.21 | Questys Software Annual Maintenance-7/2020-6/2021 |
| 06/10/20-52 | 6/10/2020 | RAHUL MAHARAJ | 1,000.00 | CCC EMS Compliance Review Services (20.0 hours)-5/20 |
| 06/10/20-53 | 6/10/2020 | RAHUL MAHARAJ | 3,350.00 | EMDQ/EFDQ Review (67.0 hours)-5/20 |
| 224828 | 6/3/2020 | RELIABLE PHARMACEUTICAL RETURNS LLC | 150.00 | Controlled Pharmaceuticals Disposal Fee |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|----------------|------------|--------------------------------|--------------|---|
| 224870 | 6/10/2020 | RYAN VANDER HYDE | 200.00 | Reimb-Paramedic Recertification |
| 224829 | 6/3/2020 | SAFETY-KLEEN SYSTEMS INC | 216.50 | Service Solvent Tank |
| 224772 | 5/20/2020 | SAN MATEO REGIONAL NETWORK INC | 400.00 | FireDispatch.com CAD Interface/Radio Audio Streaming |
| 224871 | 6/10/2020 | SAN RAMON SURGERY CENTER | 56.00 | Inspection Fee Refund-IN7797955 |
| 224830 | 6/3/2020 | SCOTT F DWYER | 120.00 | Reimb-PALS Recertification |
| 224872 | 6/10/2020 | SHAMROCK OFFICE SOLUTIONS INC | 22.74 | Print Cartridge Shipping Fee-Admin Copier 6/4/20 |
| 224800 | 5/27/2020 | SIGNS BY RANDY | 4,523.24 | Door Graphics-Type VI Engine |
| 224773 | 5/20/2020 | SMILE BUSINESS PRODUCTS INC | 135.47 | Copier Service/Maintenance 5/20-Training Office |
| 224801 | 5/27/2020 | SMILE BUSINESS PRODUCTS INC | 144.91 | Copier Service/Maintenance 4/20-Training Office |
| 224774 | 5/20/2020 | SOPHIA G WATERS | 70.00 | Reimb-CPR Class |
| 05/20/20-33 | 5/20/2020 | STAT MED URGENT CARE | 385.00 | Pre-Employment Physical/Drug Test-District Clerk/Aide |
| 224775 | 5/20/2020 | STRYKER SALES CORP | 17,136.00 | LifePak15 Preventative Maintenance |
| 224831 | 6/3/2020 | STRYKER SALES CORP | 35,219.14 | Stryker LifePak LTE 15 Data Modems (45) |
| 224832 | 6/3/2020 | SUN LIFE FINANCIAL | 53,681.73 | Dental Insurance-6/20 |
| 224833 | 6/3/2020 | THE HARTFORD | 2,932.88 | Life/AD&D Insurance-6/20 |
| 224776 | 5/20/2020 | THE HOME DEPOT PRO | 25.20 | Household Supplies-Stn 33 Stock |
| 224802 | 5/27/2020 | THE HOME DEPOT PRO | 133.10 | Household Supplies-Stn 33 Stock |
| | 5/27/2020 | THE HOME DEPOT PRO | 872.15 | Household Supplies-Stn 33 Stock-COVID 19 |
| 06/03/20-12 | 6/3/2020 | TIFCO INDUSTRIES INC | 179.50 | Disposable Gloves-Fleet Shop |
| 224803 | 5/27/2020 | UNITED PARCEL SERVICE | 37.66 | Delivery Charges-5/16/20 |
| 224873 | 6/10/2020 | UNITED PARCEL SERVICE | 39.18 | Delivery Charges-5/30/20 |
| AP 04/20-1 | 5/21/2020 | US BANK | 168.47 | Rounds Bags |
| AP 04/20-2 | 5/21/2020 | US BANK | 52.99 | Creative Cloud Monthly Subscription Fee |
| BD 04/20-1 | 5/21/2020 | US BANK | 45.00 | Constant Contact-CERT Database |
| BD 04/20-2 | 5/21/2020 | US BANK | 103.32 | Zoom Meeting Charges |
| BS 04/20 | 5/21/2020 | US BANK | 69.14 | Isopropyl Alcohol-Mask Decontamination |
| CH 04/20-1 | 5/21/2020 | US BANK | 15.57 | Mouse Pads (3)-Captains Office |
| CH 04/20-2 | 5/21/2020 | US BANK | 126.46 | Stn 31 Hands Free Door Opener-COVID 19 |
| DA 04/20 Stmt | 5/21/2020 | US BANK | 1,312.60 | CalCard Stmt 4/22/20-District Aide |
| DB 04/20 | 5/21/2020 | US BANK | 56.18 | Station Fuel Tank Gauge Stick |
| DH 04/20 Stmt | 5/21/2020 | US BANK | 1,057.15 | CalCard Stmt 4/22/20-D.Hatfield |
| DMc 04/20 S... | 5/21/2020 | US BANK | 630.63 | CalCard Stmt 4/22/20-D.McNamara |
| DP 04/20 Stmt | 5/21/2020 | US BANK | 5,601.62 | CalCard Stmt 4/22/20-D.Pangelinan |
| DY 04/20 | 5/21/2020 | US BANK | 0.99 | iCloud 50GB Storage Plan-Yancey |
| EF 04/20 Stmt | 5/21/2020 | US BANK | 764.25 | CalCard Stmt 4/22/20-E.Falkenstrom |
| EK 04/20 | 5/21/2020 | US BANK | 804.47 | Water/Misc. Household Supplies-Stn 33 Stock |
| ES 04/20 Stmt | 5/21/2020 | US BANK | 42.15 | CalCard Stmt 4/22/20-E.Sabye |
| JA 04/20-1 | 5/21/2020 | US BANK | 3,349.99 | Laser Thermometers-COVID 19 |
| JA 04/20-2 | 5/21/2020 | US BANK | 119.73 | Ziploc Bags-COVID 19 |
| JA 04/20-3 | 5/21/2020 | US BANK | 25.00 | Coffee Supplies-Admin |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|---------------|------------|---------|--------------|--|
| JA 04/20-4 | 5/21/2020 | US BANK | 216.00 | SquareSpace Training Website Subscription Fee |
| JS 04/20-1 | 5/21/2020 | US BANK | 1,201.30 | Tyvek Coveralls-COVID 19 |
| JS 04/20-10 | 5/21/2020 | US BANK | 25.97 | Binders-COVID 19 |
| JS 04/20-11 | 5/21/2020 | US BANK | 87.54 | Funnels To Fill Up Mask Decon Container-COVID 19 |
| JS 04/20-12 | 5/21/2020 | US BANK | 373.21 | Floor Mats-Boots Sanitizing Process-COVID 19 |
| JS 04/20-13 | 5/21/2020 | US BANK | 1,392.00 | Boots Sanitizing Mats-COVID 19 |
| JS 04/20-14 | 5/21/2020 | US BANK | 975.00 | Sample Mount To Secure Ambulance Monitor |
| JS 04/20-2 | 5/21/2020 | US BANK | 723.52 | Tyvek Coveralls/Heavy Duty Coveralls w/ Hoods-COVID 19 |
| JS 04/20-3 | 5/21/2020 | US BANK | 163.26 | Tyvek Coveralls/Boxes For Disposable Cleaning Towel-COVID 19 |
| JS 04/20-4 | 5/21/2020 | US BANK | 511.00 | Tyvek Coveralls-COVID 19 |
| JS 04/20-5 | 5/21/2020 | US BANK | 97.36 | Coveralls w/ Hoods-COVID 19 |
| JS 04/20-6 | 5/21/2020 | US BANK | 2,000.00 | Simple Masks Down Payment-COVID 19 |
| JS 04/20-7 | 5/21/2020 | US BANK | 1,006.31 | Simple Masks-COVID 19 |
| JS 04/20-8 | 5/21/2020 | US BANK | 115.74 | Fans To Expedite Decon Process-COVID 19 |
| JS 04/20-9 | 5/21/2020 | US BANK | 11.33 | Mask Decontamination Buckets-COVID 19 |
| JV 04/20 | 5/21/2020 | US BANK | 132.99 | Misc. Kitchen Supplies-Stn 31 BC Trailer |
| KB 04/20 Stmt | 5/21/2020 | US BANK | 140.41 | CalCard Stmt 4/22/20-K.Barragan |
| LB 04/20-1 | 5/21/2020 | US BANK | 257.94 | Pelican Box Inserts |
| LB 04/20-2 | 5/21/2020 | US BANK | 120.86 | Office Supplies-EMS |
| LB 04/20-3 | 5/21/2020 | US BANK | 41.92 | Office Lunch |
| NK 04/20 | 5/21/2020 | US BANK | 100.00 | ID Cards |
| RM 04/20 | 5/21/2020 | US BANK | 38.58 | Isopropyl Alcohol/Disinfectants-COVID 19 |
| RN 04/20-1 | 5/21/2020 | US BANK | 204.60 | Rear Shocks/Diesel Fuel Additive-Unit 811 |
| RN 04/20-2 | 5/21/2020 | US BANK | 15.13 | Batteries For Hood Welding |
| SB 04/20-1 | 5/21/2020 | US BANK | 81.17 | Flowers-Director Parker |
| SB 04/20-2 | 5/21/2020 | US BANK | 127.41 | Office Meeting Lunch |
| SB 04/20-3 | 5/21/2020 | US BANK | 23.39 | Lunch-Agenda Packet Meeting |
| SC 04/20-1 | 5/21/2020 | US BANK | 77.91 | Spare Computer Microphones-Audio Conference |
| SC 04/20-10 | 5/21/2020 | US BANK | 21.40 | USB-C to NIC Adapter-Call |
| SC 04/20-2 | 5/21/2020 | US BANK | 148.99 | Audio Cables/Video Adapters-CS131 |
| SC 04/20-3 | 5/21/2020 | US BANK | 398.22 | Video Conferencing-Variou Meetings During SIP |
| SC 04/20-4 | 5/21/2020 | US BANK | 0.99 | iCloud 50GB Storage Plan-S.Call |
| SC 04/20-5 | 5/21/2020 | US BANK | 64.94 | Wireless Mouse-Martin |
| SC 04/20-6 | 5/21/2020 | US BANK | 17.31 | iPad Screen Protectors-Replacements |
| SC 04/20-7 | 5/21/2020 | US BANK | 86.54 | iPad Keyboards (2)-Replacements |
| SC 04/20-8 | 5/21/2020 | US BANK | 43.55 | Surface Pro 7 Laptop Shipping Fee-Stamey |
| SC 04/20-9 | 5/21/2020 | US BANK | 39.26 | DisplayPort/VGA to HDMI Adapter-Call |
| TW 04/20-1 | 5/21/2020 | US BANK | 59.14 | Hydrometer Cylinders-COVID 19 |
| TW 04/20-2 | 5/21/2020 | US BANK | 246.43 | Remote Conrol Covers/Keyboard Covers-COVID 19 |
| TW 04/20-3 | 5/21/2020 | US BANK | 40.02 | Misc. Supplies For N95 Mask Repairs-COVID 19 |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 5/14/2020 Through 6/12/2020

| Check Number | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|-----------------------------------|--------------|---|
| TW 04/20-4 | 5/21/2020 | US BANK | 109.55 | Food-Structure Fire Crew |
| TW 04/20-5 | 5/21/2020 | US BANK | 795.48 | Back Up PPE Rain Jackets-COVID 19 |
| 224804 | 5/27/2020 | US BANK EQUIPMENT FINANCE | 1,285.00 | Ricoh Copiers Lease (2) 5/1/20-6/1/20 Admin |
| 224805 | 5/27/2020 | VALLEJO FIRE EXTINGUISHER INC | 803.61 | Hydrostatic Test/Air Cylinder O-Ring/Pickup/Delivery-Stn 31 |
| 224777 | 5/20/2020 | VERIZON WIRELESS | 3,849.15 | Cell Phones/iPhone Book Apps/Stryker Modems 4/4/20-5/3/20 |
| 224778 | 5/20/2020 | VICKERS CONSULTING SERVICES INC | 900.00 | 2020 AFG CARES Grant Writing-COVID 19 Response PPE |
| 224806 | 5/27/2020 | VICKIE CALLAHAN | 1,967.21 | Jackets/Polos/Fleece Jacket |
| | 5/27/2020 | VICKIE CALLAHAN | 1,907.36 | Job Shirts/Duty Jackets |
| 224807 | 5/27/2020 | VISION SERVICE PLAN | 9,895.59 | Vision Insurance-6/20 |
| 05/27/20-25 | 5/27/2020 | WATTCO EQUIPMENT INC. | 2,075.15 | New Engine/Parts For Low Volume Issue/Labor-E553 |
| 06/03/20-13 | 6/3/2020 | WATTCO EQUIPMENT INC. | 470.89 | Repair David Clark System-Unit 556 |
| 06/03/20-14 | 6/3/2020 | WATTCO EQUIPMENT INC. | 308.51 | Repair David Clark System-Unit 554 |
| 06/03/20-15 | 6/3/2020 | WATTCO EQUIPMENT INC. | 305.87 | New Rear Emergency Lights-Unit 803 |
| 06/03/20-16 | 6/3/2020 | WATTCO EQUIPMENT INC. | 880.00 | Strip Out Equipment-Unit 397 |
| 05/27/20-26 | 5/27/2020 | WESTERN MACHINERY ELECTRIC INC | 391.46 | Generator A Inspection/Service/Parts-Stn 32 |
| 05/27/20-27 | 5/27/2020 | WESTERN MACHINERY ELECTRIC INC | 357.46 | Generator A Inspection/Service/Parts-Stn 33 |
| 05/27/20-28 | 5/27/2020 | WESTERN MACHINERY ELECTRIC INC | 324.46 | Generator A Inspection/Service/Parts-Stn 31 |
| 05/27/20-29 | 5/27/2020 | WESTERN MACHINERY ELECTRIC INC | 324.46 | Generator A Inspection/Service/Parts-Stn 35 |
| 05/27/20-30 | 5/27/2020 | WESTERN MACHINERY ELECTRIC INC | 324.46 | Generator A Inspection/Service/Parts-Stn 38 |
| 05/27/20-31 | 5/27/2020 | WESTERN MACHINERY ELECTRIC INC | 324.46 | Generator A Inspection/Service/Parts-Stn 39 |
| 05/27/20-32 | 5/27/2020 | WILLIAM D ROSS ESQ | 6,118.00 | Legal Services-General 3/20 |
| 05/20/20-34 | 5/20/2020 | WITTMAN ENTERPRISES LLC | 16,711.86 | Ambulance Collection Fees-4/20 |
| 224779 | 5/20/2020 | YADIRA MAGALI MARTINEZ DE LA CRUZ | 990.00 | Cleaning Service-Admin 5/11/20 |
| 224834 | 6/3/2020 | ZEKIEL SPANI | 195.00 | Reimb-PHTLS Recertification |
| Report Total | | | 2,080,781.47 | |

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
May 27, 2020 Minutes

Board of Directors Regular Board Meeting

MISSION STATEMENT

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

Location: Teleconference

Board Members Present: Board President Parker, Directors Crean, Kerr and Yancey.
Board Vice-President Stamey arrived after the Consent Calendar was approved.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Interim Deputy Chief Duggan, Battalion Chief Aguiar, Battalion Chief Selover, Controller Hatfield, Technology Systems Manager Call, District Counsel Ross, Financial Consultant Campo, HR Generalist Tamori-Ward and District Clerk Brooks and District Clerk Martin.

1. CALL TO ORDER

Board President Parker chaired the meeting and called for order at 1:02p.m.

2. PLEDGE OF ALLEGIANCE

District Clerk, Sue Brooks led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and there was a change to the agenda.

4. PUBLIC COMMENT

None

5. CONSENT CALENDAR

Chief Meyer noted that Item 5.1 demand register for April 11, 2020 through May 13, 2020 listed voided transactions twice, and an updated version was provided to the Board.

Director Yancey moved approval of the Consent Calendar; Director Kerr seconded the motion. Motion carried by roll call vote, with Vice-President Stamey absent.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

None.

7. OLD BUSINESS

7.1 Open Public Hearing to Consider Annual CPI Adjustment to Service Fees and Charges Contained within Ordinance No. 28, and adoption of Resolution No. 2020-03.

Chief Meyer noted that Ordinance No. 28 contains the schedule of fees associated with certain services provided by the District and provides for an annual adjustment based upon the CPI which was 2.5% for February 2020. Director Kerr expressed concern about how fee increases may affect small businesses that may be struggling currently during the COVID-19 pandemic and requested that the Board discuss ideas to address the issue at the annual Board Retreat/Budget Study Session on June 10, 2020.

Motion by Director Crean to approve Resolution No. 2020-03. Director Kerr seconded the motion. Motion carried by roll call vote, with Vice-President Stamey absent.

8. NEW BUSINESS

- 8.1 Approve the Interagency Agreement Between San Ramon Valley Fire Protection District and City of San Ramon Regarding Joint Use Public Safety Complex.

Chief Meyer discussed the collaboration between the District and the City of San Ramon to develop a joint Public Safety Complex that would include the San Ramon Police Department, Fire Administration, and Operations Center. This facility would enhance Public Safety services more efficiently and effectively. City of San Ramon City Manager, Joe Gordon joined the meeting via Webex and together with Chief Meyer discussed the benefits of this draft collaborative agreement.

Motion by Director Kerr to approve this interagency agreement in draft form. Vice-President Stamey seconded the motion. Motion carried by roll call vote.

- 8.2 Approval of Reimbursement Resolution No. 2020-04, Joint Public Safety Building and Training Center Projects.

Chief Meyer noted that current conditions in the municipal tax-exempt bond market and favorable bidding environment make this an ideal time to move forward with funding for the Joint Use Public Safety Complex and stated that Resolution No. 2020-04 provides the District the ability to reimburse the Capital outlay fund for expenditures related to the project.

Motion by Vice-President Stamey to approve Resolution No. 2020-04. Director Crean seconded the motion. Motion carried by roll call vote.

- 8.3 Approval of Resolution No. 2020-05, Authorization of Fire Chief to act as Agent with the Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (CalOES)

Chief Meyer provided the background for this resolution, stating that in March 2020, Major Declaration FEMA-4482-DR-CA (DR-4482) made Federal emergency aid available for the COVID-19 pandemic. Designation of an Agent with FEMA and CalOES is required for the District to be eligible to receive State and/or Federal funding.

Motion by Director Crean to approve Resolution No. 2020-04 authorizing the Fire Chief to act as an Agent with FEMA and CalOES. Director Yancey seconded the motion. Motion carried by roll call vote.

- 8.4 Authorize the Fire Chief to enter into an Agreement with Delta Dental for the provision of employee dental benefits under the Self-Funded Delta Dental Plan L, effective July 1, 2020.

Chief Meyer discussed several reasons why the District wants to change dental providers from Sun Life to Delta Dental, including complaints from employees about services provided and procedures being denied. For employees, Delta Dental would mean less out of pocket expenses, access to more dentists and a simpler process when dealing with dental offices. Financial Consultant Campo stated that moving to a self-insured plan provides greater ability to “fine tune” the Plan. Director Kerr expressed concern about the increase in cost in selecting Delta Dental. Discussion followed.

Motion by Vice-President Stamey to authorize the Fire Chief to enter into an Agreement with Delta Dental. Director Crean seconded the motion. Motion carried by roll call vote, with Director Kerr dissenting.

- 8.5 Approve Resolution No. 2020-06 specifying requirements for electing members to the Board of Directors for the election on November 3, 2020.

District Clerk Martin stated that in preparation for the upcoming November 3, 2020 election, this Resolution outlines the election requirements by Contra Costa County and must be submitted to the County Elections Department by July 1, 2020. Director Kerr expressed concerns about the cost each candidate would have to pay for their filing statement, and he is concerned it may deter people from running for a seat on our Board. Discussion followed.

Motion by Director Yancy to approve Resolution No. 2020-06. Vice-President Stamey seconded the motion. Motion carried by roll call vote, with Director Kerr dissenting.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

None.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Drayton provided his monthly report of activities for April 2020, including finalizing the floor plan for the Public Safety Building as well as the mailing of weed abatement letters.

- 10.2 EMS – Battalion Chief, Jim Selover
EMS Report of monthly activities.

Battalion Chief Selover provided his monthly report of activities for April 2020, including highlighting COVID-19 activities and the District’s Facility Health Screening policy. A brief status update on COVID-19 was also provided by Laura Begin, EMS Coordinator/RN and Battalion Chief Jonas Aguiar.

10.3 Logistics – Interim Deputy Chief Duggan
Logistics Report of monthly activities.

Interim Deputy Chief Duggan provided his monthly report of activities for April 2020, including completion of the installation of the electronic fuel monitoring equipment at all nine Fire Stations. At this time during the meeting, Director Kerr mentioned using local vendors within our District, if at all possible.

10.4 Fire and Life Safety Division – Interim Deputy Chief Duggan
Fire and Life Safety Report of monthly activities.

Interim Deputy Chief Duggan provided his monthly report of activities, noting that District Fire Inspectors will return to work June 1.

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

Director of Emergency Communications Pangelinan provided her monthly report of activities, highlighting the 911 NexGen Phone System Implementation project.

10.6 Human Resources Division – Human Resources Generalist Stacy Tamori-Ward
Human Resources Report of monthly activities.

Human Resources Generalist Tamori-Ward highlighted her monthly report of activities discussing the recent Battalion Chief promotional recruitment.

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

Finance Consultant Campo and Controller Hatfield discussed the District's monthly finance activities for April 2020. Finance Consultant Campo thanked Controller Hatfield for her work tracking of COVID-19 expenses.

10.8 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided his monthly report stating that the administration building will begin reopening next week. Managers continue to work on ways to reopen focused on employee safety. Chief Meyer also stated that as we move forward, he will decide if the District will continue with virtual meetings and/or find ways to have safe in-person meetings. Chief Meyer also thanked staff for the good work on submitting their division goals.

11. GOOD OF THE ORDER

11.1 Confirmation of Annual Board Recess for month of July 2020.

The Board confirmed that they will recess for the month of July 2020.

11.2 Reschedule November Board Meeting date to Wednesday, November 18, 2020 (instead of November 25, 2020) due to the Thanksgiving holiday.

The Board confirmed the November Board Meeting date of Wednesday, November 18, 2020.

11.3 Reschedule December Board Meeting date to Wednesday, December 16, 2020 (instead of December 23, 2020) due to the Christmas holiday.

The Board confirmed the December Board Meeting date of Wednesday, December 16, 2020.

12. UPCOMING CALENDAR OF EVENTS

12.1 Annual Board Retreat/Budget Workshop, June 10, 2020, 10:00 a.m. The Roundhouse, San Ramon.

It was the consensus of the Board that the meeting be held at the Roundhouse on June 10, 2020 with safety precautions in effect.

13. CLOSED SESSION

13.1 Possible exposure to litigation (five (5) matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

13.2 Personnel Matter: Review annual Fire Chief evaluation and discussion of mutual goals, pursuant to Government Code Section 54957

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT

The regular meeting concluded at 3:31 p.m.

Prepared by: _____

Shelley Martin
District Clerk

Approved by: _____

Don Parker
Board President

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
June 10, 2020 Minutes**

Board of Directors Retreat/Budget Workshop

MISSION STATEMENT

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

Location: The Roundhouse-2600 Camino Ramon
San Ramon, CA 94583

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

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Controller Hatfield, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, Acting Deputy Chief Duggan, Battalion Chief Selover, Battalion Chief Aguiar, Human Resources Generalist Tamori-Ward, District Clerk Brooks and District Clerk Martin.

1. CALL TO ORDER

Board President Parker chaired the meeting and called for order at 10:00 am.

2.. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes to the agenda.

3. PUBLIC COMMENT

None.

4. GENERAL BUSINESS

4.1 Presentation regarding Earthquake Warning System developed by Pro-teq Systems, Inc.

Mike Price and Rocky Saunders of Pro-teq Systems, Inc. presented the Earthquake Warning System developed by their company for the purpose of reducing earthquake damage and business interruptions prior to and during an earthquake. The presentation was provided previously to the Disaster Preparedness Committee, and the committee directed it be brought before the full Board for consideration and possible inclusion in the FY 2020-21 budget. There were several questions by the Board and discussion followed. Chief Meyer stated that there was no action to be taken at this time.

4.2 Update on Fiscal Year 2019/2020 Goals and discussion of Fiscal Year 2020/21 Goals, Proposed Operating Budget, CIP and Long-Range Financial Forecast.

Chief Meyer provided an overview of the budget. Controller Hatfield reviewed the various funds and financial summary noting that property taxes account for the bulk of the District revenues and that salaries and benefits account for the majority of District spending. Controller Hatfield

went through the power-point presentation and discussed the Capital Improvement Program, unfunded liabilities (including workers compensation) and revenues and expenditures due to the COVID19 pandemic.

Staff proceeded to review their respective current goals (2019/20) and future (2020/21) goals, division budgets, and answer questions from the Board.

The Board thanked staff for their hard work and dedication to providing this presentation.

The Board then directed discussion regarding Fire Chief and Board goals for next fiscal year for inclusion in the FY 2020-21 budget:

- COVID19 business relief in the form of suspending fees for fire operational permits
- How to best address the emergency service needs of the Morgan Territory and South Walnut Creek/North Alamo response areas
- Enhance opportunities to recruit locally and increase diversity through establishment of a paramedic/firefighter training program
- Appropriate levels of workers' compensation reserves and self-insured retention limit
- Expand DNI technology contract to cover SRV911 Communications Center support and Admin software & licensing
- Strategic alignment of resources: undertake a thorough review of all Divisions to (1) ensure resources are appropriately aligned with core services and (2) to identify efficiencies and savings so as to remain positioned to meet economic challenges resulting from the pandemic/economic shutdown
- Fire Chief to solicit RFQ's (request for qualifications) from legal firms to serve as general legal counsel to the District

5. GOOD OF THE ORDER

Direction on goals and proposed budget for adoption on June 24, 2020.

6. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING AT 1:00 P.M., WEDNESDAY, JUNE 24, 2020.

The initial portion of the Retreat/Workshop ended at 3:00 p.m., with the Fire Chief and Board goals discussion concluding at approximately 4:00 p.m., at which time the meeting was adjourned.

Prepared by: _____
Shelley Martin
District Clerk

Approved by: _____
Don Parker
Board President

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

For the Month of: **May 2020**

| Department | # Reg Employees | Gross Wages | Payroll Taxes | Retirement | Total | % of Total |
|----------------------|-----------------|-----------------------|------------------|---------------------|---------------------|----------------|
| GL Acct Number | | (5110,5115,5120,5121) | (5140) | (5150,5151) | | |
| Board of Directors | 5 | 865.00 | 12.56 | - | 877.56 | 0.02% |
| Fire Chief | 1 | 33,165.70 | 475.47 | 17,474.79 | 51,115.96 | 1.21% |
| Human Resources | 2 | 22,199.42 | 314.47 | 10,552.95 | 33,066.84 | 0.78% |
| Finance | 3 | 33,219.62 | 473.79 | 10,629.88 | 44,323.29 | 1.05% |
| Fire Life & Safety | 7 | 66,638.03 | 955.53 | 26,717.75 | 94,311.31 | 2.24% |
| Technology | 2 | 20,902.46 | 292.20 | 6,772.47 | 27,967.13 | 0.66% |
| Communication Center | 14 | 200,045.71 | 2,866.74 | 51,357.33 | 254,269.78 | 6.03% |
| Facilities | 0 | 14,153.74 | 205.24 | - | 14,358.98 | 0.34% |
| Fire Suppression | 131 | 2,294,312.15 | 32,565.51 | 1,194,639.49 | 3,521,517.15 | 83.47% |
| Fleet | 1 | 10,327.89 | 149.75 | 3,046.32 | 13,523.96 | 0.32% |
| Training | 2 | 26,222.45 | 395.22 | 15,575.74 | 42,193.41 | 1.00% |
| EMS | 3 | 41,054.54 | 591.97 | 20,724.69 | 62,371.20 | 1.48% |
| Rescue | | 20,729.62 | - | 14,325.83 | 35,055.45 | 0.83% |
| HazMat | | 14,146.57 | - | 9,776.41 | 23,922.98 | 0.57% |
| TOTALS | 171 | 2,797,982.90 | 39,298.45 | 1,381,593.65 | 4,218,875.00 | 100.00% |



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020

To: Board of Directors

From: Davina Hatfield, Controller

Subject: Authorize payment to Boies Schiller Flexner LLP for PG & E Reverse Validation Action

Background:

During the February 26, 2020 Board of Directors meeting, the Board retained the law firm of Boies Schiller Flexner LLP to represent the District in connection with *Pacific Gas & Electric Co. v. San Ramon Valley Fire Protection District and All Persons Interested in the Validity of Ordinance No. 35*.

Recommended Action:

Authorize payment to Boies Schiller Flexner LLP in the amount of \$36,923.22 for services provided during the month of March 2020 in connection with the PG & E Reverse Validation Action.

Fiscal Impact:

The 2019/20 Annual Budget includes appropriations for these services.

**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**

COVID-19 AFTER ACTION REPORT

INITIAL RESPONSE EFFORTS

MARCH 1 – JUNE 1, 2020

**SAN RAMON VALLEY FIRE
PROTECTION DISTRICT**



TABLE OF CONTENTS

| | |
|---|-----------|
| <i>Event Summary</i> | 2 |
| <i>Response Strategy</i> | 3 |
| <i>Observations & Recommendations</i> | 8 |
| <i>Conclusion</i> | 11 |
| <i>Appendices</i> | 12 |

EVENT SUMMARY

This After Action Review is a working draft document that outlines the Fire Districts initial response efforts to the COVID-19 Pandemic. The final version of this report will be completed upon conclusion of the Pandemic.

At the time of this report the Coronavirus Pandemic (COVID-19) is an ongoing Pandemic caused by severe acute respiratory syndrome. The outbreak was identified in Wuhan, China, in December 2019. The World Health Organization (WHO) declared the outbreak a Public Health Emergency of International Concern on January 30, and a Pandemic on March 11. As of June 1, 2020, more than 6.22 million cases of COVID-19 have been reported in 187 countries and territories, resulting in more than 373,000 deaths. More than 2.67 million people have recovered.

The virus is primarily spread between people during close contact, often via small droplets produced by coughing, sneezing, or talking. The droplets usually fall to the ground or onto surfaces rather than remaining in the air over long distances. People may also become infected by touching a contaminated surface and then touching their face. On surfaces, the amount of virus declines over time until it is insufficient to remain infectious, but it may be detected for hours or days. It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear and in later stages of the disease.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell. Complications may include pneumonia and acute respiratory distress syndrome. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. There is no known vaccine or specific antiviral treatment at the time of this report. Primary treatment is symptomatic and supportive therapy.

Recommended preventive measures include hand washing, covering one's mouth when coughing, maintaining distance from other people, wearing a face mask in public settings, and monitoring and self-isolation for people who suspect they are infected. Authorities worldwide have responded by implementing travel restrictions, quarantines, curfews and stay-at-home orders, workplace hazard controls, and facility closures. Many places have also worked to increase testing capacity and trace contacts of infected persons.

The Pandemic has caused severe global socioeconomic disruption, including a global recession. It has led to the postponement or cancellation of sporting, religious, political and cultural events and widespread supply shortages exacerbated by panic buying. Schools, universities and colleges have closed on a nationwide and local basis.

As the time of this report there have been a total of 113,006 confirmed positive cases in California, including 1,468 confirmed positive cases and 38 deaths in Contra Costa County (CCC.) Recent studies suggest the true number of positive cases may be significantly higher than the number of cases reported due to the lack of widespread public testing. Contra Costa County Health Services (CCHS) logged the County's first positive case on March 2, and the first death on March 20.

RESPONSE STRATEGY

During the February Board of Directors meeting, in potential response to COVID-19 becoming a threat to the Health and Safety of our community, Board President Parker identified the need for early response. In early March, the San Ramon Valley Fire Protection District (SRVFPD) began increasing the level of training to all personnel in conjunction with the most up to date guidelines and standards from the Centers for Disease Control and Prevention (CDC) and Contra Costa County Health Services (CCHS). The timeline below outlines the Districts initial response actions:

WEEK 1: March 1 – 7

- Emergency COVID-19 Response Meeting called by Chief Meyer to include directives for:
 1. On-going internal communications plan (sit-stat report)
 2. FLSD outreach to all Residential Care Facilities (RCF) to introduce prevention measures
 3. Assess alternative Quarantine/Isolation sites to ensure safety of potentially exposed District personnel
- CCC reported first positive COVID-19 case on March 2
- CCC letter: initial health alert for COVID-19 awareness
- EMS Division placed orders to multiple vendors for early identification of increased PPE needs
- EMS Division distributed initial policy: Interim Exposure Control Plan and Procedures
- All PPE inventory moved to the EMS Division for oversight of PAR level and distribution
- California declares State of Emergency on March 4
- EMS Committee Meeting: reviewed required PPE and Prevention strategies for potential COVID-19 calls
- EMS Division outreach to all CCC Hospital Emergency Departments for current COVID-19 patient arrival
- EMS Division provided RCF outreach program with information on prevention and resource guidance for COVID-19
- PPE gown alternative – Tyvek suits located and ordered
- First communications update (sit-stat) report distributed to all personnel
- Dispatch Center implemented County Health Order for mandatory screening of EMD sick calls
- Tracking Response Stats for Medical Calls, Transports and Fire calls; add the stats to date log
- Social Media/Website Post – Posted “Tips to Help Limit the Spread of COVID-19” and a link to firedepartment.org website with Coronavirus information

WEEK 2: March 8 - 14

- CCC reported 11 positive COVID-19 cases
- Deputy Chief Drayton suggested EMS Division secure alternative high-quality Half-Mask respirators in the event of N95/P100 mask shortages, vendors and equipment researched
- Positive exposure reports initiated to ensure transparent communication to all personnel
- Attended Townhall meeting with Senator Glazer for update on COVID-19
- World Health Organization (WHO) declared Coronavirus (COVID-19) Pandemic
- Initiation of SRVFPD update to Pandemic Plan
- First MAC Emergency Operations Plan daily call initiated by CCC

- EMS Division – Quarantine guidelines for Alternative Site Proposal
- Daily COVID-19 Tracking Report for SRVFPD personnel monitoring and Positive Exposure Reporting initiated
- CCC EMS Duty Officer (DO) daily call initiated by CCC
- Website Post – Shared Candace Andersen’s handwashing video

WEEK 3: March 15 - 22

- COVID-19 educational video added to SRVFPD website for community awareness
- Notice from DEA on DEA COVID-19 information received for medication guidance
- EMS Division data collection for COVID-19 initiated through Tableau Reports generated by ZOLL PCR documentation system
- Updated Coronavirus Exposure Control Plan Procedures distributed
- Initial COVID-19 Testing Guidance from Health Officer received
- SRVFPD employee positive COVID-19 identified- Community Exposure confirmed- Self Quarantine/Self-Monitoring with Delegation
- Updated Infectious Disease Control and Prevention: Personal Protective Inventory Requirements sent to all personnel
- Additional PPE secured from alternative vendors
- All frontline apparatus outfitted with Infectious Disease PPE bags
- Hospital Emergency Department Patient Handoff/Report updates distributed to all personnel
- Suppression CPH COVID-19 Testing Hotline provided for all First Responders and Healthcare Workers
- FLSD Audit of Residential Care Facilities (RCF) provided
- Finance Division created accounting codes to facilitate tracking COVID-19 related expenses for Federal/State reimbursement.
- Social Media/Website Post
 - Shared Vector Solutions Coronavirus course video and County Coronavirus call center information
 - Shared animation of firefighter in Class B to Tyvek suit
 - Posted Contra Costa Health Services Shelter in Place Order
 - Posted alert saying Administration Office will be closed until further notice

WEEK 4: March 23 - 28

- CCC reported 85 positive COVID-19 cases
- Chief Meyer announced new staff assignments; Battalion Chief Aguiar would join the EMS Division, retired Deputy Chief Lon Phares would be retained to assist with Operations/EMS
- Relocated the sleeping quarters for Battalion 31 to the south annex at Station 31 which allowed Dispatchers separate sleeping quarters
- Streamlined testing process and follow-up for communication of results for symptomatic personnel
- Created desktop resource file for COVID-19 information and updates
- Weekly station calls/check-in by EMS Division Battalion Chief initiated
- Coronavirus Checklist for Station and Personnel Decontamination
- COVID-19 Lodging Assistance and Reimbursement Policy initiated
- COVID-19 Symptomatic Employee Flowchart created
- Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19 (Interim Guidance) report

- Chief Meyer began to hold weekly Conference Calls for all employees to ensure updates and COVID-19 response transparency
- Communication with all receiving Emergency Departments to include PPE Doffing Directive for SRVFPD personnel
- PPE Training Videos added to desktop folders
- EMS Division research and proactive ordering of COVID-19 IgG/IgM Anti-Body Testing
- To limit exposure of potentially exposed paperwork coming to administration the process to move to electronic billing was initiated
- Communication Center updated EMD questions for COVID-19
- COVID-19 Facility and Apparatus Decontamination Policy distributed
- EMS Division submitted initial request to CCC EMS for pilot study proposal for Antibody IgG/IgM COVID-19 testing authorization
- Received Half-Mask respirators, EMS Division began fit-testing suppression personnel
- International Academy of Emergency Dispatch released upgraded EMD software to integrate calltaking screening to be automated with the CAD and MDC's

WEEK 5: March 29 – April 4

- CCC reported 204 positive COVID-19 cases
- Continued individual Half-Mask respirator fit testing for suppression personnel
- Submitted formal request to CCC EMS for approval of Response Time Exemption
- Communication Center and EMS Division collaboration to review potential implementation of “Omega” calls
- EMS Division meeting for potential data sharing forum with Hospitals to ensure patient continuity of care
- EMS Division initiated Wellness Checks for all personnel on arrival to work
- Approval received from CCC EMS for Response Time Exemption
- SRVFPD Staffing Contingency Plan submitted by Ret. Deputy Chief Lon Phares
- COVID-19 Self-Monitoring and Return to Duty Policy distributed
- Continued Daily Tracking Reports, CCC Branch and Duty Officer/EOC call meetings and 48-hour sit-stat reports by EMS Division
- Post denial of COVID-19 Antibody Testing, continued researched and follow-up for additional information requests
- EMS Division meeting with San Ramon Police Department for potential information session on COVID-19
- Orinda Care Home COVID-19 outbreak press conference completed with limited prior notification to CCC Fire/Police. During CCC Branch Call SRVFPD advocated for transparency of information sharing to all CCC First Responder Agencies
- CCC updated website to include requested additional COVID-19 information sharing
- Social Media – Posted thank you to the community members for their support with a photo of a homemade sign

WEEK 6: April 5 - 11

- CCC reported 442 positive COVID-19 cases
- COVID-19 Volunteer and Reserve Program Interim Policy distributed to all personnel
- EMS Pandemic Response update submitted
- CCC Health Order for Shelter in Place extended to May 3

- COVID-19 Briefing for San Ramon and Danville Police Departments Webinar presentation provided by EMS Division
- COVID-19 District Facility Public Health Screening Policy distributed to all personnel
- Infrared Thermometers distributed to all Stations, Communications Center and Administration for Wellness Checks
- EMS Division Training Videos added to COVID-19 desktop resource
- COVID-19 IgG/IgM Anti-Body Testing updated packet resent to Contra Costa Health Services (LEMSA) for review/approval
- Target Solutions “Electronic Billing” module assigned to all Paramedics for review prior to implementation
- CCC EMS Bulletin: Expanded Treat and Refer Administrative Bulletin for CCC EMS System Paramedics distributed
- Outreach to all Residential Care Facilities for interest in COVID-19 information session “SRVFPD Partnering with our Care Facilities for COVID-19” provided by EMS Division
- SRVFPD website updated with information on COVID-19 Tips for “Caring for Someone at Home”
- COVID-19 Briefing for San Ramon and Danville Police Departments webinar presentation provided by EMS Division
- Social Media – Shared CDC Website about caring for someone with COVID-19

WEEK 7: April 12 - 18

- CCC reported 600 positive COVID-19 cases
- Invite to all Residential Care Facilities for “SRVFPD Partnering with our Care Facilities for COVID-19” webinar
- CCC Emergency Vehicle Decontamination Site information distributed to Suppression post positive COVID-19 exposure
- All personnel on COVID-19 Tracking Report for Self-Monitoring with Delegation cleared for Return to Regular Duty
- EMS Division review of proposed Patient Report to streamline Residential Care Facilities to EMS handoff
- Final review and presentation of “SRVFPD Partnering with our Care Facilities for COVID-19”
- Boot Sanitizing Mats were procured and distributed to all Fire Stations
- Reminder for Treat and Refer information was distributed
- Social Media/Website Post –
 - Live Tour #1, Type I Engine and Structure Turnouts
 - Shared Contra Costa Health’s “Cover your Face” Order

WEEK 8: April 19 – 25

- CCPH “Cover Your Face” order became effective, information sent out to all stations and signage for masking delivered
- “911 Handoff Form” created and distributed to Residential Care Facilities to ensure best practices and optimal patient outcome
- Social Media – Live Tour #2, Tiller Truck

WEEK 9: April 26 – May 2

- Alternative Quarantine/Isolation sites established at old Station 32 and Station 36
- Reminder sent out to ensure thorough assessments for all Treat and Refer patients
- Request for Paramedics to refresh IV Tylenol usage, Tylenol and corresponding tubing were ready for distribution
- CCC update and information was distributed regarding “Walk-In” Testing capability
- Request was sent to all receiving Hospitals to notify the District of all confirmed positive test results regardless of if the test was performed in or out of the County
- New Shelter at Home order went out
- Social Media – Live Tour #3, Type 3 and Type 5 Engines

WEEK 10: May 3 – 9

- Suspension of Treat and Refer Protocols went out
- Social Media – Live Tour #4, Hoses

WEEK 11: May 10 - 16

- Electronic Billing PCR requirements started
- SRVFPD PSA went out to provide support and awareness to the community to address the importance of calling 911 for High Risk Symptoms
- EMS Division began providing voluntary IgG/IgM COVID-19 Anti-Body Testing for all employees

WEEK 12: May 17-23

- Increased Testing Sites in CCC to 9 locations
- New CDC Advisory for Multi-system Inflammatory Syndrome in Children
- CCPH released 5-indicators for slow systematic release of Shelter in Place

OBSERVATIONS & RECOMMENDATIONS

The Fire Districts overall response to the COVID-19 Pandemic was very successful, but as with any unplanned large emergency, there are opportunities for improvement that have been identified. The Major Strengths, Challenges and Improvement Recommendations are listed below.

MAJOR STRENGTHS

- Response meeting called by the Fire Chief challenging all Division Managers to be aggressive in presenting outside of the box planning and operational concepts to drive thought and discussion. This meeting included the on-set of the Sit-Stat report, FLSD outreach to Residential Care Facilities and research of Alternate Quarantine/Isolation sites.
- Maintained coordination and communication with Public Health Officials and followed all County Health Directives. Further research conducted by staff led to the District advocating the County to provide more accurate information and led to further transparency on the County's website.
- FLSD established early and on-going communication with all Residential Care Facilities in the District. This would provide the District up-to-date information on positive COVID-19 cases and provide an outlet for our highest risk population to receive the most current information. In retrospect, this was a very proactive measure initiated by the Fire Chief as the State has seen nearly one-half of all COVID-19 related deaths come from Care Facilities.
- Alternative Quarantine/Isolation sites established at old Station 32 and Station 36.
- In an effort to maintain transparency and enhance communications for all employees the Fire Chief established a "Weekly Conference Call," sharing the most up-to-date information and the Districts response efforts to the Pandemic.
- Although not required as an Essential Service Provider the Fire Chief allowed many support staff personnel to Work-From-Home limiting potential exposures and proximity of staff.
- The District immediately recognized the need to repurpose and reassign employees to the most mission-essential jobs such as bolstering the EMS Division staff by adding a Battalion Chief and developing procedures to bring back a recently retired Deputy Chief to assist Operations/EMS.
- Communication Center updated EMD questions to prescreen patients for COVID-19.
- New patient contact procedures were established to maintain safety of First Responders including having patients meet crews outside, assessing patients from a distance and limiting one Paramedic to approach patients when possible.
- New procedures were established with receiving Hospitals to maintain safety of First Responders by transferring patient care outside of the hospital to reduce the potential of Paramedics becoming exposed to the virus and to limit the amount of PPE equipment being utilized.
- District Facility Health Screening Procedures were established for all personnel arriving to work in an effort to reduce the risk of spreading the virus to District employees and facilities.
- Temporarily suspended all non-essential routine training in favor of specific Pandemic virus-related training.
- Proactive acquisition of IgG/IgM Anti-Body Testing kits for employees due to high-risk occupation. Additionally, enough test kits were acquired for field use in the District via a pilot study for suspected COVID-19 cases. This field study was declined by CCHS following several official requests. This proactive approach may have provided the District and the County as a whole a more accurate accounting of positive cases.

- EMS Division acquisition of alternative PPE such as Tyvek suits and high-quality Half-Mask Respirators in the event of traditional PPE shortages.
- In an effort to continue to provide the highest level of service to the community a Contingency Staffing Plan was created in the event the workforce became depleted due to illness or absence.
- Posted up-to-date Pandemic information in all facilities and on the Districts website to provide the latest information to all employees and citizens.
- Early identification needs and ordering of PPE was placed. Additionally, all PPE inventory was moved to the EMS Division for oversight and distribution.
- Proactive creation of new Policies, Workflows, Forms and Training Videos with a central location placed on computer desktops for easy access to all District employees.
- EMS Division briefings and collaboration with local Police Departments and Residential Care Facilities to provide the latest information.
- To limit the exposure of unnecessary paperwork being handled a process to move to Electronic Billing was created.
- In an effort to reduce false information and provide additional transparency “Weekly Station Calls/Check-in’s” were initiated by the EMS Division Battalion Chief.
- Proactive measures were taken to put the Communications Support Unit in-service in the event the Communication Center needed to be evacuated and quarantined due to illness.

CHALLENGES

- Limited supply of PPE available in District for the forecasted burn rate.
- Limited information on the Pandemic in the early stages.
- Limited ordering capacity through vendors.
- Understanding and navigating a new workflow with limited knowledge of the virus.
- County denial of requested Anti-Body Testing field study.
- Transparency concerns: LEMSA and CCPH withholding information on citizens of the SRVFPD with positive COVID-19 cases.
- Accuracy of Information being provided by the County.
- Weekly change of personnel for LEMSA Duty Officer (i.e. inconsistency of messaging and call-in numbers for meetings unreliable).
- How to utilize and redirect administrative staff working from home during the Pandemic.
- Teleconferencing/ Webinar Procedures and security.
- Lack of a pre-established Pandemic Plan.

IMPROVEMENT RECOMMENDATIONS

I. ADMINISTRATION

- Creation and adoption a SRVFPD Pandemic Plan to protect the Health and Safety of both employees and the citizens of the District while preserving workplace productivity.
- Create a staffing plan to utilize, redirect and measure productivity of employees assigned to Work-From-Home. While reassigning employees to Work-From-Home during this Pandemic was a proactive measure it created inconsistencies among staff and challenges for managers. Possible solutions that come from the Pandemic Plan may include specific Pandemic Assignments created for individual staff members assigned to Work-From-Home. Additional consideration may include cancelling alternative “Work Schedules” during a Pandemic to ensure essential operations are uninterrupted.
- Consider continuing with State Mandated Fire Inspections during a Pandemic. While this may not be possible with all businesses, outreach efforts should continue with all State Mandated Occupancies.
- Consider procurement of a larger cache of Pandemic related PPE. This cache could be distributed into field use annually and be replenished to avoid expiration.
- Schedule follow up meetings with CCHS to address challenges and transparency issues encountered during this Pandemic.
- Identify trigger points to assign a point person to begin monitoring a Public Health Emergency. This individual could monitor and brief staff and identify proactive steps such as early PPE procurement and communication flows.
- Explore and evaluate ambulance deployment models utilized during the Pandemic such as dedicated COVID-19 ambulances.
- The expected surge in CCC did not happen. If it had, consideration of limiting Trades and Overtime within Stations to isolate spreading of the virus.
- Identify personnel to receive additional training on Pandemics to enhance the Districts readiness to respond to Public Health Emergencies.
- Establish clear guidelines on the use of Paid Leave vs. Sick Leave for future Public Health Emergencies.

II. SUPPRESSION

- Ensure Decontamination closets and sinks in the Stations are accessible and not used for storage.
- Review and potentially update the PPE/Uniform policy to establish clean and dirty areas within the apparatus bays to limit cross contamination.

III. COMMUNICATIONS CENTER

- Consider procurement of a Pandemic related PPE and Cleaning Supply Cache specific to the Communications Center and Emergency Operations Center.
- Enact earlier quarantine measures for the Communications Center to isolate Dispatchers from unnecessary contact with Fire and Police personnel reducing the risk of potential exposure. Measures were taken to isolate access points into Station 31 and the Communications Center but this could have happened earlier.

CONCLUSION

The District faced several challenges throughout this Pandemic both internally with new workflows and policy development and externally with communication and transparency. Inaccurate information and a lack of transparency by the County handcuffed the District at times in its response efforts. Several improvement recommendations such as Pandemic planning and improved transparency and communication with the County have been identified which would increase the Districts readiness for a future event.

As documented throughout this AAR, the District's overall proactive and transparent response efforts significantly increased its ability to respond to the threat of COVID-19. Proactive measures by staff significantly increased the overall success of this event such as reassigning employees to mission essential jobs, early communication with RCF's, Dispatch pre-screening of patients and weekly conference calls for all employees. The District rapidly modified its daily operations and reacted quickly to new requirements established under challenging conditions. The District clearly demonstrated the capability to carry out its mission, and is better prepared for other threats/incidents, based on actions taken in response to this Pandemic.

APPENDICES

APPENDIX A: POLICIES

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|---|-----|
| COVID-19 Staffing Plan..... | A-1 |
| COVID-19 District Facility Public Health Screening Policy..... | A-2 |
| COVID-19 Volunteer & Reserve Program Interim Policy..... | A-3 |
| COVID-19 Exposure Control Plan..... | A-4 |
| COVID-19 Self-Monitoring Isolation/Quarantine & Return to Duty Procedure..... | A-5 |
| COVID-19 District Facility Public Health Screening Policy..... | A-6 |
| Infectious Disease Control & Prevention..... | A-7 |

APPENDIX B: FLOWCHARTS & CHECKLISTS

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|---|-----|
| Coronavirus Cleaning Checklist..... | B-1 |
| Coronavirus Health Screening Checklist..... | B-2 |
| COVID-19 Facility & Apparatus Decontamination Procedures..... | B-3 |
| COVID-19 Symptomatic Employee Flowchart..... | B-4 |

APPENDIX C: FORMS

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|---------------------------------|-----|
| COVID-19 PCR Documentation..... | C-1 |
| Lodging Reimbursement Form..... | C-2 |

APPENDIX D: HOSPITAL UPDATES

| | |
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| John Muir Ambulance Call & Intake Procedures..... | D-1 |
| Kaiser Walnut Creek – EMS Emergency Department Workflow..... | D-2 |
| Martinez (County) Emergency Department Workflow..... | D-3 |



San Ramon Valley Fire Protection District

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San Ramon Valley Fire Protection District COVID-19 Staffing Contingency Plan

There is a possibility that in the coming days and weeks the effects of the COVID-19 virus may have an effect on the staffing of the San Ramon Valley Fire District (SRVFD) and the community as a whole. It can be assumed that a higher percentage of first responders may acquire the virus due to their potential exposure to it. In an effort to continue to provide superior service to the community a contingency plan has been developed that prioritizes how those services will be delivered as staffing may become challenging in the future due to potential effects of COVID-19. It is the intent of SRVFD to continue to collaborate and cooperate with our regional partners to ensure that we work together to serve the public in the best manner possible. This document serves solely as the SRVFD's contingency staffing plan during this COVID-19 emergency for suppression and dispatch personnel.

Management Objectives

1. Manage SRVFD services in a manner consistent with County, State and Federal health recommendations.
2. Maintain COVID-19 situational awareness in the Region and State.
3. Continue to practice and promote personal protective measures in all District workplaces.
4. Maintain essential District operations to ensure the continuity of service to the community.
5. Secure supplies and establish sustainable supply chains for COVID-19 related personal protective equipment (PPE).
6. Develop financial projections to address COVID-19 related impacts.

Control Objectives

1. When feasible eliminate work-related gathering and utilize virtual options to accomplish District business.
2. For employees who must report to work to provide essential services practice social distancing measures when possible.
3. Cancel non-essential training.
4. Cancel non-essential work travel.
5. Adjust response procedures through dispatch screening to limit personnel exposure to patients experiencing symptoms.
6. Limit public access to fire stations to reduce exposure by cancelling ride-alongs, school visits and public events.
7. Temporarily suspend 5-day work rule for line personnel.

Suppression Staffing Plan for COVID-19

It is the priority of SRVFD to keep all units and stations staffed when possible. Normal daily staffing of line personnel is 45 including Battalion 31 (B31) and Training Captain 30 (TC30). As we continue to move through this emergency it is possible that the SRVFD will experience staffing challenges due to potential illness of our personnel. The following is an alternative-staffing matrix to be implemented based on the possibility of increased absences of line personnel. It uses the potential reduction in workforce as a percentage due to illness or other unforeseeable issues being used as trigger points.

Level 1 – 10% reduction in staffing

1. Staffing will be handled as normal with no augmentations.
2. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.
3. The trigger point to move to Level 2 will be made when staffing reduction reaches 20% or when it is determined by the Fire Chief that staffing is sufficiently strained and may not be able to support the current needs of operation.

Level 2 – 20% reduction in staffing (9 personnel)

1. When a 20% reduction in staffing has occurred and is anticipated to last more than 2 days the following measures will be considered:
 - Brown-out Truck 31 (T31)
 - Reassign TC30 and utilize as line staffing to fill vacancies
2. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.
3. The trigger point to move to Level 3 will be made when staffing reduction reaches 30% or when it is determined by the Fire Chief that staffing is sufficiently strained and may not be able to support the current needs of operation.

Level 3 – 30% reduction in staffing (14 personnel)

1. When a 30% reduction in staffing has occurred and is anticipated to last for more than 7 days the following measures will be considered:
 - Cancel all vacations and non-emergency leave
 - Switch to an A/B Federal Firefighter work schedule, eliminating the third shift. Schedule will be two days on and two days off until staffing can resume and maintain above a 30% reduction rate
2. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.
3. The trigger point to move to Level 4 will be made when staffing reduction exceeds 30% or when it is determined by the Fire Chief that staffing is sufficiently strained and may not be able to support the current needs of operation.

Level 4 – Greater than 30% reduction in staffing

1. When the workforce is sufficiently strained and unavailable to return to work due to isolation, sick leave, family sick leave or other emergency needs fire station closures may occur and will be considered browned-out. As the available workforce decreases the following brown-out schedule may be considered daily as necessary, in the following order:
 - Station 36
 - Station 38 (Engine 38 only, Paramedic 38 to remain in service)
 - Station 33
 - Station 30
 - Station 32 (Engine 32 only, Paramedic 32 to remain in service)
2. Consider moving to a reduced response model for multi-company emergency response (TBD).
3. Consider use of Reserve Firefighters to augment staffing.
4. Request assistance from regional agencies.
5. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.

Dispatch Staffing Plan for COVID-19

Level 1/2 – 10% - 20% reduction in staffing

1. Staffing will be handled as normal with no augmentations.
2. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.
3. The trigger point to move to Level 3 will be made when staffing reduction reaches 30% or when it is determined by the Fire Chief that staffing is sufficiently strained and may not be able to support the current needs of operation.

Level 3 – 30% reduction in staffing

1. When a 30% reduction in staffing has occurred and is anticipated to last for more than 7 days the following measures will be considered:
 - Cancel all vacations and non-emergency leave
 - Switch to an A/B Federal Firefighter work schedule, eliminating the third shift. Schedule will be two days on and two days off until staffing can resume and maintain above a 30% reduction rate
2. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.
3. The trigger point to move to Level 4 will be made when staffing reduction *exceeds* 30% or when it is determined by the Fire Chief that staffing is sufficiently strained and may not be able to support the current needs of operation.

Level 4 – Greater than 30% reduction in staffing

1. When the workforce is sufficiently strained and unavailable to return to work due to isolation, sick leave, family sick leave or other emergency needs the following measures will be considered:
 - Evaluate moving to a reduced staffing model
 - Request assistance from regional agencies
2. District staffing trends will continue to be monitored to assess the current situation and the probability of the situation escalating further.

DRAFT



OPERATIONS – POLICY AND PROCEDURE

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| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
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| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

PURPOSE

To protect the health and safety of employees, and reduce the chance of the coronavirus spread, the San Ramon Valley Fire Protection District (SRVFPD) has established a procedure to screen all individuals accessing any SRVFPD facility by means of taking their temperature during the COVID 19 public health pandemic.

POLICY

The San Ramon Valley Fire Protection District policy requires the screening, by temperature, of all individuals prior to allowing access to any Fire Station, Annex Building, Communications Center, Administration Office and Training Site. Suppression and Communications Center personnel working a 48/96 shift schedule shall be required to test their temperature every twelve (12) hours. All administrative personnel and outside individuals shall be screened upon entry of a building and again upon exit. There will be no initial access to any SRVFPD building unless it is through one of the approved entrances.

The EMS Division shall be responsible for ensuring testing stations are maintained with thermometers, recording log and directions are clearly defined and posted. It shall be the responsibility of the Station Captain to submit requests for additional supplies, if needed, and the daily compliance of this policy.

It is the expectation of the SRVFPD that during each shift all social distancing rules shall apply:

1. Social Distancing (6') shall be enforced by the Station Captain and will be adhered to by all personnel.
2. If for any reason Social Distancing (6') cannot be adhered to then the affected personnel shall wear appropriate protective masks.
3. All District Personnel shall wear protective masks when in any District Apparatus, or at any time while in public.

PROCEDURE

A. Suppression Personnel Building Access and Testing Schedule

1. Screening location will be located in the apparatus room, at a designated entry. Each fire station will display signage directing personnel to this location.
2. First day of tour, 0730 hours, 1930 hours rotating on a 48-hour schedule. Temperature shall be recorded upon end of tour at 0730
3. Employees leaving a station to work overtime at another station are required to log their temperature again on a rotation of every twelve hours. Upon leaving and arriving to new station.

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| AUTHOR: | Jonas Aguiar | | Page 1 of 4 |
| REVIEWED: | EMS Division | | |
| APPROVED: | | | |
| ORIGEN DATE: | 04/06/20 | REVISED DATE: | |



OPERATIONS – POLICY AND PROCEDURE

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| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
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| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

4. At the end of each shift if any temperature is above the 100.0 degree threshold the EMS Division will be notified and further screening will be conducted.
- B. Communications Center Personnel Building Access and Testing Schedule**
1. Screening site will be located on a table in the hallway near the fire station south entrance.
 2. First day of tour, 0600 hours, 1800 hours rotating on a 48-hour schedule. Temperature shall be recorded upon end of tour at 0600
 3. Employees working overtime shall continue to monitor their temperature on the same 12- hour rotation
 4. Employees working short hour overtime are still required to take their temperature upon arrival and departure of the Communications Center.
 5. At the end of each shift if any temperatures are above the 100.0 degree threshold the EMS Division will be notified and further screening will be conducted.
- C. Administrative Building Access and Testing Schedule**
1. Access to the administration building will be through one approved entrance. The screening site for Administrative personnel will be located in the Lobby.
 2. Employees shall be required to take their temperature upon arrival and again prior to going home.
 3. Employees shall not schedule any site visits to stations, communications center or other District facilities as outlined, unless deemed urgent to the operational need of the District.
 4. At the end of each day if any temperatures are above the 100.0 degree threshold the EMS Division will be notified and further screening will be conducted.

PROCEDURE

Upon entry to any SRVFPD facility the following process shall be adhered to at the designated time for each identified work group outlined in the policy:

1. All employees/individuals (civilian and sworn) must go through the screening process.
2. All employees/individuals (civilian and sworn) will answer the COVID-19 health screening questions and document it in the Station Check program.
3. Anyone tested with a positive health screening will not be admitted into the facility.

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| AUTHOR: | Jonas Aguiar | | Page 2 of 4 |
| REVIEWED: | EMS Division | | |
| APPROVED: | | | |
| ORIGIN DATE: | 04/06/20 | REVISED DATE: | |



OPERATIONS – POLICY AND PROCEDURE

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| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
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4. Access to a building shall be **denied** if any combination of the following symptoms are exhibited:
 - a. If the employee is positive for acute respiratory illness with recent onset of at least two of the following symptoms they must immediately self-isolate and contact the EMS Division.
 - i. Temperatures over 100.0 degrees
 - ii. Shortness of breath
 - iii. Sore Throat
 - iv. Cough
5. Should an employee have a chronic cough (i.e. a cough longer than 14 days in duration) and **does not** exhibit any other signs or symptoms, the employee shall adhere to approved safe practices. This includes properly covering a cough and/or using a simple mask in the Station.
6. Follow the health screening check-off form on Station Check. Should there be any positive findings, don a simple mask and **do NOT enter the fire station living quarters**. Contact your direct supervisor immediately. If your direct supervisor is not available, contact any other supervisor to make the sick call notification.
7. **Temperature Procedures**
 1. Clean your hands with an alcohol-based sanitizer
 2. Don a pair of gloves
 3. Take your temperature
 - a. Press the measure (thermometer icon) bottom to power on
 - b. Aim the thermometer a distance of 1-3cm from the forehead, press the thermometer icon on the device, when a beep is heard you may read the value.
 - c. Properly dispose of your gloves and use hand sanitizer once again
 - d. The forehead temperature can fluctuate up to 1-degree F
 - e. Employees who record two consecutive temperature readings above 99.3, shall receive serious consideration of being sent home regardless of any other positive criteria results obtained during the screening process.
 4. If a negative screening results is obtained, the employee shall advise their supervisor that they are clear to work for the day.

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| AUTHOR: | Jonas Aguiar | | Page 3 of 4 |
| REVIEWED: | EMS Division | | |
| APPROVED: | | | |
| ORIGEN DATE: | 04/06/20 | REVISED DATE: | |



OPERATIONS – POLICY AND PROCEDURE

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| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
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| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
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- a. If the employee is positive for any of the following symptoms, they shall advise their supervisor they are not clear for duty and immediately contact the EMS Division for further direction.
 - i. Temperature less than 100.00
 - ii. Muscle Aches
 - iii. Nausea
 - iv. Vomiting
 - v. Diarrhea
 - vi. Abdominal Pain
 - vii. Headache
 - viii. Runny Nose
 - ix. Fatigue

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| APPROVED: | | | |
| ORIGIN DATE: | 04/06/20 | REVISED DATE: | |



OPERATIONS – POLICY AND PROCEDURE

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|-----------------|--|---------|--------|
| TOPIC: | COVID 19 – Volunteer and Reserve Program Interim Policy | | |
| EFFECTIVE DATE: | 04/2020 | DOC NO: | ADM001 |
| CROSS REF: | ADM002 | | |

PURPOSE

The San Ramon Valley Fire Protection District (SRVFPD) places a high value on all volunteer positions and programs within the District. The intent of this policy is to define the level of risks for the COVID 19 Pandemic, protect those who are at the highest risk of exposure and outline response directives. The following policy specifically applies, but not limited, to Station 37/40 Volunteers, Communications Reserves, Firefighter Reserves, Chaplain Program, CERT Program and the HeartSafe Committee. This is an interim policy and subject to change as more information becomes available

POLICY

San Ramon Valley Fire Protection District Volunteers and Reserves are expected to follow all guidelines listed in this policy to ensure a safe, effective and high-level of precautionary care. Risk assessments, preventive measures and recommended actions are directly from the Center for Disease Control (CDC). The CDC has advised, the current setting of community transmission is that "All" are at some risk for exposure to COVID 19. In accordance with the CDC, the SRVFPD Volunteers and Reserves shall adhere to all CDC recommendations as outlined:

"For everyone's safety we ask that all Community Health Network volunteers over the age of 60, or those with serious health issues, refrain from volunteering until further notice."

Updated CDC guidance on volunteer recommendations can be accessed here:

<https://www.ecommunity.com/healthminute/2020/what-you-need-know-about-covid-19>

PROCEDURE

- A. Volunteers and Reserves in the High Risk COVID 19 definition shall adhere to all sections within this procedure.**
- B. Volunteers and Reserves identified below in C and D:**
 1. Shall not have public contact, attend meetings/training or conduct any business representing the San Ramon Valley Fire Protection District.
- C. Definition of HIGH-RISK Exposure group includes:**
 1. Adults, aged 65 years or older
 2. Chronic lung disease or moderate to severe asthma
 3. Serious heart conditions

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| AUTHOR: | Laura Begin RN, EMS Coordinator | Page 1 of 2 |
| REVIEWED: | EMS Division, Operations Division | |
| APPROVED: | Paige Mover, Fire Chief | |
| ORIGIN DATE: | 04/20 | REVISION DATES: |
| | | 04/20 |



OPERATIONS – POLICY AND PROCEDURE

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|--------|--|
| TOPIC: | COVID 19 – Volunteer and Reserve Program Interim Policy |
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|-----------------|---------|---------|--------|
| EFFECTIVE DATE: | 04/2020 | DOC NO: | ADM001 |
| CROSS REF: | ADM002 | | |

4. Conditions that can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
 5. Severe obesity (body mass index [BMI] of 40 or higher)
 6. Diabetes
 7. Chronic kidney disease and who are undergoing dialysis
 8. Liver disease
 9. Pregnancy & Breastfeeding
- D. Secondary High-Risk Exposure includes (but not limited to):**
1. Community or Recent Travel-associated exposures
 2. Displaying symptoms consistent with COVID-19 per CDC guidelines
 3. Direct exposure to known COVID-19 positive person (s) without the use of PPE
 4. Adults, aged 60-65 years of age
- E. COVID 19 Symptom Reporting Guidance for ALL Volunteers and Reserves:**
1. Symptoms should immediately be reported to Primary Care Physician for further direction
 2. If experiencing severe symptoms immediately bypass E-1 and activate the Emergency Response Activation System (911) for assistance
 3. Notify direct SRVFPD Supervisor/Manager
- F. Definition of COVID 19 Symptoms for Reporting:**
1. Acute respiratory illness with recent onset of at least two of the following:
 - a. Flu-like illness fever >100o F (37.8 o C)
 - b. Shortness of breath
 - c. Cough
 2. Medical evaluation by Primary Care Physician is also recommended for the following:
 - a. Temperature <100.0oF
 - b. Muscle Aches
 - c. Nausea
 - d. Vomiting
 - e. Diarrhea
 - f. Abdominal Pain
 - g. Headache
 - h. Runny Nose
 - i. Fatigue
- G. Return to SRVFPD Volunteer OR Reserve Services:**
1. Will be considered per CDC and CCPH Recommendations
 2. Review by EMS Division and SRVFPD Medical Director
 3. Final approval by Fire Chief

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|--------------|-----------------------------------|-----------------------|
| AUTHOR: | Laura Begin RN, EMS Coordinator | Page 2 of 2 |
| REVIEWED: | EMS Division, Operations Division | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGEN DATE: | 04/20 | REVISION DATES: 04/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO: | |

INTRODUCTION

Coronavirus (COVID-19) is a new influenza virus causing illness in people. This virus spreads from person to person in much the same way that regular seasonal influenza viruses spread. Like seasonal flu, severe illnesses up to and including death have occurred as a result of illness associated with this virus. Cases of COVID-19, have been identified in the SF Bay Area. The World Health Organization has declared a global pandemic of COVID-19. San Ramon Valley Fire Protection District (SRVFPD) employees may come in contact with persons infected with the virus during medical emergencies or normal business.

PURPOSE

This document provides interim guidance for SRVFPD employees who may come into contact with individuals with “flu-like” symptoms, fever, cough, shortness of breath or other respiratory illness during the COVID-19 pandemic. It outlines exposure prevention precautions to be used by SRVFPD employees and lists recommendations for confirmed, probable or suspected exposures to COVID-19.

POLICY

It is the responsibility of all SRVFPD employees to follow exposure prevention recommendations listed in this policy and to follow the recommendations for confirmed, probable or suspected exposure to COVID-19. This should be considered an interim policy subject to change as more information becomes available and employees should pay close attention to updates when provided.

Updated CDC guidance can be accessed here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

PROCEDURE

A. SYMPTOMS INCLUDE ONE OR MORE OF THE FOLLOWING

1. Flu-like illness fever >100.4^o F
2. Acute respiratory illness with recent onset of at least two of the following:
 - a. Runny nose or nasal congestion
 - b. Shortness of breath
 - c. Cough
 - d. Fever
 - e. Headaches
 - f. Body aches
 - g. Chest Pain

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|--------------|-------------------------|--------------------------|
| AUTHOR: | EMS Division | Page 1 of 8 |
| REVIEWED: | | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|------------------------|---|-----------------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO.: | |

- h. Sore throat
- i. "Is there anybody at your location who has a cough or a fever?"

B. GENERAL PRECAUTIONS

1. Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand sanitizers can be used if soap and water are not available.
2. Respiratory hygiene/cough etiquette: Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Wash your hands.
3. Before and after contact with the patient, wash hands thoroughly with soap and water for minimum of 15 seconds ensuring fingernails and in between fingers are thoroughly scrubbed.
4. Avoid touching your eyes, nose, or mouth to reduce the chance of germ spread.
5. Avoid close contact with sick people. If while in the line of duty an employee suspects that they have been exposed to a sick person with COVID-19 (with adherence to all PPE requirements) they may continue to work as usual, only if their exposure was "low risk" refer to CDC criteria for "low risk". These employees should monitor their health every day and should notify their supervisor and stay home if they become ill. In the case of medium or high-risk exposures, a mandatory 14-day quarantine will be ordered by the County Public Health Officer.
6. Outside of work, avoid close contact with sick people. If an employee suspects that they have been exposed/within 6 feet of a sick person with COVID-19 these employees should monitor their health and notify their doctor for further direction and possible testing. If they become ill, they should stay home and notify their supervisor.
7. Stay home if you are sick. If you have symptoms of influenza-like illness, stay home for 14 days and notify your physician for guidance. Following these recommendations will help keep you from infecting others and spreading the virus.

C. REQUIRED PERSONAL PROTECTIVE EQUIPMENT

1. EMS Clinicians who will directly care for a patient with possible COVID-19 infection or who will be in the compartment with the patient should follow Standard, Contact, and Airborne Precautions. Required PPE includes:
 - a. A single pair of disposable patient examination gloves. If gloves become torn or heavily contaminated, immediately remove, wash hands thoroughly and reapply new set of gloves.
 - b. Disposable isolation gown
 - c. Respiratory protection (N-95 or P-100 or higher-level respirator)
 - d. Eye protection (face shield/facemask or goggles)

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|---------------------|-------------------------|---------------------------------|
| AUTHOR: | EMS Division | Page 2 of 8 |
| REVIEWED: | | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|----------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO.: | |

D. REQUIRED EMS PROVIDER PRECAUTIONS FOR ALL PATIENTS

No single action provides complete protection from exposure however, when used correctly and in combination the following actions decrease the likelihood of infection:

1. The most important action is to wash hands frequently with soap and water. Alcohol-based sanitizer to be used only when soap/water not readily available.
2. When possible, all personnel should avoid touching their face while working.
3. Use standard universal precautions per CDC guidelines: including eye protection, N95 or P100 mask, gloves and gown.
4. If Dispatchers advise that the patient is suspected of having COVID-19, EMS clinicians must don all appropriate PPE prior to entering the scene.
5. Designate one crew member (fully donned) for primary assessment and asking of screening questions (symptoms) listed in section A on every call.
6. When possible, encourage patient to exit occupancy to reduce exposure of crew.
7. Primary patient assessment should be completed from a minimum 6-foot distance per CDC guidelines.
8. Ensure Scene Safety
9. If yes to any of the screening questions, full personal protective equipment (PPE) is required for all crew assisting with call. (gloves, gown, N-95/P100 mask, eye protection)
10. If yes to any of the screening questions, patient is required to wear surgical mask or N95 (without valve)
 - a. Place mask in a place where the patient can pick it up, maintain 6-foot spacing.
 - b. If patient unable to don own mask, place a SRVFPD provided mask on all patients with suspected symptoms for source control. Issue to others on scene who have been exposed to patient and will be near EMS.
 - c. A mask should be worn over a nasal cannula if one is indicated.
11. Albuterol treatments in the field should be deferred until hospital and not given enroute (per LEMSA bulletin).
12. Avoid CPAP application unless imminent need- notify receiving facility of CPAP application in advance of facility arrival.
13. Ensure donning of mask N95 or P-100 respirator, disposable gloves, gown, and eye protection when performing higher risk procedures (intubation, suctioning, CPR, BVM).
14. With any arrest patient in which an advanced airway is needed and flu- like illness is suspected, or the patient's history is unknown, the I-gel should be used unless contraindicated.

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|--------------|-------------------------|--------------------------|
| AUTHOR: | EMS Division | Page 3 of 8 |
| REVIEWED: | | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO: | |

E. TREAT & REFER FOR ILL PATIENTS

Based on the current COVID-19 outbreak, most infected persons experience mild illness and fully recover, those at high risk for severe illness and/or complications are patients who are elderly or have underlying medical conditions.

The Centers for Disease Control and Prevention recommends that low risk patients potentially infected with COVID-19 experiencing mild disease self-isolate at home unless symptoms worsen.

EMS personnel shall wear appropriate personal protective equipment at all times when in contact with a patient with a potential infectious disease.

Definition:

Low risk potential COVID-19 patients: Patients greater than 12 months of age and less than 65 years of age with fever and/or respiratory complaints with NONE of the following:

- Complaint of shortness of breath or chest pain or syncope
- Abnormal vital signs for age
- History of significant comorbid disease including COPD, CHF, cardiac disease, renal failure, immunodeficiency, or emergency medical conditions per paramedic judgment.

Emergency Medical Conditions: A condition or situation in which an individual has an immediate need for medical attention. The presence of abnormal vital signs (heart rate and rhythm, respiratory rate, blood pressure – except isolated asymptomatic hypertension, oxygen saturation) are also indications of an emergency medical condition. Patients who meet any criteria for Base Contact are considered to have an emergency medical condition.

Immediate Field Provider Guidance:

1. Low-risk patients with mild symptoms of respiratory infection (e.g., fever, cough, upper respiratory illness) should be advised that their current condition does not require transport to the emergency department.
2. EMS personnel shall advise the patient directly or via their legal representative to:
 - A. Stay at home and seek follow-up treatment as needed with their physician if their symptoms worsen.

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|--------------|-------------------------|--------------------------|
| AUTHOR: | EMS Division | Page 4 of 8 |
| REVIEWED: | | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|------------------------|---|----------------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO: | |

- B. Isolate themselves at home, apply appropriate social distancing, avoid contact with high-risk persons, and self-monitor their condition for worsening symptoms.
 - C. Isolation period should continue until patient is symptom free and cleared by the patient’s physician based on current guidelines from the CDC and Contra Costa County Department of Public Health.
3. The advice given should be documented on the Patient Care Record. The following statement is recommended:
- “It appears that you do not require immediate care in the emergency department. You should seek care with your regular healthcare provider or a doctor’s office or clinic if symptoms worsen. If you develop shortness of breath or other severe symptoms, recontact 9-1-1.”**
4. If the patient or the patient’s legal representative requests that the patient be transported after assurance that the transport is not needed, EMS personnel should honor the request and transport to the Most appropriate receiving facility based on Contra Costa EMS Policy #4002.
- A. EMS personnel transporting patients with suspected COVID-19 shall notify the receiving facility in advance prior to arrival and may be directed to a screening area other than the emergency department.
 - B. EMS personnel who are assessing, treating or transporting a patient with suspected COVID-19 shall use appropriate PPE at all times to include a N95 mask, gown, gloves and eye protection. Additionally, place a surgical mask on the patient and avoid administration of nebulized treatments.
 - C. On arrival at the hospital and after the transfer of care, doff your PPE and wash your hands using soap and water.

| | | |
|---------------------|-------------------------|---------------------------------|
| AUTHOR: | EMS Division | Page 5 of 8 |
| REVIEWED: | | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO: | |

F. EMS TRANSPORT WITH PATIENT SUSPECTED/ CONFIRMED WITH COVID-19

If a patient with signs and symptoms suggestive of COVID-19 infection requires transport to a healthcare facility for further evaluation and management (subject to EMS medical direction), the following actions should occur during transport:

1. When possible, keep patient separated from other people.
2. Family members and other contacts of patients with possible COVID-19 infection should be encouraged **not** to ride in the transport vehicle. If they insist on riding in the transport vehicle, they shall wear a surgical or N95 (without valve) mask.
3. Limit the number of providers in the patient compartment to minimize possible exposure. Personnel accompanying patients in an ambulance patient area must wear full PPE as specified above.
4. Drivers providing direct patient care (e.g. moving patients onto stretchers), shall wear full PPE. After completing patient care and before entering an isolated driver's compartment, the driver shall remove and dispose of gown and gloves and perform hand hygiene to avoid soiling the compartment. Upon arrival to hospital, driver will put on a new set of gloves and gown before approaching patient compartment.
5. Close the door/window between these compartments before bringing the patient on board.
6. During transport, vehicle ventilation in both compartments should be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle.

Follow routine procedures for the transfer of the patient to the receiving healthcare facility (e.g., wheel the patient directly into an Airborne Infection Isolation Room if advised by receiving facility).

G. CLEANING EMS TRANSPORT VEHICLE

The following are general guidelines for cleaning or maintaining EMS transport vehicles and equipment after transporting a suspected COVID-19 patient.

1. After transporting the patient, leave the rear doors of the transport vehicle open to allow for sufficient air changes to remove potentially infectious particles.
2. When cleaning the vehicle, EMS clinicians shall wear a disposable gown, gloves, face shield/facemask and/or goggles.
3. Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly, to include the provision of adequate ventilation when chemicals are in use. Per above, doors should remain open when cleaning the vehicle.
4. Clean and disinfect the vehicle in accordance with standard operating procedures.

| | | | |
|--------------|-------------------------|-----------------|----------|
| AUTHOR: | EMS Division | Page 6 of 8 | |
| REVIEWED: | | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGIN DATE: | | REVISION DATES: | 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO: | |

All surfaces that may have come in contact with the patient or materials contaminated during patient care should be thoroughly cleaned and disinfected using bleach or an EPA-registered hospital grade disinfectant in accordance with the product label.

- a. 1:10 Bleach Mixture or other District provided equipment wipes. Bleach mixture should stay on the surface for 10 minutes before wiping clean. Check equipment cleaner label for application instructions
 - b. Bleach mixture loses effectiveness after 24 hours. Dispose of spray bottle contents and remix each morning during narcotic checks.
5. Perform a thorough cleaning of the stretcher and all equipment that has come into contact with or been within 6 feet of the patient using an EPA-registered hospital grade disinfectant in accordance with the product label.
 - a. This includes stethoscopes, pulse oximetry probes, blood pressure cuffs, and monitor cables or cord
 6. Follow standard operating procedures for the containment and disposal of used PPE and regulated medical waste.
 - a. Dispose of PPE equipment following proper Doffing procedure per CDC protocols into red biohazard bags.

H. EXPOSURE REPORTING

Personnel, while on duty, who have a recognized, unprotected exposure (as defined by CDC) to a person with COVID-19 infection (confirmed, probable, or suspected) during that person's infectious period shall adhere to the following procedure:

1. Complete a Health Services "Notification of Possible Communicable Disease Exposure" form (EMS 6)
2. Notify your immediate supervisor and / or shift Battalion Chief
3. Notify SRVFPD EMS Coordinator and /or EMS Battalion Chief to assess the potential exposure
4. SRVFPD personnel having had close contact exposure should be monitored daily for signs and symptoms of febrile illness for a fourteen (14) day period after exposure. Symptoms include:
 - a. Flu-like illness fever >100.4° F
 - b. Acute respiratory illness with recent onset of at least two of the following:
 - i. Runny nose or nasal congestion
 - ii. Shortness of breath
 - iii. Cough
 - iv. Fever
 - v. Headaches
 - vi. Body aches
 - vii. Chest Pain
 - viii. Sore throat

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|--------------|-------------------------|--------------------------|
| AUTHOR: | EMS Division | Page 7 of 8 |
| REVIEWED: | | |
| APPROVED: | Prigo Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Interim Exposure Control & Procedures | | |
| EFFECTIVE DATE: | 03/06/20 | DOC NO: | |

5. Personnel who develop these symptoms should be instructed not to report to work, or if at work, should cease patient care activities and notify their supervisor
6. CCC Public Health does not recommend that an EMS responder be removed from work after an exposure unless exposure control procedures (i.e. PPE, patient mask) were not instituted or compromised.

I. POST EXPOSURE MANAGEMENT OF EMPLOYEES

1. If symptoms occur the responder should immediately be removed from work until symptom/fever free as directed and monitored by CCPH/CDC.
2. SRVFPD personnel who become ill following an exposure shall complete the Worker's Compensation paperwork.
3. The exposed employee must report to a physician for completion of the Physician Statement Form.
4. Potential travel exposure (return from high risk area) will require reporting to EMS Coordinator/RN for initial evaluation followed by self-monitoring and/or quarantine based on assessment and compliance with CDC guidelines.
5. All personnel should take self-monitoring precautions and report to Family Physician immediately if concern for symptoms should present.

| | | |
|--------------|-------------------------|--------------------------|
| AUTHOR: | EMS Division | Page 8 of 8 |
| REVIEWED: | | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | | REVISION DATES: 03/18/20 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Self-Monitoring/Quarantine and Return to Duty Procedures | | |
| EFFECTIVE DATE: | 03/30/20 | DOC NO: | |

PURPOSE

This document provides direction for all SRVFPD employees who have been on self-quarantine due to confirmed, probable or suspected exposure to COVID-19. It outlines self-monitoring and return to work procedure for all personnel affected by the COVID-19 pandemic.

POLICY

It is the responsibility of all SRVFPD employees to follow the guidelines listed in this policy for confirmed, probable or suspected exposure to COVID-19. This should be considered an interim policy subject to change as more information becomes available. Employees should pay close attention to updates when provided. This document allows for CDC recommended actions for contact tracing and risk assessment of all potentially exposed personnel. In the setting of community transmission, all are at some risk for exposure to COVID-19, whether in the workplace or in the community. To align with CDC monitoring; all personnel will report recognized exposures, regularly monitor themselves for fever and symptoms of respiratory infection, when directed report daily to EMS Division and not report to work when ill.

Updated CDC exposure risk guidance can be accessed here:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

PROCEDURE

A. EXPOSURE or POTENTIAL EXPOSURE is defined as:

1. Confirmed Positive COVID-19 testing result
2. Awaiting COVID-19 testing result
3. Potential Community or Travel-associated exposures
4. High risk/Probable direct exposure without the use of PPE
5. Displaying symptoms consistent with COVID-19 per CDC guidelines

B. EXCLUDED FROM EXPOSURE RISK is defined as:

1. No identifiable risk
2. Low-risk Exposure to include:
 - i. Wearing required PPE (see exposure control policy)
 - ii. Prolonged close contact with COVID-19 patient wearing PPE
 - iii. Brief contact with COVID-19 patients wearing PPE

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|--------------|--|-----------------|
| AUTHOR: | Laura Begin, RN- EMS Coordinator | Page 1 of 4 |
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| ORIGIN DATE: | March 27, 2020 | REVISION DATES: |
| | | March 30, 2020 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Self-Monitoring/Quarantine and Return to Duty Procedures | | |
| EFFECTIVE DATE: | 03/30/20 | DOC NO: | |

C. SYMPTOMS include one or more of the following:

Acute respiratory illness with recent onset of at least two of the following:

1. Flu-like illness fever >100^o F (37.8^o C)
2. Shortness of breath
3. Sore throat
4. Cough

D. Medical evaluation by Primary Care Physician may be recommended for the following:

1. Temperature <100.0°F
2. Muscle Aches
3. Nausea
4. Vomiting
5. Diarrhea
6. Abdominal Pain
7. Headache
8. Runny Nose
9. Fatigue

E. Guidance for Monitoring Include the following:

See: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

1. **Self-Quarantine:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. For the purpose of this document; Isolation for at least 14 days
2. **Self-Monitoring:** Personnel monitor themselves for fever by taking their temperature daily (on or around the same time) and remain alert for symptoms as listed in Procedures C and D
3. **Self-Monitoring with delegated supervision** means SRVFPD personnel perform self-isolation/self-monitoring with oversight by EMS Coordinator, RN and/or District Medical Director for at least 14 days. Personnel should ensure daily contact via email communication during this period. Based on daily reporting, this communication will result in agreement on a plan for medical evaluation of personnel who develop fever and/or respiratory symptoms (^{see list C}) during the self-monitoring period. Should symptoms warrant, the plan will include instructions for further notification to primary care physician and/or emergency medical response system. When experiencing severe symptoms personnel should completely bypass notification to EMS Division and immediately engage the emergency medical response system. The SRVFPD EMS Division designee will remain in contact with the SRVFPD personnel throughout the self-monitoring activities and provide timely and appropriate follow-up if symptoms occur

| | | |
|--------------|---|--------------------------------|
| AUTHOR: | Laura Begin, RN- EMS Coordinator | Page 1 of 4 |
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| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGEN DATE: | March 27, 2020 | REVISION DATES: March 30, 2020 |

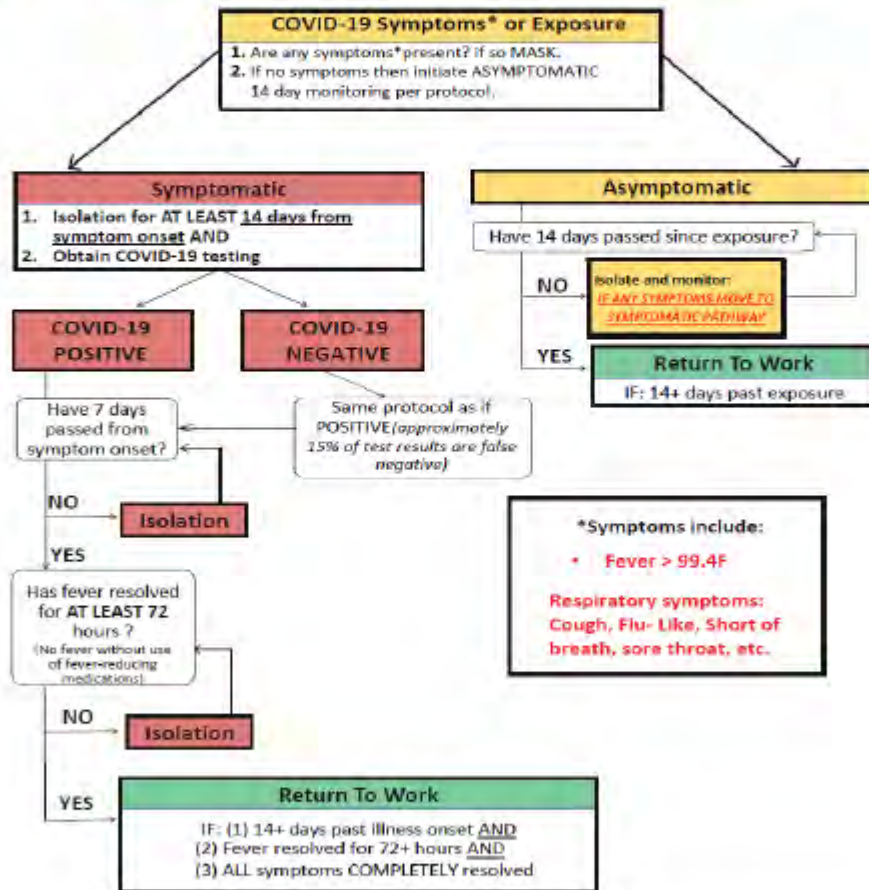


OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Self-Monitoring/Quarantine and Return to Duty Procedures | | |
| EFFECTIVE DATE: | 03/30/20 | DOC NO: | |

F. Upon Completion of Self-Quarantine/Monitoring; Return to Work will be considered per below procedure flowchart provided by SRVFPD Medical Director:

COVID-19 Return to Work Guidelines as of March 27, 2020



| | | |
|--------------|--|--------------------------------|
| AUTHOR: | Laura Begin, RN- EMS Coordinator | Page 1 of 4 |
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| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | March 27, 2020 | REVISION DATES: March 30, 2020 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| Topic: | COVID-19 Self-Monitoring/Quarantine and Return to Duty Procedures | | |
| EFFECTIVE DATE: | 03/30/20 | DOC NO: | |

G. RETURN TO WORK: There are two separate guidelines per above flowchart to be followed:

1. **Does Not Meet Return To Work criteria:**
 - a. SRVFPD will continue Self-monitoring and Self-Monitoring with delegated supervision per section E until:
 - i. 14 days past illness onset AND
 - ii. Fever resolved for 72+ hours AND
 - iii. ALL symptoms COMPLETELY resolved
2. **Meets Return To Work Criteria:**
 - a. Final review and recommendation per section F guidelines by EMS Coordinator/RN or Medical Director
 - b. Approval by EMS Division Battalion Chief
 - c. Final approval by Fire Chief

H. Management of Employees

1. SRVFPD personnel who become ill following confirmed, probable or suspected exposure to COVID-19 shall complete the Worker's Compensation paperwork in the Worker's Compensation Packet
2. The exposed employee must report to a physician for completion of the Physician Statement Form
3. SRVFPD personnel required to self-monitor with delegated supervision due to travel exposure risk will be evaluated on an individual basis

I. Return of Symptoms or New Confirmed, Probable or Suspected Exposure:

1. Follow initial procedure guidelines as recommended in this document

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|--------------|--|--------------------------------|
| AUTHOR: | Laura Began, RN- EMS Coordinator | Page 1 of 4 |
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| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | March 27, 2020 | REVISION DATES: March 30, 2020 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|---|---------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy | | |
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

PURPOSE

To protect the health and safety of employees, and reduce potential spread during the Coronavirus (COVID-19) public health pandemic. The San Ramon Valley Fire Protection District (SRVFPD) has established a procedure to screen all individuals upon pre-entry and exit of ALL SRVFPD facilities. This screening includes temperature and symptom checks.

POLICY

The San Ramon Valley Fire Protection District policy requires the screening, by temperature and symptom check of all individuals prior to allowing access to any Fire Station, Annex Building, Communications Center, Administration Office and Training Site. Suppression and Communications Center personnel working a 48/96 shift schedule shall be required to test their temperature every twelve (12) hours. All administrative personnel and outside individuals shall be screened upon entry of a building and again upon exit. Access will not be granted to any SRVFPD building unless it is through one of the approved entrances.

The EMS Division shall be responsible for ensuring testing stations are maintained with thermometers, recording log and directions are clearly defined and posted. It shall be the responsibility of the Station Captain and/or immediate supervisor/manager to submit requests for additional supplies, if needed, and the daily compliance of this policy.

It is the expectation of the SRVFPD that during each shift all social distancing rules shall apply:

1. Social Distancing (6 feet) shall be enforced by the Station Captain and will be adhered to by all personnel.
2. If for any reason Social Distancing (6 feet) cannot be adhered to then the affected personnel shall wear appropriate protective masks.
3. All District Personnel shall wear protective masks when in any District Apparatus, or at any time while in public.

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|--------------|--------------------------------|---------------|-------------|
| AUTHOR: | Jonas Aguilar, Battalion Chief | | Page 1 of 8 |
| REVIEWED: | EMS Division | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGIN DATE: | 04/06/20 | REVISED DATE: | 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | |
|--------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
|--------|--|

| | | | |
|-----------------|----------|---------|--|
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

PROCEDURE

A. Suppression Personnel Building Access and Testing Schedule

1. Screening will take place in the apparatus room, at a designated entry. Each fire station will display signage directing personnel to this location.
2. First day of tour, 0730 hours, 1930 hours rotating on a 48-hour schedule. Temperature shall be recorded upon end of tour at 0730 and documented in the station check program on all district computers. www.stationcheck.com
3. Upon leaving and arriving to new station or facility, employees leaving a station to work overtime at another station or facility are required to log their temperature again on a rotation of every twelve hours.
4. At the end of each shift; if any temperature is above the 100.0-degree threshold the EMS Division shall immediately be notified for further screening.

B. Communications Center Personnel Building Access and Testing Schedule

1. Screening location will be located on a table in the hallway located near the fire stations south entrance.
2. First day of tour, 0600 hours, 1800 hours rotating on a 48-hour schedule. Temperature shall be recorded upon end of tour at 0600
3. Employees working overtime shall continue to monitor their temperature on the same 12- hour rotation

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|-------------|--------------------------------|--------------------------|
| AUTHOR: | Jonas Aguilar, Battalion Chief | Page 2 of 8 |
| REVIEWED: | EMS Division | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE | 04/06/20 | REVISED DATE: 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

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|-----------------|---|---------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy | | |
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

4. Employees working short hour overtime are still required to take their temperature upon arrival and departure of the Communications Center.
5. At the end of each shift if any temperatures are above the 100.0-degree threshold the EMS Division will be notified and further screening will be conducted.

C. Administrative Building Access and Testing Schedule

1. Access to the administration building will be through one approved entrance. The screening site for Administrative personnel will be located in the Lobby.
2. Employees shall be required to take their temperature upon arrival and again prior to going home.
3. Employees shall not schedule any site visits to stations, communications center or other District facilities as outlined, unless deemed urgent to the operational need of the District.
4. At the end of each day if any temperatures are above the 100.0-degree threshold the EMS Division will be notified and further screening will be conducted.

PROCEDURE

Upon entry to any SRVFPD facility the following process shall be adhered to at the designated time for each identified work group outlined in the policy:

1. All employees/individuals (civilian and sworn) must go through the screening process.
2. All employees/individuals (civilian and sworn) will answer the COVID-19 health screening questions and document it in the Station Check program.
3. Anyone tested with a positive health screening will not be admitted into the facility.

| | | | |
|--------------|--------------------------------|---------------|-------------|
| AUTHOR: | Jonas Aguirre, Battalion Chief | | Page 3 of 8 |
| REVIEWED: | EMS Division | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGEN DATE: | 04/06/20 | REVISED DATE: | 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | |
|--------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
|--------|--|

| | | | |
|-----------------|----------|---------|--|
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

4. Access to a building shall be denied if any combination of the following symptoms is exhibited:
 - a. If the employee is positive for acute respiratory illness with recent onset of at least two of the following symptoms they must immediately self-isolate and contact the EMS Division.
 - i. Temperatures over 100.0 degrees
 - ii. Shortness of breath
 - iii. Sore Throat
 - iv. Cough

5. Should an employee have a chronic cough (i.e. a cough longer than 14 days in duration) and does not exhibit any other signs or symptoms, the employee shall adhere to approved safe practices. This includes properly covering a cough and/or using a simple mask in the Station.

6. Follow the health screening check-off form on Station Check. Should there be any positive findings, don a simple mask and do **NOT** enter the fire station living quarters. Contact your direct supervisor immediately. If your direct supervisor is not available, contact any other supervisor to make the sick call notification.

7. Temperature Procedures

1. Clean your hands with soap and water or an alcohol-based sanitizer
2. Don a pair of gloves

| | | | |
|--------------|--------------------------------|---------------|-------------|
| AUTHOR: | Jonas Aguirre, Battalion Chief | | Page 4 of 8 |
| REVIEWED: | EMS Division | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGIN DATE: | 04/06/20 | REVISED DATE: | 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | |
|--------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
|--------|--|

| | | | |
|-----------------|----------|---------|--|
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

3. Take your temperature

- a. Press the measure (thermometer icon) bottom to power on
- b. Aim the thermometer 1-3cm distance from the forehead, press the thermometer icon on the device, when a beep is heard you may read the value.
- c. Properly dispose of your gloves and use hand sanitizer once again
- d. The forehead temperature can fluctuate up to 1-degree F
- e. Employees who record two consecutive temperature readings above 99.3, shall receive serious consideration of being sent home regardless of any other positive criteria results obtained during the screening process.

4. If a negative screening result is obtained, the employee shall advise their supervisor that they are clear to work for the day.

5. If the employee is positive for any of the following symptoms, they shall advise their supervisor that they are **not clear for duty** and immediately contact the EMS Division for further direction.

- i. Muscle Aches
- ii. Nausea
- iii. Vomiting
- iv. Diarrhea
- v. Abdominal Pain
- vi. Headache
- vii. Runny Nose
- viii. Fatigue

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|--------------|-------------------------------|--------------------------|
| AUTHOR: | Jonas Aguiar, Battalion Chief | Page 5 of 8 |
| REVIEWED: | EMS Division | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGEN DATE: | 04/06/20 | REVISED DATE: 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | |
|--------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
|--------|--|

| | | | |
|-----------------|----------|---------|--|
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

Addendum:

1. Masking Procedures:

Per Contra Costa Health Order "Cover Your Face": https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_7aedef6a44a884872ad17824ef2855107.pdf

Summary:

The United States Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), and the Contra Costa County Health Services Department ("CCHS") have recommended that members of the public, when they need to interact with others outside the home and especially in settings where many people are present such as waiting in lines and shopping, should cover the mouth and nose to prevent inadvertently spreading the virus that causes Coronavirus Disease 2019 ("COVID-19"). One key transmission method for the COVID-19 virus is respiratory droplets that people expel when they breathe or sneeze. With the virus that causes COVID-19, people can be infected and not have any symptoms, meaning they are asymptomatic, but they can still be contagious. People can also be infected and contagious 48 hours before developing symptoms, the time when they are pre-symptomatic. Many people with the COVID-19 virus have mild symptoms and do not recognize they are infected and contagious, and they can unintentionally infect others. Therefore, the CDC, CDPH, and CCHS now believe that wearing a face covering, when combined with physical distancing of at least 6 feet and frequent hand washing, may reduce the risk of transmitting coronavirus when in public and engaged in essential activities by reducing the spread of respiratory droplets. And because it is not always possible to maintain at least 6 feet of distance, members of the public and workers should wear face coverings while engaged in most essential activities and other activities when others are nearby. For clarity, although wearing a face covering is one tool for reducing the spread of the virus, doing so is not a substitute for sheltering in place, physical distancing of at least 6 feet, and frequent hand washing.

"The order requires public transit and government workers to wear masks when they come close to others, or where the public is likely to be present."

| | | | |
|--------------|--------------------------------|---------------|-------------|
| AUTHOR: | Jonas Aguirre, Battalion Chief | | Page 6 of 8 |
| REVIEWED: | EMS Division | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGEN DATE: | 04/06/20 | REVISED DATE: | 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | |
|--------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy |
|--------|--|

| | | | |
|-----------------|----------|---------|--|
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

Members of the public must mask when they:

- Work at an essential business
- Are inside an essential business, such as a grocery store
- Visit a healthcare provider or facility
- Wait in line for or ride public transportation

2. Per order above, All San Ramon Valley Fire Protection District personnel shall:

3. Refer to above Policy # 1-3 for masking procedures.

a. N95/P100 and half mask respirators should be reserved for direct patient care or contact with symptomatic persons only, a face shield or other eye protection should always be worn over or with a N95/P100 mask.

b. N95 masks will be distributed for personal reuse. Steps for reuse include:

- i. After a 24-hour period, used N95/P100 masks will be placed into individual (identified by written name and District number) brown paper bag for decontamination.
- ii. Each bag will be rotated and not reused for a 72-hour period
- iii. Reused N95/P100 masks will be rotated for use
- iv. Visibly soiled masks will be discarded after use, N95/P100 masks worn without face shield should be discarded

| | | | |
|--------------|--------------------------------|---------------|-------------|
| AUTHOR: | Jonas Aguirre, Battalion Chief | | Page 7 of 8 |
| REVIEWED: | EMS Division | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGIN DATE: | 04/06/20 | REVISED DATE: | 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|-----------------|--|---------|--|
| TOPIC: | COVID 19 – District Facility Public Health Screening Policy | | |
| EFFECTIVE DATE: | 04/06/20 | DOC NO: | |
| CROSS REF: | | | |

- v. Do not touch face mask with exposed hands, otherwise dispose of mask and immediately wash hands
 - c. Simple or Surgical masks will be worn in, but not limited to, the following locations:
 - i. All essential business locations listed in Contra Costa Order “Cover Your Face”
 - ii. Inside all District locations where 6-foot distance cannot be maintained
 - d. Simple or Surgical masks will be one time use only to be discarded after return from public location
 - e. For routine non patient care situations, N95/P100 simple masks are available through normal restocking procedures. While medical grade masks are available and provided to SRVFPD personnel, cloth coverings are not to be worn while on duty.
4. All SRVFPD Facilities shall post signs to all public entrances for public awareness of masking requirements while inside of or waiting in line to enter the facility or location.

| | | | |
|--------------|--------------------------------|---------------|-------------|
| AUTHOR: | Jonas Aguirre, Battalion Chief | | Page 8 of 8 |
| REVIEWED: | EMS Division | | |
| APPROVED: | Paige Meyer, Fire Chief | | |
| ORIGIN DATE: | 04/06/20 | REVISED DATE: | 04/20/2020 |



OPERATIONS – POLICY AND PROCEDURE

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|-----------------|--|---------|--|
| Topic: | Infectious Disease Control and Prevention: Personal Protective Equipment Inventory Requirements | | |
| EFFECTIVE DATE: | 03/19/20 | DOC NO: | |

PURPOSE

San Ramon Valley Fire Protection District to provide clear direction on recommended inventory levels and restocking. This document is intended to ensure line companies are prepared for the increase demand of EMS personal protective equipment (PPE) and station decontamination for high risk exposure incidents. To be posted at each station.

1) INVENTORY

PER APPARATUS:

- CDC Kit: RED NYLON BAG
- 6 - Tyvek overalls / gowns
- 6 - Pair of disposable exam gloves
- 2 - Pair goggles or eye shields (non-disposable) *on order*
- 3 - Pair eye protection (wrap around style)
- 2 - Infectious Waste Bags (33-gallon) *on order*
- 5 - Infectious Waste Bags (10-gallon)
- 2 - Box of N95 or P100 (for N95 its typically 10 per box)
- 10-Surgical Masks

PER STATION:

- 10- Tyvex overalls / gowns
- 4 - Boxes N95 (for N95 its typically 10 per box)
- 20-Surgical Masks
- 2 - Goggles / face shields (non-disposable)
- 2 - Pair eye protection (wrap around style)
- 2 - Spray Bottle for Mixing 1:10 Bleach Solutions
 - Effectiveness diminishes after 24 hours. Mix enough to fill $\frac{1}{4}$ of the spray bottle, use and or replace after 24 hours. (morning check)
- 2 - Gallon Bleach (order from Station 33)
- 2 - Canister of equipment wipes
- 2 - Box of hand wipes
- 20 - Infectious Waste Bags (10-gallon)
- 10 - Infectious Waste Bags (33-gallon) *on order*

| | | |
|--------------|---|------------------------------------|
| AUTHOR: | James Selover, EMS Division Battalion Chief | Page 1 of 3 |
| REVIEWED: | Laura Begin, RN EMS Division Coordinator | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | REVISION DATES: | 03/16/2020, 03/18/2020, 03/19/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|------------------------|--|----------------|--|
| Topic: | Infectious Disease Control and Prevention: Personal Protective Equipment Inventory Requirements | | |
| EFFECTIVE DATE: | 03/19/20 | DOC NO: | |

2) **ORDERING PROCEDURE**

Company Officers

- 1) Inventory station and apparatus supplies daily.
- 2) Minimum stock that requires order will be one half of station supply, but companies can order to maintain stock as appropriate without hoarding.
- 3) Scan the temporary PPE Supply Order Form to the emsdivision@srvfire.ca.gov for delivery/pick-up. (During normal business hours)
- 4) Contact Duty BC for after hours and weekends restocking.

EMS Battalion Chief

- 1) Review and adjust inventories as needed, as well as ordering frequency depending on burn rate.
 - Exposure Control PPE will be kept in the EMS Liaison Office

| | | |
|---------------------|---|------------------------------------|
| AUTHOR: | James Selover, EMS Division Battalion Chief | Page 2 of 3 |
| REVIEWED: | Laura Begin, RN EMS Division Coordinator | |
| APPROVED: | Paige Meyer, Fire Chief | |
| ORIGIN DATE: | REVISION DATES: | 03/16/2020, 03/18/2020, 03/19/2020 |



OPERATIONS – POLICY AND PROCEDURE

| | | | |
|---|---|----------------|--|
| Infectious Disease Control and Prevention: | | | |
| Topic: | Personal Protective Equipment Inventory Requirements | | |
| EFFECTIVE DATE: | 03/19/20 | DOC NO: | |

Exposure Control PPE Order Form

| Date: | | | | |
|-----------|-----------------|------------------------|-----------------------|--------------|
| Station: | | | | |
| Captain: | | | | |
| PAR Level | Quantity Needed | Item | Delivered | Back Ordered |
| 40 | | N95 | | |
| 20 | | Surgical Masks | | |
| 10 | | Tyvek/Gowns | | |
| 2 | | Eye Wraparound | | |
| 2 | | Goggles | | |
| 2 | | Face shield | | |
| 2 | | Bleach | Order from Station 33 | |
| 2 | | Spray Bottle | | |
| 2 | | Hand Wipes | | |
| 2 | | Equipment Wipes | | |
| 20 | | Biohazard Bag 10gallon | | |
| 10 | | Biohazard Bag 33gallon | | |
| | | | | |

Scan to emsdivision@srvfire.ca.gov

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|---------------------|---|---|
| AUTHOR: | James Selover, EMS Division Battalion Chief | Page 3 of 3 |
| REVIEWED: | Laura Begin, RN EMS Division Coordinator | |
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| ORIGIN DATE: | | REVISION DATES: 03/16/2020, 03/18/2020, 03/19/2020 |



San Ramon Valley Fire Protection District

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Coronavirus Daily Station/Apparatus Cleaning Checklist

*****THESE SAME PROCEDURES ARE TO BE FOLLOWED AFTER ANY CONTACT WITH A KNOWN OR SUSPECTED CORONAVIRUS PATIENT*****

STATION CLEAN

- _____ Put on mask and gloves
- _____ Prepare Bleach or cleaning solution
- _____ Disinfect high-touch surfaces
 - Tables -Doorknobs
 - Light switches -Remotes
 - Handles -Toilets
 - Sinks -Chairs
 - Keyboards -Desk/Pens/Mouse
- _____ Private Bunk Areas
- _____ Work out areas and Equipment
- _____ *****All living areas cleaned prior to cleaning apparatus and equipment*****

APPARATUS CLEAN

_____ All Patient/Passenger space hard surfaces

- Seatbelts -Headsets
- Handles/knobs -Clipboards/Map books/MDC
- Steering wheel -Radios/Hand Mic
- Switches/Buttons/Valves

_____ All EMS equipment or equipment with a chance of potential exposure

UNIFORMS/SELF

_____ All Class B uniforms, or non-disposable PPE will be washed in hot water with detergent. Uniforms can be washed on a tour by tour basis or immediately following an exposure

_____ An attempt will be made to sanitize all personnel and uniforms prior to entering the stations.

_____ All personnel should clean themselves with thorough handwashing and showers dependent upon level of exposure

_____ Personnel should consider having a spare uniform in their apparatus bay locker and changing clothes in the apparatus bay in order to minimize exposure to the living quarters. Soiled clothing can then be taken directly to the washers and laundered using hot water and detergent when necessary



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COVID-19 County Health Screening Checklist

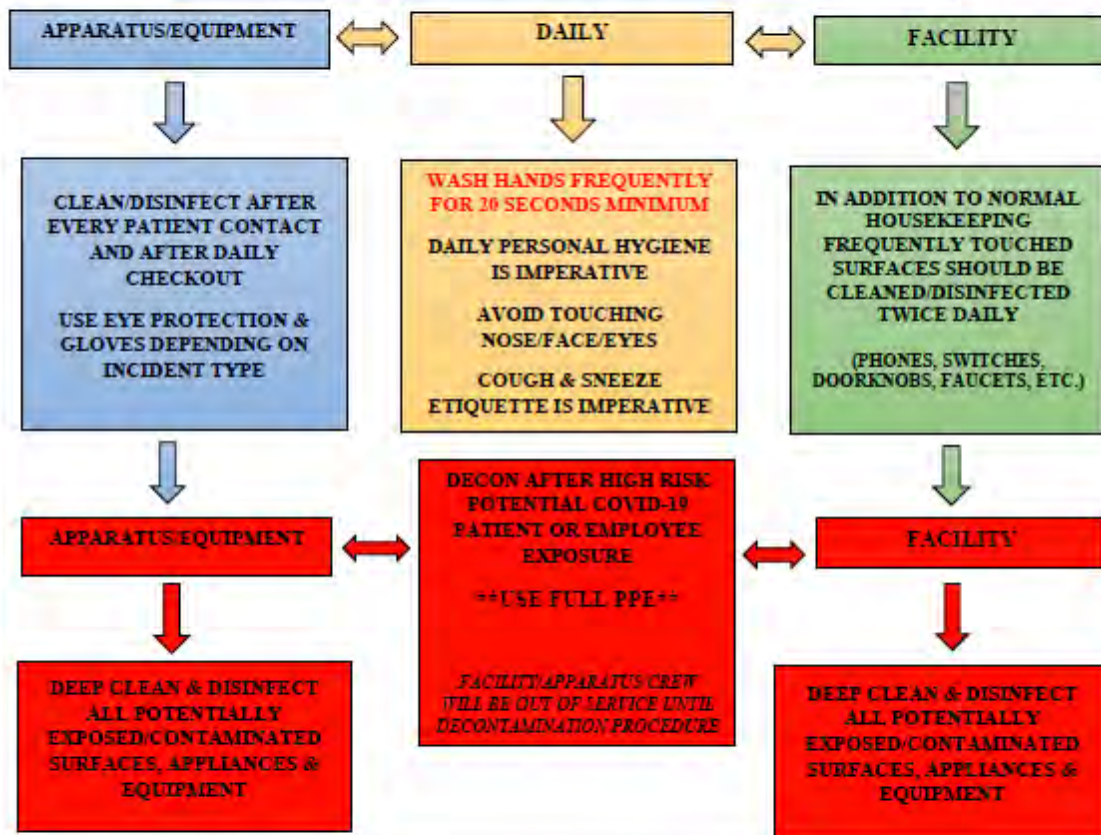
- Name
- Age
- Recent Travel- if so WHERE? _____
- Symptoms Exhibiting
- Symptoms Started
- Last Date Work
- Next Date of Work Scheduled
- Persons on duty when symptoms started or when last worked
- Concern for risk at home- Lodging offered- WHERE? _____
- County Health Contacted Date/Time
- Employee notified of testing time and date
- Employee notified post testing time and date
- County Health Notified via Phone call Time/Date/Dr Name
- Employee notified of testing results
- Chiefs/EMS notified of results
- COMMENTS:**



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FACILITY & APPARATUS DECONTAMINATION PROCEDURES FLOWCHART COVID-19 EXPOSURE



DEFINITIONS PER CDC:

CLEANING: Refers to removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them it lowers their numbers and the risk of spreading infection.

DISINFECTING: Refers to the using of chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



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SYMPTOMATIC EMPLOYEE FLOWCHART UNKNOWN COVID-19 EXPOSURE



****FOR ANY SEVERE SYMPTOMS IMMEDIATELY CALL 911****

SRVFPD EMS Division

COVID-19 PCR DOCUMENTATION

To ensure we are accurately documenting our assessment and potential risk for COVID-19 per below screenshot, two items have been added to the "Trip" tab in the PCR.

The following will now be mandatory PCR documentation items and will be a hard stop prior to completing the PCR:

1. COVID-19 Risk Assessment
2. COVID-19 Exposure Risk Status

As a reminder per Coronavirus Exposure Control Plan:

C. EMS PROVIDER PRECAUTIONS:

No single action provides complete protection from exposure but when used correctly and in combination the following actions decrease the likelihood of infection:

1. The most important action is to wash hands frequently with soap and water or alcohol-based sanitizer only when soap/water not readily available.
2. Use standard universal precautions as per CDC: including eye protection, N95 or P100 mask, gloves, (and gown/suit/booties if applicable, based on situation)
3. If Dispatchers advise that the patient is suspected of having COVID-19, EMS clinicians should put on appropriate PPE before entering the scene. EMS clinicians should consider the signs, symptoms, and risk of COVID-19
4. When appropriate and if Dispatch prearrival information has not been obtained, initial interview of the patient from at least 6 feet away to determine if additional personal protective equipment (PPE) is required
5. Prepare and Assess for signs and symptoms of flu-like illness. If COVID-19 is suspected:
 - a) Don FULL PPE per list above (C2).
 - b) Designate one crew member for initial approach.
 - c) Primary patient assessment should be completed from a minimum 6-foot distance per CDC guidelines.
 - d) Only after ensuring scene safety instruct patient to don mask.
 - e) If patient unable to don own mask, place a SRVFPD provided mask on all patients with suspected symptoms for source control. Consider additional persons present.
 - f) A mask should be worn over a nasal cannula if one is indicated.
 - g) Allbuterol treatments in the field should be deferred until hospital and not given enroute (per LEMSA bulletin).
 - h) Avoid CPAP (when possible) and notify receiving facility should CPAP be necessary per immediate patient need.
 - i) Ensure donning of mask N95 or P-100 respirator, disposable gloves, gown, and eye protection when performing higher risk procedures (intubation, suctioning, CPR, BVM)
 - j) With any arrest patient in which an advanced airway is needed and flu-like illness is suspected, or the patient's history is unknown, the I-gel unless contraindicated should be used
 - k) During transport, limit the number of providers in the patient compartment to essential personnel to minimize possible exposure. Personnel accompanying patients in an ambulance patient area should wear full PPE as specified above.
 - l) Before and after contact with the patient, wash hands thoroughly with soap and water for minimum of 15 seconds ensuring fingernails and in between fingers are thoroughly scrubbed.
 - m) While enroute and/or prior to arrival- Notify receiving hospital personnel of high-risk patient. Ensure a thorough report to include the concern for potential high-risk exposure for all patient and any precautions/interventions taken.
 - n) Following receiving hospital instructions for arrival.
 - o) Perform a thorough cleaning of the stretcher and all equipment that has come into contact with or been within 6 feet of the patient with an approved disinfectant immediately upon completion of the call.
 - p) This includes stethoscopes, pulse oximetry probes, blood pressure cuffs, and monitor cables or cords
 - q) Dispose of PPE equipment following proper Doffing procedure per CDC protocols (see below donning/doffing guidelines) into red biohazard bags.

SRVFPD EMS Division

COVID-19 PCR Documentation

March 16th, 2020

SRVFPD EMS Division

COVID-19 PCR DOCUMENTATION

| Trip | Patient | Subjective | Objective |
|---------------------------|---------------------------------|------------|-----------|
| Dispatch | Response Delay Reason | | |
| Dispatch Times | Other Services | | |
| Mileages | Complaint Reported | | |
| Scene | Call Type - Medical or Trauma? | | |
| Initial Assessment | Dispatch Delay | | |
| | EMD Performed | | |
| | Dispatched Nature Of Call | | |
| | Actual Nature of Call | | |
| | Actual Nature of Call | | |
| | Covid-19 Risk Assessment | | |
| | Covid-19 Risk Assessment | | |
| | Covid-19 Exposure Risk Status | | |

Thank you, please contact EMS Division for any additional questions.

SRVFPD EMS Division

COVID-19 PCR Documentation

March 16th, 2020



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Lodging Assistance Request Form

| | |
|--|--|
| Date: | |
| Name: | |
| Employee #: | |
| Station/Shift Assignment: | |
| Exposure Type: | |
| Exposure Date: | |
| Incident Number: | |
| Lodging Assistance Justification: | |
| | |
| Lodging Dates: | |
| Start Date: | |
| End Date: | |
| Hotel Name: | |
| Hotel Location: | |
| Estimated Cost Per Day: | |
| <i>Note: Lodging Costs (Hotel ONLY: Vacation home rentals will NOT be reimbursed - i.e. Airbnb, VRBO, etc.)</i> | |
| Post Approval Process: | |
| When approved the employee will receive a detailed letter to include instructions for the reimbursement process. Each employee must submit the required documentation upon completion of their stay in order to receive reimbursement. | |
| Reimbursement Processing Requirement: | |
| Upon completion of their stay and to receive reimbursement of pre-approved lodging costs, Submit required documentation to Finance: Finance@srvfir.ca.gov | |
| The reimbursement documentation consists of the following: | |
| 1. A completed signed Payment Request Form . | |
| 2. Receipt(s)/proof of payment for all approved costs. | |

JOHN MUIR COVID19 REPORT AND HANDOFF GUIDANCE

EMS Ring Down For All Patients

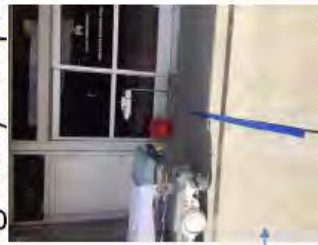
- Ask if the patient has a positive COVID screen (see below)
- Inform EMS to re-contact upon arrival to the ambulance bay for specific room assignment.
- Upon re-contact:
 - Ensure patient is appropriately masked.
 - Ensure nebulizer or any aerosolizing treatment is discontinued (or paused).
 - Have EMS transport directly to assigned room for transfer of care.
 - If no room is immediately available, inform paramedics to stay in the rig - we will come out to ambulance bay to let them know we have a bed *(or get their call back number and call them when room is ready)* .
- Ensure EMS sign in on patient care log for droplet precautions.
- PPE – medics may wear their PPE to transport the patient into a room. They must doff their PPE per protocol upon leaving the patient's room.

How does EMS screen patients for Covid in the field?

- Currently the process is that Emergency dispatch performs a first screening upon initial call to 911.
- Secondly, EMS personnel are performing another COVID-19 screening using the 6-foot rule and 1-designated person (or 2 depending on the nature of the call) to assess scene safety.
- That designee(s) will then communicate with the rest of the crew if there is a positive screen and they will don full PPE and hand the patient (or apply) a mask to the patient accordingly.

Emergency Department COVID-19 EMS(2019-nCoV Workflow)

Ambulance Nurse:
STEP 1:
 Upon ringdown, ask EMS if patient presenting to the ED has a cough or shortness of breath.
STEP 2:
 --Prepare gurney in Ambulance Bay for arrival.
 --if YES to cough/shortness of breath ask EMS to transfer patient outside onto gurney and doff PPE in doffing area.
IF young/ambulatory/ stable OR green is full, direct to the front loop for drop off by EMS to the COVID RN → Instruct crew to hold patient in rig upon arrival, give a second call, and wait for staff member.
IF unstable and needs immediate rooming direct crew to the appropriate isolation room.
EMS Nurse:
 Call ANM with impending arrival *57187 or *56631
 Need biohazard trash emptied, call *56262



Move patient onto gurney and ask EMS to doff PPE into bio bin staying behind blue line. Ensure patient has mask on and cover in clean sheet to escort to assigned room.

YES

NO

if patient is directed to front screening area, COVID RN will don PPE and meet the EMS crew in the front loop to take patient into appropriate screening area.

if the patient is to be direct roomed to isolation room then ANM/assigned staff meet crew at rig to determine room assignment or screening area candidate. Instruct crew to don/doff appropriately.
 * All dirty PPE need to be placed in RED biohazard bins

ED NURSE MANAGER:
Principle: ISOLATE AND PROTECT
 Able to maintain a 3 foot distance from pt
 -- Escorting staff dons surgical mask.
 -- Ensure patient has a surgical mask.
 -- Maintain 3 foot distance.
 -- Escorts the patient to an airborne isolation room. --Room patient quickly while maintaining a 3 foot distance.
 If unable to maintain a 3 foot distance from pt
 -- Escorting staff don N95 respirator.
 -- Ensure patient has a surgical mask.
 -- Contact: Gown, Gloves.
 -- Eye protection: Face shield, Eye protection.
 -- Room patient quickly.

Resume normal workflow for presenting complaint

PLEASE NOTE- PER CHIEF MEYER DO NOT DOFF PPE FOR PATIENT HANDOFF



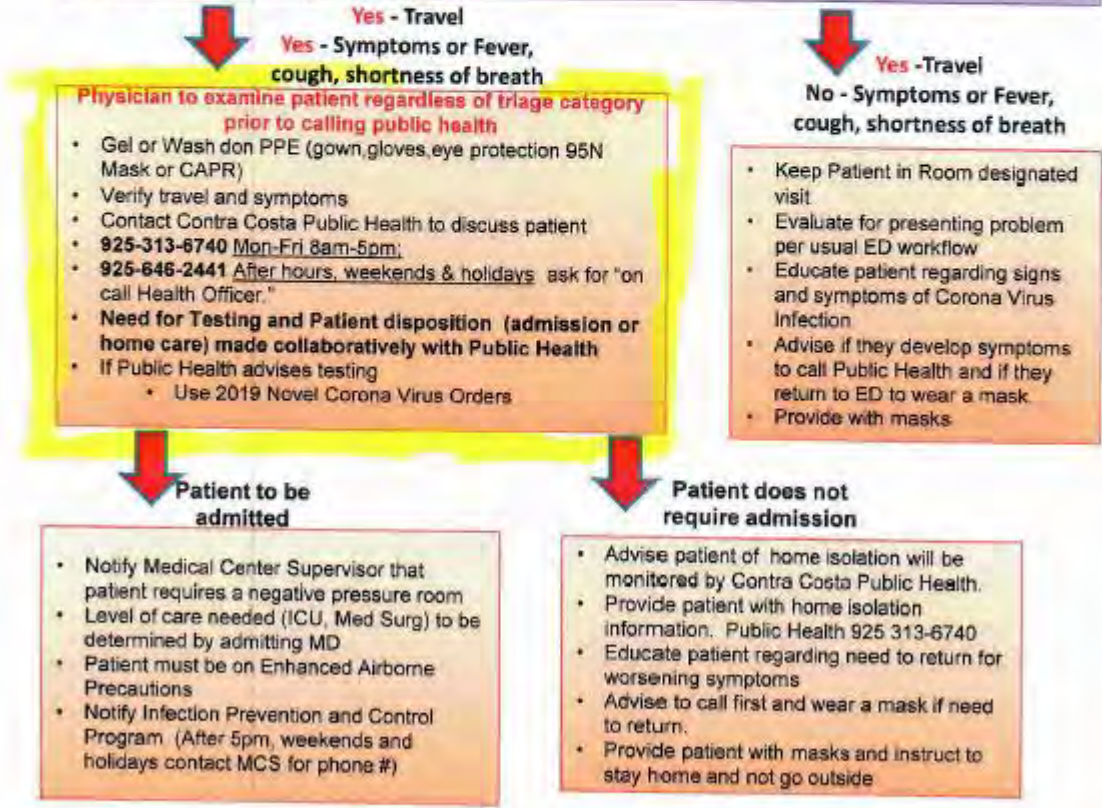
2019-nCoV Emergency Department Workflow

Travel Screen

- 100% of patients to be screened by Pivot nurse at time of presentation for care in ED
- 100% of patients arriving by ambulance to be screened by Primary Nurse at time of presentation for care.
- Travel to/from China in the last 14 days and Symptoms Fever, cough, shortness of breath
- If "yes" to above – mask patient and notify charge nurse immediately

Charge Nurse/Assigned RN

- Place patient in room 17 – if another patient in that room(not TB patient) must move that patient -
- If room 17 not an option use private room and HEPA filter
- Escort patient to designated isolation room
- Place Airborne Isolation cart outside of room
- Placed "Enhanced Airborne Precautions" sign on door
- Don required PPE (gown, gloves, eye protection 95N Mask)
- Obtain temperature and document
- Confirm positive travel history and symptoms
- Wash/gel hands remove PPE exit room
- Notify lead clinician regarding patient



2/14/2020 4:20 PM v3

Contra Costa Regional Medical Center & Health Centers

OLD BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: Ken Campo, Financial Consultant
Subject: FY 2020-21 Excess Workers' Compensation Insurance

Background:

The District is self-insured for workers' compensation insurance. Customary claims expenses are budgeted under district-wide expenses and paid as claims occur. To mitigate the loss exposure associated with a catastrophic claim, the District purchases excess workers' compensation insurance for claims exceeding a specified, self-insured retention limit (the "SIR") on a per-occurrence basis. For fiscal year 2019-20 the SIR was \$2,500,000 and the excess insurance premium was \$ \$239,874.00. The District also maintains a reserve fund for the liability associated with open workers' compensation claims; and these reserve funds would be used to cover the self-insured retention in the event of a catastrophic claim. The term of the current excess workers' compensation policy is from July 1, 2019 through July 1, 2020.

The workers' compensation reserve fund, as proposed in the budget, will be \$5 million for fiscal year 2020-21. As the District has set aside additional funds over the years to increase this reserve, the SIR was similarly increased given the correlation between the SIR and reserve amount held to cover the SIR; i.e., the higher the reserve amount the higher the SIR amount the District can absorb with those reserves. Last year the SIR was increased from \$1.5 million to \$2.5 million and the excess premium dropped from \$312,000 to \$240,000.

As reported last year, the excess workers' compensation insurance market in California is down to one private carrier willing to insure a fire district: Safety National Casualty Corporation ("SNCC"). Based on direction from the Board, we requested our current broker, Morris & Associates, seek quotes for excess insurance with SIR amounts of \$2.5 million, \$3.0 million and \$3.5 million, all of which would be appropriate with a workers' compensation reserve fund of \$5,000,000. The quotes from SNCC came back as follows:

| <u>Premium</u> | <u>SIR</u> | <u>Rate per \$100 of Payroll</u> |
|----------------|----------------|----------------------------------|
| \$250,792.00 | \$2,500,000.00 | 0.7740 |
| \$220,334.00 | \$3,000,000.00 | 0.6800 |
| \$204,133.00 | \$3,500,000.00 | 0.6300 |

Recommended Board Action:

Approve the renewal of excess workers' compensation insurance with Safety National Casualty Corporation at the self-insured retention level of \$3.5 million and related premium payment in the amount of \$204,133.

Financial Impact:

The premium amount of \$204,133 is within the budgeted amount for FY 2020-21.



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020

To: San Ramon Valley Fire Protection District Board of Directors

From: Ken Campo, Financial Consultant

Subject: Amendment No. 5 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer

Background:

Pursuant to the employment agreement between the San Ramon Valley Fire Protection District and Chief Meyer, on May 18, 2020, the Board's Personnel Committee conducted a comprehensive review of Chief Meyer's job performance for the period April 1, 2019 through April 30, 2020. Based on that review, the Personnel Committee determined that Chief Meyer has met and/or exceeded the Board's expectation in all performance areas. Additionally, during the closed session portion of the May 27, 2020, regular meeting the Board received a report from the Personnel Committee; had further discussion regarding Chief Meyer's performance; and established performance goals for Chief Meyer for next fiscal year.

Based on the recommendation of the Board's Personnel Subcommittee, and with the concurrence of the full Board, staff has prepared Amendment No. 5 to the employment agreement that provides for a four percent (4%) salary increase with an effective date of April 1, 2020.

The recommendation is consistent with the annual adjustment District employees received on April 1, 2020, that ranged from 3% to 4%, with the majority of safety personnel receiving a 4% increase.

Recommended Board Action:

It is recommended that the District Board consider and approve Amendment No. 5 to the employment agreement between the San Ramon Valley Fire Protection District and Chief Meyer.

Financial Impacts:

The pay increase would result in additional annual, pensionable compensation of approximately \$12,000 when factoring deferred compensation contributions and leave cash out provisions.

**FIFTH AMENDMENT AND RESTATEMENT TO EMPLOYMENT
AGREEMENT BETWEEN THE SAN RAMON VALLEY FIRE PROTECTION
DISTRICT AND PAIGE MEYER**

This FIFTH AMENDMENT and RESTATEMENT ("Fifth Amendment") is made and entered into as of June 24, 2020, by and between the SAN RAMON VALLEY FIRE PROTECTION DISTRICT ("District") and PAIGE MEYER ("Employee"), with respect to terms and conditions of employment of Employee as District Fire Chief.

WHEREAS, District and Employee entered into an Employment Agreement for the position of District Fire Chief ("Agreement"), effective March 18, 2013; and,

WHEREAS, the parties modified the terms of the Agreement effective April 1, 2016 (the "First Amendment"), following the District Board of Director's review of Employee; and,

WHEREAS, the parties modified the terms of the Agreement effective August 23, 2017 (the "Second Amendment"), following the District Board of Director's review of Employee; and,

WHEREAS, the parties modified the terms of the Agreement effective July 1, 2018 (the "Third Amendment"), following the District Board of Director's review of Employee; and,

WHEREAS, the parties modified the terms of the Agreement effective May 1, 2019 (the "Fourth Amendment"), following the District Board of Director's review of Employee; and,

WHEREAS, the parties have agreed to again amend, as well as restate, the Agreement; and,

WHEREAS, pursuant to Government Code Section 54956(b), this Fifth Amendment shall be approved at a Regular Meeting of the District Board of Directors.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Effective Date.

All terms and conditions of this Fifth Amendment shall be effective commencing April 1, 2020.

2. Section 6.1 "Salary" is amended as follows:

District agrees to pay Employee for Employee's services an annual base salary of \$287,000.

3. Terms of Agreement and Subsequent Amendments Remain Effective.

All other terms and conditions of the Agreement and subsequent First, Second, Third and Fourth Amendments are hereby restated and shall remain in full force and effect except as modified by this Fifth Amendment.

4. Counterparts.

This Third Amendment and all amendments and supplements to it may be executed in counterparts, together which shall be construed as one document.

IN WITNESS WHEREOF, the parties hereto have executed this Fifth Amendment as of the date first written above.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Dated: June 24, 2020 By: _____
Donald R. Parker, President Board of
Directors

EMPLOYEE

Dated: June 24, 2020 By: _____
Paige Meyer, Fire Chief

APPROVED AS TO FORM:

By: _____
William D. Ross
District Counsel

NEW BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Adoption of Annual Operating and Capital Budgets for Fiscal Year 2020-21

Background:

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. That said, 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.

Overall, the financial condition of the District remains sound and on a positive trajectory. The General Fund is expected to end the 2019-20 fiscal year with an operating surplus of \$8 million, bringing the ending fund balance to a combined \$81 million (General Fund & Budget Stabilization Fund). This is \$18.8 million above the Board's reserve policy requirement of \$61.7 million for the year. The projected ending balance at June 30, 2021, is a combined \$84 million, and remains \$18.8 million above the reserve requirement of \$65.5 million ("Dry Period" reserve of \$44.2 million and "Budget Stabilization" reserve of \$21.3 million). The Capital Projects Fund encompasses the District's long-range *Capital Improvement Plan* (or CIP), and is expected to end the 2019-20 fiscal year with a balance of \$9.1 million. The proposed General Fund transfer into the CIP for 2020-21 is \$3.2 million, proposed capital expenditures are \$4.4 million and the projected CIP balance at June 30, 2020 is \$8.2 million. The transfer from the General Fund to the

Debt Service Fund for FY 2020-21 includes \$2.2 million for projected debt service on a new issuance associated with the joint Public Safety Complex and Training Center projects.

General Fund operating revenues are projected to increase by approximately \$3.3 million for a total of \$88.4 million, primarily due to increased property tax revenue (\$2.6 million), San Ramon's share of consolidated dispatch costs (\$364,000) and SAFER Grant revenue (\$500,000). General Fund expenditures are projected to increase by \$8.1 million for a total of \$84.7 million. Due primarily to last year's SAFER Grant hiring, combined with other personnel changes and expected benefit cost increases, overall salaries and benefits are expected to increase by \$5.0 million, or 8%. (Note the increase in salaries and benefits for FY 20-21 is offset by \$1 million in SAFER Grant revenue.) Expenditures for services and supplies is projected to increase by \$1,000,000, or 13%. In addition to annual inflationary adjustments, the proposed budget includes \$172,000 for the November 2021 Board election, an additional \$420,000 for legal fees and professional services (if needed), \$100,000 for to develop an in-house program for fire fighters to renew their medical certifications.

The long-range CIP is funded primarily through an ongoing transfer from the General Fund, supplemented with grant revenue, sale of surplus equipment and other financing sources, when and if available. As noted above, the transfer for 2020-21 is \$3.2 million. The CIP is used to anticipate and fund the replacement/maintenance needs of District apparatus, vehicles, equipment, technology, and facilities.

The Fiscal Year 2020-21 Annual Operating & CIP Budget is balanced and sustainable for the long-term, *given what we know today*. Efforts over the past several years to stabilize the District's finances and restore reserves have been successful and the District continues to be well positioned to weather an economic downturn like that experienced during the last major recession. The budget provides for continued improvement in core emergency services, while at the same time responsibly paying down long-term liabilities, fulfilling the District's post-employment commitments to its employees, and maintaining the District's significant investment in the capital infrastructure required for the delivery essential emergency services. Included in the budget document is a detailed two-year operating budget, updated long-range financial forecast and a long-range capital improvement plan. The proposed budget was reviewed at length with the Board at their Budget Workshop on June 10th, and incorporates direction provided by the Board at that workshop. The Board and other interested parties are encouraged to read the budget Transmittal Letter for a broader discussion of the significant financial transactions and initiatives impacting the District's budget.

The proposed budget is also available for public inspection on the District's website: http://www.firedepartment.org/about/key_documents.asp.

Recommended Board Action:

Staff recommends the Board adopt the proposed:

1. Annual Operating Budget for FY 2020-21
2. Capital Improvement Plan

Financial Impacts:

The proposed FY 20-21 Operating & CIP Budget is projected to increase overall reserves by approximately \$3.0 million, which maintains a level of reserves well above Board policy.



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: Davina Hatfield, Controller
Subject: Appropriations Limit for Fiscal Year 2020-2021 – Resolution No. 2020-07

Background:

In November 1979, the voters of California added Article XIII-B to the State Constitution, which placed limitations on the appropriations of State and local governments. The Article, as implemented by State Legislation, requires public agencies to set an annual appropriation (or spending) limit for appropriations funded from the proceeds of taxes and defines the process to be used in calculating the limit. The appropriations limit is revised annually by a prescribed formula that uses a combination of the percentage change in California's per capita personal income, or non-residential assessed valuation if available, and the local jurisdictions change in population measured as of each January 1st. The percentage change in per capita personal income and the percentage change in population are provided annually by the California Department of Finance.

Fiscal year 1978-1979 was set as the base year, with the first appropriations limit applied to public agency budgets beginning in fiscal year 1980-1981. In June 1990, voters approved Proposition 111 which amended Article XIII-B by adding the requirement for the governing body to formally adopt the appropriations limit, along with independent audit requirements.

Proceeds of Taxes and Appropriations Subject to Limit:

After the annual appropriations limit is calculated, the appropriations that are subject to the limit are determined. The appropriations limit only applies to appropriations that are funded from the proceeds of taxes, which are defined in the statewide guidelines.

San Ramon Valley Fire Protection District Appropriation Limit:

Consistent with prior years, the fiscal year 2020-2021 appropriations limit was calculated using data provided by the California Department of Finance. For January 1, 2020, the statewide per capita personal Income increase was 3.73% and the Districtwide population increase was 0.52%. Applying these factors results in an increase in the prior year appropriations limit of 4.27%, or \$7,422,520; and when added to the fiscal year 2019-2020 appropriations limit of \$173,829,499, results in a fiscal year 2020-2021 appropriations limit of \$181,252,019. The appropriations subject to the limit were determined to be \$79,448,751, which is \$101,803,268 *under* the appropriation

limit. The detailed calculations are presented in the attached Appropriations Spending Limit Worksheet (Attachment A).

Recommended Board Action:

Staff recommends adoption of Resolution No. 2020-07 establishing the appropriations limit for Fiscal Year 2020-2021 at \$181,252,019.

Financial Impacts:

There are no financial impacts as the District's proposed spending for FY 2020-2021 is considerably below the appropriations limit for the year.

Attachments:

- A. Appropriations Limit Detail
- B. Appropriations Limit Resolution

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 _____, seconded by Director _____ and duly carried with the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: _____

Donald R. Parker
President, Board of Directors

ATTEST:

Shelley Martin, District Clerk

APPROVED AS TO FORM:

APPROVED TO CONTENT:

William D. Ross, District Counsel

Paige Meyer, District Fire Chief

Attachment A

**APPROPRIATIONS SPENDING LIMIT (Prop. 4 "Gann Limit")
San Ramon Valley Fire Protection District
FY 2020-2021**

Calculation of Spending Limit

| | | |
|---|---------------|----------------------------------|
| Last Year's Limit (FY 2019-2020) | | \$ 173,829,499 |
| Adjustment Factors: | | |
| Change in Population | 1.0052 | |
| Change in Non-residential Assessed Valuation | N/A | |
| Change in Per Capita Income | <u>1.0373</u> | |
| | 1.0427 | |
| Total Adjustment (Percent) | 4.27% | |
| Total Adjustment (Dollars) | | <u>7,422,520</u> |
| New Appropriations Limit for Fiscal Year FY 2020-2021 | | <u><u>\$ 181,252,019</u></u> |

Appropriations in Fiscal Year FY 2020-2021 Compared to Limit

| | |
|---------------------------------------|------------------------------|
| Proceeds from Taxes | \$ 79,448,751 |
| Less Exclusions (G.O. Debt Payments) | <u>-</u> |
| Appropriations Subject to Limitation | 79,448,751 |
| Appropriations Limit for FY 2020-2021 | <u>181,252,019</u> |
| Amount Under Limit | <u><u>\$ 101,803,268</u></u> |

Determination of Proceeds of Taxes

(Source: Proposed Budget for FY 2020-2021)

| | <u>Proceeds of Taxes</u> | <u>Non-Proceeds</u> | <u>Total</u> |
|-----------------------------------|-----------------------------|----------------------------|-----------------------------|
| Revenue | | | |
| Taxes | | | |
| Property Tax | \$ 78,446,115 | \$ - | \$ 78,446,115 |
| Other Revenue: | | | |
| Intergovernmental | - | 3,201,693 | 3,201,693 |
| Charges for Service | - | 5,629,535 | 5,629,535 |
| Rent on Real Estate | - | 67,459 | 67,459 |
| Sale of Property | - | - | - |
| Miscellaneous | <u>-</u> | <u>10,000</u> | <u>10,000</u> |
| Subtotal | 78,446,115 | 8,908,687 | 87,354,802 |
| Allocation of Interest | | | |
| Subtotal Percentage of Total | <u>89.80%</u> | <u>10.20%</u> | <u>100.00%</u> |
| Interest Allocation | <u>1,002,636</u> | <u>113,864</u> | <u>1,116,500</u> |
| Total with Interest | <u><u>\$ 79,448,751</u></u> | <u><u>\$ 9,022,551</u></u> | <u><u>\$ 88,471,302</u></u> |



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020

To: Board of Directors

From: John Duggan, Interim Deputy Chief

Subject: Suspension of Annual Operating Permit Fees for Certain Commercial Businesses

Background:

The COVID-19 Pandemic of 2020 has brought rapid change to communities across the globe and has adversely impacted local economies. The small business owners in the San Ramon Valley are not immune to these events and the resulting negative influences imposed upon their lifestyles and livelihoods.

The last sixteen weeks have borne witness to the dedication and professionalism of all District personnel, their families, and the community. While the District has been able to stand strong and demonstrate great resilience, with the advantage of robust community support, our local business owners have not been as fortunate.

The same small business community that has historically supported the District, beginning with a circa 1912 community fundraising effort used to purchase our first firefighting equipment, is suffering greatly. While the District is not able to remedy the complex economic issues caused by the pandemic, the opportunity exists to render temporary assistance.

At the June 11, 2020 Retreat and Budget Workshop, Board members expressed a desire to grant temporary economic relief to the District's small business owners by means of suspending the invoicing and collection of Annual Operating Permit Fees for the entirety of Fiscal Year 2020/21. (For clarification, the annual inspections would still take place, but the businesses would not receive a bill for the inspection services.) This suspension would not be extended to governmental agencies, utilities, or large commercial establishments, such as big-box or national retailers, nor would it apply to fees for development related services.

Financial Impacts:

Staff estimates this action could potentially reduce service fee revenue for the District by approximately forty-two thousand dollars (\$42,000) for Fiscal Year 2020/21.

Recommended Board Action:

Grant economic relief to the District's small business owners, by temporarily suspending the invoicing and collection of Annual Operating Permit Fees for Fiscal Year 2020/21.

CORRESPONDENCE

Hello STEV Fire Protection District staff,

So much has changed over the last several weeks, and we want you to know we see and appreciate you. We have seen the ways you have had to adapt and the ways you have shown the people of our Valley you are FOR them. You are our heroes!

We are FOR you. We are praying for you. And you are in our hearts!

If there is a need we can help you with, please write us at forthevalley@cpcdanville.org.

Your friend at CPC, Linda Willey

FOR
THE VALLEY



Overlooking Valley

Norman White

June 1st - 20

TO THE SAN RAMON
FIREFIGHTERS -

Thank you very much for
your fast response to
treat me after a snake bite -

I am so glad we can
count on your help -

stay safe -

Fondly,

Brigitte Jui

May 1, 2020

Mr. Paige Meyer
Fire Chief
San Ramon Valley Fire Protection
1500 Bollinger Canyon Rd.
San Ramon, Ca. 94583

Dear Chief Meyer

We are writing you to express our extreme appreciation to Fire Engine 36 led by Ken Schwartz for their heroic efforts to rescue our beloved 6 year old Jack Russell Terrier "Rocko". He burrowed under a retaining wall chasing squirrels and his tunnel caved in leaving him buried alive. Our family of 5 were digging frantically but not making fast enough progress so I decided to call 911. Ken and his crew arrived less than 10 minutes later and swung into action organizing our efforts and providing many digging apparatus. We then had 8 people participating. They located him and pulled him out and yelled out "he's alive". We were obviously thinking the worst because he was trapped for over 3 hours but he came out with dirt in his eyes but otherwise fine. I know they were only doing their jobs but in these troubled times I thought it would be nice to share a story with a GREAT ending and give recognition to these fine public servants.

Much appreciation,

Rick DeHerrera and family

June, 1 2020

To the San Ramon Fire District,

I wish to express my great appreciation to the response when I had an accident on April 5, 2020. Station 33 responded so promptly.

Please accept a donation to whatever the need might be

Sincerely

Inge Robertson

DATE 6.1.2020
San Ramon Valley Fire Protection \$ 50. ⁰⁰/₁₀₀
PAY TO THE ORDER OF Fifty ^{no}/₁₀₀ DOLLARS  Security Features include details on back.

16-49 70142
1220

Inge A. Robertson



Redding Interagency Hotshot Crew

Leadership Development Program

U.S. Forest Service, Pacific Southwest Region
Northern California Training Center
6101 Airport Road
Redding, CA 96002
Phone: (530) 226-2721

Director Yancey,

During the week of May 3rd through 7th, the Redding Interagency Hotshot Crew conducted their annual crew cohesion/operational field exercise. This is an extremely important time period in the development and readiness of the crew for incident response.

We were informed of the potential opportunity to integrate members of the San Ramon Valley Fire Protection District during our field exercise to fill several roles. We jumped at the opportunity to implement some cross training with their expertise and build relationships between our organizations.

The members of the San Ramon Valley Fire Protection District that integrated in our training were:

Chris Parsons, Training Captain
Kenny Day, Firefighter/Paramedic
Casey Good, Firefighter/Paramedic
Ryan Pickard, Firefighter/Paramedic
Steve Reed, Firefighter/Paramedic

We wanted to extend our gratitude for this opportunity. The training cycle was extremely successful, and their excellent participation was a tremendous part of it. They provided professional medical response regarding the crew well-being and minor injuries, along with being role players/mentors during simulations of medical and fire suppression incidents.

They all had positive attitudes and offered their assistance and expertise in any way they could. They represented your organization tremendously well and in a professional manner. We hope to continue this blended training between our organizations in the future.

We also wanted to extend a special thanks to Ron Marley, Emergency Preparedness Coordinator of the San Ramon Valley FPD for offering us this opportunity for our organizations to train together. Ron has been an important part of the training cycle for the crew for the past 22 years and understood the benefit both of our organizations would obtain from this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Mallia".

Daniel Mallia
Superintendent, Redding Interagency Hotshot Crew

Sue Brooks

From: Paige Meyer
Sent: Thursday, June 11, 2020 4:03 PM
To: Shelley Martin; Sue Brooks
Subject: FW: Thank You For Your Time and Talents!
Attachments: ClintonPruett.JPG; MemDayCeremony2020.JPG

From: M.R. Lee <celadon133@gmail.com>
Sent: Thursday, June 11, 2020 3:58 PM
To: Paige Meyer <pmeyer@srvfire.ca.gov>
Subject: Fwd: Thank You For Your Time and Talents!

Hello Chief Meyer,

Here is another good thing done by a member of your staff. Captain Pruett was a shining example of professionalism at our recent Memorial Day event and his skill and manner in serving the community and honoring Veterans reflects great credit on the SRVFPD!

Regards,

Michelle Lee

Michelle R. Lee
1st Vice Commander, Mt Diablo Post 246
American Legion
celadon133@gmail.com
510-517-3230 mobile

----- Forwarded message -----

From: M.R. Lee
Date: Wed, Jun 10, 2020 at 4:58 PM
Subject: Thank You For Your Time and Talents!
To: <cpruett@srvfire.ca.gov>
Cc: <jduggan@srvfire.ca.gov>

Hello Clinton,

Thank you for your valuable time and sharing your superb talent with us. Your rendition of Taps was the highlight of our event. Please see the attached pictures. A short video is in production, and I will send the link to you when it is available. Many thanks!

Best regards,

Michelle





OPERATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Subject: Monthly Operations Report for May 2020

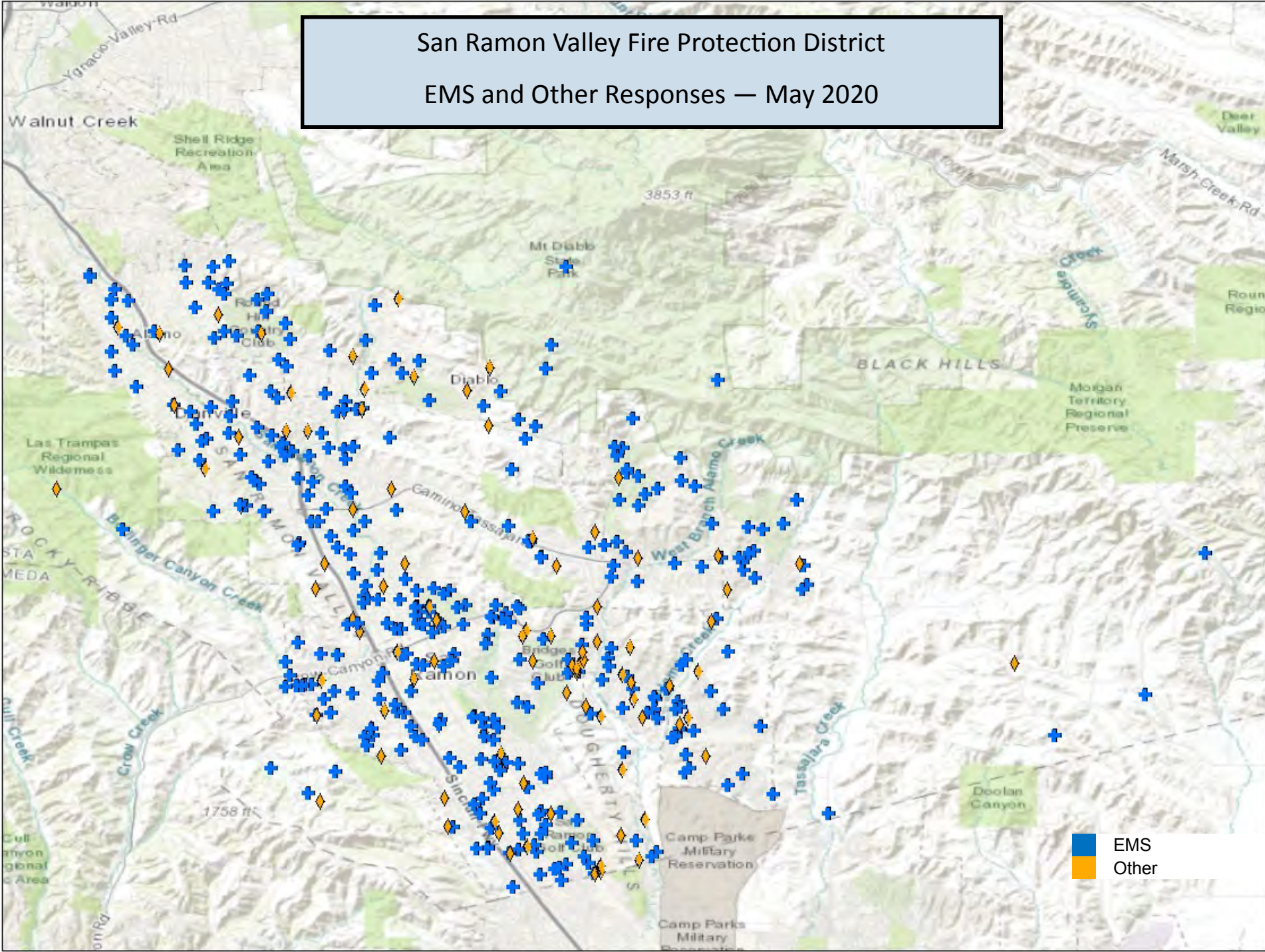
Operations/Training:

- Continue to research Records Management Systems to replace our current system
- Complete Fire Investigation Interviews for one vacancy
- Continue to assist Training and EMS on their annual goals
- Worked with FLSD on Weed Abatement Guidelines
- Completed Executive Level Harassment Training
- Attended a PermaSafe Demo @ Station 38 (disinfecting machine)
- Participated in the Redding Hot Shot Spike Camp Incident. Supported the Redding Hot Shots with Fireline Medics as well as participated in training exercises. All necessary Covid-19 precautions were taken
- Conducted Mt. Diablo Train the Trainer rope Rescue Operations Training. All necessary Covid-19 precautions were taken
- Supported local Law Enforcement agencies with EMS and Fire resources for planned and unplanned protests throughout the District

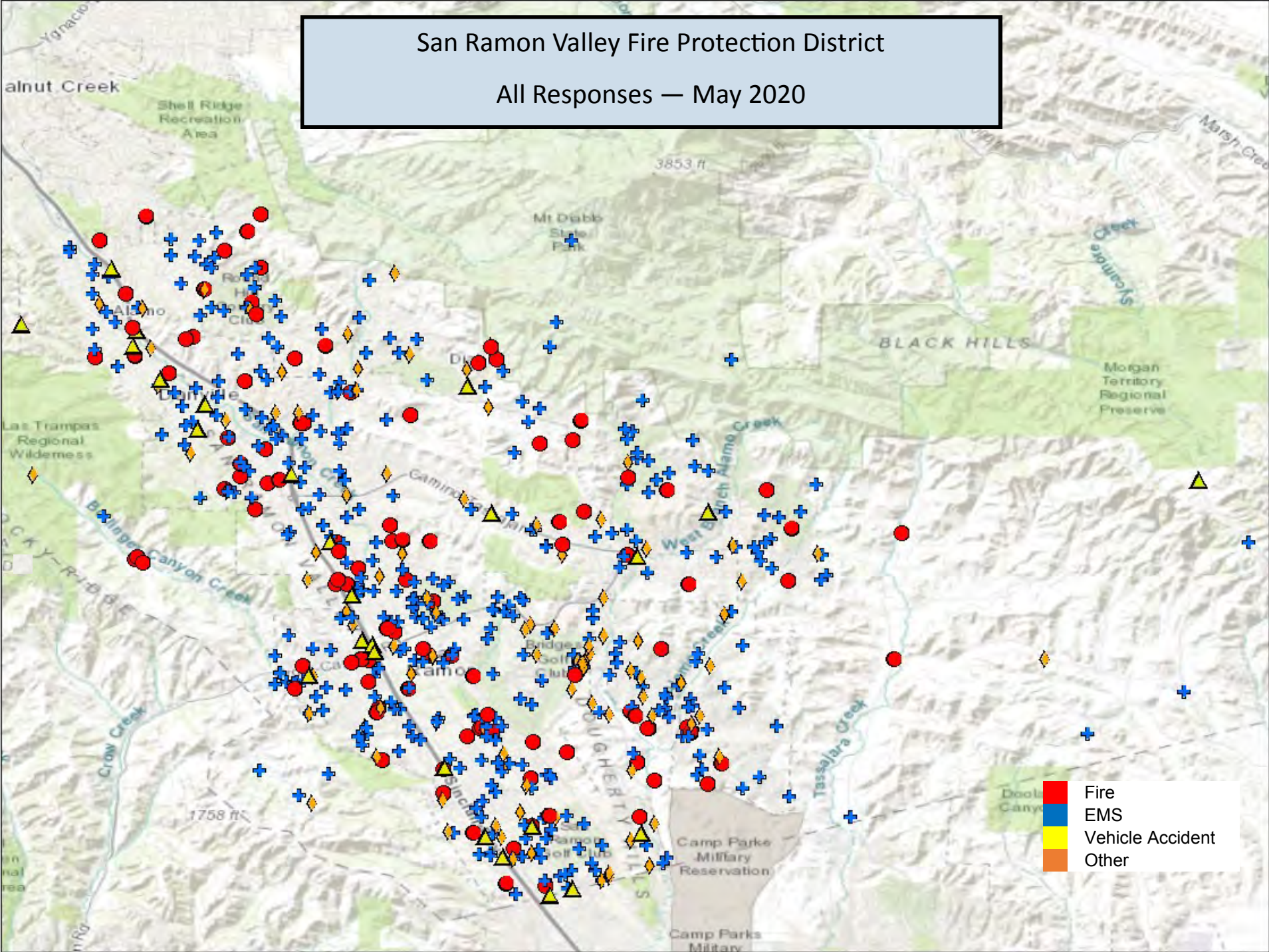
Meetings:

- Attended Command Staff Meeting
- Attended Several Management Meetings
- Met with Honor Guard
- Met with Roy Wendel regarding OP Permits
- Participated in Contra Costa County Chiefs Video Conference Meeting
- Participated in XCC OPS conference call meeting

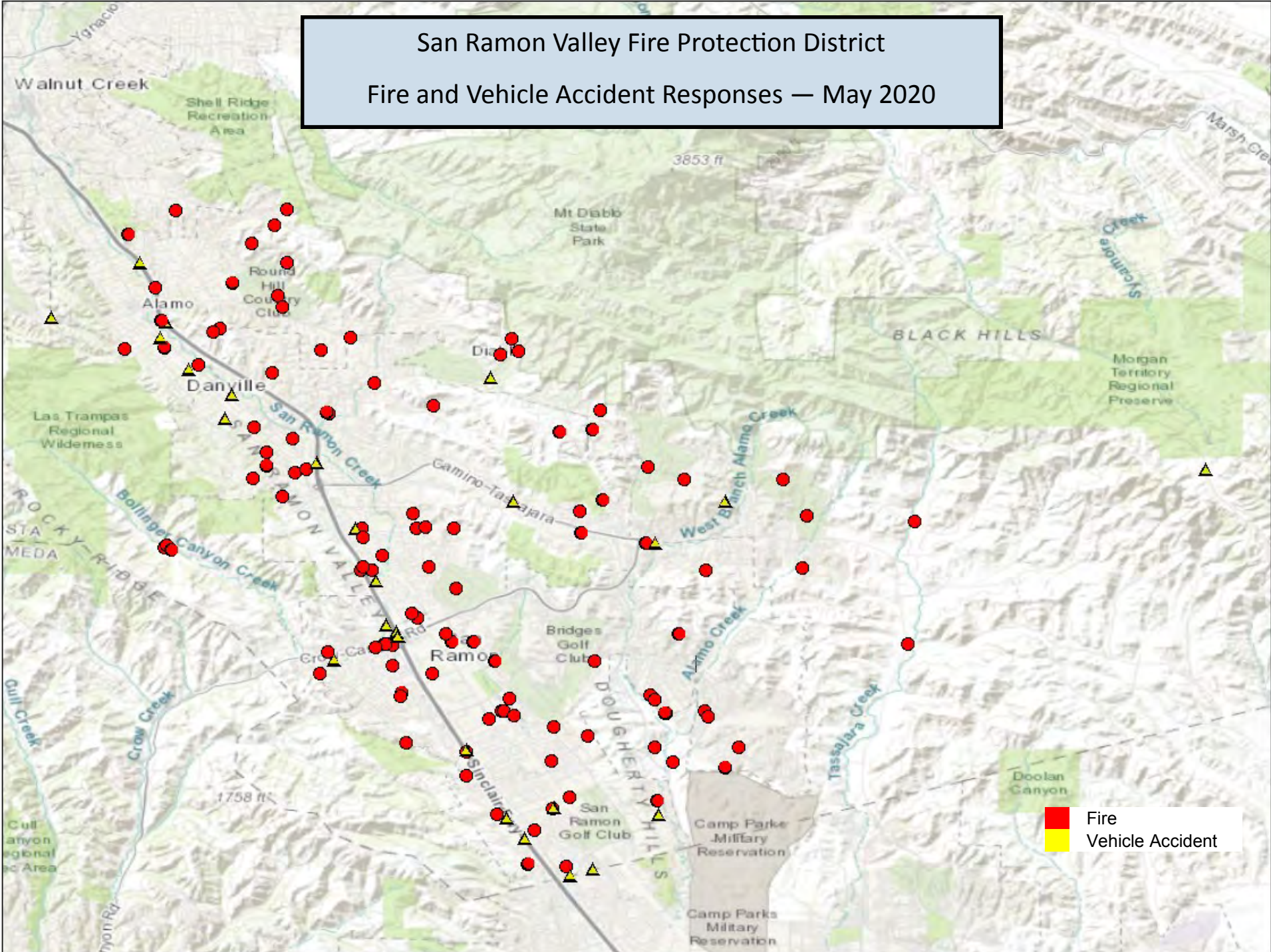
San Ramon Valley Fire Protection District
EMS and Other Responses — May 2020



San Ramon Valley Fire Protection District
All Responses — May 2020



San Ramon Valley Fire Protection District
Fire and Vehicle Accident Responses — May 2020



Standards of Cover Policy Compliance Report May 1, 2020 - May 31, 2020

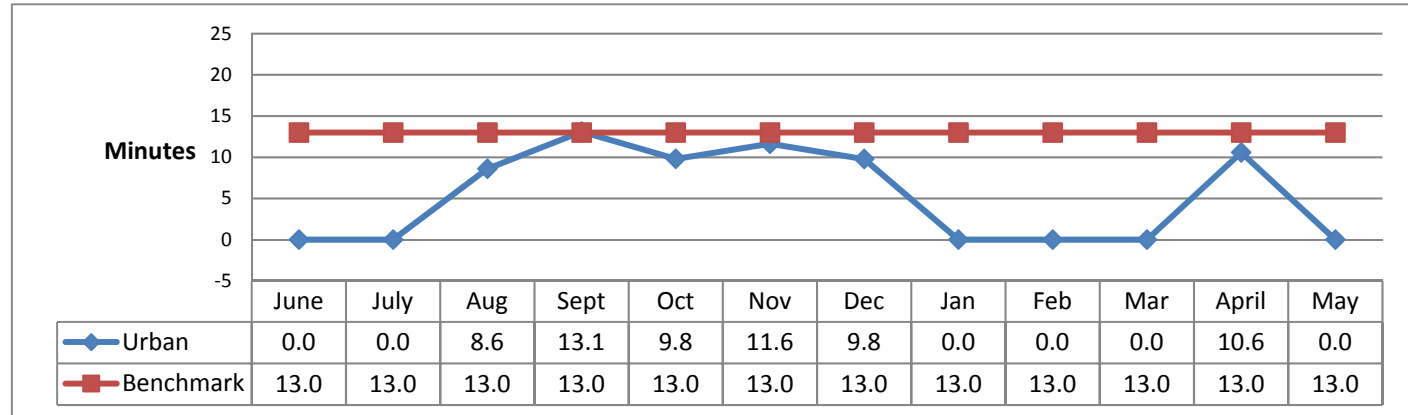
| | SOC Goal 1, 5, 6 | | | SOC Goal 2, 5, 6 | | | SOC Goal 3, 5, 6 | | | SOC Goal 5, 6 | | |
|----------------------------|---------------------|--------|-------|-----------------------|--------|-------|-------------------|--------|-------|------------------------|--------|-------|
| | Urban (Count = 218) | | | Suburban (Count = 92) | | | Rural (Count = 1) | | | Wilderness (Count = 2) | | |
| | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D |
| First Unit Response | 7:00 | 7:30 | 7:18 | 8:00 | 7:56 | 7:57 | 15:00 | 11:11 | 13:08 | 45:00 | 19:56 | 34:09 |
| | | 94% | 97% | | 100% | 100% | | 100% | 100% | | 100% | 100% |

| | SOC Goal 4 | | | | | | | | | | | |
|--------------------------|-------------------|--------|-------|----------------------|--------|-------|-------------------|--------|-------|------------------------|--------|-------|
| | Urban (Count = 0) | | | Suburban (Count = 1) | | | Rural (Count = 0) | | | Wilderness (Count = 0) | | |
| | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D |
| ERF Fire Response | 13:00 | 0:00 | 13:06 | 14:00 | 9:55 | 11:24 | 21:00 | 0:00 | 12:51 | 45:00 | 0:00 | 0:00 |
| | | 0% | 86% | | 100% | 100% | | 0% | 100% | | 0% | 0% |

| | SOC Goal 8 | | | | | | | | | | | |
|-----------------------------|---------------------|--------|-------|-----------------------|--------|-------|-------------------|--------|-------|------------------------|--------|-------|
| | Urban (Count = 115) | | | Suburban (Count = 48) | | | Rural (Count = 0) | | | Wilderness (Count = 2) | | |
| | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D |
| ERF Medical Response | 9:00 | 9:37 | 9:38 | 10:00 | 9:59 | 10:07 | 21:00 | 0:00 | 16:45 | 45:00 | 21:06 | 31:31 |
| | | 94% | 95% | | 100% | 99% | | 0% | 100% | | 100% | 100% |

| | SOC Goal 7 | | | | | | | | |
|--|---------------------|--------|-------|----------------------|--------|-------|--------------|--------|-------|
| | Call Processing EMS | | | Call Processing Time | | | Turnout Time | | |
| | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D | Goal | Actual | Y-T-D |
| | 1:00 | 1:02 | 1:00 | 1:00 | 1:39 | 1:48 | 2:00 | 1:51 | 1:50 |
| | | 99% | 100% | | 86% | 85% | | 100% | 100% |

ERF Fire Response Urban



Goal 1

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

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

Goal 2

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

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

Goal 3

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

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

Goal 4

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

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

Goal 5

Hazardous Materials Response

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

Goal 6

Technical Rescue

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

Goal 7

Call processing and turnout times

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

Goal 8

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

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

EMS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: Jim Selover, Battalion Chief
Subject: Monthly EMS Division Communications

EMS-Incidents

The District responded to approximately 411 emergency medical incidents during the month of May. Six (6) of those incidents were in response to patients who had experienced a cardiac arrest. Four (4) of those incidents were in response to witnessed cardiac arrest, two (2) of them with bystander CPR having been initiated prior to the arrival of District resources. Unfortunately, five (5) of the cardiac arrest victims did not survive. We are following up on one (1) survivor, who has reportedly been released from the hospital.

Projects / Activities

1. COVID-19 Activities
 - Provided information for After Action Review Process
 - Maintained situational awareness
 - Maintained PPE PAR levels
 - Continued discussion with CCPH to determine data review
2. Records Management System- Program Presentations and Review
3. EMS Policy Review/Update
4. EMS Academy 2020-1 Planning
5. Collaboration with HR and Training Division for onboarding and EMS/Fire Academy
6. Evaluation of AHA courses and internal program implementation
7. Training
 - Electronic PCR / Tablet - Assigned through Target Solutions
 - ZOLL ePCR Template implementation tool with training videos to training website

LOGISTICS



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www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: John Duggan, Interim Deputy Chief
Subject: Monthly Logistics Report for May 2020

Facilities

- Updated Station 38 Physical Fitness Room remodel plan with contractor
- Completed electrical repairs at Station 37
- Completed overhead lighting repairs at Administration Building
- Reviewed fire sprinkler system compliance requirements for Station 39 Annex
- Conducted districtwide preventative maintenance to manage costs and maintain service

Fleet

- Annual Inspections of all District Fire and Specialty apparatus continuing
- Outfitting of four (4) Type VI fire engines in progress
- Completed third party evaluation of repair cost related to T34 collision damage
- Completed annual fire pump testing of all District fire apparatus
- Conducted preventative maintenance to effectively manage costs and maintain safety

Meetings and Training

- Alamo Municipal Advisory Committee (MAC) Meeting
- District Board Retreat and Budget Workshop
- City of San Ramon Memorial Day Planning Committee Meeting
- Records Management Vendor Evaluation Meetings
- Fuel Management System meetings and training

FIRE & LIFE SAFETY



San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: John Duggan, Interim Deputy Chief
Subject: Monthly Fire and Life Safety Division Report for May 2020

Plan Review and Inspections:

Plan reviews and construction inspections continue to be a priority in support of all active construction projects in the District. The following plan reviews and inspection activities are presented as monthly totals for May 2020.

| PLAN REVIEW / CONSTRUCTION | |
|----------------------------|----------|
| NEW PROJECTS | 35 |
| PLAN REVIEWS SUBMITTED | 66 |
| PLAN REVIEWS COMPLETED | 68 |
| INSPECTIONS | 73 |
| PLAN REVIEW FEES | \$28,749 |

FLSD Inspectors have an established goal of completing the inspections of all state mandated and permitted buildings in calendar year 2020, with a 100% completion rating. Re-inspections of occupancies attempting to achieve full compliance will continue as required.

The following inspection data is presented as year-to-date totals, as of May 31, 2020.

| Inspection Type | <u>% Inspected</u> | <u>% Complete</u> |
|-------------------------------|---------------------------|--------------------------|
| Annual Compliance Inspections | 24.45% | 18.57% |

Residential Care Facility Work Group:

FLSD personnel are participating in a focused survey of the fifty-four (54) Licensed Residential Care Facilities (RCF) that operate in the District. The purpose of this weekly survey is to identify any location(s) where either a resident and/or a caregiver has received a confirmed COVID-19 diagnosis. Thus far, none of these facilities has reported the occurrence of a person having received a positive COVID-19 diagnosis.

Exterior Hazard Abatement:

FLSD personnel sent approximately 6,500 informational letters to District property owners regarding the District’s weed abatement requirements. Field inspections of these properties began June 1, 2020.

Fire Hydrant Annual Inspections:

FLSD personnel received training necessary to safely and effectively inspect all publicly owned fire hydrants in the District. These inspections were initiated on May 11, 2020 and are anticipated to be completed by August.

Fire Trail Maintenance Program:

In conjunction with a licensed contractor, District personnel began annual Fire Trail Maintenance efforts on May 26, 2020, with a forecasted completion date of June 30th.

Heart Safe Committee:

Activities suspended

Public Education:

Activities suspended

Community Emergency Response Team (CERT):

Activities suspended

Youth Firesetter Prevention and Intervention Program:

Activities suspended

Training:

Activities suspended

COMMUNICATIONS



San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: Denise Pangelinan, Director of Emergency Communications
Subject: Monthly Communications Division Report May 2020

Communications Center:

- Audio Logger Upgrade Evaluation
- Virtual PSAP Equipment Room Survey
- Rapid Deploy Site Evaluation

GIS, Technology and Media:

- Incorporated City of San Ramon pedestrian paths into Central Square GIS software for CAD and Mobile
- Applied software service updates to Administration voicemail system
- Created 2020 Exterior Hazard Abatement web app to support annual inspections
- Upgraded 3SI tracking software in Communications Center to latest available version
- Prepared Personnel Subcommittee Meeting and May Board meeting utilizing video conferencing software
- Filmed and edited Public Service Announcement video for EMS

Training:

- Conference Call Software Training and Implementation

Meetings:

- DNI Daily Activity Calls

Reserves:

- Monthly drill meeting suspended

San Ramon Valley Fire IT Monthly Focus

May 2019

End User Help Desk Activity

- Resolved 138 End-User Helpdesk Requests
- Met SLA Performance Standards

Cyber Security

- 239 Servers, Laptops, Tablets, and MDCs were updated in May
- Enhanced Security Technologies across all devices
- 102 Threats Mitigated YTD

Hardware Rollouts & Upgrades

- 7 Wi-Fi Access Points Installed at Admin
- 16 Desktops and 5 Laptops were setup and deployed at Admin.
- Data was migrated from prior devices to new devices.

System Uptime

- Dispatch Center: 100%
- Email: 100%
- Citrix: 100%
- Patient Care Record System: 100%
- Records Management System for Suppression Incidents: 100%
- Apparatus Connectivity: 99%

Communication Center Technology Audit

- Working with CAD Technology Provider, reviewed Communication Center redundancy and disaster recovery capabilities
- Updated engineering plan for 2020 – 2021 Budget

HUMAN RESOURCES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020
To: Board of Directors
From: Stacy Tamori-Ward, Human Resources Generalist
Subject: Monthly Human Resources Report for May 2020

Recruitment:

- ❖ Onboarded two District Aides (Jordan Oryall Jr. and Blake Renaud)
- ❖ Announced the Internal Suppression Recruitment for the Fire Investigator Team
- ❖ Coordinated Fire Investigator Team interviews
- ❖ Coordinated EMS Liaison (C Shift) interviews
- ❖ Coordinated Public Safety Dispatcher interviews

Additional Accomplishments:

- ❖ Participated in a virtual meeting demo with two (electronic) document management companies
- ❖ Attended demo by a file scanning company to facilitate electronic document management



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Date: June 24, 2020
To: Board of Directors
From: Stacy Tamori-Ward, Human Resources Generalist
Subject: May 2020 Employee Illness/Injury Report

Reportable Injuries

Indemnity (Lost Time)

May 11, 2020 DOI- 5/11/20 – An employee incurred an ankle injury while exercising.

Status: Remained out at month end.

Medical Only (No Lost Time)

May 8, 2020 An employee sought treatment for abdominal pain from lifting equipment. Medical treatment was received, but no lost work time.

As of May 31, 2020, there were five (5) employees absent from their regular work assignment. Total lost time due to injuries for the month of May equaled 130 calendar days/42 shifts.

FINANCE



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: June 24, 2020

To: Board of Directors

From: Ken Campo, Financial Consultant
Davina Hatfield, Controller

Re: Monthly Financial Report for May 2020

Financials:

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

Meetings/Activities:

- Worked with Management team to compile and prepare 2020/21 District budget.
- Continued tracking expenditures related to COVID-19 for reimbursement purposes
- Provided data for the District's Workers' Compensation Actuary Study
- Began the audit process for the 2017 GEMT cost report with the Department of Health Care Services
- Provided support and assistance to other Divisions with the following projects:
 - COVID-19
 - FEMA AFG Grant application
 - CARES Act – second round request
 - PG&E Safety Ordinance
 - Ongoing development of agreement with City of San Ramon for a joint Public Safety Building.
 - Public Safety Complex financing options

San Ramon Valley Fire Protection District

Combined Balance Sheet

May 31, 2020

| | GOVERNMENTAL FUND TYPES | | | | | AGENCY | ACCOUNT GROUPS | | Totals (Memo Only) |
|--|-------------------------|-------------------------------|----------------------------|--------------------------------|-------------------------------|----------------------------|------------------------------------|--------------------------------------|-----------------------|
| | General Fund - 100 | Budget Stabilization - 110 | Debt Service Fund - 200 | Capital Projects Fund - 300 | Special Revenue Fund - 400 | CERT Program Fund - 700 | General Fixed Assets Fund - 800 | General Long-Term Debt Fund - 900 | |
| ASSETS | | | | | | | | | |
| Cash - Checking | \$ 1,389,464 | \$ - | \$ - | \$ - | \$ 60 | \$ 54,153 | \$ - | \$ - | \$ 1,443,677 |
| Cash - Money Market | 508,365 | - | - | - | - | - | - | - | 508,365 |
| Cash - Workers' Compensation | (95,382) | - | - | - | - | - | - | - | (95,382) |
| Cash - Flexible Spending | 21,057 | - | - | - | - | - | - | - | 21,057 |
| Petty Cash | 1,250 | - | - | - | - | - | - | - | 1,250 |
| Investments - LAIF @ 1.89% | 49,043,259 | - | - | 8,061,366 | - | - | - | - | 57,104,625 |
| Investments - Mrkt Value Adj/Premium/Discount | 78,101 | 26,014 | - | 13,718 | - | - | - | - | 117,833 |
| Investments - Bank of the West @ 1.91% avg | 11,770,033 | 19,700,603 | - | - | - | - | - | - | 31,470,636 |
| Cash with Fiscal Agent | - | - | 126 | 9,467 | - | - | - | - | 9,593 |
| Accounts Receivable | 30,768 | - | - | - | - | - | - | - | 30,768 |
| Interest Receivable | 227,692 | 68,902 | - | 57,392 | - | - | - | - | 353,986 |
| YE Accrued Ambulance Billing | 1,448,329 | - | - | - | - | - | - | - | 1,448,329 |
| Prepaid Expenses/Deposits | 913,498 | - | - | 3,527,308 | - | - | - | - | 4,440,806 |
| Land | - | - | - | - | - | - | 6,000,878 | - | 6,000,878 |
| Buildings & Improvements | - | - | - | - | - | - | 33,930,690 | - | 33,930,690 |
| Construction in Progress | - | - | - | - | - | - | 154,735 | - | 154,735 |
| Equipment | - | - | - | - | - | - | 8,625,444 | - | 8,625,444 |
| Vehicles | - | - | - | - | - | - | 22,672,502 | - | 22,672,502 |
| Accumulated Depreciation | - | - | - | - | - | - | (34,788,457) | - | (34,788,457) |
| Amount to be Provided for General Long Term Debt | - | - | - | - | - | - | - | 25,252,622 | 25,252,622 |
| Total Assets | \$ 65,336,434 | \$ 19,795,519 | \$ 126 | \$ 11,669,251 | \$ 60 | \$ 54,153 | \$ 36,595,792 | \$ 25,252,622 | \$ 158,703,957 |
| LIABILITIES | | | | | | | | | |
| Accounts Payable | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Accrued Expenses | 2,560,172 | - | - | 8,220 | - | 116 | - | - | 2,568,508 |
| Deposits Payable | 16,388 | - | - | - | - | - | - | - | 16,388 |
| Deferred Ambulance Billing Revenue | 759,129 | - | - | - | - | - | - | - | 759,129 |
| Long Term Debt (1) Certificates of Participation | - | - | - | - | - | - | - | 11,405,000 | 11,405,000 |
| Long Term Debt (2) Vehicle Lease | - | - | - | - | - | - | - | 4,952,475 | 4,952,475 |
| Liability Assc. with Open Workers' Comp Claims | - | - | - | - | - | - | - | 6,962,000 | 6,962,000 |
| Liability for Accumulated Leave | - | - | - | - | - | - | - | 1,933,147 | 1,933,147 |
| Total Liabilities | 3,335,689 | - | - | 8,220 | - | 116 | - | 25,252,622 | 28,596,647 |
| FUND EQUITY | | | | | | | | | |
| Investment in General Fixed Assets | - | - | - | - | - | - | 36,595,792 | - | 36,595,792 |
| Non-Spendable Fund Balance | - | - | - | 3,527,308 | - | - | - | - | 3,527,308 |
| Restricted Fund Balance | - | - | 126 | 97,861 | 60 | - | - | - | 98,047 |
| Committed Fund Balance: | | | | | | | | | |
| Dry Period Funding | 61,943,952 | - | - | - | - | - | - | - | 61,943,952 |
| Budget Stabilization | - | 15,295,519 | - | - | - | - | - | - | 15,295,519 |
| Workers' Compensation Claims | - | 4,500,000 | - | - | - | - | - | - | 4,500,000 |
| Capital Projects | - | - | - | 7,634,208 | - | - | - | - | 7,634,208 |
| Assigned Fund Balance: | | | | | | | | | |
| Other Assigned Fund Balance | 56,793 | - | - | 401,654 | - | 975 | - | - | 459,422 |
| Unassigned Fund Balance | - | - | - | - | - | 53,062 | - | - | 53,062 |
| Total Fund Balance | 62,000,745 | 19,795,519 | 126 | 11,661,031 | 60 | 54,037 | 36,595,792 | - | 130,107,310 |
| Total Liabilities and Fund Equity | \$ 65,336,434 | \$ 19,795,519 | \$ 126 | \$ 11,669,251 | \$ 60 | \$ 54,153 | \$ 36,595,792 | \$ 25,252,622 | \$ 158,703,957 |

San Ramon Valley Fire Protection District

Revenue - All Funds

For the Period Ended May 31, 2020

| <i>FISCAL YEAR COMPLETED - 91.67%</i> | <u>2018/19</u> | <u>2019/20</u> | <u>2019/20</u> | <u>2019/20</u> | |
|--|-----------------------------|-----------------------------|-----------------------------|----------------------------|----------------------|
| | <i>Actual</i> | | | <i>Remaining</i> | |
| | <i>(unaudited)</i> | <i>Budgeted</i> | <i>Realized</i> | <i>Budget</i> | <i>% Received</i> |
| TAXES | | | | | |
| PROPERTY TAXES - CURRENT SECURED | \$ 68,105,244 | \$ 71,176,035 | \$ 68,006,200 | \$ 3,169,835 | 95.5% |
| PROPERTY TAXES - SUPPLEMENTAL | 1,741,546 | - | 299,157 | (299,157) | |
| PROPERTY TAXES - UTILITIES (Unitary) | 1,154,161 | 1,153,948 | 1,050,014 | 103,934 | 91.0% |
| PROPERTY TAXES - CURRENT UNSECURED | 1,966,018 | 1,958,810 | 1,925,120 | 33,690 | 98.3% |
| HOMEOWNERS PROPERTY TAX RELIEF | 457,938 | 475,000 | 223,406 | 251,594 | 47.0% |
| RDA PROPERTY TAX | 1,037,049 | 1,057,740 | 879,883 | 177,857 | 83.2% |
| LESS COUNTY TAX ADMINISTRATION | (578,027) | (589,588) | (566,046) | (23,542) | 96.0% |
| PROPERTY TAXES - PRIOR SECURED | (90,250) | - | (111,002) | 111,002 | |
| PROPERTY TAXES - PRIOR SUPPLEMENTAL | (69,301) | - | (68,206) | 68,206 | |
| PROPERTY TAXES - PRIOR UNSECURED | 49,536 | - | 1,042 | (1,042) | |
| TOTAL TAXES | <u>73,773,914</u> | <u>75,231,945</u> | <u>71,639,568</u> | <u>3,592,377</u> | <u>95.2%</u> |
| INTERGOVERNMENTAL REVENUE | | | | | |
| MEASURE "H" | 33,000 | 33,000 | 33,000 | - | 100.0% |
| SB-90 MANDATED COSTS | - | - | 56,345 | (56,345) | |
| STATE AID/GRANTS (OES REIMB.) | 686,032 | - | 216,710 | (216,710) | |
| OTHER INTERGOVERNMENTAL REVENUE | 226,080 | 260,000 | 274,207 | (14,207) | 105.5% |
| GEMT | 120,085 | 80,000 | (11,106) | 91,106 | -13.9% |
| CONSOLIDATED DISPATCH | 675,000 | 1,400,000 | 700,000 | 700,000 | 50.0% |
| TOTAL INTERGOVERNMENTAL REVENUE | <u>1,740,197</u> | <u>1,773,000</u> | <u>1,269,156</u> | <u>503,844</u> | <u>71.6%</u> |
| CHARGES FOR SERVICE | | | | | |
| INSPECTION FEES | 60,799 | 63,823 | 54,603 | 9,220 | 85.6% |
| PLAN REVIEW | 817,598 | 636,540 | 529,108 | 107,432 | 83.1% |
| INFO TECHNOLOGY SURCHARGE | - | 35,018 | - | 35,018 | 0.0% |
| WEED ABATEMENT CHARGES | - | 1,709 | - | 1,709 | 0.0% |
| ADMINISTRATIVE CITATION CHARGES | 23,600 | 5,563 | 1,000 | 4,563 | 18.0% |
| AMBULANCE SERVICES | 4,717,074 | 4,719,750 | 4,784,209 | (64,459) | 101.4% |
| CPR CLASSES | 922 | 595 | 480 | 115 | 80.7% |
| REPORTS/PHOTOCOPIES | 7,140 | 6,712 | 1,925 | 4,787 | <u>28.7%</u> |
| TOTAL CHARGES FOR SERVICE | <u>5,627,133</u> | <u>5,469,710</u> | <u>5,371,325</u> | <u>98,385</u> | <u>98.2%</u> |
| USE OF MONEY & PROPERTY | | | | | |
| INVESTMENT EARNINGS | 1,191,646 | 1,100,000 | 1,339,174 | (239,174) | <u>121.7%</u> |
| TOTAL USE OF MONEY & PROPERTY | <u>1,191,646</u> | <u>1,100,000</u> | <u>1,339,174</u> | <u>(239,174)</u> | <u>121.7%</u> |
| RENTAL INCOME | | | | | |
| RENT ON REAL ESTATE | 66,308 | 66,461 | 62,047 | 4,414 | <u>93.4%</u> |
| TOTAL RENTAL INCOME | <u>66,308</u> | <u>66,461</u> | <u>62,047</u> | <u>4,414</u> | <u>93.4%</u> |
| OTHER REVENUE | | | | | |
| SALE OF PROPERTY | - | - | 6,440 | (6,440) | |
| INSURANCE PROCEEDS | 39,408 | - | - | - | |
| MISCELLANEOUS REVENUE | 5,102 | 10,000 | 6,042 | 3,958 | <u>60.4%</u> |
| TOTAL OTHER REVENUE | <u>44,510</u> | <u>10,000</u> | <u>12,482</u> | <u>(2,482)</u> | |
| TOTAL REVENUE | <u>\$ 82,443,708</u> | <u>\$ 83,651,116</u> | <u>\$ 79,693,752</u> | <u>\$ 3,957,364</u> | <u>95.3%</u> |

San Ramon Valley Fire Protection District
Expenditures - General Fund
For the Period Ended May 31, 2020

FISCAL YEAR COMPLETED - 91.67%

| | | 2018/19 | 2019/20 | 2019/20 | 2019/20 | |
|--------------------------------------|------|-------------------------------------|-------------------|-----------------------|-----------------------------------|-----------------------------|
| | | <i>Actual</i> <i>(unaudited)</i> | <i>Budget</i> | <i>Actual to Date</i> | <i>Remaining</i> <i>Budget</i> | <i>%</i> <i>Expended</i> |
| SALARIES & BENEFITS | | | | | | |
| PERMANENT SALARIES | 5110 | \$ 25,259,418 | \$ 26,507,220 | \$ 24,228,343 | \$ 2,278,877 | 91.4% |
| TEMPORARY SALARIES | 5115 | 341,855 | 374,144 | 384,313 | (10,169) | 102.7% |
| PERMANENT OVERTIME | 5120 | 8,762,929 | 8,422,700 | 7,585,064 | 837,636 | 90.1% |
| PERMANENT OVERTIME-TEMP EEs | 5121 | 15,541 | - | 757 | (757) | #DIV/0! |
| FICA/MEDICARE | 5140 | 494,148 | 497,470 | 453,372 | 44,098 | 91.1% |
| RETIREMENT CONTRIBUTIONS | 5150 | 16,775,746 | 16,587,841 | 15,158,806 | 1,429,035 | 91.4% |
| RETIREMENT CONTRIB. UAAL | 5150 | 294,000 | 236,000 | 236,000 | - | 100.0% |
| 401a CONTRIBUTIONS-ER PAID | 5151 | 8,040 | 8,040 | 7,630 | 410 | 94.9% |
| EMPLOYEE GROUP INSURANCE | 5160 | 3,746,138 | 4,001,462 | 3,675,833 | 325,629 | 91.9% |
| RETIREE HEALTH INSURANCE | 5170 | 2,776,817 | 3,008,520 | 2,755,893 | 252,627 | 91.6% |
| OPEB CONTRIBUTION | 5175 | 4,048,930 | 3,939,193 | 3,610,970 | 328,223 | 91.7% |
| UNEMPLOYMENT INSURANCE | 5180 | - | 20,000 | - | 20,000 | 0.0% |
| WORKERS' COMPENSATION | 5190 | 1,442,697 | 1,250,000 | 1,075,111 | 174,889 | 86.0% |
| TOTAL SALARIES & BENEFITS | | <u>63,966,259</u> | <u>64,852,590</u> | <u>59,172,092</u> | <u>5,680,498</u> | <u>91.2%</u> |
| SERVICES & SUPPLIES | | | | | | |
| OFFICE SUPPLIES | 5202 | 25,569 | 31,436 | 25,506 | 5,930 | 81.1% |
| POSTAGE | 5204 | 15,177 | 29,034 | 8,535 | 20,499 | 29.4% |
| TELECOMMUNICATIONS | 5206 | 242,190 | 213,064 | 203,991 | 9,073 | 95.7% |
| UTILITIES | 5208 | 397,013 | 381,800 | 347,023 | 34,777 | 90.9% |
| SMALL TOOLS/EQUIPMENT | 5210 | 123,819 | 156,700 | 111,388 | 45,312 | 71.1% |
| MISCELLANEOUS SUPPLIES | 5212 | 78,300 | 124,400 | 58,886 | 65,514 | 47.3% |
| MEDICAL SUPPLIES | 5213 | 187,606 | 193,000 | 215,161 | (22,161) | 111.5% |
| FIREFIGHTING SUPPLIES | 5214 | 46,775 | 55,000 | 52,057 | 2,943 | 94.6% |
| PHARMACEUTICAL SUPPLIES | 5216 | 33,955 | 35,000 | 55,427 | (20,427) | 158.4% |
| COMPUTER SUPPLIES | 5218 | 12,832 | 15,500 | 8,893 | 6,607 | 57.4% |
| RADIO EQUIPMENT & SUPPLIES | 5219 | 18,359 | 20,500 | 31,181 | (10,681) | 152.1% |
| FOOD SUPPLIES | 5222 | 38,577 | 35,350 | 21,191 | 14,159 | 59.9% |
| PPE INSPECTION & REPAIRS | 5223 | 14,362 | 19,500 | 9,258 | 10,242 | 47.5% |
| SAFETY CLOTHING/SUPPLIES | 5224 | 140,233 | 182,100 | 120,534 | 61,566 | 66.2% |
| CLASS A UNIFORMS & SUPPLIES | 5225 | 2,803 | 10,500 | 10,891 | (391) | 103.7% |
| NON-SAFETY CLOTHING/SUPPLIES | 5226 | 18,187 | 33,924 | 7,139 | 26,785 | 21.0% |
| CLASS B UNIFORMS & SUPPLIES | 5227 | 61,810 | 86,000 | 61,423 | 24,577 | 71.4% |
| HOUSEHOLD SUPPLIES | 5228 | 44,067 | 38,000 | 53,043 | (15,043) | 139.6% |
| CENTRAL GARAGE - REPAIRS | 5230 | 526,949 | 300,000 | 439,450 | (139,450) | 146.5% |
| CENTRAL GARAGE - MAINTENANCE | 5231 | 63,207 | 36,500 | 39,477 | (2,977) | 108.2% |
| CENTRAL GARAGE - GAS, DIESEL & OIL | 5232 | 228,159 | 168,800 | 213,567 | (44,767) | 126.5% |
| CENTRAL GARAGE - TIRES | 5234 | 41,578 | 54,000 | 45,975 | 8,025 | 85.1% |
| CENTRAL GARAGE - MANDATED INSP. | 5235 | 27,453 | 24,500 | 9,851 | 14,649 | 40.2% |
| MAINT./REPAIRS - EQUIPMENT | 5236 | 135,821 | 209,977 | 162,718 | 47,259 | 77.5% |
| MAINT./REPAIRS - RADIO & ELECTRONIC | 5238 | 216,369 | 109,876 | 83,357 | 26,519 | 75.9% |

San Ramon Valley Fire Protection District
Expenditures - General Fund
For the Period Ended May 31, 2020

FISCAL YEAR COMPLETED - 91.67%

| | | 2018/19 | 2019/20 | 2019/20 | 2019/20 | % |
|--------------------------------------|------|-------------------------------------|----------------------|-----------------------|-----------------------------------|-----------------|
| | | <i>Actual</i> <i>(unaudited)</i> | <i>Budget</i> | <i>Actual to Date</i> | <i>Remaining</i> <i>Budget</i> | <i>Expended</i> |
| MAINT./REPAIRS - BUILDINGS | 5240 | 187,219 | 246,180 | 173,055 | 73,125 | 70.3% |
| MAINT./REPAIRS - GROUNDS | 5242 | 42,916 | 53,000 | 55,144 | (2,144) | 104.0% |
| RENTS & LEASES-EQUIP./PROPERTY | 5246 | 57,656 | 68,148 | 61,647 | 6,501 | 90.5% |
| SOFTWARE & LICENSING | 5248 | - | 378,601 | 260,382 | 118,219 | 68.8% |
| PROFESSIONAL/SPECIALIZED SERVICES | 5250 | 1,448,300 | 2,069,247 | 1,776,713 | 292,534 | 85.9% |
| RECRUITING COSTS | 5251 | 84,804 | 114,300 | 112,417 | 1,883 | 98.4% |
| LEGAL SERVICES | 5252 | 177,206 | 605,000 | 200,089 | 404,911 | 33.1% |
| MEDICAL SERVICES | 5254 | 96,489 | 123,500 | 78,900 | 44,600 | 63.9% |
| COMMUNICATIONS SERVICES | 5258 | 87,360 | 93,600 | 93,600 | - | 100.0% |
| DOCUMENT MANAGEMENT SERVICES | 5260 | 2,492 | - | - | - | #DIV/0! |
| ELECTION SERVICES | 5262 | 10,300 | - | - | - | #DIV/0! |
| INSURANCE SERVICES | 5264 | 488,036 | 529,236 | 265,991 | 263,245 | 50.3% |
| PUBLICATION OF LEGAL NOTICES | 5270 | 1,865 | 3,500 | 106 | 3,394 | 3.0% |
| SPECIALIZED PRINTING | 5272 | 23,215 | 28,913 | 15,294 | 13,619 | 52.9% |
| MEMBERSHIPS | 5274 | 76,727 | 84,748 | 86,467 | (1,719) | 102.0% |
| EDUCATIONAL COURSES/SUPPLIES | 5276 | 63,633 | 111,200 | 85,976 | 25,224 | 77.3% |
| EDUCATIONAL ASSISTANCE | 5277 | 16,848 | 25,000 | 21,693 | 3,307 | 86.8% |
| PUBLIC EDUCATIONAL SUPPLIES | 5278 | 3,846 | 9,500 | 9,368 | 132 | 98.6% |
| BOOKS & PERIODICALS | 5280 | 18,158 | 27,813 | 12,856 | 14,957 | 46.2% |
| RECOGNITION SUPPLIES | 5282 | 3,407 | 3,500 | 2,088 | 1,412 | 59.7% |
| MEETINGS/TRAVEL EXPENSES | 5284 | 58,485 | 44,800 | 54,784 | (9,984) | 122.3% |
| OTHER EXPENSE | 5286 | 20,270 | - | 32,440 | (32,440) | #DIV/0! |
| PROPERTY TAX SHARE AGREEMENT | 5290 | 97,094 | 125,000 | - | 125,000 | 0.0% |
| TAXES & ASSESSMENTS | 5320 | - | 120,000 | 63,910 | 56,090 | 53.3% |
| TOTAL SERVICES & SUPPLIES | | <u>5,807,496</u> | <u>7,429,247</u> | <u>5,858,842</u> | <u>1,570,405</u> | <u>78.9%</u> |
| TOTAL OPERATING EXPENDITURES | | <u>\$ 69,773,755</u> | <u>\$ 72,281,837</u> | <u>\$ 65,030,934</u> | <u>\$ 7,250,903</u> | <u>90.0%</u> |

San Ramon Valley Fire Protection District
Expenditures - All Other Funds
For the Period Ended May 31, 2020

FISCAL YEAR COMPLETED - 91.67%

| | | 2018/19 | 2019/20 | 2019/20 | 2019/20 | |
|---|-----------|-------------------------------------|----------------------------|----------------------------|-----------------------------------|----------------------|
| | | <i>Actual</i> <i>(unaudited)</i> | <i>Budget</i> | <i>Actual to Date</i> | <i>Remaining</i> <i>Budget</i> | <i>% Expended</i> |
| CAPITAL PROJECTS - 300 | | | | | | |
| LEGAL & PROFESSIONAL SERVICES | 5250/5252 | \$ - | \$ - | \$ - | \$ - | |
| CRR TECH IMPROVEMENTS | 5253 | 842 | 60,350 | 6,824 | 53,526 | 11.3% |
| VARIOUS IMPROVEMENTS | 6120 | 524,583 | 1,428,446 | 994,709 | 433,737 | 69.6% |
| RADIO/ELECTRONIC EQUIPMENT | 6230 | 249,932 | 345,423 | 33,557 | 311,866 | 9.7% |
| MAJOR EQUIPMENT | 6240 | 141,553 | 178,291 | 58,241 | 120,050 | 32.7% |
| AUTOS & TRUCKS | 6250 | 3,146,104 | 2,464,678 | 236,831 | 2,227,847 | 9.6% |
| TOTAL CAPITAL PROJECTS | | <u>\$ 4,063,014</u> | <u>\$ 4,477,188</u> | <u>\$ 1,330,162</u> | <u>\$ 3,147,026</u> | <u>29.7%</u> |
| DEBT SERVICE - 200 | | | | | | |
| PROFESSIONAL/SPECIALIZED SERVICES | 5250 | \$ 2,915 | \$ - | \$ 3,190 | \$ (3,190) | |
| BOND REDEMPTION - 2013 & 2015 COP | 5310 | 1,268,098 | 931,350 | 931,350 | - | 100.0% |
| EQUIPMENT LEASE | 5310 | 613,156 | 613,155 | 613,155 | - | 100.0% |
| TOTAL DEBT SERVICE | | <u>\$ 1,884,169</u> | <u>\$ 1,544,505</u> | <u>\$ 1,547,695</u> | <u>\$ (3,190)</u> | <u>100.2%</u> |
| TOTAL - CAPITAL, EQUIPMENT, AND DEBT SERVICE | | <u>\$ 5,947,183</u> | <u>\$ 6,021,693</u> | <u>\$ 2,877,857</u> | <u>\$ 3,143,836</u> | 48.4% |

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

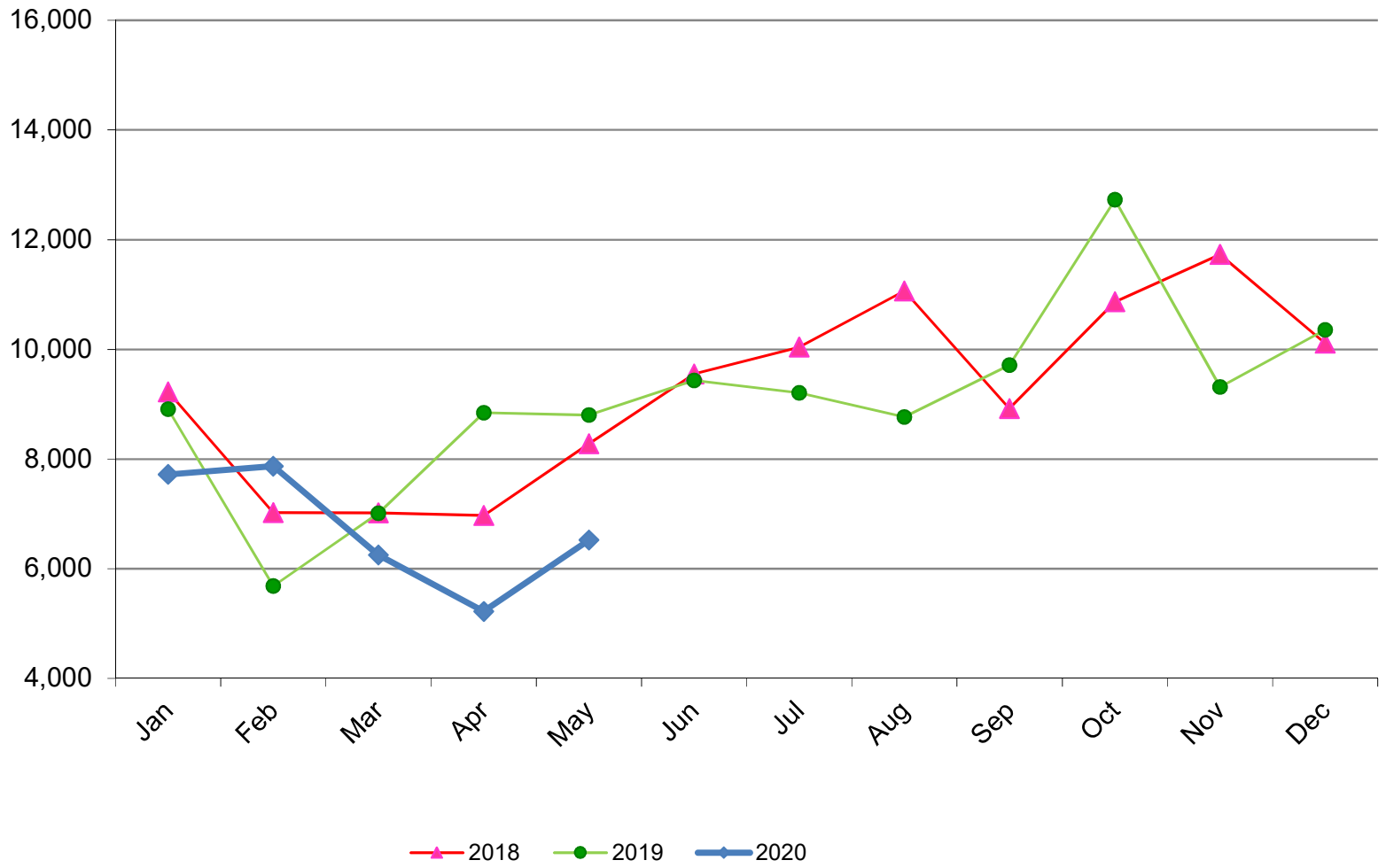
| Month | 2015/16 | | 2016/17 | | 2017/18 | | 2018/19 | | 2019/20 | |
|-----------|------------|--------------|------------|--------------|------------|--------------|------------|--------------|------------|--------------|
| | Revenue | Expenditures | Revenue | Expenditures | Revenue | Expenditures | Revenue | Expenditures | Revenue | Expenditures |
| July | \$ 354,684 | \$ 4,771,243 | \$ 282,790 | \$ 5,316,616 | \$ 354,888 | \$ 6,122,636 | \$ 550,530 | \$ 5,622,648 | \$ 749,436 | \$ 5,451,614 |
| August | 426,922 | 5,260,304 | 363,912 | 5,109,224 | 695,817 | 5,671,451 | 499,377 | 5,905,072 | 610,284 | 6,468,445 |
| September | 354,095 | 4,581,188 | 377,209 | 5,047,543 | 480,964 | 5,593,302 | 579,731 | 5,563,173 | 388,535 | 5,580,182 |
| October | 2,040,889 | 4,262,203 | 2,158,269 | 5,282,085 | 2,593,632 | 5,999,337 | 2,375,797 | 6,005,201 | 2,931,282 | 6,169,069 |
| November | 335,053 | 4,727,586 | 720,990 | 5,554,302 | 362,621 | 5,888,575 | 656,486 | 6,191,849 | 516,137 | 6,368,317 |
| December | 32,619,418 | 5,464,991 | 34,893,289 | 5,043,510 | 34,930,693 | 5,966,196 | 39,332,475 | 5,629,084 | 40,716,284 | 6,133,552 |
| January | 576,093 | 4,743,692 | 1,242,334 | 5,401,913 | 8,491,817 | 5,387,036 | 1,334,430 | 5,722,401 | 1,818,008 | 5,781,707 |
| February | 472,114 | 4,837,271 | 690,047 | 5,326,068 | 446,775 | 5,326,521 | 632,213 | 5,524,960 | 856,640 | 5,675,617 |
| March | 620,681 | 5,229,614 | 433,245 | 5,849,120 | 883,105 | 6,063,429 | 972,913 | 5,624,000 | 742,260 | 5,932,483 |
| April | 23,795,929 | 4,901,844 | 25,663,196 | 5,297,542 | 22,339,121 | 5,257,800 | 28,219,039 | 5,320,835 | 29,646,763 | 5,904,545 |
| May | 840,611 | 4,935,586 | 394,206 | 5,452,583 | 639,163 | 5,506,219 | 507,822 | 6,529,026 | 507,535 | 5,565,403 |
| June | 5,365,634 | 5,219,984 | 5,664,005 | 5,832,652 | 5,266,780 | 5,952,983 | 6,282,536 | 6,135,504 | - | - |

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

For the Month of: **May 2020**

| Department | # Reg Employees | Gross Wages | Payroll Taxes | Retirement | Total | % of Total |
|----------------------|-----------------|-----------------------|------------------|---------------------|---------------------|----------------|
| GL Acct Number | | (5110,5115,5120,5121) | (5140) | (5150,5151) | | |
| Board of Directors | 5 | 865.00 | 12.56 | - | 877.56 | 0.02% |
| Fire Chief | 1 | 33,165.70 | 475.47 | 17,474.79 | 51,115.96 | 1.21% |
| Human Resources | 2 | 22,199.42 | 314.47 | 10,552.95 | 33,066.84 | 0.78% |
| Finance | 3 | 33,219.62 | 473.79 | 10,629.88 | 44,323.29 | 1.05% |
| Fire Life & Safety | 7 | 66,638.03 | 955.53 | 26,717.75 | 94,311.31 | 2.24% |
| Technology | 2 | 20,902.46 | 292.20 | 6,772.47 | 27,967.13 | 0.66% |
| Communication Center | 14 | 200,045.71 | 2,866.74 | 51,357.33 | 254,269.78 | 6.03% |
| Facilities | 0 | 14,153.74 | 205.24 | - | 14,358.98 | 0.34% |
| Fire Suppression | 131 | 2,294,312.15 | 32,565.51 | 1,194,639.49 | 3,521,517.15 | 83.47% |
| Fleet | 1 | 10,327.89 | 149.75 | 3,046.32 | 13,523.96 | 0.32% |
| Training | 2 | 26,222.45 | 395.22 | 15,575.74 | 42,193.41 | 1.00% |
| EMS | 3 | 41,054.54 | 591.97 | 20,724.69 | 62,371.20 | 1.48% |
| Rescue | | 20,729.62 | - | 14,325.83 | 35,055.45 | 0.83% |
| HazMat | | 14,146.57 | - | 9,776.41 | 23,922.98 | 0.57% |
| TOTALS | 171 | 2,797,982.90 | 39,298.45 | 1,381,593.65 | 4,218,875.00 | 100.00% |

Total Overtime Hours by Month
January 2018-May 2020



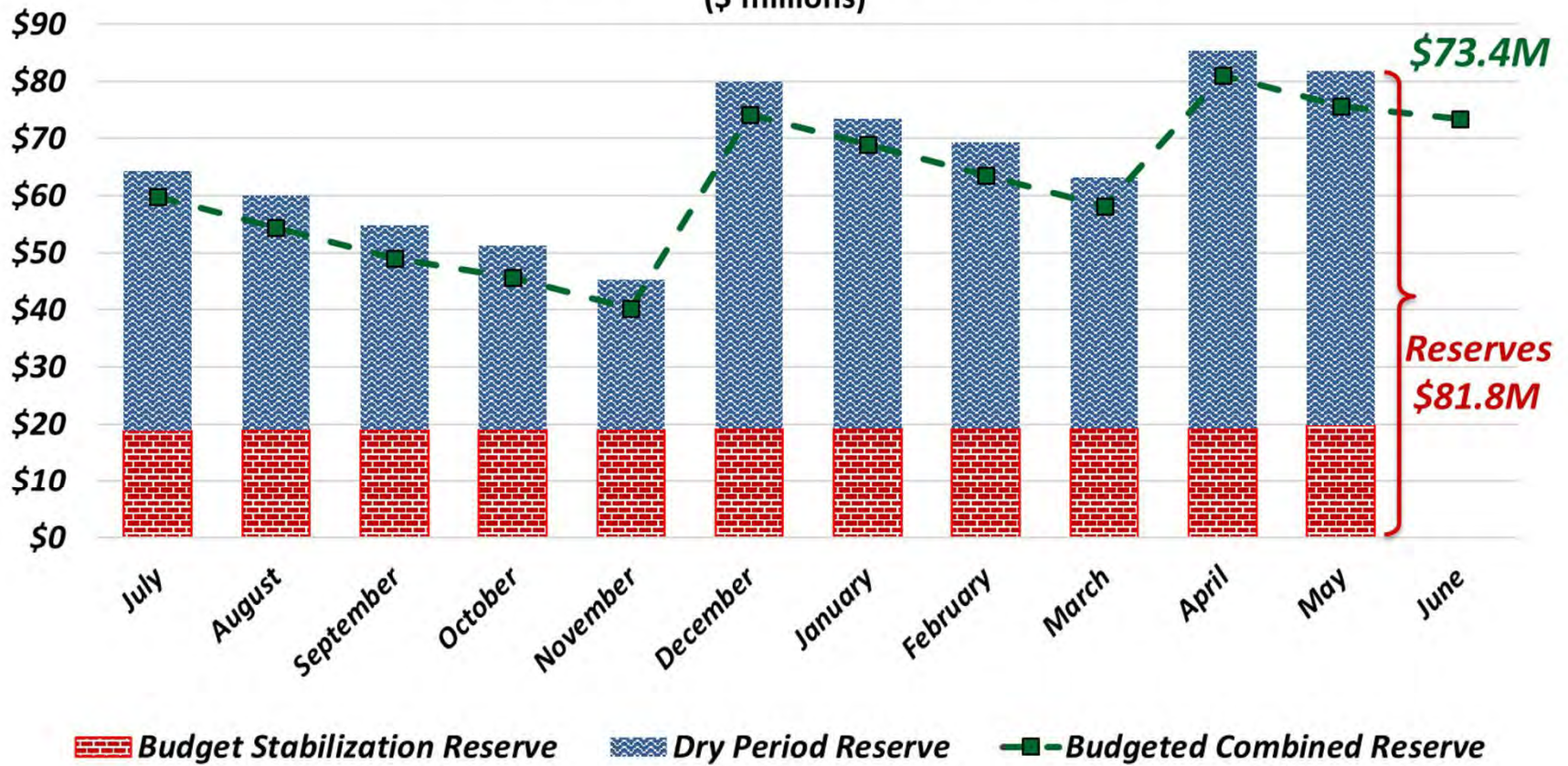


Finance Division

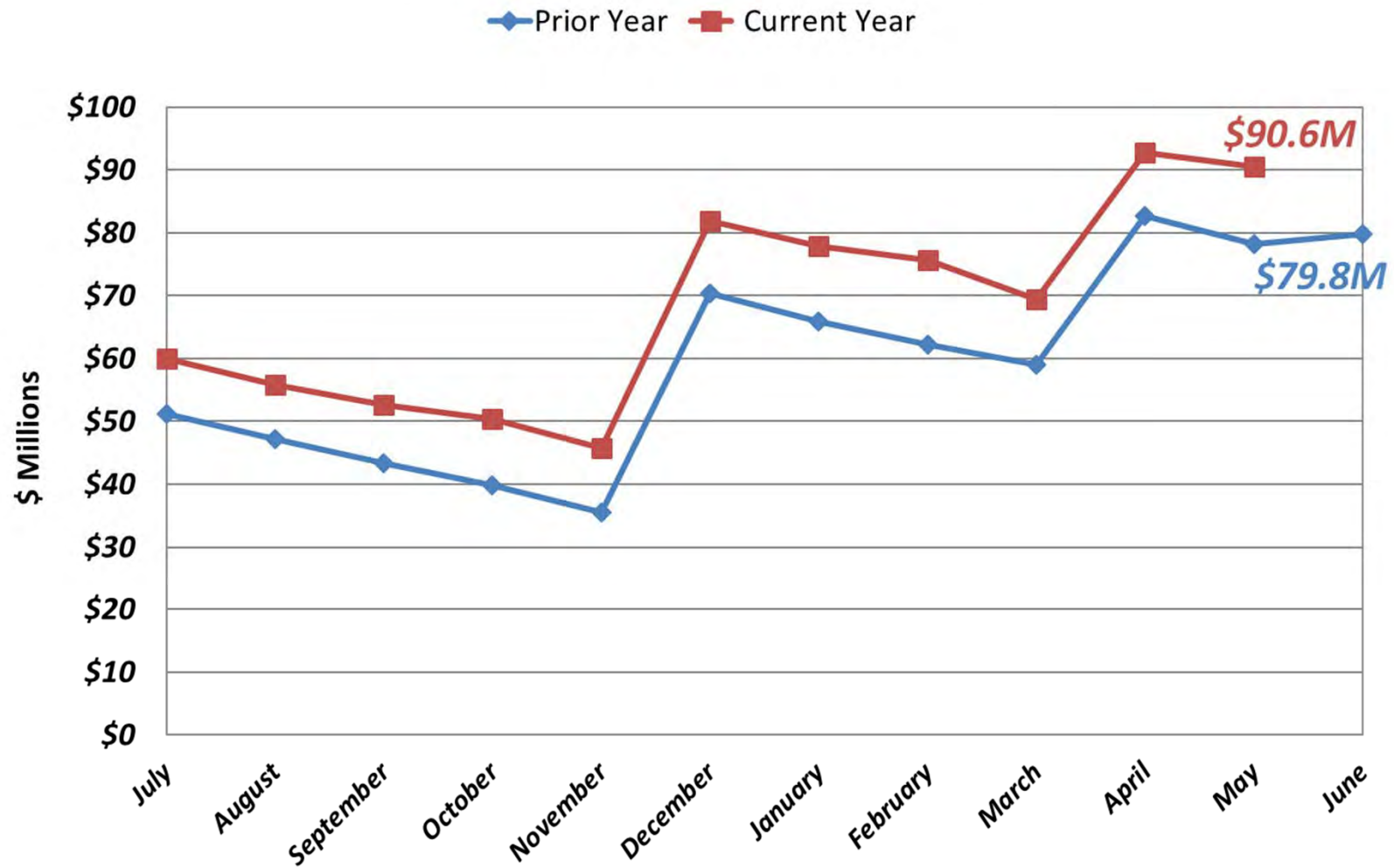
Monthly Financial
Report

May 31, 2020

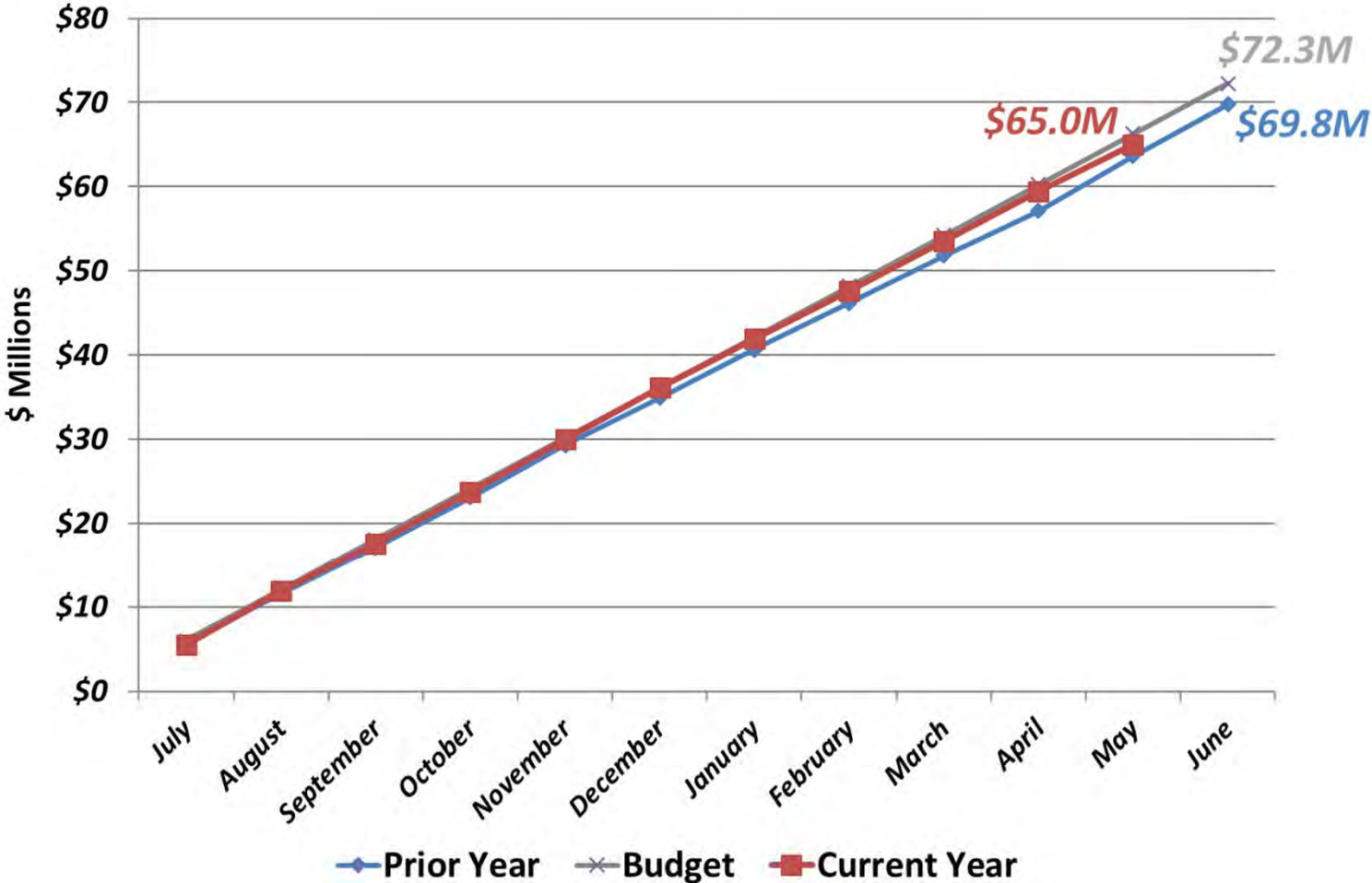
2019/20 Combined General Fund Reserves (\$ millions)



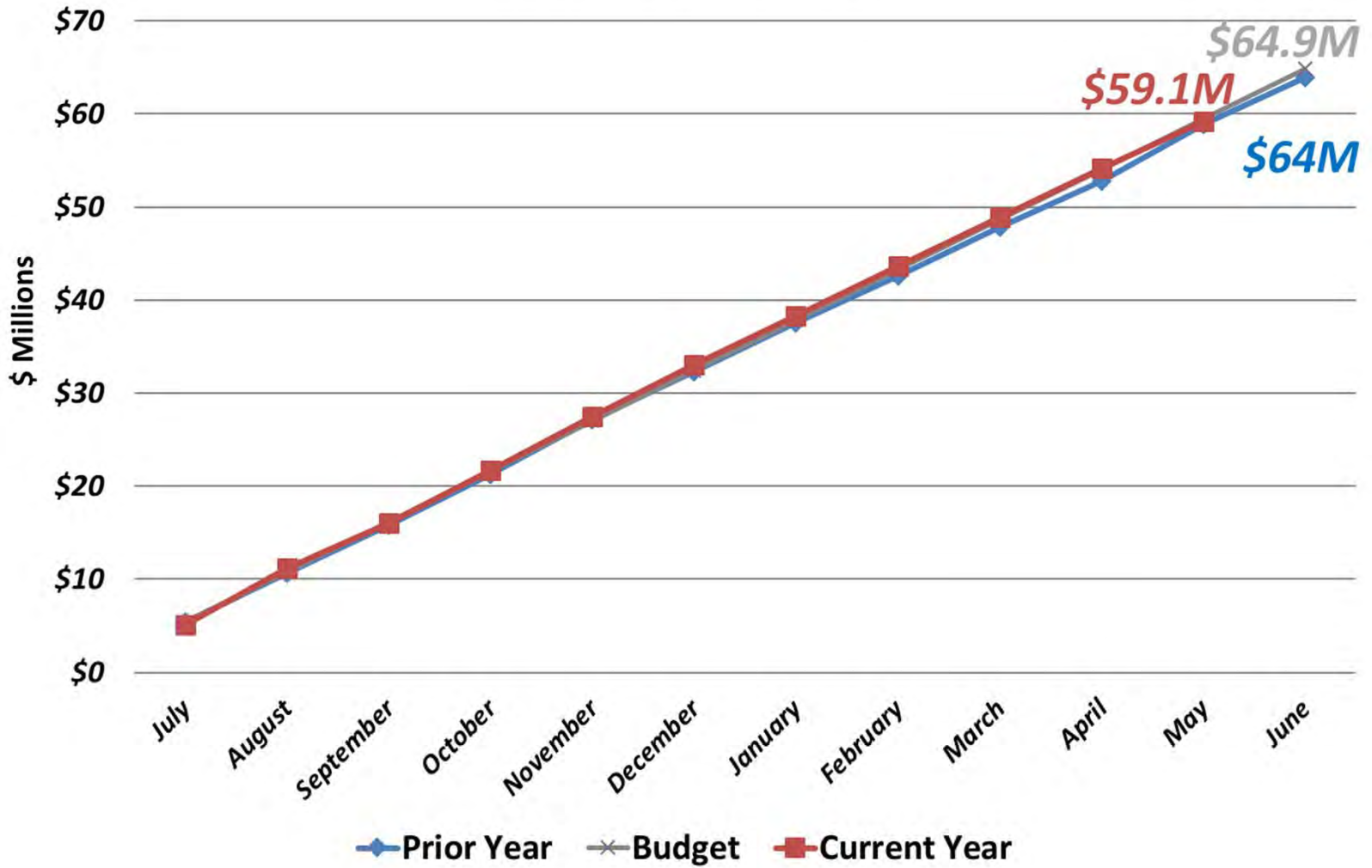
Cash & Investments - All Funds



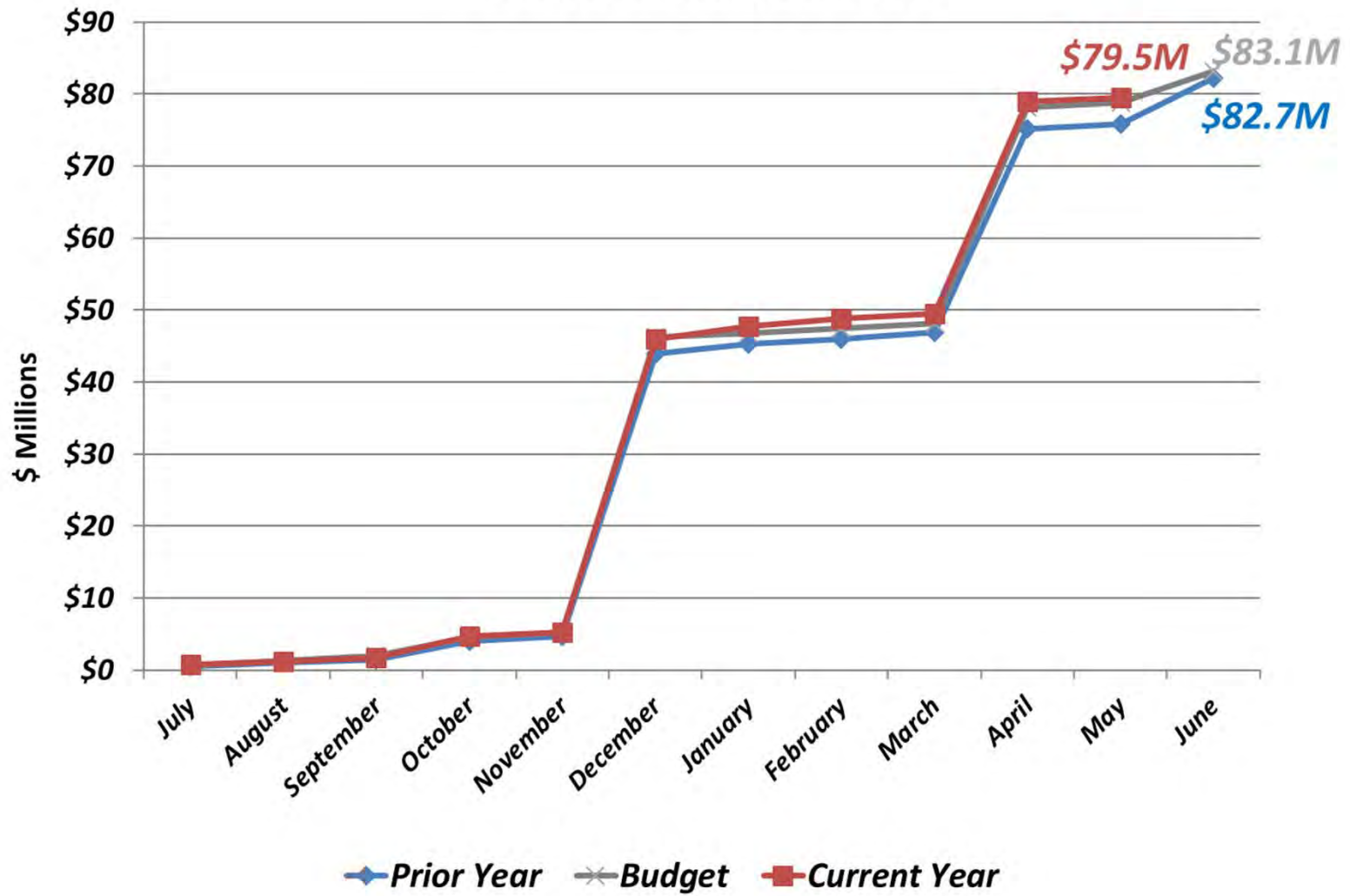
General Fund Expenditures



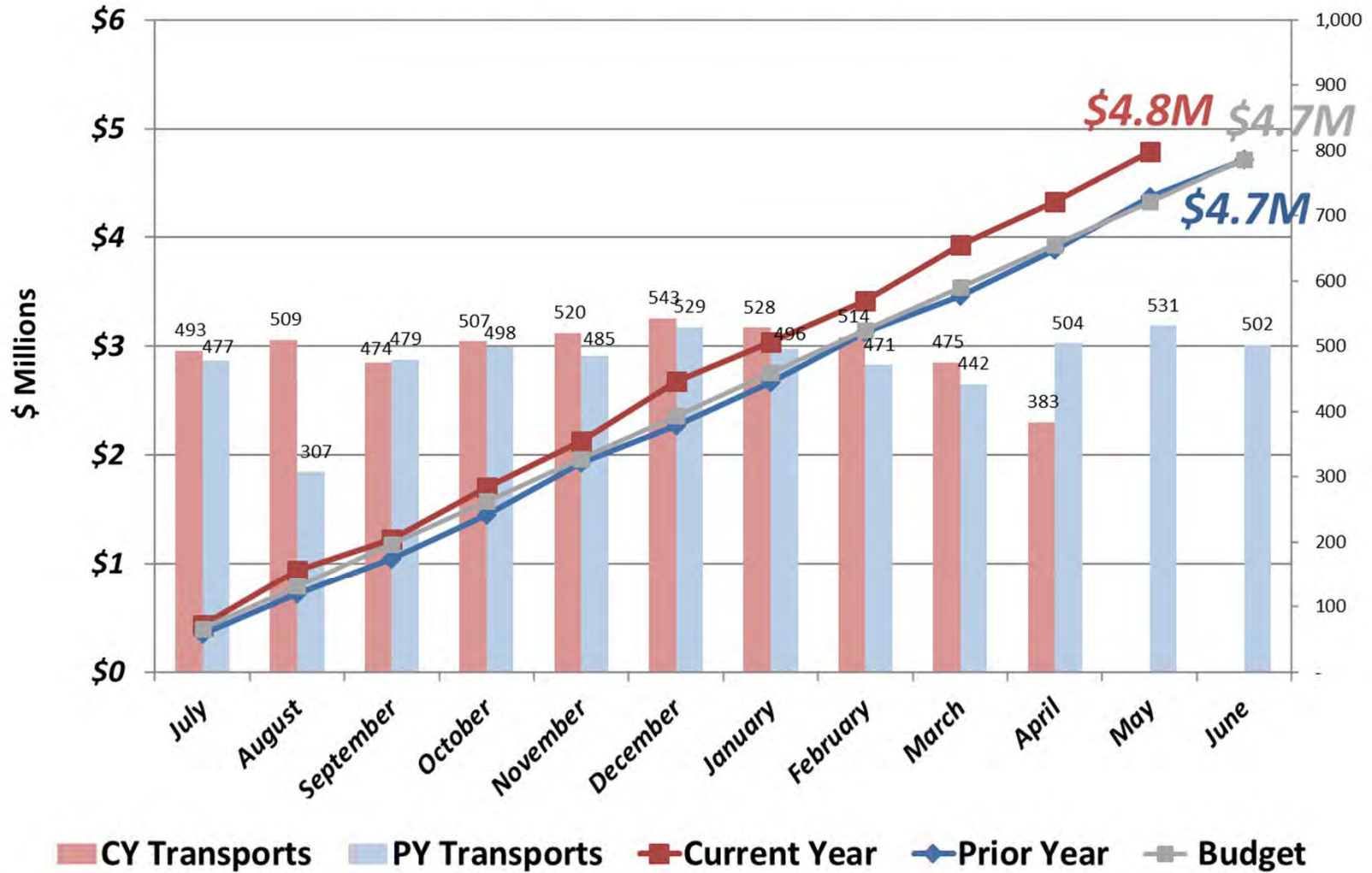
Salaries & Benefits



General Fund Revenues



Ambulance Revenue & Transports



COVID-19

Expenditures through May 31, 2020

| | |
|-------------------------------|-------------------|
| Facilities | \$ 35,339 |
| Personal Protective Equipment | 37,494 |
| Supplies | 28,702 |
| Cleaning | 5,332 |
| Professional Services | 7,290 |
| Overtime Backfill | <u>71,744</u> |
| Total | <u>\$ 185,901</u> |



Questions?

Total Overtime Hours by Month
January 2018-May 2020

