

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

October 28, 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 PublicComment@srvfire.ca.gov. Please make sure comments are submitted prior to 1 p.m. October 28, 2020.

Zoom for Government by Video:

From a PC, Mac, iPhone, Android, or iPad device click on:

<https://srvfpd.zoomgov.com/j/1613699648?pwd=U0ZrL0xOdFdrTnc0ZWQxTXBRdUFMUT09>

Webinar ID: 161 369 9648

Webinar Passcode: SRVF

By Phone:

Dial-in Number: (669) 254-5252

Meeting ID: 161 369 9648

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 via email prior to the meeting to PublicComment@srvfire.ca.gov, which should designate the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. All comments received prior to the start of the meeting will be read into the record by the District Clerk during Public

Board Agenda October 28, 2020

Page 2 of 4

Comment. *The time allotted for each public comment is determined by the Board President and may be up to a maximum of three (3) minutes.*

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 September 14, 2020 through October 14, 2020 in the amount of \$2,337,481.44.
- 5.2 Approve the Board Minutes from the September 23, 2020 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the month of September 2020 in the amount of \$4,983,525.49.
- 5.4 Receive and review the Quarterly Investment Report for the quarter ended September 30, 2020.
- 5.5 Approve declaration of Vehicles 302, 335, 395, 387, 397 as Surplus Property.
- 5.6 Approve a contract extension for the financial consulting services agreement with Ken Campo through November 1, 2022.
- 5.7 **Personnel Actions:**

New Hires:

Confirmation of Employment effective September 25, 2020. Approve staff recommendation to hire Jonathan Cook for Public Safety Dispatcher 2, step 4.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Public Safety Building Complex Update.

7. OLD BUSINESS

- 7.1 Approve amendments to the 2019 District Emergency Operations Plan (EOP) and addition of the Pet and Small Animal Emergencies Standard Operating Guideline (SOG) annex to the EOP; and further authorize the Fire Chief to make minor changes to the EOP and SOG that do not alter their intent, scope, guidance, or direction.

Board Agenda October 28, 2020

Page 3 of 4

8. NEW BUSINESS

- 8.1 Authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for the Public Safety Complex in an amount not to exceed \$1,635,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 1.5% of the basic services fixed fee (or \$25,000), and requiring Board approval for cumulative amendments greater than 3.0% (or \$50,000).
- 8.2 Authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for Station 34 Improvements in an amount not to exceed \$345,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 3.0% of the basic services fixed fee (or \$10,000), and requiring Board approval for cumulative amendments greater than 5.0% (or \$17,000).

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

There were several letters of appreciation and support from members of the community.

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations/Fleet Division-Deputy Chief Jim Selover
Operations and Fleet Report of monthly activities.
- 10.2 EMS – EMS Coordinator /RN – Laura Begin
EMS Report of monthly activities. COVID-19 update for Contra Costa County.
- 10.3 Fire and Life Safety/Training Division – Deputy Chief Frank Drayton
Fire and Life Safety and Training Report of monthly activities.
- 10.4 Facilities Division – Deputy Chief Frank Drayton
Facilities Report of monthly activities.
- 10.5 Communications/Technology Division – Director of Emergency Communications, Denise Pangelinan
Communications and Technology Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Director Natalie Korthamar-Wong
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

Comments by Board of Directors.

12. UPCOMING CALENDAR OF EVENTS

- Veterans Day – Wednesday, November 11, 2020
- Thanksgiving – Thursday/Friday, November 26 and 27, 2020

Board Agenda October 28, 2020

Page 4 of 4

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 5 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

13.2 CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to California Government Code Section 54957.6
Agency designated representatives: Chief Meyer, Financial Consultant Ken Campo
Employee organization: International Association of Firefighters Local 3546

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 NOVEMBER 18, 2020 AT 1:00 P.M.

Prepared by:

DocuSigned by:

B26E89A9ED874AE...

Stephanie E. Sakai, District Clerk

Agenda posted on October 22, 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 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
225416	9/16/2020	ABILA	5,903.33	Abilia MIP Accounting Software Renewal-FY2020/21
09/16/20-01	9/16/2020	ACE AUTO REPAIR AND TIRE CENTER	1,563.05	Replace Alternators/Belt-Unit 393
09/23/20-01	9/23/2020	ACE AUTO REPAIR AND TIRE CENTER	3,452.68	Replace High Pressure Oil Pump/Fuel Regulator/Cam Sensor-811
09/23/20-02	9/23/2020	ACE AUTO REPAIR AND TIRE CENTER	145.00	Re-Balance All Tires-Unit 393
225542	10/7/2020	ADAM HEINKE	25.00	Reimb-Stn 37 Volunteer Livescan
10/14/20-01	10/14/2020	AIR EXCHANGE INC	2,924.58	Plymovents Repairs-Stn 30
09/16/20-02	9/16/2020	AIRGAS USA LLC	369.50	Oxygen Tank Cylinders 8/28/20
10/07/20-01	10/7/2020	AIRGAS USA LLC	408.52	Oxygen Tank Cylinders 9/18/20
10/07/20-02	10/7/2020	AIRGAS USA LLC	323.95	Oxygen Tank Cylinders 9/25/20
225451	9/23/2020	ALAMEDA COUNTY FIRE DEPARTMENT	2,647.19	New Starter/Repair Master Switch-Unit 602
	9/23/2020	ALAMEDA COUNTY FIRE DEPARTMENT	2,039.25	Pump Leak Repairs/Replace Mechanical Seal-Unit 606
	9/23/2020	ALAMEDA COUNTY FIRE DEPARTMENT	1,798.08	Water Pump Coolant Leak Repairs-Unit 526
225572	10/14/2020	ALAMEDA COUNTY FIRE DEPARTMENT	3,277.58	Install Modem/Wires/Replace Antennas-Unit 553
	10/14/2020	ALAMEDA COUNTY FIRE DEPARTMENT	262.86	Install Wiring To Radio Splitter Box-Unit 553
	10/14/2020	ALAMEDA COUNTY FIRE DEPARTMENT	2,448.93	New A/C Compressor/Belts-Unit 523
	10/14/2020	ALAMEDA COUNTY FIRE DEPARTMENT	1,543.79	Replace Air Bag/Rear Light Relay-Unit 602
225452	9/23/2020	ALAMO ACE HARDWARE	31.72	Misc. Station Maintenance/Sprinkler Repairs-Stn 38
10/07/20-03	10/7/2020	ALL STAR FIRE EQUIPMENT INC	304.18	Red Phenix Wildland Helmet-McCulloch
225573	10/14/2020	AMAZON COM CREDIT SERVICES	1,726.70	Misc. Strike Team Supplies
	10/14/2020	AMAZON COM CREDIT SERVICES	60.61	Printer Cartridge-Ong-COVID 19
225543	10/7/2020	AMERICAN MESSAGING	418.36	Paging Service-10/20
225417	9/16/2020	ANNE KOPP PH D	400.00	Psychological Screening-Public Safety Dispatcher
225418	9/16/2020	AP TRITON LLC	4,375.00	EMS Advocate Consulting Services-September 2020
225497	9/30/2020	ARKTOS INCORPORATED	250.00	Service Call-Non-Responding Gate/Lubed Chain-Stn 36
225453	9/23/2020	ATT	1,302.40	250Mb Internet Circuit-8/11/20-9/10/20
225454	9/23/2020	ATT	21.81	Phone Service 8/19/20-9/18/20
225498	9/30/2020	ATT	4,828.17	Phones/Data/Radio Circuit/Long Distance 8/20/20-9/19/20
225499	9/30/2020	ATT	492.14	Phone Service 8/20/20-9/19/20-Comm Center
225419	9/16/2020	ATT MOBILITY	49.06	Cell Phone/Mobile Data-Chief Meyer 8/1/20-8/31/20
225420	9/16/2020	ATT MOBILITY	348.11	FLSD Cell Phones/Mobile Data (7)-9/1/20-9/30/20
225421	9/16/2020	ATT MOBILITY	766.07	Cell Phones/Mobile Data/iPads 7/27/20-8/26/20
225455	9/23/2020	ATT MOBILITY	4,852.29	Cell Phones/Mobile Data 8/1/20-8/31/20
225544	10/7/2020	ATT MOBILITY	764.29	Cell Phones/Mobile Data/iPads 8/27/20-9/26/20
225574	10/14/2020	ATT MOBILITY	771.69	FLSD Cell Phones/Mobile Data (7)-10/1/20-10/31/20
09/23/20-03	9/23/2020	AVIAT US INC.	6,467.00	Path Survey/Feasibility Study/Program Mgmt-New Comm Center
225456	9/23/2020	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	234.00	Annual Permit Gas Dispensing Nozzle Fee 11/20-11/21-Stn 30
09/16/20-03	9/16/2020	BAYSPORT PREVENTIVE MEDICAL GROUP	3,045.00	Pre-employment Physical/Drug Test-FF/PM
10/14/20-02	10/14/2020	BAYSPORT PREVENTIVE MEDICAL GROUP	4,205.00	Welness Exam/Pre-employment Physical/Drug Test-FF/PM
09/23/20-04	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 30
09/23/20-05	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 31
09/23/20-06	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 32

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
09/23/20-07	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 33
09/23/20-08	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 34
09/23/20-09	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 35
09/23/20-10	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 36
09/23/20-11	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 38
09/23/20-12	9/23/2020	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 8/24/20-Stn 39
09/16/20-04	9/16/2020	BOUNDTREE MEDICAL LLC	2,315.55	Pharmaceutical Supplies
09/23/20-13	9/23/2020	BOUNDTREE MEDICAL LLC	2,229.24	Medical Supplies
10/07/20-04	10/7/2020	BOUNDTREE MEDICAL LLC	105.84	Medical Supplies
10/07/20-05	10/7/2020	BOUNDTREE MEDICAL LLC	649.50	Medical Supplies
10/07/20-06	10/7/2020	BOUNDTREE MEDICAL LLC	1,792.81	Medical Supplies
10/07/20-07	10/7/2020	BOUNDTREE MEDICAL LLC	39.56	Medical Supplies
10/07/20-08	10/7/2020	BOUNDTREE MEDICAL LLC	442.50	Medical Supplies
10/07/20-09	10/7/2020	BOUNDTREE MEDICAL LLC	2,210.45	Medical Supplies
10/07/20-10	10/7/2020	BOUNDTREE MEDICAL LLC	1,583.06	Medical Supplies
10/07/20-11	10/7/2020	BOUNDTREE MEDICAL LLC	1,017.00	Medical Supplies
10/07/20-12	10/7/2020	BOUNDTREE MEDICAL LLC	269.97	Pharmaceutical Supplies
225545	10/7/2020	BRANDON J EYNCK	275.18	Reimb-Honor Guard Flag Replacement/Uniform Alterations
225457	9/23/2020	BUCHANAN AUTO ELECTRIC INC	440.17	Deka Batteries (2)-Unit 393
225500	9/30/2020	BUCHANAN AUTO ELECTRIC INC	440.17	DEKA Batteries (2)-Unit 322
	9/30/2020	BUCHANAN AUTO ELECTRIC INC	814.54	Odyssey AGM Batteries (2)-Spare
	9/30/2020	BUCHANAN AUTO ELECTRIC INC	814.41	Odyssey Batteries (2)-Unit 711
225575	10/14/2020	BUENA VISTA TREE SERVICE INC	1,200.00	Removed Cherry Trees/Ground Stump-Stn 30
225422	9/16/2020	CA STATE DEPARTMENT OF JUSTICE	98.00	LiveScan Pre-employment Fingerprinting
225458	9/23/2020	CAL STEAM	14.97	1440W 120V Screw-In Water Heater Parts
EFT 10/07/...	10/7/2020	CALPERS	1,378.30	CalPERS Health-Admin Fees Oct 2020
	10/7/2020	CALPERS	330,748.25	CalPERS Health-Oct 2020
	10/7/2020	CALPERS	243,540.66	CalPERS Health-Retirees Oct 2020
Wire 9/29/20	9/29/2020	CalPERS CERBT (OPEB)	183,000.00	FY 20/21 OPEB Contribution Prefunding-Sep 2020
225459	9/23/2020	CAPITOL CLUTCH AND BRAKE INC	92.55	Tractor Protection Valves For Engines-Stock
225501	9/30/2020	CCC DEPT OF INFO TECH	40,200.00	Radio Site Lease (4)-7/2020-6/2021
225576	10/14/2020	CCC EMPLOYEES RETIREMENT ASSOCIATION	1,115.00	Pension Actuarial Valuation/GASB 68 Financial Reporting
Wire 10/9/20	10/9/2020	CCC EMPLOYEES RETIREMENT ASSOCIATION	474,177.65	Employee Retirement Contributions-9/20
225502	9/30/2020	CHAD BOWER	225.00	Reimb-Paramedic Recertification
09/30/20-01	9/30/2020	CHRISTOPHER C SUTER	28,885.03	415 Limit Replacement Benefits Less Dental Insurance 10/1/20
225423	9/16/2020	CINTAS CORPORATION	84.91	Carpet Runners/Mechanics Coverall Clean Fee 9/14/20-Stn 30
225460	9/23/2020	CINTAS CORPORATION	58.62	Carpet Runner Exchange Service 9/17/20-Stn 32
225503	9/30/2020	CINTAS CORPORATION	39.07	Carpet Runners/Mechanics Coverall Clean Fee 9/21/20-Stn 30
225546	10/7/2020	CINTAS CORPORATION	84.91	Carpet Runners/Mechanics Coverall Clean Fee 9/24/20-Stn 30
225547	10/7/2020	CINTAS CORPORATION	58.62	Carpet Runner Exchange Service 10/1/20-Stn 32
225548	10/7/2020	CINTAS CORPORATION	39.07	Carpet Runners/Mechanics Coverall Clean Fee 10/5/20-Stn 30

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
225577	10/14/2020	CINTAS CORPORATION	84.91	Carpet Runners/Mechanics Coverall Clean Fee 10/12/20-Stn 30
225424	9/16/2020	CITY OF SAN RAMON	10,000.00	Street Smarts Program-FY2020/21
225504	9/30/2020	CLARK PEST CONTROL	202.00	Pest Control Service 9/23/20-Stn 31
225578	10/14/2020	CLARK PEST CONTROL	120.00	Pest Control Service 10/7/20-Training Site
	10/14/2020	CLARK PEST CONTROL	108.00	Pest Control Service 9/4/20-Stn 32
225505	9/30/2020	CLUB CARE INC	252.50	Exercise Equipment General Service/Labor-Stn 32
225425	9/16/2020	COMCAST	229.86	Cable Service 9/13/20-10/12/20 Stn 30
225426	9/16/2020	COMCAST	149.87	High Speed Internet 9/8/20-10/7/20 Stn 35
225427	9/16/2020	COMCAST	149.87	High Speed Internet 9/9/20-10/8/20 Stn 39
225428	9/16/2020	COMCAST	245.16	High-Speed Internet/Cable Service 9/8/20-10/7/20 Stn 38
225461	9/23/2020	COMCAST	154.04	High Speed Internet 9/23/20-10/22/20 Stn 31
225462	9/23/2020	COMCAST	191.65	Cable Service 9/17/20-10/16/20 Admin
225463	9/23/2020	COMCAST	530.28	High Speed Internet/Cable Svc 8/20/20-10/19/20 Old Stn 32
225464	9/23/2020	COMCAST	149.87	High Speed Internet 9/15/20-10/14/20 Stn 34
225506	9/30/2020	COMCAST	170.09	Cable Service 10/1/20-10/31/20 Stn 33
225507	9/30/2020	COMCAST	211.73	Cable Service 9/26/20-10/25/20 Stn 31
225508	9/30/2020	COMCAST	188.92	Cable Service 10/1/20-10/31/20 Stn 39
225509	9/30/2020	COMCAST	180.97	Cable Service 9/27/20-10/26/20 Stn 35
225510	9/30/2020	COMCAST	188.02	High Speed Internet/Cable Svc 9/26-10/25/20 Training Site
225511	9/30/2020	COMCAST	268.08	Cable Service 9/26/20-10/25/20 Stn 36
225512	9/30/2020	COMCAST	184.26	Cable Service 9/27/20-10/26/20 Stn 34
225513	9/30/2020	COMCAST	220.83	Cable Service 9/27/20-10/26/20 Stn 38
225549	10/7/2020	COMCAST	149.87	High Speed Internet 9/30/20-10/29/20 Stn 30
225550	10/7/2020	COMCAST	149.87	High Speed Internet 10/1/20-10/31/20 Stn 36
225551	10/7/2020	COMCAST	149.87	High Speed Internet 10/1/20-10/30/20 Stn 33
225579	10/14/2020	COMCAST	153.59	Broadband Internet Service 9/1/20-9/30/20 Admin
225580	10/14/2020	COMCAST	229.85	Cable Service 9/13/20-10/12/20 Stn 30
225581	10/14/2020	COMCAST	149.87	High Speed Internet 10/8/20-11/7/20 Stn 35
225582	10/14/2020	COMCAST	239.87	High Speed Internet 10/6/20-11/5/20 Stn 32
225583	10/14/2020	COMCAST	121.89	Cable Service 10/4/20-11/3/20 Stn 32
225584	10/14/2020	COMCAST	149.87	High Speed Internet 10/9/20-11/8/20 Stn 39
225585	10/14/2020	COMCAST	211.23	High-Speed Internet/Cable Service 10/8/20-11/7/20 Stn 38
225465	9/23/2020	CONCERN EAP	3,199.37	Employee Assistance Premium-9/20
225429	9/16/2020	CONTRA COSTA P AND S	1,776.87	Wash/Wax Soap/Buckets/Towels-Stn 33 Stock
225466	9/23/2020	CONVERGE ONE INC	1,416.45	Call Manager/Unity SmartNet Support
	9/23/2020	CONVERGE ONE INC	3,696.28	HPE Nimble Storage Device Annual Fee 9/20-9/21-Comm Center
10/07/20-13	10/7/2020	CONWAY SHIELDS INC	57.49	Wildland Helmet Shield-Drayton
225514	9/30/2020	CRAIG BOWEN	31,434.25	415 Limit Replacement Benefits Less Dental Insurance 10/1/20
09/30/20-02	9/30/2020	CREWSENSE LLC	12,065.40	Annual Licensing-Time Scheduling Software 6/15/20-6/14/21
225430	9/16/2020	CROSS CONNECTIONS MOBILE COMMUNICATIONS	1,386.84	Mobile Radio Accessories-CS131
	9/16/2020	CROSS CONNECTIONS MOBILE COMMUNICATIONS	259.37	Radio Desktop Chargers (2)/Vehicle Charger (1)

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
	9/16/2020	CROSS CONNECTIONS MOBILE COMMUNICATIONS	118.68	Vehicle Charger-Viera
225467	9/23/2020	CROSS CONNECTIONS MOBILE COMMUNICATIONS	998.38	BK KNG Clamshells (4)/Mics (3)/Li-Ion Batteries (2)
225495	9/25/2020	CUSHING PAINTING AND DRYWALL	475.00	Office Wall Paint Project (3 Offices)-Admin
225586	10/14/2020	DAVID GONZALES	175.00	2020 COP Notary Fee
10/07/20-14	10/7/2020	DEFINITIVE NETWORKS INC	40,000.00	Network Engineering and Support-Oct 2020
10/07/20-15	10/7/2020	DEFINITIVE NETWORKS INC	16,100.00	Tablet and Modem Haas-Oct 2020
10/07/20-16	10/7/2020	DEFINITIVE NETWORKS INC	4,800.00	ePCR Data Review Service-Oct 2020
10/07/20-17	10/7/2020	DEFINITIVE NETWORKS INC	8,200.00	ePCR Hosting/Support Services-Oct 2020
225515	9/30/2020	DEL CONTES LANDSCAPING INC	2,555.00	Landscape Maint 9/20-Admin/Stn 30/31/35/38
09/16/20-05	9/16/2020	DELTA DENTAL OF CALIFORNIA	12,616.70	Dental Claims-9/4/20-9/10/20
09/23/20-14	9/23/2020	DELTA DENTAL OF CALIFORNIA	9,809.00	Dental Claims-9/11/20-9/17/20
09/30/20-03	9/30/2020	DELTA DENTAL OF CALIFORNIA	8,507.42	Dental Claims-9/18/20-9/24/20
10/07/20-18	10/7/2020	DELTA DENTAL OF CALIFORNIA	5,280.00	Dental Insurance Administrative Fees-9/20
10/07/20-19	10/7/2020	DELTA DENTAL OF CALIFORNIA	16,057.70	Dental Claims-9/25/20-10/1/20
10/14/20-03	10/14/2020	DELTA DENTAL OF CALIFORNIA	17,294.70	Dental Claims-10/2/20-10/8/20
225516	9/30/2020	DENALECT ALARM COMPANY INC	8,971.20	Annual Alarm Charge 7/1/20-Admin
225517	9/30/2020	DENTONIS WELDING WORKS INC	1,403.94	Rear Suspension Repairs-Unit 354
225431	9/16/2020	DIABLO PRINTING AND COPYING	90.93	Business Cards-T.Word
225518	9/30/2020	DIABLO PRINTING AND COPYING	140.73	Business Cards-Alvarez/Selover
225587	10/14/2020	DIABLO PRINTING AND COPYING	70.37	Business Cards-S.Caughey
225468	9/23/2020	DIRECTV	69.99	Cable Service 9/12/20-10/11/20
225552	10/7/2020	DUBLIN SAN RAMON SERVICES DISTRICT	860.92	Recycled Water Service 8/1/20-9/30/20 Stn 30
225469	9/23/2020	EBMUD	1,715.90	Water Service (Meter 1.0) 7/13/20-9/10/20 Stn 36
	9/23/2020	EBMUD	279.68	Water Service (Meter 1.5) 7/13/20-9/10/20 Stn 36
	9/23/2020	EBMUD	1,865.36	Water Service (Meter 1.5) 7/15/20-9/10/20 Admin
	9/23/2020	EBMUD	565.60	Water Service (Meter 6.0) 7/13/20-9/10/20 Stn 36
	9/23/2020	EBMUD	565.60	Water Service (Meter 6.0) 7/15/20-9/10/20 Admin
225519	9/30/2020	EBMUD	91.04	Water Service (Meter 1.0) 7/22/20-9/21/20 Old Station 32
225553	10/7/2020	EBMUD	453.56	Water Service (Meter 1.0) 7/30/20-9/28/20 Stn 34
	10/7/2020	EBMUD	945.22	Water Service (Meter 2.0) 7/31/20-9/30/20 Stn 31
	10/7/2020	EBMUD	289.34	Water Service (Meter 4.0) 7/30/20-9/32820 Stn 34
225588	10/14/2020	EBMUD	289.34	Water Service (Meter 4.0) 7/31/20-9/30/20 Stn 31
	10/14/2020	EBMUD	589.26	Water Service (Meter 5/8 inch) 8/5/20-10/6/20 Stn 33
	10/14/2020	EBMUD	209.73	Water Service (Meter 5/8) 6/2/20-9/30/20 Stn 31
	10/14/2020	EBMUD	1,115.41	Water Service (Meter 6.0) 6/3/20-9/30/20 Stn 31
225520	9/30/2020	ED JONES COMPANY INC	161.14	Battalion Chief Badge-Spani
09/16/20-06	9/16/2020	EFAX CORPORATE	112.10	eFax Usage-Aug 2020
09/30/20-04	9/30/2020	ELECTRONIC INNOVATIONS INC	513.25	Service/Replace Center Loop Detector-Stn 30
225432	9/16/2020	ENTERPRISE FM TRUST	9,847.11	Monthly Fleet Lease Payment (17) 9/1/20-9/30/20
225589	10/14/2020	ENTERPRISE FM TRUST	9,869.11	Monthly Fleet Lease Payment (17) 10/1/20-10/31/20
225433	9/16/2020	ERGOMETRICS	160.31	FireTEAM Testing/Scoring-FF/PM Recruitment

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
225554	10/7/2020	FISHER SCIENTIFIC	3,790.20	Clorox Germicidal Wipes-Covid 19
225521	9/30/2020	FUTURE FORD LINCOLN OF CONCORD	95.82	Window Visor Parts-Unit 811
225555	10/7/2020	FUTURE FORD LINCOLN OF CONCORD	105.12	Step Bracket-Unit 362
225434	9/16/2020	GALLS LLC	241.84	Uniform Belts (6)-Suppression/Academy
225556	10/7/2020	GALLS LLC	84.57	Uniform Belts (2)-Suppression/Academy
225470	9/23/2020	GLOBAL GATE CONTROLS INC	242.00	Key Fobs (20)-Stock
225471	9/23/2020	GOLDEN STATE EMERGENCY VEHICLE SERVICES	81.33	DEF Filler Cap-Unit 554
	9/23/2020	GOLDEN STATE EMERGENCY VEHICLE SERVICES	506.80	New Engine Tool Mounts-Unit 553
225557	10/7/2020	GOLDEN STATE EMERGENCY VEHICLE SERVICES	1,442.45	Annual Inspection/Repairs Found During Service-Unit 658
	10/7/2020	GOLDEN STATE EMERGENCY VEHICLE SERVICES	2,451.23	Annual Inspection/Repairs Found During Service-Unit 805
	10/7/2020	GOLDEN STATE EMERGENCY VEHICLE SERVICES	3,786.46	Annual Inspection/Repairs Found During Service-Unit 807
	10/7/2020	GOLDEN STATE EMERGENCY VEHICLE SERVICES	3,057.31	Annual Inspection/Repairs Found During Service-Unit 856
225590	10/14/2020	GREAT AMERICA FINANCIAL SERVICES CORPORATION	180.08	Training Copier Maintenance Agreement-10/20
225435	9/16/2020	GULF COAST PHARMACEUTICALS PLUS LLC	2,773.40	EMS Sodium Chloride (10)
225472	9/23/2020	HAVE AIR WILL TRAVEL INC	220.00	Service Call To Walnut Creek-Fender Repairs-Unit 712
	9/23/2020	HAVE AIR WILL TRAVEL INC	130.00	Service Call-Air Extension Repairs-Unit 556
	9/23/2020	HAVE AIR WILL TRAVEL INC	125.00	Service Call-Flat Repairs-Unit 342
	9/23/2020	HAVE AIR WILL TRAVEL INC	347.00	Service Call/Mounts/Dismounts/Tire Disposal-Unit 608
	9/23/2020	HAVE AIR WILL TRAVEL INC	313.74	Service Call/Mounts/Dismounts/Tire Disposal-Unit 706
	9/23/2020	HAVE AIR WILL TRAVEL INC	755.90	Svc Call/New Steer Tires/Mounts/Dismounts/Disposal-Unit 710
225558	10/7/2020	HAVE AIR WILL TRAVEL INC	2,247.27	New Off-Road Tires (6)-Unit 604
	10/7/2020	HAVE AIR WILL TRAVEL INC	205.00	Service Call/Mounts/Dismounts/Tire Disposal-Unit 708
	10/7/2020	HAVE AIR WILL TRAVEL INC	1,113.00	Svc Call/Mounts/Dismounts New Tires (4)/Disposal-Unit 362
	10/7/2020	HAVE AIR WILL TRAVEL INC	1,298.80	Svc Call/New Tires (4)/Mounts/Dismounts/Disposal-Unit 712
10/14/20-04	10/14/2020	HERUM CRABTREE SUNTAG	4,105.65	Legal Fees-General
10/14/20-05	10/14/2020	HERUM CRABTREE SUNTAG	744.60	Legal Fees-General
10/14/20-06	10/14/2020	HERUM CRABTREE SUNTAG	612.00	Legal Fees-General
10/14/20-07	10/14/2020	HERUM CRABTREE SUNTAG	7,087.98	Legal Fees-General
10/14/20-08	10/14/2020	HERUM CRABTREE SUNTAG	3,916.80	Legal Fees-General
225436	9/16/2020	HERUM CRABTREE SUNTAG	9,743.04	Legal Fees-General/PG&E
09/23/20-15	9/23/2020	HI TECH EMERGENCY VEHICLE SVC	107.49	Headlight Switches (3)/Master Switches (3)-Stock
09/23/20-16	9/23/2020	HI TECH EMERGENCY VEHICLE SVC	416.29	Pump Governors Repairs (3)
10/07/20-20	10/7/2020	HI TECH EMERGENCY VEHICLE SVC	622.53	Speedometer/Fuel Level Sender Unit/Gasket-Unit 508
225473	9/23/2020	HOME DEPOT CREDIT SERVICES	132.12	Misc. Connectors/Plugs-Fleet Stock
09/23/20-17	9/23/2020	HUNT AND SONS INC	247.63	Diesel Exhaust Fluid (25)-Fleet Stock
225437	9/16/2020	IMAGETREND INC	1,000.00	ImageTrend Elite Rescue Set-up
225591	10/14/2020	IMAGETREND INC	1,891.50	Elite Rescue Monthly Fee-10/9/20-11/8/20
	10/14/2020	IMAGETREND INC	1,891.50	Elite Rescue Monthly Fee-9/9/20-10/8/20
09/30/20-05	9/30/2020	INDUSTRIAL SCIENTIFIC CORP	1,223.64	Monthly iNet Gas Monitoring Subscription-Sep 2020
225474	9/23/2020	INNOVATIVE CLAIM SOLUTIONS	9,773.42	Workers' Comp Claim Admin Fees 10/1/20-10/31/20
09/23/20-18	9/23/2020	INTERWEST CONSULTING GROUP INC	786.25	Fire Protection Plan Review Services-8/20

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
09/16/20-07	9/16/2020	iPRINT TECHNOLOGIES	180.07	Printer Toner-EMS Chief
225475	9/23/2020	IRON MOUNTAIN	467.79	Off-Site Backup Media Storage Fee-8/20
225522	9/30/2020	ISINGS CULLIGAN	61.20	Drinking Water Service 9/20-Admin
	9/30/2020	ISINGS CULLIGAN	97.01	Drinking Water Service 9/20-Stn 30
	9/30/2020	ISINGS CULLIGAN	86.86	Drinking Water Service 9/20-Stn 31
	9/30/2020	ISINGS CULLIGAN	30.43	Water Softener Salt 9/25/20-Stn 30
225523	9/30/2020	JACOBS AND COMPANY	373.00	Plan Review Fee Refund-IN7803583
225559	10/7/2020	JASON ALAGA	425.00	Reimb-Educ Assist-Company Officer 2D Class 9/14-9/17/20
225476	9/23/2020	JEAN GAUTHIER	255.70	Installed New Range Igniter-Stn 33
225560	10/7/2020	JEAN GAUTHIER	292.22	Service Call-Dryer Repairs/Parts-Stn 30
09/30/20-06	9/30/2020	JEFF KATZ ARCHITECTURAL CORPORATION	163,250.00	Design Development/Construction Docs-SR Public Sfty Facility
09/30/20-07	9/30/2020	JEFF KATZ ARCHITECTURAL CORPORATION	9,000.00	Schematic Design-Stn 34 Renovation
225524	9/30/2020	JEFFREY BREASHER	900.00	2020 Medical Opt-Out Plan 7/20-9/20
225561	10/7/2020	JONATHAN A SINCLEAR	1,598.64	Reimb-OES Strike Team Lodging-XCC2029C SCU Lightning Complex
225592	10/14/2020	JOSEPH W BRADLEY	170.00	Reimb-ACLS Recertification
10/07/20-21	10/7/2020	KENNETH R CAMPO CPA	15,080.00	Finance Consulting Services (104.5 Hrs)-Sep 2020
10/14/20-09	10/14/2020	KJ HART ELECTRIC AND SON INC	254.98	Replace Ballast-Admin
09/16/20-08	9/16/2020	L N CURTIS AND SONS	323.67	Wildland PPE Pants-Viera
09/16/20-09	9/16/2020	L N CURTIS AND SONS	97.43	9.5-in x 1.37-in Hose Retaining Rubber Band-Type 6 Equipment
09/16/20-10	9/16/2020	L N CURTIS AND SONS	3,097.25	Uniform Pants (17)/Uniform Shirts (8)-Academy
09/16/20-11	9/16/2020	L N CURTIS AND SONS	276.04	Wildland Boots-Stiner
09/16/20-12	9/16/2020	L N CURTIS AND SONS	167.79	Station Boots-Morales
09/16/20-13	9/16/2020	L N CURTIS AND SONS	276.04	Wildland Boots-Archuleta
09/23/20-19	9/23/2020	L N CURTIS AND SONS	454.65	Wildland/Station Boots-Gery
09/23/20-20	9/23/2020	L N CURTIS AND SONS	454.65	Wildland/Station Boots-Varin
09/23/20-21	9/23/2020	L N CURTIS AND SONS	648.42	Uniform Pants (5)-Sauve/Lomker/Wendel
09/23/20-22	9/23/2020	L N CURTIS AND SONS	129.68	Uniform Pants (1)-Griep
09/23/20-23	9/23/2020	L N CURTIS AND SONS	1,059.77	Wildland Pants/Structure Boots/Wildland Boots-Perkins
09/23/20-24	9/23/2020	L N CURTIS AND SONS	432.99	Thermal Imaging Camera Vehicle Charging Unit Repairs
09/30/20-08	9/30/2020	L N CURTIS AND SONS	7,306.88	Ballistic Helmets (18)-PM Units/Command Staff
09/30/20-09	9/30/2020	L N CURTIS AND SONS	333.65	Station Boots-C.Fredrickson
09/30/20-10	9/30/2020	L N CURTIS AND SONS	178.61	Station Boots-Silva
09/30/20-11	9/30/2020	L N CURTIS AND SONS	1,232.97	Wildland Pants/Boots/Structure Boots-Arriola
09/30/20-12	9/30/2020	L N CURTIS AND SONS	178.61	Station Boots-Perkins
09/30/20-13	9/30/2020	L N CURTIS AND SONS	178.61	Station Boots-Townley
09/30/20-14	9/30/2020	L N CURTIS AND SONS	192.78	36" Pulaski Tool Wood Handle/Sledge Hanger
09/30/20-15	9/30/2020	L N CURTIS AND SONS	276.04	Wildland Boots-Chief Duggan
09/30/20-16	9/30/2020	L N CURTIS AND SONS	3,442.35	4-Pack Powerflare Kit-RIC Equipment Upgrades
10/07/20-22	10/7/2020	L N CURTIS AND SONS	6,131.28	Class A Foam 5-Gal Buckets (48)-Stn 33 Stock
	10/7/2020	L N CURTIS AND SONS	(993.84)	Credit-Traverse Rescue Stretcher
10/07/20-23	10/7/2020	L N CURTIS AND SONS	9,995.81	Hose/Nozzles/Valves-New Type 6 Equipment

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
10/07/20-24	10/7/2020	L N CURTIS AND SONS	256.34	Uniform Shirt (1)/Pants (1)-Laniohan/Archuleta
10/07/20-25	10/7/2020	L N CURTIS AND SONS	178.61	Station Boots-Arriola
10/07/20-26	10/7/2020	L N CURTIS AND SONS	968.84	Level B Suit-HazMat Team
10/07/20-27	10/7/2020	L N CURTIS AND SONS	259.37	Uniform Pants (2)-Arriola
10/07/20-28	10/7/2020	L N CURTIS AND SONS	9,742.50	Wildland Hose Tees (150)-All Type 1 Engines
10/07/20-29	10/7/2020	L N CURTIS AND SONS	415.24	30-in Pro-Bar/Roof Hook/Pulaski tool Wood Handle
10/14/20-10	10/14/2020	L N CURTIS AND SONS	29.23	Rescue Harness Bag-Rope Rescue Training
10/14/20-11	10/14/2020	L N CURTIS AND SONS	3,029.92	Breakaway Stokes Basket-Rope Rescue Training
225562	10/7/2020	LANCE MAPLES	2,070.00	Professional Services-Organization Review 8/20-9/20
225438	9/16/2020	LIFTOFF LLC	2,040.00	Microsoft Office 365 License Monthly Fee (170 Licenses)
225525	9/30/2020	LOGOBOSS LLC	111.63	Name Plate-Deputy Chief/Dispatch Supervisor
225563	10/7/2020	LON M PHARES	6,120.00	Professional Services (68.0-hours)-Sep 2020
225564	10/7/2020	M AND L OVERHEAD DOORS	840.00	Apparatus Bay Door Repairs-Stn 31
225565	10/7/2020	MASSONE MECHANICAL INC	988.36	Ice Maker Repairs-Stn 30
09/30/20-17	9/30/2020	MICHAEL A SYLVIA	27,123.65	415 Limit Replacement Benefits Less Dental Insurance 10/1/20
225526	9/30/2020	MICHAEL DUGGAN	225.00	Reimb-Paramedic Recertification
225527	9/30/2020	MICHAEL L YBARRA	900.00	2020 Medical Opt-Out Plan 7/20-9/20
225528	9/30/2020	MICKEY BENKO	222.01	Open Container Door/Remove Lock/Install Deadbolt-Old Stn 32
225477	9/23/2020	MOTOROLA INC	299.00	Motorola Software Download Subscription (3-Years)
225478	9/23/2020	MVP SPORTS AND RECREATION INC	997.37	Hats (72)-Stock
09/16/20-14	9/16/2020	NEOGOV	288.75	Candidate Text Messaging Subscription-10/24/2020-10/23/2021
225593	10/14/2020	NETWORK ADJUSTERS	3,600.02	Allied World Refund Check
09/16/20-15	9/16/2020	NIELSON MECHANICAL INC	530.00	Service Call-A/C Not Working-Stn 38
09/16/20-16	9/16/2020	NIELSON MECHANICAL INC	1,346.00	Prev Maint/Service/Replace Filters-Admin
09/16/20-17	9/16/2020	NIELSON MECHANICAL INC	276.00	Prev Maint/Service/Replace Filters-Stn 33
09/16/20-18	9/16/2020	NIELSON MECHANICAL INC	1,150.00	Svc Call/Cooling Issue/Rewire System-Stn 31
09/16/20-19	9/16/2020	NIELSON MECHANICAL INC	548.00	Prev Maint/Service/Replace Filters-Stn 30
09/16/20-20	9/16/2020	NIELSON MECHANICAL INC	380.00	Prev Maint/Service/Replace Filters-Stn 32
09/16/20-21	9/16/2020	NIELSON MECHANICAL INC	325.00	Prev Maint/Service/Replace Filters-Stn 35
09/16/20-22	9/16/2020	NIELSON MECHANICAL INC	694.00	Prev Maint/Service/Replace Filters-Stn 36
09/16/20-23	9/16/2020	NIELSON MECHANICAL INC	446.00	Prev Maint/Service/Replace Filters-Stn 38
225496	9/28/2020	NO STRESS EMS	2,600.00	PHTLS Recertification Class (13)
09/16/20-24	9/16/2020	NOB HILL CLEANERS INC	50.00	Patches on Uniform Shirts (5)-Academy/FLSD
09/23/20-25	9/23/2020	NOB HILL CLEANERS INC	93.60	Patches on Uniform Shirts (8)/Shirts Cleaning-Academy
10/07/20-30	10/7/2020	NOB HILL CLEANERS INC	30.00	Patches on Uniform Shirts (3)-Academy/Suppression
225439	9/16/2020	OFFICE DEPOT	18.72	Office Supplies-Najera
225479	9/23/2020	OFFICE DEPOT	1,532.83	Office Supplies
225566	10/7/2020	OFFICE DEPOT	296.77	Office Supplies
225529	9/30/2020	ONSITE TEMP HOUSING INC	2,295.00	Monthly Rental-28 Ft Travel Trailer For BC31-COVID-19 10/20
225440	9/16/2020	OREILLY AUTOMOTIVE INC	217.32	Battery/Core Charge-Unit 347
	9/16/2020	OREILLY AUTOMOTIVE INC	(18.00)	Credit-Core Return-Unit 347

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
225480	9/23/2020	OREILLY AUTOMOTIVE INC	93.90	A/C Refills (2-Cans)-Unit 300
	9/23/2020	OREILLY AUTOMOTIVE INC	69.93	Air Filter/Oil Filter/Hyd Filter-Unit 3111
	9/23/2020	OREILLY AUTOMOTIVE INC	5.45	Battery Connection Bolt-Unit 618
	9/23/2020	OREILLY AUTOMOTIVE INC	(36.00)	Credit-Battery Core Return
	9/23/2020	OREILLY AUTOMOTIVE INC	10.81	Fuel Additive/Cleaner-Unit 628
	9/23/2020	OREILLY AUTOMOTIVE INC	124.35	Fuel Filters (2)/Air Filters (2)/A/C Refill (1-Can)-Unit 628
	9/23/2020	OREILLY AUTOMOTIVE INC	308.16	New Batteries (2)-Unit 618
	9/23/2020	OREILLY AUTOMOTIVE INC	6.54	New Battery Connection Adapter-Unit 618
	9/23/2020	OREILLY AUTOMOTIVE INC	97.32	Wiper Blades (10)-Fleet Stock
225530	9/30/2020	OREILLY AUTOMOTIVE INC	49.34	Oil Filter-Unit 805
225567	10/7/2020	OREILLY AUTOMOTIVE INC	61.54	Air Filter-Unit 322
	10/7/2020	OREILLY AUTOMOTIVE INC	(36.00)	Credit-Core Return (2)
	10/7/2020	OREILLY AUTOMOTIVE INC	36.24	Interior Door Handles (2)-Unit 300
	10/7/2020	OREILLY AUTOMOTIVE INC	6.48	Tap/Drill Bit-Stock
09/23/20-26	9/23/2020	ORKIN	173.42	Pest Control Service 9/20-Stn 36
09/16/20-25	9/16/2020	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service 8/19/20-Stn 32
09/16/20-26	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Old Stn 32
09/16/20-27	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Stn 32
09/16/20-28	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Stn 30
09/16/20-29	9/16/2020	OSBORN SPRAY SERVICE INC	75.00	Pest Control Service 8/29/20-Admin
09/16/20-30	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Stn 36
09/16/20-31	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Stn 33
09/16/20-32	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Stn 35
09/16/20-33	9/16/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 8/29/20-Stn 39
10/07/20-31	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Old Station 32
10/07/20-32	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Stn 32
10/07/20-33	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Stn 30
10/07/20-34	10/7/2020	OSBORN SPRAY SERVICE INC	75.00	Pest Control Service 9/28/20-Admin
10/07/20-35	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Stn 36
10/07/20-36	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Stn 33
10/07/20-37	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Stn 35
10/07/20-38	10/7/2020	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service 9/28/20-Stn 39
10/07/20-39	10/7/2020	P AND A ADMINISTRATIVE SERVICES INC	40.00	COBRA Notice Fee Over The Retainer
225531	9/30/2020	PAUL JANNISSE	900.00	2020 Medical Opt-Out Plan 7/20-9/20
10/07/20-40	10/7/2020	PETER C BENSON	6,160.00	EMS Medical Director-Consulting Services 9/20
225441	9/16/2020	PG&E	57.27	Signal Light 8/20-Stn 34
225442	9/16/2020	PG&E	1,660.55	Gas/Electric Service 8/4/20-9/2/20-Stn 32
225481	9/23/2020	PG&E	1,955.09	Gas/Electric Service 8/11/20-9/9/20-Stn 36
225532	9/30/2020	PG&E	879.66	Gas Line Extension Deficiency-Stn 32
225568	10/7/2020	PG&E	24,438.79	Gas/Electric Service-9/20
225594	10/14/2020	PG&E	61.43	Signal Light 9/20-Stn 34

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
225443	9/16/2020	PHILLIP DUNCAN	86.33	Reimb-MacBookPro USB-C Power Supply-Chief Meyer
225482	9/23/2020	PITNEY BOWES INC	168.87	Admin Postage Meter Rental 7/1/20-9/30/20
09/30/20-18	9/30/2020	PUBLIC AGENCY RETIREMENT SERVICES	300.00	PARS ARS Fees-7/20
10/07/20-41	10/7/2020	RAHUL MAHARAJ	1,500.00	CCC EMS Compliance Review Services (30.0 hours)-9/20
10/07/20-42	10/7/2020	RAHUL MAHARAJ	3,400.00	EMDQ/EFDQ Review/EMD Training (68.0 hours)-9/20
09/23/20-27	9/23/2020	RAMOS OIL INC.	1,071.61	Unleaded/Diesel Fuel 9/10/20-Stn 30
09/23/20-28	9/23/2020	RAMOS OIL INC.	1,792.54	Unleaded/Diesel Fuel 9/10/20-Stn 31
09/23/20-29	9/23/2020	RAMOS OIL INC.	2,996.91	Unleaded/Diesel Fuel 9/9/20-Stn 34
09/23/20-30	9/23/2020	RAMOS OIL INC.	780.84	Unleaded/Diesel Fuel 9/10/20-Stn 35
09/23/20-31	9/23/2020	RAMOS OIL INC.	702.57	Unleaded/Diesel Fuel 9/10/20-Stn 36
09/23/20-32	9/23/2020	RAMOS OIL INC.	471.99	Unleaded/Diesel Fuel 9/17/20-Stn 30
09/23/20-33	9/23/2020	RAMOS OIL INC.	697.37	Unleaded/Diesel Fuel 9/17/20-Stn 31
09/23/20-34	9/23/2020	RAMOS OIL INC.	1,015.93	Diesel Fuel 9/17/20-Stn 32
09/23/20-35	9/23/2020	RAMOS OIL INC.	444.47	Diesel Fuel 9/17/20-Stn 33
09/23/20-36	9/23/2020	RAMOS OIL INC.	1,088.51	Unleaded/Diesel Fuel 9/17/20-Stn 34
09/23/20-37	9/23/2020	RAMOS OIL INC.	355.58	Diesel Fuel 9/17/20-Stn 35
09/23/20-38	9/23/2020	RAMOS OIL INC.	4,107.37	Unleaded/Diesel Fuel 9/17/20-Stn 38
09/30/20-19	9/30/2020	RAMOS OIL INC.	317.50	Unleaded/Diesel Fuel 9/24/20-Stn 35
09/30/20-20	9/30/2020	RAMOS OIL INC.	2,100.63	Unleaded/Diesel Fuel 9/24/20-Stn 38
10/07/20-43	10/7/2020	RAMOS OIL INC.	593.47	Tank Decals
10/07/20-44	10/7/2020	RAMOS OIL INC.	1,459.51	Unleaded/Diesel Fuel 9/29/20-Stn 31
10/07/20-45	10/7/2020	RAMOS OIL INC.	883.11	Unleaded/Diesel Fuel 9/29/20-Stn 30
10/07/20-46	10/7/2020	RAMOS OIL INC.	1,299.65	Unleaded/Diesel Fuel 9/29/20-Stn 34
10/07/20-47	10/7/2020	RAMOS OIL INC.	285.00	Unleaded/Diesel Fuel 9/29/20-Stn 35
10/07/20-48	10/7/2020	RAMOS OIL INC.	2,502.01	Unleaded Fuel 9/29/20-Stn 38
225483	9/23/2020	RED CLOUD WIRELESS	822.01	Portable Radio Heat Damage Repairs
09/16/20-34	9/16/2020	REPUBLIC SERVICES 210	704.29	Garbage Service 9/20-Stn 36
09/16/20-35	9/16/2020	REPUBLIC SERVICES 210	352.12	Garbage Service 9/20-Stn 33
09/16/20-36	9/16/2020	REPUBLIC SERVICES 210	704.29	Garbage Service 9/20-Stn 31
09/16/20-37	9/16/2020	REPUBLIC SERVICES 210	335.30	Garbage Service 9/20-Stn 35
09/16/20-38	9/16/2020	REPUBLIC SERVICES 210	670.56	Garbage Service 9/20-Training Site
09/16/20-39	9/16/2020	REPUBLIC SERVICES 210	335.30	Garbage Service 9/20-Stn 32
225533	9/30/2020	RICHARD PROBERT	27,597.80	415 Limit Replacement Benefits Less Dental Insurance 10/1/20
225484	9/23/2020	RICKY LANIOHAN	425.00	Reimb-Educ Assist-Company Officer 2D Class 9/14-9/17/20
225595	10/14/2020	RICKY LANIOHAN	295.00	Reimb-Educ Assist-HazMat Incident Commander Class 10/8-10/9
225569	10/7/2020	SALVATORE BAUTISTA	89.98	Reimb-Gasoline-Ambulance Strike Team-Glass Fire Incident
225485	9/23/2020	SAN MATEO REGIONAL NETWORK INC	400.00	FireDispatch.com CAD Interface/Radio Audio Streaming
09/23/20-39	9/23/2020	SCOTTS PPE RECON INC	95.18	Annual Turnout Inspections/Repairs-May/June 2020
09/23/20-40	9/23/2020	SCOTTS PPE RECON INC	12,028.98	Annual Turnout Inspections/Repairs-August 2020
225444	9/16/2020	SEAN ODWYER	133.51	Reimb-Strike Team Lodging
225570	10/7/2020	SERVICE STATION SYSTEMS INC	844.88	Fuel Dispensing Equipment/Card Reader Repairs-Stn 34

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
	10/7/2020	SERVICE STATION SYSTEMS INC	1,360.36	Fuel Dispensing Equipment/Card Reader Repairs-Stn 38
225534	9/30/2020	SHAMROCK OFFICE SOLUTIONS INC	1,762.66	Copier Overage Charge 9/1/20-9/30/20 Admin
225486	9/23/2020	SHAW HR CONSULTING	1,420.00	Prof Svcs-Human Resources Workers' Comp Consulting
225487	9/23/2020	SHRED IT USA LLC	283.02	Documents Shredding Service 8/20-Admin/Stn 31
225445	9/16/2020	SMILE BUSINESS PRODUCTS INC	135.47	Copier Service/Maintenance 9/20-Training Office
225488	9/23/2020	SPARTAN INVESTMENT SERVICES LLC	10,309.00	Bullet Proof Tactical Vests/Shields
09/30/20-21	9/30/2020	STAT MED URGENT CARE	200.00	Pre-Employment Physical/Drug Test-Public Safety Dispatcher
225489	9/23/2020	STONERIDGE CHRYSLER JEEP DODGE	100.00	Replace Coolant Recovery Bottle-Unit 710
225535	9/30/2020	STONERIDGE CHRYSLER JEEP DODGE	2,645.09	New Front & Rear Brake Rotors/Seals/Axle Seals-Unit 710
225538	9/30/2020	STRYKER SALES CORP	3,164.00	Labor-Annual Maintenance/Repairs-Ambulance Power Cot
	9/30/2020	STRYKER SALES CORP	3,583.04	Labor-Annual Maintenance/Repairs-Stryker Stair Chair
	9/30/2020	STRYKER SALES CORP	7,231.53	Parts-Annual Maintenance/Repairs-Cot Power Load
225446	9/16/2020	SUNSET DEVELOPMENT COMPANY	812.00	Plan Review Fee Refund-IN7803578
09/23/20-41	9/23/2020	TELEFLEX LLC	1,115.50	EZ-IO 25mm Needle-Stn 33 Stock
09/23/20-42	9/23/2020	TELEFLEX LLC	2,415.50	EZ-IO 25mm Needle/45mm Needle/Stabilizers-Stn 33 Stock
225539	9/30/2020	THE HARTFORD	3,005.00	Life/AD&D Insurance-10/20
225540	9/30/2020	THE HOME DEPOT PRO	3,107.88	Household Supplies-Stn 33 Annex
225490	9/23/2020	THOMAS J GENDRON	200.00	Reimb-Paramedic Recertification
225447	9/16/2020	THOMAS TERRAZAS	225.00	Reimb-Paramedic Recertification
09/30/20-22	9/30/2020	TIFCO INDUSTRIES INC	129.71	Paper Towels Refills-Fleet Stock
10/07/20-49	10/7/2020	TIFCO INDUSTRIES INC	325.76	Electrical Connectors/Nuts & Bolts/Hack Saw Blades-Stock
10/07/20-50	10/7/2020	TIFCO INDUSTRIES INC	779.93	Decal Removal Tool (20)
225491	9/23/2020	TODD W WORD	103.05	Reimb-BC Promotional Study Guide Book
225492	9/23/2020	TRENT DATA SYSTEMS INC	670.00	Voice Router Maintenance 6/28/20-12/28/20-Admin Phone System
225571	10/7/2020	UNITED PARCEL SERVICE	23.21	Delivery Charges-10/3/20
	10/7/2020	UNITED PARCEL SERVICE	57.80	Delivery Charges-9/26/20
AP 08/20-1	9/22/2020	US BANK	52.99	Creative Cloud Monthly Subscription Fee
AP 08/20-2	9/22/2020	US BANK	187.50	Helmet Shields
BD 08/20-1	9/22/2020	US BANK	107.89	Sign Up Genius Database (4)
BD 08/20-2	9/22/2020	US BANK	56.94	Constant Contact-CERT Database
BD 08/20-3	9/22/2020	US BANK	14.99	Zoom Meeting Monthly Fee
BS 08/20-1	9/22/2020	US BANK	238.43	Isopropyl Alcohol-COVID 19 Mask Decontamination
BS 08/20-2	9/22/2020	US BANK	75.89	Drinking Water-Strike Team
BS 08/20-3	9/22/2020	US BANK	82.14	Unleaded Gasoline-Unit 351
BS 08/20-4	9/22/2020	US BANK	104.09	Lunch-Strike Team Fire Crew
BW 08/20-1	9/22/2020	US BANK	38.92	Folding Step Stool-Apparatus Cleaning Cart
BW 08/20-2	9/22/2020	US BANK	38.94	Double Sided Tape-Numbers Plate Apparatus Project
BW 08/20-3	9/22/2020	US BANK	199.45	Meals-Apparatus Committee Workshop
BW 08/20-4	9/22/2020	US BANK	65.23	Utility Cart-Apparatus Cleaning Project
CH 08/20-1	9/22/2020	US BANK	325.89	Meals-Strike Team-Apple Fire E334 Crew
CH 08/20-2	9/22/2020	US BANK	380.15	Diesel Fuel-Strike Team-Apple Fire E334 Crew

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
CH 08/20-3	9/22/2020	US BANK	50.13	Laundry Detergent/Window Cleaner-Strike Team-Apple Fire E334
CH 08/20-4	9/22/2020	US BANK	32.31	Chainsaw Sharpening Kit-Strike Team-Apple Fire E334 Crew
CH 08/20-5	9/22/2020	US BANK	218.25	Lodging-Strike Team-Apple Fire E334 Crew
CJ 08/20-1	9/22/2020	US BANK	100.00	Fastrak Account Replenishment (2)
CJ 08/20-2	9/22/2020	US BANK	100.00	Meals-Chief Meeting
CP 08/20-1	9/22/2020	US BANK	34.19	Fuel-Strike Team-Deer Fire-Unit 352
CP 08/20-2	9/22/2020	US BANK	66.19	Meals-Strike Team-LNU Complex Fire
DA 08/20-1	9/22/2020	US BANK	1,298.68	Battery Chargers (6)-Type VI Engines
DA 08/20-10	9/22/2020	US BANK	41.48	Misc. Tools-Fleet
DA 08/20-11	9/22/2020	US BANK	313.59	Soap Dispensers-Admin
DA 08/20-12	9/22/2020	US BANK	168.00	Car Detailing Service-Unit 349
DA 08/20-2	9/22/2020	US BANK	142.56	Storage Cases (6)-Type VI Engine Battery Chargers
DA 08/20-3	9/22/2020	US BANK	197.96	Carwash Tickets-Staff Vehicles
DA 08/20-4	9/22/2020	US BANK	840.03	Graphic Printing-New Truck Schematics
DA 08/20-5	9/22/2020	US BANK	6.98	Door Stop Device-Dispatch
DA 08/20-6	9/22/2020	US BANK	60.08	Storage Containers-Fire Investigations
DA 08/20-7	9/22/2020	US BANK	205.74	Window Covering-Stn 39
DA 08/20-8	9/22/2020	US BANK	37.79	Staplers-FLSD
DA 08/20-9	9/22/2020	US BANK	75.48	Stud Finder/Hand Soap-Admin
DB 08/20-1	9/22/2020	US BANK	233.78	Reflective Tape/Floor Scrapers -Stn 38 App Bay Floor Prep
DB 08/20-2	9/22/2020	US BANK	232.09	Wildland Boots-Chief Drayton
DB 08/20-3	9/22/2020	US BANK	96.10	Kitchen/Household Supplies-Stn 38
DH 08/20	9/22/2020	US BANK	159.00	GAAFR 2020 Edition
DMc 08/20...	9/22/2020	US BANK	387.81	CalCard Stmt 8/24/20-D.McNamara
DP 09/20 S...	9/22/2020	US BANK	1,768.85	CalCard Stmt 8/24/20-D.Pangelinan
DY 08/20	9/22/2020	US BANK	0.99	iCloud 50GB Storage Plan-Yancey
FD 08/20	9/22/2020	US BANK	102.97	Unleaded Gasoline-Drayton
IM 08/20	9/22/2020	US BANK	577.85	Misc. Supplies-Strike Team Equipment
JA 08/20	9/22/2020	US BANK	75.70	Dog Muzzle Kits-Pet Treatment/Transport
JB 08/20	9/22/2020	US BANK	75.00	CCAI Membership Renewal-Bartusch
JB 08/20 S...	9/22/2020	US BANK	66.51	CalCard Stmt 8/24/20-J.Bahorski
JD 08/20	9/22/2020	US BANK	982.10	Lodging-Apparatus Committee Ladder Truck Pre-Built Meeting
JL 08/20-1	9/22/2020	US BANK	201.44	Meals-Strike Team-Hog Fire Crew
JL 08/20-2	9/22/2020	US BANK	142.34	Fuel-Strike Team-Hog Fire
JS 08/20-1	9/22/2020	US BANK	4,845.00	ACLS/PALS Student Fee
JS 08/20-2	9/22/2020	US BANK	199.84	Decon7 4-Gal Kit Case-COVID 19
JS 08/20-3	9/22/2020	US BANK	2,398.00	Tyvek Suits (200)-COVID 19
JS 08/20-4	9/22/2020	US BANK	52.90	All Purpose Coveralls-COVID 19
JS 08/20-5	9/22/2020	US BANK	48.39	Meals-ICS Review Lunch Meeting
JS 08/20-6	9/22/2020	US BANK	337.25	Pedi-Padz Electrodes (5)
JS 08/20-7	9/22/2020	US BANK	693.88	Meals-Strike Team-Structure/Wildland Fire Crew

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
JS 08/20-8	9/22/2020	US BANK	70.36	Unleaded Fuel
JS 08/20-9	9/22/2020	US BANK	4,195.20	Tyvek Coveralls (500)-COVID 19
JV 08/20-1	9/22/2020	US BANK	39.85	Fuel-Strike Team Hog Fire-Unit 362
JV 08/20-2	9/22/2020	US BANK	32.35	iPad Case-Viera
JV 08/20-3	9/22/2020	US BANK	58.46	Meals-Strike Team Vacaville Fire Crew
LB 08/20-1	9/22/2020	US BANK	28.20	Business Luncheon-Ketamine Delivery
LB 08/20-2	9/22/2020	US BANK	2.99	iCloud 200GB Storage Plan-Begin
LB 08/20-3	9/22/2020	US BANK	256.35	Ketamine Reference Cards Laminating Fee
LB 08/20-4	9/22/2020	US BANK	2.99	iCloud 200GB Storage Plan-Begin
MR 08/20 ...	9/22/2020	US BANK	224.50	CalCard Stmt 8/24/20-M.Rossen
MT 08/20 ...	9/22/2020	US BANK	1,047.03	CalCard Stmt 8/24/20-M.Terry
NK 08/20-1	9/22/2020	US BANK	94.61	Office Supplies-HR
NK 08/20-2	9/22/2020	US BANK	110.28	FF/PM Recruitment Food-Chief's Interviews
NK 08/20-3	9/22/2020	US BANK	58.67	Deputy Chief Recruitment Food-Chief's Interviews
NK 08/20-4	9/22/2020	US BANK	1,000.00	CALPELRA Conference Registration Fee-Najera
RM 08/20-1	9/22/2020	US BANK	32.23	Fire Testing-Investigation Team
RM 08/20-2	9/22/2020	US BANK	450.00	CA Arson Conference Registration Fee-R.Marley
RM 08/20-3	9/22/2020	US BANK	281.38	Investigation Powerpoint Training-Drawing Tab
RM 08/20-4	9/22/2020	US BANK	163.28	Investigation Team Scene Processing/Reference Book
RM 08/20-5	9/22/2020	US BANK	1,622.32	New NFPA Investigation Standard Book 915)
SC 08/20-1	9/22/2020	US BANK	19.00	Gotomeeting Monthly Subscriprion Fee
SC 08/20-2	9/22/2020	US BANK	0.99	iCloud 50GB Storage Plan-Call
SC 08/20-3	9/22/2020	US BANK	185.68	Tripp Lite UPS-Front Desk
SC 08/20-4	9/22/2020	US BANK	151.14	Hard Drive-GIS Backup Files
SC 08/20-5	9/22/2020	US BANK	303.02	Laptop Bags (7)-New Laptops
SO 08/20-1	9/22/2020	US BANK	243.69	Fuel-Strike Team-XAL 2004C Fire Crew
SO 08/20-2	9/22/2020	US BANK	29.79	Sunscreen/Coffee/Supplies-Strike Team-XAL 2004C Fire Crew
SO 08/20-3	9/22/2020	US BANK	142.53	Coolers/Supplies-Strike Team-XAL 2004C
SO 08/20-4	9/22/2020	US BANK	667.55	Lodging-Strike Team-XAL 2004C Fire Crew
TT 08/20-1	9/22/2020	US BANK	255.80	Office Supplies-Stn 33 Stock
TT 08/20-2	9/22/2020	US BANK	1,016.61	Water/Gatorade-Stn 33 Stock
TT 08/20-3	9/22/2020	US BANK	30.70	Coffee Carafes (4)-Stn 33 Stock
TW 08/20-1	9/22/2020	US BANK	450.00	CCAI Conference Registration Fee-Word
TW 08/20-2	9/22/2020	US BANK	988.46	FI210 Class Reading Material
TW 08/20-3	9/22/2020	US BANK	56.24	Ice Chest/Ice-Unit 354
TW 08/20-4	9/22/2020	US BANK	517.49	Food-Strike Team Crew
225448	9/16/2020	US BANK EQUIPMENT FINANCE	1,285.00	Ricoh Copiers Lease (2) 9/1/20-10/1/20 Admin
225493	9/23/2020	VERIZON WIRELESS	3,886.23	Cell Phone Charges/iPhoneBook Apps 8/4/20-9/3/20
09/30/20-23	9/30/2020	VICKI GRANT	900.00	2020 Medical Opt-Out Plan 7/20-9/20
225494	9/23/2020	VISION SERVICE PLAN	10,278.45	Vision Insurance-10/20
09/23/20-43	9/23/2020	WATTCO EQUIPMENT INC.	39,921.98	Code 3/Scene Lighting/Command Box/Center Console/Radio-#362

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/14/2020 Through 10/14/2020

Check Nu...	Check Date	Payee	Check Amount	Transaction Description
10/07/20-51	10/7/2020	WATTCO EQUIPMENT INC.	200.96	Automatic Charge Relay-Unit 711
09/23/20-44	9/23/2020	WESTERN MACHINERY ELECTRIC INC	1,356.80	Generator A,B,D,E Inspection/Svc/Parts-Stn 36 ER Generator
09/16/20-40	9/16/2020	WILLIAM D ROSS ESQ	6,000.00	Legal Services-General Litigation 7/20
09/16/20-41	9/16/2020	WILLIAM D ROSS ESQ	4,000.00	Legal Services-General Services 8/20
09/16/20-42	9/16/2020	WILLIAM D ROSS ESQ	7,911.25	Legal Services-General Services 8/20
09/16/20-43	9/16/2020	WILLIAM D ROSS ESQ	357.50	Legal Services-General Litigation 8/20
09/16/20-44	9/16/2020	WITTMAN ENTERPRISES LLC	14,743.98	Ambulance Collection Fees-8/20
225449	9/16/2020	WORLDPOINT ECC INC	35,923.50	EMS Internal AHA Courses BLS/PALS Online/ACLS Online
225541	9/30/2020	YADIRA MAGALI MARTINEZ DE LA CRUZ	2,600.00	Cleaning Service-Admin 9/20
225450	9/16/2020	ZBATTERY COM INC	<u>764.58</u>	Batteries-Stn 33 Stock
Report Total			<u>2,337,481.44</u>	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
SEPTEMBER 23, 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: President Parker, Vice President Stamey, Directors Yancey, Kerr and Crean.

Board Member Absent: None.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, Interim Deputy Chief Duggan, Deputy Chief Selover, Professional Advisor Lon Phares, Controller Hatfield, EMS Coordinator Begin, Technology Systems Manager Call, District Counsel and District Clerk Sakai, Financial Consultant Campo, and HR Director Wong.

Others Present: Consultants Jeff Katz and Christie Jewett.

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 1:01 p.m.

2. PLEDGE OF ALLEGIANCE

Fire Chief Paige Meyer led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and removal of Agenda Item 8.4.

4. PUBLIC COMMENT

None.

Director Ryan Crean congratulated the District's new firefighters.

5. CONSENT CALENDAR

Motion by Director Crean to approve Consent Calendar Items 5.1 through 5.6. Vice President Stamey seconded the motion. Motion carried by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Update on Pension and Other Post-Employment Benefits (OPEB) Unfunded Liabilities.

Chief Meyer introduced the presentation as an opportunity for the Board to see the positive changes made in the District's unfunded liabilities. Controller Hatfield provided a detailed presentation of an update of

Board Minutes September 23, 2020

Page 2 of 6

unfunded liabilities for pension and OPEB. Chief Meyer acknowledged the District's ability to work collectively with the Board to establish a solid position to look at the District's liabilities. Financial Consultant Ken Campo emphasized the District's focus is on OPEB so the funding status will be closer to pension. President Parker would like to see continuation in the direction that has been taken. Director Kerr recognized the positive changes made since hiring Chief Meyer, and complimented Chief Meyer, Financial Consultant Ken Campo and District staff on a great job and encouraged the continued trend to pay off the liabilities. There was unanimous consensus among the Director's to prioritize OPEB.

6.2 Public Safety Building Complex Update.

Architect Jeff Katz and Christie Jewett provided a presentation to update the Public Safety Building Complex (PSC) for the Board, including a 3-D walk through. Architect Katz answered inquiries regarding the following:

- Director Kerr asked if there were any outstanding CEQA issues. Architect Katz responded that there were minor modifications made which were approved by the City;
- Vice President Stamey inquired about the Boardroom set-up, building exterior logo, capability for future technology, and staff input regarding work stations; further asking for confirmation of standard (non-custom) features and if the PSC is the "best design" from an architect's perspective. Architect Katz confirmed he is presenting the most efficient, functional facility with the flexibility to serve the District and City for the years to come;
- Director Kerr asked if Architect Katz has a good relationship with DNI. Architect Katz affirmed;
- Director Yancey inquired about the security of the PSC, if the building has been reviewed by the Police Department to prevent intrusions into the building; Director of Emergency Communications Pangelinan and Architect Katz stated a list of security measures;
- President Parker expressed his concern for vandalism outside the fence and if it was a public area; Architect Katz will look into pushing the fence back from the PSC;
- President Parker is concerned about the glass in a seismic event. Architect Katz confirmed the design will accommodate movement during a seismic event; and
- Director Crean confirmed if Architect Katz is working cooperatively with the San Ramon Police Department; Architect Katz responded that he is working the San Ramon Police Department.

Chief Meyer reiterated the District's understanding and idea to have capacity and no nonsense approach to make this work and remaining focused on the cost. Chief Meyer appreciates his staff keeping this in mind.

7. OLD BUSINESS

7.1 Update on Old Station 32 and Letter to Water Quality Control Board regarding Fourth Quarter Groundwater and Soil Gas Monitoring Report and request for case closure at residential limits.

Chief Meyer noted a typo in the Board packet and explained that the corrected letter was sent to the Water Quality Control Board. He also reiterated the purpose of this Agenda item is to keep the Board informed and give the Board options regarding the use of this land.

8. NEW BUSINESS

- 8.1 Adopt the Internal Recruit & Retention Training Policy and Approve education costs in the amount of \$100,000.00.

Chief Meyer introduced the Internal Recruit & Retention Training Program with the purpose to increase the District's recruitment and retention for Firefighter Paramedics. Chief Meyer noted that the Board initially embraced and encouraged that a program be established. Chief Meyer recognized the District's record of a diverse work force from the best recruits and looks forward to this Program to support that. Professional Advisor Phares provided the Board with a brief overview of the Program. Director Yancey asked about the age of the recruits. Chief Meyer will interview program recruits making sure they are qualified for the program and placing them in the best position to succeed so there is no specific age, although they must be 18 or older. Director Yancey suggested approaching high school counselors to introduce this Program to educate young recruits about the steps required to enter the fire service, making presentations to the community colleges in the area, highlighting this Program on the District's web site, and promoting on social media outreach. Director Stamey expressed his appreciation for this Program to retain good, talented people and looks forward to what can be accomplished by this Program. Director Crean inquired about the hardship for reimbursement for expenses from a recruit that fails out of the Program; he would like to see some flexibility in that regard; Chief Meyer stated that these issues have been recognized and the District's intent is to be compassionate and work with the recruits. President Parker suggested working through iQuest for recruitment and considering the recruitment of young veterans.

Motion by Vice President Stamey to adopt the Internal Recruit & Retention Training Policy and approve education costs in the amount of \$100,000.00. Director Crean seconded the motion. Motion carried by roll call vote.

- 8.2 Authorize District staff to amend the existing agreement with Definitive Networks, Inc. for additional monthly IT professional services not to exceed \$34,732 per month for a term of 60 months.

Chief Meyer introduced the DNI contract which allows the District to more effectively operate the District's Communication Center and best address the growing technological needs of the District. Director of Emergency Communications Pangelinan explained to the Board some of the additional IT professional services benefits, including the District purchasing new virtualized hardware, having the network design and support as advantageous for the District, and the helpfulness of the extensive knowledge and technical expertise in IT areas over the past 12 months.

Motion by Kerr to authorize District staff to amend the existing agreement with Definitive Networks, Inc. for additional monthly IT professional services not to exceed \$34,732 per month for a term of 60 months. Crean seconded the motion. Motion carried by roll call vote.

- 8.3 Approve and Authorize Fire Chief, or designee, to accept the Assistance to Firefighters Grant Program – COVID 19 Supplemental grant award through the U.S. Department of Homeland Security and Federal Emergency Management Agency.

Board Minutes September 23, 2020

Page 4 of 6

Chief Meyer explained that this is an opportunity to accept the grant and thanked staff for their due diligence for taking advantage of opportunities to help local government in unplanned situations like COVID-19.

Motion by Crean to approve and authorize Fire Chief, or designee, to accept the Assistance to Firefighters Grant Program – COVID 19 Supplemental grant award through the U.S. Department of Homeland Security and Federal Emergency Management Agency. Kerr seconded the motion. Motion carried by roll call vote.

8.4 Approve the Pro-teq Systems, Inc. proposal for the installation and maintenance of an Earthquake Warning System in the amount of \$255,900.00.

Removed from the Agenda.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

There were several letters of appreciation and support from members of the community.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Drayton provided his monthly activities report for August 2020, including completing paramedic chief, battalion chief, captain, engineer interviews, and noting promotions; completing pre-construction meeting for a new truck; and attending multiple Zoom meetings for operations.

10.2 EMS – Deputy Chief Jim Selover
EMS Report of monthly activities. COVID-19 update for Contra Costa County.

Deputy Chief Selover provided his monthly activities report for August 2020, including a COVID-19 update for Contra Costa County. Chief Meyer provided additional information about pushback from residential care facilities that there is fatigue from the District calling twice a week. Chief Meyer believes these RCF are the most at risk, and reiterated that the intent of the District is to do what is best for the community to keep those residents safe. Chief Meyer further stated that the District will remain respectful and professional in communicating with the RCFs.

10.3 Logistics – Battalion Chief John Duggan
Logistics Report of monthly activities.

Battalion Chief John Duggan provided his monthly activities report for August 2020, including resolving a water issue which will therefore decrease billing next month, and the arrival in LA of Ladder Truck 525 for repairs lasting 90-120 days.

10.4 Fire and Life Safety Division – Battalion Chief John Duggan
Fire and Life Safety Report of monthly activities.

Board Minutes September 23, 2020

Page 5 of 6

Battalion Chief Duggan provided his monthly activities report for August 2020, including District's turnaround time (time to receive plans from clients and return them after review and submittal) with state goal of 30 days and District goal of 10 days; however, the District's turnaround time last month plans or all 36 was 1 day and 19 hours and applauds the FLS division for making that happen. Battalion Chief Duggan also recognized inspectors' diligence to complete inspections and being on target to complete 100% of the inspections. President Parker asked if the District receives paper plans; Duggan said there was only one paper submittal in past months and that paper plans are now the least common submission.

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

Director of Emergency Communications, Denise Pangelinan provided her monthly activities report for August 2020, including assignment and work with SCU Lightning Complex, maintaining social media postings about red flag warnings and air quality, updating response plans to include Type 6, assisting EMS academy in technology presentation, preparing for station alerting, completing WiFi upgrade for Fire Administration Building.

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

Human Resources Director Natalie Korthamar Wong provided her monthly activities report for August 2020, including promotional interviews, mental health component to add to the annual wellness fitness evaluation.

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

Finance Consultant Ken Campo informed the Board of the District's work on the 2020 Certificates of Participation association with financing the PSC and training site project. Financial Consultant Campo reported to the Board that the bonds went out to the market this morning and there was over \$175 million in orders for \$35.4 million bonds with significant demand and "vigor" for the bonds. Moody's reaffirmed AA2 rating and acknowledged the District as highest rated fire district in state of CA. Financial Consultant Campo acknowledged the Board and the Chief for putting the District in a position for the bonds to be so well received in the market. Controller Hatfield provided the monthly Finance activities report for August 2020. Director Crean acknowledged the District's financial team in doing great work on the bonds.

- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

Chief Meyer informed the Board there have been station visits for collaboration, encouraging moral, which has been well received and positive for communicating with the troops at the station. Chief Meyer informed the Board about Measure X for information purposes which will be on ballot in November (one half cent sales tax for the County, effective January 1, 2021, promising money for the County hospital, social programs, emergency preparedness, including firefighting). Chief Meyer has his concern and is not advocating for or against Measure X; he is providing informational awareness that this is a general tax and it is unclear how funds will be distributed. Chief Meyer asked the Board to do their own research and

realize that Measure X is stating money will be passed on to fire, but the details are. Financial Consultant Campo states Measure X is a general tax requiring 50% approval, but there's no guarantee where the money is distributed. The distribution is determined by the County Board of Supervisors.

11. GOOD OF THE ORDER

None.

12. UPCOMING CALENDAR OF EVENTS

- Columbus Day – Monday, October 12, 2020 (Floating Holiday)

Chief Meyer invited the Board to a key ceremony for a military member who is getting keys to a home which will include a presentation; this recognizes Veterans who are severely wounded and is a heartfelt story. Chief Meyer encourages the Board to attend and will forward the information to the Board.

The Board took a recess at 3:35 p.m. and entered Closed Session at 3:45 p.m.

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 8 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

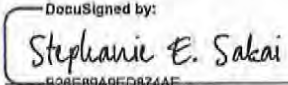
The Board returned to Open Session at 5:15 p.m.

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

President Parker announced there was no reportable Board action from Closed Session.

16. ADJOURNMENT

The regular meeting concluded at 5:15 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Don Parker
Board President

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

For the Month of: **September 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	655.00	9.51	-	664.51	0.01%
Fire Chief	1	26,398.11	377.34	18,620.07	45,395.52	0.91%
Human Resources	3	36,257.57	509.65	11,456.79	48,224.01	0.97%
Finance	3	33,244.21	475.60	10,526.38	44,246.19	0.89%
Fire Life & Safety	7	72,275.25	1,037.26	27,486.21	100,798.72	2.02%
Technology	2	20,898.33	295.40	6,744.21	27,937.94	0.56%
Communication Center	15	215,296.94	3,087.34	50,850.54	269,234.82	5.40%
Facilities	0	11,013.18	159.69	-	11,172.87	0.22%
Fire Suppression	132	2,989,106.29	42,567.05	1,222,193.64	4,253,866.98	85.36%
Fleet	1	9,603.31	139.25	3,021.10	12,763.66	0.26%
Training	2	29,022.88	788.80	17,853.41	47,665.09	0.96%
EMS	3	40,275.83	587.89	20,485.97	61,349.69	1.23%
Rescue		21,309.57	-	14,621.76	35,931.33	0.72%
HazMat		14,295.79	-	9,978.37	24,274.16	0.49%
TOTALS	174	3,519,652.26	50,034.78	1,413,838.45	4,983,525.49	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: October 28, 2020
To: Board of Directors
From: Davina Hatfield, Controller
Subject: Quarterly Investment Report – September 30, 2020

Background:

Events and economic numbers continue to change day by day in response to the impact of the corona virus and will continue to do so. As expected, restrictions to economic activity continue to lift in the third quarter for the US and Europe.

Pursuant to Section 5.3 of the District's Investment Policy, please find attached the Quarterly Investment Report for the three-month period ended September 30, 2020. The investments held on behalf of the District totaled \$60.8 million as of September 30, 2020 and are in compliance with the District's investment policy. Funds are invested primarily in a laddered portfolio held by Bank of the West maturing at intervals from 6 months to 5 years (\$24 million) and in the State-run, pooled, money market fund for local agencies (\$35 million). The Bank of the West laddered portfolio is managed by District staff while the Local Agency Investment Fund (LAIF) is managed by the State Treasurer's office. Fiscal-year-to-date investment earnings for all funds through the first quarter are \$158,600, which translates to an average weighted yield-to-maturity of 0.93%.

The District's Budget Stabilization funds are included in the laddered portfolio with Bank of the West. At September 30, 2020, the District had approximately \$20 million of Budget Stabilization funds under active management. These funds have earned \$50,400 fiscal year-to-date, which represents an average combined weighted yield to maturity of 1.18%.

Most investments held by the District are either federal securities or FDIC-backed securities; those not federally insured are with commercial companies that carry the highest investment grade ratings. As noted above, these investments are intended to be held to maturity. However, given the continued decline in interest rates, the District's federal securities are being called at the earliest date. As a result, our Bank of the West portfolio is down to \$24 million while the short-term LAIF has grown to \$35 million.

Also attached for the Board's review is the retiree medical trust fund (CERBT) account statement through the quarter ended September 30, 2020. Since inception, the fund has earned \$10.7 million in investment earnings averaging about an 8.26% annual rate of return. The balance of the trust

fund at September 30, 2020 is \$35,068,339. These funds are managed by CalPERS and not included in the funds discussed above.

Recommended Board Action:

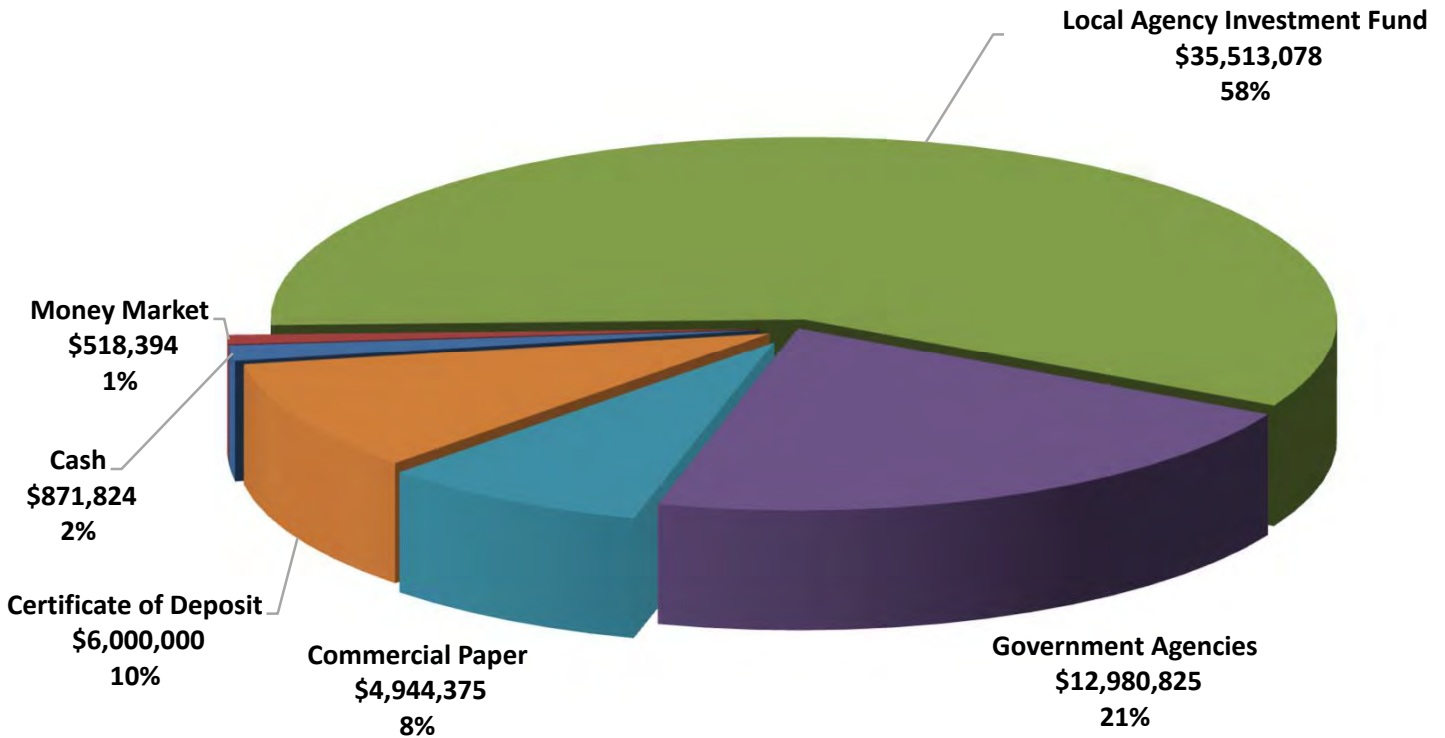
Staff recommends that the Board receive and review the investment report for the quarter ended September 30, 2020.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
INVESTMENT REPORT
September 30, 2020**

Type of Investment	Financial Institution	Date of Maturity	Par Value/ Original	Market Value	Rate of Interest
Cash	Bank of the West	N/A	824,557	824,557	0.00%
Cash	Bank of the West - CERT Funds	N/A	47,267	47,267	0.00%
Money Market	Bank of the West - Money Market	N/A	508,796	508,796	0.25%
Laddered Portfolio	Bank of the West - Investments	Various	23,935,249	24,385,377	1.18%
Local Agency Investment Fund	Local Agency Investment Fund	N/A	35,513,078	35,659,198	0.80%
Money Market	Bank of America - Dreyfus Government Funds	N/A	9,598	9,598	0.00%
Total			\$60,838,545	\$61,434,792	

Average weighted yield 0.93%

Market values obtained from monthly statements issued by Bank of the West and quarterly statements issued by LAIF.



The District has sufficient funds available to meet the next six months of financial obligations.

The September 30, 2020 investments are in compliance with the District adopted Investment Policy.

CERBT account summary

Account summary as of September 30, 2020	
Initial contribution (6/29/2009)	\$3,500,000
Additional contributions	\$22,804,180
Disbursements	(\$1,812,608)
CERBT expenses	(\$131,874)
Investment earnings	\$10,708,640
Total assets	\$35,068,339
Average annualized internal rate of return (6/29/2009-9/30/2020)	8.26%

Agreement effective date: 6/29/2009
in PEMHCA: Yes



CERBT Strategy 1 Performance as of August 31, 2020								
	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	10 Years*	Since Inception* (June 1, 2007)
Gross Return ^{1,3}	3.54%	10.72%	7.95%	11.61%	7.70%	8.33%	8.59%	5.36%
Net Return ^{2,3}	3.53%	10.69%	7.93%	11.51%	7.61%	8.23%	8.49%	5.29%
Benchmark Returns	3.53%	10.64%	7.91%	11.18%	7.37%	7.90%	8.28%	4.93%
Standard Deviation ⁴	-	-	-	-	11.75%	10.11%	9.97%	12.82%

Performance quoted represents past performance, which is no guarantee of future results that may be achieved by the fund.

* Returns for periods greater than one year are annualized.

¹ Gross performance figures are provided net of SSGA operating expenses.

² Net Performance figures deduct all expenses to the fund, including investment management, administrative and recordkeeping fees.

³ See the Expense section of this document.

⁴ Standard Deviation is based on gross returns.



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: October 28, 2020
To: Board of Directors
From: Jim Selover, Deputy Chief, Operations
Subject: Approval to Declare Vehicles for Public Surplus #302, 335, 395, 397 & 387

Background:

The following vehicles have outlived their service life, the cost for maintenance/repairs required to be considered safe and compliant are close to equaling the estimated value of the vehicles: Ford F-150 #302, Chevy Tahoe #335, Chevy Suburban #395, Chevy Suburban #397 & Dodge 2500 #387. These vehicles range between 15-18 years old. All Fire District equipment and markings will be removed from the vehicles.

Once declared as surplus the vehicles will be sold through the Enterprise Auction System. The proceeds will be used to offset the cost of leased vehicles.

Recommended Board Action:

Staff recommends the Board declare unit #302, 335, 395, 397 & 387 as Surplus.



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: October 28, 2020
To: Board of Directors
From: Paige Meyer, Fire Chief
Subject: Approval of contract extension with Ken Campo for consulting services through November 1, 2022.

Background:

Given the District is under Organizational review, staff would like to continue the services of Ken Campo to provide ongoing administrative support to the Finance and Human Resources Divisions to include but would not be limited to:

- Succession planning and mentoring;
- Financial management consultation to the Fire Chief, Board of Directors and command staff;
- General oversight and management of the Finance Division;
- Long-range fiscal planning, including but not limited to maintaining a financial forecast and capital improvement financing plan;
- Under direction of the Fire Chief and Board of Directors, represent the District in meetings with outside creditors and lenders, banking institutions and other agencies pertaining to financial matters;
- Assist the District in identifying and implementing reasonable cost recovery measures to the extent deemed appropriate by the Fire Chief and Board of Directors;

Other duties would include ongoing review of CCCERA retirement rates, OPEB funding policy, provide ongoing assistance with labor negotiations, monitoring changes in the assessed value of property within the District and other financial planning and operational activities as may be directed by me.

Recommended Board Action:

Staff recommends approval of a contract extension for Services with Ken Campo for financial consulting services through November 1, 2022.

Financial Impact:

Services will be provided at an hourly rate of \$153.00 per hour. Financial consulting services are included in the Finance Division budget as professional services for fiscal year 2020-21.

SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS



SAN RAMON FIRE PROTECTION DISTRICT

SAN RAMON PUBLIC SAFETY BUILDING



- Construction Documents continue with coordination of all building elements
 - 75% Construction Document check set submittal to District/City early November for review
 - Construction Documents anticipate being submitted to City for Plan check December 2020
 - Schedule anticipates bidding the project in February 2021
 - Award contract and start of construction anticipated March/April 2021

CURRENT COORDINATION ITEMS

- Communications Equipment
- Security System Requirements
- Phasing of Construction
- FFE (Furniture, Fixtures and Equipment)
- Finishes



QUESTIONS?



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: October 28, 2020
To: Board of Directors
From: Paige Meyer, Fire Chief
Ron Marley, Emergency Preparedness Coordinator
Subject: Approval of Changes to Districts Emergency Operations Plan

Background:

The district adopted an Emergency Operations Plan (EOP) in 2019. After adoption, it was determined further refinements were warranted to help clarify terminology, reporting orders, and the plans overall effectiveness in providing general direction to personnel in emergency situations.

These changes, deemed not to be material to the substance of the EOP, were discussed with the Disaster Preparedness Committee at their January 2020 meeting. Staff recommended going forward that the Fire Chief, or his designee, be authorized to make minor changes to the EOP that do not change the intent, scope, guidance or direction of the EOP, such as:

- a. Spelling, grammar or similar typographic changes.
- b. Alpha/numeric references to federal, state or local ordinance/plans/policy/ or similar documents when the change is in title or number only.
- c. Changes to district terminology, apparatus numbering, personnel identification/titles, or similar changes.
- d. Sequencing of pages within the Emergency Operations Plan.

The Committee agreed with staff regarding the minor modifications and directed it be brought to the full Board for consideration.

The Committee further discussed the need to address two specific areas of concern: (1) Pet and Small Animal Emergencies and (2) Pandemic incidents. The Committee gave direction to staff to develop addendums, or annexes, to the EOP covering these two areas.

Included herewith for the full Board's consideration is the Pet and Small Animal Emergencies annex. The annex related to a Pandemic is still being developed and staff hopes to have it before the Board soon.

Recommended Board Action:

1. Approve the recommended changes to the 2019 San Ramon Valley Fire Protection District's EOP and authorize the Fire Chief or his designee to make minor changes to the EOP would not change the intent, scope, guidance or direction of the EOP.
2. When any changes to the EOP have been made, the Fire Chief or his designee shall (1) submit an informational memo to the Board outlining the changes made to the EOP; and (2) provide notification to all recipients of the EOP and include either a new printed Emergency Operations Plan or a change sheet describing the changes that have been made since the last official printing.
3. Approve the Pet and Small Animal Emergencies SOG which will be included as an annex to the EOP.

**SAN RAMON VALLEY FPD
EMERGENCY OPERATIONS PLAN
(EOP)**

2020 Updates

EOP 2020 REVIEW

- The EOP was first adopted by the SRV Board of Directors in 2019.
- For 2020 minor changes have been made which include;
 - Terminology
 - Reporting orders and authority with external agencies.
 - Page numbering, definitions and formatting.
- The changes were reviewed by the Disaster Preparedness Committee at the January 2020 meeting.
 - The committee recommended that the changes be forwarded to the District Board of Directors.

“PET AND SMALL ANIMAL EMERGENCIES” ANNEX

- **Purpose:** Provide guidance to district personnel in the handling or care of pets and other small animals.
- **Scope:** When feasible and safe to do so, medical care should be attempted on pets and small animals as an extension of the district's commitment to customer service.
- **Specific Procedures** are defined within the annex for Notification, Safety, Rescue Efforts, Treatment, Stray Animals, Poison Control and Transporting

RECOMMEND BOARD ACTION

- 1. Approve the recommended changes to the San Ramon Valley FPD, Emergency Operations Plan.
- 2. Approve the Pet and Small Animal Emergencies Standard Operating Guideline as an annex to the EOP.
- 3. Authorize the Fire Chief to make changes to the EOP/SOG's when those changes do not alter the intent, scope, guidance or direction of those documents.

QUESTIONS?

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: October 28, 2020

To: Board of Directors

From: Paige Meyer, Fire Chief
Frank Drayton, Deputy Chief

Subject: Approval of Agreement with Jeff Katz Architecture for design and construction administration services – San Ramon Public Safety Building Project

Background:

Presented for the Board’s review and approval is a professional consulting services agreement with Jeff Katz Architecture (“JKA”) for design and construction administration services for the San Ramon Public Safety Project. Specifically, the scope of work is based on a requested proposal for schematic design, design development, construction documents, bidding and construction administration services. The proposed project delivery approach is traditional design-bid-build.

As the Board is aware, the project is to incorporate renovations to the existing building at 2401 Crown Canyon Road for Fire Administration, San Ramon Police, and the construction of a new, essential services Emergency Operations Center (EOC)/Dispatch facility. The estimated project budget is \$27,000,000. Specific parts and portions of the JKA proposal, dated May 9, 2019, are a part of the Agreement; otherwise, it is not wholly incorporated into the Agreement.

JKA has been assisting the District through the City of San Ramon review and project approval process; including the related training center review and project approval. It is now appropriate to finalize the design and construction administration services contract with JKA.

In addition to the standard professional consulting services agreement terms and conditions, staff recommends that the Board approve as part of the scope of work specific clarifications from the American Institute of Architects (AIA) Document B141, Owner/Architect Agreement that were requested by JKA. Special Counsel to the District, Richard D. Pio Roda of Meyers Nave, reviewed the requested clarifications, and recommended to staff certain ones be included, others excluded, and others modified to be consistent with the District’s professional consulting services agreement.

Financial Impacts:

Basic services fixed fee of One Million Six Hundred and Thirty-Five Thousand Dollars (\$1,635,000.00).

The proposed breakdown for the Basic Services charges will be as follows:

Schematic Design Phase \$180,000.00

Design Development Phase \$500,000.00

Construction Documents Phase \$765,000.00

Bidding Phase \$ 10,000.00

Construction Administration Phase \$175,000.00

Reimbursable Expenses (Not to Exceed) \$ 5,000.00

TOTAL \$1,635,000.00

Special Counsel Rich Pio Roda (Meyers Nave, contracts section) recommends that because of inherent uncertainty related to the Project including but not limited to that it's a renovation and not new construction, and possible owner changes because of unforeseen circumstances, the Board should grant Chief Meyer, or his designee, the authority to negotiate amendments to the agreement while it is in progress up to 1.5% of the basic services fixed fee (or \$25,000). Cumulative amendments greater than 3.0% (or \$50,000) would have to come back to the Board for review and approval.

Finally, the consultant provides, in its proposal, a list of additional services available on an hourly basis. Such additional services would only be included after negotiation of an agreement amendment and would be subject to the above amendment authority.

Funding for the Agreement will come from the District's recently concluded bond issue (in the form of Certificates of Participation or COP's).

Recommended Board Action:

1. Authorize staff to enter into an agreement with Jeff Katz Architecture for architectural services in an amount not to exceed \$1,635,000.
2. Provide Chief Meyer the authority to negotiate amendments to the agreement while it is in progress up to 1.5% of the basic services fixed fee (or \$25,000). Cumulative amendments greater than 3.0% (or \$50,000) would have to come back to the Board for review and approval.

Attachments: JKA Agreement

CONSULTING SERVICES AGREEMENT BETWEEN
SAN RAMON VALLEY FIRE PROTECTION DISTRICT AND
JEFF KATZ ARCHITECTURE
FOR
SAN RAMON PUBLIC SAFETY PROJECT
(DESIGN & CONSTRUCTION ADMINISTRATION SERVICES)

THIS AGREEMENT for consulting services is made by and between San Ramon Valley Fire Protection District (“District” or “Owner”) and Jeff Katz Architectural Corporation (“Consultant”) (together sometimes referred to as the “Parties”) as of _____, 2020 (the “Effective Date”).

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to District the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end upon completion of the work described in Exhibit A, unless the term of the Agreement is otherwise terminated as provided for in Section 8.
- 1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent architect in the San Francisco Bay Area.
- 1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that District, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from District, reassign such person or persons.
- 1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant’s obligations hereunder.
- 1.5 Public Works Requirements. Because the services described in Exhibit A include “work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work,” the services constitute a public works within the definition of Section 1720(a)(1) of the California Labor Code. As a result, Consultant is required to comply with the provisions of the California Labor Code applicable to public works, to the extent set forth in Exhibit D.
- 1.6 Reserved.
- 1.7 Public Works Contractor Registration. Consultant agrees, in accordance with Section 1771.1 of the California Labor Code, that Consultant or any subconsultant shall not be

qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to California Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to California Labor Code section 1725.5. Consultant agrees, in accordance with Section 1771.4 of the California Labor Code, that if the work under this Agreement qualifies as public work, it is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Section 2. COMPENSATION. District hereby agrees to pay Consultant a sum not to exceed ONE MILLION SIX HUNDRED THIRTY-FIVE THOUSAND (\$1,635,000), notwithstanding any contrary **indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's** proposal regarding the amount of compensation, the Agreement shall prevail. District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from District to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to District in the manner specified herein. Except as specifically authorized by District in writing, Consultant shall not bill District for duplicate services performed by more than one person.

Consultant and District acknowledge and agree that compensation paid by District to Consultant under this **Agreement is based upon Consultant's estimated costs of providing the services required hereunder,** including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. District therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
 - The beginning and ending dates of the billing period;
 - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;

- **The Consultant's signature.**

2.2 Monthly Payment. District shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. District shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. District shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to District of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. District shall pay for the services to be rendered by Consultant pursuant to this Agreement. District shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. District shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.

2.6 Reimbursable Expenses. Reimbursable expenses shall be charged at 1.1 times the direct cost.

2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 Payment upon Termination. In the event that the District or Consultant terminates this Agreement pursuant to Section 8, the District shall compensate the Consultant for all undisputed outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.

2.9 Authorization to Perform Services. The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement.

District, at its discretion and when available, shall furnish physical facilities such as desks, filing cabinets, **and conference space, as may be reasonably necessary for Consultant's use while consulting with** District employees and reviewing records and the information in possession of the District. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of District. In no event shall District be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to District of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence to District that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 **Workers' Compensation.**

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain **Statutory Workers' Compensation Insurance and Employer's Liability Insurance** for any and all persons employed directly or indirectly by Consultant. The **Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be** provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

- 4.2.1 General Requirements. Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit unless stated differently above. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.
- 4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an “**occurrence**” basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.
- 4.2.3 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
 - b. District, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.
 - c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation.
 - d. For any claims related to this Agreement or the work hereunder, the **Consultant's insurance coverage** shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials,

employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.2.4 Submittal Requirements. To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

4.3 Professional Liability Insurance.

4.3.1 General Requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the **licensed professionals' errors and omissions**. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the District for review prior to the commencement of any work under this Agreement.

4.3.3 Additional Requirements. A certified endorsement to include contractual liability shall be included in the policy.

- 4.3.4 Submittal Requirements. To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.
- 4.4 Reserved
- 4.5 All Policies Requirements.
- 4.5.1 Acceptability of Insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.5.2 Verification of Coverage. Prior to beginning any work under this Agreement, Consultant shall furnish District with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the District does not receive the required insurance documents prior to the Consultant beginning work, **it shall not waive the Consultant's obligation to provide them**. The District reserves the right to require complete copies of all required insurance policies at any time.
- 4.5.3 Deductibles and Self-Insured Retentions. Consultant shall disclose to and obtain the written approval of District for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 4.5.4 Wasting Policies. No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).
- 4.5.5 Endorsement Requirements. Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except **after 30 days' prior written notice has been provided to the** District.
- 4.5.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 4.6 Submittal of Proof of Insurance Coverage. All certificates of insurance and original endorsements effecting coverage required in this Section 4 must be submitted to the District insurance document management program.

4.7 Remedies. In addition to any other remedies District may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, District may, at its sole option exercise any of the following remedies, which are alternatives to other remedies District may have and are not the **exclusive remedy for Consultant's breach**:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. **INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES**. Refer to the attached Exhibit C, which is incorporated herein and made a part of this Agreement.

Section 6. **STATUS OF CONSULTANT**.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of District. District shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; otherwise, District shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant Not an Agent. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever.

Section 7. **LEGAL REQUIREMENTS**.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any

copyright, patent or trademark law. **Consultant's** failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

- 7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which District is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits. Consultant represents and warrants to District that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to District that Consultant and its employees, agents, and any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the jurisdiction in which the District Project is constructed, or as otherwise required by local laws.
- 7.5 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the **basis of a person's race, religion, color, national origin, age, physical or mental handicap or** disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination. District may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon **14 days' written notice** to District and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; District, however, may condition payment of such compensation upon Consultant delivering to District any or all documents, photographs, computer software, video and audio tapes, and other materials provided to

Consultant or prepared by or for Consultant or the District in connection with this Agreement.

- 8.2 Extension. District may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if District grants such an extension, District shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, District shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.
- 8.4 Assignment and Subcontracting. District and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a **determination of Consultant's unique personal competence, experience, and specialized** personal knowledge. Moreover, a substantial inducement to District for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between District and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, District's **remedies shall include, but** are not limited to, the following:
- 8.6.1 Immediately terminate the Agreement;
 - 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that District would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Consultant's Performance**. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the District. Consultant hereby agrees to deliver those documents to the District upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the District and are not necessarily suitable for any future or other use. District and Consultant agree that, until final approval by District, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 **Consultant's Books and Records**. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the District under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records**. Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the District. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of District or as part of any audit of the District, for a period of 3 years after final payment under the Agreement.

Section 10. **MISCELLANEOUS PROVISIONS.**

- 10.1 **Attorneys' Fees**. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue**. In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 **Severability**. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any

provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Use of Recycled Products. Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest. Consultant may serve other clients, but none whose activities within the corporate limits of District or whose business, regardless of location, would place **Consultant in a "conflict of interest," as that term is defined in the Political Reform Act**, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any District official in the work performed pursuant to this Agreement. No officer or employee of District shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the District. If Consultant was an employee, agent, appointee, or official of the District in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse District for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

At District's sole discretion, **Consultant may be required to file with the District a Form 700 to identify and document Consultant's economic interests, as** defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the District Secretary or Chief Financial Officer for the Form 700 and directions on how to prepare it.

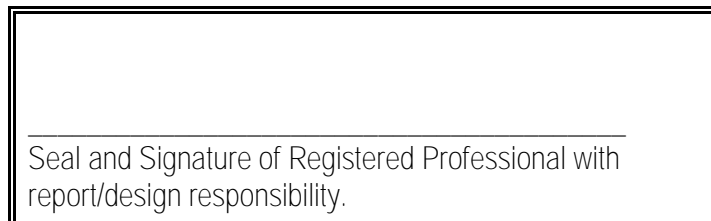
- 10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Kenneth Campo ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:
Jeff Katz, AIA
President
Jeff Katz Architecture
280 Bettencourt Street
Sonoma, CA 95476
____@_____

Any written notice to District shall be sent to:
Kenneth Campo
Chief Financial Officer
San Ramon Valley Fire Protection District
100 Bollinger Canyon Road
San Ramon, CA 94583
kcampo@srvfire.ca.gov

10.11 Professional Seal. Where applicable in the determination of the Contract Administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



10.12 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, C and D represents the entire and integrated agreement between District and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule & Reimbursable Expenses
<u>Exhibit C</u>	Indemnification
<u>Exhibit D</u>	California Labor Code Section 1720 Information

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

- 10.14 Certification per Iran Contracting Act of 2010. In the event that this contract is for **one million dollars (\$1,000,000.00) or more, by Consultant's signature below Consultant** certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

SAN RAMON VALLEY FIRE
PROTECTION DISTRICT

JEFF KATZ ARCHITECTURE

Paige Meyer, Fire Chief

Jeff Katz, AIA, President

Consultant's DIR Registration Number
(if applicable)

Approved as to Fiscal Authority:

Kenneth Campo, Interim CFO

Approved as to Form:

Stephanie E. Sakai, General Counsel

Per Section 10.7:

- Form 700 Not Required
 Form 700 Required

EXHIBIT A

SCOPE OF SERVICES

Consultant's May 9, 2019 Proposal, pages 1-5; and

Consultant's ADDITIONAL SERVICES TO BE PROVIDED ON AN HOURLY BASIS, are not included in this scope of services unless by amendment to the Agreement pursuant to Paragraph 8.3.

In addition to the Agreement, the Parties agree to the following restatements from AIA Document B141:

2.6.6 The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

5.1.1 The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

5.1.2 The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.

5.1.3 Construction Cost does not include the compensation of the Architect and Architect's consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner.

5.2.1 Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

5.2.3 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

5.2.4 If a fixed limit of Construction Cost (adjusted as provided in Subparagraph 5.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in such fixed limit;
- .2 authorize re-bidding or renegotiating of the Project within a reasonable time;
- .3 if the Project is abandoned, terminate in accordance with Paragraph 8 of this Agreement; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.

5.2.5 If the Owner chooses to proceed under Clause 5.2.4.4, the Architect, without additional charge shall modify the Contract Documents as necessary to comply with the fixed limit. The modification of Contract Documents shall be the limit of the Architect's responsibility arising out of the establishment of a fixed limit. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

9.8 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

9.9 The Architect shall have the right to include representation of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect on the construction sign and in the promotional materials for the Project.

EXHIBIT B

COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

Basic services: fixed fee of One Million Six Hundred and Thirty Five Thousand Dollars (\$1,635,000.00).

Proposed breakdown for the Basic Services charges:

Schematic Design Phase \$180,000.00

Design Development Phase \$500,000.00

Construction Documents Phase \$765,000.00

Bidding Phase \$ 10,000.00

Construction Administration Phase \$175,000.00

Reimbursable Expenses (Not to Exceed) \$ 5,000.00

TOTAL \$1,635,000.00

Consultant's hourly rate schedule from its May 9, 2019 proposal is attached hereto and made a part hereof.

EXHIBIT C

INDEMNIFICATION

- A. Consultant shall, to the extent permitted by law, including without limitation California Civil Code sections 2782 and 2782.8, indemnify, hold harmless and assume the defense of, in any actions at law or in equity, the District, its elected and appointed officials, officers, employees, agents, and volunteers from all claims, losses, and damages, including property damage, personal injury, death, and liability of every kind, nature and description, arising out of, pertaining to or related to the negligence, recklessness or willful misconduct of Consultant or any person directly or indirectly employed by, or acting as agent for, **Consultant, during Consultant's work under this Agreement.**
- B. With respect to those claims arising from a professional error or omission, Consultant shall defend, indemnify and hold harmless District (including its elected and appointed officials, officers, employees, and volunteers) from all claims, losses, and damages to the extent arising from the professionally negligent acts, errors, or omissions of Consultant.
- C. Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the sole negligence or willful misconduct of the District.
- D. Consultant shall also indemnify, defend and hold harmless District from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the District or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the **performance of Consultant's services** under this Agreement

EXHIBIT D

PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS
PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 *ET SEQ.*

HOURS OF WORK:

- A. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A **shall constitute a legal day's work under this contract.**
- B. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to 8 hours during any one calendar day, and 40 hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of 8 hours during any one calendar day and 40 hours during any one calendar week is permitted upon compensation for all hours worked in excess of 8 hours during any one calendar day and 40 hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.
- C. The Consultant and its subcontractors shall forfeit as a penalty to the District \$25 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

WAGES:

- A. In accordance with California Labor Code Section 1773.2, the District has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the District Office and shall be made available on request. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.
- B. In accordance with California Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply with California Labor Code Section 1775, which establishes a penalty for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or subcontractor in meeting applicable prevailing wage obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their

obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

1. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.
 2. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by **periodic review of the subcontractor's certified payroll** records.
 3. **Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages**, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.
 4. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.
- C. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
1. The information contained in the payroll record is true and correct.
 2. The employer has complied with the requirements of California Labor Code Sections 1771, **1811, and 1815 for any work performed by the employer's employees on the public works project.**

The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be submitted directly to the Labor Commission, and available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the

Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.

- D. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.
- E. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Consultant or subcontractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

3008145.1



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: October 28, 2020

To: Board of Directors

From: Paige Meyer, Fire Chief
Frank Drayton, Deputy Chief

Subject: Approval of Agreement with Jeff Katz Architecture for design and construction administration services – Station 34 Improvements

Background:

Presented for the Board’s review and approval is a professional consulting services agreement with Jeff Katz Architecture (“JKA”) for design and construction administration services for Station 34 Improvements. Specifically, the scope of work is based on a requested proposal for the renovation of Fire Station 34, including a complete renovation of the station as well as paving repair/replacement contemplated for this site. The proposed project delivery approach is traditional design-bid-build.

As discussed previously with the Board, the project includes a complete interior renovation of the station to provide a functional, modern interior which accommodates individual bunk rooms (with some smaller group bunkrooms), single occupancy toilet rooms, offices for Captain and BC, kitchen, dining room and dayroom. The existing Apparatus Bay will be used to expand the living quarters to accommodate additional staffing, and a new Apparatus Bay will be constructed to accommodate the new, longer truck apparatus. Also included will be the relocation of the main electrical room, upgrade electrical service, new generator, new energy efficient HVAC equipment and lighting throughout. A seismic/structural upgrade will be done to bring the station up to current essential service code requirements.

In addition to the station improvements, the scope will include replacement of existing, deteriorate asphalt paving with new PCC paving. Also included in the scope of work will be the addition of an oil/water separator and valve system to contain and control runoff from apparatus washing. We have included storm water treatment as an additional service if the City requires improvements to the existing site drainage.

The estimated project budget is \$3,000,000. Specific parts and portions of the JKA proposal, dated January 9, 2020, are a part of the Agreement; otherwise, it is not wholly incorporated into the Agreement.

In addition to the standard professional consulting services agreement terms and conditions, staff recommends that the Board approve as part of the scope of work specific clarifications from the American Institute of Architects (AIA) Document B141, Owner/Architect Agreement that were requested by JKA.

Financial Impacts:

Basic services fixed fee of Three Hundred and Forty-Three Thousand Dollars (\$345,000.00).

The proposed breakdown for the Basic Services charges will be as follows:

Schematic Design Phase \$90,000.00

Construction Documents Phase \$205,000.00

Bidding Phase \$3,000.00

Construction Administration Phase \$45,000.00

Reimbursable Expenses (Not to Exceed) \$ 2,000.00

TOTAL \$345,000.00

Given the inherent uncertainties associated with the Project, including but not limited to that it's a renovation and not new construction, and possible changes because of unforeseen circumstances, it is recommended the Board grant Chief Meyer, or his designee, the authority to negotiate amendments to the agreement while it is in progress up to 3% of the basic services fixed fee (or \$10,000). Cumulative amendments greater than 5.0% (or \$17,000) would have to come back to the Board for review and approval.

Finally, the consultant provides, in its proposal, a list of additional services available on an hourly basis. Such additional services would only be included after negotiation of an agreement amendment and would be subject to the above amendment authority.

Funding for the Agreement will come from the District's Capital Projects Fund, where the project is currently budgeted at \$1,000,000 in the current year, with the remainder budgeted in the following year.

Recommended Board Action:

1. Authorize staff to enter into an agreement with Jeff Katz Architecture for architectural services in an amount not to exceed \$345,000.
2. Provide Chief Meyer the authority to negotiate amendments to the agreement while it is in progress up to 3% of the basic services fixed fee (or \$10,000). Cumulative amendments greater than 5.0% (or \$17,000) would have to come back to the Board for review and approval.

Attachments: JKA Agreement

AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

San Ramon Fire Protection District, Other
1500 Bollinger Canyon Road
San Ramon CA 94583
Telephone Number: (925) 838-6600

and the Architect:
(Name, legal status, address and other information)

Jeff Katz Architectural Corp, Professional Corporation
6353 Del Cerro Boulevard
San Diego, CA 92120
Telephone Number: 619-504-0984

for the following Project:
(Name, location and detailed description)

San Ramon Fire Station 34 Renovation
San Ramon, CA
Renovation of existing fire station and replacement of site paving

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same

Init.

AIA Document B104™ – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 17:20:58 ET on 10/13/2020 under Order No.0088539415 which expires on 07/27/2021, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (3B9ADA44)

or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

\$2,000,000

.2 Automobile Liability

\$1,000,000

.3 Workers' Compensation

\$1,000,000

.4 Professional Liability

\$2,000,000

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

§ 3.4 Construction Phase Services

§ 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

Init.

§ 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement.

(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)

See attached Scope of Work proposal dated July 28, 2020

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service.

§ 4.2.2 The Architect has included in Basic Services Twenty (20) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

§ 4.2.4 If the services covered by this Agreement have not been completed within Twenty Four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

Init.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

Init.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

N/A

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

N/A

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall

survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

Three Hundred and Forty Five Thousand Dollars (\$345,000.00), broken down by phase per the attached Scope of Work proposal dated July 28, 2020.

(Paragraph Deleted)

(Paragraph Deleted)

§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

N/A

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

As a separate fixed fee proposal or hourly per the attached Scope of Work proposal dated July 28, 2020

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Ten percent (10 %),

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be per the attached Scope of Work proposal dated July 28, 2020

(Table Deleted)

(Paragraphs Deleted)

Init.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are per the attached Scope of Work proposal dated July 28, 2020

(Table Deleted)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally maintained by the Architect and the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Ten percent (10 %) of the expenses incurred.

§ 11.9 Payments to the Architect

§ 11.9.1 Initial Payment

An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Paragraph Deleted)

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

Init. AIA Document B104™ – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 17:20:58 ET on 10/13/2020 under Order No.0088539415 which expires on 07/27/2021, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (3B9ADA44)

(Include other terms and conditions applicable to this Agreement.)

N/A

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™-2017, Standard Abbreviated Form of Agreement Between Owner and Architect

(Paragraph Deleted)

- .3 Exhibits:

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

Scope of Work proposal dated July 28, 2020

- .4 Other documents:

(List other documents, if any, including additional scopes of service forming part of the Agreement.)

N/A

This Agreement entered into as of the day and year first written above.

-See attached digital signatures page-

OWNER (Signature)

Frank Drayton, Deputy Fire Chief/Fire Marshal

(Printed name and title)

-See attached digital signatures page-

ARCHITECT (Signature)

Jeff Katz, AIA, President

(Printed name, title, and license number, if required)

Init.

Digital Signatures Page

Jeff Katz

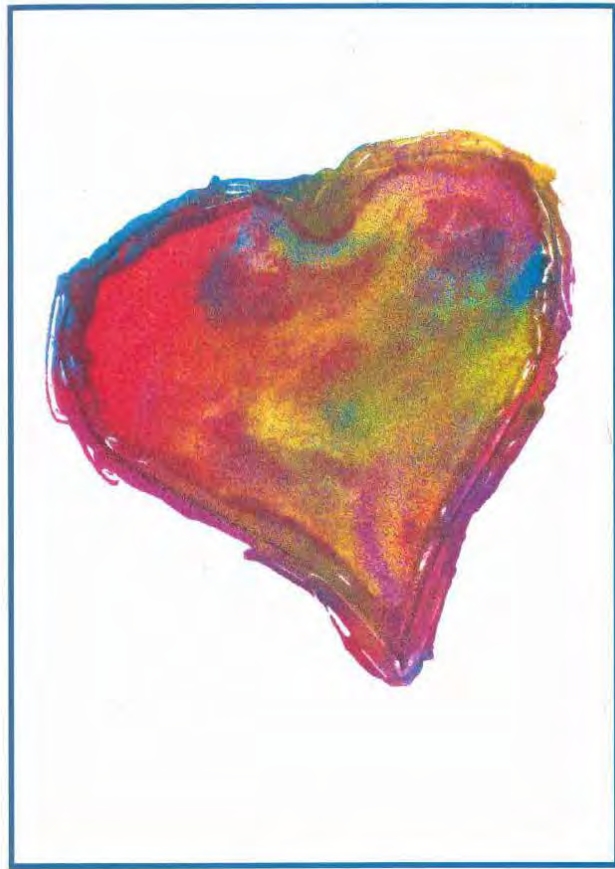
Digitally signed by Jeff Katz
DN: C=US,
E=jeff@jeffkatzarchitecture.com,
O=Jeff Katz Architectural Corp,
CN=Jeff Katz
Reason: I am approving this
document
Date: 2020.10.13 14:22:28-07'00'

Init.

AIA Document B104™ – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 17:20:58 ET on 10/13/2020 under Order No.0088539415 which expires on 07/27/2021, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (3B9ADA44)

15

CORRESPONDENCE



To all of you serving us:
Please find these rocks and
shells with pictures and words
to remind you how much
you are appreciated!

You are every day heroes,
Please stay safe, well
and happy. Sincerely,

Cam
DeMonte



Awesome
Brave
Hero

Forever
Thankful

Awesome

Warrior
Rock Star
Protector

Thank You!

Thankful

Thankful - always

Awesome

Strong Brave Hero

Every day Hero
Brave and courageous
Bold - strong and wise
Thankful for You!!

Thankful

Thankful

Community Savers

Thankful

Rescue
Protect

Thankful

Thankful

You are a Hero
a strong Wise Warrior
So Brave and Kind
You Shine

Thankful

Courage
Strong
Blessed

Thankful

Hero
Thankful

Strong
Brave
Hero

Rock Star

Strong

Thankful

Thankful
Hero

Every day Hero
Kind-protector warrior
Strong-wise-brave
Awesome-Thankful

Strong Hero Brave

Thank you

A NOTE OF THANKS FROM THE KING FAMILY

Richard Huettis, Luis Guzman, and
Aaron Drake,

On behalf of my family, thank you so much for responding to a call at my parents' house on August 9. As you may recall, I had just taken my parents home after a few days away, and we returned to multiple smoke detectors sounding a low battery alert. I accidentally removed the battery of one alarm belonging to ADT, and I was unable to have them cancel the call.

I appreciate the patience and professionalism you demonstrated that day, and I sincerely apologize for all of the language I used to curse ADT... ☹

Thank you and the entire dept for all that you do! -Jennifer King

Leticia Najera

From: Paige Meyer
Sent: Thursday, September 24, 2020 2:33 PM
To: Leticia Najera
Cc: Denise Pangelinan
Subject: FW: Thank You!

Follow Up Flag: Follow up
Flag Status: Flagged

Fyi

From: Denise Pangelinan <DPangelinan@srv911.org>
Sent: Thursday, September 24, 2020 3:51 AM
To: Juan Casillas <JCasillas@srv911.org>
Cc: Paige Meyer <pmeyer@srvfire.ca.gov>
Subject: Fwd: Thank You!

Nice job Juan!! Thank you!!

Denise

Sent from my iPhone

Begin forwarded message:

From: "Carlson, Denton" <dcarlson@sanramon.ca.gov>
Date: September 23, 2020 at 12:40:21 PM PDT
To: "Pereira, Jarred" <jpereira@sanramon.ca.gov>, Juan Casillas <JCasillas@srv911.org>
Cc: "Schneider, Mike" <mschneider@sanramon.ca.gov>, Denise Pangelinan <DPangelinan@srv911.org>
Subject: Thank You!

Juan and Jarred,

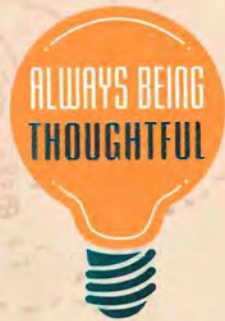
Earlier today, I received a message via Nextdoor from a community member (Jessi S.) who wanted to thank both of you for the care and understanding you displayed during a call for service last Sunday. You may (or may not) remember receiving and handling a suspicious circumstance call from a female who wanted to report a strange man posing as a Comcast employee who tried to enter her apartment. She was incredibly grateful for the service, patience, and understanding you both displayed while handling this incident.

Thank you for being so professional! Your work is very much appreciated!

-Denton

Due to the Public Health Order from Contra Costa Health Services, all City facilities are now closed. Some services are still available over the phone and online. Please visit

★ THANKS ★
FOR ALL YOU DO



GOING THE
EXTRA
MILE



GIVING
SUPPORT

BEING SUCH A **GREAT** PERSON

Thank you for all that you do, especially during these hard times. I hope you enjoy these snacks and goodies. They are just a very small way of me showing my appreciation for you! My dad was an LA city firefighter for 30+ years, so I know the hard work and dedication that it takes, I also know the toll it can take on your body, and I would love to help with that.

YOU'RE APPRECIATED

MORE THAN YOU KNOW!

I am a chiropractic student seeing patients in the health center at school, and I would love to help take care of any aches, pains, or health concerns that you have. Firefighters get chiropractic care for half price at the lifewest health center, and I would truly love to serve you!

- Brett Sesma

OPERATIONS/**FLEET**



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: October 28, 2020
To: Board of Directors
From: Jim Selover, Deputy Chief
Subject: Operations / Fleet- September Activities Report

Operations

- Vegetation Fire-Morgan Territory
- Vegetation Fire-Highland Road
- Structure Fire-Town & Country
- Mutual Aide Assignments
 - August Complex-Safety Officer & Fireline Medic
 - North Complex-Strike Team
 - Butte Complex-Base Camp Manager
 - Glass Fire-Strike Team Leader with Crew, Task Force & Ambulance Strike Team
- Firefighter Paramedic Interviews
- Fire/EMS Academy
- 2019-1 Firefighter Probation Test

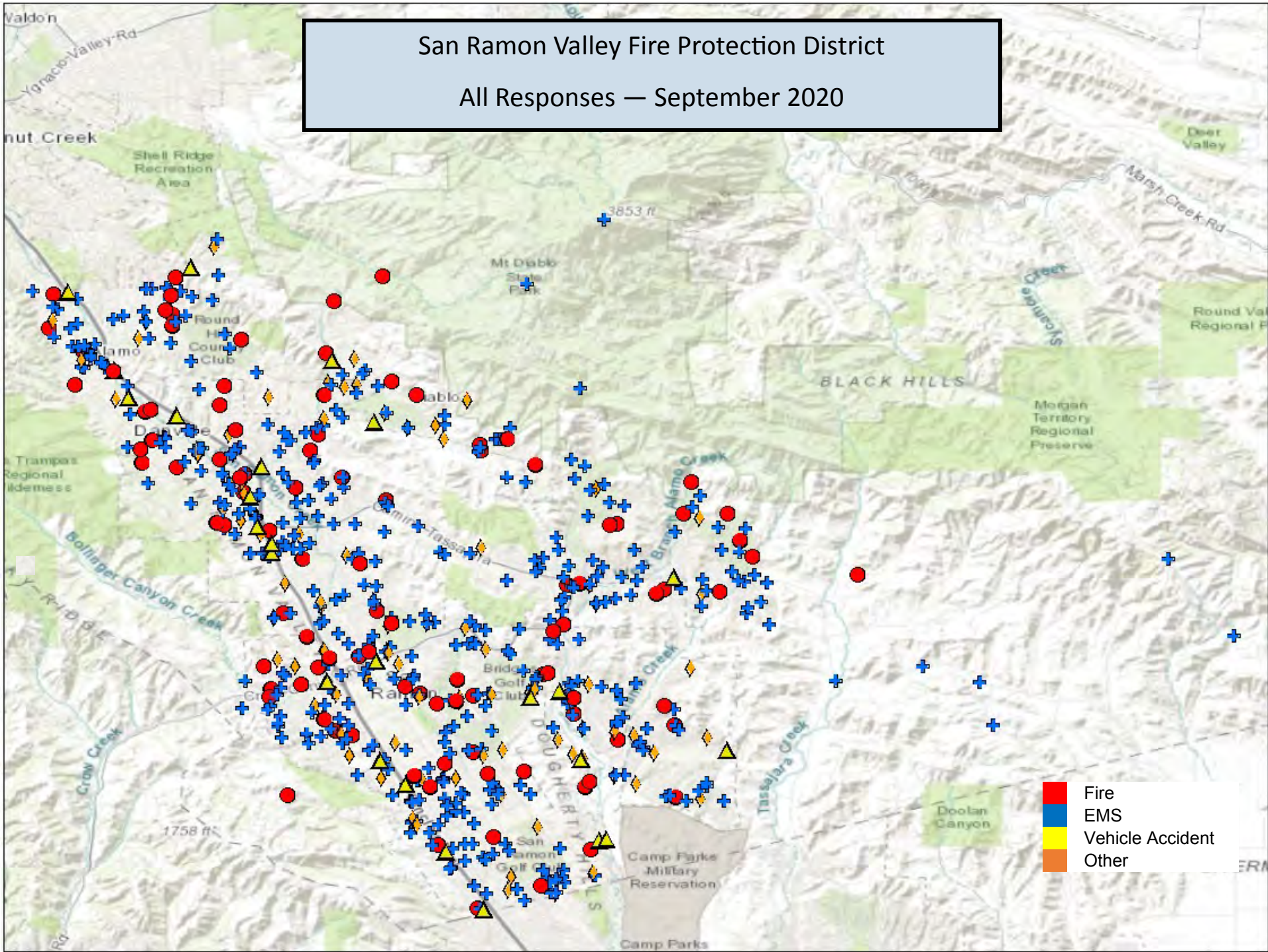
Fleet

- Type 1 Engine-Outfitting in-progress
- Type 6 Engines-Outfitting, system checks completed
- Annual Inspection-Initiated on remaining apparatus for 2019/2020 Cycle
- Conducted preventative maintenance and repairs to effectively manage costs and maintain safety (on-going)

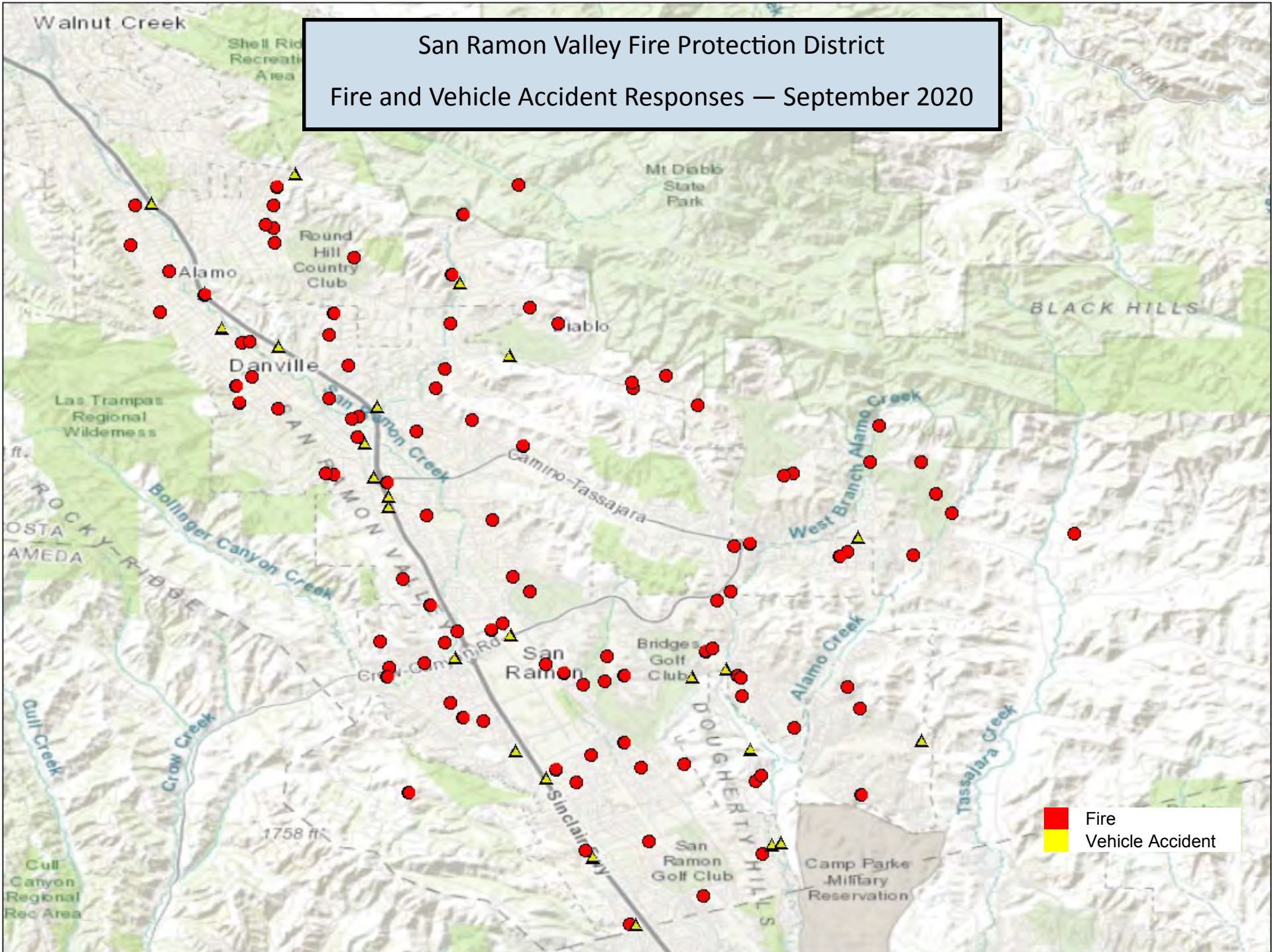
Meetings

09/02/2020-Fleet Transition Review	09/15/2020-Early Earthquake Presentation
09/02/2020-Management Meeting	09/15/2020-MDC/Fleet Review
09/03/2020-Statewide EMS Call	09/16/2020-SIRS Conference Call
09/03/2020-Wellness Fitness Discussion	09/17/2020-Firefighter Interviews
09/08/2020-Apparatus Committee Review	09/17/2020-PG&E Hearing
09/08/2020-Management Meeting	09/21/2020-Firefighter Interviews
09/09/2020-ImageTrend Kick-off Meeting	09/24/2020-Ramos Fuel Meeting
09/14/2020-EMS Transition Meeting	09/29/2020-ImageTrend Meeting

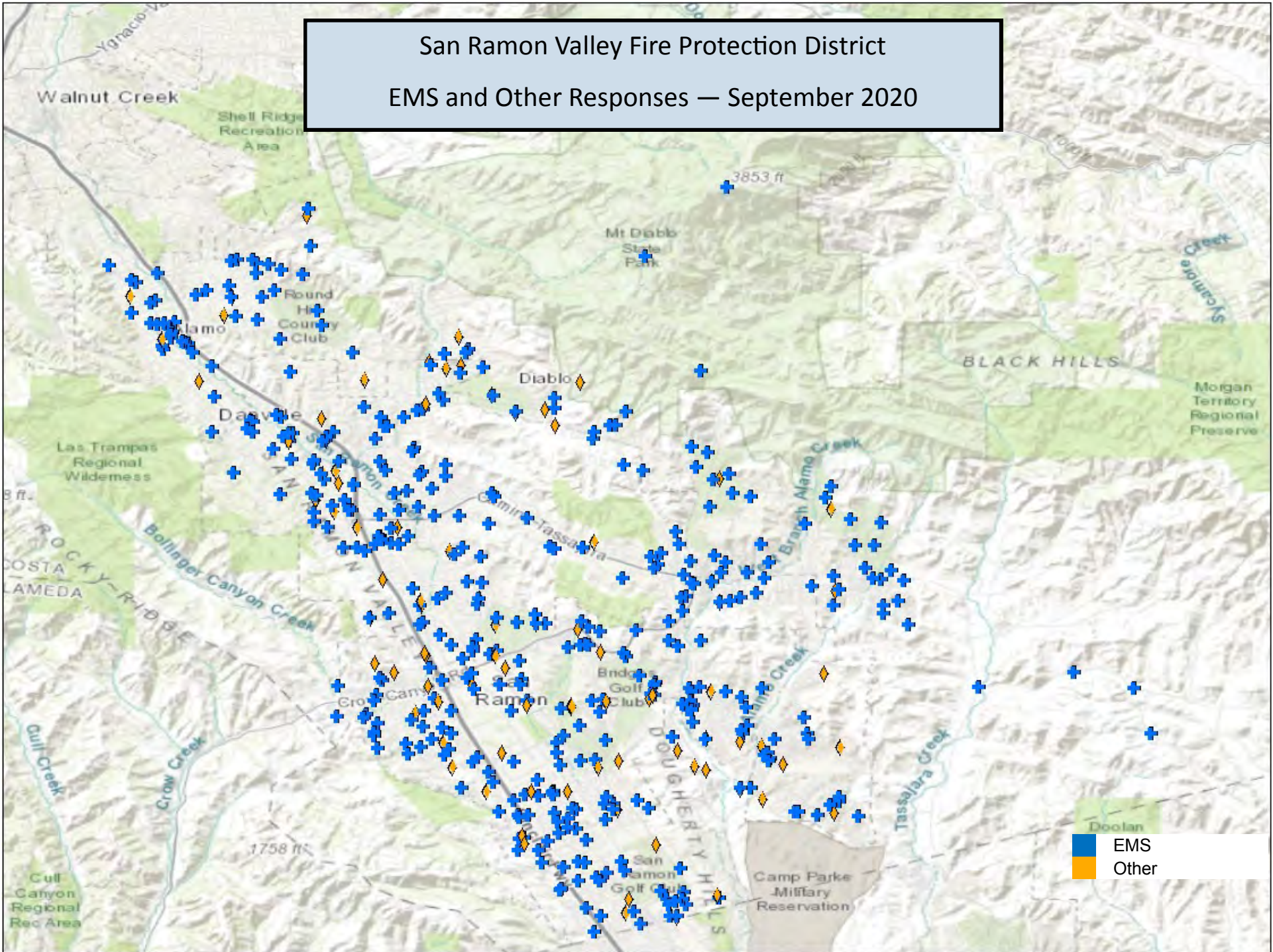
San Ramon Valley Fire Protection District
All Responses — September 2020



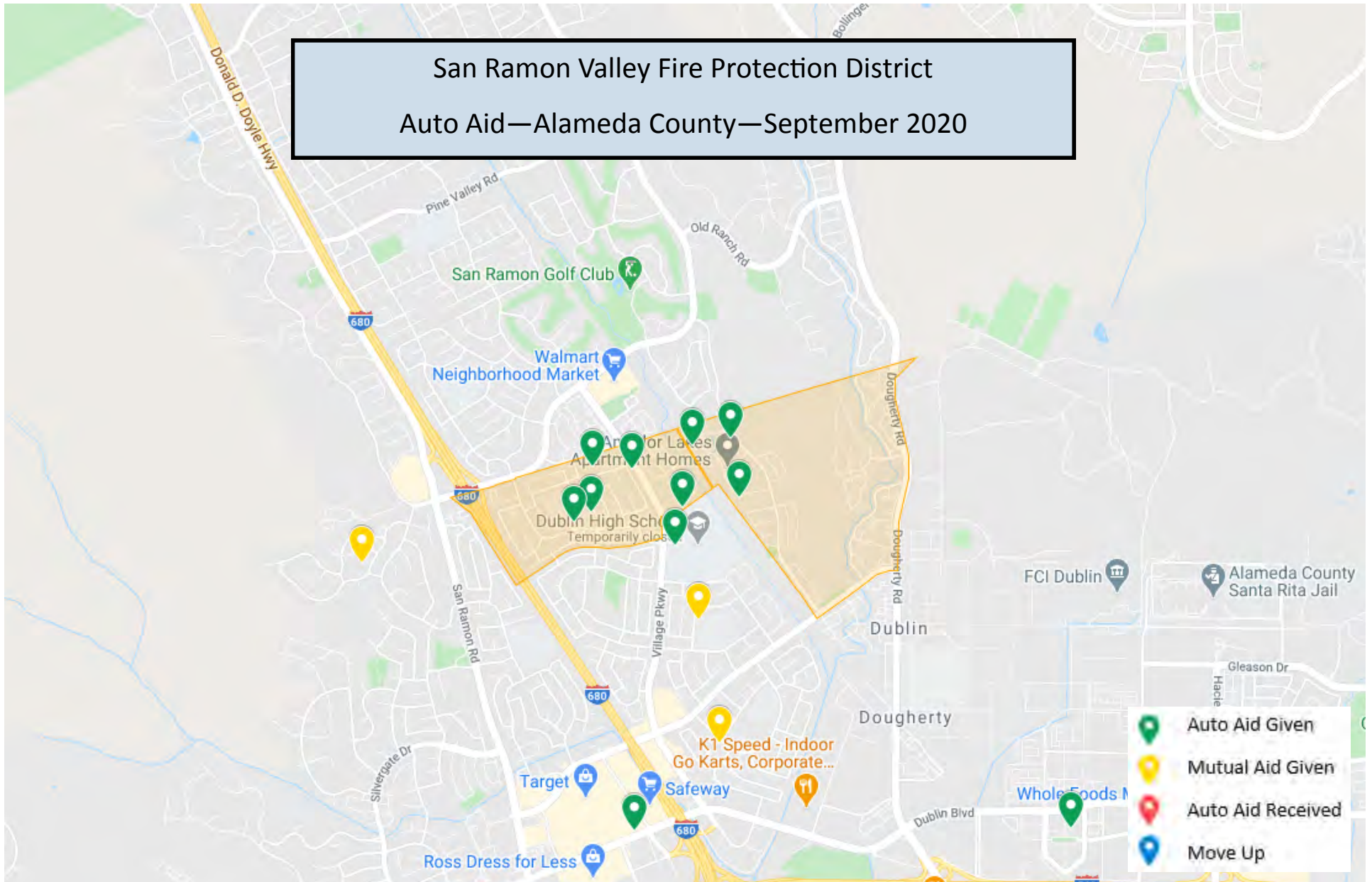
San Ramon Valley Fire Protection District
Fire and Vehicle Accident Responses — September 2020



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

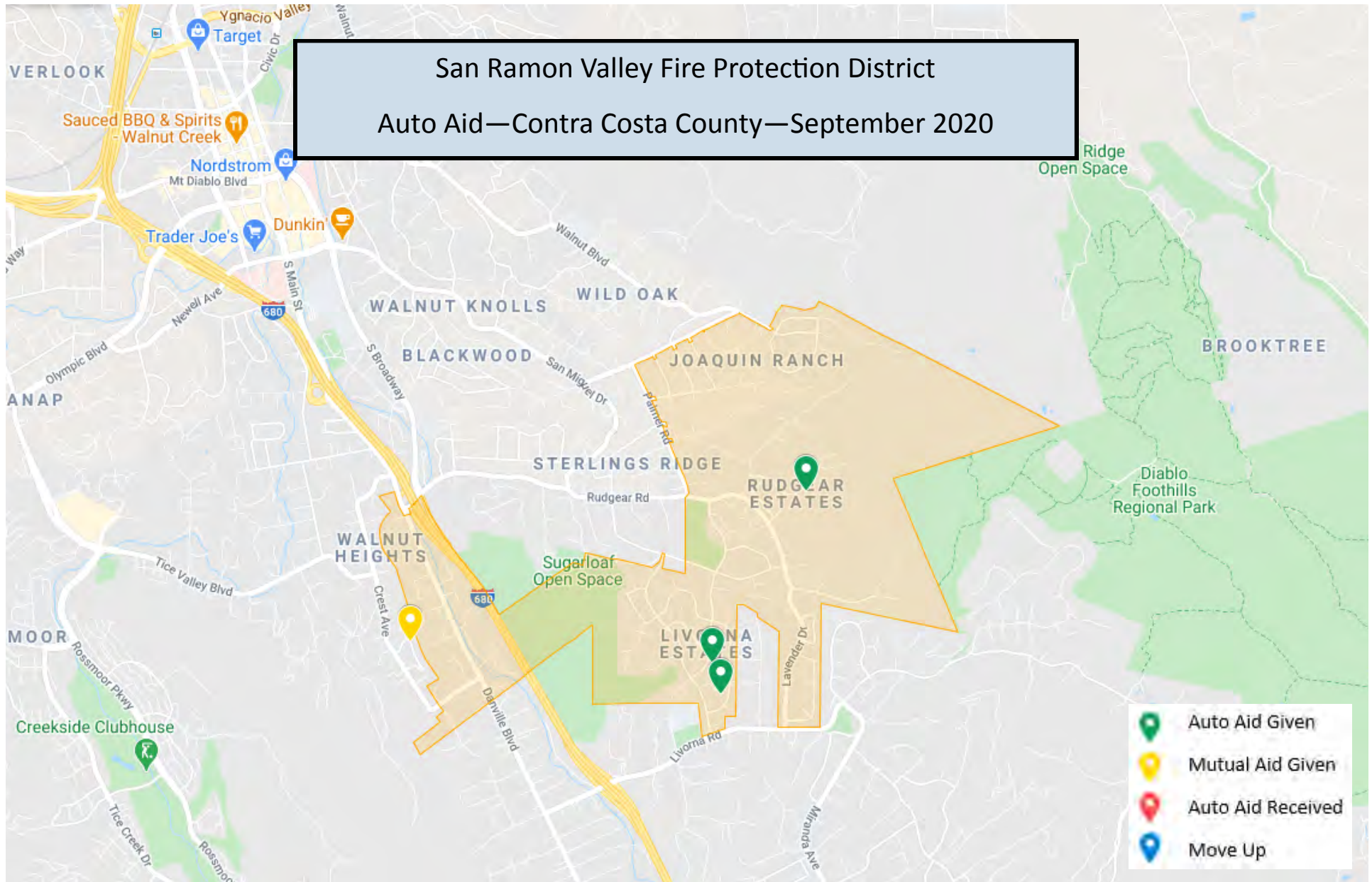


San Ramon Valley Fire Protection District
Auto Aid—Alameda County—September 2020



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Auto Aid Given	16	13	9	16	17	13	11	17	10	12	15	11
Mutual Aid Given	5	4	2	2	9	3	3	2	1	1	2	3
Auto Aid Received	3	1	0	0	0	0	0	0	4	0	3	0
Move-up	0	0	0	0	0	0	0	0	0	0	0	0

San Ramon Valley Fire Protection District Auto Aid—Contra Costa County—September 2020



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Auto Aid Given	3	7	8	2	10	4	3	3	7	4	4	3
Mutual Aid Given	1	1	0	0	1	2	0	0	0	0	1	1
Auto Aid Received	0	0	0	0	0	0	0	0	1	1	1	0
Move-up	0	0	0	0	0	0	0	0	0	0	0	0

Standards of Cover Policy Compliance Report September 1, 2020 - September 30, 2020

	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 275)			Suburban (Count = 115)			Rural (Count = 1)			Wilderness (Count = 7)		
	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	7:42	7:26	8:00	7:53	7:57	15:00	7:06	11:47	45:00	35:42	35:15
		91%	95%		100%	100%		100%	100%		100%	100%

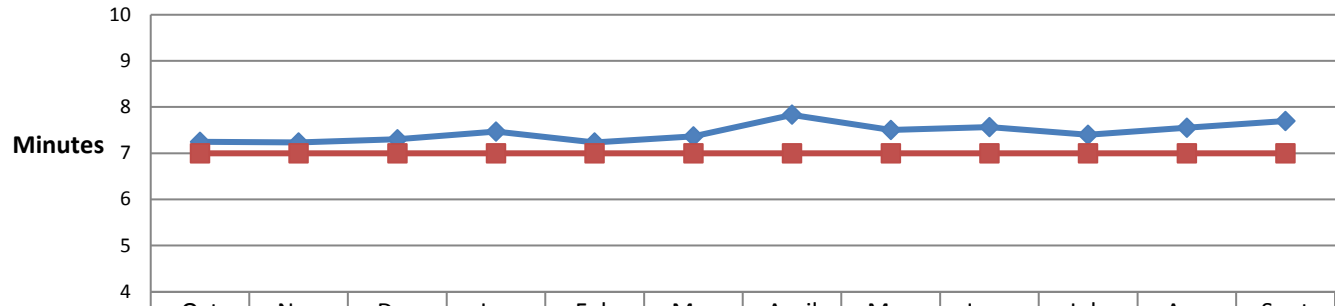
	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 0)			Rural (Count = 0)			Rural (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	0:00	15:31	14:00	0:00	19:05	21:00	0:00	12:51	45:00	0:00	0:00
		0%	88%		0%	75%		0%	100%		0%	0%

	SOC Goal 8											
	Urban (Count = 131)			Suburban (Count = 52)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	9:00	9:46	9:49	10:00	9:55	10:11	21:00	10:49	16:45	45:00	0:00	31:31
		91%	94%		100%	99%		100%	100%		0%	100%

	SOC Goal 7								
	Call Processing EMS			Call Processing Time			Turnout Time		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
	1:00	0:57	1:00	1:00	1:51	1:49	2:00	1:49	1:51
		100%	100%		86%	85%		100%	100%

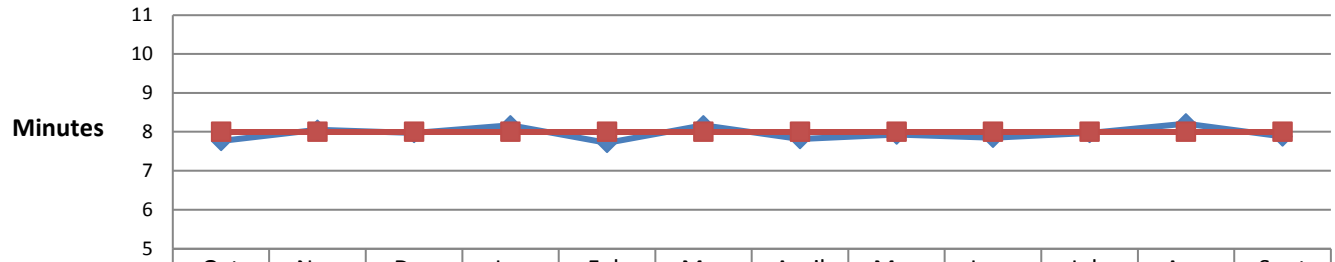
First Unit Response

Urban



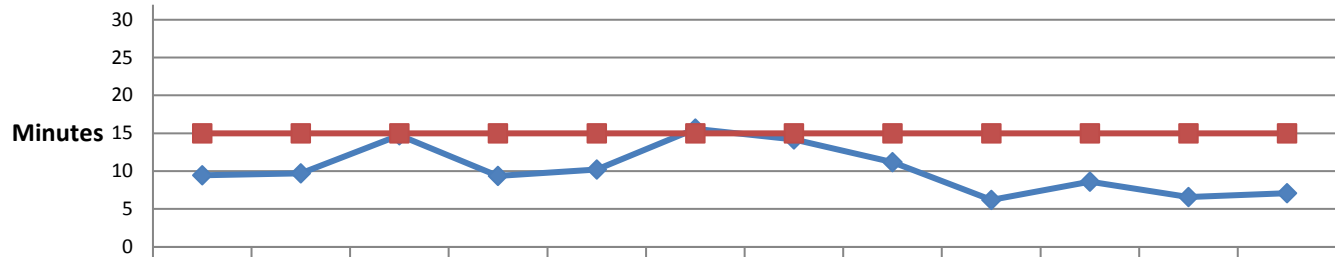
	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Urban	7.3	7.2	7.3	7.5	7.2	7.4	7.8	7.5	7.6	7.4	7.6	7.7
Benchmark	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0

Suburban



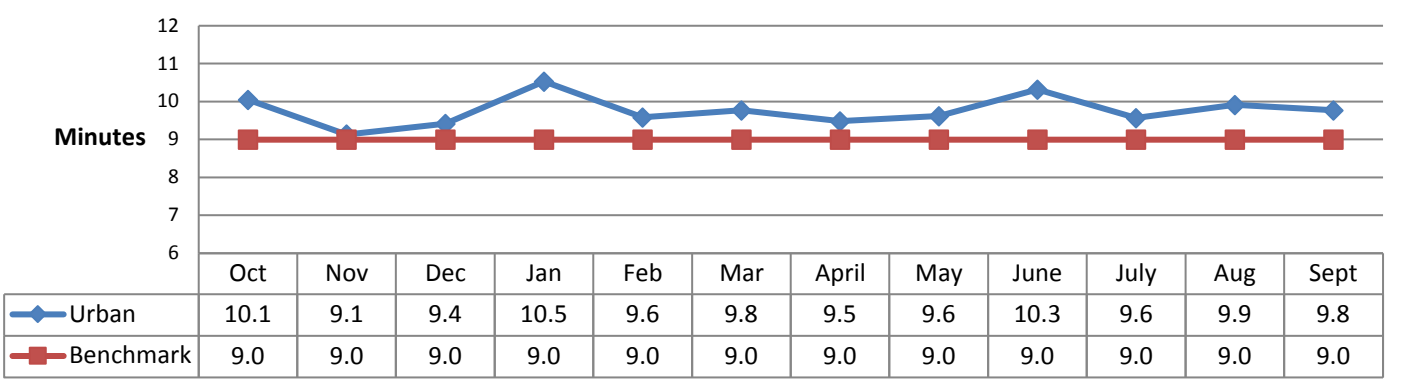
	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Suburban	7.8	8.1	8.0	8.2	7.7	8.2	7.8	7.9	7.9	8.0	8.2	7.9
Benchmark	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0

Rural

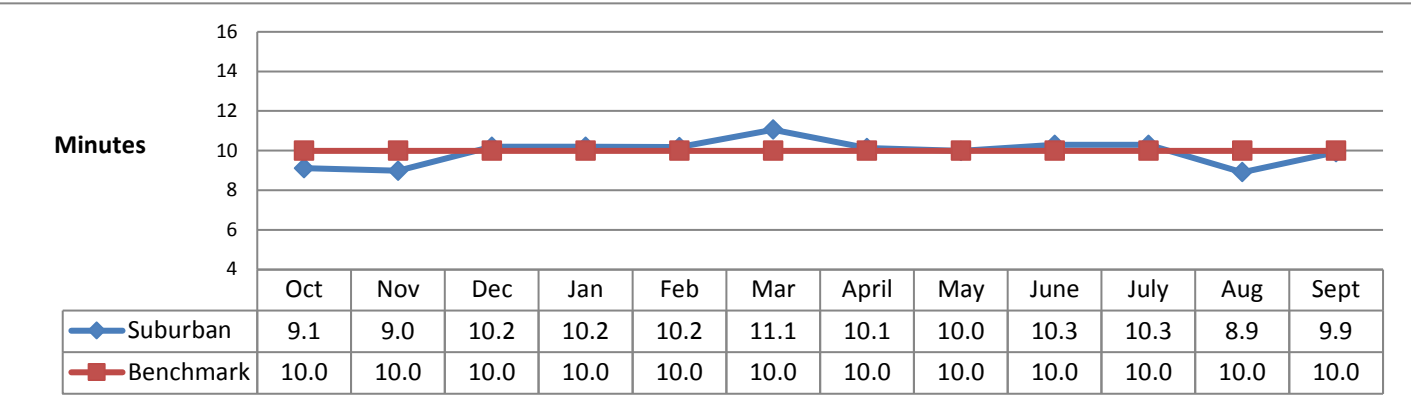


	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Rural	9.5	9.7	14.8	9.4	10.2	15.6	14.2	11.2	6.2	8.6	6.6	7.1
Benchmark	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0

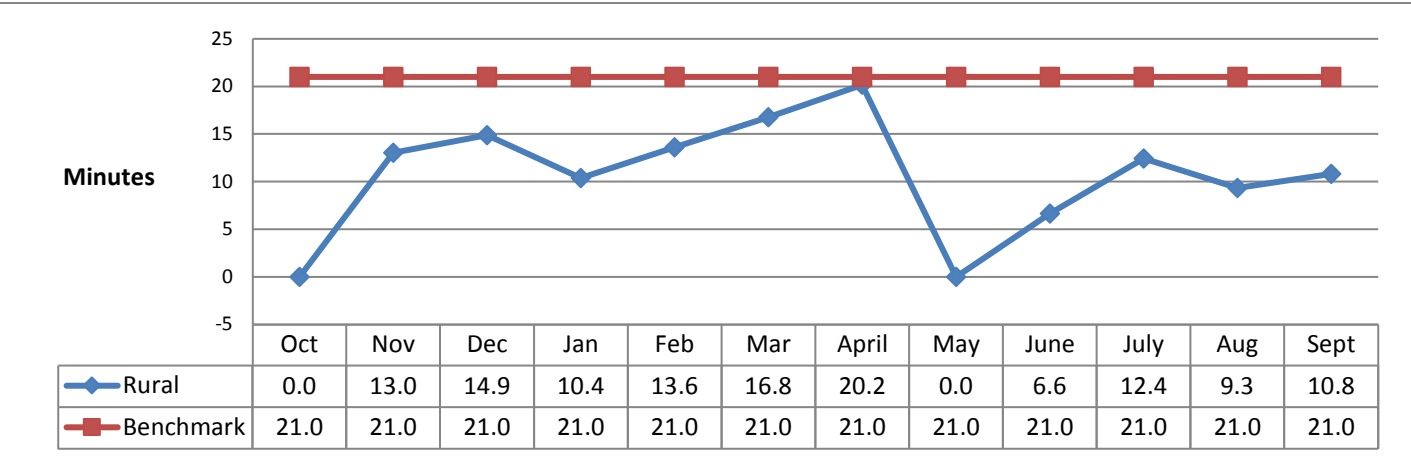
ERF Medical
Urban



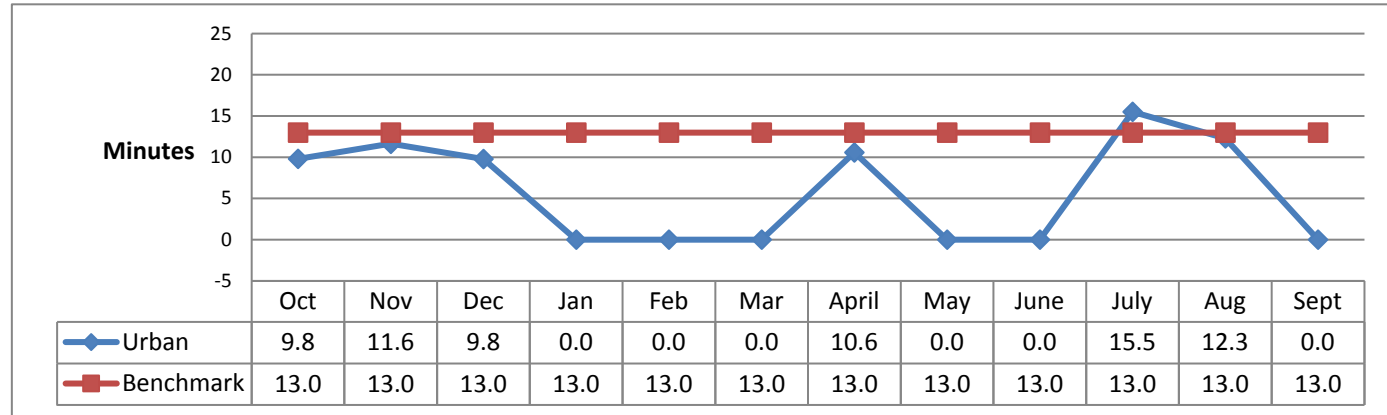
Suburban



Rural



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: October 28, 2020
To: Board of Directors
From: Jim Selover, Deputy Chief
Subject: EMS Division- September Activities Report

EMS-Incidents

The District responded to approximately 480 emergency medical incidents during the month of September. Five (5) 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, the cardiac arrest victims did not survive.

Projects / Activities

1. COVID-19 Activities Update
 - Maintained situational awareness
 - Maintained PPE PAR levels
 - Continued discussion with CCPH to determine data review
2. EMS Policy Review / Update
3. AHA Courses- Program Implementation and quality assurance review for required submission to NIHE.
4. Training
 - Fire / EMS Academy 2020-1
 - Q4 Training Preparation for CCC EMS Treatment Guideline Update
 - AHA- Instructor Training
 - AHA BLS, PALS, ACLS skills classes began September 14th
 - PHTLS completion for end of year 2020 expirations
5. EMS Committee Zoom meeting
 - Review of Fever Guard temperature monitoring system
 - Review of upcoming Q4 training components

FIRE AND LIFE SAFETY/ TRAINING



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: October 28, 2020
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Subject: Monthly Fire and Life Safety Division (FLSD)/Training Report for September 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 September 2020.

PLAN REVIEW / CONSTRUCTION	
PLAN REVIEWS SUBMITTED	65
PLAN REVIEWS COMPLETED	66
AVERAGE TURN AROUND TIME (Days-Hours-Minutes)	0:21:20
INSPECTIONS	102
PLAN REVIEW FEES	\$27,855.00

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 September 30, 2020.

Inspection Type	<u>% Inspection should be @</u>	<u>% Complete</u>
Annual Compliance Inspections	74.97%	60.99%

Residential Care Facility Work Group:

FLSD personnel continues to participate in a focused survey of the fifty-four (54) Licensed Residential Care Facilities (RCF) that operate in the District. The purpose of this twice weekly survey is to identify any location(s) where either a resident and/or a caregiver has received a confirmed COVID-19 diagnosis.

Exterior Hazard Abatement:

The Fire Life Safety Division (FLSD) is still receiving complaints from many residents, reporting what they believe to be possible fire hazards. FLSD personnel have responded to each complaint. When warranted and within the parameters of the districts Weed Abatement Ordinance, most complaints have been mitigated.

Heart Safe Committee:

Hosted Zoom Heart Safe Committee Meeting

Public Education:

Activities suspended

Community Emergency Response Team (CERT):

- Hosting and Presenting for FEMA and The National CERT Association weekly:
 - Program Manager Courses
 - Train the Trainer Courses
 - Hybrid CERT Training
- Running CERT Leader & Instructor Meetings for San Ramon Valley CERT
- San Ramon Valley CERT refresher class on Personal Emergency Preparedness
- Trained San Ramon Police Department on Autism/Access & Functional Needs
- Autism Training for our SRV Fire recruits
- Attended Supporting the Bay Area CERT Group Meeting
- Working on enhanced HAM CERT communications in the Community
- Working on the C8 Grant for CERT
- Working with a local Girl Scout on her Gold Award
- Attending OES Operational County Meetings and present CERT updates

Training:

- Completed a review of Recruit Training Curriculum and addressed COVID-19 protocols
- Six Firefighters acquired Journeyman status from Joint Apprenticeship Committee (JAC)
- Completed master calendar for the upcoming 2020-I Recruit Firefighter Academy
- Completed acquisition of uniforms and personal protective equipment for new Recruits
- Initiated inventorying of all equipment and tools assigned to Training Division
- Completed preparation of the Training Site facility for upcoming training events
- Conducted audit of Training Records for the purpose of maintaining accountability

Meetings:

- Image Trend Transition Workgroup Training
- Attended Fleet Transition Meeting
- Participated in Wellness Fitness Management Meeting
- Participated in Contra Costa County Fire Chiefs Meeting
- Mobile Data Computer (MDC) Deployment Meeting with DNI
- Participated in Rescue Division Training Meeting

FACILITIES



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: October 28, 2020
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Subject: Monthly Facilities Report for September 2020

Facilities

- Worked on Electrical/HVAC layout for Public Safety Building
- Worked with Ramos Oil regarding card lock system for fuel dispensary
- Completed Bay Area Air Quality Management District Annual Data Update
- Worked with crews from Station 34 to finalize floor plan for Station 34 remodel project
- Reviewed Station 38 lighting project, which should start in November

Meetings

- Participated in several days of FFPM Chief Interviews
- Several meetings with other divisions over Bay Sport Medical, Wellness Fitness process
- Met several times to discuss floor plan for Station 34
- Attended PG&E appeal hearing
- Participated in Fire Investigator Zoom Meeting

COMMUNICATIONS **AND**
TECHNOLOGY



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: October 28, 2020
To: Board of Directors
From: Denise Pangelinan, Director of Emergency Communications
Subject: Monthly Communications and Technology Division Report September 2020

Activity Report

- Upgraded Zetron Fire Station Alerting (FSA) hardware and software
- Image Trend project team kick-off and implementation requirements
- Updated Central Square test CAD and Mobile to 20.3.3.1 in preparation for upgrade
- Installed updated code plug for the EBRCS portable and mobile radios
- Upgraded Emergency Fire Dispatch software (EFD) to version to 7.1

Meetings/Training

- Emergency Transmission Facility Evaluation – Faria Preserve
- Live911 Overview with San Ramon Police Department
- MDC/Modem Fleet Review
- Emergency Medical Care Committee (EMCC) Meeting
- XCC Communications Meeting
- EBRCS TAC Meeting

Communications Reserves

- Monthly drill meetings suspended per Operations Policy – COVID 19

San Ramon Valley Fire Protection District
DNI IT Monthly Focus
September 2020

End User Support

186 Service Tickets Processed.

After Hours / Emergency Support

26 After-Hours / Emergency Support Calls.

Cyber Security

- 133 devices were updated in October.
- 115 devices are scheduled for updates in November.
- 42 Security Updates are being tested for stability and compatibility.

Special Projects

- Installed a Gateway and MDC in New Engine.
- Completed Station Alerting upgrade.
- Performed CQI Check on 436 Patient Care Records.
- Updated COVID 19 Reports.
- Updated Helpdesk Portal.
- Began working on replacement schedule for end-user workstations and laptops.
- Provided support for ImageTrend system configuration.



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: October 28, 2020
To: Board of Directors
From: Natalie Korthamar Wong, Human Resources Director
Re: Monthly Human Resources Report for September 2020

Recruitment:

- ❖ Scheduled and held Firefighter Paramedic Chief's interviews and coordinated background checks for candidates
- ❖ On-boarded new Public Safety Dispatcher

Additional Accomplishments:

- ❖ Organized all elements of Open Enrollment and provided benefit information to employees, retirees and Directors
- ❖ Completed the Workers' Compensation Office of Self-Insured Programs Annual Report
- ❖ Organized the annual administration of the flu shot for District employees
- ❖ Entered in employee EEO data into ADP for efficient reporting

Report: Employee Illness/Injury Report – September 2020



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: October 28, 2020
To: Board of Directors
From: Natalie Korthamar Wong, Human Resources Director
Subject: September 2020 Employee Illness/Injury Report

Indemnity (Lost Time)

September 5, 2020 DOI- 9/4/20 – An employee injured his back while responding to a medical call

Status: Remained out at month end.

Medical Only (No Lost Time)

September 3, 2020 An employee injured his back while lifting a patient during a medical call. Medical treatment was received, but no work time was lost.

As of September 30, 2020, there were four (4) employees absent from their regular work assignment. Total lost time due to injuries for the month of September equaled 116 calendar days/38 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: October 28, 2020
To: Board of Directors
From: Ken Campo, Financial Consultant
Davina Hatfield, Controller
Re: Monthly Financial Report for September 2020

Financials:

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

Meetings/Activities:

- Worked in partnership with investment bankers and bond counsel to deliver information related to the issuance of the 2020 Certificates of Participation associated with financing the Public Safety Complex and Training site project.
- Provided information to the Department of Health Care Services for the 2017 GEMT audit.
- Worked with Eide Bally, external audit team to begin the District's financial statement audit.
- Provided support and assistance to other Divisions with the following projects:
 - PG&E Safety Ordinance
 - EMS Transport/201 Rights

San Ramon Valley Fire Protection District

Combined Balance Sheet

September 30, 2020

	GOVERNMENTAL FUNDS					AGENCY	ACCOUNT GROUPS		Total
	General Fund	Budget Stabilization	Debt Service	Capital Projects	Special Revenue	CERT	Fixed Asset	Long-Term Debt	
ASSETS									
Cash - Checking	\$ 755,114	\$ 159,187	\$ -	\$ -	\$ 60	\$ 47,267	\$ -	\$ -	\$ 961,628
Cash - Money Market	508,796	-	-	-	-	-	-	-	508,796
Cash - Workers' Compensation	(89,804)	-	-	-	-	-	-	-	(89,804)
Cash - Flexible Spending	30,047	-	-	-	-	-	-	-	30,047
Petty Cash	1,250	-	-	-	-	-	-	-	1,250
Investments - LAIF @ .80%	28,276,108	-	-	7,236,970	-	-	-	-	35,513,078
Investments - Market Value Adjustment	401,526	343,826	-	38,721	-	-	-	-	784,073
Investments - Bank of the West @ 1.18% avg	4,234,646	19,700,603	-	-	-	-	-	-	23,935,249
Cash with Fiscal Agent	-	-	131	9,467	-	-	-	-	9,598
Accounts Receivable	412,436	-	-	-	-	20,000	-	-	432,436
Interest Receivable	222,122	121,495	-	27,132	-	-	-	-	370,749
YE Accrued Ambulance Billing	1,001,441	-	-	-	-	-	-	-	1,001,441
Prepaid Expenses and Deposits	12,823,169	-	-	1,751,402	-	-	-	-	14,574,571
Land	-	-	-	-	-	-	6,000,878	-	6,000,878
Buildings and Improvements	-	-	-	-	-	-	34,354,445	-	34,354,445
Construction in Progress	-	-	-	-	-	-	383,610	-	383,610
Equipment	-	-	-	-	-	-	8,667,015	-	8,667,015
Vehicles	-	-	-	-	-	-	24,532,106	-	24,532,106
Accumulated Depreciation	-	-	-	-	-	-	(36,913,410)	-	(36,913,410)
Amount to be Provided - Long Term Debt	-	-	-	-	-	-	-	24,809,977	24,809,977
TOTAL ASSETS	<u>\$ 48,576,851</u>	<u>\$ 20,325,111</u>	<u>\$ 131</u>	<u>\$ 9,063,692</u>	<u>\$ 60</u>	<u>\$ 67,267</u>	<u>\$ 37,024,644</u>	<u>\$ 24,809,977</u>	<u>\$ 139,867,733</u>
LIABILITIES									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	3,228,585	-	-	7,634	-	-	-	-	3,236,219
Deposits Payable	19,521	-	-	-	-	-	-	-	19,521
Deferred Ambulance Billing Revenue	477,786	-	-	-	-	-	-	-	477,786
Long Term Debt - Certificates of Participation	-	-	-	-	-	-	-	10,390,000	10,390,000
Long Term Debt - Vehicle Lease	-	-	-	-	-	-	-	4,201,458	4,201,458
Workers' Compensation	-	-	-	-	-	-	-	7,528,000	7,528,000
Accumulated Leave	-	-	-	-	-	-	-	2,690,520	2,690,520
TOTAL LIABILITIES	<u>3,725,892</u>	<u>-</u>	<u>-</u>	<u>7,634</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,809,978</u>	<u>28,543,504</u>

San Ramon Valley Fire Protection District

Combined Balance Sheet

September 30, 2020

	GOVERNMENTAL FUNDS					AGENCY	ACCOUNT GROUPS		Total
	General Fund	Budget Stabilization	Debt Service	Capital Projects	Special Revenue	CERT	Fixed Asset	Long-Term Debt	
FUND BALANCE									
Investment in General Fixed Assets	-	-	-	-	-	-	37,024,644	-	37,024,644
Non-Spendable Fund Balance	-	-	-	1,751,402	-	-	-	-	1,751,402
Restricted Fund Balance	-	-	131	97,861	60	-	-	-	98,052
Committed Fund Balance:									
Dry Period Funding	44,758,134	-	-	-	-	-	-	-	44,758,134
Budget Stabilization	-	15,825,111	-	-	-	-	-	-	15,825,111
Workers' Compensation Claims	-	4,500,000	-	-	-	-	-	-	4,500,000
Capital Projects	-	-	-	7,113,798	-	-	-	-	7,113,798
Assigned Fund Balance:									
Other Assigned Fund Balance	92,825	-	-	92,997	-	-	-	-	185,822
Unassigned Fund Balance	-	-	-	-	-	67,267	-	-	67,267
TOTAL FUND BALANCE	<u>44,850,959</u>	<u>20,325,111</u>	<u>131</u>	<u>9,056,058</u>	<u>60</u>	<u>67,267</u>	<u>37,024,644</u>	<u>-</u>	<u>111,324,230</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 48,576,851</u>	<u>\$ 20,325,111</u>	<u>\$ 131</u>	<u>\$ 9,063,692</u>	<u>\$ 60</u>	<u>\$ 67,267</u>	<u>\$ 37,024,644</u>	<u>\$ 24,809,978</u>	<u>\$ 139,867,734</u>

San Ramon Valley Fire Protection District

Revenue - All Funds

For the Period Ended September 30, 2020

FISCAL YEAR COMPLETED - 25.00%

	2019/20		2020/21		
	Actual (unaudited)	Budgeted	Realized	Remaining Budget	% Received
TAXES					
Property Taxes - Current Secured	\$ 71,584,682	\$ 74,458,061	\$ -	\$ 74,458,061	0.0%
Property Taxes - Supplemental	1,636,408	-	-	-	
Property Taxes - Utilities (Unitary)	1,105,278	1,105,278	-	1,105,278	0.0%
Property Taxes - Current Unsecured	2,029,809	1,963,622	-	1,963,622	0.0%
Homeowners Property Tax Relief	453,404	475,000	-	475,000	0.0%
RDA Property Tax	1,209,047	1,021,520	-	1,021,520	0.0%
County Tax Administration	(566,046)	(577,367)	-	(577,367)	0.0%
Property Taxes - Prior Secured	(111,002)	-	-	-	
Property Taxes - Prior Supplemental	(68,206)	-	-	-	
Property Taxes - Prior Unsecured	8,679	-	-	-	
Total Taxes	77,282,053	78,446,114	-	78,446,114	0.0%
INTERGOVERNMENTAL					
Measure "H"	33,000	33,000	-	33,000	0.0%
SB-90 Mandated Costs	56,345	-	-	-	
State Aid/Grants	296,751	1,013,850	51,764	962,086	5.1%
Other Intergovernmental Revenue	333,167	420,000	49,169	370,831	11.7%
GEMT	(11,106)	80,800	-	80,800	0.0%
Consolidated Dispatch	1,050,000	1,764,043	-	1,764,043	0.0%
Total Intergovernmental	1,758,157	3,311,693	100,933	3,210,760	3.0%
CHARGES FOR SERVICE					
Inspection Fees	55,000	64,502	14,556	49,946	22.6%
Plan Review	556,760	600,000	77,454	522,546	12.9%
Administrative Citation Charges	1,000	24,313	-	24,313	0.0%
Ambulance Services	5,110,353	4,949,000	1,079,347	3,869,653	21.8%
CPR Classes	480	604	-	604	0.0%
Reports and Photocopies	2,020	7,356	2,045	5,311	27.8%
Total Charges For Service	5,725,613	5,645,775	1,173,402	4,472,373	20.8%
USE OF MONEY AND PROPERTY					
Investment Earnings	1,316,189	1,116,500	403,139	713,361	36.1%
Total Use Of Money and Property	1,316,189	1,116,500	403,139	713,361	36.1%
RENTAL INCOME					
Rent On Real Estate	67,979	67,459	23,048	44,411	34.2%
Total Rental Income	67,979	67,459	23,048	44,411	34.2%
OTHER REVENUE					
Sale Of Property	6,440	-	-	-	
Miscellaneous Revenue	6,812	10,000	2,486	7,514	24.9%
Total Other Revenue	13,252	10,000	2,486	7,514	24.9%
Total Revenue	\$ 86,163,243	\$ 88,597,541	\$ 1,703,008	\$ 86,894,533	1.9%

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended September 30, 2020

FISCAL YEAR COMPLETED - 25.00%

	2019/20	2020/21			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
SALARIES AND BENEFITS					
Permanent Salaries	\$ 26,446,450	\$ 28,536,029	\$ 6,737,818	\$ 21,798,211	23.6%
Temporary Salaries	440,252	385,209	93,591	291,618	24.3%
Permanent Overtime	8,362,867	8,394,000	3,404,098	4,989,902	40.6%
Overtime - Temp Employees	757	-	1,868	(1,868)	#DIV/0!
FICA/Medicare	496,255	531,968	145,065	386,903	27.3%
Retirement Contributions	16,526,895	17,944,801	4,320,022	13,624,779	24.1%
Retirement Contributions - UAAL	236,000	260,000	260,000	-	100.0%
401A Contributions - Employer Paid	8,403	8,611	2,153	6,458	25.0%
Employee Group Insurance	4,049,703	4,404,957	992,421	3,412,536	22.5%
Retiree Health Insurance	3,042,205	3,189,031	759,554	2,429,477	23.8%
OPEB Contribution	3,937,414	4,287,004	549,000	3,738,004	12.8%
Unemployment Insurance	-	20,000	-	20,000	0.0%
Workers' Compensation	1,128,642	1,375,000	227,657	1,147,343	16.6%
Total Salaries and Benefits	64,675,843	69,336,610	17,493,247	51,843,363	25.2%
SERVICES AND SUPPLIES					
Office Supplies	29,868	31,975	5,439	26,536	17.0%
Postage	9,503	29,050	2,857	26,193	9.8%
Telecommunications	237,332	247,902	67,420	180,482	27.2%
Utilities	421,635	380,300	89,439	290,861	23.5%
Small Tools and Equipment	139,059	112,200	13,633	98,567	12.2%
Miscellaneous Supplies	69,607	118,800	17,573	101,227	14.8%
Medical Supplies	243,117	230,000	61,326	168,674	26.7%
Firefighting Supplies	64,048	80,000	6,243	73,757	7.8%
Pharmaceutical Supplies	58,122	35,000	8,737	26,263	25.0%
Computer Supplies	10,227	15,500	2,651	12,849	17.1%
Radio Equipment and Supplies	31,181	20,500	10,048	10,452	49.0%
Food Supplies	23,165	35,300	5,630	29,670	15.9%
PPE Inspection and Repairs	9,258	19,500	-	19,500	0.0%
Safety Clothing	136,694	277,100	46,587	230,513	16.8%
Class A Uniforms	16,087	10,500	-	10,500	0.0%
Non-Safety Clothing	11,394	32,885	2,466	30,419	7.5%
Class B Uniforms	76,249	81,000	13,017	67,983	16.1%
Household Supplies	58,183	38,000	18,832	19,168	49.6%
Central Garage - Repairs	583,152	300,000	120,575	179,425	40.2%
Central Garage - Maintenance	49,938	41,625	2,662	38,963	6.4%
Central Garage - Gas, Diesel and Oil	245,638	383,300	88,754	294,546	23.2%
Central Garage - Tires	46,865	50,000	18,805	31,195	37.6%
Central Garage - Mandated Inspections	9,851	24,500	8,728	15,772	35.6%
Maintenance and Repairs - Equipment	173,064	193,977	49,828	144,149	25.7%

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended September 30, 2020

FISCAL YEAR COMPLETED - 25.00%

	2019/20	2020/21			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
Maintenance and Repairs - Radio and Electronic	106,722	104,485	9,022	95,463	8.6%
Maintenance and Repairs - Buildings	199,889	246,000	36,402	209,598	14.8%
Maintenance and Repairs - Grounds	57,699	53,000	7,665	45,335	14.5%
Rents and Leases	64,587	204,131	63,310	140,821	31.0%
Software and Licensing	263,179	568,076	203,006	365,070	35.7%
Professional Services	1,955,658	2,079,328	384,858	1,694,470	18.5%
Recruiting Costs	112,585	118,800	8,854	109,946	7.5%
Legal Services	253,775	445,000	44,491	400,509	10.0%
Medical Services	78,900	120,500	590	119,910	0.5%
Communications Services	93,600	95,360	-	95,360	0.0%
Election Services	-	172,000	-	172,000	0.0%
Insurance Services	470,522	424,500	184,092	240,408	43.4%
Publication Of Legal Notices	106	3,500	-	3,500	0.0%
Specialized Printing	42,183	30,975	25,588	5,387	82.6%
Memberships	91,207	99,376	51,886	47,490	52.2%
Educational Courses and Supplies	90,733	318,600	50,406	268,194	15.8%
Educational Assistance	22,152	25,000	425	24,575	1.7%
Public Educational Supplies	9,368	11,000	-	11,000	0.0%
Books and Periodicals	13,037	28,289	2,932	25,357	10.4%
Recognition Supplies	2,248	4,000	-	4,000	0.0%
Meetings and Travel	57,865	80,110	1,268	78,842	1.6%
Other Expense	26,635	-	(394)	394	#DIV/0!
Taxes and Assessments	63,910	120,000	-	120,000	0.0%
Total Services and Supplies	6,829,797	8,140,944	1,735,651	6,405,293	21.3%
Total Operating Expenditures	\$ 71,505,640	\$ 77,477,554	\$ 19,228,898	\$ 58,248,656	24.8%

San Ramon Valley Fire Protection District

Expenditures - All Other Funds

For the Period Ended September 30, 2020

FISCAL YEAR COMPLETED - 25.00%

	2019/20	2020/21			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget % Expended	
CAPITAL PROJECTS					
Professional Services	\$ -	\$ -	\$ -	\$ -	
Technology Improvements	15,233	7,452	-	7,452	0.0%
Various Improvements	1,299,281	3,126,215	350,500	2,775,715	11.2%
Radio and Electronic Equipment	112,341	687,672	51,501	636,171	7.5%
Major Equipment	91,431	173,507	4,381	169,126	2.5%
Autos and Trucks	246,918	425,000	49,760	375,240	11.7%
Total Capital Projects	<u>\$ 1,765,204</u>	<u>\$ 4,419,846</u>	<u>\$ 456,142</u>	<u>\$ 3,963,704</u>	<u>10.3%</u>
 DEBT SERVICE					
Professional Services	\$ 3,190	\$ -	\$ -	\$ -	
2015 Certificates Of Participation	931,350	926,050	725,675	200,375	78.4%
2020 Certificates of Participation	-	2,200,000	-	2,200,000	
Equipment Lease	613,155	613,155	308,069	305,086	50.2%
Total Debt Service	<u>\$ 1,547,695</u>	<u>\$ 3,739,205</u>	<u>\$ 1,033,744</u>	<u>\$ 2,705,461</u>	<u>27.6%</u>
 Total Capital, Equipment and Debt Service	 <u>\$ 3,312,899</u>	 <u>\$ 8,159,051</u>	 <u>\$ 1,489,886</u>	 <u>\$ 6,669,165</u>	 45.0%

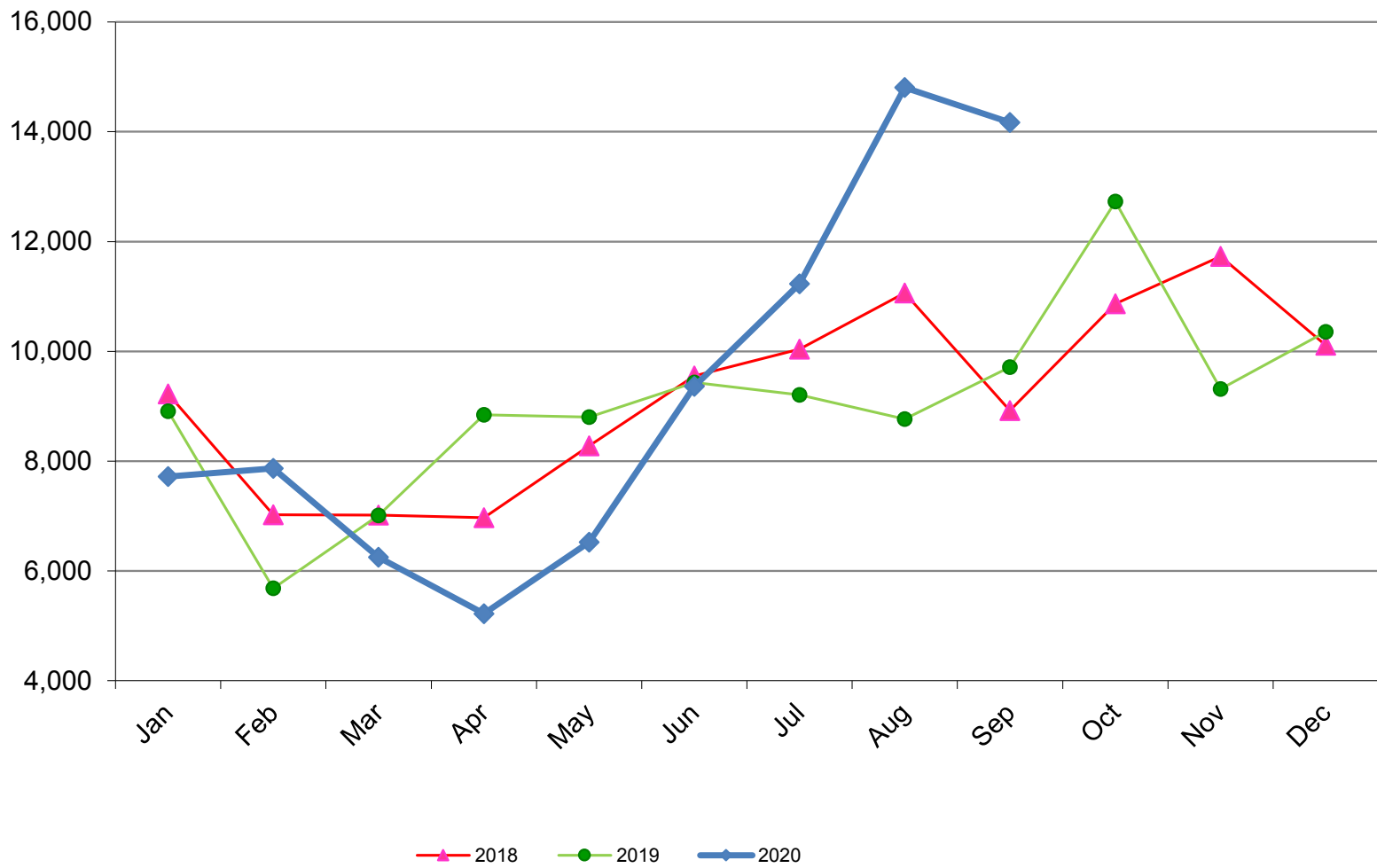
San Ramon Valley Fire Protection District

General Fund

Revenue and Expenditures

Month	2016/17		2017/18		2018/19		2019/20		2020/21	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$ 282,790	\$ 5,316,616	\$ 354,888	\$ 6,122,636	\$ 550,530	\$ 5,622,648	\$ 749,436	\$ 5,451,614	\$ 748,807	\$ 7,063,529
August	363,912	5,109,224	695,817	5,671,451	499,377	5,905,072	610,284	6,468,445	436,936	5,415,373
September	377,209	5,047,543	480,964	5,593,302	579,731	5,563,173	388,535	5,580,182	481,504	6,749,996
October	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	720,990	5,554,302	362,621	5,888,575	656,486	6,191,849	516,137	6,368,317	-	-
December	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	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	690,047	5,326,068	446,775	5,326,521	632,213	5,524,960	856,640	5,675,617	-	-
March	433,245	5,849,120	883,105	6,063,429	972,913	5,624,000	742,260	5,932,483	-	-
April	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	394,206	5,452,583	639,163	5,506,219	507,822	6,529,026	507,535	5,565,403	-	-
June	5,664,005	5,832,652	5,266,780	5,952,983	6,282,536	6,135,504	6,469,451	6,475,129	-	-

**Total Overtime Hours by Month
January 2018-September 2020**



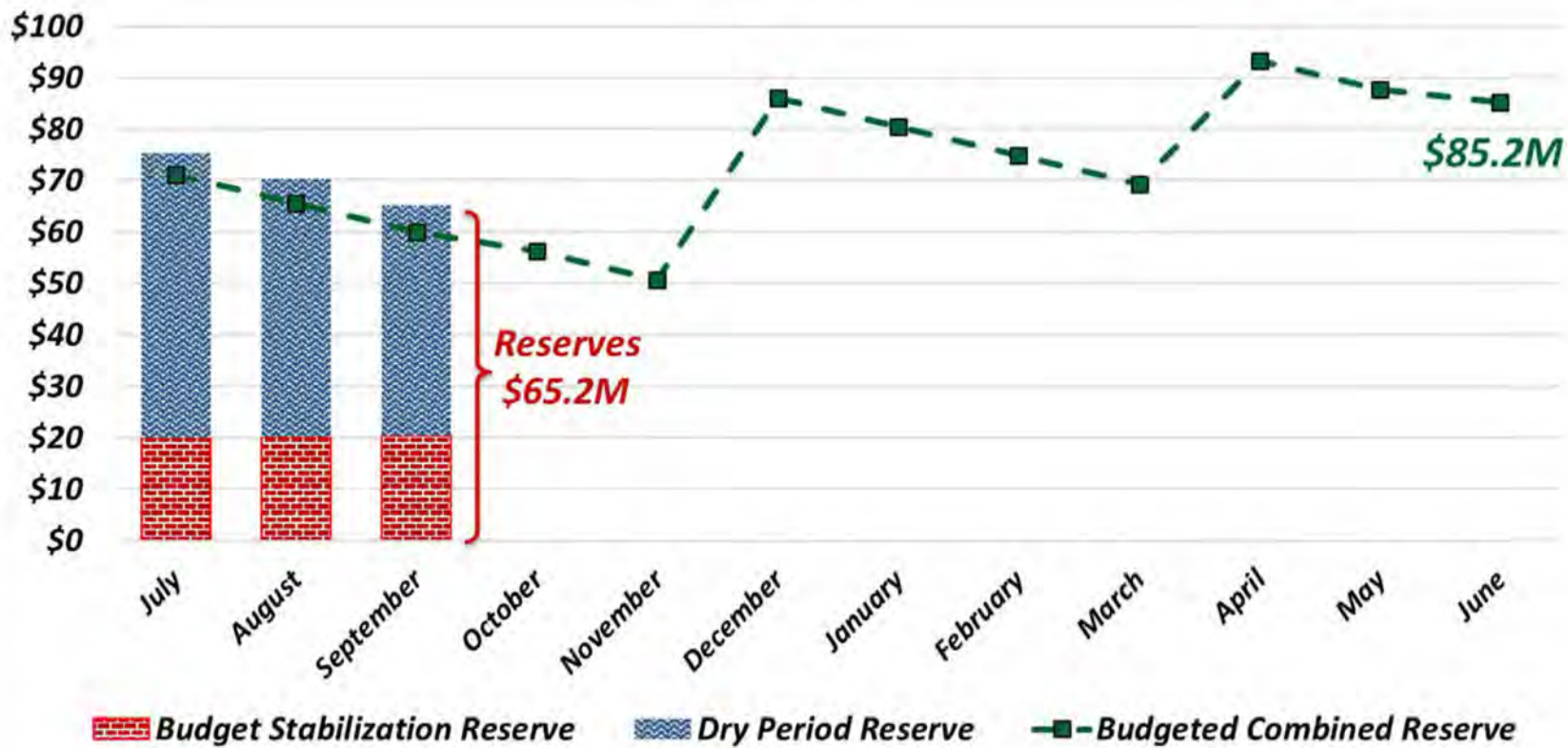


Finance Division

Monthly Financial
Report

September 30, 2020

Combined General Fund Reserves 2020/21 (\$ millions)

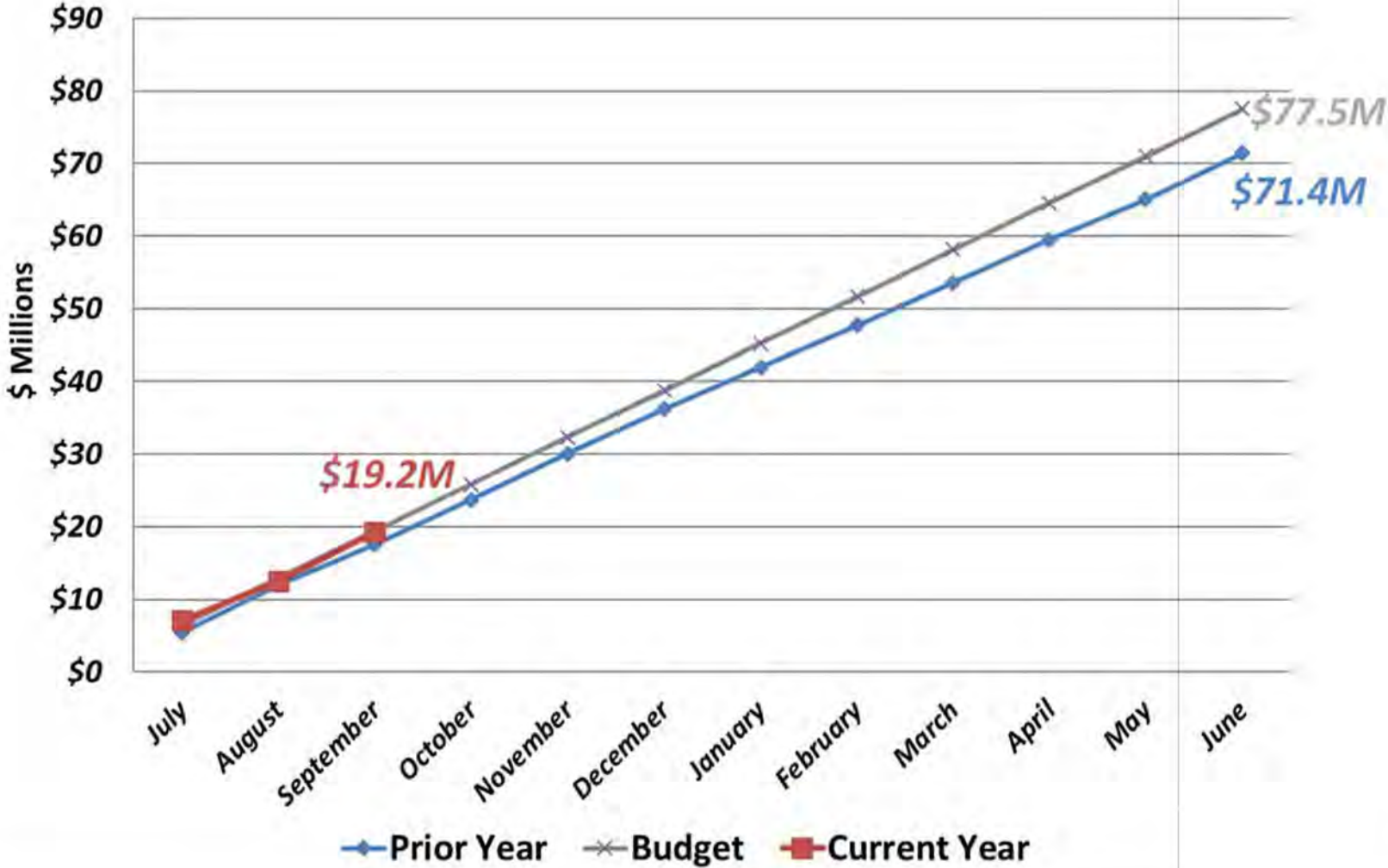


Cash & Investments - All Funds

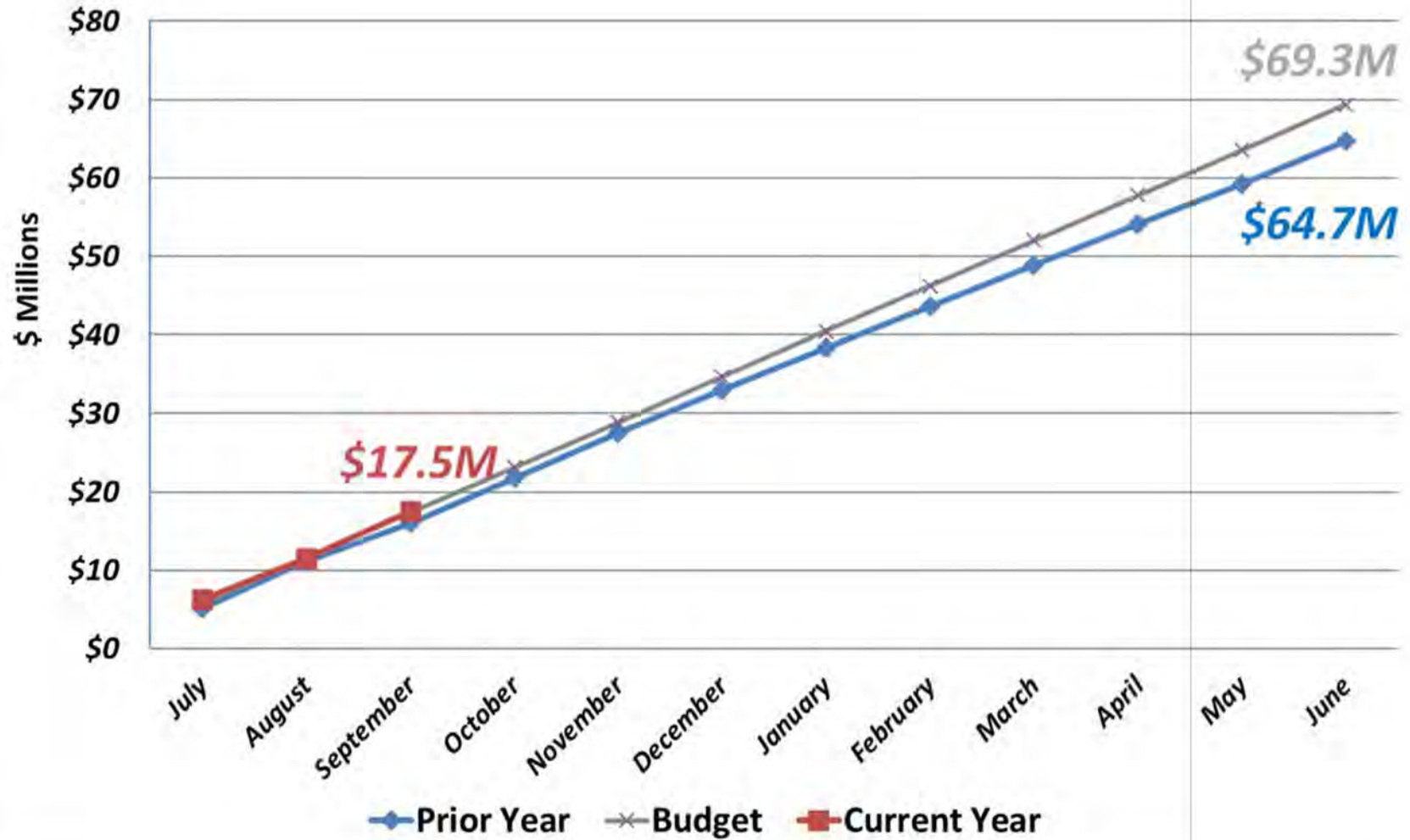
◆ Prior Year ■ Current Year



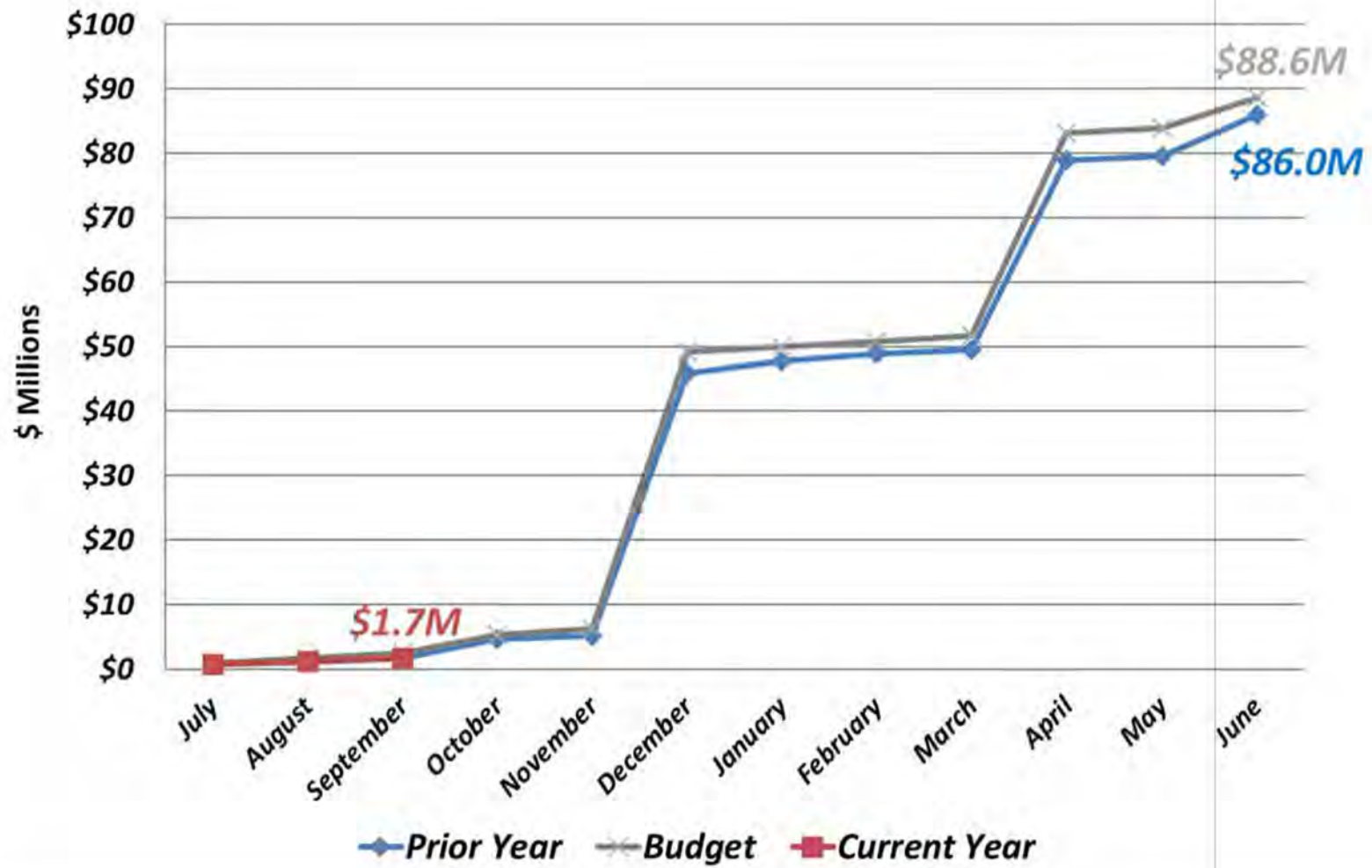
General Fund Expenditures



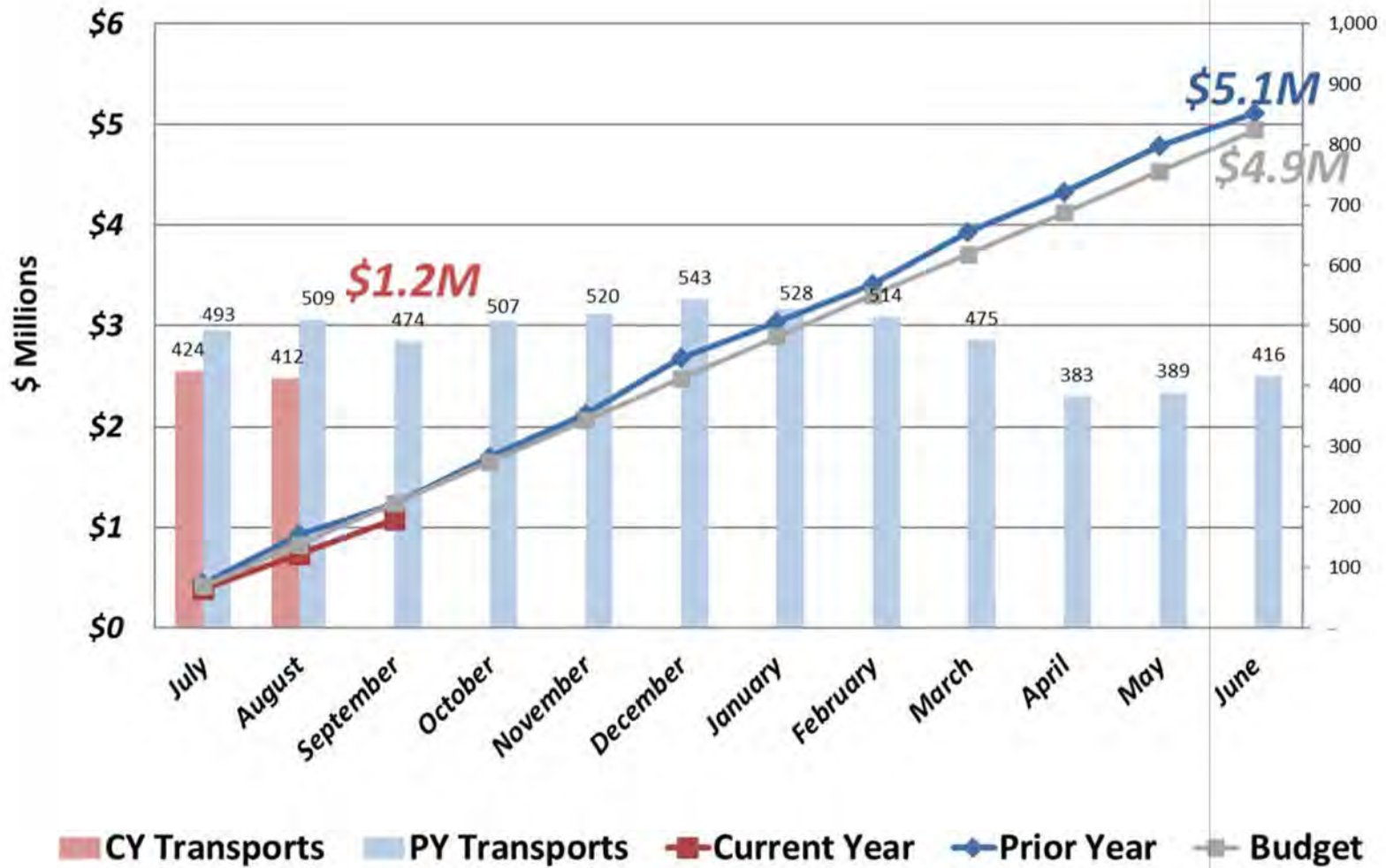
Salaries & Benefits



General Fund Revenues



Ambulance Revenue & Transports



COVID-19

Expenditures through 9/30/20

Facilities	\$ 47,572
Personal Protective Equipment	54,327
Supplies	52,487
Cleaning Services	17,850
Overtime Backfill	<u>135,057</u>
Total	<u>\$ 307,293</u>



Questions?